BELLWOOD PUBLIC LIBRARY

THE BOARD OF LIBRARY TRUSTEES POLICY MANUAL

Village of Bellwood, Cook County, Illinois

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ARTICLE I
INTRODUCTION--OVERVIEW

1.1 Background

The Bellwood Public Library (the "Library") is a semiautonomous municipal corporation duly organized under the Illinois Local Library Act *(75 ILCS 5/1-0.1, et. seq*.), and was established under that Act by the vote of the legal voters of the Village of Bellwood, Cook County, Illinois, forever for the use of the residents and taxpayers of the Village of Bellwood, subject to such reasonable rules and regulations as the Board of Library Trustees may adopt for their guidance and the government of the Library to ensure that the use of the library is of the greatest benefit to the greatest number of residents.

Adopted 3/16/18.

1.2 Purpose

This Board of Library Trustees Policy Manual *(hereinafter, "Board Policy Manual")* establishes and sets forth basic policies, procedures and principles to guide the Board of Library Trustees *(the "Board")* and to facilitate the Board's effectiveness and efficiencies as it works collectively to provide for the proper and effective oversight of management and conduct of the business of the Board and the Library in order to effect the aims, mission and objectives of the Library. The Board has reviewed and approved this Board Policy Manual and will in the future review and update the policies in this manual in order to ensure that the Library's policies remain equitable and consistent with the achievement of the Library's aims, mission and objectives.

Adopted 3/16/18.

1.3 Strategic Plan

1.3.1 Introduction

The Bellwood Public Library ("BPL") serves a population of just over 19,000 residents in Cook County, Illinois. The Library is located at 600 Bohland Avenue, Bellwood, Illinois and has been in this 16,000 square foot facility since 1959. As a village library, the Board of Trustees consists of seven (7) elected members.

At its regular board meeting held on September 10, 2019, the Board of Trustees unanimously adopted the Library's historic 3-Year Strategic Plan. This Plan represents the overall strategy for the Library over the next three years.

The planning process was inclusive and enlightening. We remain committed to our Community and core services and are excited about the focus this Plan will bring through 2022. We hope this Plan inspires growth and change over the next three years that lead to increased impact in our Community.

The Library's Strategic Plan is available for public inspection at the Library during the Library's operating hours, and on the Library's website.

1.3.2 Vision

We aspire to be an Enrichment Center for all residents of the community, giving them the keys to lifelong learning and discovery. Libraries transform lives.

1.3.3 Mission

We encourage and support the personal, educational, and professional needs of the community with emphasis on reading and learning at all ages.

Adopted 3/16/18;
Amended 10/8/19.

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ARTICLE II
BOARD ORGANIZATION

2.1 General Operations Policy

The Bellwood Public Library is established and operates in compliance with the Illinois Local Library Act *(75 ILCS 5/1-0.1, et. seq.).* The Bellwood Public Library complies with all other state and federal laws that affect library operations, including the Americans with Disabilities Act, the Fair Labor Standards Act, the Bloodborne Pathogen Standard, the Illinois Accessibility Code, the Illinois Open Meetings Act, the Illinois Freedom of Information Act, the State Records Act, the Library Records Confidentiality Act, and the Drug-Free Workplace Act.

The Bellwood Public Library is governed by a Board of Library Trustees elected or appointed and constituted in compliance with the Illinois Local Library Act. The Board has written bylaws that outline the structure and function of the Board and its operational procedures. All Board meetings and committee meetings are held in compliance with the Illinois Open Meetings Act. The Board has exclusive control of all property owned by the Library and of all expenditure of monies collected, donated, or appropriated for the library fund.

The Library has a board-approved written budget, which is developed annually by the Library Director and the Board with input from staff. The Board annually determines if the Library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the Board will take appropriate action to increase the Library's revenues, in accordance with all applicable law.

The Library is a member of an Illinois Library System, fulfills the membership requirements of its system, and participates in resource sharing through interlibrary loan and reciprocal borrowing.

At least every ten years, the Board determines if the physical facility is adequate to meet the needs of the community and conducts a review to determine if the library is providing collections and services appropriate to meet the needs of the community. If it is determined that the facility is inadequate or the services are not sufficient or appropriate to meet the needs of the community, the Board takes steps appropriate to correct any problems. The Board reviews policies at intervals not greater than three (3) years or as otherwise deemed necessary in order to ensure that the Library's policies remain equitable and consistent with the achievement of the Library's aims, mission and objectives.

Members of the Board participate in relevant local, state, regional, and national decision making to effect change that will benefit public libraries. Each board member participates in at least one continuing education activity that focuses on libraries, trusteeship, or other relevant matters, and reports to the full board.

Adopted 3/16/18;
Revised 4/11/2023.

2.2 Membership

Seven (7) members of the Board of Library Trustees are elected by voters of the Village of Bellwood for six (6) year terms in accordance with the Illinois Local Library Act (*75 ILCS 5/1-1, et. seq.)* and as prescribed by the general election laws of Illinois. Election of Trustees takes place every two (2) years at the Consolidated General Election for Cook County, Illinois scheduled for trustees of public libraries.

Adopted 3/16/18.

2.3 Duties and Responsibilities of the Board Generally

2.3.1 Primary Role of Policymaking – Leadership

The Board concerns itself primarily with questions of policy rather than with administrative matters recognizing that policy determination is the Board's power and duty and best tool in fulfilling its ultimate responsibility to the community to render the use of the Library for the greatest benefit to the greatest number of residents and taxpayers of the Village of Bellwood. The Library Director is charged with the administrative responsibility to implement the Board's policies, rules and regulations effectively. Board members should respect the Board's commitment to implement its policies, rules and regulations through the Library Director and to rely on the Library Director to handle the administrative functions and day-to-day operations of the Library. The Board shall see that all policies, rules and regulations are maintained and administrated effectively through the Library Director.

2.3.2 Collective Exercise of Board Powers

Library Trustees perform their work collectively on the Library Board and have authority to exercise its powers only when acting as a collective public body in an open regular or special meeting of the Board. No individual trustee can or has the legal authority to speak or act for the Board, or for the Library, determine policy, or give directions to Library staff, unless specifically empowered and authorized to do so by Board action taken in an open meeting held in accordance with all requirements of the Illinois Open Meetings Act or adopted By-Laws of the Board of Library Trustees.

2.3.3 Board Decisions

Board members should make non-partisan decisions regarding Library policies and operations based upon reports, facts or study, and not upon personal interest, bias, or prejudice.

2.3.4 Board Unity

Board members should always abide by the majority vote of the Board and support the determination of that majority in furtherance of the principle of board unity.

2.3.5 Hiring of a Skilled Library Director

The Board of Library Trustees shall hire a skilled Library Director whose qualifications shall include a Masters in Library Science from an ALA accredited program. The Library Director shall be responsible for the day-to-day operations of the Library and supervision of Library staff in accordance with the policies, rules and regulations prescribed by the Board and under its review and direction, recognizing that the single most important administrative duty and responsibility of the Board is the selection and hiring of such a skilled Library Director. The Board of Library Trustees shall comply with all federal and state laws that prohibit discrimination in hiring on the basis of sex, race, creed, color, religion, age, country of national origin, or any other protected class.

The Board of Library Trustees shall draft a comprehensive and accurate job description for the Library Director, which shall be reviewed as deemed appropriate and kept current, recognizing that a current job description is the basis not only for hiring but also for performance evaluations.

2.3.6 Performance Evaluation of the Library Director

The Board of Library Trustees shall strive to conduct a performance evaluation of its Library Director on an annual basis.

The Library Director will email a copy of his/her completed Library Director Self-Evaluation form to the Board members in January and in advance of the regular **January** Board Meeting (*see* **EXHXIBIT A** *of this Board Policy Manual*.

At the **January** Board Meeting, the Library Director shall include in his/her monthly report a written statement that all annual performance evaluations of all library staff for the preceding year have been completed by the Library Director or any department heads or supervisors and filed in the appropriate personnel files.

Evaluation forms will be emailed to each Board Member by Board President or his/her designee prior to the end of **January** *(see **EXHIBIT B** of this Board Policy Manual).* Each Board member should separately complete the evaluation form and return it to the Board President or his/her designee at least five (5) days in advance of the regular **February** Board Meeting. In completing this form, each Board member should select the number that best indicates his/her perception of the Library Director's performance for each of the criteria listed during the preceding (past) year. Any comments should be specific, noting both areas of strengths and areas of improvements.

In advance of the regular **February** Board meeting, the Board President or his/her designee will consolidate the members' individually completed evaluation forms into one summary evaluation. At the regular **February** Board Meeting, or at such other meeting as is reasonably convenient and held in advance of the regular **March** board meeting, the Board will then meet in a closed session to review the director's self-evaluation, the summary evaluation and all proposed goals or objectives.

In advance of the regular **March** Board Meeting, the Board President or his/her designee will prepare a Collective Library Director Evaluation *(see* **EXHIBIT C** *of this Board Policy Manual)*.

At the regular **March** Board meeting, or at such other meeting as is reasonably convenient and held prior to the end of March, the Board will meet in closed session with the Library Director to discuss the director's collective evaluation. A copy of the collective evaluation will be provided to the Library Director during this closed session. The Library Director may respond in person or in writing to the Board.

The Library Director's salary for the new (or current) fiscal year will be set in open session at the regular **March** Board Meeting, or at any such other meeting as is reasonably convenient and held prior to the end of March.

The Library Director Self-Evaluation and Collective Library Director Evaluation forms and response, if there is one, shall be maintained in the Library Director's personnel file as required under the Illinois Personnel Record Review Act *(820 ILCS 40.01, et. seq.).* The members' individually completed evaluation forms and summary evaluation generated therefrom may be discarded in accordance with applicable law following the Board's discussion of the collective evaluation with the Library Director in closed session.

2.3.7 Library Director Job Description

I. PRIMARY FUNCTION

The Library Director works closely with the Board of Trustees to accomplish the mission of the Bellwood Public Library. Under the policy guidance and direction of the Board of Trustees, the Library Director serves as the Chief Executive Officer and Administrator of the Bellwood Public Library, administering all library activities and services as directed and outlined in the policies adopted by the Board. The Library Director assumes responsibility for the overall day-to-day administration, operation, and security of the Library. All employees of the Bellwood Public Library are under the supervision of the Library Director either directly or through subordinate department heads or supervisors.

II. ORGANIZATIONAL RELATIONSHIP

The Library Director of the Bellwood Public Library reports to the elected Board of Trustees of the Bellwood Public Library.

III. PRIMARY DUTIES AND RESPONSIBILITIES

A. Personnel Management and Development

1. Directly or through subordinates, provide for the recruitment, hiring, interviewing, training, orientation, supervision, evaluation, motivation, and ongoing development of a highly effective, responsive, and service-oriented staff.

2. Promote and maintain a work environment that encourages professionalism, innovation, cooperation, and ongoing staff development opportunities.

3. Directly supervise and evaluate the performance of Department Heads, Managers, Administrative Assistants, and all other administrative staff.

4. Direct and coordinate the efforts of the management team as well as all library staff and maintain clear and current job descriptions and appropriate personnel and payroll records to include paid vacation hours available to each library employee.

5. Assign and effectively delegate work responsibilities to all job classifications.

6. Conduct staff meetings as well as annual evaluations of all employees and address any performance issues by taking action necessary to correct problems, all with proper documentation.

B. Financial

1. Prepare and submit an annual budget to the Library Board based on present and anticipated needs.

2. Administer and manage the approved budget and monitor, control and approve expenditures based on the approved budget.

3. Maintain complete and accurate records of library finances, and oversee the Library's finances, business operations and investment of library funds.

4. Keep informed about the financial needs of the Library and understand and supervise the financial accounting programs for the library as well as assure that the Library's compliance with all governmental and legal requirements and deadlines are met for required annual financial and reporting documents and any debt service obligations.

5. Identify, develop and propose to the Board new potential sources of revenue or finance for programs and services, to include grants, gifts and assisting with fundraising efforts on behalf of the Library.

6. Review and approve purchase requests and reconcile daily income and prepare deposits and invoices for payment by providing required records and information to the Library's business manager, accountant, or treasurer.

C. Administration and Board Relationship

1. Work cooperatively with the Board and library staff to plan and develop library services and programs that meet the library needs of the Bellwood community, and develop and define long-range goals and objectives.

2. Prepare board meeting materials, agendas and notices as required by law and Board policies for all board and board committees meetings to include monthly reports to the Board about library operations, services, resources, usage and the current financial position of the Library and other information in appropriate and understandable format.

3. Attend all board and board committee meetings and provide adequate information and advice on all matters considered and for making sound decisions.

4. Collect and maintain necessary statistics for the preparation of, and with Board approval, timely submission of the Illinois Public Library Annual Report (IPLAR), the annual Illinois State Library Per Capita Grant application, and library supplements as required by law.

5. Maintain a balanced, broad, up-to-date and useful collection of library materials and resources and develop and implement strategic planning cycles for improving library services, facilities and equipment.

6. Work in conjunction with the Board and the library's attorney to recommend and help formulate and maintain relevant and current policies and policy changes based on local need and implement those policies approved by the Board.

7. Maintain all official records and documents in compliance with federal, state and local regulations and reporting requirements.

8. Monitor, approve, and maintain current content on the Library's website or webpage(s) and on all promotional activities including print and online activities.

D. Public Relations

1. Stay abreast of and be attentive to new technologies and library trends and their local implications.

2. Identify, assess feasibility, and implement information technology services that respond to the needs and interests of the Bellwood community.

3. Be an advocate of library service when addressing patron complaints or concerns and provide friendly, efficient, and knowledgeable customer service.

4. Develop and sustain a public information program that effectively informs the community about library services and promotes a strong library presence in Bellwood.

5. Establish and maintain contact with community leaders, officials, and organizations, including Friends of the Library, and develop methods of cooperation.

E. Facilities

1. Oversee the maintenance and security of the Library's physical facilities, technology equipment and grounds;

2. Make recommendations for and plan for improvements and repairs.

3. Create and update the disaster plan and emergency procedures, conducting safety drills, and maintaining Library security systems.

F. Other Duties

1. Seek out and participate in library-related conferences or seminars, continuing education or other job related training opportunities to improve job skills and to maintain adequate knowledge of current library science practices and principles.

2. Perform such other duties as assigned or established by Illinois law or by Board policies.

IV. EDUCATIONAL REQUIREMENTS

- Master's degree in Library Science from an ALA accredited institution;

- At least five (5) years of public library experience, including at least two (2) years of experience in a managerial position, including in administration, budgeting, planning and supervision of personnel.

V. NECESSARY QUALIFICATIONS

- In-depth knowledge of Library functions, administration, practices and Illinois laws applicable to municipal public libraries.

- Ability to plan and administer all aspects of library operations, administration and security and to develop and implement plans for the improvement of library services.

- Ability to effectively recruit, hire, train, direct and evaluate the work of staff at all levels in accordance with established Board policies.

- Ability to prioritize work, meet established deadlines, delegate duties and attend to detail as appropriate.

- Working knowledge of computers and Internet, and library computerized systems software and functions.

- Ability to prepare and administer the Library's budget and working knowledge and understanding of the library's finances and financial reporting requirements.

- Ability to communicate clearly, concisely, and effectively, both verbally and in writing and establish and maintain effective and harmonious working relationships with library staff, the Board of Trustees, Bellwood officials, professional and community organizations, and the general public.

- Ability to exercise tact, dynamic leadership and sound judgment, and plan, coordinate and administer quality library services to the vibrant and diverse Bellwood community.

- Valid driver's license and access to a vehicle for use while performing duties and responsibilities.

Adopted 3/16/2018;
Amended on 5/8/2018;
Amended 11/10/2020.

2.4 New Trustees

The Library Director shall meet with new trustees to examine the property and review services and shall present to new trustees a packet which includes the most current By-Laws adopted by the Board, this Board Policy Manual and other procedural material, a list of trustees and committees, financial reports for the previous twelve (12) months, and such other pertinent information. The Board President or his/her designee will assist the new trustee in understanding the procedures of the Board, its financial responsibilities, the conduct of meetings, and the role of a trustee.

Adopted 3/16/18.

2.5 Meeting Attendance & Education

To be effective, Library Trustees must attend most Board meetings, read materials presented for review, and attend an occasional Library System (or other library-related) workshop, seminar, conference or meeting. The Library Director will make the dates and locations of these workshops, seminars, webinars, or meetings known to the Board in a timely manner. It is the goal of the Board of Library Trustees to have each member attend a minimum of one Library System (or other library-related) conference, workshop, seminar, webinar or meeting during each calendar year but not more than two Library System (or library-related) conferences in any calendar unless approved by the Board in an open meeting.

Adopted 3/16/18.

2.6 Board Resignations and Vacancies

2.6.1 Board Resignations

If a trustee resigns from his or her elected or appointed position of Library Trustee, it must be done in writing, signed and dated, and submitted to the Secretary of the Board and the Library Director, or announced by that Trustee in an open public meeting of the Board of Library Trustees. Such written notice or announcement shall be effective when the notice or announcement is delivered unless notice or announcement specifies a future date. The acceptance of such resignation shall not be necessary to make it effective.

