

OGLESBY PUBLIC LIBRARY DISTRICT POLICY MANUAL

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Oglesby Public Library Circulation Policy

The library is supported by taxes levied by the Oglesby Public Library District Board of Trustees for those persons residing within the library district.

The primary purpose of this library is to provide library services to residents in the library district. Special provisions will be made to non-residents wishing to use the library. Out-of-district library cards are available to non-district residents for an annual fee. The fee shall be reviewed yearly by the Board of Trustees.

A person living in the district is eligible to receive a library card when he/she is five years old.

Length of Loans

The Oglesby Public Library circulates materials in a variety of formats including books, magazines, audiobooks, videos and DVDs. The following terms of loan are applicable as indicated:

Item Type	Length of Loan	# allowed	Renewals
Books	2 weeks	Staff reserve the right to limit the number allowed based on class projects and user performance.	2 two week renewals unless prior holds
Audiobooks	2 weeks	Staff reserve the right to limit the number allowed based on class projects and user performance.	2 two week renewals unless prior holds
Magazines	1 week	Staff reserve the right to limit the number allowed based on class projects and user performance.	1 one week renewal unless prior holds
Music	2 weeks	Staff reserve the right to limit the number allowed based on class projects and user performance.	2 two week renewals unless prior holds
DVDs & Videos	1 week	4	1 week
Reference	Non-circulating.	0	0
Local History	Non-circulating.	Contact Library Director for special circumstances.	0

Lost, Damaged, and Overdue Items

The Board of Trustees is invested with the specific power under the Public Library Act to provide, by ordinance, fines and penalties for injury to any library material, or to any real or personal property belonging to or in custody of the library and for failure to return any book or other material or personal property belonging to or in the custody of the library and to exclude from the use of the library any person who willfully violates the rules prescribed by the board. The purpose of this policy is to prevent, discourage, and prohibit the injury to or failure to return any library materials to the library. Therefore, the policy of the Oglesby Public Library District is as follows:

Any person who shall fail to return any item belonging to or originally borrowed from the custody of the library, or who returns such items in a damaged condition, shall be herein provided:

1. Adult and juvenile fines

Books, periodicals, DVDs or videotapes, and audio cassettes shall be assessed a monetary fine per day, excluding Sundays and holidays, for each item. The amount of the fine will be reviewed periodically.

Patrons owing \$5.00 or more in Overdue Fines will not be able to check out books. They can use materials in the library only. **Zero tolerance for fines will apply to computer usage.**

2. Lost Materials

Books, DVDs, and audiobooks—replacement cost plus a processing and handling fee must be paid. Periodicals—replacement cost must be paid.

3. Damaged Materials

If items are returned in a damaged condition that makes them unusable—replacement cost plus a processing and handling fee must be paid.

Library service will be denied to patrons failing to return materials that are overdue more than one month or that owe fines exceeding \$5.00.

Fines

The Oglesby Public Library has established the following schedule of fines for overdue materials:

Item Type	Overdue fine
Books	10 cents per day, not to exceed the cost of the item
Audiobooks	1.00 per day, not to exceed the cost of the item
Magazines	10 cents per day, not to exceed the cost of the item
Music	10 cents per day, not to exceed the cost of the item
DVDs & Videos	1.00 per day, not to exceed the cost of the item

Patrons with responsibility for material in any format are also responsible for any and all collection and/or court costs incurred by the library in its efforts to secure the return of the material.

These rules may be supplemented, altered, added to or changed by the Oglesby Public Library Board of Trustees at its discretion.

Circulation Policy Adopted: 11/23/2009

Amended: 3/28/2016

Reviewed:

Oglesby Public Library Collection Development and Maintenance Policy

Introduction

The library works to build and maintain a balanced collection of physical and electronic material for the use of Oglesby library patrons. This policy sets the selection parameters for the material added to the library's collection regardless of format.

The library's collection is designed to support the needs of Oglesby residents first. The library does support cooperative collection development through its participation in reciprocal borrowing and interlibrary loan.

