



Library Policy Manual

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GLENWOOD-LYNWOOD PUBLIC LIBRARY DISTRICT

Mission and Vision Statement

The mission of the Glenwood-Lynwood Public Library is to serve the community as the premier informational, educational, cultural, and recreational resource, providing multimedia materials, training, and services for community residents that support lifelong learning, personal development, and enjoyment.

The vision of the Library is to develop the resources needed for acquiring and maintaining an extensive, diverse, and well-balanced collection in a wide variety of formats for public use, as well as to provide public access to and training in available information resources in all media formats, including all forms of print, audiovisual, and electronic media.

The Library serves a diverse and multicultural community. The goal of the Library is to serve all constituencies, with a special emphasis on forming partnerships with local educational and cultural institutions to enhance their missions and promote their access to and use of Library materials and programs.

Board Policies

GLENWOOD – LYNWOOD PUBLIC LIBRARY DISTRICT

Section 1. Board Policies

ALA Ethics Statement for Public Library Trustees

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

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

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

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

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

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

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

reviewed 3/2004

1.1 By-Laws of the Glenwood-Lynwood Public Library District Board of Trustees

Article I. Name

This organization shall be called the Board of Trustees of the Glenwood-Lynwood Public Library District, existing by virtue of the provisions of Chapter 81 of the Laws of the State of Illinois, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Article II. Board Members

Section 1. The Board shall consist of seven members. Trustees shall serve for six-year terms as elected, or as provided by law to serve an unexpired term.

Section 2. Vacancies shall be declared by the Board when a trustee declines or is unable to serve or becomes a non-resident of the Library District.

Section 3. Vacancies maybe filled by the Board until the next election with the approval of the majority of all the remaining trustees. Vacancies may be published in the local newspapers.

Article III. Officers

Section 1. The officers shall be the President, Vice-President, Secretary and Treasurer, elected biennially from among the elected trustees at an annual meeting of the Board. Officers may hold one office at a time. Election shall be by ballot.

Section 2. Officers shall serve a term of two (2) years with the privilege of re-election, but no more than two (2) successive terms from the meeting at which they are elected, and until their successors are duly elected.

Section 3. President. The President shall preside at all meetings of the Board; authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all the duties associated with the office of President. The President may cast a vote on all ballots. The President's name shall be called last on roll-call votes.

Section 4. Vice-President. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President and shall act as liaison with the legal counsel of the Board.

Section 5. Secretary. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, shall perform such other duties as are generally associated with the office, and shall act as election clerk as designated by law. The Secretary will serves as the Open Meetings Act Officer, along with the Library Director. The Secretary may deputize anyone to perform all duties except the certification of an election. The Board may appoint a recording secretary.

Section 6. Treasurer. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally associated with the office, including chair of the Finance Committee. The Treasurer shall be bonded in the amount as may be required by state statute, at District expense. In the absence or disability of the Treasurer, the duties shall be performed by such other members of the Board as the Board may designate.

Section 7. Signatories. All trustees and the Library Director shall be authorized to sign on all library bank accounts after one year of service. All accounts require two signatures. (revised 9/2003)

Section 8. Vacancy in Office. Upon notice of a vacancy, the Board shall immediately elect a new officer for the remainder of the term.

Article IV. Meetings

Section 1. Regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

All meetings shall be open to the public and shall be posted within the library, on the library website, and notice sent to the local newspapers as requested.

Section 2. The meetings for the purpose of the election of officers biennially shall be held at the regularly scheduled meeting of the Board in May.

Section 3. The agenda shall be prepared by the Board President in consultation with the Library Director. Copies of the agenda and minutes must be available to each Board member no less than three (3) days prior to the regular meeting. Any pertinent documents which require Board discussion and/or approval must be included along with the agenda.

Section 4. The order for regular meetings shall include, but not limited to, the following items which shall be covered in the sequence shown as far as circumstances will permit:

1. Call to order & Roll call
2. Recognition of visitors
3. Approval/adjustment of agenda

4. Visitors comments on agenda items
5. Consent Agenda (action for all)
 - A. Approval of Minutes
 - B. Treasurer's Report
 - C. Bills Claimed List
6. Director's Report
7. Communications
8. New Business
9. Old Business
10. Executive Session
11. Adjournment

Members of the audience may comment on, or be asked to comment on, specific agenda items during the meeting at the discretion of the President or presiding officer, for a time of two (2) minutes.

Section 5. Special meetings may be called by the Secretary at the direction of the President, or at the request of four (4) members, for the transaction of business as stated in the call for the meeting, and must be posted at least 24 hours in advance.

Section 6. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board, present in person. A majority of those present shall determine the vote taken on any question, unless a larger majority is required by law.

Failure to vote will be considered an abstention. If a board member abstains from a vote, their abstention goes with the majority vote. (Rock v. Thompson, 85 Ill. 2d 410).

Section 7. Proceedings of all meetings shall be guided by Robert's Rules of Order (most current edition), in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this Board.

Article V. Committees

Section 1. The President shall appoint "ad hoc" committees of one or more members of the Board, or one or more residents of the District at large with the approval of the Board, for specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed, and after a final written report is presented to the Board.

Section 2. No committee shall have any power, other than advisory powers, unless by suitable action of the Board, a committee is granted specific power to act.

adopted ?
reviewed/revised 2/2004
reviewed 9/2010

1.2 Audio Taping of Library Trustee Meetings

The Board of Trustees of the Glenwood-Lynwood Library makes every attempt to follow all of the laws of the State of Illinois in reference to library practices. As such, the Board will audiotape all executive sessions of any meeting held by the board, pursuant to The Illinois Open Meetings Act (5 ILCS 120). The tapes of the closed sessions will be filed in a locked cabinet as required by law.

adopted 3/2009
reviewed 9/2010

1.3 Bills Claimed Payment

In the event that the Board of Library Trustees is unable to meet for the regularly monthly scheduled board meeting, and is unable to meet on a different day for a special meeting, the Library Director should, with the approval of one of the officers of the Board, process all invoices for payment as indicated on the monthly Bills Claimed list prepared for the regular scheduled meeting. At the next regularly scheduled board meeting the Bills Claimed list for the previous month will be ratified by the board.

adopted 6/2003
reviewed/not revised 9/2010, 2020

1.4 Trustee Attendance

Being elected or appointed to the Board of Trustees is a public trust. As such, a Trustee has an obligation to attend all monthly and specially-called Board meetings and all Committee meetings when scheduled. Only through regular attendance and active participation in Board and Committee activities can a Trustee fulfill his/her obligation to oversee the management of the Library for the benefit of the citizens of the District.

To ensure regular attendance at Board and Committee meetings the following requirements shall apply to all Trustees:

1. Attendance at Board meetings:

As public officials, Trustees are expected to attend all regularly scheduled Board and Special Board meetings. If a Trustee is unable to attend, the following may apply:

When a Trustee knows in advance he/she will not be able to attend a Board meeting, the Trustee shall notify the Board President not later than 24 hours before the meeting.. Absences which constitute absence for cause from a Board meeting shall be the following:

- A. Illness of the Trustee;
- B. Illness or death of a Trustee's family member;

- C. An isolated, unavoidable work commitment of the Trustee which conflicts with a Board meeting;
- D. Planned vacation or work commitment of the Trustee outside the Chicago metropolitan area;
- E. Religious holiday.