Whenever an elected or appointed Library Trustee resigns, the remaining Board members shall declare a vacancy and appoint a new trustee forthwith in accordance with the process set forth in Section 2.6.2 below and all applicable law.

2.6.2 Board Vacancies

The Board shall forthwith declare a vacancy whenever an elected or appointed Library Trustee resigns, declines or is unable to serve, or is absent without cause from all regular board meetings for a period of one (1) year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a trustee by the Illinois Local Library Act, or becomes a nonresident of the Village of Bellwood, or who fails to pay the library taxes levied by the corporate authorities, or when, at the election of the first board of library trustees or at any subsequent election, there are not sufficient trustees elected to fill an entire board of seven (7) trustees.

The Board shall forthwith give sufficient and proper public announcement of the existence of a vacancy on the Board by making an announcement at an open Board meeting or on the Library's website in order to secure the most qualified pool of applicants and candidates. Applications for appointment shall be solicited forthwith by the Board directly or by advertisement in either a local newspaper of general circulation or on the Library's website. All qualified interested individuals who would like to serve on the Board must timely submit a completed Board Candidate Application. A copy of this application is included as **EXHIBIT D** of this Policy Manual. Applications will be reviewed and qualified candidates will be interviewed by the Board at a board meeting held in accordance with the Illinois Open Meetings Act. The appointment shall be made by the remaining Board members as prescribed in the Board's By-Laws, this Policy and all applicable law at a properly convened meeting of the Board except an emergency meeting.

Adopted 3/16/18;
Revised 4/11/2023.

2.7 Return of Library Property Upon Departure

Trustees shall forthwith return all Library property within forty-eight (48) hours of leaving the Board, whether occasioned by resignation, defeat in an election, or other ineligibility or disqualification.

Adopted 3/16/18.

2.8 Committee Meeting Agendas and Reports

All committee meeting(s) shall be held in accordance with all requirements of the Illinois Open Meetings Act and other such applicable law. The Library Director, in consultation with and with the concurrence of the committee's chairperson, shall be responsible for the preparation and posting of the agenda and notice for any committee meeting. The committee's chairperson will report any business of the committee at a regular meeting of the Board of the Library Trustees, or as otherwise directed by the Board. Such report, if any, may be verbal or written.

Adopted 3/16/2018;
Amended 2/21/2019;
Revised 6/13/2023.

2.9 Ethics and Conduct for Bellwood Library Trustees

2.9.1 Code of Ethics of the American Library Association

As members of the American Library Association, we, the Board of Library Trustees for the Bellwood Public Library (hereinafter, "the Board" or "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 staff.

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.

1. 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.

2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

3. 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.

4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

5. 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.

6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

7. 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.

8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021. Adopted 3/18/2018; and 11/16/2021 by the Board of Library Trustees for the Bellwood Public Library.

2.9.2 Ethics Statement for Public Library Trustees—Official Statement from United for Libraries

Public Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

Approved by the United for Libraries Board in January 2012.

2.9.3 Ethics Act

All Library Trustees must annually file a Statement of Economic Interests pursuant to the Illinois Governmental Ethics Acts with the County Clerk of Cook County, Illinois.

2.9.4 Online Freedom of Information Act & Open Meetings Act Training

All Library Trustees must complete the online Freedom of Information Act and Open Meetings Act training required by the Illinois Attorney General on its website.

2.9.5 Board Member Requests for Information – Source

Board members shall work directly with the Library Director rather than Library staff and shall not participate in the day-to-day operations of the Library or interfere with the management responsibilities of the Library Director or the supervision or direction of work of Library staff. Board member requests for information concerning Library operations, programs, affairs or business should be directed to the Library Director rather than to any other Library staff or employee. Inquiries, complaints and other communications made to Board members by employees of the Library or residents of the community should be referred or turned over to the Library Director for investigation and disposition or for his or her recommendation as to disposition by the Board. Electronic means will be used whenever possible to disseminate the information requested within the parameters of Library policy and applicable laws.

Adopted 3/16/18.

2.10 <u>Indemnification and Insurance Policy</u>

2.10.1 Right to Indemnification

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 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 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 the 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.

No indemnification shall be made in respect of any claim, issue, or matter as to which such 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.

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 to in Section 2.10.1 of this Policy, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Any indemnification under Section 2.10.1 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 Section 2.10.1 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.

2.10.2 Expenses

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 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 not entitled to be indemnified by the Library as authorized in this Policy.

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 of such a person.

2.10.3 Insurance Policy

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.

2.10.4 References to “the Library”

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 trustees, officers, employees, 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.

Adopted 3/16/18.

2.11 Mail Delivered at the Library Addressed to Trustees or Board Officers by Name or Title

All mail from any federal, state or local government agency or organization or from any contractor or vendor of the Library that is delivered at or to the Library's Principal Office by or through the United States Postal Service or by any other private carrier or courier, and that is addressed to the Library or Board itself at the address of the Library's Principal Office, or to an individual Library Trustee by name or title at the address of the Library's Principal Office, or to a former or current Board Officer by name or title at the address of the Library's Principal Office are presumed to be related to or concern the business of the Library and/or Board and shall be opened by the Library Director or his/her designee to establish if the mail so delivered relates to or concerns any Library and/or Board business. No expectation of privacy shall attach to such mail delivered at or to the Library's Principal Office.

If the Library Director or his/her designee establishes that the mail so delivered at the Library's Principal Office is related to or concerns any Library and/or Board business, the Library Director or his/her designee shall scan or photocopy the envelope and its contents in their entirety and promptly provide same to the Board President. The original mail delivery will then be provided to the specific addressee identified by name or title, unless no specific addressee is identified or is addressed to a former Library Trustee or Board Officer, in which case the original mail so delivered shall be provided to the Board President. If a specific addressee is identified by name or title at the address of the Library's Principal Office, such addressee will be promptly notified by the Library Director or his/her designee by email or telephone of the mail delivery and the addressee shall be responsible for timely picking up the mail delivery.

Adopted 3/16/18.

2.12 Friends of the Library Policy

The Board of Library Trustees of the Bellwood Public Library looks upon the establishment of the Friends of Bellwood Library as a worthwhile community endeavor which will benefit the Library.

Complete advance information regarding all Friends of the Library projects relating in any way to the Library shall be provided to the Library Director and the Board of Library Trustees. The Board of Library Trustees acknowledges that it does not supervise the activities of the Friends of Bellwood Library, but the Board reserves the right not to participate in any Friends' projects in which the Board does not believe the best interest of the Library is being served. The Library Director may be a non-voting member of the Friends of Bellwood Library.

The Board of Library Trustees acknowledges that Friends of Bellwood Library is an organization separate and apart from the Bellwood Public Library, and that the Friends of Bellwood Library has its own Board and its own goals and purposes.

Friends of Bellwood Library is distinct and separate from the Library, and neither the Friends of Bellwood Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Bellwood Public Library.

Because Friends of Bellwood Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform any duty or take any act on behalf of the Friends of the Library while on duty for the Library unless authorized to do so by the Library Director, and except the Library Director may act in an advisory capacity for Friends activities if the best interest of the Library is being served.

Operating expenses of the Bellwood Public Library are provided through allocation of tax monies which are audited by an independent auditor. Friends' funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the Bellwood Public Library becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

Complete advance information regarding all Friends of Bellwood Library public relations programs on behalf of the Bellwood Public Library shall be provided to the Library Director and the Board of Library Trustees. The Board of Library Trustees acknowledges that it does not supervise the public relations programs of the Friends of Bellwood Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Public relations programs adopted by the Friends shall not be part of the budget of or funded by the Bellwood Public Library.

Adopted 3/16/18.

2.13 <u>Local Records Retention Policy</u>

2.13.1 Records Retained

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

It is the policy of the Bellwood Public Library that its records be retained only so long as its records are:

(i) Necessary to the current conduct or business of the Library;

(ii) Required to be retained by statute or government regulation; or

(iii) Relevant to pending or foreseeable investigations or litigation.

All records shall be retained for at least the minimum period as stated in applicable State and Federal laws, rules 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 the Illinois, and with the written approval of the appropriate Local Records Commission set forth in a Local Records Disposal Certificate timely submitted and received from the appropriate Local Records Commission.

This Policy includes all records maintained on electronic data processing storage media as well as printed records.

2.13.2 Manner of Destruction of Records

Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois, and only upon having first obtained the written approval of the appropriate Local Records Commission, Record Management Section, Illinois State Archives in accordance with its directives, rules and regulations.

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.

2.13.3 Library Director Responsibility

The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, and this Policy, is designated to the Library Director.

Adopted 3/16/18.

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ARTICLE III

BOARD MEETINGS

3.1 Meeting Agendas & Notice for Public Meetings—Rules & Procedures

3.1.1 Agenda Preparation and Posting

The Library Director, in consultation with and with the concurrence of the Board President, shall be responsible for the preparation of the agenda for all Board meetings, including all regular meetings, any special meetings called by the Board President and any Committee of the Whole meetings. A request(s) from any individual Board member for the consideration of an item or matter at any regular meeting must be made in writing to, and received by, the Board President at least seven (7) days prior to the next scheduled regular Board meeting. The Library Director shall be responsible for the timely posting of all Agendas for all Board and any Committee meetings together with required meeting Notices in accordance with the Illinois Open Meetings Act and any other applicable law.

3.1.2 Agenda Requests by Board Members

Except as otherwise provided herein, in the event a Board member's timely written request for consideration of an item or matter is denied or rejected by the Board President, such Board member's requested agenda item or matter, if joined by at least one (1) other board member as demonstrated by that other member(s) signature(s) thereon, will be included on the agenda if there is sufficient time preceding the meeting to have the item placed on the agenda or if time is insufficient, at the next regular meeting of the Board.

3.1.3 Items Previously Considered

No item or matter shall be placed on the agenda for consideration at any regular or other public meeting of the Board of Library Trustees which is the same or substantially the same as an item or matter which is the same or substantially the same as an item or matter that was previously considered and defeated or voted against by the Board for a period six (6) months from the date the item or matter was previously considered and defeated or voted against unless:

(a) The item or matter is moved to be renewed in accordance with Roberts Rules of Order, *11th Edition*, and as may be revised, with previous notice of that motion having been given and which has been properly designated on the agenda for the regular meeting of the Board at which the motion will be made pursuant to the timely written request submitted and signed by least two (2) board members. Such motion will be permitted only at regular meetings of the Board, unless exigent circumstances exist, and will require the approval of 2/3 (or at least 5) of the members of the Board.

Adopted 3/16/18.

3.2 Board Meeting Materials

The Library Director will deliver or cause to be delivered to all Board members and the Library's General Counsel, the agenda for all Board meetings, together with such explanatory or supplemental materials, documents, and any other support materials or information as the Library Director deems appropriate or necessary, at least three (3) days in advance of the each Board meeting, unless such advance delivery is impractical.

Adopted 3/16/18.

3.3 Order of Business

The Order of Business at all regular meetings of the Board shall include all or most of the following agenda items:

(1) Call to Order
(2) Roll Call
(3) Approval of Prior Meeting Minutes
(4) Finance Committee/Treasurer's Report, Approval of Bills Payable
(5) Committee Reports
(6) Approval of Consent Agenda Items
(7) Unfinished Business
(8) New Business
(9) Communications and Presentations
(10) Library Director's Report
(11) Closed Session *(if applicable)*
(12) Public Comment
(13) Adjournment

Agendas for special meetings shall be determined by the notice for the meeting.

Although the Board may consider discuss or debate any matter legally coming before it in a regular meeting (but not motion and vote), the Board may only act on agenda items listed and labeled in some detail at regular, special, rescheduled or reconvened meetings under the Illinois Open Meetings Act.

Adopted 3/16/18.

3.4 Agenda & Notice for Special Meetings Requested by Two or More Trustees

The Library Director, in consultation with the Board President, shall be responsible for the preparation of the agenda for a special meeting requested by at least any two (2) Trustees in writing that sets forth sufficient cause for the meeting and which has been filed with, and delivered to, the Secretary, with a

copy to the Library Director. The Library Director shall timely post the Agenda with the meeting Notice in accordance with the requirements of the Illinois Open Meetings Act.

Adopted 3/16/18.

3.5 Agenda & Notice for Organizational Meeting in Election Years

In accordance with the Illinois Local Library Act and the By-Laws of the Board of Library Trustees, the organizational meeting of the Board of Library Trustees held in election years (held biennially) shall, immediately following the call to order and roll call, commence with the swearing in of the newly elected or re-elected Trustees, who shall then assume office and take their seats on the Board. The agenda and notice for such biennially organizational meeting shall list as the first order of business the election of new Board officers. The current President shall preside over the election of new officers. The new officers shall assume office immediately following the election. The agenda for the remainder of such an organizational meeting in election years shall include the appointment of standing committees by the new President, and may include the transaction of business in accordance with order of business at regular meetings.

Adopted 3/16/18.

3.6 Electronic Attendance and Participation at Meetings – Rules and Procedures

3.6.1 Policy Considerations

It is the policy of the Board of Library Trustees that the presence of its elected officials at all public meetings is highly desirable. The public's ability to view actions being taken by elected officials and to make meaningful input into the decision-making process will be materially impaired by the lack of direct access to elected officials in the public forum provided by meetings of the Board of Library Trustees. Accordingly, the provisions for electronic attendance at meetings set forth in these rules and procedures are intended to provide for the public's good, and not necessarily for the convenience or ease of the elected officials. As such, it is the intent of the Board of Library Trustees that this policy should be used sparingly and in strict conformance with the provisions set forth and described herein.

3.6.2 Rules Statement

It is the decision of the Board that any member of the Board of Library Trustees may attend any open or closed meeting of the Board of Trustees via electronic means (such as by telephone or audio or video conference, or internet connection) provided that such attendance is in compliance with these rules and procedures and any applicable laws.

3.6.3 Prerequisites

A member of the Board of Trustees may attend a meeting electronically if the member meets the following conditions: A quorum of Board members is physically present at the location of the open meeting

throughout the meeting; and, a majority of the Board members physically present votes to approve the electronic attendance at the meeting.

(a) The member must notify the Board President or recording Secretary of the Board at least twenty-four (24) hours before the meeting unless such advance notice is impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for electronic attendance.

(b) The member must assert one of the following four (4) reasons why he or she is unable to physically attend the meeting:

  (i) The member cannot attend because of personal illness or disability; or

  (ii) The member cannot attend because of employment purposes or the business of the Library;

  (iii) The member cannot attend because of a family or other emergency; or

  (iv) unexpected childcare obligations.

(c) The Board President or recording Secretary, after receiving the electronic attendance request, shall inform the Board of Trustees of the request for electronic attendance.

3.6.4 Voting Procedures

After a roll call establishing that a quorum is physically present, the Board President, Presiding Officer or other board member physically present shall call for or make a motion that a member be permitted to attend the meeting electronically after specifying the reason entitling the absent member to attend electronically. The motion must be approved by a vote of a majority of the Board members physically present at the location of the open meeting, and must be held in accordance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1, *et. seq.*

3.6.5 Adequate Equipment Required

The member participating electronically and all other members of the Board must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Board shall provide equipment adequate to accomplish this objective at the meeting site.

3.6.6 Minutes to Reflect Members Present Physically or By Electronic Means

Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

3.6.7 Rights of Remote Member

A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by recording Secretary and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall first announce his or her leaving and returning.

3.6.8 Meetings of the Board of Library Trustees

These rules and procedures shall apply to all regular, special, and emergency meetings established by the authority of the Board of Library Trustees.

Adopted 3/16/18;
Revised 1/23/2024.

3.7 Minutes—Verbatim Record of Closed Sessions

The Secretary shall keep written minutes of all Board meetings, whether open or closed, and a verbatim record of all closed meetings in the form of an audio or video recording and as required by the Illinois Open Meetings Act *(*5 ILCS 120/1, *et. seq.).* All minutes shall include, but need not be limited to, the date, time and place of the meeting, the members of the Board recorded as either present or absent and whether physically present or present by means of video or audio conference, and a summary of discussion on all matters proposed, deliberated, or decided and a record of any votes taken. All action taken by the Board at all meetings of the Board of Library Trustees shall be done in an open meeting and recorded by the Secretary. The Secretary is charged with keeping an accurate and true record of all motions, resolutions and ordinances in an official journal or minute book. All minutes will be considered unofficial until approved by the Board at a subsequent open meeting. The Board will approve the minutes of its open meetings within 30 days after that meeting or at the Board's second subsequent regular meeting, whichever is later, as required under the Illinois Open Meetings Act.

The Board shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings, the Board shall make a determination and report in open session that (1) the need for confidentially still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The Library shall provide and make available an audio or video recording device for use during all closed sessions as required by law and only one recording device will be allowed. Individuals shall not be allowed to bring their own recording device to any closed sessions, and no other audio or video recordings of closed sessions shall be permitted. Copies of tapes or audio or video recordings of closed sessions shall not be made or provided to anyone unless specifically authorized by a majority vote of a quorum of the Board.

The official journal or minute book of the Library shall be open for public inspection as specified by the Open Meetings Act and the Freedom of Information Act and posted on the Library's website.

