



POLICY MANUAL

It is the mission of the Byron Public Library District to provide patrons of all ages with materials, facilities and programs to meet their educational, cultural, and recreational needs.

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ACCIDENTS/FIRST AID/UNSAFE WORKING CONDITIONS

All accidents involving employees during working hours or while on Library premises, and other accidents in which the Library or its property are involved directly or indirectly, including those involving patrons of any age are to be reported immediately to the Director or designee.

Any unsafe working conditions are to be reported as soon as possible.

Library personnel are to be trained in CPR as recommended by the Byron Fire Protection District.

A first aid kit is available at the Library, if necessary.

Reviewed December 12, 2018

ALCOHOL POLICY

Purpose In compliance with Illinois Public Act 99-0559, the Byron Public Library District establishes this policy to allow for the restricted and responsible use of alcohol on library grounds in order to enrich the cultural and/or educational experience of event participants.

Guidelines

Allowable Instances: Alcohol is allowed to be served at events sponsored by the library or that are co-sponsored by the library and another entity. The serving of alcohol will not be permitted at any event unless first pre-approved by the Director, in compliance with this policy. Outside groups or individuals conducting a meeting or event at our library are not allowed to serve alcohol.

Examples of Allowable Events: Events may include but will not be limited to fundraisers, discussion group meetings, programs discussing alcohol within the cultural heritage of a group, or educational programming intended to broaden the understanding of a topic relating directly or indirectly to alcohol.

Serving of Alcohol: Alcohol may be served at pre-approved events by catering staff secured for such purpose by the library. Alcohol may also be served by any library staff member or volunteer who is of legal age, has Basset training, and designated by the Director to do so.

Locations for Serving: Alcohol may be served at pre-approved events held within an enclosed or controlled space, such as a meeting room or conference room or throughout the library facility or its grounds, so long as there is a means by which to (1) prevent access to the general public, (2) prevent alcohol from being removed from the premises by attendees, and (3) steps are taken to prevent the sale or distribution of alcohol to persons under the age of 21.

Preventing Underage Drinking: To prevent underage drinking, the library will check acceptable forms of identification of all attendees to any event where alcohol is served. Examples of acceptable forms of identification include: a valid current driver's license or photo ID card issued by the Illinois Secretary of State's Office or any other State; a valid Armed Forces ID; a valid U.S. passport or foreign passport (with U.S. travel visa) containing the holder's photograph; or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.

Violations: Purposely deceiving library staff in order to unlawfully gain access to an event where alcohol is served is a crime and will be reported to the proper authorities.

Waivers: Approval of individual situations not described here will be determined by the Director. Waiver of any prohibitions in this policy may be requested by written application directed to the Board of Library Trustees.

Insurance

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. Per Illinois Public Act 99-0559, when serving alcohol the library district must provide 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 library's liability insurance coverage is determined annually. The 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.

Adopted: November 13, 2019

AUTHORITY TO SPEND LIBRARY FUNDS

The Director of the Byron Public Library District or their designee is authorized to spend up to \$25,000 on any single item without prior board approval provided the item is accounted for in the budget. Any expense in excess of \$25,000 must be approved by the Board of Trustees, and only after completing the formal bid process, if required, as described in Illinois Law.

The Director is authorized to spend up to \$5,000 on any single item not accounted for in the budget.

The Director must seek board approval for the authority to spend \$5,000 or more on any single item not accounted for in the budget.

Adopted March 8, 2023

BLOODBORNE PATHOGENS

While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Byron Public Library District complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are present, the area contaminated shall be immediately cordoned off and quarantined even if the entire Library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.) etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanups, and disposals shall be kept as required by the regulations.

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

Reviewed February 10, 2016

BUSINESS USE OF PRIVATE CAR

Library Staff

When conducting official library business it may be necessary for staff, including the library director, to use his/her private vehicle. The library director shall approve such usage in advance. Should the vehicle be involved in an accident while being used for library business, the staff member's automobile insurance shall be used for any claims which may result. The library will, however, reimburse the staff member for his/her insurance deductible and towing expenses.

Member of the Board of Trustee

The Board President shall approve, in advance, any usage of private vehicle for the purpose of conducting library business by a member of the Board of Trustees. Should the vehicle be involved in an accident while being used for library business, the board member's automobile insurance shall be used for any claims which may result. The library will, however, reimburse the board member for his/her insurance deductible and towing expenses.

Reviewed December 12, 2018

CHILDREN AND TEEN SERVICES

Every child/teen should have available a free public library which provides materials, resources, and reader guidance to meet informational, educational, and recreational needs.

The Byron Public Library District is committed to library service which will:

- promote the lifelong enjoyment of reading and literature;
- develop capable and critical users of information and technology;
- contribute to the continuing intellectual and creative development of the community's youth; and, thereby, establish the Library as a vital community resource.

The Library will allocate sufficient funding to provide for:

- qualified professional staff with direct responsibility for the planning,
- management, and evaluation of services to children and teens;
- children's and teen services staff possessing a broad knowledge of children's and teen literature and information resources; a knowledge of children's and teen's physical and intellectual growth; and a genuine caring and respect for children and teens;
- diverse collections in various formats and interest levels that capture the interest and imagination of children and teens; meet high standards of quality and attractiveness; and reflect the changing interests of young people, parents, adults who work with children, and society in general.
- programs which promote library use and excite children and teens about literature,
- information, and technology;
- cooperative efforts with schools and other community organizations serving children and teens, particularly to identify underserved children and teens and to develop appropriate services for them;

The Byron Public Library District values a free and inquiring society, and affirms its support of the Library Bill of Rights, Free Access to Libraries for Minors, and the Freedom to Read. The Library acknowledges and supports the rights of parents to guide their own child's viewing and reading. Parents or legal guardians are encouraged to help their children and teens make selections of those materials which reflect family values and beliefs.

Use of Children's Department

Children age seven and younger must be supervised by a parent/guardian/caregiver of at least twelve years old at all times while using the children's library. Children age eight and older are welcome to use the children's library without a parent/guardian/caregiver; however, appropriate behavior is expected of all patrons regardless of age.

- Parents, guardians and caregivers assume the responsibility of the behavior of the children they supervise* at all times in the library, in accordance with the Code of Conduct.
 - *Supervise means the caregiver (of appropriate age) is always in the immediate vicinity of, and in visual contact with any child seven years of age or younger, unless participating in a program that does not require a caregiver.
- Parents, guardians, or caregivers of children seven and younger attending activities sponsored by the library are expected to remain in the library until the event concludes.
- Parents, guardians and caregivers should be available to take children home fifteen minutes prior to library closing.
- Adults and teens that are not accompanying a child are not permitted to loiter in the children's department.

Use of Teen Department

Youth aged 11 to 17 (grades 6-12) are allowed to use the Teen Room

Teens have unique social and developmental needs. The Teen Room is meant to ensure the safety and well-being of teens in the library. Use of the Teen Room, including furniture, materials and equipment, will be exclusively for teenagers.

The Teen Room is not an appropriate space for tutoring, unless it is teen-to-teen tutoring.

All library policies, including the Code of Conduct, are in effect in the Teen Room.

Adopted May 12, 2021

Use of Children's Department added February 8, 2023

Use of Teen Department added March 8, 2023

CODE OF CONDUCT

INTRODUCTION

The library is a place of information, knowledge, and learning. It is also one of the few public spaces and public goods in communities and in the country where one may come and be welcomed and be served, to find a space and to find a voice.

The Byron Public Library District is committed to serving everyone, especially those in the community who most need access to services and resources and for whom barriers may sometimes hinder full and equitable access. That includes those who are experiencing homelessness, those with health challenges, those with income challenges, and other vulnerable or marginalized members of the community.

RULES OF BEHAVIOR

Because the library is for everyone, the Board of Library Trustees has established the following rules of behavior to ensure:

All library patrons may use and enjoy the Library's services, materials, and facilities without unreasonable interference or disturbance from others;

All library patrons enjoy safe and secure library facilities;

The library's materials are protected from theft and damage; and

All library employees have a safe and secure workplace.

The following are illegal or are not permissible on library property or at library events. This is not a comprehensive or complete list of examples.

Assault (threat of harm) and battery (actual harm)

Creating, viewing, sharing, or distributing child pornography

Engaging in sexual conduct or lewd acts

Harassment (physical, sexual, verbal, or stalking)

Selling, soliciting or using illegal drugs

Smoking

Theft, including deliberately removing library materials from a building without checking them out

Vandalism

Vaping

Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons.

No conduct is permitted that may reasonably be expected to create a disturbance or otherwise interfere with the safe use and enjoyment of the Library by others (for example, (but not limited to) loud electronic device use and conversations, running, fighting, threatening or harassing behavior, obstructing others' access to Library resources, etc.)

No conduct is permitted that may reasonably be expected to endanger the health and safety of Library users or employees or cause or threaten to cause damage to Library materials or facilities (for example, but not limited to moving furniture in a way which blocks aisles, using tables, chairs or heating units as footstools, sitting on stairways, defacing or vandalizing Library property or materials, etc.) The Library reserves the right to limit the number of persons who may sit together at a single table, carrel, or computer.

Library staff is not responsible for caregiving duties, such as bathroom assistance, providing snacks, providing telephones, health care, or providing time and attention that prevents them from fulfilling their primary duties. Parents and caregivers are expected to fulfill these responsibilities.

Patrons may not bring animals other than service animals into the library.

Personal distribution of leaflets, survey taking, collecting signatures on petitions, solicitations, and similar activities inside library facilities are not permitted, except as authorized by the Board of Trustees as described in the Meeting Room Use policy.

Library users may not leave personal belongings in the Library when they leave the building. The Library is not responsible for any loss of users' personal belongings. Personal belongings may not obstruct walkways or interfere with use of shared spaces.

POTENTIAL CONSEQUENCES

The Library reserves the right to inspect the contents of personal belongings.

The Library reserves the right to impose time limits upon the continuous use of Library resources.

Any behavior that violates the Rules of Behavior may result in cost recovery charges, suspension of library privileges, exclusion from the Library, and prosecution. Depending upon the offense and the particular circumstances of the case, violators of the foregoing Rules may be excluded from use of the Library. Illinois Library Law authorizes the Board of Library Trustees "to exclude from the use of the library any person who willfully violates the rules prescribed by the board."

Security Monitors and other library staff are authorized to ask disruptive patrons to leave the library and to exclude them for a 24-hour period. Staff are also authorized to call the police at their discretion. Violations, both minor and serious, may also be investigated by library administrators who may exclude violators for varying and longer periods of time depending upon the seriousness and/or frequency of the violation (90 days for a first offense, one year for second offense). Caregivers will be notified if the offender is a minor. After the exclusion period, patrons are welcomed back to the library. The board reserves the right to exclude patrons for violent or egregious behavior for longer periods of time.

The Library may bring criminal charges against any persons suspected of criminal acts toward library staff or patrons, including theft or vandalism of Library property or materials or of any violations on Library property of federal, state, or local laws and ordinances.

Revised May 12, 2021

CODE OF ETHICS

Code of Ethics of the American Library Association As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the incorrect amendment date of June 28, 1997; the Office for Intellectual Freedom regrets and apologizes for the error.

Adopted by the Byron Library Board of Trustees on November 11, 2020.

COLLECTION STRATEGY STATEMENT

Purpose

- The Collection Strategy Statement reflects the diverse needs of the Byron community and the library's strategic plan to facilitate engagement, learning, and stewardship.
- The library believes that collections are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and aspirations through this content.
- Through our collections – in all available formats – we work to facilitate equitable experiences for engagement, education, and inspiration. It is our intention that collections – as curated content – have measurable impact on the community.

Principles

- The library advocates for broad and meaningful participation in the library, including the sustained use of materials. It does not promote all of the ideas found in its collections or the discussions those ideas may inspire but provides the spaces and opportunities for those ideas and discussions.
- The library upholds the American Library Association's Freedom to View, Freedom to Read, and Library Bill of Rights. The following statements from the Library Bill of Rights pertain specifically to materials and information.