All other absences from Board meetings shall constitute absences without cause.

If a Trustee is absent for all regular Board meetings for one year; the Board will declare the position vacant and seek a replacement to fill the remaining term of that Trustee. (75 ILCS 16/30-25)

2. Electronic Attendance at Board meetings:

The Open Meetings Act allows public bodies to allow a member to participate by video or audio conference when a physical quorum is needed at the meeting so long as the member is prevented from physically attending because of:

- A. Personal illness or disability
- B. Employment purposes or the business of the public body
- C. Family emergency
- D. Other emergency

The remote trustee must notify the Library Director or Board President of his or her physical absence ahead of time, unless impractical, for the trustee need for remote participation by video or audio conference.

3. Notification of absence: Any Trustee who anticipates being absent from a Board meeting shall notify the Library Director or the Board President by telephone at least 24 hours prior to any Board meeting, giving the reason for the Trustee's anticipated absence. If the event which shall constitute the absence shall not be known to the Trustee 24 hours prior to any Board meeting, then such notice shall be given as soon as possible thereafter, but prior to the Board meeting.

3. Failure to notify: If a trustee fails to give notice of an anticipated absence from a Board meeting as required in paragraph 2 above, such absence will constitute as an absence without cause.

5. Vacancies. Pursuant to 75 ILCS 16/3-0-25:

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

(b) All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder

of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled forthwith.

adopted 5/2006
reviewed/revised 10/2010
reviewed/not revised 2/2011
reviewed/revised 8/2021

1.5 Freedom of Information

The Glenwood-Lynwood Public Library District endorses and complies fully with the Freedom of Information Act (Public Act 83-1013, effective July 1, 1984 and recently adopted Public Act 96-0542, effective January 1, 2010) and will provide any documents requested (other than information deemed exempt through Section 7 of the act), as required by law.

Requests must be done in writing by personal delivery, mail fax, email or other means. Requesting the information using the FOIA form located on the library website (www.glpld.org), is preferred. FOIA requests should be directed to the Library's FOIA Officer: Library Director

On the request the information below must specify:

- whether the request has a “commercial purpose”
- must specify the records requested to be disclosed for inspection or to be copied. If certified copies are requested, specify which ones are requested

To reimburse the actual costs for reproducing and certifying (if requested) the records, the following fees will be assessed:

- \$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 \$.15 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.

If the records are kept in electronic format, a request for that specific format, *if feasible*, will be so provided, but if not, they will be provided either in the electronic format in which they are kept (requestor would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

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. If the Library denies the Freedom of Information Request, the

requestor may contact the Illinois Attorney General Public Access Counsel and file an appeal.

Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

The place and times where the records will be available are as follows:

9:00 a.m. to 5:00 p.m., Monday through Friday
Glenwood-Lynwood Public Library District Administrative Offices
19901 Stony Island Avenue, Lynwood IL

Certain types of information maintained by the library are exempt from inspection and copying. However, the following types or categories of records are maintained and available for inspection upon a FOIA request:

- 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

adopted 5/1996
reviewed/revised 3/2004
reviewed/revised 10/2010

1.6 Investments

The Board of Trustees of the Glenwood-Lynwood Public Library District does not make individual investment decisions on behalf of the District.

Funds which may, from time to time due to the cyclical nature of tax receipts, grants, etc., beyond those required for necessary and prudent day-to-day operations of the library may be deposited with the Illinois State Treasurer in the intergovernmental fund pool (currently called Illinois Funds or IPTIP), which are invested under professional guidance under state oversight.

Purpose and Scope

It is the policy of the Glenwood-Lynwood Public Library District to be soundly financed at all times, to insure adequately against all risks anticipated to the extent possible, to protect the Library's investment through adequate controls, and to assure the security and preservation of public funds.

Maintaining the public's trust is the most important consideration in investment decisions. In managing its investment portfolio, the Glenwood-Lynwood Public Library District shall avoid any transaction that might impair public confidence in the Library. Investments shall be made with discretion and care, considering the probable safety of the capital as well as the probable income to be derived.

This policy includes all funds governed by the Board of Trustees.

Standards of Care

A. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard.

Investments shall be made with judgment and care, under circumstances then prevailing that 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, net of expenses. 29 USC / 1104

B. Ethics and Conflict of Interest

Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Trustees and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Trustees and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make objective decisions. Employee and investment officials shall disclose any material interests in financial institutions with which they conduct business.

C. Delegation of Authority

The responsibility for the investment program is hereby delegated to the Treasurer of the Board of Library Trustees. The management and administrative duties are delegated to the Library Director and Business Manager.

Trustees and administrative staff responsible for investments and financial management of the Glenwood-Lynwood Public Library District shall be adequately insured and bonded.

Objectives

The primary objectives, in order of priority, shall be:

1. Legality - Conformance with federal, state, and other legal requirements
2. Safety - Preservation of capital and protection of investment principal
3. Yield - Each investment shall seek the best possible rate of return.
4. Liquidity - the Glenwood-Lynwood Public Library District's investment portfolio shall remain sufficiently liquid to enable the Library to meet all operating requirements that may be reasonably anticipated in any fund.

- To utilize, wherever possible, local financial institutions, not to preclude any previously listed investment objectives.
- No less than one month's operating expenses are kept locally in a liquid account.
- The portfolio should be reviewed periodically as to its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification, and its general performance.

Safekeeping and Custody

A. Public Trust

In order to adhere to our respect of the public trust, Glenwood-Lynwood Public Library District shall conduct transactions in a manner that shall ensure that public trust shall be of primary importance in all financial matters.

All security transactions including collateral for repurchase agreements entered into by Glenwood-Lynwood Public Library District shall be conducted in a manner that ensures safety. The Glenwood-Lynwood Public Library District is required to keep receipts and a written record of all transactions.

B. Authorized Investment Types

Investments may be made in any type of security allowed for by Illinois statutes regarding the investment of public funds. Section 30, Act 235 of the Illinois Compiled Statutes (ICLS) (Public Funds Investment Act) authorizes investment of public funds in the following investment vehicles. This is only an excerpt. Please read the actual statute for further details.

1. Bonds, notes, certificates of indebtedness, treasury bills that are guaranteed by the full faith and credit of the U.S.A. as to principal and interest or its agencies, which include, but are not limited to the federal land banks, federal intermediate credit banks, banks for cooperative federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971; federal home loan banks and the federal home loan mortgage corporations; and any other agency created by Act of Congress.