The Library Board affirms that choosing which library materials to borrow is an individual matter. While individuals are free to reject materials for themselves, they do not have the right to restrict another's freedom to read, hear, or view library material. The Library Board also affirms it is the responsibility of parents and/or guardians to monitor and supervise their own children's choice of library materials.

After adoption of the *Collection Development and Maintenance Policy*, the Library Board delegates the actual task of selection and maintenance to the Library Director and applicable staff members.

Selection and Maintenance

The library adds material of all format types to the collection, including but not limited to: physical books, ebooks, DVDs, audio books, magazines, newspapers, graphic novels, and music CDs.

Due to the vast number of items annually published or produced along with limitations of budget, space and format, the Oglesby Public Library cannot purchase all materials published or produced. Materials are selected for the collection with consideration for, but not limited to, the following aspects:

- Interest to patrons
- Readability and style
- Popularity of the author or subject
- Validity and timeliness of the information
- Authority of the author, publisher or producer
- Demand
- Patron suggestions
- Format and price

The library's collection is an active, dynamic circulating collection. To keep the collection fresh and dynamic, the library uses the *CREW Method* to regularly review the collection.

The basic criteria for removing items from the collection (weeding) are:

- Infrequency of use
- Inaccurate or outdated information
- Poor physical condition
- Unneeded duplication

Gift Materials

The Oglesby Public Library accepts donations of material. The same criteria used for purchasing material are applied when deciding whether to accept donations of books, etc. for the collection. Materials not meeting these guidelines may be given to the Friends of the Library for their book sale, recycled, or otherwise appropriately disposed.

No staff member will assign a monetary value to any material which is accepted by the library. Upon request, acknowledgment receipts will be provided.

The library cannot generally accept special collections of materials that are to be kept together as a separate physical entity, nor can it accept gifts with restrictions as to use, permanence and/or location. Acceptance of such collections is at the discretion of the Library Director.

Cash gifts are accepted as memorials or donations towards purchase of library material. The donor is encouraged to make general suggestions concerning the format or subject area. Final selection of specific titles, however, will be made by library staff in accordance with the needs and selection policy of the library. These commemorative gifts will be acknowledged by a bookplate.

Censorship

Although it is occasionally necessary to restrict access to certain materials to prevent theft or mutilation, the Oglesby Public Library does not segregate materials on the basis of controversial subject matter. Material is not removed from the library collection solely because the ideas and/or topics presented may be objectionable to an individual Oglesby resident or group of residents.

Reconsideration of Library Materials

Oglesby residents with concerns about specific items in the library's collection are asked to discuss the matter with the Library Director.

After discussion with the Library Director, patrons may pursue reconsideration of materials by submitting the *Request for Reconsideration of Library Materials* form. The Board of Trustees shall be notified of the receipt of all such completed forms.

Upon receipt of a completed form, the Library Director and the applicable staff will review the material, making a decision regarding action to be taken. The Library Director shall promptly, by written notification, inform both the individual and the library board of the decision which has been made.

In the event this decision is not satisfactory to the patron, the patron has the right to present the complaint to the Board of Trustees. This shall be accomplished by written request to the board president asking that the matter be placed on the agenda of a regular board meeting. The president of the board shall provide written notice to the patron of the date and time of the board meeting at which the board will consider the matter. The board shall review the matter in question and base their final decision concerning action to be taken on the Request for Reconsideration.

During the review process, the challenged material will not be removed from the library's shelves.

Request for Reconsideration of Library Materials Form

(This form may be printed out and returned to the library or copied and pasted into an email to director@oglesbylibrary.org. Add additional pages as needed.)