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.

- The library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. Privacy and confidentiality are key tenets.

- The library recognizes and respects intellectual property rights, and follows existing copyright laws.

- The library supports open access as defined by the American Library Association. "Open access" refers to materials made publicly and freely available via digital repositories and archives, or research made available via peer-reviewed, open-access journals.

- We are committed to resource sharing at local and state levels as demonstrated by our membership and participation in Reaching Across Illinois Library System (RAILS) and PrairieCat, Find More Illinois and

WorldShare Interlibrary Loan. Our membership in consortia demonstrates our beliefs that engagement, supportive learning, and responsible stewardship are collaborative endeavors.

- We are committed to being good stewards of the community's tax dollars and community assets.

Scope

The library develops a meaningful, evidence-based collection that is positioned to meet the needs of the community and supports equity, diversity, and inclusion. Evidence-based methods include traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); qualitative metrics (formal data such as customer feedback, program and services evaluations, and library-wide institutional assessment); and less formal inputs via conversations with the community and professional insights in the course of community engagement. Tools include collection analysis software to monitor collections according to use and provisioning; an ILS (Integrated Library System) to make meaning from the use and circulation of materials; and other software to assist required reporting for the Secretary of State's Illinois Public Library Annual Report (IPLAR). All of these methods are ways the library identifies and monitors the impact of materials in the community. We recognize and celebrate that Byron is unique, with broad and diverse interests. We curate specific cultural and heritage collections that reflect the unique history and characteristics of Byron. We strive to be "format neutral", defining physical and digital collections and content as materials to which we facilitate access for and with our community.

Selection

Selection is curation at its core. Material selection criteria are informed by community interests and aspirations; equity, diversity, and inclusion; national and international news and events; publishing and social trends; professional reviews and journals; and staff professional expertise. Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The library does not collect textbooks, academic, or technical materials unless they are considered useful generally or supportive to the library strategic plan. The library adopts "digital curation" as an umbrella term for actions and strategies to provide stewardship of our digital assets. Digital assets include electronic resources, software and hardware, and devices. Digital curation takes into account the lifespan of the item, the product, and the product version to maintain currency, relevance, and sustainability.

As stewards of content, we carefully consider materials relative to cost, space, maintenance, safety, and customer interest. We ask such questions as: "Does the item have proven or potential interest to our community? Does it meet known or potential demand? Has it earned the attention of critics, reviewers, and the public to an extent that has created that demand? Are there similar materials already in the collection? To what extent are the materials available elsewhere in the community and library consortium? Can we anticipate, based on our ongoing

conversations and engagement, those items and experiences that delight and inspire our community members?” Selection means identifying – and measuring – the impact of collections in the community.

Deselection

To maintain relevant collections and content in all formats, the library must continuously evaluate and deselect materials. Criteria for withdrawing items include, but are not limited to: declining interest, poor condition, unnecessary duplication, or inaccurate or outdated information. Deselected materials may be donated to non-profit organizations, educational institutions, individuals, or discarded. These decisions are made to align with the library’s strategic priorities of engagement, learning, and stewardship and final decisions are the responsibility of the Director.

Gifts and Donations

The library welcomes gifts and donations of materials or money for purchase of items, equipment, or digital content for the library collection. Donations are subject to the library selection and deselection criteria.

Request for Reconsideration of Library Materials, Programs, Exhibits, or Displays

Any Byron community member has the right to request reconsideration of a library material, program, exhibit, or display.

To make a request, please complete and submit a written request to the Director.

The Director, with other appropriate staff, will review the material, program, exhibit, or display in question. The Executive Director will then make a decision and send a response to the person who requested the reconsideration, stating the reasons for the decision.

If the individual is not satisfied with the decision, a written appeal may be submitted to the Board of Library Trustees. The decision of the board is final.

Adopted May 12, 2021

Revised March 8, 2023

COMPUTER AND INTERNET USE POLICY

INTRODUCTION

The purpose of this policy is to define appropriate use of the technology resources at the Byron Public Library District by library technology users and includes technology and resources accessed with equipment in the Library, loaned by the Library and/or via the Library's wireless internet connection. This policy is to be used in conjunction with the Code of Conduct, other library policies, and all Federal, State and local laws and regulations concerning use of property and computing resources. Use of Library public computers or wireless connection constitutes acceptance of this Computer and Internet Use Policy.

USER RESPONSIBILITY

Access to the networks and the information technology environment at the Byron Public Library District is a privilege. All users must respect the rights of other users, library's equipment and all applicable license and contractual agreements related to paid resources.

All users of public computers or wireless Internet shall:

- Sign up for only one public computer at a time.
- Report any loss or theft of their library card immediately.
- Observe the legal protections provided by copyright and license law, and computer abuse laws.
- Observe posted time limits and regulations.

VIOLATIONS OF USE

The library reserves the right to suspend the use of its computers and/or the library by anyone who uses library computing equipment, electronic devices or a network for an illegal purpose or for a purpose in violation of the standards outlined in this and other Byron Public Library District policies.

All users shall specifically refrain from the following activities:

- Using sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources.
- Sharing computer account numbers, passwords and other types of authorization that are assigned to individual users without consent.
- Downloading and/or installing executable files from any source.

- Changing the configuration files of any hardware or software on the Library's workstations or attempting to disable the Library's security software.
- Misrepresenting themselves on the Internet with the intention to commit harm, fraud or as a source of an electronic communication.
- Connecting any personal devices to the Library's wired "Ethernet" network.

LIMITATIONS OF USE

The Library may place limitations on time and manner of computer use in order to allocate computer and internet access as equitably as possible.

Children under the age of 11 may use the public computers with the help and supervision of an adult.

DISCLAIMER / LIABILITY

Use of any of the library's computing equipment and networks is at the sole risk and discretion of the user. This means that it is the user, and not the library, who would be responsible for any damage to the user's own computers, devices, or equipment while connected to the library's wired or wireless networks or while connected to any of the library's equipment. The library takes reasonable steps to secure its networks from unauthorized access. In using a public computer however, an individual must be aware that the security of information or transactions while using the library's equipment or networks is not guaranteed. Internet users are responsible for the web sites they access and use the Internet at their own risk. The Library does not guarantee privacy of any Internet sessions, nor is it responsible for the security of information transmitted and received during any Internet sessions. Any injury or damages incurred by users of Library Internet stations or the Library's connection to the Internet are the sole responsibility of the user.

Revised March 8, 2023

CONFIDENTIALITY OF RECORD

The Byron Public Library District abides by Illinois Law, which states that, the records of patron transactions and the identity of registered library patrons is confidential material. The Byron Public Library District does not make available the records of patron transactions to any party except in compliance with the law. The Byron Public Library District does not make available lists of registered library patrons except in compliance with the law.

Patron Requests:

Information about the following items will only be given to the patron directly, or parent or guardian that signed child's library card application:

- Items charged out

- Items overdue

- Fine information

- Hold information (either items on hold or those awaiting collection)

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

Sample:

A videocassette borrowed is overdue and should be returned.

A book that had been reserved is now in and can be picked up.

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

Patron Information:

Address, phone numbers or any other personal information from a patron's record will not be given out.

Reviewed December 12, 2018

Exceptions to the Illinois Library Records Confidentiality Act

Under the Illinois Library Records Confidentiality Act, no library registration or circulation records are to be made public without a court order. Public Act 95-0040 makes a single exception to this act if all the following conditions are met:

1. A sworn law enforcement officer states that it is impractical to get a court order as a result of an emergency situation;
2. There is probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime; and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.

The requesting law enforcement officer will be asked to sign "Officer's Request for Confidential Library Information" in accordance with the provisions of Public Act 95-0040. The Byron Public Library District may seek subsequent judicial review to assess compliance with this law.

Approved March 11, 2008

CREDIT CARD USAGE

The Board recognizes that it may be necessary from time-to-time and for specific and unique purposes to make purchases by bank credit card. The Board authorizes the Library Director to obtain a bank credit card in the name of the Byron Public Library District and to use it reasonably, as needed. The Board further authorizes use of a bank credit card by other employees as selected by the Library Director in the best interests of the Byron Public Library District.

Use of the card is approved for but not limited to

- expenses incurred in travel including meals, lodging, and travel expenses not to exceed the financial limits per the Employee Handbook,
- purchases in which use of a credit card is the most expeditious method of payment,
- purchases from companies that do not offer billing options.

At no time shall the charged amount exceed \$20,000 (Director: \$10,000, Head of Youth Services \$5,000, Head of Teen Services: \$5,000).

Receipts for all credit card purchases will be required and reconciled against the monthly statement by the Treasurer of the Board of Trustees.

Adopted November 5, 2007

Revised October 9, 2019

DISPLAY SPACE

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

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

Library Community Board Posting Guidelines

- Please give your items to library staff
- Library, local non-profit, and local educational items are priority. Local commercial items are allowed. "Local" defined as within BPLD service area. Staff may post non-local items when space is plentiful.
- Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to proselytize for a single point of view will not be displayed.
- Limit the number of items you request to be posted.
- Postings will not be posted for longer than three weeks.
- Half-sheet posters (or smaller) are preferred. 8 ½ x 11 will be posted. Larger sized posters will be reviewed by the Director.

Library staff reserves the right to remove postings. Application of these guidelines will be based on the judgment of the Library Director. Decisions made by the Library Director may be appealed to the Library Board.

Reviewed October 9, 2019

ELECTRONIC CONFERENCING

Resolution Regarding Meetings and Conferencing via Electronic Means

Whereas, the Board of Library Trustees believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance in all Board meetings be achieved whenever possible; and

Whereas, the use of electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the Open Meetings Act; and

Whereas, the Open Meetings Act has been amended to allow attendance at public body meetings through audio-conference, video-conference, or by any other electronic conferencing without physical attendance; and

Whereas, the Board in all of its regular, special, and committee meetings complies and intends to comply with the provisions of the Open Meetings Act.

Now, THEREFORE, BE IT RESOLVED, that the Board of Library Trustees, having considered the aforesaid matters hereby adopts this policy, to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of conferencing for its meetings as more specifically set out in this Resolution, and to adopt, establish and set forth the Rules of the Board applicable thereto:

1. All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of the Act.

2. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.

3. Pursuant to the Open Meetings Act, a quorum of members of the Board MUST be physically present at the location of the meeting. Only additional members, ie., those members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means.

4. All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the Secretary as done by electronic attendance.

5. A Board member who attends a meeting by video or audio conference must provide notice to the recording secretary or clerk of the Board at least 24 hours prior to the meeting unless such advanced notice is impracticable.

6. A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to i) personal illness or disability; ii) employment purposes or the business of the Board; or (iii) a family or other emergency.

7. As soon as it becomes apparent to the Board that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.

8. The meeting minutes shall include, but need not be limited to; i) the date, time and place of the meeting; ii) the members of the Board who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference or by other electronic means; and iii) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

9. This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due to such circumstances listed in Provision 6 of this policy.

10. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. a speakerphone) in order that the public audience, the LIBRARY members in attendance and any staff will be able to hear any input, vote or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote or discussion.

Adopted May 13, 2013

ELECTRONIC SIGN POLICY

The general purpose of this sign is for use by taxing bodies and not-for-profit organizations located within the boundaries of the Byron Public Library District to inform the public of activities to be held within the District to which the general public is invited and that can reasonably be expected to be of interest to the general population.

Users:

Service Clubs/Not-for-profit organizations

Churches

Government/taxing bodies

Individuals promoting charitable benefits open to the public for the benefit of person/persons living within the District.