2. Interest-bearing savings accounts including Money Market, certificates of deposit, time deposits
3. Short term obligations of corporations organized in the U.S. with assets exceeding \$500,000,000 subject to several detailed terms listed in the statute.
4. 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 obligations described in paragraph 1 of this section and to agreements to repurchase such obligation.
5. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation or school district. This investment has restrictions that should be reviewed in the actual statute.
6. Investments in banks that are insured by FDIC, short term discount obligations of the Federal National Mortgage Association; Savings Banks and Savings and Loan Associations insured by FDIC; credit unions chartered under the laws of the State with the principal office of such credit union located within the State of Illinois.
7. The Illinois Funds and IMET.
8. Repurchase agreements of government securities that are subject to the Government Securities Act of 1986 purchased through banks or trust companies authorized to do business in the State of Illinois.

Collateralization

Funds on deposit in excess of insured limits (i.e., FDIC) have collateral pledged at not less than 100% of the uninsured value. Pledged collateral will be held in safekeeping by a third party. Acceptable securities for collateral in order of preference are:

Obligations of the United States Government, Treasury Bills, and Certificates of Indebtedness, Notes and bonds and Obligations of United States Government Agencies.

Internal Controls

The Glenwood-Lynwood Public Library District is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Glenwood-Lynwood Public Library District 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 the 1) cost of control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgment by management.

Accordingly, the investment officer or Treasurer of the Board shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

1. Control of collusion
2. Separation of transaction authority from accounting and recordkeeping
3. Custodial safekeeping
4. Avoidance of physical delivery securities
5. Clear delegation of authority to subordinate staff members
6. Written confirmation of transactions for investments and wire transfers
7. Development of a wire transfer agreement with the lead bank and third party custodian.

Financial and Investment Services Providers

Investment advisors, money managers and similar service providers shall be engaged on an as-needed basis only and by action of the Board. A competitive process will be used to select any such service provider. This process will be designed and coordinated by the Treasurer and the Board's Finance Committee.

Statutory Responsibility

The Treasurer and all appropriate administrative personnel shall carry statutory responsibility and be appropriately bonded.

Investment Parameters

A. Strategy

The Glenwood-Lynwood Public Library District shall adopt and follow the Investment Strategy formulated for the Library by its investment consulting firm.

B. Diversification

The Glenwood-Lynwood Public Library District shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of the funds.

1. Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities).
2. Limiting investment in securities that have higher credit risks
3. Investing in securities with varying maturities.
4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (i.e. Illinois Funds) and money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Maximum Maturities

1. To the extent possible, the Glenwood-Lynwood Public Library District shall attempt to match its investments with anticipated cash flow requirements. Therefore the Treasurer shall establish a maximum maturity limit for securities, unless they are matched to a specific cash flow or if the investments maturities are made to coincide as nearly as practicable with the expected use of the funds.
2. The Glenwood-Lynwood Public Library District shall, when deemed appropriate, adopt weighted average maturity limitations consistent with the investment objectives which may range from 90 days to 5 years.
3. Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the Finance Committee.
4. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as Illinois Funds, money market funds, or overnight repurchase agreement to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Reporting

A. Methodology

An investment report shall be prepared at least monthly. The report should be provided to the Board of Library Trustees and be available on request.

The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board. The report shall include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date.

B. Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this policy.

adopted 4/2001
reviewed/revised 2/2004
reviewed/not revised 9/2010
reviewed/revised 9/2020

1.7 Public Comment

The Glenwood-Lynwood Public Library District abides by all provisions of the Open Meetings Act (5 ILCS 120/1-7.5). Per the Open Meetings Act, all meeting agendas for publicly funded entities must include a section for public comment.

All meetings of the Trustees of the Board are for the purpose of conducting library business. The public are welcome to attend all meetings of the Board and are able to make comments on the listed agenda items, or on matters not listed on the agenda.

The Glenwood-Lynwood Public Library District has a public comment section entitled “Public Comment”. The provisions for Public are:

- Public comments are permitted during the “Public Comments” portion of the agenda
- The Board President will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized
- Each speaker will be asked to provide his/her name and address and what agenda item, if any, they would like to comment on.
- Public Comment at regular meetings is not limited in content, but must be related to the business of the Glenwood-Lynwood Library. Public Comment at special board meetings or committees is limited to agenda items for each meeting.
- Each speaker may speak for 5 minutes. Once all other requested speakers have spoken, an additional 3 minutes will be granted to someone who has spoken previously. No more than 20 minutes will be allowed for each subject matter under discussion.
- Comments should be brief and to the point. Speakers are asked to address the board and audience in a calm and respectful manner.
- A response from the Board is not required
- The Board President shall have the authority to determine procedural matters regarding public participation not defined in this policy.
- Electronic communication to the Board during the meeting is not permitted.
- Minutes are a summary of the Boards discussions and actions. Speaker requests to amend written statements or correspondence to the minutes are not

avored. Written materials presented to the Board will be included in the Library's files rather than in the official minutes.

adopted 2/2011
reviewed/revise 5/2014

1.8 Trustee Attendance

Being elected or appointed to the Board of Trustees is a public trust. As such, a Trustee has an obligation to attend all monthly and specially-called Board meetings and all Committee meetings when scheduled. Only through regular attendance and active participation in Board and Committee activities can a Trustee fulfill his/her obligation to oversee the management of the Library for the benefit of the citizens of the District.

To ensure regular attendance at Board and Committee meetings the following requirements shall apply to all Trustees:

2. Attendance at Board meetings: A Trustee shall attend all regular monthly Board meetings and all other special Board meetings as scheduled. Continued absences without cause by a Trustee from Board meetings shall be considered a failure to serve on the Board. Absences which constitute absence for cause from a Board meeting shall be the following:
 - F. Illness of the Trustee;
 - G. Illness or death of a Trustee's family member;
 - H. An isolated, unavoidable work commitment of the Trustee which conflicts with a Board meeting;
 - I. Planned vacation or work commitment of the Trustee outside the Chicago metropolitan area;
 - J. Religious holiday.All other absences from Board meetings shall constitute absences without cause.
4. Notification of absence: Any Trustee who anticipates being absent from a Board meeting shall notify the Library Director or the Board President by telephone at least 24 hours prior to any Board meeting, giving the reason for the Trustee's anticipated absence. If the event which shall constitute the absence shall not be known to the Trustee 24 hours prior to any Board meeting, then such notice shall be given as soon as possible thereafter, but prior to the Board meeting.
4. Failure to notify: If a trustee fails to give notice of an anticipated absence from a Board meeting as required in paragraph 2 above, such absence will constitute as an absence without cause.
5. Attendance at Committee meetings: A Trustee shall attend all scheduled meeting of Committees to which the Trustee is assigned. Continued absences without cause by a Trustee from Committee meetings shall be considered a failure to serve on the Board. The provisions of paragraphs 1-3 above shall apply also to attendance at Committee meetings.

5. Vacancies. Pursuant to 75 ILCS 16/3-0-25:

(a) Vacancies shall be declared in the office of trustee by the board when an elected or appointed trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. Absence without cause from all regular board meetings for a period of one year shall be a basis for declaring a vacancy.