Title of item _____ Book__ Magazine__ Other__

Author of item _____

Your Name _____

Address _____ Phone _____

City _____ State _____ Zip code _____

Do you represent

___ Yourself

___ An organization (name) _____

___ Other group (name) _____

1. Did you read or view the entire work? _____ What parts did you read or view?

2. To what in the work do you object? (Be specific; cite pages, sections etc.)

3. What do you believe is the theme of this work?

4. In your opinion, is there anything good about this work?

5. What do you feel might be the result of reading or viewing this work?

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

___ Do not allow my child to check the material(s) out

___ Take it to the Library Board for reconsideration

___ Withdraw it from the collection

7. Which title would you suggest as a substitute? _____

Signature _____ Date _____

Oglesby Public Library Computer Usage Policy

Computer resources are provided for use primarily by the patrons of the Oglesby Public Library; guests from outside the Oglesby are permitted, but Oglesby Library patrons have priority in computer use. All patrons or guests of the Oglesby Library must adhere to the following rules. Failure to follow the rules outlined below may result in a patron's computer privileges or other library privileges being revoked, and, if appropriate, offenders will be reported to local police.

Oglesby Public Library patrons as well as patrons from area libraries must show their library cards or other form of ID to use the computers. When the patron presents their identification, they must fill out the computer sign-in log legibly. If the library cards of patrons or their family members show any overdue fines, use of computers will be denied. The Oglesby Public Library District maintains a **Zero Fine Policy for Computer Usage**.

Parents are responsible for monitoring their minor children's use of the Internet and the material that their children access. Children 16 and older can use the computers alone; children under 16 must have an adult accompany them. At staff discretion, students may use computers for homework as long as the students are doing homework and not disturbing others.

Computer usage is limited to one hour at a time for a maximum of two hours per day per patron. Patrons who have not used the computer at all in a day have priority over patrons utilizing a second hour. No one will be allowed to start a session on the computer within 15 minutes of the library closing. Patrons are responsible to sign out of their computer if they leave before their time is up.

Computers may not be used for accessing, displaying, or disseminating obscene, pornographic, or sexually explicit materials.

Users are responsible for using Internet resources in an efficient, legal and ethical manner. Attempts to conduct illegal business or use the Internet for illegal purposes are strictly forbidden.

Accessing the computer system through security loopholes, unauthorized passwords, proxies, or other means not authorized by the library is strictly forbidden.

Library staff can only provide limited computer assistance. Patrons are expected to have some familiarity with the computer and the Internet. Users are responsible for paying for copies printed from the computers.

The Oglesby Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The library is not responsible for the loss or corruption of data, or any damage that might result from such a loss, which may occur from use of the library's computers. Materials on the Internet are assumed to be covered by copyright agreements. Patrons are responsible for abiding by copyright laws.

Oglesby Public Library Disposal of Surplus Property Policy

Library property (i.e., collection materials, equipment, supplies, or any library 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. Any library property, such as books, gift materials and non-print materials, having an individual current value of less than \$500 may, at the discretion of the Library Director, be discarded, given to another Illinois library, or a local philanthropic, educational, cultural, government, or other not-for-profit organization, or made available for sale.
2. In the case of individual surplus items having current value of more than \$500 but less than \$1,000, the Board may authorize giving the item to another Illinois library, or a local philanthropic, educational, cultural, government, or other not-for-profit organization, or a trade-in of such items on new equipment, or sale of such items in accordance with the provisions of the Illinois Library Act.
3. No favoritism shall be shown to members of the Board of Library Trustees, library staff, or members of either group's immediate families who make bids on or purchase any library item declared surplus.
4. Any library 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, the date, and terms of the proposed sale shall be posted.
5. Disposal of property valued over \$2,500 will be brought before the Board.

Disposal of Surplus Property Policy Adopted: 4/25/2016

Amended: 4/23/2018

Reviewed:

Oglesby Public Library Electronic Attendance Policy

The Board of Library Trustees believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance in all board meetings be achieved whenever possible. The use of electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the open meetings act.

The open meetings act has been amended to allow attendance at public body meetings through audio-conference, video-conference, or by any other electronic conferencing without physical attendance. The Board in all of its regular, special, and committee meetings complies and intends to comply with the provisions of the open meetings act.