Emergency responder organizations

Emergencies:

(One-week notice requirement is waived; other requirements may be waived at the discretion of the Library Director)

Amber Alerts

Weather-related emergencies

Other

Government:

Taxing Bodies: All regular meetings of the governing board – date, time, place, topic (if applicable)

Townhall Meetings – Date, time, place, when topic relates to the business or activities of the agency conducting/hosting the meeting

Politics:

Limited to Get Out the Vote – Encouraging people to participate in elections, Including type (municipal, primary, general – not “School Board” or “Presidential”); date, and times polls are open

Public Service Announcements:

To be accepted at the discretion of the Library Director

Schools:

Byron High School – “Good Luck” and “Congratulations” to teams participating in extra-curricular competitive activities moving to the Sectional level or higher

Byron Middle School – “Congratulations” to conference champion teams in competitive extra-curricular activities

Public Middle School and High School Graduation – Date, time, place
Public High School Valedictorian/Salutatorian – “Congratulations” with names
Public Homecoming Game/Dance – Date, time, place
Public Prom – Date, time, place

Soldiers

Welcoming home soldiers from active duty or recognizing the service death of soldiers who resided in the District prior to deployment or who graduated from Byron High School or whose parent (s) or spouse currently reside in the District

Theater Productions

Announcement of six productions per year by Byron Civic Theater
Announcement of two productions per year by Byron (HS) Theater Troupe
Other

Items Prohibited

Political Advertising
Position Statements or meetings of any group to advance a position statement
Business Advertising including new business announcements
Announcements of meetings to be held for political purposes (partisan or other)
School fundraisers/sales
Individual Condolences (Condolences to a large group, such as in an NIU or 9-11 situation, would be considered)
Births, weddings or other personal family milestones

General Guidelines

All events must occur within the geographic boundaries of the Byron Public Library District and be open to the general public
All items must be emailed to: library@byronlibrary.org or submitted in person
Submissions must be made one week prior to requested appearance
Items may appear for a minimum of one week
No guarantee can be made regarding number of times an item will appear as frequency of occurrence depends on the number of items submitted during a given week
Not-for-Profit organizations are limited to four items per year
Churches are limited to four items per year

Display Options:

3-4 lines, recommended 20 characters per line, max 35 characters per line
Color/graphics choices may be requested but will not be guaranteed
Copy must be submitted exactly as it is to appear on the sign, including number of lines and spacing
Graphics may be submitted to: library@byronlibrary.org

Exceptions:

The Byron Public Library reserves the right to unlimited postings of any and all programming by the Library.

The Library Director reserves the right to reject items deemed inappropriate or not to be in the public interest.

Revised March 13, 2019

ETHICS ORDINANCE

BYRON PUBLIC LIBRARY DISTRICT ORDINANCE NUMBER 2018-9 AN ORDINANCE AMENDING THE BYRON PUBLIC LIBRARY DISTRICT ETHICS ORDINANCE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics which regulates ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it on April 19, 2004 the Byron Public Library District Board of Trustees adopted and enacted an Ethics Ordinance ("Ethics Ordinance"); and

WHEREAS, in the years since the Ethics Ordinance was adopted, the Illinois Legislature has enacted several amendments to the State Officials and Employees Ethics Act; and

WHEREAS, the Board of Trustees finds and determines it to be in the best interest of the Library District and its residents to amend its Ethics Ordinance to incorporate revisions enacted by the Illinois Legislature since its adoption;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE BYRON PUBLIC LIBRARY DISTRICT, AS FOLLOWS:

SECTION 1: The Ethics Ordinance of Byron Public Library District is hereby amended as follows (added text is shown in **bold and underlined**, stricken text in ~~strikethrough~~):

ARTICLE 1

DEFINITIONS

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

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support

or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

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

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

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

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

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

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

"Employer" means the Byron Public Library District.

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

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

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

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

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

only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means: (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event. (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event. (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution. (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question. (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question. (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question. (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls. (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question. (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office. (10) Preparing or reviewing responses to candidate questionnaires. (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question. (12) Campaigning for any elective office or for or against any referendum question. (13) Managing or working on a campaign for elective office or for or against any referendum question. (14) Serving as a delegate, alternate, or proxy to a political party convention. (15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who: (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee; (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee; (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee--; **or (5) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or (6) is an agent of, a spouse of, or an immediate family member who is living with a prohibited source.**

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities.

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

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

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

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

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

(f) No officer, employee, or candidate may promise anything of value related to the Byron Public Library District, including, but not limited to positions of employment, promotions, salary increases, other employment benefits, committee appointments, favorable treatment in any official or regulatory matter, or the awarding of any public contract to any entity that has as one of its purposes the financial support of a candidate for elective office. Nothing in this subsection prevents the making or accepting of voluntary contributions otherwise in accordance with law.

ARTICLE 10

GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

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

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

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

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

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

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

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income

taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15

ETHICS ADVISOR

Section 15-1. The President of the Board of Trustees, with the advice and consent of the Board of Trustees shall designate an Ethics Advisor for the Byron Public Library District. The duties of the Ethics Advisor may be delegated to an officer or employee of the Byron Public Library District unless the position has been created as an office by the Byron Public Library District.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of the Byron Public Library District concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Trustees.

ARTICLE 20

ETHICS COMMISSION

Section 20-1. There is hereby created a commission to be known as the Ethics Commission of Byron Public Library District. The Commission shall be comprised of three members appointed by the President of the Board of Trustees with the advice and consent of the Board of Trustees. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer of Byron Public Library District.

Section 20-2. At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

Section 20-3. The President of the Board of Trustees, with the advice and consent of the Board of Trustees, may remove a commissioner in case of incompetence, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

Section 20-4. The Commission shall have the following powers and duties:

- (1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.
- (2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 25-1(c) of this Ordinance and refer violations of Article 5 or Article 10 of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Ordinance and not upon its own prerogative.
- (3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.
- (4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the Byron Public Library District to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.
- (5) The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.

Section 20-5. (a) Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.

(b) Within 3 business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within 3 business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

(c) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within 7 business days after receiving the complaint. If the complaint is deemed sufficient to allege a violation of Article 10 of this Ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within 4 weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public. If the complaint is deemed sufficient to allege a violation of Article 5 of this Ordinance, then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the

attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

(d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

(e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the President of the Board of Trustees, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

(f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7 business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the President of the Board of Trustees or impose a fine upon the violator, or both.

(g) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) within 7 days after the complaint is filed, and during the 7 days preceding that election, the Commission shall render such decision before the date of that election, if possible.

(h) The Commission may fine any person who intentionally violates any provision of Article 10 of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.

(i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

ARTICLE 25

PENALTIES

Section 25-1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

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

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than

a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Byron Public Library District by filing in the circuit court information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Byron Public Library District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and posted as provided by law.

PASSED THIS 12th DAY OF December 2018

APPROVED: Barbara Clubb, President

4842-4760-9211, v. 1

Approved December 12, 2018

FACE COVERING/FACE MASK REQUIREMENT POLICY

For the health and safety of the Byron Public Library District staff and patrons, the following policy shall be enforced while the Illinois Department of Public Health recommends face coverings and social distancing in public.

All persons entering the Library must wear a face covering (a mask or cloth face covering) and maintain social distancing (a minimum six-foot distance from all other persons) when practicable. Children under the age of two are exempt from wearing a face covering but must be closely monitored at all times by their caregiver. The Library will provide a face mask free of charge for those individuals who do not have one. Reasonable accommodations, such as curbside delivery, are available to those who are medically prevented from or decline to wear a face covering. Those refusing to wear a face covering and/or to maintain a six-foot distance when practicable will be required to leave the Library.

People who are fully vaccinated will no longer be required to wear face coverings when Ogle County is considered to have a “low” or “moderate” risk for community transmission according to the CDC (<https://covid.cdc.gov/covid-data-tracker/#county-view>).

Approved August 11, 2021

FAX POLICY

Public Access Fax

The Byron Public Library District provides a donation-based fax service to anyone wishing to make use of it.

The Library is also willing to receive documents via fax. If a document is accompanied by a cover sheet specifying the name, address, and phone number of the intended receiver, the Library will attempt to reach the person for whom the fax was intended. In the absence of name, address and phone number, no attempt will be made to determine the recipient, as it is assumed that the individual is expecting a fax and is planning to come to the Library to pick it up. Fax messages will be only kept at the Library for three days. Those wishing to take advantage of the fax services must be aware that library services are the Library's first priority and that public access faxing will be done as soon as possible, but that library patrons and their needs take precedence.

Public Access Fax Suggested Donations:

To Send a FAX:

\$1.00 for the first page within the United States to defray telephone expenses and costs of staff time

.25 for each additional page

International fax suggested donations will be based on the current telephone rates (1 page = 1 minute telephone time) plus \$1 to compensate for staff time needed to determine telephone rates & to transmit the fax.

To Receive a FAX:

\$.25 per page to defray paper costs and costs of staff time

Revised December 12, 2018

FREEDOM OF INFORMATION ACT POLICY

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

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY 2022-2023 is: \$1,225,000.
Funding sources are property taxes, state and federal grants, fines, charges, and donations¹. Tax levies are:
 - 1. Corporate purposes (for general operating expenditures)
 - 2. IMRF (provides for employee's retirement and related expenses)
 - 3. Social Security (provides for employee's FICA costs and related expenses)
 - 4. Audit (for annual audit and related expenses)
 - 6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
- D. The office is located at this address: 100 S. Washington Street, Byron, IL 61010
- E. We have approximately the following number of persons employed:

1.	Full-time	6
2.	Part-time	8
- F. The following organization exercises control over our policies and procedures: *The Byron Public Library District Board of Library Trustees*, which meets monthly on the second Wednesday of each month, 5:30 p.m., at the library.

Its members are: Barbara Clubb, President; Susan O'Neil, Vice President; Elaine Breck, Secretary ; Jill Grennan, Treasurer; Eric Arnquist, Rachel Hansen, Sean Hosseini

- G. We are required to report and be answerable for our operations to:
Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, and various other staff.

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

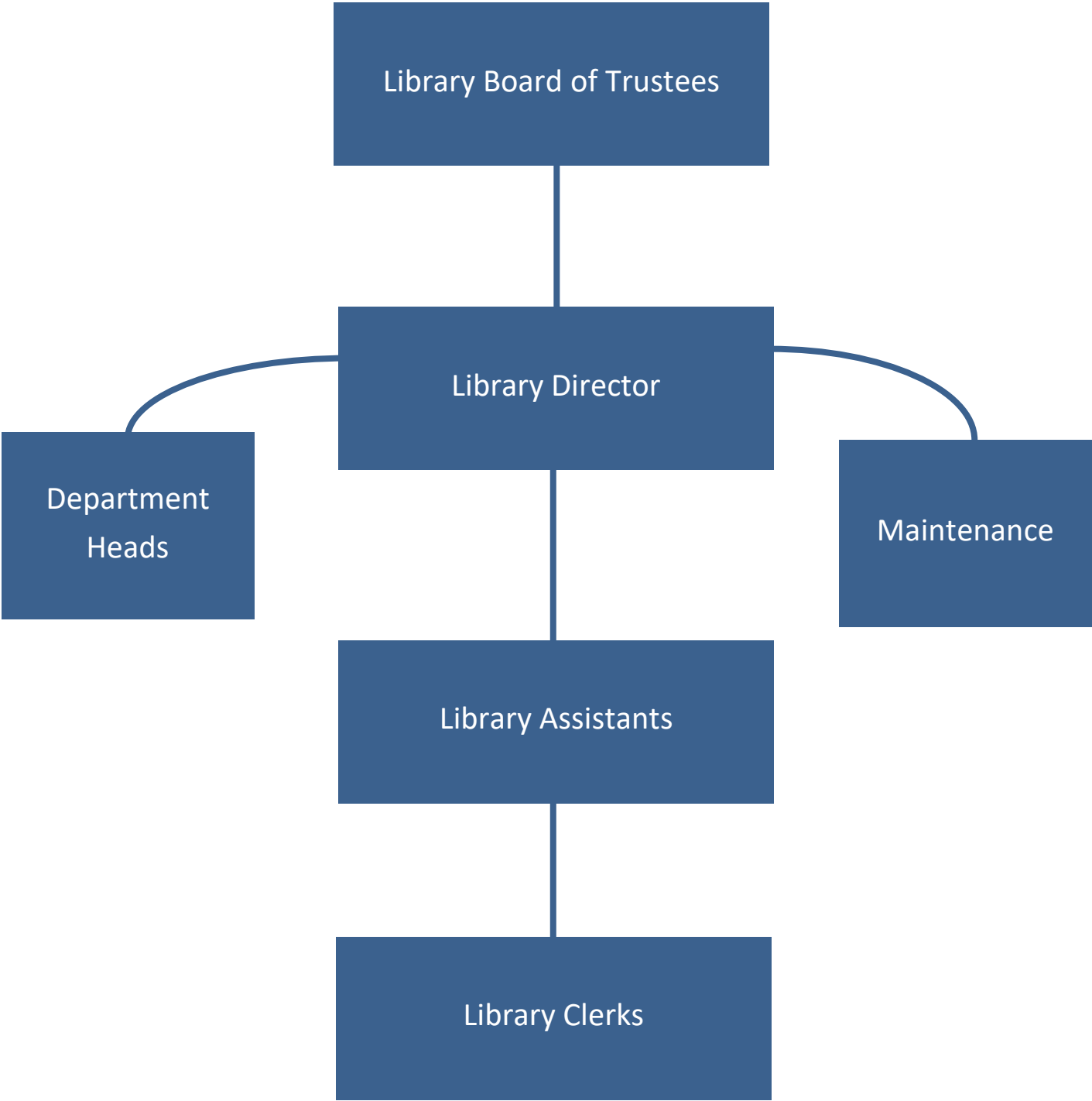
manner:

- A. Use request form (see attached).
- B. Your request should be directed to the following individuals: Emily Porter, FOIA officer
- C. You must indicate whether you have a "commercial purpose" in your request.
- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.10 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
- F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
- G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. The place and times where the records will be available are as follows:
 - Monday-Friday 9 a.m. to 5 p.m.
 - Byron Public Library District, Administrative Offices

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

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

Byron Public Library District
Organizational Chart



**BYRON PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION REQUEST**

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address	Certification requested: _____ Yes _____ No	
City	State	Zip
Description of Records Requested: _____ _____ _____		
<i>Library Response (Requestor does not fill in below this line)</i>		
A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> The documents will be made available upon payment of copying costs \$_____. <input type="checkbox"/> You may inspect the records at _____ on the date of _____.	
D E N I E D	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied: _____ _____ <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(d) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.	

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

FOIA Officer	45
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FUND BALANCE POLICY

A. Purpose

It is the policy of the Byron Public Library District (the “District”) to maintain sufficient fund balances to fund district operations and protect against the need to reduce service levels or programs. This policy will ensure the District maintains an adequate fund balance and reserves in the District’s various operating funds to ensure the capacity to 1) provide sufficient cash flow for financial needs (liquidity) 2) secure and maintain favorable investment grade bond ratings (creditworthiness) 3) offset significant economic downturns or revenue shortfalls 4) provide funds for unforeseen expenditures (litigation) and 5) fulfill future and immediate capital needs (facilities and equipment).

This fund balance policy is established for the governmental funds of the District as accounted for in the Annual Financial Report in accordance with Governmental Accounting Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

B. Definitions

The following individual components constitute the fund balance for all of the District’s Governmental Funds:

Classification	Definition	Examples
Non-spendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.	<ul style="list-style-type: none">☐ Inventories☐ Prepaid items☐ Long-term receivables☐ Permanent Endowments
Restricted	Resources that are subject to constraints imposed by external parties or enabling legislation.	<ul style="list-style-type: none">☐ State statute restrictions☐ Unspent bond proceeds☐ Grants earned but not spent☐ Debt covenants☐ Taxes dedicated to a specific purpose☐ Revenues restricted by enabling legislation
Committed (Unrestricted)	Amounts constrained for specific purposes by District’s Board of Trustees through formal action.	<ul style="list-style-type: none">☐ Amounts set aside by the Board of Trustees by ordinance or resolution
Assigned (Unrestricted)	Amounts that are constrained by the District’s intent to be used for specific purposes, but are neither restricted nor committed.	<ul style="list-style-type: none">☐ Board of Trustees may delegate the authority to assign fund balance

Unassigned
(Unrestricted)

Unassigned fund balance is the residual classification for the General Fund. This is fund balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. Other governmental funds would report deficit fund balances as unassigned.

Available and expendable for any General Fund purpose

C. Policy

In order to commit fund balance, the Board of Trustees, as the highest level of decision-making authority, must incorporate in an ordinance or resolution the commitment of funds for specific purposes. These funds must only be expended for their committed purpose or a separate action by the Board of Trustees must be taken for the funds to become uncommitted. The Board of Trustees, or designee, may assign fund balance through approval of the budget or action at any meeting.

The District will spend the most restricted dollars before less restricted, in the following order:

- 1) Non-spendable (if funds become spendable)
- 2) Restricted
- 3) Committed
- 4) Assigned
- 5) Unassigned

The District's fund balance policy shall take effect immediately upon adoption by the Board of Trustees and will be applied beginning with the preparation of the District's Annual Financial Report for the fiscal year ending June 30, 2019. This policy may be amended from time to time according to the wishes of the Board of Trustees.

Compliance with the provisions of this policy will be reviewed as part of the annual budget adoption process. If the Board of Library Trustees adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a five-year period. Actual final classification of fund balances shall be determined during the annual fiscal year-end process for presentation in the District's Annual Financial Report.

D. Fund Balance Goals

Library Fund – In the Library Fund, there shall be maintained an Unassigned Fund Balance equivalent to a minimum of thirty-three percent (33%) of the current year expenditures less capital outlay and transfers out budgeted for the fund. This reserve shall be in addition to all other reserves or designation of fund balance.

Special Reserve Fund – The Special Reserve Fund is created to account for resources designated to the purchase of and retirement of debt on capital equipment and improvements. These projects may extend beyond a single year. No specific reservation of fund balance is created by virtue of this policy, however, at a minimum, the fiscal year end fund balance and estimated revenues for the ensuing fiscal year must be sufficient to meet all outstanding fund encumbrances. The Special

Reserve Fund may accumulate money designed to pay for the capital plan adopted from time to time by the Board of Library Trustees. Any unrestricted fund balance in the Library Fund which exceeds the fund balance goal shall be transferred to the Special Reserve Fund at the end of each fiscal year.

Special Revenue Funds – Special revenue funds are created to account for the proceeds for specific revenue sources that are legally restricted to expenditure for specified purposes. No specific reservation of fund balance is created by virtue of this policy, although the amount of any reservation of fund balance shall be governed by the Board.

E. Replenishment of Minimum Reserve Deficits

If the projected or estimated amount of fund balance will be less than the requirement set by this policy at the completion of any fiscal quarter, then the Executive Director shall prepare and submit a plan for expenditure reduction and/or revenue increases to restore minimum requirements by the end of the current budget year and in the subsequent budget year.

F. Tax Objections

In addition to the foregoing policies and practices, the Board of Library Trustees shall monitor and compare the fund balances and tax levies for each fund so that the amount available to be spent for any fund for which taxes are levied each year, inclusive of the fund balance at the beginning of the fiscal year and the taxes levied for the preceding fiscal year, does not exceed an amount equal to double the average annual operating expenses of that fund for the preceding three fiscal years. In the event the fund balance exceeds this ratio, the Board of Library Trustees shall consider levying fewer, or no, taxes for such fund until the fund balance is reduced to comply with this Policy.

Reviewed October 9, 2019

GIFTS TO THE LIBRARY

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

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

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

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

Donations-Others e.g. Monetary: The Library welcomes cash contributions, gifts of real property, stocks and bonds. It is the Byron Public Library District's custom to expend cash gifts on materials, equipment, or a project, which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the contribution. All donations are subject to approval of the Library Director with the backing of the Library Board of Trustees.

Recognition of gifts: For memorial books to the Library, the Library may place within the book the name of the donor, if desired.

Used Gifts: All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the Library. The Library cannot commit itself to perpetually housing a donation.

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

Revised December 12, 2018

CARRYING GUNS ON LIBRARY PROPERTY POLICY

The Byron Public Library District follows Illinois State Law [430 ILCS 66] which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property. In conformance with State statute, the required signs as approved by the State Police are posted at all entrances to the building, driveways, and parking areas of the Library. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

Approved December 12, 2018

HOURS OF OPERATION

The Byron Public Library District maintains consistent, posted hours of service during which all services of the Byron Public Library District are available to patrons. Those hours are:

Monday	9:00 a.m. – 8:00 p.m.
Tuesday	9:00 a.m. – 8:00 p.m.
Wednesday	9:00 a.m. – 8:00 p.m.
Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

The bookdrop is available for the return of all materials during the hours the Library is closed. The bookdrop is located on the east exterior wall of the library, to the left of the entrance doors.

Revised December 12, 2018

IMMIGRATION COMPLIANCE POLICY

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

Reviewed December 12, 2018

INDEMNIFICATION AND INSURANCE

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

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

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

Section 4. Any indemnification under Section (1) and (2) of this Policy or (unless ordered by a court) shall be made by the Library only as authorized in the specific case, upon a determination that indemnification of the trustee, officer, employee or agent is proper in the

circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this Policy. Such determination shall be made (i) by the Board of Library Trustees by a majority vote of a quorum consisting of trustees who were not parties to such action, suit or proceeding, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested trustees so directs, by independent legal counsel in a written opinion.

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

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

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

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

[Abstract of this policy: Assets of the library are available to library trustees and employees to protect them from their own actions. It also permits the library to purchase insurance.]

Reviewed October 9, 2019

INVESTMENT POLICY

The intent of this Policy is to outline a plan for ensuring prudent investments of Byron Public Library District (Library) funds and maximizing the efficiency of the Library's cash management procedures. The goal is to invest public funds in a manner that will provide the maximum security and the highest investment return while meeting both the daily cash flow demands of the Library and conforming to all State and local statutes governing the investment of public funds, in particular, 30 ILCS 235, the Public Funds Investment Act.

This Policy applies to all financial assets of the Library under the direct management by the Library Director, with the exceptions that should bond covenants be more restrictive than this Policy, those bond proceeds will be invested in full compliance with those restrictions.

FUNDS

The financial assets covered by this Policy are accounted for in the Library's annual Comprehensive Annual Financial Report and include:

- Operations Fund
- Special Levy Reserves Fund
- Capital Reserves Fund

GENERAL OBJECTIVES

The primary objectives of Library investment activities shall be legality, safety, liquidity and yield, in that order of precedence. The Library may also favor investments in locally or minority owned institutions which otherwise meet the investment criteria described herein.

Legality.

The Library's investment activities will be in compliance with all statutes governing the investment of public funds and will conform to federal, state and other legal requirements.

Safety.

Safety refers to the preservation of capital and protection of investment principal. The protection of investment principal is the foremost objective of the investment program. Library investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio by mitigating credit risk and interest rate risk.

Credit Risk.

Credit risk is the risk of loss due to the failure of the security issuer or backer. The objective will be to minimize credit risk by:

Limiting investments to the safest type of securities,

Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the Library will do business, and

Diversifying the investment portfolio so that potential losses on individual securities will be minimized. Diversification reduces the risk that potential losses on individual securities might exceed the income generated from other investments.

Interest Rate Risk.

Interest rate risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The objective will be to minimize interest rate risk by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby minimizing the need to sell securities on the open market prior to maturity, and investing operating funds primarily in shorter-term securities, or cash funds.

Liquidity.

Liquidity is the availability of sufficient funds to meet operating requirements.

The objective will be for the investment portfolio to remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The Library will maintain sufficient liquidity by:

Structuring the portfolio so that securities mature concurrent with the cash needs to meet anticipated demands (static liquidity), and

Since all possible cash demands cannot be anticipated, the Library portfolio will consist largely of securities with active secondary or resale markets (dynamic liquidity), and

Utilizing qualifying money market mutual funds or local government investment pools which offer same- day liquidity for short-term investment.

Yield.

Yield is the return on investments. Return on investment is of secondary importance compared to the legality, safety and liquidity objectives described above.