(b) All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. If the vacancy is in the office of a trustee of a library district with an appointed board, the vacancy shall be filled by appointment by the remaining trustees. Vacancies shall be filled forthwith.

adopted 5/2006
reviewed/revised 10/2010
reviewed/not revised 2/2011

1.9 Trustee Election Candidate Lottery

The Glenwood-Lynwood Public Library District is governed by an elected Board of Trustees. Members of the board are elected from within the communities of Glenwood and Lynwood. Prospective candidates must submit candidacy documents as outlined in the Illinois State Board of Elections Candidates Guide. All prospective candidates must submit their candidacy petitions and additional paperwork to the local election authority (Trustee Secretary or designee) within the time frame indicated by the Illinois State Board of Elections.

In the event that two or more prospective candidates are filing their candidacy materials simultaneously at the earliest or latest possible filing window, they must participate in a candidate lottery to determine their position on the ballot. The lottery procedures are outlined in the Illinois State Board of Elections Candidates Guide. The lottery results are final.

adopted 2/2011

1.10 Trustee Fine Policy

The current trustees of the library may opt not to pay overdue fines on library materials at the Glenwood-Lynwood Library, checked out on their personal library cards. However, trustees are expected to pay for any lost or damaged library materials checked out on their library cards. Any charges incurred for an item requested through Interlibrary Loan are also expected to be paid, unless the item is requested for Library business.

adopted 12/2004
reviewed/revise 7/2011

1.11 Trustee Meeting and Conference Attendance

Library Trustees are encouraged to attend meetings, conferences and other library related functions, either locally or nationally, budget permitting. Library staff has first priority if budget constraints are an issue.

Entry fees, lodging, meals and mileage will be paid for, or reimbursed by the library. All arrangements will be made by the Library Director, unless there are special or extenuating circumstances. All reimbursements requests must be accompanied by receipts for payment, and submitted to the Library Director within 1 month of attendance of the function.

adopted 5/2006
reviewed 9/2011, 2023

Library Policies

Section 2: Library Policies

2.1 Confidentiality of Patron Records

Pursuant to the Illinois Library Records Confidentiality Act (75ILCS 70/), The Board of Trustees of the Glenwood-Lynwood Public Library District recognizes its registration and circulation records, and other records identifying the names of library users with specific materials, to be confidential in nature.

Such records shall not be made available to any person, public or private agency or any agency of the state, federal or local government except pursuant to such process, through judicial order or subpoena. Upon receipt of such process, order or subpoena, the Library's officers shall consult with legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance.

In the event that the information is requested by a sworn law enforcement officer who represents that is impractical to secure a court order as a result of an emergency where there is probable cause to believe that there is imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness or victim of a crime.

adopted ?
reviewed/not revised 2/2003
reviewed/revised 7/2011

2.2 Displays and Exhibits

The library welcomes non-commercial temporary exhibits/displays of general interest to the community. Exhibits/displays are accepted at the discretion of the Library Director. Space limitations do not permit permanent displays.

All exhibits/displays will be given reasonable care and protection within the limits of general operation of the Library, but the Library and the Board of Trustees cannot assume responsibility for damage or loss suffered on the premises, nor the cost of insurance coverage. Such losses, damages, etc., are the responsibility of the organization and/or individual providing the exhibit or display. A statement of acknowledgment of Library policy must be signed prior to display.

adopted 5.1994
reviewed/not revised 7/2011

2.3 Electronic and Online Information Resources

Libraries make it possible for individuals, with proper identification, to have access to the information they need to make informed decisions. Glenwood-Lynwood Public Library District is committed to networking that maximizes the use of resources of all type of libraries. Every library user benefits from expanded access to information beyond the walls of a single library building.

As the primary information source for residents of the communities we serve, and in response to continuing advances in technology, the Glenwood-Lynwood Public Library District provides access to electronic and online information resources including the World Wide Web to enhance our collection in size, depth, and currency.

Consistent with the provision of materials in other formats, the library provides this access in adherence to the principles of library service outlined by the American Library Association, Illinois Library Association and the State of Illinois.

The library does not filter* but there are prohibited activities that aren't allowed with use of our computers.**

Prohibited Activities:

1. Transmitting of offensive or harassing messages and/or images.
2. Offering for sale or use of any substance in possession which is prohibited by law.
3. Causing harm to other or damaging property: Engaging in defamation, cyberbullying, vandalism, uploading viruses, altering computer settings, and hacking.
4. Invading the privacy of others as well as harassing other users or Library Staff.
5. Streaming content for illegal websites such as Bit Torrent, Project Free TV, etc..
6. Assisting patrons on altering, changing or modifying financial & legal documents and doctor's notes & letters to employers and/or for insurance reasons. This constitutes as fraud per the library's lawyers.

The Library reserves the right to terminate the session as well as suspend or terminate the Library privileges of anyone who engages in unacceptable use or whose computer use disrupts Library service, or violates Library policies or procedures.

Glenwood-Lynwood Public Library District recognizes electronic information networks such as the Internet may contain material that is inappropriate for children, therefore only a minor who has a signed Electronic Access User agreement signed by their parent or guardian, on file, may have access to the Internet. Parents are expected to monitor and supervise their children's use of the Internet. Library staff is unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

Violation of any aspect of the library district's policies, guidelines, and procedures will result in the loss of library privileges.

***The Children's Internet Protection Act (CIPA) requires that schools and libraries who receive federal funds for internet telecommunications must filter all computers connected to the internet. The Glenwood-Lynwood Public Library District does not receive federal funds for internet telecommunications, therefore is not required to filter internet access.

2.35 Social Media Policy

The Library uses social media to actively engage with the communities of Glenwood & Lynwood and invites the community to share on its social media sites ideas, opinions, and information about Library-related subjects, resources, and programs. The Library uses social media to promote library news and events, make patrons aware of the resources and services it offers, provide interesting or valuable information to its patrons, attract new users to the Library, and to let its patrons see a more informal side of the Library. As such, the Library does not promote its social media sites as traditional public forums available for the general exchange of information and viewpoints, but rather reserves and limits the topics to those relevant to the Library, its mission, and the community it serves.

However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees, staff, volunteers and Board of Directors who work and/or elected for Glenwood-Lynwood Public Library District.

Guidelines-General Practice

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Glenwood-Lynwood Public Library District, as well as any other form of electronic communication.

The same principles and guidelines found in Glenwood-Lynwood Public Library District policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of

Glenwood-Lynwood Public Library District's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the Glenwood-Lynwood Public Library District's Library Policy Manual, and the Glenwood-Lynwood Public Library District's Sexual Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow associates, patrons, members, suppliers or people who work on behalf of Glenwood-Lynwood Public Library District. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage patrons, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Glenwood-Lynwood Public Library District, fellow associates, members, patrons, and suppliers, people working on behalf of Glenwood-Lynwood Public Library District.