The Board of Library Trustees, having considered the aforesaid matters, hereby adopts this policy to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of conferencing for its meetings as more specifically set out in this resolution, and to adopt, establish, and set forth the rules of the board applicable thereto:

1. All pertinent provisions of the open meetings act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, and the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; in particular, any use of closed sessions shall be in compliance with the provisions of the act.
2. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.
3. Pursuant to the open meetings act, a quorum of members of the board must be physically present at the location of the meeting. Only additional members, i.e., those members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means.
4. All board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the secretary as done by electronic attendance.
5. A board member who attends a meeting by video or audio conference must provide notice to the secretary or clerk of the board at least 24 hours prior to the meeting unless such advanced notice is impracticable.

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

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

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

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

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

Passed by the Board of Library Trustees, LaSalle County, Illinois, in public session assembled this 26th day of September, 2016.

Richard Vollmer President, Board of Oglesby Library Trustees

Attest:

Barbara J. Ficek Secretary, Board of Oglesby Library Trustees

Electronic Attendance Policy Adopted: 9/26/2016

Amended:

Reviewed:

Oglesby Public Library Emergency Closing Policy

Emergency Weather Conditions

The Library Director is to notify the Board President *if the police are ordering people off of the roads* because of dangerous weather or other conditions, and close the library!

In the case of extreme weather reports such as a blizzard or freezing rain, the Library Director is to listen to the radio and other weather reports, call the other local libraries to keep things consistent, then contact the Board President via phone or text to make a decision as to whether and when to close. If Board President is unavailable, consult with another board member.

Equipment and Facility Problems

In the case of a major malfunction of equipment such as the furnace or air conditioning in extreme weather conditions, or a lack of water or electricity, the Library Director is to call a repair person to try and ascertain the length of time the problem will exist. If it is more than an hour, the Library Director will notify the Board President and a decision will be made on whether or not to close.

When the library is closed due to an emergency, the Library Director is to post the closing on:

- The library website, www.oglesbylibrary.org
- Local radio stations (WLPO 815-223-3100 and The Radio Group 815-224-2100)
- The library front door if it is safe to do so
- The RAILS libraries closings website

Personnel

In the event of a closing, the Library Director is to call any staff scheduled to work that day with updated start time or notification of the library's closing.

Part-time staff may make up hours missed during non-holiday closings within two weeks of the date of the closing.

Emergency Closing Policy Adopted: 2/24/2014

Amended: 3/28/2016

Reviewed:

Oglesby Public Library Extra Library Services Policy

Below are the amounts charged for extra services at the library. The charges cover the cost of materials, wear and tear on machines, or are the standard Friends of the Oglesby Public Library Book Sale amounts. The costs for extra library services are reviewed periodically and posted in the library.

Prints / Copies

Black & white	\$0.15 per page
Color	\$0.50 per page

Faxes

Faxes sent	\$1.00
Faxes received	\$0.25 per page

Supplies

Flash drives (4GB)	\$2.70
Ear buds	\$2.00

Laminating

Laminating	\$1.00 per foot (minimum of \$1; over 1' rounded to nearest 6")
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In House Library Sale

Hardcovers	\$1.00
Paperbacks	\$0.50
Westerns	\$0.25 each or 5 for \$1.00
Magazines	\$0.10 each or 12 for \$1.00

Extra Library Services Policy Adopted: 11/23/2009

Amended: 3/28/2016

Reviewed:

Oglesby Public Library Freedom of Information Act Policy

1) The library's purpose is to provide materials and services for the recreation, information, and education of the members of our community.

2) The total amount of our operating budget for FY2015/16 is \$113,900. Funding sources are property, state and local grants, fines, fees, charges, and donations. Tax levies are:

- Corporate purposes (for general operating expenditures)
- IMRF (provides for employee's retirement and related expenses)
- Social Security (provides for employee's FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)

3) The office is located at: 111 S. Woodland Ave., Oglesby, IL 61348

4) We have approximately the following number of persons employed:

Full time: 1

Part time: 3

5) The following organization exercises control over our policies and procedures: The Oglesby Public Library District Board of Trustees, which meets monthly on the fourth Monday of each month (except as posted otherwise in the library and on the website) at 6:30 p.m., at the library. A minimum of 10 meetings per year is required by law.