The objective will be to attain a market rate of return over budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs of the Library. The Library will accomplish this objective by:

limiting the core of investments to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed;

holding securities to maturity with the following unusual exceptions;

a declining credit security could be sold early to minimize loss of principal;

a security swap would improve the quality yield, or target duration in the portfolio; or

unplanned liquidity needs of the portfolio require that the security be sold.

Local or Minority Owned Institutions

Investment in locally owned institutions contributes to the economic development of the Library's service area. The Library recognizes its interest in the vitality of the local economy by investing in locally owned financial institutions.

STANDARDS OF CARE

Prudence

Library 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.

Officers of the Byron Public Library and the Library's investment advisors acting in accordance with this standard of care shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectation are reported in a timely fashion, and appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest

The Library shall avoid conflicts of interest by:

Requiring that both officers and employees, who are involved with the Library investment process, disclose:

any material interests in financial institutions with which the Library conducts business, and
any personal financial/investment positions that could be related to the performance of the investment portfolio.

Establishing that both officers and employees involved in the Library investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library's investment program, or that could impair their ability to make impartial decisions.

Delegation of Authority

The operation of the Library investment program is the responsibility of the Library Board Treasurer who shall establish written procedures consistent with this investment policy.

Written Investment Procedures.

The written procedures shall include references to:

Safekeeping

Delivery vs. Payment

Investment accounting

Repurchase agreements

Wire transfer agreements, and

Collateral/depository agreements

The procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this Policy and the established written investment procedures. The Library Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and Library investment advisors. The written procedures may be amended from time to time in a manner not inconsistent with this Policy or with state statutes.

SAFEKEEPING AND CUSTODY

Qualifications of Financial Institutions and security brokers/dealers.

The Library Director or designee will maintain a list of qualified and approved financial institutions authorized to provide investment services. No public deposit shall be made except to a qualified public depository as established by Illinois State Statutes. Furthermore, employees of any firm or financial institution offering securities or investments to the Library are expected to be trained in the precautions appropriate to public-sector investments and are expected to familiarize themselves with the Library's investment objectives, policies, and constraints. These firms and financial institutions are expected to make reasonable efforts to preclude imprudent transactions involving Library funds.

The Library will endeavor to maintain operating and investment accounts in qualifying institutions located within the Library service area whenever possible.

All financial institutions and brokers/dealers who desire to perform investment services for the Library must supply the Library Director with the following:

Two years audited financial statements

Rating — when applicable

Two years of call reports for banking institution

Proof of National Association of Security Dealers (NASD) certification

Proof of state registration

Certification of having read, understood and agreed to comply with the Library's investment policy

Depository contracts, if appropriate.

Maintenance of Authorized Status

The Library Director will conduct a periodic review of the financial condition and registration of qualified financial institutions and brokers/dealers.

Internal Controls

The Library Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Library are protected from loss, theft or misuse.

The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits require estimates and judgments by management.

The internal controls shall address the following:

Clear delegation of authority to subordinate staff members

Separation of investment approval and account reconciliation functions

Custodial safekeeping

Written confirmation of transactions for investments and wire transfers

Development of a procedure for making wire transfers

Delivery vs. Payment (DVP)

Delivery vs. Payment is the delivery of securities with an exchange of money, not just a signed receipt, for the securities. All security transactions, including collateral for repurchase agreements, entered into by the Library shall be conducted on a delivery vs. payment basis to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Purchased securities will be held by a third-party custodian and will be evidenced by safekeeping receipts.

SUITABLE AND AUTHORIZED INVESTMENTS

Investment types

The Library is empowered to invest in certain types of securities as detailed in Public Funds Investment Act, 30 ILCS 235/2. This Policy authorizes the Library to invest in the following investment types:

Obligations of the United States of America, or its agencies.

U.S. Government bonds, notes, certificates of indebtedness, treasury bills, treasury strips or other securities that are guaranteed by the full faith and credit of the Government of the United States of America as to principal and interest. Other similar obligations of the United States of America or its agencies including obligations of the Governmental National Mortgage Association are approved by the Government of the United States of America and have a liquid market with a readily determinable market value;

Direct obligations of institutions defined in the Illinois Banking Act and insured by the Federal Deposit Insurance Corporation (FDIC).

Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investment constituting direct obligations of any institution as defined by the Illinois Banking Act and is insured by the FDIC. Any such investment shall not exceed current FDIC insurance limitations including principal and interest. Exceptions are provided in Section 5.2.

Commercial Paper.

Short-term obligations of corporations (commercial paper) organized in the United States with assets exceeding \$500 million and rated at the time of purchase at the highest classification established by at least two standard rating services. These must mature within 180 days from the date of purchase. Such purchases may not exceed 10% of the corporation's outstanding obligations, and no more than 10% of the Library's funds may be invested in commercial paper.

Savings and Loan Institution obligations

Short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally offered by savings and loan associations incorporated under the laws of this state or any other state or under the laws of the United States. Investments may be made only in those savings and loan associations of which the shared, or investment certificates are insured by the FDIC.

Local government investment pools

Local government investment pools, either administered by the State of Illinois or through joint powers statutes and other intergovernmental agreement legislation.

Public Funds

Interest-bearing bonds sold by any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, or of any other state, or of any political subdivision or library of the State of Illinois or of any other state. Such purchases may not exceed 20% of the Library's funds. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.

Government Money Market Funds

Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to investments in obligations of the United States of America or its agencies or repurchase of such obligations.

Collateralization

It is the policy of the Library, as recommended by State Statute and Government Finance Officers Association (GFOA) Recommended Practices on the Collateralization of Public Deposits, that Library funds on deposit in excess of FDIC limits be secured by some form of collateral or separate insurance, witnessed by a written agreement and held by an independent third-party institution

in the name of the Library. The Library can accept, but is not limited to, any of the following assets as collateral:

Government Securities

Obligations of Federal Agencies

Obligations of Federal Instrumentalities

Obligations of the State of Illinois and municipalities of Illinois

Letters of Credit issued by the Federal Home Loan Bank

Separate Insurance through a Triple A rated provider.

The Library reserves the right to accept or reject any form of the above-named securities.

The Library also requires that all depositories that hold Library deposits in excess of the FDIC limits agree to utilize the Library's Collateralization requirements listed below.

The amount of collateral provided will be between 100% to 103% of the fair market value of the net amount of public funds secured. The ratio of the fair market value of collateral to a number of funds secured will be reviewed monthly, and additional collateral will be required when the ratio declines below the level required, and collateral will be released if the fair market value exceeds the required level.

Pledged collateral will be held in safekeeping, by an independent third-party custodian, or the Federal Reserve Bank, designated by the Library and evidenced by a safekeeping agreement. Each time collateral is changed, it must be approved by the Library Director. Collateral statements will be provided to the Library within fifteen (15) days after the end of the month unless alternative arrangements are agreed upon by the Library Director.

Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Library.

INVESTMENT PARAMETERS

Diversification

Diversification is related to the types of investments, number of institutions invested in, and the length of maturity for investments. It is the policy of the Library to diversify its investments to the best of its ability based on the types of funds invested and the cash flow needs of those funds.

The investment portfolio for the Library shall not exceed the following diversification limits unless specifically authorized by the Library Board:

No financial institution shall hold more than 40% of the Library's investment portfolio, exclusive of securities in safekeeping.

Monies deposited at a financial institution shall not exceed 45% of the capital stock and surplus of that institution.

Commercial paper shall not exceed 10% of the Library's investment portfolio,

Deposits in any one public investment pool shall not exceed 50% of the Library's investment portfolio, provided, however, that a 3% in excess of 50% deviation may result due to daily volatility, on any given day. In this event, staff shall continue to monitor the balance to ensure that no audit management letter comment should be generated as a result of this allowable deviation.

Maximum Maturity

To the extent possible, the Library will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Library will not directly invest in securities maturing more than five (5) years with an average weighted investment maturity (duration) of no longer than three and one-half (3 1/2) years. No more than 10% of the Library's total portfolio may be invested in the 4-5 year time frame.

REPORTING

Methods

The Library Director shall provide an investment report to the Library Board on a quarterly basis. The investment report will include the following:

A succinct management summary which provides a clear picture of the status of the current investment portfolio.

A listing of individual securities held at the end of the reporting period, by maturity date.

The percentage of the total portfolio which each type of investment represents.

The average weighted maturity of the portfolio.

AUDIT

In conjunction with the annual examination of the financial records of the Library by an independent certified public accountant, all accounts and investment records will be confirmed with the financial institutions involved. The annual financial statement will also include information as to the insured or collateralized limits of all public funds examined.

POLICY CONSIDERATIONS

Exemption

Any investment currently held that does not meet the guidelines of this Policy shall be exempted from the requirements of this Policy. At maturity or liquidation, such monies shall be reinvested only as provided by this Policy.

Adoption & Amendments

This Policy shall be adopted by resolution of the Library Board and will replace any previous investment policies adopted by the Library Board.

In the event that any state or federal legislation or regulation should further restrict instruments, institutions or procedures authorized by this Policy, such restrictions shall be deemed to be immediately incorporated into this Policy. If new legislation or regulation should liberalize the permitted instruments, institutions or procedures, such changes shall be available and included in this Policy only after written notification to the Library Board and their subsequent approval of said changes.

The Library Director shall review this Policy on a regular basis, and the Library Board must approve any modifications made thereto.

Approved October 9, 2019

LIBRARY CARD POLICY

Resident cards:

Residents of the Byron Public Library District will be issued individual library cards at no charge upon request. The resident may be asked to provide proof of identity and residency in the Library District. Children ages 5-13 may apply for a library card, but must have a parent or guardian present. All resident cards shall be issued for a three year period.

Non-resident cards:

Persons residing outside the Byron Public Library District may purchase a family card at a fee to be determined by the Board of Trustees annually in June. The Byron Public Library District will not issue refunds on non-resident cards.

Out-of-District cards:

Persons having a valid public library card may apply for an out-of-district card for reciprocal borrowing. Persons applying for an out-of-district card may be asked for proof of identity. The out-of-district card will have the same expiration date as the original issuing library. The Byron Public Library District will not accept library cards issued by other libraries for non-resident property owners, special non-resident rate cards, or courtesy cards of any sort.

Non-resident property owner:

Persons not residing in the Byron Public Library District, but who own property in said district may upon presentation of the most recent tax bill pertaining to the taxable property apply for a library card. This privilege is extended to only one person for each parcel of taxable property. This card will be valid for one year, and may or may not be honored by other libraries in the area for reciprocal borrowing according to local policy.

GENERAL GUIDELINES:

1. Patron must present his/her library card when checking out materials. Failure to have the card may result in delays in service. Patrons not having their library cards at time of check out may be asked for proof of identity.
2. Library cards are not transferable. Patrons may not check out materials on another person's card.
3. There will be a \$1.00 fee to issue a replacement borrower's card for a lost or damaged card.

Revised March 8, 2023

MAKERSPACE USE POLICY

Use of Space

The Makerspace is designed and outfitted to promote making and the maker ethos through access to up-to-date technologies, tools, and equipment. It is a respectful, collaborative workspace for those actively engaged in designing or making physical or digital media works. The Makerspace may be used by library cardholders, in or out of district.

Patrons age 18 and up may use the Makerspace during open hours (TBD). Patrons may stay to complete projects after open hours if there are no scheduled programs in the space and with staff approval.

Patrons age 11 and up may use the Makerspace with the supervision of a parent or guardian. Patrons under the age of 11 are not allowed to use the Makerspace.

Materials and Equipment

The library expects all users to use the Makerspace facility, equipment, and materials carefully and safely and to follow instructions relative to use of the equipment. Users are expected to report broken equipment, and improper or unsafe use of Makerspace equipment and facilities, to library staff. Users are responsible for returning all materials and equipment to their appropriate locations and cleaning up after themselves.

Prior to using Makerspace tools or equipment, projects must be reviewed and approved by a staff member. Users may not leave personal materials and projects in the Makerspace between sessions without library staff permission.