3.7.1 Access to Verbatim Recordings and Minutes of Closed Sessions by Board Members

Board members, whether elected or appointed officials, shall be granted access to verbatim recordings and minutes of closed sessions.

Such access to closed session minutes and/or recordings shall be granted in the Library's main office or official storage location, in the presence of the Board Secretary or the Library Director (or if applicable, the Interim Director). "Access" to verbatim recordings of closed sessions is herein defined to mean "listening" to such verbatim recordings with the use of a headset, headphones or earphones provided by the Library or the Board Member's own personal headset, headphones or earphones if without a recording microphone or other device. "Access" to minutes of closed sessions is herein defined to mean "viewing" or "reviewing" such minutes.

In no event shall closed session recordings or minutes be copied, recorded or removed from the Library's main office or official storage location, except by vote of the Board or by court order.

Any Board Member who is granted access to verbatim recordings and/or minutes of closed sessions shall not be permitted to bring in or be in possession of any paper, pen or other writing instrument, telephone, recording device, smartphone, smartwatch, tablet, phablet or any other slate computer, smart device or other wireless, portable, small, or personal computer, electronics or device during the time that Board Member is granted such access to closed session recordings or minutes.

Adopted 3/16/18;
Amended on 5/8/18.

3.8 <u>Public Comment</u>

The Board of Trustees of the Bellwood Public Library encourages and welcomes public comment and input, and will hear any interested individual pursuant to the guidelines outlined in this Policy. The purpose of this Policy is to ensure that interested individuals are allowed time to address the Board while permitting the Board to conduct its meeting in an efficient and effective manner.

Members of the public will be allowed to speak during the "Public Comment" portion of all public meetings of the Board, and at public meetings of any other public body of the Library where "Public Comment" is designated on the agenda, unless the business or circumstances of the Board at a particular meeting precludes public comment.

Any person wishing to offer any public comments shall wait to make such comments until first recognized by the Board President or presiding officer for such purpose. After being recognized, such person shall approach the designated podium, first state his or her name and if applicable, provide the organization or association with which he or she is affiliated or representing. The speaker should then proceed to address

the Board with his or her comments or statements. No speaker is required to provide his or her address in order to make a public comment. However, a speaker may voluntarily and within his or her own discretion elect to provide his or her address and may read out loud his or her written comments, if any.

Speakers shall be limited to three (3) minutes each. Speakers are asked to strictly adhere to time allocated and to be brief and to the point.

Persons shall not be permitted to assign time to another person or speaker. Any written materials presented to the Board will be maintained by the Library at its discretion in its files rather than in the minutes.

It is unlawful for any person to disturb any meeting of the Board of Trustees of the Bellwood Public Library or of any committee thereof. Any person violating the provisions of this Policy may be ejected from the meeting.

Adopted 3/16/18.

3.8.1 Public Comment Rules for Remote Meetings during Disaster Declaration Issued by the Governor or Illinois Department of Public Health Related to Public Health Concerns Because of a Disaster

1. All members of the public who have joined the remote Board or Committee meeting and who wish to offer public comments will be unmuted an allowed to speak during the public comment portions of the meeting. Speakers will be limited to three (3) minutes each.

2. All members of the public may submit public comments either in the chat option of the Zoom virtual meeting or in advance of and during the meetings via email to the Library Director at crumpa@bellwoodlibrary.org. Such Public comments will be limited to 3,000 characters each (equivalent to approximately 500 words).

3. All Public Comments received either in the chat option of the Zoom virtual meeting or prior to and up to adjournment of the Board or Committee meeting will be read aloud by the Library Director in the order in which they were received during the public comment portions of the meeting as designated on the Agenda. Profanity or obscene words contained in any Public Comments will not be read aloud.

Adopted 6/9/2020;
Revised 3/14/2023.

3.9 Right to Record Open Meetings

3.9.1 Right to Record Subject to Reasonable Rules

Any person may record the proceedings at meetings required to be open by the Illinois Open Meetings Act *(hereinafter, "the Act")* by tape, film, or other means, subject to the following reasonable rules

designed to prevent disruptions or interference with the proceedings and to ensure that the business of the Library can be conducted effectively and productively, protect the safety of those attending or participating in an open meeting and preserve the overall decorum and integrity of a public meeting.

3.9.2 Rules of Procedure

The recording of any proceedings at meetings required to be open by the Act, including regular, rescheduled or special meetings and any committee meetings is subject to the following Rules of Procedure:

(a) A person recording any portion of an open meeting shall take reasonable steps to ensure that the recording activity does not disrupt or interfere with the meeting, impair the ability of meeting participants or members of the public from viewing or hearing the meeting or impede public safety.

(b) Recording devices or equipment may not block any aisle, entrance or exit to or from the meeting room.

(c) A person videotaping any portion of an open meeting may not place or set his or her video recording device or video recording equipment behind the Board table at any time.

(d) In the event the Board of Library Trustees convenes into a closed session as permitted under the Act during any portion of an open meeting and such closed session is to be conducted in the same room in which the open meeting is being held, all persons engaged in recording the open meeting with the aid or use of a tripod, stand or other similar mount or stabilizer shall turn off and fully remove the recording device from its tripod, stand or other similar mount or stabilizer after a motion has been duly made and carried by the Board of Library Trustees to convene into closed session. Such person may return the recording device to its tripod, stand or other similar mount or stabilizer to continue recording the proceedings of the open meeting when the Board returns to open session.

3.9.3 Liability

Persons engaged in recording any portion of an open meeting are solely liable for any injury or damage caused to any person or property as a result of their activities while on Library property. The Library undertakes no responsibility for obtaining any necessary consents or releases from persons recorded or being recorded before an open meeting is called to order and after an open meeting is adjourned where individual consent or release is necessary or otherwise required by Illinois law. Nothing in this Policy shall be deemed as consent to record an individual before an open meeting is called to order or after an open meeting is adjourned or to grant consent to publish or broadcast the recording of an individual made before or after an open meeting where individual consent or release is necessary or otherwise required by Illinois law.

3.9.4 Witness Exception

If a witness at any meeting required to be open by the Act refuses to testify on the grounds that he or she may not be compelled to testify if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her while he or she is testifying, then the Board shall prohibit such recording during the testimony of the witness pursuant to Section 2.05 of the Act *(5 ILCS 120/2.05)*.

3.9.5 Violation

Any person violating this Policy risks dismissal from the meeting as deemed appropriate by the Board of Library Trustees.

Adopted 6/11/19.

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ARTICLE IV
FINANCE & FISCAL RESPONSIBILITIES

4.1 Budget and Finance

The Board of Library Trustees shall annually approve a written budget. This written budget shall be developed annually as a cooperative process between the Board's Finance Committee, the Library Director, and additional and necessary staff members with responsibility for budgetary elements. The Board of Library Trustees shall determine annually if the Library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board of Library Trustees shall take action to increase the Library's revenues.

On a monthly basis at each regular Board meeting, the Library Director shall present monthly written reports to the Board of Library Trustees on library operations that clearly indicates the financial position of the Library and the current position of each budgetary line item including budgeted amounts, receipts, monthly and year-to-date expenditures, as well as library usage, matters of personnel, collection development, programming and any other relevant and pertinent information.

The Library shall maintain adequate records of library operations that are easily understood by the public as well as by the Board of Library Trustees and the Library Director. Records of library operations shall be presented at each regular monthly meeting of the Board of Library Trustees and shall clearly indicate the current financial position of the Library. In addition to the general financial position of the Library, this record shall clearly indicate the current position of each budgetary line item including budgeted amount, receipts, and monthly expenditures.

Adopted 3/16/18.

4.2 Authority to Spend

4.2.1 Spending or Expenditures Not In Excess of $25,000

The Library Director of the Bellwood Public Library is authorized to spend up to $5,000 on equipment, repairs or any single item without prior Board approval so long as these are covered within budgeted amounts.

The Library Director is authorized to spend over $5,000 but not in excess of $25,000 on equipment, repairs or any single item only if approved by a majority of the Board at a properly noticed and convened open meeting subject to a roll call vote and so long as the amount does not exceed the threshold requiring a formal competitive bidding process. The Library Director shall secure at least three (3) formal price quotations or estimates from suppliers or contractors which shall be submitted to the Board for action.

4.2.2 Spending or Expenditures In Excess of $25,000

The Bellwood Public Library may spend in excess of $25,000.00 only after completing the formal competitive bidding process as prescribed in Illinois Law *(i.e., 75 ILCS 5/5-5)* and in any written policy of the Board.

4.2.3 Emergency Spending or Expenditures Not In Excess of $25,000

In case of a bona fide and extreme emergency, the factual circumstances of which are likely to cause injury to Library staff, patrons or the Library's facilities if not immediately cured, the Library Director of the Bellwood Public Library may spend up to a total of $7,500 with the written approval of both the Board President and the Board Treasurer. Any such emergency spending or expenditure shall be reported to the Board of Library Trustees at the next meeting of the Board, whether such next meeting shall be a regularly scheduled, rescheduled, reconvened or special meeting of the Board. The Library Director may spend in excess of $7,500 for such emergency expenditures only with the approval of a majority of the Board and so long as the amount does not exceed the threshold requiring a formal competitive bidding process.

4.2.4 Emergency Spending or Expenditures In Excess of $25,000

Contracts for emergency expenditures that are in excess of $25,000 may be exempt from formal competitive bidding only if the emergency expenditure is approved by ¾ of the members of the Board at a properly noticed and convened open meeting.

Adopted 3/16/18.

4.3 <u>Routine Banking Procedures</u>

The Library Director of the Bellwood Public Library is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The Library Director of the Bellwood Public Library is authorized to transfer funds from one library account to another library account for payment of monthly library bills which have been approved by a majority of the Board of Library Trustees at a regularly scheduled, rescheduled or reconvened regular board meeting.

In the event any regular meeting of the Board is canceled and not rescheduled or reconvened within the time prescribed in the By-Laws, or a regular meeting is not scheduled for any calendar month as part of the annual notice of schedule of regular meetings, as approved by the Treasurer, the Library Director is authorized to transfer funds from one library account into another account for payment of ordinary and necessary recurring monthly bills that have been certified to the Finance Committee by the Library Director and approved by the Treasurer in accordance with the By-Laws.

The Library Director of the Bellwood Public Library is not authorized to sign checks or receive cash from library accounts except when the Board of Library Trustees authorizes such action through the approval of checks to reimburse petty cash.

Adopted 3/16/18.

4.4 Investment of Public Funds Policy

4.4.1 Purpose and Scope

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

4.4.2 Responsibilities

All investment policies and procedures of the Library will be in accordance with Illinois Law. The authority of the Board of Library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act, 30 ILCS 235/1, *et. seq.,* and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Business Manager who is hereby designated as the "Chief Investment Officer" of the Library, with oversight by the Treasurer of the Board of Library Trustees and under the directions of the Board of Library Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Board of Library Trustees.

4.4.3 Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer, with oversight by the Treasurer and under the directions of the Board of Library Trustees. Individuals authorized to engage in investment transactions on behalf of the Library as prescribed herein are the Chief Investment Officer or such individuals as expressly designated and authorized by the Board of Library Trustees. The Chief Investment Officer, and by designation, the Library Director, are responsible for establishing internal controls and written procedures for the operation of the investment program, with oversight by the Treasurer.

4.4.4 "Prudent Person" Standard

All Library investment activities shall use a "prudent person" standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising

due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.4.5 Objectives

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

1. Legality (conforming with all legal requirements);

2. Safety (preserving capital and protecting investment principal, and including diversification appropriate to the nature, purpose and amount of the funds);

3. Liquidity (maintaining sufficient liquidity to enable the Library to meet all operating and cash flow requirements which may be reasonably anticipated);

4. Yield (attaining a market rate of return on investments);

5. Sustainability (material, relevant and decision-useful sustainability factors have been or are regularly considered by the Library, within the bounds of financial and fiduciary prudence, in evaluating investment decisions); and

6. Simplicity of management.

4.4.6 Guidelines

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

1. Legality and Safety:

    (a) Investments will be made only in securities guaranteed by the U.S. government, or in FDIC-insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral or with any other collateral identified in the Illinois Public Funds Investment Act, 30 ILCS 235/1, et. seq.). Any credit union accounts that would not exceed insured amounts and otherwise would be in complete compliance with the legal requirements for such accounts and institutions.

    (b) Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other authorized investments allowed under the Illinois Public Funds Investment Act, 30 ILCS 235/1, et. seq., that satisfy the investment objectives of the Library.

c) In addition to all other investments authorized under this Policy or the Illinois Public Investment Act, the Board of Library Trustees may adopt an ordinance or resolution to allow for investment of public funds in other instruments not specifically listed as authorized investments herein or in the Illinois Public Funds Investment Act if those investments comply with: (i) any other law that authorizes public agencies to invest funds and (ii) the Investment of Public Funds Policy adopted by Board of Library Trustees.

2. Liquidity: In general, investments should remain sufficiently liquid to meet all operating and cash flow requirements which may be reasonably anticipated.

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

4. Sustainability Factors: Such factors that have been or are regularly considered by the Library within the bounds of financial and fiduciary prudence in evaluating investment decisions include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors that may have an adverse or positive financial impact on investment performance; (iii) social capital factors that impact relationships with key outside parties which may impact investment performance; (iv) human capital factors that recognize that the workforce is an important asset to delivering long-term value; and (iv) business model and innovation factors that reflect an ability to plan and forecast opportunities and risks.

5. Simplicity of management: The time required by library administrative staff to manage investments shall be kept to a minimum.

4.4.7 Reporting

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

4.4.8 Internal Controls

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

4.4.9 Authorized Financial Dealers and Institutions

Any investment advisors, money managers, brokers/dealers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

4.4.10 Conflicts of Interest

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

4.4.11 Diversification

The Library shall diversify its investments to the best of its ability based on the nature, purpose and amount of the funds invested and the cash flow needs of those funds. To minimize the impact of potential losses from any one type of security or from any one security issuer, investments shall be diversified by: (i) limiting investments to avoid over concentration in securities from a specific issuer, industry or business sector, excluding U.S. Treasury obligations; (ii) investing in securities with varying maturities; (iii) continuously investing a portion of the investment portfolio in readily available funds such as local government investment pools, money market accounts or money market mutual funds and any other authorized investment identified in the Illinois Public Funds Investment Act, 30 ILCS 235/1, et. seq. No investment maturity shall exceed five (5) years.

4.4.12 Investment Policy Adoption

The Investment of Public Funds Policy shall be adopted by the Board of Library Trustees. This Investment of Public Funds Policy supersedes any previous investment policy adopted by the Board of Library Trustees.

Any amendments or modifications to this Policy must be approved by the Board of Library Trustees at a duly constituted public meeting by the majority vote of a quorum of the members of the Board present at the time.

Adopted 3/16/18;
Amended 11/16/2021;
Amended 3/11/2025.

4.5 Credit Card Policy

The purpose of this policy is to establish methods for the approval, distribution, control and use of credit cards issued by the Library in the name of the Library as authorized by the Board of Library Trustees for staff use in order to facilitate cost-effective and efficient purchases online or from retailers or vendors that do not accept purchase orders or with whom the Library does not regularly do business.

Credit card accounts may be established only for, under and in the name of the Bellwood Public Library as authorized by the Board of the Library Trustees. Each credit card approved by the Board shall have a pre-set credit line or limit as determined and approved by the Board. All Library credit cards will be issued with the Library Director's name thereon or with the name of such other specific employee as authorized by the Board. All Library credit cards remain the property of the Library and shall be kept in the Library's Principal Administrative Office.

The Library Director or any other authorized cardholder shall be responsible for the activity on the credit card and for its custody and protection. The Library Director or any other authorized cardholder shall immediately notify the issuing bank and the Library Director, unless the cardholder is the Library Director and in which case, the Board President, if the credit card is lost, stolen, misplaced or used by any unauthorized person.

The Library Director and any other specific employee authorized as a cardholder by the Board must sign an Acknowledgement form acknowledging that he/she has received and read a copy of this Policy, understands the Policy and his/her responsibility as a credit cardholder or authorized credit card account user and agrees to fully comply with this Policy. A list of all Library staff issued credit cards and the credit limit thereon shall be maintained by the Library Director or his/her designee.

For any credit card purchases or orders made, the cardholder must submit written documentation in the form of receipts, invoices or statements detailing or describing the goods or services purchased, the date purchased, and the cost of thereof. Credit card statements alone are an insufficient and unacceptable form of documentation. All written documentation of credit card transactions must be submitted to the Business Manager within five (5) business days of purchase.

All Library credit cards must be used only for the purchase of Library goods and services from retail or vendors approved by the Library Director. All credit card purchases must be within sufficient budget appropriation, authorized spending and credit line limits. Any personal use of Library credit cards is strictly prohibited and may result in disciplinary action up to or including immediate termination. Cash advances or withdrawals on any Library credit card is strictly prohibited and may likewise result in disciplinary action up to or including immediate termination.

Any and all payments of any balance(s) on any Library credit cards shall be paid timely and only by a properly issued and signed Library check drawn from the Library's General Funds checking account. Any other method of payment, including without limitation electronic or other like digital payment, is strictly prohibited and may result in disciplinary action up to and including immediate termination.