Its members are: President Richard Vollmer, Vice President R. (Rick) Rigazio, Secretary Barbara Ficek, Treasurer Sam Tillmann, Mary Hansen, Cynthia Rolando, and Wanda Lent.

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

6) You may request the information and the records available to the public in the following manner:

Direct your request to Rebekah Clark, FOIA officer. You may mail it or drop it off at the library or email it to director@oglesbylibrary.org. Indicate whether you have a "commercial purpose" in your request. Specify the records requested to be disclosed for inspection or to be copied.

To reimburse us our actual costs for reproducing the records, you will be charged the following fees:

- There is no charge for the first fifty (50) black and white pages, either letter or legal size.
- There is a \$0.15 per page charge for copied records in excess of 50 pages.
- The actual copying cost of color copies and other sized copies will be charged.
- If the records are kept in electronic format, you may request a specific format and, *if feasible*, they will be so provided. But if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

The library will respond to a FOIA request within five (5) working days. An extension of an additional five (5) working days may be necessary to properly respond to the request.

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

You may appeal the decision of the FOIA officer to the Oglesby Public Library Board District of Trustees.

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

10 a.m. to 4:30 p.m. Monday-Friday

Oglesby Public Library

Certain types of information maintained by us are exempt from inspection and copying.

However, the library maintains the following types or categories of records:

- A. Monthly Financial Statements
- B. Budget Requests
- C. Operating Budgets
- D. Minutes of the Board of Trustees
- E. Library Policies
- F. Annual Reports to the Illinois State Library

FOIA Policy Adopted: 11/23/2015

Amended: 1/25/2016, 3/28/2016

Reviewed:

Oglesby Public Library Gift Policy

The Oglesby Public Library District is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. No donation can be accepted unless it is given to the library without restrictions unless the Board of Trustees has specifically adopted an agreement to do so.

The library welcomes cash contributions. It is our custom to expend cash gifts on materials, equipment, or projects, and the library will consider the wishes of our donors. The final decision on expenditures of cash gifts rests with the Library Director and the Board of Trustees.

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Some donated books cannot be used, because any donation, though of value in itself may be a duplicate of an item, outdated, or in poor condition. The material will be judged by the same standards of selection as those applied to the purchase of new material.

The library accepts gift books with the understanding that books which are useful to the library collection will be retained, and other books disposed of in whatever manner the librarian deems best. The library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards.

Donations of physical objects other than books are usually welcomed and valued. The final decision on their acceptance rests with the Library Director and the Board of Trustees.

Gift Policy Adopted: 11/23/2009

Amended: 3/28/2016

Reviewed:

Oglesby Public Library Investment Policy

Purpose and Scope

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

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

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

Investment of Public Funds

All investments of the Oglesby Public Library will be in accordance with Illinois law. The authority of the Library Board of Library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Library Director acting under the authority of the Library Board of Library Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

Ethics and Conflict of Interest

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

Employee and investment officials shall disclose any material interests in financial institutions with which they conduct business.

Objectives and Guidelines

In selecting financial institutions and investment instruments to be used, the following general objectives are considered:

A) **Safety**

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC or FSLIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC or FSLIC coverage.
2. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library.

B) Maintenance of sufficient liquidity to meet current obligations in general, investments should be managed to meet liquidity needs for the current month plus two months (based on forecasted needs).

C) Return on investment. Within the constraints on Illinois law 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 at all times.

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

Investment Policy Adopted: 11/23/2015

Amended:

Reviewed: 3/28/2016

Oglesby Public Library Laminating Policy

Size of Laminating Film

Laminating film is 25 inches wide and will seal materials up to 24 inches wide.

Cost for Laminating

Laminating service is available at a charge of one dollar (\$1.00) per linear foot, (measured from start to end of laminated materials and rounded up to the nearest six inches) with a minimum charge of \$1.00.

Laminating Schedule

Regular lamination is done once a week, staff time permitting. Patrons may bring in and leave materials to be laminated, if they have a minimal amount, and their materials will be included in the next lamination. Patrons with an excessive amount of laminating may request to have the job done the same day. All materials must be picked up during regular business hours within 7 days after patron notification.