Use of equipment and tools on the floor is available on a first come, first served basis. Use of equipment or tools is limited to 2 hours per day. If no one is waiting to use the equipment or tools, use may be extended at the staff's discretion. 3D printing jobs are limited to 8 hours or less.

Use of select equipment and tools require staff assistance to operate. Independent use of equipment may only occur if a user has received approval from Makerspace staff.

Patrons may bring in their own materials for use with equipment. All materials to be used with library equipment must be approved by staff prior to using the equipment. The library reserves the right to prohibit the use of any materials or tools in the Makerspace that are deemed hazardous to Makerspace facilities, equipment, users, or staff.

The library offers materials for purchase with select equipment. Materials will be sold at cost plus shipping and state sales tax. For a full list of materials and prices, visit the library's website (www.byronlibrary.org). The library does not offer refunds for materials used or for any remnants. There is no charge to use materials to complete the Makerspace Featured Craft.

The library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times. Patrons are responsible for the storage of their digital files and providing their own storage devices as needed. The library is not responsible for data loss during the creation or digitization process.

All equipment available in the Makerspace must stay in the Makerspace. Staff approval may be given to use the equipment elsewhere in the library.

Restrictions

Patrons must use the Makerspace and its equipment in a reasonable manner. The Byron Public Library District may deny use of library equipment and tools to individuals who do not take proper care of, or recklessly use the equipment and tools. Patrons may be held responsible for willful misuse or damage to equipment.

1. The library reserves the right to refuse any project and/or item creation request.
2. The library cannot guarantee product quality, satisfaction, equipment availability or stability, or design confidentiality and is not responsible for failed projects. The library is not responsible if there is damage to a project, if a project does not print correctly, does not work, or if a user's personal equipment is damaged or destroyed while using any of the library's machines or tools. The library and its staff are not liable for any injury, loss, damage, or expenses sustained by any user due to the utilization of services, equipment, software, advice or information. The library reserves the right to halt, delete, or disallow the
3. Equipment may not be used to produce:
 - a. Content or objects prohibited by federal, state, or local law.
 - b. Content or objects in violation of intellectual property rights, e.g., 3D printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
 - c. Weapons or look-alike weapons.
 - d. Objects or materials that would be considered obscene or inappropriate for the library environment.
4. The copyright law of the United States (Title 17, U.S. Code) governs all reproductions of copyrighted material. Patrons of the Makerspace are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials. The Byron Public Library District is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced in the Makerspace.
5. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of

online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted unless allowed by law.

Adopted March 8, 2023

MATERIAL USE POLICY

1. Circulation periods

All Byron Public Library District items are due after 14 days. The only exception is adult DVD movies labeled NEW. These DVDs are due after 7 days.

Byron patrons are allowed to check out up to 5 DVDs, 3 video games, and 1 kit (juvenile patrons need parent permission to check out kits). 75 total items per card.

2. Renewals

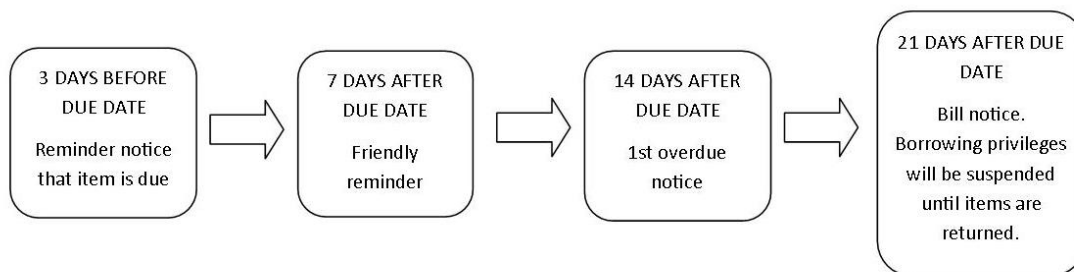
Patrons are responsible for initiating their own renewals. Local materials may be renewed up to three times, for a total of an eight week checkout period, as long as there are no local holds on the item. The exceptions are materials labeled NEW, DVDs, video games, and kits. These items are not renewable.

Interlibrary loan materials may be renewed in accordance with the owning library's policy.

3. Overdue Materials

The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services. In accordance with this assertion, Byron Public Library District will no longer collect fees for overdue materials.

Materials will continue to have a due date, and the cost of the item will be billed to the patron after being overdue for 21 days. Fines may still be assessed if a BPLD patron checks out or returns materials to libraries other than BPLD. Patrons with a library card other than BPLD will not be fined for overdue materials that are checked out and returned to BPLD.



HOTSPOT and iPad kits will be remotely shut off after 2 days of being overdue. Should this occur, patron will lose hotspot or iPad privileges for 30 days.

Patrons may only check out materials if they have less than \$5.00 in fines, which could include overdue fines from other libraries.

4. Lost and damaged materials

Materials which have been lost or damaged will be billed to the borrower at full book value. After three months of having a billed status, items that are less than a year old at the time of checkout are no longer eligible for return. Patrons are not able to receive refunds for items that have been paid for.

Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending library.

Some items consist of many parts including DVDs, Audiobooks, and kits. If library staff is able to replace lost/damaged parts of an item, the patron will only be billed for the replacement cost of the specific parts. Specific replacement costs are subject to change.

5. Holds

Patrons may reserve materials which are not immediately available. When hold materials are available, the patron will receive an automated notice via phone, email, and/or text. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. Items will be held for 5 business days. If the item is not checked out, holds are automatically routed to the next person on hold for the item, or returned to the shelves for checkout.

New items and kits are only available for holding by Byron Public Library District patrons.

6. Interlibrary Loan Policy

According to the ILLINET Interlibrary Loan Code, Illinois State Library (2015), interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library.

Materials	Available for ILL	Loan Period	Renewal
Local History/Genealogy	No		
Books/Magazines/Large Print	Yes	4 weeks	Yes
CDs/Vinyl	Yes	4 weeks	Yes
Audiobooks	Yes	4 weeks	Yes
DVDs	Yes	4 weeks	No
Videogames	Yes	4 weeks	No
Kits	No		

NEW material is not available for Interlibrary loan.

Delivery of materials:

RAILS van delivery

FAX (If requested, or for articles under 20 pages long)

U.S. mail

Revised March 8, 2023

MEETING ROOM USE POLICY

Type of Meetings:

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

1. Library sponsored meetings or programs
2. Non-profit organization (Located in Byron area or serving the Byron area) sponsored meetings or programs
3. Other meetings or programs

Types of Facilities:

Large meeting room:	75 people
Board room:	12 people
Activity room:	30 people
Study rooms:	4 people
Porch	4 people

Fee for Meeting Room:

There is no charge for non-profit use of the meeting rooms. For-profit organizations, as well as persons hosting an event that have the potential for financial gain for a non-charitable purpose, will be charged \$25 per hour for each room.

Hours of Meetings:

The meeting rooms are available during regular library hours. Exception to these hours is at the discretion of the Library Director. If the room is used when the Library is closed, a library staff member will be in the building and \$25 per hour fee will be charged to the user of the room.

Refreshments:

Refreshments are allowed in the meeting rooms. Clean-up is the responsibility of the persons or group using the room. Alcoholic beverages are prohibited entirely.

Use of Library equipment in the meeting room:

Library equipment (projector, computer, etc.) is available for use in the meeting room. Personal equipment can also be used. Staff is available to assist with set up with advance notice.

Maintenance:

It is expected that every group meeting in the library will keep the meeting space clean. If a group does not keep the room in reasonable order, the group will be charged a custodial fee. A group which leaves the meeting room facilities in disorder may be denied future use of a meeting room.

Reservations:

Reservations for the use of the meeting room can be made online using Spaces (<http://byron.evanced.info/spaces>) up to 30 days in advance. Reservations can also be made at the circulation desk. Reservations are limited to eight hours per week.

Cancellation of a meeting:

When it is necessary to cancel a meeting, the Library should be notified. Failure to cancel within 24 hours of a meeting time could result in the forfeiture of meeting privileges. Under unusual circumstances such as severe weather, it may not be possible to cancel 24 hours in advance.

Storage of items:

No storage of items by non-library groups is allowed in the Library.

Mailing Address:

No group using rooms at the Library may use the Library as a mailing address. Any mail so received will be returned to the sender marked "addressee unknown".

Age of Users of Meeting Rooms:

Groups composed of members under the age of 18 must have an adult sponsor in attendance at their meeting(s).

Conditions of Meeting Rooms:

Care must be given when using a room. Signs and other decorations are not to be taped to walls, doors, or windows.

It is not permissible for any group to rearrange library furniture or to borrow furnishings from other parts of the Library without the permission of the Library staff. Groups are to leave the rooms in as good or better condition than found.

Use of Meeting Rooms:

Since the meeting facilities are open to all types of groups, the Library does not necessarily endorse the philosophies or practices of those meeting. The facilities will be made available on "an equitable basis, regardless of the beliefs and affiliations of individuals or groups requesting their use", according the Article VI of the Library Bill of Rights as adopted by the American Library Association.

Programs may not disrupt the use of the Library by others. Persons attending the meetings are subject to all library rules and regulations.

Study Room:

The library has a study room on the first floor and a porch on the second floor available for public use. These rooms can be used by individuals or by groups with a maximum of 4 people in each room. The study rooms are for the purposes of quiet study and discussion. Study rooms can be

reserved, and are otherwise available on a first come, first serve basis. The time limit for each study room is a maximum of 3 hours. Library staff can exceed the time limit for partnerships, groups, or library activities. Youths requesting the first floor study room or the porch must be 18 or older. All study rooms must be vacated 15 minutes before closing. Snacks and drinks are allowed in the study rooms. Byron Public Library District reserves the right to ask individuals and/or groups to vacate the room if behavior is not appropriate per policies.

Approved September 13, 2010

Revised June 8, 2022

NOTARY POLICY

Notary Public service is available at no charge to library patrons. Due to Notaries not always being on site, users must contact library to confirm that a Notary is on duty.

Users must present government issued identification that includes a photo before notary takes place.

The library will not provide witnesses and witnesses may not be solicited from patrons using the library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification. Library Notary Publics cannot offer "signature/medallion guarantees."

Library Staff who serve as a Notary will:

- Follow the notary laws of the State of Illinois
- Reserves the right to refuse notary service at any time

Library Staff who serve as a Notary will not:

- Give professional advice on legal matters pertaining to notarizing documents
- Make use of a translator to communicate with a notary service customer or notarize documents in a language other than English
- Notarize Residential Real Property transactions from Cook County, immigration forms, or certify passports

Revised October 9, 2019

PHOTO POLICY

The Byron Public Library District reserves the right to utilize photographs or video taken at the library for publicity purposes in printed materials and online. All library patrons consent to the use of their photo taken at the library or during library events, unless they specifically inform staff of an objection to such use. No names will be utilized in conjunction with photos without express consent.

Approved February 13, 2019

PREVAILING WAGE ACT

[820 ILCS 130/0.01]

In accordance with the State Statute and the Illinois Department of Labor Regulations, Byron Public Library District annually adopts and files an Ordinance which establishes the prevailing rates of wages. Certified copies of compliance are sent to the Secretary of State and Illinois Department of Labor.

Revised December 12, 2018

PUBLIC COMMENT POLICY

The Byron Public Library District encourages input from the public. The purpose of this policy is to ensure that parties presenting comment to the Library's Board of Trustees are able to freely present those comments in a manner that permits the Board of Trustees to conduct its meetings in an efficient and effective manner. All policies herein are intended to comply fully with the Open Meetings Act.

Time will be allotted at each meeting of the Library's Board of Trustees for comment from the public. Members of the public are encouraged to contact Library administration to address issues involving the Library before bringing them directly to the Library's Board of Trustees.

The Library Board may ask but will not require individuals wishing to address the Board to identify themselves and/or the organization(s) they represent.