Adopted 3/16/18.

4.6 Disposal of Surplus Property

Bellwood Public Library personal property *(i.e., print and non-print materials, equipment, supplies, and/or any personal property)*, which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the Library's collection, or gift materials, may be discarded, sold, or, upon the approval of the Board of Library Trustees, be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.

2. Any other personal property having an individual current unit value of less than $100 may, at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.

3. In the case of individual surplus items of personal property having a current unit value of more than $100 but less than $1,000, the Board of Library Trustees may authorize a trade-in of such items on new equipment or the sale of such items or the item may be disposed in a manner as the Board of Library Trustees may determine in accordance with the provisions of the Illinois Library Local Act (i.e., 75 ILCS 5/4-16).

4. Any personal property having a unit value of more than $1,000 but less than $2,500 will be displayed at the Library and a public notice of its availability and the date and terms of the proposed sale shall be posted. The Library Director will provide written notification to the Board of Library Trustees prior to display of any such personal property.

5. In the case of individual surplus items of personal property having a current unit value of $2,500 or more, the Board shall publish notice of the availability and location of the personal property and the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks. Such notice shall be published in one or more newspapers published within the Village of Bellwood, or at least once in a newspaper of general circulation in the Village of Bellwood.

6. No favoritism shall be shown to any members of the Board of Library Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.

Adopted 3/16/18.

4.7 Travel Expense Reimbursement Policy

4.7.1 General Policy

It is the policy of the Bellwood Public Library to comply with the Illinois Local Government Travel and Expense Control Act through the promulgation of these regulations.

4.7.2 Definitions

As used in this Travel Expense Reimbursement Policy,

(i) *"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.

(ii) *"Travel expense"* means any expenditure directly incident to official travel by employees, members of the governing board, and officers of the Bellwood Public Library for a specific Library purpose(s).

4.7.3 Types of Travel for Which Travel Expenses Will Be Allowed

The Bellwood Public Library will only approve travel expenses for employees, officers or governing Board members if the travel is necessary to complete official Library business, for the education, certification or training of employees, officers, or governing Board members, or to obtain information for the betterment of the Library in some capacity.

4.7.4 Types of Expenses Allowed and Prohibited

(i) 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 and in accordance with IRS guidelines.

(ii) The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary because the program or event takes place outside of Chicago and/or Suburban Cook County municipalities or is a program or event of duration of more than one (1) full day that takes place in Chicago and/or Suburban Cook County.

(iii) The costs of meals while traveling are allowed. Reimbursements may NOT be claimed for any meals included in conference, seminar, convention or workshop registration fees paid by the Library.

(iv) The actual costs of conference, seminar, convention or workshop fees, supplies and books for educational, certification or training purposes are allowed.

(v) NO costs for any alcohol or liquor are permitted and all are specifically excluded from reimbursement.

(vi) Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, unless ancillary to the purpose of the program or event.

(vii) All travel expense must have sufficient budget appropriation.

4.7.5 Maximum Allowable Reimbursement and Maximum Travel Event Limit Without Board Action

Bellwood Public Library employees and officers (and who are not members of the Board od Library Trustees) may receive reimbursement for travel expenses without specific Board Action as long as the expenses are in accordance with the Maximum Allowable Reimbursement rates and not in excess of the Maximum Allowable Travel Event Limit as stated in this Section 4.7.5 herein and the Procedure for Reimbursement in Section 4.7.6 below is followed. Such expenses are subject to the approval of the Library Director in accordance with this Policy.

(i) **Categories of Expenses**. The maximum allowable reimbursement **rates** for travel, meals, lodging, and transportation expenses shall be as follows:

(a) Airfare. Cost of air travel shall be the actual expense incurred and is permissible only for programs or events that take place outside of Chicago and Suburban Cook County municipalities. Only coach or economy flight expenses will be approved, plus actual cost of baggage fees for one (1) checked travel bag each way. Any upgrades to first or business class will be at the expense of the traveler.

(b) Rail or Bus. Cost of rail or bus is eligible for reimbursement at the lowest reasonable rate and only for programs or events that take place outside of Chicago and Suburban Cook County municipalities. The cost shall not exceed airfare.

(c) Personal Automobile. Any personal automobile expenses will always be approved at the current IRS rate for business travel if the traveler uses their own automobile (as opposed to a Library automobile) the cost of which shall not exceed the cost of airfare, rail or bus. Mileage reimbursement will be based on mileage from the Library's main offices to the off-site location of the Library or official business, not from the official's or employee's residence. Costs for any reasonably necessary tolls are eligible for reimbursement only with a receipt.

(d) Automobile Rentals. Automobile rental expenses are reimbursable only at the lowest reasonable rate (compact or mid-size cars are required for two or fewer employees or officers traveling together and full-size may be used for three or more travelers) and only where air travel has also been approved for a program or event and such automobile rental will be more economical than the cost of taxis, ride sharing services, or hotel/motel bus or shuttle transportation services. The traveler must refuel the automobile before returning it to the rental company. Costs for any reasonably necessary tolls are eligible for reimbursement only with a receipt.

(e) Taxi, Shuttle, Rideshare or Public Transportation. The actual reasonable rate of the most economical ground transportation is eligible for reimbursement only with a receipt.

(f) Meals. Cost of food shall not include the cost of any alcoholic beverages or liquor and should be reasonable and customary for the area, and shall not in any event exceed the following amounts:

(1) Breakfast, $30 per day.
(2) Lunch, $35 per day.
(3) Dinner, $45 per day.

Tips are reimbursable only up to a maximum of 20% of the bill.

(g) Lodging. Cost of lodging should be reasonable and customary for the area where the traveler is staying, and shall not in any event exceed $250.00 per night. Lodging expenses shall be reimbursable only for programs or events that take place outside of Chicago and/or Suburban Cook County municipalities or for programs or events of duration of more than one (1) full day that take place in Chicago and/or Suburban Cook County. Programs or events that take place outside the United States shall be approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote. Actual lodging costs for only a standard single-room at locations reasonably convenient to the program or event are eligible for reimbursement. Fees or charges for pay television, movie rentals, fitness rooms or spas, dry-cleaning, in-room service or mini-bars and other such items or amenities are NOT eligible for reimbursement. In the absence of an emergency or extraordinary circumstance, the traveler will be responsible for any cancellation of reservations made by the traveler or not timely reported to the Library Director or his/her designee when reservations have been made or prepaid by the library. Such cancellation charges will not be reimbursed unless approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

(h) Parking. Parking fees or costs incurred at an approved program or event will be reimbursed only with a receipt and at the lowest reasonable rate available.

(i) Vacation or Extended Travel in Conjunction with Allowable Travel. Where any vacation time or extended stay or travel is added either prior or at the end of travel in excess of one (1) day by the traveler to an allowable library business trip, any cost variance in airfare, car rental, and any other expenses shall not be reimbursed by the Library; such expenses must be clearly identified on the Library's approved reimbursement form; and shall be paid by the traveler.

(ii) Maximum Allowable Travel Event Limit**.** The total maximum for any travel event for Library purposes allowed is **$2,500.00 per individual per travel event,** to include all amounts prepaid by the Library and all amounts reimbursed to the individual traveler in accordance with this Policy.

(iii) Any expense(s) for which the Procedure for Reimbursement as set forth in **Section 4.7.6** below has been followed is eligible for reimbursement only for that portion of the expense that does not exceed the Maximum Allowable Reimbursement rates and limits set forth in **Section 4.7.5** above.

(iv) Emergency or Extraordinary Circumstance. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the maximum allowable reimbursement rates or over the $2,500.00 maximum allowable travel event limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

4.7.6 Procedure for Reimbursement

No expenses shall be approved or reimbursed unless an approved reimbursement request form *(as included and attached herein as* **EXHIBIT E1** or **E2** *of this Board Policy Manual)* is first completely filled out and submitted with actual receipts if expenses have already been incurred or with estimates of costs of travel, meals or lodging if expenses have not been incurred (with reservations and confirmation numbers) attached. All documents and information submitted in connection with this Policy are public records subject to disclosure under the Illinois Freedom of Information Act.

(i) Advanced or Prepaid Expenses. Travel, meal and lodging expenses advanced to any employee or official of the Library shall be in accordance with the requirements set forth in Section 4.7.5 above and up to a maximum allowable daily allowance of **$100.00 per day** for travel in Chicago and/or in Suburban Cook County, or a daily allowance of **$125.00 per day** for travel outside Chicago and/or Suburban Cook County. Submission of receipts or estimates of costs on the Library's approved reimbursement request form are required prior to the advancement or payment of any expenses or daily allowances. In the event that any travel expense is so advanced or prepaid, actual receipts must be promptly turned in and attached to the Library's reimbursement request form within 30 days after the completion of travel. Any amount advanced or paid by the Library in excess of the actual receipts filed must be repaid by the traveler to the Library within 30 days after the completion of travel. No advancement or payment of further daily allowances or travel expenses shall be allowed or approved until timely and full compliance with the provisions of this Section 4.7.6(i).

4.7.7 Expenses Incurred By Board Members

Travel, meal, and lodging expenses incurred by Board Members may only be approved for reimbursement by a Majority of the Board at a regularly scheduled Board Meeting subject to a roll call vote and for travel expenses that are consistent with the rates and limits set forth in Section 4.7.5 above.

Adopted by Resolution No. 100 on 10/17/17;
Revised 3/16/18;
Amended 2/21/2019;
Amended 9/08/2020.

4.8 Reimbursement of Expenses Other Than Travel Expenses

Expenses, *other than travel expenses as set forth and described in Policy No. 4.7, Travel Expense Reimbursement Policy,* are eligible for reimbursement only if such expense is a necessary and reasonable expense incurred by an employee or official in the performance of their employment or official duties or while on or conducting official and/or authorized Library business.

In order to qualify for reimbursement, the employee or official must timely complete and submit the Library's Non-Travel Expense Reimbursement Request form (as included and attached herein as **EXHIBIT F** of this Board Policy Manual) with proof of the expense(s) within thirty (30) days after incurring the expense. Proof must include all original receipt(s) or invoice(s) and such other documentation as reasonably required by the Library.

Expenses that are not supported with original receipts or invoices or timely submitted will not be reimbursed. Likewise, expenses that are not incurred in the performance of employment or official duties or while on or conducting official and/or authorized Library business will not be reimbursed. Reimbursement will be issued within three (3) business days of the date of a complete submission containing all necessary documentation or information. The Business Manager will notify the employee or the Library Director by email or telephone when the reimbursement is ready.

4.8.1 Advance Payment of Costs Associated with Library Programs, Events and/or Other Authorized Library Business or Activities

Employees must complete the Library's Check Request Form (as included and attached hereto as **EXHIBIT G** of this Board Policy Manual) when placing an order or request for a Library-issued check(s) for the advance payment of costs associated with any authorized or approved Library program, event, or other authorized Library business or activities, including for example, costs of a lecturer or performer. Department Heads shall submit all such orders or requests to the Library Director for approval. All requests should be completed and submitted in advance of the date of the program or event to the extent it is reasonably practical. Original invoices or receipts and, if applicable, any original contract or agreement, must be included with the submission. If approved or authorized, checks will be issued within three (3) business days of the date of required approval unless a date sooner is directed and approved by the Library Director. All checks issued must be equal to all original receipts or invoices and if applicable, all original contracts or agreements.

Adopted 10/16/18;
Amended 2/21/19.

4.9 Petty Cash Policy

4.9.1 Purpose

The purpose of this Petty Cash Policy is to establish guidelines for the reimbursement and replenishment of Petty Cash funds for Bellwood Public Library expenses not in excess of **$25.00**. Bellwood Public Library has established a petty cash fund for small or emergency purchases that are not in excess of $25.00 in order to support the operations and programs of the Library and to facilitate cost-effective and efficient incidental purchases of Library goods or materials that are needed immediately from retailers or vendors approved by the Library Director and when neither a Library-issued credit card nor a check is available or practical to use. The Petty Cash fund is not to be used to circumvent regular, routine or re-occurring purchasing needs or procurement procedures and may be used only when absolutely necessary as determined and authorized by the Library Director and in accordance with this Policy.

4.9.2 Coverage and Restrictions

This Petty Cash Policy is used to reimburse authorized library staff and employees who incur a one-time Library business expense of $25.00 or less that is reasonably related to or arising out of the activities, affairs or business of the Bellwood Public Library.

(a) The maximum amount maintained in the Petty Cash fund shall not exceed **$150.00** at any time. When the amount of petty cash on hand exceeds $150.00, the Circulation Manager will arrange for deposit of the overage and alert the Library Director.

(b) All reimbursement for Library business use of personal automobiles or other travel expenses must be processed through the Library's Travel Expense Reimbursement Policy.

(c) All Bellwood Public Library activities, affairs and/or business-related expense reimbursements greater than $25.00 must be processed through the regular procurement or expense reimbursement process and not out of any petty cash.

(d) Certain purchases and/or payments from petty cash funds are prohibited; these include, without limitation: alcoholic beverages, entertainment expenses, cashing of personal or payroll checks for employees or any other individuals, payroll advances or loans to employees or any other individuals, Illinois State sales tax, travel expenses, and purchases in excess of $25.00.

(e) Any personal use of Library petty cash funds is strictly prohibited and may result in disciplinary action up to or including immediate termination.

4.9.3 Custodian and Control of Petty Cash Fund

The Custodian of the Petty Cash Fund shall be the Circulation Manager under the administration and direction of the Library Director. The Circulation Manager is responsible for ensuring that the Petty Cash

Fund is kept in a safe and secure place that is locked at all times. The petty cash funds and receipts are not to be co-mingled with any other library funds. Cash collected for fines and fees must never be treated as petty cash.

4.9.4 Reconciliation and Replenishment of Petty Cash Fund

The petty cash funds shall be verified and reconciled at least once each month by the Circulation Manager. When disbursements are not made frequently, the Circulation Manager shall check the petty cash fund regularly. The Circulation Manager shall monitor the use and replenishment of petty cash and alert the Library Director when a reconciliation and replenishment of petty cash is due.

Requests for replenishment must be made by submitting a completed Request for Check for Petty Cash Replenishment form together with a completed Petty Cash Running Total form *(both of which are included and attached herein as* **EXHIBIT H** *and* **EXHIBIT I** *of this Board Policy Manual)* and petty cash reconciliation with all original invoices or receipts attached. The Petty Cash fund shall not be replenished more than once a month by check authorized by the Library Director. If approved, the check shall be written out of the general operating fund account made payable to the Custodian of the Petty Cash Fund and shall be cashed at the Library's local bank by the Custodian or other employee authorized and approved by the Library Director. The Library Director shall monthly report in writing to the Library Board of Trustees all replenishment to the Petty Cash Fund.

Any shortages, theft or loss shall be immediately reported in writing by the Circulation Manager to the Library Director, who shall alert the Board Treasurer.

4.9.5 Procedure

The Bellwood Public Library has been issued a Sales Tax Exemption Certificate by the State of Illinois and is therefore exempt from Illinois State Sales Tax and local sales tax. The Library's Certificate and/or Sales Tax Exemption number can be obtained from the Circulation Manager or Library Director. Failure to obtain and use the Library's Sales Tax Exemption Certificate will result in no reimbursement of any State Sales Tax on purchases, which in no case shall be paid by the Library from petty cash funds.

All requests for petty cash reimbursement(s) must be made by submitting to the Circulation Manager on a completed Petty Cash Request Form signed by the Library Director, together with original invoices or receipts detailing the total price or cost, date of purchase and name of retailer, vendor or store within three (3) business days of purchase *(which form is included and attached herein as* **EXHIBIT J** *of this Board Policy Manual).* Purchases that are not supported with original invoices or receipts or timely submitted will not be paid out of petty cash. Reimbursement will be issued within three (3) business days of a complete submission containing all necessary documentation or information. The Circulation Manager will notify the employee or the Library Director by email or telephone when the reimbursement is ready. The employee must then sign the Petty Cash Request form upon receiving the reimbursement made from petty cash funds.

4.9.6 Advance of Petty Cash

Petty cash advances will be rare, as they require more tracking and requires the purchaser to connect with the Library Director twice rather than once.

Petty cash advances may be allowed with the approval of the Library Director and completion of the Library's Advance of Petty Cash Funds Agreement form *(as included and attached herein as* **EXHIBIT K** *of this Board Policy Manual)*. If an advance of petty cash is approved by the Library Director, the estimated amount must be filled in and signed by all persons listed on the Advance of Petty Cash Funds Agreement form. Then when the purchase is made, the original invoices or receipts and any remaining funds must be returned to the Circulation Manager within three (3) business days. The actual amount of the purchase shall then be filled in and the Reconciliation Statement portion of the form shall be signed by both employee and the Circulation Manager. At any time, the cash on hand plus receipts and documented Petty Cash Agreements must equal the authorized Petty Cash Fund.

Adopted 10/16/18.