Post only appropriate and respectful content

- Maintain the confidentiality of Glenwood-Lynwood Public Library District private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws.
- Do not create a link from your blog, website or other social networking site to a Glenwood-Lynwood Public Library District website without identifying yourself as a Glenwood-Lynwood Public Library District associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for Glenwood-Lynwood Public Library District. If Glenwood-Lynwood Public Library District is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Glenwood-Lynwood Public Library District, fellow associates, members, patrons, suppliers or people working on behalf of Glenwood-Lynwood Public Library District. If you do publish a blog or post online related to the work you do or subjects associated with Glenwood-Lynwood Public Library District, make it clear that you are not speaking on behalf of Glenwood-Lynwood Public Library District. It is best to include a disclaimer such as *"The postings on this site are my*

own and do not necessarily reflect the views of Glenwood-Lynwood Public Library District.”

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with Social Media policy. Do not use Glenwood-Lynwood Public Library District email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

Glenwood-Lynwood Public Library District prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Associates should not speak to the media on Glenwood-Lynwood Public Library District's behalf without contacting Library Director and/or Glenwood-Lynwood Public Library District Board of Directors. All media inquiries should be directed to them.

If you identify yourself as an employee, volunteer, or trustee of the Library on personal social media accounts, you should make it clear that the views expressed are yours alone and do not represent the views of the Library. Employees, volunteers, and trustees should not post confidential Library or Library patron information. Employees, volunteers, and trustees should refrain from posting any content on their personal social media accounts that may be deemed negative about the Library, its patrons, or its staff.

Public Terms of Use:

The Library encourages the community to respond to posts and recognizes that there will be varying opinions on posted content. The Library does not, however, endorse any ideas, issues, or opinions expressed in the content of third parties posted on the Library's social media sites. Content from third parties will be monitored regularly and reviewed by the Library to ensure compliance with the Library's Social Media Policy. The Library Director reserves the right to monitor, restrict, edit, and remove any content that is determined to be in violation of this Social Media Policy or any applicable law. The following content on the Library's social media sites will not be permitted and will be removed by the Library Director:

- Obscenity (text or image)
- Pornography
- Slander or libelous comments
- Specific and imminent threats
- Spam and other forms of personal or commercial advertising
- Abusive, harassing, inflammatory, profane or violent language
- Hate speech or other content that encourages or advocates discrimination and/or harassment on the basis of race, religion, age, gender, national origin, physical or mental disability, sexual orientation, or any protected category
- Private and/or confidential information about oneself or others

- Violations of copyright, trademark, or other intellectual property rights
- Organized political activity, off-topic and/or disruptive posts

Nevertheless the abovementioned, the Library is not obligated to take any such actions, and will not be responsible or liable for any content posted by users on the Library's social media sites.

By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with the Library's Social Media Policy and agree to indemnify the Library and its trustees, officers, and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or related to any content that you post.

***Disclaimer:** All content posted on Library social media sites is subject to the Illinois Freedom of Information Act (FOIA) and the State of Illinois record retention laws. The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site. Third party postings do not reflect the opinions or positions of the Library, its employees, or its Board of Trustees. Third party websites have their own privacy policies; of which users should be aware. Users are personally responsible for their commentary and should be aware that they may be held personally liable by any party for commentary that is defamatory, obscene, proprietary, or libelous.*

adopted 7/2018
reviewed/revised 2/2022

2.4 Faxes

The Glenwood-Lynwood Library Public District faxes are sent using the library's self-serve computer for faxing for \$1.00 per page. No incoming faxes are accepted.

The library will not be responsible for the patron's need of a timely receipt or response.

The library takes many safety precautions when faxing personal information for library patrons. The library patron must acknowledge that they are sending information through a 3rd party and that the library will not be held responsible for any personal information sent from the library.

adopted 2/2003
reviewed/revised 11/2005
reviewed/revised 7/2011, 2021

2.5 Gifts

The Glenwood-Lynwood Public Library District accepts gifts of books and other materials; with the understanding all gift materials must meet the same criteria and standards used in the selection of other library materials.

The library reserves the right to make decisions as to the final disposition of donated materials. Such decisions will be made by the Library Director, and may be based on the following criteria: 1) physical condition 2) availability of space and 3) content of the current collection.

The library also welcomes monetary gifts, bequests, and memorials so long as their use is not restricted by conditions which would conflict with standard practices and policies of the library.

Special collections such as historical materials, books with more than literary value, manuscripts, etc, will be accepted by the library only if the proper provision can be made for their care and use.

A special attempt will be made to identify items and/or materials purchased with monetary gifts.

Donor of gifts should understand the library reserves the right to dispose of any donated item if it does not meet the library's needs and selection criteria. The library is happy to document the receipt of gifts but is unable to provide an evaluation of value for any gift materials

adopted 7/1990
reviewed/not revised 7/2011

2.6 Complaint Policy: Public

All library patrons have the right to register a formal complaint regarding Library rules and regulations, unsafe or unhealthy conditions or practices. Subjects for complaints are limited to those matters which are financially, legally and practically within the power of the Library organization to adjust.

- A. Complaints are to be initially filed in writing with the Library Director. The director will respond in writing within seven (7) business days detailing the manner in which the complaint will be adjusted, denying the complaint, or referring the matter to the library's Board of Trustees.
- B. The library patron may appeal the decision of the Library Director to the library's Board of Trustees. The appeal must be filed in writing seven (7) business days before the next regularly scheduled board meeting, so that it may be included on the agenda for consideration. The Board shall examine all facts of appeals and referred complaints and make a final determination and written response to the library patron within thirty (30) days of receipt. The decision of the Library Board will be final.

adopted 1/2007
reviewed/revised 7/2011
reviewed 2/2022

2.7 Hours of Service

The Glenwood-Lynwood Public Library District provides library services during the following hours:

Monday through Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.
Sunday	Closed

The library will observe the following holidays:

New Year's Day	July 4 th
Martin Luther King Jr. Day	Labor Day
President's Day	Thanksgiving Day
Easter	Christmas Eve
Juneteenth	Christmas Day
Memorial Day	New Year's Eve

In accordance with common practice, if any of the above mentioned holidays, except Christmas Eve and New Year's Eve, should fall on a Sunday, the following Monday will be considered as the holiday

adopted 9/1984
reviewed/revised 2/2003, 11/2004, 9/2008
reviewed/not revised 7/2011
reviewed/revised 2023

2.8 Interlibrary Loan

The Glenwood-Lynwood Public Library District offers Interlibrary Loan services to any patron who holds a current Glenwood-Lynwood Public Library District card in good standing. There is no charge for this service if the items are available within the SWAN database.

Requests from Glenwood-Lynwood Library for materials not available in SWAN

The Glenwood-Lynwood Public Library District will attempt to interlibrary loan any materials not available in SWAN, if the patron requests. Staff may pursue requests on a regional, state or national basis.

If the item is available within the state of Illinois, there will be no charge to the patron. If the item is only available outside the state of Illinois, a \$5 mailing fee will be assessed. Patrons will be notified of charges before materials are requested. Once item has been received and the patron does not pick up the item, the mailing charge will be added to the patron's library record.