The following rules apply to public comments during library board meetings:

- Comments must pertain to items within the jurisdiction of the Byron Public Library District. Members of the public will not be allowed to discuss individual personnel issues or confidential patron matters, or any other topics that may be subject to discussion in closed/executive session in accordance with the Open Meetings Act.
- The total public comment period will be limited to a total of thirty minutes. Individual comments are limited to five minutes or less per person. If more than six member of the public wish to speak, the thirty minutes will be divided equally among them. In order to accommodate all who wish to speak, those wishing to make a comment to the board should notify the Board President or Library Director prior to the start of the meeting.
- All public comments must be given in person as long as the meeting is being held in person. No telephone, videoconferencing or other means of communication will be accommodated. If the meeting is being held via videoconference, all public comments must be made via videoconference.
- All comments shall be made with civility and courtesy.
- Comments will be addressed to the Board of Trustees as a whole. Individual Trustees will not be engaged in dialogue.
- Questions asked as a part of public comments may not be answered immediately but will be answered as deemed appropriate by the Board of Trustees at a later date.
- No immediate action shall be taken on any issue raised during public comment unless deemed an emergency by the Board of Trustees. Issues requiring further action by the Board of Trustees may be added to the agenda of a future meeting.
- Any person may record the proceedings provided that
 1. Recording does not interfere with the overall decorum and proceedings of the meeting;
 2. Recording equipment must be silent and unobtrusive; lighting or flash will not be used without express permission from the meeting's presiding officer.
 3. No recording will be allowed as set forth under 735 ILCS 5/8-701 as outlined in Section 2.05 of the Open Meetings Act.

Any member of the public who does not respect these rules as well as other meeting attendees will be asked to leave the meeting.

Revised November 11, 2020

RECORDS RETENTION POLICY

The Byron Public Library District retains records in accordance with directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756.

It is the policy of the Byron Public Library District that its records be retained only so long as they are (1) necessary to the current conduct of the Library; (2) required to be retained by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation.

1. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Library Director.
2. Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois.
3. This policy includes all records maintained on electronic data processing storage media as well as printed records.
4. All records shall be retained for at least the minimum period as stated in applicable State or Federal laws or regulations. Once the period for office retention of records has passed, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois, and with the approval of the Records Retention Division.
5. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private.

Revised December 12, 2018

REFERENCE AND READERS' ADVISORY SERVICE POLICY

Reference and readers' advisory service is a major role of the Byron Public Library District. The following policy is designed to ensure that all patrons receive the highest possible level of service.

Goals

The goal of reference and readers' advisory service is to provide accurate information, materials and answers to library patrons' questions by trained staff members during all hours the library is open within the limits imposed by available resources and the Library's policies, practices and guidelines.

- To provide materials and services to meet users' needs for timely, accurate, and useful information.
- To provide trained staff to assist patrons and facilitate access to the library's collections and cooperative resources.
- To assist patrons in the use of reference resources, library materials and in the development of research strategies in multiple formats.
- To provide readers' advisory service in multiple formats.
- To provide efficient referral and effective follow through including interlibrary loan, resource sharing and supplementary reference services to Byron Public Library District cardholders.
- To keep the community well informed about the reference services and resources available and encourage their use.

Ethics and Standards

Reference service shall be provided to all users on an equal, nondiscriminatory and nonjudgmental basis. All requests are treated confidentially, courteously, and without regard to age, race, national origins, gender, sexual orientation, background, appearance social or economic status of personal view of the patron making the inquiry Names of users and the transactions which occur between users and the staff are confidential and except as may be required by law, not discussed outside a professional context.

The library subscribes to the American Library Association's Professional Ethics Standards which are accessible online: <http://www.ala.org/advocacy/proethics> .

Availability of Service

The Byron Public Library District provides reference and readers' advisory assistance to any patron requesting it, regardless of residency.

Reference and readers' advisory service is provided by professionally trained staff during all hours the library is open. The entire collection youth, teen, and adult, circulating and non-circulating—is available to patrons of all ages in multiple formats.

Inquiries are accepted in person, by telephone, by electronic means and through the mail. Requests will generally be handled in the order in which they are received. However, priority is given to in-person requests. Providing reference and readers' advisory service has priority over other staff assignments.

If information appropriate to the patron's need is not available in the library, referral will be made to local or regional resources. Staff will verify that the needed information is available from the source referral.

Whenever possible, answers to questions will be provided during the patron's visit or telephone call. Staff will attempt to answer a question within a patron's required deadline. If necessary, staff will inform the patron that a longer response time is needed or that assistance should be sought from another library or agency.

Providing Service

Staff will use all available sources of information to answer questions. This includes, but is not limited to books, periodicals, electronic databases, the Internet, government agencies, associations, and organizations. Citations to sources of information will be given when questions are answered. The producers of a resource, not the library, are responsible for resource accuracy.

Staff will provide sources of information, not interpretation. Staff will not offer legal, medical, or tax advice or provide opinions, advice, or interpretation of information beyond the scope of their training in library reference work. Staff will not provide the following kinds of assistance, which is deemed to be beyond the scope of the Library's service responsibilities such as:

1. Critiquing or editing patron documents, including resumes for job seekers;
2. Completing forms (including online forms) for patrons, or assisting patrons in completing such forms;
3. Solving or troubleshooting problems with patron's personal computers or other electronic devices. (In such instances, staff is permitted to assist by attempting to locate relevant instructions and similar kinds of information for patrons); and
4. Translations will not be provided except in response to a patron's request for reference service when the patron does not speak English. This will only be provided if a person on staff with appropriate expertise is available. For all other transactions, staff will refer patrons to other appropriate resources to obtain information regarding translators.

Questions will be referred to another agency, when appropriate.

Staff will guide people doing extensive research or compiling large amounts of information to appropriate sources. Reading and interpretation of materials is the patron's responsibility.

Service to Schools

In recognition of the library's role as an educational support center, the Byron Public Library District will cooperate with all local elementary and secondary schools, along with area colleges. Assigned staff members will coordinate with local schools on assignments and services. Attempts will be made to organize the library's response to assignments that are common to several school classes. Where appropriate, books will be pulled and placed on in-house reserve to ensure that adequate resources are available for all students. E-Resource instruction may be provided to schools served by the library.

Fees

Most reference and readers' advisory service at the Byron Public Library District is delivered without charge. Patrons using photocopiers and/or printers will be charged a per page fee. Any fees charged by the lending institution will be incurred by the patron.

Service to Non-Byron Public Library District Cardholders

The Byron Public Library District does not provide Interlibrary Loan Services to cardholders from other libraries. Remote access to some databases is reserved for Byron Public Library District cardholders.

Reviewed May 12, 2021

REVIEW OF INSURANCE COVERAGE

All insurance policies maintained by the library district shall be reviewed by the Finance Committee on an annual basis.

The Finance Committee shall undertake a comprehensive evaluation of all insurance policies maintained by the library district at least every 3 years. Upon board consensus that the types and levels of insurance coverage are adequate, open bids will be solicited. Bids submitted by qualified insurance brokers maintaining an office within the library district shall be given priority consideration; however, brokers outside the district may be selected.

Approved April 19, 2004

Reviewed February 10, 2016

SERVICE FEES

- Cleaning/repair of personal CDs and DVDs the following conditions: A limit of 5 disks per person will be accepted per day. A \$1.00 fee will be charged for each disk for a patron. Those wishing to take advantage of the cleaning/repair services must be aware that library services are the Library's first priority and that the cleaning/repair service will be done as soon as possible. Library will strive to have all cleaning/repair service completed within a 48 hour period. The Library assumes no responsibility for damage to disks or loss of content on the disk. Additionally, the Library does not guarantee that CD/DVD disk cleaning/repair machine is able to repair all disks.
- Computer printouts: \$.10 per page for black & white printing, \$.25 per page for color printing. This fee applies to all materials printed by library printers including, but not limited to Internet downloads, CD-ROM product information, personal work, and graphics.
- Copies: \$.10 per page. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages. No discounts are given for quantity copying, copying for non-profit organizations, or providing own paper.
- Faxing: \$1.00 for the first page within the continental United States to defray telephone expenses and cost of staff time, .25 for each additional page. International fax suggested donation will be based on the current telephone rates (1 page equals 1 minute telephone time) plus \$1 to compensate for staff time needed to call the telephone company to determine telephone rates & to transmit fax.
- Lost library card replacement: \$1.00

Revised December 12, 2018

SERVICE TO PATRONS WITH DISABILITIES

The Byron Public Library District offers the same services to patrons with disabilities as to all other segments of the population, and adheres to all aspects of the Americans with Disabilities Act. The library will endeavor to assist with any reasonable accommodation required by any patron or visitor. In addition, the Byron Public Library District acts as facilitator between the patron and services to the blind and physically handicapped and welcomes all service animals in the library. Service animals are not required to be certified or equipped with any identifying markers to be used within the library. There will be no charges or restrictions on the use of service animals within any public area of the library. No staff or Board member or volunteer will discriminate against patrons or visitors with service animals or require information on any disability. Patrons or visitors with service animals may be asked what tasks the animal has been trained to provide and will be responsible for any behavior or clean up issue caused by the service animal.

Revised October 9, 2019

AMERICANS WITH DISABILITIES ACT

(ADA) POLICY

The library is committed to complying with the Americans with Disabilities Act (ADA) to ensure that individuals with disabilities do not encounter discrimination, including intentional exclusion, discriminatory effects, architectural discrimination, and attitudinal or communication barriers. The library's policy is to maximize the full inclusion and integration of people with disabilities in all library programs, services, and employment.

I. DISCRIMINATION PROHIBITED

The library will not discriminate against patrons, employees, or applicants with disabilities. It is the library's policy not to discriminate against any qualified employee or applicant in regard to any term or condition of employment because of such person's disability or perceived disability so long as the employee can perform the essential functions of the job.

II. CONTRACTUAL OR OTHER ARRANGEMENTS

The library will not participate in a contractual arrangement or relationship which would subject qualified applicants, employees, or patrons with disabilities to discrimination prohibited by the ADA.

III. REASONABLE ACCOMMODATION

The library will make reasonable accommodation for the known disabilities of any applicant, employee, or patron unless the accommodation poses an undue burden. After a qualified individual requests a reasonable accommodation, the library will make every appropriate effort to determine and provide a reasonable accommodation. Patrons desiring an accommodation should contact the Director. Employees or applicants with disabilities who believe they require a reasonable accommodation to apply for a position or to perform the essential function of their job should contact the Director.

IV. COMPLAINT PROCESS

The Director will investigate any complaint against the library regarding the ADA. The Director can be reached at 815-234-5107 or by writing to Byron Public Library District, 100 Washington Street,

Byron, Illinois 61010. Employees should raise concerns about the ADA with the Human Resources Manager. Persons who are dissatisfied with the initial response to their complaint may contact the Director.

V. RETALIATION ABSOLUTELY PROHIBITED

The library will not coerce, intimidate, threaten, harass or interfere with any individual exercising his or her rights under the ADA or because the individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA.

Adopted by the Byron Public Library Board of Trustees, November 11, 2020.

SEXUAL HARASSMENT

I. PROHIBITION ON SEXUAL HARASSMENT

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

II. DEFINITION OF SEXUAL HARASSMENT

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

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

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

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

In the event the sexual or unlawful harassment is made by or directed at a Library Employee, the affected Library Employee should contact the Library Board's Attorney to request an independent third party investigation. An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- **Electronic/Direct Communication.** If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo. The affected or reporting Library Employee may contact the Library Board's Attorney to request an independent third party investigation.
- **Contact with Supervisory Personnel.** At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator, or the chief executive officer of the municipality. The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.
- **Resolution Outside Municipality.** The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation

and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

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

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.

Revised May 13, 2020

SOCIAL MEDIA POLICY

PURPOSE

This policy establishes procedures for the establishment and use by the Byron Public Library District ("*District*") of internet resources commonly referred to as "social media sites" as a means of obtaining or conveying District information to and from its citizens in furtherance of various goals. This policy also establishes policies and guidelines for employee use of District Internet systems and computers, and their social media activities.