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ARTICLE V

LIBRARY FACILITIES & PATRON SERVICES

5.1 Confidentiality of Registration and Circulation Records

Registration and circulation records as well as other records identifying the names, addresses, or telephone numbers of library patrons or containing personally identifiable information that would indicate an individual's use of the library, materials borrowed, resources reviewed, facilities or services used at the Library or whether or not any individual has a library card are hereby recognized as confidential in nature, and access thereto is hereby restricted to Library staff and those members of the public with a legitimate interest therein, as hereafter provided for and as permitted by law. It is the policy of the Bellwood Public Library to preserve the confidentiality of registration and circulation records of its patrons to the fullest extent permitted by law.

All Library staff and employees are hereby advised that such records shall not be made available to casual members of the public, the press, or to any agency of State, Federal, or Local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Library staff shall observe the following procedures: Any library staff or employee who receives a request or who is served with any subpoena, court order, search warrant, or any legal process for the release or disclosure of any library record shall promptly notify the Library Director. The Library Director will immediately consult with the Board President and the Library Attorney to ensure that (a) the document is in proper legal form, and (b) there has been a proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such subpoena, order, warrant, or process has been affirmatively shown to the satisfaction of the Library Attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

In the immediate absence or unavailability of the Library Director, all requests for information will be promptly referred to the Board President, who will promptly consult with the Library Attorney.

Adopted 3/16/18.

5.2 Identity Protection Policy

5.2.1 Purpose

The Bellwood Public Library adopts this Identity Protection Policy pursuant to the Identity Protection Act *(5 ILCS 179/1 et seq.)*.The Identity Protection Act requires each local government agency to draft, approve, and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security numbers that agencies collect, maintain, and use. It is important to safeguard Social Security numbers

("SSNs") against unauthorized access because SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of those numbers. The Identity Protection Act was passed in part to require local government agencies to assess their personal information collection practices and make the changes to those practices necessary to ensure confidentiality of SSNs.

5.2.2 Social Security Number Protections Pursuant to Law

Whenever an individual is asked to provide the Library with an SSN, the Library shall provide that individual with a statement of the purpose or purposes for which the Bellwood Public Library is collecting and using the SSN. Bellwood Public Library shall also provide the statement of purpose upon request. *A copy of the Bellwood Public Library's Statement of Purpose for Collection of Social Security Numbers is included as* **EXHIBIT L** *of this Board Policy Manual.*

The Bellwood Public Library shall not:

- Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- Print an individual's Social Security number on any card required for the individual to access products or services provided by the person or Bellwood Public Library.
- Require an individual to transmit his or her Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- Print an individual's Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the Social Security number to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A Social Security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the Bellwood Public Library shall not:[1]

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[1] These prohibitions do not apply in the following circumstances:

(1) The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.

- Collect, use, or disclose an SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Bellwood Public Library's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
- Require an individual to use his or her SSN to access an Internet website.
- Use any SSN for any purpose other than the purpose for which it was collected.

5.2.3 Requirement to Redact Social Security Numbers

Bellwood Public Library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN.

Bellwood Public Library shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Bellwood Public Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

5.2.4 Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access to such documents. All employees who have access to SSNs shall be trained to protect the confidentiality of SSNs. Training will include instructions on the proper handling of information that contains SSNs from the time of collection through the destruction of the information. Only employees who are required to use handle information or documents that contain SSNs shall have access to such information or documents.

Adopted 3/16/18.

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(2) The disclosure of SSNs pursuant to a court order, warrant, or subpoena.

(3) The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; youth in care as defined in Section 4d of the Children and Family Services Act, and all persons working in or visiting a State or local government agency facility.

(4) The collection, use, or disclosure of SSNs for internal verification or administrative purposes.

(5) The disclosure of SSNs by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.

(6) The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

5.3 Prevailing Wage Policy

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

Adopted 3/16/18.

5.4 Collection Management

5.4.1 General Statements

The mission of the Bellwood Public Library is to provide the community with resources for personal, educational and professional needs of the community with special emphasis on stimulating interest and appreciation for reading and learning at all ages by providing free, equal and equitable access to a balanced and broad collection of materials, programs and services that meet the present and future needs of the diverse community it serves and that supply its residents with the keys to lifelong learning, enrichment, enlightenment, and discovery.

The Library recognizes intersectionality as a framework to understand the uniquely overlapping structured identities and experiences of the Bellwood community -- such as age, political or social views, gender (including gender expression), sexuality, race, ethnicity, migration status, country of origin, class, and disabilities.

The Library seeks to build a collection to meet the needs of the members of this intersectional community, and to that end will routinely gather statistics and community input to determine the characteristics, expectations, and needs of all users. The Library will apply the latest tools and innovations to its collection development practices.

The management of the Library's collections is governed by the policy established by the Board of Library Trustees and any applicable rules or regulations adopted by the Library. The written collection management policy established by the Board reflects professional standards, community needs and interests, and the diversity of American society. The Library Director as the executor of the policy for the Board of Library Trustees has discretion in determining what materials are in the best interest of the library and is authorized to act accordingly and in conformance with the policy established by the Board and any applicable Library rules or regulations. The Board of Library Trustees may modify, amend or supplement this Policy, as it deems necessary and appropriate.

5.4.2 Selection Criteria

Materials are selected to fulfill the mission established by the Bellwood Public Library Board of Trustees. The following general selection criteria serve as guidelines when selecting materials for purchase:

- Patron or popular demand
- Value of information
- Accuracy of information
- Relevance to community interests and interest in the author, artist or subject
- Authority of the author in the field , impartiality of opinion, or clearly stated bias
- Representation of varying points of view
- Availability of the material or topic from other sources
- Historical value
- Significance and permanent value to the collection
- Space and shelving considerations
- Cost and availability
- Format or production quality and ease of use

In accordance with the recommendations of Serving Our Public: Standards for Illinois Public Libraries, the Bellwood Public Library allocates not less than 12% of its operating budget for materials for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media.

Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No one single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity while others are selected to satisfy the informational, recreational, or educational needs or interests of the community. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent and qualified individuals in specific subject areas will also be used.

No material will be excluded because of the personal characteristics or political or social views of the author. No titles are excluded from the collection solely because the frankness of presentation might be offensive to some nor because the material might not be suitable for all levels. High interest materials of questionable long-term value are included in the collection and may be withdrawn once they have served their purpose. Literary merit is not a necessary criterion for high interest materials.

When available, materials which contain a significant amount of information about the Village of Bellwood, the Library or are created by a resident of the Village of Bellwood will be acquired within the limits of budget and space.

5.4.3 Retention, Replacement and Withdrawal of Materials

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials removed from the library collection may or may not be made available for public purchase at book sales. The Library reserves its rights to dispose of withdrawn materials in any manner the Library deems to be cost-effective, including selling such materials.

5.4.4 Censorship

The Bellwood Public Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise any choice or censorship to restrict access to the materials by others.

The Library supports intellectual freedom and has adopted each of the following statements as policy: the ALA Library Bill of Rights, the ALA Freedom to Read Statement and the American Film and Video Association Freedom to View Statement.

Consistent with the principles expressed in those statements, the Library and the Board of Library Trustees will challenge censorship in the fulfillment of their responsibilities to provide learning, information and enlightenment and defend its resident's freedoms.

5.4.5 Patron Requests for Reconsideration

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the Library Director. Registered patrons wishing to make a request for reconsideration will be provided with a copy of the Library's Collection Management Policy and asked to complete a copy of the Request for Reconsideration of Materials form. *A copy of this form is included as* **EXHIBIT M** *of this Board Policy Manual*.

A written response regarding the request will be sent by the Library Director to the registered patron not later than ten (10) business days from the date of its receipt, or as may otherwise be agreed between the patron and the Library Director.

If the registered patron is not satisfied with the Library Director's response, he/she may appeal to the Board of Trustees at the Board's next regularly scheduled meeting by submitting a written appeal, together with any written documentation in support of the appeal, to the Library Director at least five (5) business days prior to the next regular Board Meeting. The Board of Trustees will review the written appeal and make a determination at that regularly scheduled meeting. If the registered patron is not present at that meeting, he/she will be informed of the Board's decision within five (5) business days of that meeting. The decision of the Library Board of Trustees is final.

Adopted 3/16/18;
Amended 10/13/2020.

5.5 American Library Association Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Adopted 3/16/18 by the Board of Library Trustees of the Bellwood Public Library;
Re-adopted 6/13/2023 by the Board of Library Trustees of the Bellwood Public Library.

5.5.1 Policy Statement Against Banning Books Or Other Materials

It is the policy of the Bellwood Public Library to provide an adequate collection of books and other materials, including digital resources, sufficient in size and varied in kind and subject matter to satisfy the library needs of the residents of the library's jurisdictional area without external limitation. The Bellwood Public Library prohibits the practice of banning, removing or otherwise restricting access to books, materials or resources within the Library.

The Bellwood Public Library affirms its adoption of, and unwavering adherence to, the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Adopted 6/13/2023.

5.6 American Library Association Freedom to View Statement

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

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

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

Adopted 3/16/18, by the Board of Library Trustees of the Bellwood Public Library.

5.7 American Library Association Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in

order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

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

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

We therefore affirm these propositions:

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

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth

would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

   There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

4. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

5. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

6. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

   The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

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

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

Adopted 3/16/18, by the Board of Library Trustees of the Bellwood Public Library.

5.8 <u>Exhibits and Display Space Policy</u>

5.8.1 Purpose

The Bellwood Public Library maintains display space within the Library for temporary exhibits for the purpose of promoting the services and programs of the Library. The Board of Library Trustees has established this Policy to govern the use of Library display space to ensure that the availability of this

space is made on an equitable basis, irrespective of an individual's or group's beliefs or affiliations and in accordance with this Policy.

5.8.2 General Rules and Guidelines

Exhibits from sources within the community may be allowed in the Library. All exhibits considered for display space within the Library must be artistic, educational, cultural, informational, or of community interest, be appropriate for all ages, and support the mission of the Library.

The Library, representing and serving the whole of the community, will not allow the following in display space within the Library:

- Material that promotes the sale, advertisement, endorsement, or solicitation of commercial product(s), good(s) or service(s), whether directly or indirectly
- Material that is illegal or prohibited under any Library rules, regulations or policies, or any federal, state or local laws
- Material that supports or opposes candidates for office in any particular election or issues on the ballot
- Material and equipment that is potentially dangerous to library users, staff, or property
- Material that substantially disrupts the regular flow of library work and service or the operation of the library, such as that which produces excessive noise or poses a significant security risk.

5.8.3 Priority for Display Space

Bellwood Public Library use of display space is given first priority and takes precedence over all other uses. Priority is then given in the following order to:

- Library-related organizations such as Friends of Bellwood Library
- Bellwood residents
- Local government agencies or entities servicing the Bellwood community
- Bellwood not-for-profit community organizations engaged in education, cultural, intellectual, charitable or civic activities, and
- Individuals from the surrounding area who have a special collection to share with the community.

Artists, art organizations, and owners of artworks or special collections are encouraged to apply to exhibit in the Library's display space.

5.8.4 Application Procedure

Exhibits may remain in place for not longer than four (4) weeks, which includes set-up and take-down time, and with set-up and take-down being the responsibility of the exhibitor. Display space set-ups and take-downs shall occur only while the Library is open.

Persons interested in providing an exhibit within Library display space will be required to submit a completed Application for Display Case form to the Library at least fourteen (14) days in advance of the requested date but not more than ninety (90) days in advance thereof. *A copy of this form is attached herein as* **EXHIBIT N** *of this Board Policy Manual*. Display space will be made available in order of priority and then by application date in accordance with this Policy.

5.8.5 Release from Liability

The Bellwood Public Library assumes no liability for damage, theft or any other loss relating to any exhibit set up for public viewing in the Library and will take no extraordinary measures or otherwise assume any responsibility to ensure its safety, preservation or protection. The Library has no insurance to cover any exhibit material(s) placed in display space within the Library. Any and all exhibit material(s) placed in display space within the Library are at the exhibitor's risk. Exhibitors are encouraged to obtain insurance on his/her exhibit material(s) for the duration of the exhibit or display.

The Library does not provide storage for any exhibit material(s) placed in display space within the Library. Exhibitors are required to remove their exhibit material(s) from display space promptly at the end of the scheduled time. The Library reserves the right to remove any exhibit material(s) from its display space if not removed promptly by the exhibitor.

5.8.6 Exhibitor Liability for Damage to Library Property

Exhibits placed in display space within the Library must be displayed without damage to the Library's premises, equipment, or furnishings. Damage to the Library's premises, equipment or furnishings as a result of or relating to exhibitor use will be charged to the exhibitor.

5.8.7 Endorsement

The Library does not endorse the beliefs or viewpoints of the topics or materials which may be the subject of any exhibits or displays, and does not accept responsibility for ensuring that all points of view are represented in any single display.

All exhibits and displays must contain a label with the following disclaimer*: The material displayed within this exhibit is the presentation of [name of organization or individual responsible for the exhibit]. The Bellwood Public Library does not endorse the viewpoint of any exhibit, display or exhibitor.*

5.8.8 Cancellations and Non-Compliance

The Library reserves the right to refuse, remove or change any exhibit, display or material that does not comply with this Policy. Final design, arrangement or placement of all displays rests with the staff of the Library. The Library reserves the right to reschedule or cancel any exhibit or display at its discretion if display space is needed for any Library or library-related purpose.

5.8.9 Appeal

A Bellwood patron whose application has been rejected or who requests the reconsideration of exhibit material in display space within the Library will be asked to submit his/her request in writing to the Library Director. A written response regarding the exhibit material will be sent by the Library Director to the patron not later than ten (10) business days from the date of its receipt, or as may otherwise be agreed between the patron and the Library Director.

If the Bellwood patron is not satisfied with the Library Director's response, he/she may appeal to the Board of Trustees at the Board's next regularly scheduled meeting by submitting a written appeal, together with any written documentation in support of the appeal, to the Library Director at least five (5) business days prior to the next regular Board Meeting. The Board of Trustees will review the written appeal and make a determination at that regularly scheduled meeting. If the Bellwood patron is not present at that meeting, he/she will be informed of the Board's decision within five (5) business days of that meeting. The decision of the Library Board of Trustees is final.

Adopted 3/16/18.

5.9 <u>Unattended Children in the Library</u>

Parents are responsible for the behavior of their children while in the Library. The Bellwood Public Library staff is committed to help children with activities related to the Library. However, Library staff cannot, nor is it their responsibility, to serve as babysitters, teachers, or disciplinarians. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent of incidents involving an unattended child.

Children under the age of eight years must be accompanied and supervised at all times by a parent, legal guardian or other responsible caregiver. When the safety of an unattended child is in doubt, or the parent, legal guardian or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and stay with the child until the police arrive.

From time to time, the Bellwood Public Library schedules or provides programs which are designed and suitable for attendance by children without parental supervision. Such program announcements will so indicate, and if no indication is included, then parental supervision is required. When so indicated, if the parent, legal guardian or caregiver intends to be absent, they must leave word at the circulation desk as to their whereabouts and a telephone phone number where they or a responsible adult can be contacted.

Children over the age of eight years may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct, and demeanor.

Unattended Children After hours

In the event a young person is still at the library 15 minutes after the library closes to the public, the police will be called to pick up the young person. Attempts will be made during that 15 minutes to reach parent, legal guardian or caregiver, but in no instance will any Library staff take young people home or wait alone in the Library with a child.

Adopted 3/16/18.

5.10 Library Staff Work and Office Areas

Except for employees on duty, and current Library Trustees duly performing the duties and functions of their public office for the Library, no patrons or other persons are permitted at any time in any Library staff work or office areas without permission of the Library Director or a Department Head, and in any case, only if the Library Director or a Department Head remain present at all times in the work or office area and only for a reasonably limited period of time in order to ensure that the Library's work and office areas are free from distractions, preserve the confidentiality and integrity of confidential records and information maintained therein, and uphold a professional business image at all times.

Adopted 3/16/18.

5.11 Study Room Policy

The Bellwood Public Library provides study rooms for use by Bellwood Library patrons ages 18 and above based on availability. Reservations can be made up to seven (7) days in advance in person or by phone and are made on a first come, first serve basis. Walk-ins are also allowed. Room capacities vary depending on the room size.

The study room can be booked for two (2) hours within a 24-hour period, and if no one is waiting, the group or individual may request additional 1-hour increments, up to four (4) hours total. As with all library meeting rooms, priority will be given to library and library-related or sponsored activities and functions.

All Study Room users are expected to engage in activities associated with the use of a public library and must abide by the Library Conduct Policy (Rules for Patron Behavior) and all other Library policies. All users of a Study Room are responsible for damage or loss that occurs to the Library facilities or to Library materials, equipment, furnishings, floor coverings and other Library property. Study room use must not disrupt Library users, staff or the normal operations of the Library or create an unsafe environment.

Failure to comply with Library policies will be grounds for suspension or revocation of Study Room privileges. The Library retains the right to monitor all activities on its premises to ensure compliance with all Library policies. Library staff must have free access to Study Rooms at all times.

Attendance in Study Rooms may not exceed room capacity as posted therein. The Library reserves the right to cancel or change Study Room reservations and the right to alter, amend, modify or otherwise change this Policy at any time, with or without advance notice.