Requests for Glenwood-Lynwood Library materials by Non SWAN libraries

The Glenwood-Lynwood Public Library District staff will make every attempt to handle all requests for materials from its collections in a timely manner.

The Glenwood-Lynwood Public Library District will loan any material which is in the library collection, with the exception video games. Complete issues of periodicals may also be requested. Reference materials will circulate at the discretion of the Information Services staff.

If periodical copies are requested from an LVIS (Libraries Very Interested in Sharing) library, there will be no charge. Copies of materials will be supplied to non LVIS libraries, up to 20 pages per request. Above 20 pages, a fee of \$.10 per page will be assessed to the borrowing library.

Loan Period, Overdue Fees and Record Retention

Interlibrary loans requested from other libraries will be due in accordance to the lending library's loan policy. Items may be renewed one (1) time after the initial checkout.

Overdue fines will be assessed according the lending library's fine policy, or the Glenwood-Lynwood Library fine policy, whichever is less. All overdue fines or charges for damaged materials will be the responsibility of the patron and be placed on the patron's record

Records of interlibrary loan items will be maintained for six months on all materials other than periodicals. Periodical requests will be retained for a period of 3 years, as required by the United States Copyright Law.

Charges for lost/damaged materials will be the fees assessed by the lending library and a \$5.00 processing fee.

adopted 11/1996
reviewed/revised 9/2003; 11/2007
reviewed/revised 7/2011

2.9 Library Cards

The Glenwood-Lynwood Public Library District, in compliance with the Illinois Library Records Confidentiality Act (75 Illinois Compiled Statutes 70/1) maintains patron privacy as much as possible. Library cards are non-transferable. The person presenting the library card must be the same person as the name on the library card. If a Glenwood or Lynwood library card holder does not have their library card with them, they may produce photo identification, with the address that matches the address in the patron record, and check materials out.

All Glenwood-Lynwood Library cardholders must have their pictures on the on their electronic library card account.

Interlibrary loan items must be requested and checked out on the same card. For the convenience of family members, an approved family member may pick up another family member's interlibrary loan items, if requested. The approved family member picking up the items must have the library card that materials were ordered under.

Library cards are also used to access the Internet stations and database computers within the library. A Glenwood or Lynwood resident must have a physical library card to access these resources. Non-residents are not able to access the in house databases without Glenwood-Lynwood Library card. They may however, purchase a Guest Pass which will allow access to the Internet all the databases within the library. There will be a \$1.00 fee per Guest Pass, per use.

adopted 9/2003
reviewed/revised 11/2007, 3/2008
review/revised 7/2011, 2022

2.10 Materials Selection

Selection of library materials is made on the basis of their value of interest, information and enlightenment of all residents of the community, within budget possibilities. No library materials should be excluded solely because of race, nationality, political or social views of the author(s).

Selection of youth materials will be based on the recreational and informational needs of children from infancy through high school. All material will be judged on its own merit in relation to the youth for whom it is intended, within budget considerations. Since school libraries should provide books and related materials supporting their curriculum, emphasis in the public library collection will be placed on appropriate materials other than school materials for the child's independent reading enjoyment. Materials will be carefully selected for youth of all ages and abilities.

Selection of library materials for adult and youth materials are made utilizing appropriate library review journals.

Weeding the library collection is as important to the proper use of materials and space as selection. Guidelines for weeding materials from the collection include, but are not limited to:

- maintaining the collections in good physical condition;
- eliminating duplication of materials;
- replacing superseded editions;
- eliminating previous high interest materials no longer circulating;
- eliminating out-dated materials in various disciplines and formats.

Selection and weeding of library materials is vested in the Library Director by the Board of Trustees and, under direction, to members of the professional staff qualified by education and training.

The Board believes censorship is a purely individual matter and declares while individuals are free to reject for themselves materials which they do not approve, they cannot exercise censorship by restricting others' freedom to read or access to materials.

Access to materials available at the library does not imply approval of content, nor does absence of particular materials imply condemnation. The Board defends the principles of the Freedom to Read statement and the Library Bill of Rights.

Patrons who would like materials to be reconsidered may fill out a Request for Reconsideration of Library Resources form. The request will be reviewed by the Library Director and a decision will be discussed with the patron. If the patron is not satisfied with the decision, the patron may request in writing that the matter be considered at the next regularly scheduled Board meeting.

The Board has adopted, made part of policy, and agrees to support and adhere to the Library Bill of Rights and the Freedom to Read statement of the American Library Association.

adopted 6/1996
reviewed/revised 10/2002
reviewed/revised 7/2011

2.11 Medically Necessary Animal

Only medically necessary animals (dogs assisting persons with disabilities, etc) are allowed in the library, unless associated with a library sponsored event.

adopted 12/2004
reviewed/not revised 7/2011

2.12 Meeting Room

In keeping with the American Library Association's Library Bill of Rights, the Glenwood-Lynwood Public Library District makes its meeting rooms available as "designated and limited forums" for meetings and programs conducted by individuals and not-for-profit groups on subjects of civic, cultural, governmental, or educational interest. The library reserves the right to request a copy of an organization's 501(c)(3) or tax exempt status.

The meeting rooms will not be denied to any person or organization because of any protected class status, the meeting room facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of groups requesting their use. Use of the library meeting rooms' does not constitute the library's endorsement of the viewpoints expressed by the participants in the programs.

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

- Library sponsored meetings, programs, or events

- Meetings, programs or events sponsored by not-for-profit organizations or government agencies located in the Glenwood-Lynwood Public Library District area or serving its residents. Not-for-profit organizations include those engaged in civic, cultural, governmental, or educational activities.
- Meetings, programs or events sponsored by not-for-profit organizations located outside of the Glenwood-Lynwood Public Library District that serve residents of the Glenwood-Lynwood Public Library District.

The meeting rooms **may not** be reserved for any of the following:

- Commercial uses, including any meeting or program involving sale, advertising, solicitation, or promotion of products or services.
- Activities that are purely social in nature, such as baby showers, graduations, parties, reunions, meet and greets, etc.
- Gambling or other illegal activities.
- Employee recruitment programs.
- Fundraising events, programs, or activities.
- Religious worship services or proselytizing (*to recruit someone to join one's party, institution, or cause*).
- Political rallies or electioneering events, including, but not limited, to, events supporting or opposing a candidate or candidates for office, or a question of public policy appearing on a ballot.

All users are responsible for complying with the Americans with Disabilities Act, which requires that a meeting be provided in an accessible format in response to a request. Groups may not charge admission nor solicit or require donations for their meetings. NO goods or services may be solicited or sold, except for library-sponsored events. Individuals or groups may only include the library's name and address in any publicity or promotional materials. Groups are not required to allow access to the general public and may hold a private meeting. However, a library representative must be allowed to attend or have access to any gathering that is taking place on library property, if requested.

The library reserves the right to refuse the use of the meeting room to any group or any activity which may interfere with the ordinary functions and activities of the library, or which may cause excessive noise, a safety hazard, or a threat to public health, safety, and property.