The purpose for use of social media sites is to obtain and disseminate information useful to and about the District. The District encourages the use of social media to further the goals of the District and the missions of its departments, where appropriate, and subject to the terms and conditions set forth in this social media policy. However, a District social media site is not intended to be a public forum and the comments and discussions that take place on the site will be moderated by the District for compliance with this policy and the terms of use of the respective social media site.

The District's predominant and primary internet presence is the District's website (<http://www.byronlibrary.org>), and the District's social media sites are intended to be a supplement to the website.

The District's computer, Internet systems, social media sites, and electronic devices are very important ways for us to communicate with each other and our patrons. The purpose for use of the District's computer system and devices is to conduct public business and to obtain and convey District information in furtherance of public goals. For both legal and practical reasons, it is essential that we work together to maintain the integrity of these systems and devices.

APPROVAL AND ADMINISTRATION

The establishment and use by any department of District social media sites are subject to approval by the District Board.

All District social media sites shall be administered by the Director ("*Administrator*"). The Administrator and his or her designees shall be trained regarding the terms of the social media policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy. The Administrator will be responsible for monitoring content on District social media sites to ensure adherence to both the District's social media policy and the interest and goals of the District.

Wherever possible, District social media sites should link back to the official District website for forms, documents, online services and other information necessary to conduct business with the District. The District encourages users to create original content on the District's website rather than the social media sites.

All social networking sites should clearly indicate that any content submitted for posting on the site is subject to public disclosure.

The District reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

Any content removed based on these guidelines must be retained by the District for a reasonable period of time, including the time, date, and identity of the poster, when available.

COMMENT AND TERMS OF USE POLICY

Comments containing any of the following inappropriate content shall not be permitted on District social media sites and are subject to removal and/or restriction by the Administrator or his/her designees:

Comments not related to the original topic, including random or unintelligible comments;

Profane, obscene, violent, sexual, or pornographic content and/or language;

Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, age, religion, gender, sexual orientation, or national origin;

Defamatory statements or personal attacks;

Threats to any person or organization;

Solicitation of commerce, including advertising of any business or product for sale;

Conduct in violation of any federal, state, or local law, regulation, or policy;

Encouragement of illegal activity;

Information that may tend to compromise the safety or security of the public or public systems;

Spam or links to other sites;

The promotion of services, products, or activities not related to District business;

Content in support of or opposition to political campaigns or ballot measures;

Information about a user that is private or personal; or

Content that violates a legal ownership interest, such as a copyright or trademark.

A comment posted by a member of the public on any District social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by, the District, nor do the comments necessarily reflect the opinions or policies of the District.

The District reserves the right to deny access to District social media sites for any individual who violates the District's social media policy, at any time and without prior notice.

When a District employee responds to a comment on a District social media site in his/her capacity as a District employee, the employee's name and title should be made available, and the employee should not share personal information about himself or herself, or other District employees.

All comments posted to any District Facebook site are bound by Facebook's terms of use and the District reserves the right to report any violation of Facebook's terms of use to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.

Users who enter private or personal information on District social media sites do so at their own risk, and the District is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information.

The District will post this policy on its website, and provide links to the policy on its social media sites. The social media policy and terms of use may be amended from time-to-time, without further notice.

COMPLIANCE WITH LAWS

All District social media sites must adhere to applicable federal, state, and local laws, regulations, and policies.

District social media sites and content may be subject to the Illinois Freedom of Information Act. Any content maintained in a social media format that is related to District business may be a public record subject to public disclosure. Content related to District business must be maintained in an accessible format so that it can be produced in response to a request.

The Illinois Local Records Act may apply to social media content. The Department maintaining a site must preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a District server in a format that preserves the integrity of the original record and is easily accessible.

E-discovery laws may apply to social media content and, therefore, content must be able to be managed, stored, and retrieved to comply with these laws.

Approved December 12, 2018

TEST PROCTORING POLICY

As part of its mission to support lifelong learning, the Byron Public Library District provides proctoring services for students enrolled in distance education courses and for testing required for career advancement. Exams may be on paper or online. The Library will provide monitoring, but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Librarians and Library assistants will conduct the proctoring. Several staff members may be involved in proctoring, and the Library cannot guarantee that the same staff member will be available during the entire test period. Students are responsible for determining whether the Library's level of supervision matches the requirements of their institution.

Exam proctoring must be scheduled a minimum of one week in advance and is subject to the availability of staff and appropriate space. Proctoring is available from the first floor circulation desk. The Library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the Library is closed due to inclement weather or other emergencies, including computer malfunctions or severe staffing shortages.

It is the student's responsibility to ensure that the exam has arrived in time. The student is responsible for providing supplies, such as pencils, paper, etc., which are not provided by the educational institution. The Library cannot provide these items. Photo identification, such as a driver's license or school ID card, must be presented at the time that the exam is taken and must match the name on the exam materials.

The school or the student is responsible for providing a properly addressed envelope with sufficient postage for returning the exam to the school. The Library is unable to provide overnight delivery service. Testing materials will be handled in the same manner as all other Library mail. Staff is not able to make special trips to the post office or arrange for pickup by delivery or mailing services. The Library cannot assume responsibility for completed exams that are not received by the educational institution.

Approved December 12, 2018

TRAVEL EXPENSE POLICY

RESOLUTION No. 2017-1

A RESOLUTION TO COMPLY WITH THE GOVERNMENT TRAVEL EXPENSE CONTROL ACT

WHEREAS, the Illinois legislature recently enacted the *Local Government Travel and Expense Control Act* as a response to local governmental officials improperly passing on private entertainment expenses to the taxpayers to become effective January 1, 2017; and

WHEREAS, the Byron Public Library District is committed to being fiscally responsible with taxpayer dollars and following the mandates of state lawmakers;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Library Trustees of the Cherry Valley Public Library District as follows:

Section 1. Adoption: The following Library Reimbursement Policy shall be adopted and added to the Library Policies and shall state as follows:

“GENERAL POLICY: It is the policy of the Byron Public Library District to comply with the Local Government Travel and Expense Control Act through the promulgation of these regulations.

1. DEFINITIONS:

“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.

“Travel expense” means any expenditure directly incident to official travel by employees, members of the governing board, and officers of the Library for a specific Library purposes.

2. TYPES OF TRAVEL FOR WHICH TRAVEL EXPENSES WILL BE ALLOWED: The Library will only approve travel expenses for employees or officers if the travel is necessary to complete official Library business, for the education of employees or officers, or necessary to obtain information for the betterment of the Library in some capacity.

3: TYPES of EXPENSES ALLOWED and PROHIBITED:

The actual cost of transportation is allowed (for example, airline tickets, train tickets, taxi fare and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business.

The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary.

The costs of meals while traveling are allowed.

The costs of conference fees, supplies and books for educational purposes are allowed.

Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted.

4. MAXIMUM ALLOWABLE REIMBURSEMENT without BOARD ACTION: Library employees and officers may receive reimbursement for travel expenses without specific Board Action as long as the expenses are under the Maximum Allowable Reimbursement as stated herein and the Procedure for Reimbursement below is followed.

The Board will post the maximum allowable reimbursement for food, lodging, and transportation in the office of the Library Director which shall change from time to time at the direction of the Board. The Board shall use the following overriding principals to determine the maximums:

Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first or business class will be at the expense of the traveler. Any personal automobile expenses will always be approved at the IRS rate for business travel if the traveler uses their own automobile (as opposed to a Library automobile).

Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.

Cost of lodging should be reasonable and customary for the area where the traveler is staying.

The total maximum for any travel for Library purposes allowed is \$3,000.

In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the \$3,000 maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

5. PROCEDURE FOR REIMBURSEMENT: No expenses shall be reimbursed without a reimbursement request form (as included here) is completely filled out with receipts or estimates (with reservations and confirmation numbers) attached. In the event that travel expense is *prepaid*, actual receipts must be turned in and attached to the reimbursement request form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to the Library within 30 days.

6. EXPENSES INCURRED BY BOARD MEMBERS: Expenses may only be approved for reimbursement by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote."

Section 2: Should any portion of this Resolution be declared invalid, the remaining, severable portions, shall, nonetheless, remain in full force and effect.

Section 3: This Resolution shall be in full force and effect from and after 10 days following its passage, approval, and publication as required by law.

PASSED BY THE BOARD OF LIBRARY TRUSTEES OF THE BYRON PUBLIC LIBRARY DISTRICT, OF OGLE COUNTY, STATE OF ILLINOIS, THIS 8th DAY OF FEBRUARY, 2017.

Barb Clubb

President, Board of Library Trustees

Elaine Breck

Secretary

Adopted 2/8/2017

Travel/Expense Reimbursement Request Form
Byron Public Library District

Requester: _____

Job Title/Position: _____

Dates: _____

Nature of Business:

(Please describe the reason for the travel and/or expense and justify how this is public business relating to or for the library.)

Attach all receipts. If you have not yet incurred the expense, attach the supporting documents that verify your cost estimate. All expenses pre-paid must be equal to or less than actual costs and the receipts must be turned in within 30 days of the trip.

ATTACH RECEIPTS/INVOICES HERE

Total Reimbursement amount requested: \$ _____

Approved on: _____ By: _____

TRUSTEE POLICY

Board members are encouraged to attend professional workshops, meetings, and conferences. Reimbursement for attendance of such workshops includes:

Mileage expense at the current Internal Revenue Service rate

Registration fees, if any

Reimbursement for meals at the following schedule:

\$8 breakfast, \$12 lunch, \$20 dinner

Overnight lodging with Board approval

Receipts must be provided for reimbursement. Trustees will volunteer their time in attendance of workshops, meetings, and seminars.

Reviewed December 12, 2018

TRUSTEE RECOGNITION UPON EXPIRATION OF TERM POLICY

In recognition of time and service to the Byron Public Library District, each departing Trustee shall be recognized as follows:

Less than 12 years of service - letter of appreciation from sitting President of the Board of Trustees and certificate of thanks stating years of service and offices held, including dates of service, signed by sitting President of the Board of Trustees and Library Director,

12 - 23 years of service - letter of appreciation from sitting President of the Board of Trustees and plaque stating years of service and offices held, including dates of service,

24 or more years of service – plaque stating years of service and offices held, including dates of service, and recognition reception to include current and past members of the Board of Trustees, current staff, and others as deemed appropriate by the President of the Board of Trustees and the Library Director.

Approved July 11, 2005

Reviewed December 12, 2018

VIDEO SURVEILLANCE POLICY

The purpose of this policy is to regulate the use of video surveillance and recording on Byron Public Library District premises. Information obtained through video surveillance will be used exclusively for security and law enforcement purposes, which must relate to the protection of patrons, staff and public, or deterrence or detections of criminal activity, including theft, vandalism, or other property damage. Video surveillance of Library District premises will be conducted in a professional, ethical, and legal manner, in accordance with the following principles: a) video surveillance must be conducted in accordance with the laws of Illinois; b) video surveillance will be used only by Library District employees authorized by the Library Director; c) appropriate signs and notice of video surveillance must be posted in areas subject to video monitoring.

ACCESS

The Library Director and the Head of Youth Services are the only persons authorized to access video surveillance.

REQUESTS FOR COPIES

All requests for copies of video surveillance must be made in writing and are subject to state and federal laws as related to confidentiality and dissemination of information related to minors. All requests for video surveillance will be responded to in a reasonable period of time. Nothing in this provision preempts the dissemination of video surveillance to law enforcement.

MONITORING

Video surveillance of the premises is monitored by staff at all times when the Library facility is open during normal business hours.

RETENTION OF VIDEO SURVEILLANCE

Video surveillance shall be kept for no less than 30 days and destroyed in accordance with the Local Records Act.

SIGNAGE

Signs are located outside of the Library District facility notifying patrons that the building is under video surveillance.

NOTIFICATION TO EMPLOYEES

Current employees have been informed and new employees will be informed upon date of hire that the Byron Public Library District utilizes video surveillance.

Adopted May 10, 2017