The Library Director is authorized to establish reasonable rules and regulations governing the use of Library Study Rooms. The Library Director is the final authority in determining use of Library Study Rooms.

Groups or individuals are responsible for securing all personal belongings for the duration of Study Room use, and Study Room occupants must exit the room at the end of their reserved room period or at library closing time, whichever occurs first.

General Rules & Regulations:

1. Library staff will notify the users of Study Rooms when it is 15 minutes before the time set for the end of their reserved Study Room period.
2. The Library cannot and does not provide storage space for equipment or supplies nor can it supply assistance with bringing supplies into the facility.
3. All outside equipment and material brought in by the user of the Study Rooms must be removed from the premises immediately at the conclusion of the reserved Study Room period.
4. Individuals under eighteen years of age in the study room must be attended by an adult at all times.
5. Study Rooms are intended for the purposes of quiet study and discussion by individuals or small groups. Social events are prohibited in the Study Rooms.
6. Study Rooms are not intended to be the regular meeting site of any group or organization or for any use of a primarily commercial nature. Buying, selling, advertising or trading products or services, other than educational services or a paid tutor, are prohibited.
7. Food or unlidded beverages are not allowed in Study Rooms. Lidded non-alcoholic beverages are acceptable and must remain lidded at all times.
8. Study Rooms will be held for up to 15 minutes past their start time and will then be cancelled and made available for others.
9. Unlawful activity is grounds for suspension or revocation of Study Room privileges and the police will be called.

Adopted 4/11/2023; Revised 5/16/2023.

5.12 Meeting Room Policy

The Bellwood Public Library (the "Library") has a meeting room, the Arnie Bryant Community Room, which can be turned into two (2) smaller meeting rooms. The primary purpose of the Library's meeting rooms is to provide space for Library or Library-sponsored activities, functions, meetings and programs. When the meeting room(s) is not reserved or otherwise in use for this purpose(s), the Library may make its meeting rooms available as a limited public forum for use by organizations or groups qualified according to the

following criteria and requirements to support the civic, cultural, educational, informational and recreational needs of the community.

Library meeting room use will not be denied to any organization or group because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, unfavorable discharge from military service, political affiliation, or any characteristic that is protected by applicable law. The Library adheres to the tenets of the American Library Association's Library Bill of Rights, including its statement that "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Availability and Usage

First priority of use of all meeting rooms will be given to Library and/or to Library-sponsored activities, functions, meetings, programs or events.

In addition to Library and/or Library-sponsored activities, functions, meetings programs or events, when available, the following organizations or groups may use the meeting rooms for meetings, programs or events of a civic or educational nature:

- Library-affiliated partners and/or sponsors;
- Village of Bellwood governmental tax-supported agencies;
- Non-profit organizations.

The Library reserves the right to request proof of an organization's current non-profit status.

Meeting Rooms may not be used for: (1) private and social functions, which are defined as a function solely for entertainment through companionship with family, friends or associates, including but not limited to, anniversaries, birthday parties, showers, weddings, and social club parties; (2) meetings, events or programs (including, but not limited to, presentations, workshops and seminars) involving the sale, advertising, solicitation or promotion of goods, products or services immediately or at a future time; that are for the immediate or ultimate gain of a for-profit business or agency; or that are of a primarily commercial nature; (3) fund-raising activities; (4) gambling activities, including but not limited to, bingo, drawings, lotteries, raffles, and games of chance for monetary prizes, goods, products or other items of value, except bingo at Library or Library-sponsored activities, functions, meetings, programs or events; (5) any activity that disrupts or interferes in any way with normal Library operations or services; which by their nature are not suitable for the Library's facilities, including but not limited to, theatrical productions; creates a safety hazard, security risk or threat to public health, safety or property; or violates Library policies or rules, including but not limited to, the Library's Rules for Patron Behavior Policy, or local, state or federal law.

The Library reserves the right to terminate any meeting, program or event that does not clearly and unequivocally conform to all Library policies and rules. Failure to comply with all Library policies and rules will be grounds for suspension or revocation of meeting room privileges. Unlawful activity is grounds for suspension or revocation of meeting room privileges and the police will be called.

All meetings, programs and events in Library Meeting Rooms must be free of charge and open to the public. Fees may not be charged, collected or solicited for attendance, or for participation in, activities in Meeting Rooms and donations, dues or purchases may not be collected, solicited or required. No goods, products, services or memberships may be sold or solicited. The Library retains the right to monitor all meetings, programs and events conducted on its premises to ensure compliance with all Library policies. Library staff must have free access to Meeting Rooms at all times.

All users are responsible for complying with the provisions of the Americans with Disabilities Act ("ADA"), which requires that a meeting, program or event or materials at a meeting, program or event be provided in an accessible format in response to a request. All special ADA accommodations shall be provided by the sponsoring organization or group.

The Library Director is authorized to establish reasonable rules and regulations governing the use of Library Meeting Rooms. The Library Director is the final authority in determining use of Library Meeting Rooms.

The Library reserves the right to waive portions of this Policy to accommodate library or library-sponsored activities, functions, meetings, programs or events.

Endorsement

The Library is not responsible for the content of meetings, programs or events held on the premises. Use of a library meeting room by an organization or group does not constitute Library endorsement of the philosophies, practices or viewpoints of presenters, participants or attendees. Organizations or groups reserving use of the meeting room are responsible for their own publicity. All publicity, including any written, electronic and broadcast publicity materials about the meeting, program or event, must state that the Bellwood Public Library neither sponsors nor endorses the organization or group and its program.

Reservations

Meeting rooms may be reserved only by a person 18 years of age or older, with a current Bellwood Public Library card in good standing. Applications for use of a meeting room may be made on the form provided and submitted to Library staff as far in advance as possible, at least seventy-two (72) hours in advance of the meeting, program or event time. Applications are not confirmed until approved. Reservations will be booked in the order of their application date.

Authorization to use the Library's meeting rooms is not transferable or assignable to any other organization, group or individual. Attendance in meetings, programs or events in Library meeting rooms may not exceed room capacity established by the Village of Bellwood Fire Department.

It is the responsibility of the applicant to be present at the time of use of the meeting room to ensure compliance with this Policy and all Library policies and use of the meeting room only as specified in the application.

The applicant is responsible for the willful or accidental damage of the Library building, grounds, furnishings, equipment, property or materials which may occur as a result of the use of the meeting room by the applicant or by the organization or group or any of its attendees, presenters or participants. Any personal injury must be reported promptly to Library staff.

Organizations or groups that wish to use a meeting room for a series of meetings need to submit only one signed application form in advance of the first meeting, accompanied by a schedule of the meeting dates and times. Twelve (12) meetings per calendar year per organization or group may be scheduled. No organization or group may reserve a meeting room more than once per month.

All organizations or groups must provide at least one (1) business day notice of cancellations. When an organization or group finds it necessary to cancel a reservation, the Library staff is to be notified immediately. In the event an organization or group misses three (3) meetings in a calendar year without providing the Library notice of cancellation at least 1 business day in advance of the scheduled meeting, the organization's or group's remaining meetings, if any, will be cancelled. In order to reserve a meeting room again, the organization or group must re-submit an application. Meetings already held that year will count toward their 12 meeting limit for that calendar year.

The Library reserves the right to change or cancel previously approved meeting room reservations. Advance notice will be given to the extent feasible. The Library reserves the right to alter, amend, modify or otherwise change this Policy at any time, with or without advance notice.

Meeting Rooms

The Arnie Bryant Community Room is located in the lower level of the Library at 600 Bohland Avenue. It is accessible by an elevator and has a nearby handicapped-accessible restroom. The meeting room has an emergency exit to the Bohland Avenue street level. Room capacity is as established by the Village of Bellwood Fire Department.

Set up of the meeting room for the purpose of the meeting, program or event is the sole responsibility of those using the room, not the Library staff. The meeting room must be left in a clean, orderly condition and all refuse placed in the disposal containers provided.

Hours of Use

The meeting rooms are available to organizations or groups during the Library's normal operating hours. Meetings, programs and events must terminate as scheduled or at least 15 minutes before closing so that the meeting room is cleared and the doors can be timey locked at the Library's normal closing time.

General Rules & Regulations

1. Library staff will notify the organization or group when it is 15 minutes before the time set for the meeting, program or event to conclude.
2. The Library cannot and does not provide storage space for equipment or supplies nor can it supply porter service into the facility.
3. Only the Library's name and address may be used on any publicity or promotional materials for a meeting, program or event in the meeting room; the Library's telephone number and logo may not be used for any purpose. No users may use or list the Library's address as a mailing address or use meeting rooms as a site for conducting business operation(s).
4. The applicant reserving the meeting room is responsible for reimbursing the Library for any loss or damage that occurs to the Library building, grounds, furnishings, equipment, property or materials as a result of the use of the meeting room by the applicant or by the organization or group or any of its attendees, presenters or participants. A minimum of $50.00 will be charged to cover such loss or damage to the Library building, grounds, furnishings, equipment, property or materials. Loss or damage to the library building, grounds, furnishings, equipment, property or materials exceeding the minimum $50.00 charge will be forwarded to the applicant and shall require further reimbursement by the applicant.
5. Publicity announcing meetings, programs or events in the meeting rooms must be approved by the Library Director. Only activities sponsored by the Library may be advertised by the Library.
6. Library staff cannot answer questions about non-library-sponsored meetings, programs or events except to confirm the time and place. Users may provide a notice of the meeting, program or event and request the Library to post it on the Library's Community Information bulletin board.
7. Meetings, programs or events of organizations or groups comprised of members or attendees under eighteen (18) years of age must have an adult sponsor present at all times during the meeting, program or event.
8. The Library is not responsible for losses or damages incurred by any organization or group due to cancellation of the meeting, program or event by the Library.
9. No alcoholic beverages are allowed in the Library, including in any of the meeting rooms. Lidded non-alcoholic beverages are acceptable in meeting rooms and must remain lidded at all times.
10. Food is not permitted in the Library, including in any of the meeting rooms, except at library or library-sponsored activities, functions or programs, and permissible food in areas, if any, expressly designated by the Library.
11. Loud speakers, bullhorns and/or other amplification equipment and artificial noisemakers are not permitted in the Library, including in any of the meeting rooms.

12. Displays, posters and plaques belonging to the organization or group using the meeting room may be displayed only during the time of the meeting, program or event. The Library is not responsible for storing such items between meetings, programs or events.
13. All outside equipment and material brought in the meeting rooms or the Library's premises by the applicant or the organization or group or any individual attending, presenting, sponsoring or participating in meeting room activities must be removed from the Library's premises immediately after the meeting, program or event has concluded.
14. The public liability insurance coverage of the Library does not cover the negligence of the applicant or any group or organization using the meeting room or any of its members, attendees, presenters or participants; nor does it protect the applicant or the group or organization in the event any claim or suit is brought against it.
15. Meeting room applicants agree to indemnify, defend and hold harmless the Bellwood Public Library, its officials, officers and employees from and against any and all actions, claims or suits for any accident, personal injury or damage or loss of personal property which may occur on Library premises as a result of the use of the Library meeting room by the applicant or by the organization or group or any of its attendees, presenters or participants to the fullest extent permitted by law.

Adopted 5/16/2023.

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352

APPLICATION FOR MEETING ROOM USE
AND
HOLD HARMLESS AGREEMENT

Application Date:	
Organization/Group Name:	
Specific Purpose of the Meeting(s):	

Dates(s) and Time(s) requested (if more space is required, attach a separate sheet):

Day	Date	Time (example:1:00-3:00)		Day	Date	Time:

Room requested:	Large (limit ____ persons)

___I have read the Bellwood Public Library's Meeting Room Policy and agree to comply with all rules and regulations as set out in the Policy and with all Library policies, including but not limited to the Library's Rules for Patron Behavior Policy.

___I understand that that Bellwood Public Library meeting rooms may not be used for: (1) private and social functions, which are defined as a function solely for entertainment through companionship with friends or associates, including but not limited to anniversaries, birthday parties, showers, weddings, and social club parties; (2) meetings, events or programs (including, but not limited to, presentations, workshops and seminars) involving the sale, advertising, solicitation or promotion of commercial products or services immediately or at a future time or for the immediate or ultimate gain of a for-profit business or agency or that are of a primarily commercial nature; (3) fund-raising activities; (4) gambling activities, including but not limited to, bingo, drawings, lotteries, raffles, and games of chance for monetary prizes, goods, products or other items of value, except bingo at Library or Library-sponsored activities, functions, meetings, programs or events; (5) any activity that disrupts or interferes in any way with normal

Library operations or services; which by their nature are not suitable for the Library's facilities, including but not limited to, theatrical productions; creates a safety hazard, security risk or threat to public health, safety or property; or violates Library policies or rules, including but not limited to, the Library's Rules for Patron Behavior Policy, or local, state or federal law.

___ I understand the Library, its officials, officers and employees, do not assume responsibility for any accident, personal injury or damage or loss of personal property which may occur as result of the use of the Library's meeting room by the undersigned or by the above organization or group or any of its attendees, presenters or participant.

___ **HOLD HARMLESS AGREEMENT**. I agree to indemnify, defend and hold harmless the Bellwood Public Library, its officials, officers and employees from and against any and all actions, claims or suits for any accident, personal injury, or damage or loss of personal property which may occur on Library premises as a result of and/or arising in whole or in part from the use of the Library meeting room by the undersigned or by the above organization or group or any of its attendees, presenters or participants to the fullest extent permitted by law, except that arising out of the sole negligence or willful misconduct of the Bellwood Public Library, its officials, officers or employees.

___ I further agree to reimburse the Bellwood Public Library for any and all willful and/or accidental damage that occurs to the library building, grounds, furnishings, equipment or materials resulting from or due to the use of the Library meeting room by the undersigned or by the above named organization or group or any of its attendees, presenters or participants.

Applicant Signature:

Print Name:

Address:

Phone Number:

Email Address:

Bellwood Public Library Card #:

Adult Sponsorship Clause (if meeting is for persons under the age of 18)**:**

I am over the age of 18 and agree to be the adult sponsor present at the meeting(s):

Signature:

Print Name:

BELLWOOD PUBLIC LIBRARY
MEETING ROOM DEPOSIT

Date:	
Organization or Group Name:	
$50.00 Deposit Received from: (member's name)	
Member's phone number:	
Member's address:	
Deposit Received by: (staff member's name)	

After meeting(s) are over, please return deposit check to:

Name:	
Address:	

For staff use only

At time of deposit make a photocopy this sheet, with check attached, for the organization member depositing the check.

Complete after meeting(s) are over:

Staple
Deposit
Check
Here

Deposit returned to person named above	_	by mail	_	in person
Date:				
Staff member's signature				

Library keeps this form when deposit is returned in person.
When deposit is returned by mail, this form is mailed to the patron and a photocopy is retained by the library.

5.12 Rules for Patron Behavior

The Bellwood Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use its facilities, collections and services without being disturbed or impeded, and providing library patrons and staff a safe and comfortable environment. The Local Library Act provides the Board of Trustees with the general power to carry out the spirit of the Act in establishing and maintaining the library and providing library services and the specific power "to exclude from the use of the library any person who willfully violates the rules prescribed by the board." So that all persons may enjoy the benefits of the library, all patrons visiting or using the library must comply with the following policies and rules established by the Board of Trustees.

The following will not be allowed in the Library:

1. Any activity or behavior that materially disrupts or impedes patrons in their use of, or access to, library facilities, collections or services or the ability of staff to perform its duties. This includes, but is not limited to, deliberate disruption or interference with library functions, operations or procedures, violation of library policies and/or activity or behavior that creates or could create excessive noise or disruption.

2. Use of profanity or abusive language.

3. Any action, activity or behavior that endangers the safety or health of others, creates an unsafe environment, safety hazard, security risk or that causes a public health threat. This includes, but is not limited to, abuse, harassment or intimation of library patrons, staff or others visiting or using the library through words or action, arguing, fighting, or violence or threats of violence.

4. Theft, vandalism or deliberate destruction of library facilities, materials or property, or the deliberate misuse or tampering of library facilities, materials or property.

5. Violation while in the library of any federal, state, or local law.

6. Solicitation, petitioning or asking for signatures, conducting unauthorized surveys, distribution of non-library leaflets or other materials, posting notices or similar activity while in the library, except as authorized by the library.

7. Playing in the library parking lots and/or around the entrances to the building or blocking any entrances or aisles.

8. Running in the library.

9. No alcoholic beverages are permitted in the library, except lidded non-alcoholic beverages are acceptable but are not allowed in the computer areas. Food is not permitted in the library, except at library or library-sponsored activities, functions or programs, and permissible food in areas, if any, expressly designated by the Library.

10. Smoking in the library or within a distance of 15 feet from library entrances, open windows and ventilation intakes that serve an enclosed area, including inhaling of, exhaling of, burning of, or carrying any lighted cigar, cigarette, pipe, e-cigarette, marijuana or other plant in any manner or in any form; or chewing tobacco and the possession of spittoons; or using lighters, matches, candles or any other open flame(s) or incendiary device(s) in the library, including fireworks.

11. Bringing in weapons of any kind or any other item designed to harm a person, animal or property, including but not limited to, firearms, rifles, handguns, BB guns, switchblades, knives and/or explosives or explosive device(s).