Reservations for meeting space must be made no later than 3 business days before date of meeting, to the library's business office. Meeting rooms may be reserved by a person, aged 18 or older and must have a current Glenwood-Lynwood Library card in good standing. The contact person must be present during the ENTIRE time the room is being used to ensure compliance of this policy. This contact person is responsible for the willful or accidental damage of the library building, furniture, grounds, equipment or materials. In the case of a serious disturbance the group will be asked to vacate immediately, with no refund of fees, and the police will be called to handle the disturbance. Authorization to use the meeting rooms is not transferable to any other individual or organization.

The Glenwood-Lynwood Library reserves the right to modify this policy and to cancel any reservation of the meeting rooms due to unforeseen circumstances. The library may also cancel a group's current and future reservations if the meeting room policy is violated.

Meeting room users agree to indemnify and hold harmless the Glenwood-Lynwood Public Library District, its Board of Trustees, and all library staff for any all accidents or incidents which may occur on library premises.

The Library Director or his/her designee will have complete administrative authorization and responsibility for the approval of applications and the scheduling of the meeting rooms.

A. MEETING ROOM FEES AND DEPOSITS

1. A non-refundable fee of \$25, **per 4 hour** occurrence, for the use of the small meeting room; \$50 **per 4 hour** occurrence, for the use of the entire meeting room, will be accessed to Glenwood-Lynwood Public Library District cardholders in good standing. Applicants who do not possess a Glenwood-Lynwood Public Library District library card must pay a nonrefundable fee of \$75 for the use of the smaller meeting room, **per 4 hour** occurrence and \$100 for the entire meeting room, **per 4 hour** occurrence. Homeowner Associations and Municipal entities of the villages of Glenwood and Lynwood (police, fire, public works, and villages) may use the room(s) at no charge, in coordination with the library director.
2. Clean-up is the responsibility of the person signing the application. A \$25.00 bill will be sent to this person if the room is not adequately cleaned after use, payable within 14 calendar days after receipt.

B. PUBLICITY

1. Individuals and organizations reserving use of the meeting room are responsible for their own publicity.
2. No publicity may be posted on library property.
3. All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state that the meeting is not sponsored by the Glenwood-Lynwood Public Library District. Copies of the aforementioned must be sent to the Library Director, for approval, at least seven (7) days prior to the meeting.
4. The location of the Library should be publicized, but the Library's telephone number may not be used for any purpose.
5. The Library is not to be included as a source of further information.
6. The Library will not handle attendee registrations or take messages for non-Library sponsored program participants.

7. All promotional materials distributed at the program must be submitted to the Library Director for approval.

C. NON-COMPLIANCE

1. Users who fail to follow the regulations for use of the meeting room may be denied access to the meeting room.
2. Notification of users being denied use of the meeting room will be made as soon as possible after receipt of the application.

This policy is not all-inclusive: approval of individual meeting situations not described here will be determined by the **Library Director**. Waiver of any prohibitions in this policy may be requested by written application directed to the Library Board of Trustees. The Board of Trustees of the Glenwood-Lynwood Public Library District will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at any time.

adopted 7/2008
revised 11/2008, 5/2009
reviewed/not revised 7/2011
review/revised 8/2018

2.13 Non Resident Borrowing Privileges

Individuals who are not residents of the Glenwood Lynwood Public Library District or of any other public library, and for whom this library is the “closest public library” may purchase a one-year non-resident card for a fee equal to that paid by the average homeowner of the library district.

This fee is calculated using the Tax Bill Method (23 Ad. Code 3050.60(b) established by the Illinois State Library. The fee is calculated and adopted each year by the Library Trustees.

The card is valid for twelve months.

A non-resident who owns property in Glenwood or Lynwood can obtain one (1) Glenwood-Lynwood library card at no charge. The following criteria must be met before issuing the library card:

- Must show proof that they pay taxes in the communities of Glenwood or Lynwood, by presenting their most current tax bill and a current photo ID.
- If they are a business renter (rent a storefront or property for business) it is implied that the rent paid to the owner goes towards property taxes, therefore they too are eligible for 1 library card. A rental agreement must be shown as proof, along with a current photo ID.

A valid non-resident library card holder is allowed all the services the Library provides to its residents including reciprocal borrowing and interlibrary loan privileges.

adopted 11/1997 reviewed/revise 2/2003
reviewed/revise 7/2011

2.14 Notary Public Service

The library has discontinued this service as of January 1, 2024

2.15 Overdue Books, Fines and Lost and Paid Items

The library assesses fines for overdue library materials for non-print materials & special collections. Any overdue items owned by the Glenwood-Lynwood Library will be assessed the following fines”

DVD/Video Games	\$1 per day
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A patron’s library privileges: borrowing, interlibrary loan, and computer usage are suspended if they have overdue items totaling \$5 or owe \$5 or more in fines from any library. The SWAN computer system automatically puts a STOP on the patron card. Once the items have been returned or fines are paid, borrowing, interlibrary loan and computer usage privileges will be restored.

If a Glenwood-Lynwood cardholder under the age of 18 has fines or overdue items totaling \$5 or more, a STOP will be put on the child’s card and a STOP will be put on the card of the parent or guardian who signed the minor’s card. Once the materials have been returned and/or paid, the STOP on both cards will be removed.

If an item is lost or damaged, the patron will be assessed fees for the cost of the item, a \$5.00 processing fee, and fines of the item, not to exceed the price of the book. If the material has been damaged and has been paid for, the patron may keep the book. If the item was lost and paid, and the patron finds the material within 30 days of payment, they may return the item for a refund of the item only. The fines and processing fee will not be refunded. After 30 days the lost item will be deleted from the computer system.

adopted 9/2003
reviewed/revise 11/2007
reviewed/revise 7/2011, 2023

2.16 Patron Behavior

The objective of the Glenwood-Lynwood Public Library District is to meet the informational, educational and recreational needs of the residents of the Library district. To successfully achieve that objective, the Library requests that patrons meet these expectations for the safety, comfort and well-being of all, to demonstrate their consideration for others and their respect for the rights of others to use this library.

- To ensure the cleanliness of the Library, all patrons must wear shoes and be fully dressed (including a shirt) in the building.
- Children under the age of **8** years old must be attended by a responsible parent/guardian, mature babysitter, grandparents, etc.. For more information on this policy, please see our Unattended Children Policy.
- Drinks (*non-alcoholic*) in closed containers except by the Public Computers will be permitted in the Library.
- Food is allowed in the library's Café Area but **NO** food may be delivered.
- Only licensed service animals are permitted in the Library, except those used in library programming.
- Sleeping is not permitted. If caught, a warning is given that sleeping isn't allowed. If there's a second occurrence, a patron will be asked to leave the Library.
- Soliciting of any kind, collecting signatures, selling or distribution of leaflets or any other materials, without approval of the Library Director or his or her designee, is not allowed.
- Restrooms are to be used for their intended purpose only.
- Use Library parking areas, sidewalks, ramps and lawns properly and safely. Vehicles parked improperly are subject to fines and if towing is required, it is done so at the owner's expense.
- Disruptive behavior is not permitted. See section below.
- Illegal behavior is not permitted. See section below.

Disruptive Behavior

Disruptive behavior is any activity which endangers the perpetrator or others, interferes with the library business of other patrons or staff and/or results in harm to library equipment or services. Disruptive behavior is unacceptable in a library. Disruptive behavior impinges on the rights of others.

Disruptive behavior that is unacceptable in the library includes, but is not limited to:

- Abnormal, erratic behavior that hinders normal library use
- Disruptive noise created by electronic or mechanical devices
- Entry into non-public areas except by invitation or approval of library personnel
- Failure to follow the directions of library staff when directed
- Failure to leave the building promptly at closing

- Obscene, rude, threatening or abusive language or actions.
- Posing a sanitary or health risk, including offensive hygiene
- Pushing, hitting, fighting or biting
- Running, chasing or horseplay
- Screaming, shouting, yelling, or other disruptive noise
- Sexual activity
- Threats, abuse or physical harm to library patrons or staff. Throwing books or other objects.
- Use or possession of alcohol or controlled substances; overt signs of substance abuse

Illegal Behavior

Illegal behavior is behavior that is prohibited by law. Illegal behavior will not be tolerated in the library and the police shall be called. Illegal behavior includes, but is not limited to:

- Assault (verbal, physical or sexual)
- Indecent exposure
- Indecent sexual advances
- Possession or use of alcohol except during specified library events & programs or illegal drugs
- Possession, display or use of a weapon, except as authorized by law
- Removing library materials from the library without checking them out
- Sexual molestation/harassment
- Under the Illinois Human Rights Act & Cook County Human Rights Ordinance, discrimination based on gender identity is prohibited

Smoking and tobacco use, and all forms of smoking and tobacco use, broadly conceived, as defined in this policy, are not permitted on the Library property within 50 ft of the building. Pursuant to the Smoke Free Illinois Act [410 ILCS 82], as amended, smoking is not permitted in the Library. Pursuant to this policy, smoking is not permitted on the Library property. Further, the use of medical marijuana is not permitted on the Library property.

Further, the use of smokeless tobacco is not permitted on the Library property.

Further, the use of smokeless cigarettes (also known as "vaping") is not permitted on the Library property.

- Solicitation for immoral purposes
- Theft or damage of another person's property or the Library's property
- Using false identification or using fictitious name(s) or address(es)
- Vandalism of library property
- Patrons who engage in illegal behavior in the Library or on Library grounds will be subject to arrest, removal or banning.

Any patron not abiding by these rules or other rules and regulations of the library may be required by any staff member to leave the library building and grounds for the remainder

of the day. Serious or continued violations will result in a suspension of library privileges by a department head or Library Director. Library employees may contact the Lynwood Police Department if deemed advisable.

Any person who violates these or other rules and regulations as set forth by the Board of Trustees, will, at the discretion of the Library Director or designated staff member be denied the privilege of access to the library district.

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

Patron Behavior Policy: Infraction Schedule

Inappropriate behavior (*cursing, loud talking, running, rough-housing, refusal to comply with staff instructions, etc. See full policy for complete list*):

- 1st offense- Verbal Warning
- 2nd offense- Suspension for a Week
- 3rd offense- Suspension for a Month
- 4th offense - Indefinite suspension patron speaks with the Library Director and/or the Library Board of Trustees.

Infraction of Internet Policy: (*Pornography*)

- 1st offense- Verbal warning
- 2nd offense- Suspension of Internet access for the Month
- 3rd offense- Suspension of Internet access for Six months
- 4th offense- Permanent ban of Internet Access

Sexual, Violent or Threatening Behavior towards staff or patrons:

- 1st offense- Year suspension and file a police report
- 2nd offense- Permanent ban

Criminal activity will be immediately reported to the appropriate Staff and/or the Lynwood Police. Examples include public intoxication, controlled dangerous substance use, pedophiles engaging in illegal activity, child pornography, gang activity, vandalism, etc. Staff will notify Managers, contact 911, and notify the Library Director when these behaviors are observed but will not intervene directly. *See the Patron Behavior Policy for the full list.*

Patrons who are suspended or banned from access to the Library or its services will be notified in writing at the time of their suspension. If the Library is unable to give the notification to the patron, the letter will be retained in a file to be provided to the patron the next time they are observed in the library and/or mailed to the address provided in your library card record.

Any suspension of access or privileges is effective at GLPLD. If a patron violates a suspension or ban from the library; the library will contact the Lynwood Police and press charges for trespassing.

adopted 10/1993

2.17 Resident Borrowing Privileges

Individuals who are residents of the Glenwood-Lynwood Public Library District are, with proof of residence, eligible for a library card-

Proof of residence requested should include a current photo ID and one current proof of residence.

Individuals under eighteen years of age are required to have a parent or guardian's signature on their application cards. This signature signifies acceptance of responsibility for the return of, or payment for, all materials. Parents must provide proper ID.

The patron's current library card, in good standing, must be presented to obtain materials. A patron whose card is lost or stolen should immediately report that information to the library. The patron is responsible for materials checked out prior to the card being reported lost or stolen.

Library cards are valid for three years, or until the patron moves from the library district. Cards will be renewed upon expiration if there are no current charges pending and with current proof of address.

Proof of Residence

Current tax bill (within 6 months)

Utility bill (issued within 60 days)

Rental lease (issued within 12 months)

Mortgage papers

Current bank statement (issued within 60 days)

Current credit card statement (issued within 60 days)

Federal or Illinois issued Health Insurance card (issued within 6 months)

Automobile insurance card (must have address on it)

Photo ID

Driver's license

School ID

State ID

US Passport

P.O. Box Number's will not be accepted.

2.18 Unattended Children

The library is a very busy public building. The library staff cannot be expected to supervise children during their visits. Children are encouraged to use the library and must be supervised at all times.

- Children 8 years or younger should be attended and appropriately supervised by a responsible adult, (18 years or over). If a child is attending a library sponsored program, the caregiver should plan to remain available in the library building.
- Children older than 8 years of age are encouraged to use the facilities independently. They are expected to exhibit appropriate behavior, as are all patrons, whether youth or adult.

It is not the library's intention to seek out unattended children, but rather to have a reasoned response should one be necessary. Any child under 8 years of age, unaccompanied by an adult for an extended period of time, who comes to the attention of the library staff, may be approached for information concerning parental availability. If a responsible person cannot be located the Lynwood Police will be contacted.

If a child is not picked up promptly at closing time, two library staff members will stay with the child for 15 minutes. If the child is not picked up within 15 minutes the Lynwood Police will be notified. A responding officer will pick up the child and transport him/her to the police department and notify the parents/guardians or other appropriate agencies.

adopted 7/1990

reviewed/revised 2/2003
reviewed/ revised 7/2011