12. Entering the library without shoes or clothing covering both the upper and lower torso or removing shoes or clothing while inside the library.

13. Leaving children under 8 years of age unattended. Children under 8 years must be supervised at all times by a parent, legal guardian or other responsible caregiver.

14. Leaving personal belongings unattended. Library users must keep their personal belongings with them at all times; the library is not responsible for belongings left unattended.

15. Bringing in animals, except for service animals and service animals in training.

16. Use of cellular phone or pager that creates excessive noise or in any way disrupts patrons or staff. Cellular phone or pager must be put on either silent, vibrate or turned off while in the Library. Library users may be asked to use their phones outside the library.

17. Use of audio or other electronic devices that creates excessive noise or in any disrupts patrons or staff. Earbuds or headphones must be used for all audio devices or other electronic devices while in the library. No sound should be coming from audio or other electronic devises or computers.

18. Use of amplification equipment and/or artificial noisemakers.

19. Refusing to identify yourself to library staff when requested and/or refusing to leave the library at closing time or as directed by library staff.

20. Panhandling and/or loitering.

21. Removing library materials from the building without checking them out or authorization.

22. Being under the influence of alcohol or drugs; or possession or consumption of alcohol or controlled substance(s) in the Library.

23. Laundering or washing clothes or shaving or bathing in the Library.

24. Bodily hygiene or unsanitary belongings that is offensive, disrupts or impedes the use of the library by staff or patrons or constitutes a nuisance.

Additional Patrons' Rules and/or Responsibilities:

25. All patrons visiting or using the library are expected to observe the rights of other patrons and library staff, and to use the library for its intended purposes.

26. Library users must clean up their area before leaving and throw trash away.

27. The Library reserves the right to limit the number of people who may sit together at a table in order to promote a quiet environment. Furniture may not be rearranged.

28. The Library's Teen Space is intended as a safe place for teens between the ages of 13-18 years and their tutors or caregivers. Other library patrons are permitted to use the space when they require the collections or materials that are only available in that space, but they will not be permitted to use the space for general reading, studying or hanging out.

A patron (including any minor) who engages in activity or behavior that violates these policies and rules or any other library policy shall cease such activity or behavior immediately upon request by library personnel.

If, following a request, the patron fails or refuses to comply or responds in an abusive fashion, he or she will be required to leave the library immediately for the balance of that day and identification will be requested. If such patron fails or refuses to leave after being asked to do so, poses a danger to himself or others or deliberately violates the law, the police will be summoned.

Library personnel will record instances in which patrons are required to leave the Library in a ledger maintained by the Library for that purpose. Upon the fourth (4th) instance in which a patron is required to leave the library within a 30-day period, the Library Director shall bar the patron from use of the library for a period of 30 days.

MINORS: In such instances involving minors, the minor will be warned at least two (2) times before being asked to leave the library for the balance of day. Identification will be requested and the incident may be reported to the parent or guardian. The Library will reasonably attempt to notify parents or guardians of minors after the third (3rd) instance in which a minor is required to leave the library and advised of the consequences of any further instances. Upon the fourth (4th) instance in which a minor is required to leave the library within a 30-day period, the Library Director shall bar the minor from use of the library for a period of 30 days, and the Library will reasonably attempt to notify the parent or guardian of the minor.

A patron or parent of a minor who wishes to appeal such exclusion may do so by submitting a written request to the Library Director within 14 days of the date of the exclusion. The written request will be reviewed and a decision will be sent by email or by U.S. postal mail. The decision of the Library Director will be final. The period of exclusion will remain in force during the review period.

In the event a barred patron attempts to enter the library during any such period of exclusion, the police will be summoned and informed of the prior action.

In the event the patron (including any minor) persists in abusive or disruptive behavior following such a period of exclusion, the Library Director shall report to the Board of Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron.

A patron or parent of a minor who wishes to appeal the decision of Board of Trustee for a long-term exclusion may do so by submitting a written request to the Library Director within 30 days of the date of the exclusion. The written request will be reviewed and a decision will be sent by email or by U.S. postal mail. The decision of the Board of Trustees will be final. The period of exclusion will remain in force during the review period.

The Library Director is authorized to exclude from the library any person who engages in behavior that violates these rules.

The Library reserves the right to amend this Rules for Patron Behavior policy at any time.

Adopted 06/13/2023.

5.14 Food in the Library Policy

The Bellwood Public Library strives to create a welcoming, clean and comfortable environment for the public Food, in the form of light meals or simple snacks, is allowed only in the following three (3) designated public areas:

1) The **Snack Spot** in the **Adult Area** on the main floor
2) The **Munchin' Nook** in the **Teen Area** on the lower level
3) The **Tiny Bites Table** in the **Youth Area** on the main floor.

All patrons using or visiting the library are expected to comply with the following guidelines when consuming food and beverages in the building:

I. Food may be consumed only in designated areas or during designated library or library-sponsored activities, functions or programs.

   A. Allowable foods in the designated areas are limited to pre-packaged light meals and/or simple snacks; for example, a wrapped small, cold simple sandwich or small trail mix package. Lidded non-alcoholic beverages are acceptable but are not allowed in computer areas, and must remain lidded at all times. Open containers, whether of any food or beverage, is not allowed.

   B. Foods or full meals, including but not limited to, any hot (or originally prepared hot and allowed to cool down), greasy, messy, or sticky foods (for example, pizza, burgers, and fries) and food with aroma or odor that can be smelled from outside designated areas is not allowed.

   C. Food and beverages may not, in any case, interfere with the use of the library by others or staff.

D. Food and beverages may, from time to time and at the library's sole discretion, be provided at library or library-sponsored activities, functions or programs, and must be consumed at the location of activities, functions or programs, in the above designated areas, or as may otherwise be designated by the library.

II. Food delivery, whether for individuals or groups, is not allowed at the library, except for pre-arranged and pre-approved meetings in designated spaces.

III. Library staff is not allowed to heat up food for library patrons.

IV. Spills must be reported immediately to staff. All trash must be properly disposed of before leaving an area. All individuals and groups are responsible for their own clean-up of all food or beverage wrappings or containers.

A. Patrons who fail or refuse to clean up appropriately will no longer be allowed to consume any food or beverages in designated areas, and will result in a violation of library.

V. Unattended food or beverages will be discarded.

VI. The Library is aware that reaction of individuals to food allergies may result in serious medical conditions and reminds all persons with food allergies that:

A. From time to time, food is served during library or library-sponsored activities, functions or programs.

B. Persons with food allergies are responsible for monitoring any food served by the library.

C. Responsibility for monitoring minors rests entirely with the parent/guardian/caregiver.

D. The Library does not monitor ingredients in food brought in by outside individuals or groups.

Adopted 10/14/2025.

* * *

EXHIBIT A
BELLWOOD PUBLIC LIBRARY
LIBRARY DIRECTOR SELF-EVALUATION

INSTRUCTIONS: *The Library Director will email a copy of his/her completed Library Director Self-Evaluation form to the Board members in January and in advance of the regular **January** Board Meeting.*

*At the **January** Board Meeting, the Library Director shall include in his/her monthly report a written statement that all annual performance evaluations of all library staff for the preceding year have been completed by the Library Director or any department heads or supervisors and filed in the appropriate personnel files.*

RATING SCALE

Performs Unacceptably	Performs Marginally	Performs Satisfactorily	Performs High Level	Performs Outstanding
1	2	3	4	5

1) Administration and Board Relationship

a)	Provides Library Board Members with appropriate, adequate and timely information for decision making in the following areas:						
	(1)	Budget	1	2	3	4	5
	(2)	Personnel	1	2	3	4	5
	(3)	Facilities	1	2	3	4	5
	(4)	Procedures/Policies	1	2	3	4	5
	(5)	Technology	1	2	3	4	5
	(6)	Contracts and Services	1	2	3	4	5
b)	Works cooperatively with Library Board.		1	2	3	4	5
c)	Keeps the Library Board informed about issues, needs and operation of the Library.		1	2	3	4	5
d)	Efficiently coordinates and oversees day-to-day library operations.		1	2	3	4	5
e)	The Library is making progress on its Strategic Plan.		1	2	3	4	5
f)	Buildings & grounds are kept up and needed repairs or maintenance are done on a timely & cost-effective basis.		1	2	3	4	5

Comments:_____

_____

_____

2) Public/Community Relations

a)	Promotes professional image to public.	1	2	3	4	5
b)	Level of patron satisfaction.	1	2	3	4	5

c)	Level of customer service.	1	2	3	4	5
d)	Consistent application of policies related to or affecting the public.	1	2	3	4	5
e)	Awareness of and response to community needs.	1	2	3	4	5
f)	Library services are effectively communicated to the public.	1	2	3	4	5
g)	Mechanisms are in place to hear from patrons and the community-at-large.	1	2	3	4	5

Comments:_____

3) Personnel Management and Development

a)	Work is effectively assigned and appropriately delegated.	1	2	3	4	5
b)	Job descriptions are clear and current; performance evaluations are conducted regularly and with proper documentation.	1	2	3	4	5
c)	Provides and promotes staff development.	1	2	3	4	5
d)	Federal and state regulations, as well as library policies, are effectively communicated and implemented.	1	2	3	4	5
e)	Addresses performance issues & takes actions necessary to correct problems, both with staff and themselves.	1	2	3	4	5

Comments:_____

4) Financial Management

a)	Library follows sound and financial practices with proper control and accounting.	1	2	3	4	5
b)	Makes well-supported budgeting recommendations to the Board.	1	2	3	4	5
c)	Library operates within approved budget guidelines.	1	2	3	4	5
d)	Official records and documents are maintained in compliance with federal, state and local regulations and reporting requirements.	1	2	3	4	5

e)	Additional or potential sources of revenue or finance for programs and services are consistently explored, developed or proposed.	1	2	3	4	5
f)	Understands and efficiently supervises the financial accounting programs for the Library.	1	2	3	4	5

Comments:_____

5) Professional Awareness, Development, Activity

a)	Takes initiative to identify new, innovative or expanded:					
	(1) Service needs.	1	2	3	4	5
	(2) Facility needs.	1	2	3	4	5
b)	Seeks out or participates in job-related education, training and/or continuing education opportunities to improve job skills or to maintain adequate knowledge of current library science practices.	1	2	3	4	5
c)	Has completed the responsibilities and duties outlined in the Library Director's Job Description.	1	2	3	4	5
d)	Personal Characteristics that impact job performance:					
	(1) Cooperative attitude	1	2	3	4	5
	(2) Communicates clearly and concisely.	1	2	3	4	5
	(3) Exercises good judgment in arriving at decisions.	1	2	3	4	5
	(4) Shows enthusiasm for work.	1	2	3	4	5
	(5) Remains open to ideas, suggestions and Criticisms from the Board.	1	2	3	4	5
	(6) Maintains high standard of ethics, honesty and integrity in personal and professional relationships.	1	2	3	4	5

Comments:_____

6) Overall Performance Rating

Based on your preceding self-evaluation and any comments, check the number you believe best describes your overall performance rating for the evaluation period.	1	2	3	4	5

Comments:_____

_____

_____

7) Describe other noteworthy accomplishments or concerns not covered above where performance Is particularly effective, or could be more effective during the preceding year:

_____
_____
_____
_____
_____

8) What have been your major accomplishments or any special projects you worked on or completed during the preceding year (this review period)?

_____
_____
_____
_____
_____

9) Have there been any special circumstances that have helped or hindered you in performing your job during the preceding year? If so, please describe.

_____
_____
_____
_____
_____

10) Please discuss how you feel about your work environment.

_____
_____
_____
_____
_____

11) What would you like to see changed in the operation and/or the organization of the Library?

_____
_____
_____
_____
_____

12) What goals and/or objectives would you like to attain in the current year?

_____
_____
_____
_____
_____

DATE: _____ **DIRECTOR'S SIGNATURE**: _____

EXHIBIT B
BELLWOOD PUBLIC LIBRARY
LIBRARY DIRECTOR EVALUATION

INSTRUCTIONS: *The Library Director will email a copy of his/her completed Library Director Self-Evaluation form to the Board members in January and in advance of the regular **January** Board Meeting. Each Board member should separately complete this evaluation form & return it to the Board President or his/her designee and return it to the Board President or his/her designee at least five (5) days in advance of the regular **February** Board Meeting.*

*Use the numerical rating scale below to evaluate the performance of the Director during the preceding (past) year and select the number that best indicates your perception of the Library Director's performance for each of the criteria listed during the preceding (past) year. **For any criteria listed for which you have not had an opportunity to observe, please so indicate by selecting "U"**. Please be specific with any comments, noting both areas of strengths and areas of improvement. **Any rating of 1 or 2 must include an explanation in the "Comments" section.***

*In advance of the regular **February** Board meeting, the Board President or his/her designee will consolidate the members' individually completed evaluation forms into one summary evaluation. Specific written comments will be recorded verbatim thereon. At the regular **February** Board Meeting, or at such other meeting as is reasonably convenient and held in advance of the regular **March** board meeting, the Board will then meet in a closed session to review the director's self-evaluation, the summary evaluation and all proposed goals or objectives.*

*In advance of the regular **March** Board Meeting, the Board President or his/her designee will prepare a Collective Library Director Evaluation. At the regular **March** Board meeting, or at such other meeting as is reasonably convenient and held prior to the end of March, the Board will meet in closed session with the Library Director to discuss the director's collective evaluation. A copy of the collective evaluation will be provided to the Library Director during this closed session. The Library Director may respond in person or in writing to the Board. The Library Director's salary for the new (or current) fiscal year will be set in open session at the regular **March** Board Meeting, or at any such other meeting as is reasonably convenient and held prior to the end of March.*

RATING SCALE

Performs Unacceptably	Performs Marginally	Performs Satisfactorily	Performs High Level	Performs Outstanding	Unknown
1	2	3	4	5	U

1) Administration and Board Relationship

a)	Provides Library Board Members with appropriate, adequate and timely information for decision making in the following areas:							
	(1)	Budget	1	2	3	4	5	U
	(2)	Personnel	1	2	3	4	5	U
	(3)	Facilities	1	2	3	4	5	U
	(4)	Procedures/Policies	1	2	3	4	5	U
	(5)	Technology	1	2	3	4	5	U
	(6)	Contracts and Services	1	2	3	4	5	U
b)	Works cooperatively with Library Board.		1	2	3	4	5	U
c)	Keeps the Library Board informed about issues, needs and operation of the Library.		1	2	3	4	5	U

d)	Efficiently coordinates and oversees day-to-day library operations.	1	2	3	4	5	U
e)	The Library is making progress on its Strategic Plan.	1	2	3	4	5	U
f)	Buildings & grounds are kept up and needed repairs or maintenance are done on a timely & cost-effective basis.	1	2	3	4	5	U

Comments:_____

2) Public/Community Relations

a)	Promotes professional image to public.	1	2	3	4	5	U
b)	Level of patron satisfaction.	1	2	3	4	5	U
c)	Level of customer service.	1	2	3	4	5	U
d)	Consistent application of policies related to or affecting the public.	1	2	3	4	5	U
e)	Awareness of and response to community needs.	1	2	3	4	5	U
f)	Library services are effectively communicated to the public.	1	2	3	4	5	U
g)	Mechanisms are in place to hear from patrons and the community-at-large.	1	2	3	4	5	U

Comments:_____

3) Personnel Management and Development

a)	Work is effectively assigned and appropriately delegated.	1	2	3	4	5	U
b)	Job descriptions are clear and current; performance evaluations are conducted regularly and with proper documentation.	1	2	3	4	5	U
c)	Provides and promotes staff development.	1	2	3	4	5	U
d)	Federal and state regulations, as well as library policies, are effectively communicated and implemented.	1	2	3	4	5	U
e)	Addresses performance issues & takes actions necessary to correct problems, both with staff and themselves.	1	2	3	4	5	U

Comments:_____

4) Financial Management

a)	Library follows sound and financial practices with proper control and accounting.	1	2	3	4	5	U
b)	Makes well-supported budgeting recommendations to the Board.	1	2	3	4	5	U
c)	Library operates within approved budget guidelines.	1	2	3	4	5	U
d)	Official records and documents are maintained in compliance with federal, state and local regulations and reporting requirements.	1	2	3	4	5	U
e)	Additional or potential sources of revenue or finance for programs and services are consistently explored, developed or proposed.	1	2	3	4	5	U
f)	Understands and efficiently supervises the financial accounting programs for the Library.	1	2	3	4	5	U

Comments:_____

5) Professional Awareness, Development, Activity

a)	Takes initiative to identify new, innovative or expanded:						
	(1) Service needs.	1	2	3	4	5	U
	(2) Facility needs.	1	2	3	4	5	U
b)	Seeks out or participates in job-related education, training and/or continuing education opportunities to improve job skills or to maintain adequate knowledge of current library science practices.	1	2	3	4	5	U
c)	Has completed the responsibilities and duties outlined in the Library Director's Job Description.	1	2	3	4	5	U
d)	Personal Characteristics that impact job performance:						
	(1) Cooperative attitude	1	2	3	4	5	U
	(2) Communicates clearly and concisely.	1	2	3	4	5	U
	(3) Exercises good judgment in arriving at decisions.	1	2	3	4	5	U

(4)	Shows enthusiasm for work.	1	2	3	4	5	U
(5)	Remains open to ideas, suggestions and criticisms from the Board.	1	2	3	4	5	U
(6)	Maintains high standard of ethics, honesty and integrity in personal and professional relationships.	1	2	3	4	5	U

Comments:_____

6) Overall Performance Rating

Based on the preceding evaluation and any comments, check the number which best describes the Library Director's overall performance rating for the evaluation period.	1	2	3	4	5	*

Comments:_____

7) Describe other noteworthy accomplishments or concerns not covered above where performance Is particularly effective, or could be more effective during the preceding year:

_____

8) What goals and/or objectives would you recommend for the Library Director for the current year? Please suggest no more than two (2) goals and/or objectives and the rationale for selecting them.

_____

Thank you for your participation.

EXHIBIT C

BELLWOOD PUBLIC LIBRARY

COLLECTIVE LIBRARY DIRECTOR EVALUATION

Employee Name: _____ **Period of Review:** _____

Total Completed Individual Evaluation forms: _____ **Date of Review:** _____

INSTRUCTIONS: *The overall rating listed for each of the criteria below is the average of all members' individually completed evaluation forms. If a member indicated "U" for any particular criteria or did not enter a rating, such entry is recorded and incorporated herein but is not be used in compiling the overall rating for the criteria.*

The ratings entered for each criteria by each member on individually completed evaluation forms must be recorded and incorporated herein. Specific written comments made by a member on his/her individually completed evaluation form that are related to criteria rating(s) are recorded verbatim herein. Goals and/or objectives, if any, set by the Board for the Library Director for the current (new) year may be set out on this form or in a separate document attached thereto.

RATING SCALE

Performs Unacceptably	Performs Marginally	Performs Satisfactorily	Performs High Level	Performs Outstanding	Unknown	No Entry/Blank
1	2	3	4	5	U	M

		INDIVIDUAL CRITERIA RATINGS	OVERALL
1)	**Administration and Board Relationship**		
a)	Provides Library Board Members with appropriate, adequate and timely information for decision making in the following areas:		
	(1) Budget	_____	_____
	(2) Personnel	_____	_____
	(3) Facilities	_____	_____
	(4) Procedures/Policies	_____	_____
	(5) Technology	_____	_____
	(6) Contracts and Services	_____	_____
b)	Works cooperatively with Library Board.	_____	_____
c)	Keeps the Library Board informed about issues, needs and operation of the Library.	_____	_____
d)	Efficiently coordinates and oversees day-to-day library operations.	_____	_____
e)	The Library is making progress on its Strategic Plan.	_____	_____

f) Buildings & grounds are kept up and needed repairs or maintenance are done on a timely & cost-effective basis. _____ _____

Comments:_____

_____

_____

2) Public/Community Relations

a) Promotes professional image to public. _____ _____

b) Level of patron satisfaction. _____ _____

c) Level of customer service. _____ _____

d) Consistent application of policies related to or affecting the public. _____ _____

e) Awareness of and response to community needs. _____ _____

f) Library services are effectively communicated to the public. _____ _____

g) Mechanisms are in place to hear from patrons and the community-at-large. _____ _____

Comments:_____

_____

_____

3) Personnel Management and Development

a) Work is effectively assigned and appropriately delegated. _____ _____

b) Job descriptions are clear and current; performance evaluations are conducted regularly and with proper documentation. _____ _____

c) Provides and promotes staff development. _____ _____

d) Federal and state regulations, as well as library policies, are effectively communicated and implemented. _____ _____

e) Addresses performance issues & takes actions necessary to correct problems, both with staff and themselves. _____ _____

Comments:_____

_____

_____

4) Financial Management

a) Library follows sound and financial practices with proper control and accounting. _____ _____

b) Makes well-supported budgeting recommendations to the Board. _____ _____

c) Library operates within approved budget guidelines. _____ _____

d) Official records and documents are maintained in compliance with federal, state and local regulations and reporting requirements. _____ _____

e) Additional or potential sources of revenue or finance for programs and services are consistently explored, developed or proposed. _____ _____

f) Understands and efficiently supervises the financial accounting programs for the Library. _____ _____

Comments:_____

_____

_____

5) Professional Awareness, Development, Activity

a) Takes initiative to identify new, innovative or expanded:

(1) Service needs. _____ _____

(2) Facility needs. _____ _____

b) Seeks out or participates in job-related education, training and/or continuing education opportunities to improve job skills or to maintain adequate knowledge of current library science practices. _____ _____

c) Has completed the responsibilities and duties outlined in the Library Director's Job Description. _____ _____

d) Personal Characteristics that impact job performance:

(1) Cooperative attitude _____ _____

(2) Communicates clearly and concisely. _____ _____

(3) Exercises good judgment in arriving at decisions. _____ _____

(4) Shows enthusiasm for work. _____ _____

(5) Remains open to ideas, suggestions and Criticisms from the Board. _____ _____

(6) Maintains high standard of ethics, honesty and integrity in personal and professional relationships. _____ _____

Comments:_____

_____

_____

6) Overall Performance Rating

Based on the preceding evaluation and any comments, check the number which best describes the Library Director's overall performance rating for the evaluation period. _____ _____

Comments:_____

_____

_____

7) Other noteworthy accomplishments or concerns not covered above where performance Is particularly effective, or could be more effective during the preceding year:

_____

_____

_____

_____

_____

8) Goals and/or objectives for the Library Director for the current (new) year:

_____

_____

_____

_____

_____

Date: _____ Board President's signature: _____

Date: _____ Library's Director's signature: _____

The signature of the employee may not indicate agreement; it only indicates that the evaluation was discussed with the employee.

EXHIBIT D

BELLWOOD PUBLIC LIBRARY

BOARD CANDIDATE APPLICATION

NAME:_____ PHONE #:_____ EMAIL:_____

ADDRESS:_____ YEARS LIVED IN BELLWOOD:_____

1. Education:

2. Current Occupation: Other jobs/positions held:

3. Previous or Current Elected or Appointed Position:

4. Does anyone in your family work in politics or government?

5. The single most pressing issue facing our Board and Library is _____, and this is what I intend to do about it.

6. What led you to apply for this position?

7. Why is the Library important to you?

8. What particular qualities do you feel you can bring to the Library Board?

9. What do you see as the role of the Public Library in the community?

10. Share a quote that defines your philosophy:

11. If selected to fill this vacancy what issue(s) would you be most interested in?

12. Can you regularly attend evening meetings on the second Tuesday of each month?

I certify that I am a resident of the Village of Bellwood, a registered voter of the Village, and otherwise meet all the legal requirements to hold a Library Board of Trustee position. I will file a Statement of Economic Interests as required by the Illinois Governmental Ethics Act. **[ ] I agree.**

EXHIBIT E1

Travel/Expense Reimbursement Request Form

Bellwood Public Library

Requestor: _____

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 or daily allowances advanced or pre-paid by the Library must be equal to or less than actual expenses or costs and receipts must be turned in within 30 days after the completion of travel.

ATTACH RECEIPTS/INVOICES HERE

Total Reimbursement amount requested: $_____

Requestor's Signature:_____ **Date:**_____

Approved on *(date)*: _____ **By:** _____

EXHIBIT E2

Travel/Expense Request Form

Bellwood Public Library

Requestor: _____

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 or daily allowances advanced or pre-paid by the Library must be equal to or less than actual expenses or costs and receipts must be turned in within 30 days after the completion of travel.

ATTACH RECEIPTS/INVOICES HERE

Total Reimbursement amount requested: $_____

Requestor's Signature:_____ **Date:**_____

Approved on *(date)*: _____ **By:** _____

EXHIBIT F

NON-TRAVEL Expense Reimbursement Request Form

Bellwood Public Library

Requestor: _____

Job Title/Position: _____

Date(s)/Nature of Business: *(Please state the date and describe the nature of the business and/or the reason for the expense and explain how this is public business relating to or for the Library).*

Attach all receipts/invoices. All expenses advanced or pre-paid must be equal to or less than actual expenses or costs and all original receipts or invoices must be turned in **within 30 days after incurring the expense**. Do not stack receipts on top of each other. Use a separate blank sheet if more room is needed.

ATTACH RECEIPTS/INVOICES HERE

Total Amount of Reimbursement Requested: $_____

Requestor's Name (print): _____ **Date:** _____

Requester's Signature: _____

Date Approved: _____ **Approved By:** _____

EXHIBIT G
Check Request Form
Bellwood Public Library

Check Request Form

Instructions: All Employees must complete this form when placing an order or request for Library-issued check(s) for the advance payment of costs associated with any authorized or approved Library program, event, or other Library business or activities, including for example, a lecturer's or performer's costs. All requests or orders should be completed and submitted in advance of the date of any program or event to the extent it is reasonably practical to do so.

Original invoices or receipts and, if applicable, any contract or agreement, must be included with the submission. If approved or authorized, checks will be issued within three (3) business days of the date of required approval unless a date sooner is directed and approved by the Library Director. All checks issued must be equal to all original receipts or invoices and if applicable, all original contracts or agreements.

Today's Date:_____

Requester's Name: _____

Date Approved: _____ Approved By: _____

Payee's Name: _____

Payee's Address:_____

Date check needed: _____ Amount of Check: _____

Date of Program, Event, or Library Business/Activity: _____

Purpose of Payment: _____

_____

(For example: "for 2 sessions of Chair Yoga")

EXHIBIT H

REQUEST FOR CHECK FOR PETTY CASH REPLENISHMENT FORM

Bellwood Public Library

Instructions: Complete this Request for Check for Petty Cash Replenishment form to replenish the Petty Cash Fund. All signatures must appear on this form. The Petty Cash Fund shall not be replenished more than once a month unless approved in advance by the Board of Trustees at or during an open meeting of the Board.

Date Requested: _____

Requested by—Circulation Manager's Signature: _____

Approval—Library Director's Signature: _____

Date of Approval: _____

Check Number: _____ Date of Check: _____ Amount of Check Issued: _____

ATTACH COPY OF CHECK ISSUED BELOW*:*

EXHIBIT I

PETTY CASH RUNNING TOTAL FORM

Bellwood Public Library

			Running Balance
Date	**Account & Description**	**Amount**	**$ 150.00**

EXHIBIT J

PETTY CASH REQUEST FORM

Bellwood Public Library

Instructions: Complete this Petty Cash Request form. Obtain the required signature of the Library Director. Tape or staple original invoices or receipts below or on a blank sheet of paper stapled to this form. Bring the completed form, together with original invoices or receipts attached thereto, to the Circulation Manager (the Petty Cash Custodian).

Reimbursement from petty cash will be issued within three (3) business days of submission of a request with all necessary documentation/information. The Circulation Manager as the Petty Cash Custodian will notify the employee or the Library Director by email or telephone when the reimbursement is ready. The employee must then sign the Petty Cash Request form acknowledging receipt of the reimbursement made from petty cash funds.

Date Requested: _____ Department: _____

Employee Requesting Reimbursement from Petty Cash: _____

Approval—Library Director's Signature: _____

Date/Description of Goods or Materials:

Money Received: Employee Signature

Verified & Received by: Signature of Custodian

Date

Date

ATTACH RECEIPT(S) BELOW: *(**Please do not stack receipts on top of each other**--use separate blank sheet if more room is needed).*

EXHIBIT K
ADVANCE OF PETTY CASH FUNDS AGREEMENT
Bellwood Public Library

_____, the Employee, requests petty cash funds be advanced for purchase of incidental goods or materials immediately necessary for conducting official Library business not in excess of $25.00.

The Employee acknowledges that the Custodian of the Petty Cash Fund has paid to Employee an advance of Petty Cash in the amount as set forth in the Advance Receipt of Petty Cash portion below in order to allow the Employee to purchase the goods or materials approved by Library Director and otherwise in accordance with the Library's Petty Cash Fund Policy. The Employee agrees to reimburse to the Custodian any amount advanced in excess of the actual allowable expense(s) of the goods or materials purchased. If the Reconciliation Statement below indicates that the estimated expenses or costs exceed actual expenses or costs, the Employee will reimburse the petty cash fund the advanced amount in excess thereof and not expended within three (3) business days. No further advancements shall be allowed if the employee fails to make such reimbursement.

The Employee agrees to provide actual receipts/invoices that detail the name and address of the retailer, vendor or store, total amount paid, and date of purchase for all goods or materials purchased. Purchases are restricted to those as authorized by the prior approval of the Library Director and law, and must be in compliance with Library's Petty Cash Fund Policy.

Advance Receipt of Petty Cash Fund

Date of Disbursement	Amount Advanced	Purpose of Advancement of Petty Cash

Employee Receiving Advance Signature: _____ Date: _____

Library Director's Signature: _____ Date: _____

Issuing Custodian's Signature: _____ Date: _____

Reconciliation Statement and Return Receipt of Petty Cash Fund

Date Returned	Amount Advanced	Actual Expenses	Amount Returned	Amount Due

Employee's Signature: _____ Date: _____

Receiving Custodian's Signature: _____ Date: _____

EXHIBIT L

BELLWOOD PUBLIC LIBRARY

Statement of Purpose for Collection of Social Security Numbers—Identity Protection Act

The Identity Protection Act *(5 ILCS 179/1 et seq.)* requires each local government agency to draft, approve, and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This Statement of Purpose is being provided to you because you have been asked by the Bellwood Public Library to provide your SSN or because you requested a copy of this Statement.

Why does Bellwood Public Library collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services: employment eligibility verification, payroll and tax purposes, retirement and pension plan purposes, employment benefit plan purposes, and background checks; and/or
- Other: _____

What does Bellwood Public Library do with your Social Security number?

- We will use your SSN only for the purpose for which it was collected.
- We will not do any of the following:
  - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
  - Publicly post or publicly display your SSN;
  - Print your SSN on any card required for you to access our services;
  - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
  - Print your SSN on any materials that are mailed to you, unless State or Federal law requires the number be on the documents mailed to you or unless we are confirming the accuracy of your SSN.

Questions or Complaints about this Statement of Purpose:

Write to:

Bellwood Public Library
Attn: Library Director
600 Bohland Avenue
Bellwood, Illinois 60104

EXHIBIT M

BELLWOOD PUBLIC LIBRARY

REQUEST FOR RECONSIDERATION OF MATERIALS

Registered Patron's Name: _____

Address: _____

_____

Telephone: _____ **Email:** _____

Request Represents: _____ Individual

_____ Organization *(full name)* _____

_____ Other *(specify)* _____

Type of Material or Item *(describe)*: _____

_____

Reason for Complaint: _____

_____

_____

_____

_____

Author/Artist: _____

Title/Label: _____

Publisher or Distributor: _____

1. Have you read, listened to or viewed the entire material?

_____

(a) If not, what parts or section did you read, listen to, or view?

_____

2. To what in the material do you object? *(Please be specific; cite pages, parts or sections)*

_____

_____

3. What good or valuable features do you find in the material?

_____

_____

_____

4. What do you believe is the theme or topic of this material?

_____

_____

5. What do you feel might be the result of reading, listening to or viewing this material?

_____

_____

_____

6. Have you read any reviews of this material?

_____

(a) If yes, please specify:

_____

_____

7. Do you think this material would be more appropriate for a different age group? Please explain:

_____

_____

8. What would you like the library to do about this material?

_____

_____

9. Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? _____

(a) If yes, please specify:

_____

Have you read the Bellwood Public Library Collection Management Policy *(which is also available the Library's web site)***?** _____

Date: _____ **Signature:** _____

EXHIBIT N

BELLWOOD PUBLIC LIBRARY

APPLICATION FOR DISPLAY CASE

Applicant's Name: _____ **Date:**_____
(Full legal name of organization, if applicable)

Applicant's Address: _____
_____

Telephone No: _____ **Email:** _____

Exhibit or Display Title: _____

Purpose of the Exhibit or Display: _____
_____

Describe the Exhibit or Display: _____
_____
_____

Date(s) Requested *(the Bellwood Public Library does not guarantee that the date(s) requested can be accommodated)*: _____

I hereby acknowledge that I have read and received a copy of the Library's <u>Exhibit and Display Space Policy</u> and agree to comply with all of the terms, conditions and provisions contained therein. I hereby understand and agree that the Bellwood Public Library assumes no liability for damage, theft or any other loss relating to any exhibit set up for public viewing in the Library and will take no extraordinary measures or otherwise assume any responsibility to ensure its safety, preservation or protection. I agree to assume fully responsibility for any damage caused to the Library's premises, equipment or furnishings as a result of or relating to my use of the display space.

_____
Applicant's Signature

<u>Sponsorship Information</u>:
(NOTE: If the applicant is under the age of 18 years, an adult sponsor must be sponsor the application and exhibit and must be present during any set-up and take-down of the exhibit or display)

Sponsor Name: _____
Sponsor Address: _____
Sponsor Telephone No: _____ **Sponsor Email:**_____
Sponsor's Signature: _____

LIBRARY USE ONLY: *Approved Exhibit or Display Date(s):*_____

Library Director or Designee: _____ *Date:* _____