Disclaimers

Due to the heat process involved in lamination and the possibility of special coatings on the materials, the library assumes no liability as to its effect on the items being laminated. Patrons are advised that discoloration, bubbling, and such are a probability when laminating.

The information that is to be processed may not represent treason or libel (as proven in court) or pornography.

Copyright Statement: The library adheres to the copyright laws of the United States (Title 7 US Code) governing the making of copies of copyrighted materials.

We cannot laminate social security cards.

Laminating Policy Adopted: 12/14/2015

Amended:

Reviewed: 3/28/2016

Oglesby Public Library Laminating Form

I have read and understand the Oglesby Public Library policy regarding lamination.

I am leaving the following item(s) for laminating (include description, size, and number of pages):

I take special note of the following:

- The library has the right to dispose of items not picked up 7 days after notification
- The library is not responsible for damage or loss of materials or the final condition of processed materials. No refunds will be issued.
- The information that is to be processed does not represent treason or libel (as proven in court) or pornography (as established by ordinance).
- The library endorses the copyright laws of the United States (Title 7 US Code) governing the making of copies of copyrighted materials.

NAME (PLEASE PRINT)

DATE

SIGNATURE

PHONE

(STAFF USE ONLY)

		STAFF INITIALS
Date left for lamination		
Date laminated		
Feet laminated (up to nearest 6")		
Amount charged		
Date patron notified		
Date of pickup		

Oglesby Public Library Local History Collection Policy

Local History Collection

The official name of the Oglesby Library's Local History collection is the Albert Moyle and Evelyn Moyle Local History Resource Center in appreciation for their years of dedicated service as members of the Oglesby Public Library Board of Trustees and the Oglesby Historical Society.

The purpose of the library's local history collection is to purchase, collect and preserve material documenting the history of Oglesby and the Illinois Valley, making these materials available to researchers and the general public. The goal of the collection is to collect materials to inspire interest, pride and research in the Illinois Valley and maintain the collection in trust for future generations. The Oglesby Public Library District works cooperatively with other Illinois Valley libraries, historical societies, and genealogical societies to encourage interest in local history.

The major emphasis of the collection is material of significant local historical information about Oglesby. The collection includes materials by and about the people of Oglesby, Illinois & Michigan Canal, local mines, city directories, maps, and some phone books and memorabilia.

Through purchase and donations, the library adds material to support patrons researching Oglesby, LaSalle County or Illinois Valley history. Items added to the collection are based on the overall merit and usefulness of the material. Selection and maintenance of the Local History collection falls under the library's Collection Development and Maintenance policy. The library may retain multiple copies of the material in the collection. Extra copies may be sold or given to other libraries. If Local History items are passed on to other entities, a record will be kept to assist in research.

Local authors demonstrating a strong tie to Oglesby and/or the Illinois Valley are considered for inclusion in the local history collection.

A variety of formats are collected, including but not limited to books, pamphlets, maps, photographs and DVDs. The collection may contain small historical artifacts. The collection does not hold information dealing with the day-to-day operations of the city of Oglesby.

The library maintains a small collection of clippings, brochures and booklets relating to local history events. This collection is maintained in files for easy access. While this collection is not cataloged, it is broadly indexed. Only items with appropriate citations, documentation or copyright are kept in the vertical file.

Accessibility

The library works to increase accessibility to the local history collection via cataloging, digitization, displays, and indexing among other methods.

All book material will be cataloged into the library's catalog. This catalog (PrairieCat) is included in the international catalog known as OCLC WorldCat. Being cataloged in these ways will allow researchers from around the world to access our local history collection. As possible, the other formats in the library's collection will also be inventoried and cataloged.

At the discretion of the library director, the library may loan collections items (print or artifact) for exhibit and/or research purposes. In such cases, the library retains ownership of the item(s).

Donations & Gifts to local history

If an item is donated to the local history collection, the library requires a signed Deed of Gift to legally transfer ownership to the Oglesby Public Library. Donated materials will not be accepted if restrictions are placed on them. Material in poor condition will not be accepted by the library.

Photographs

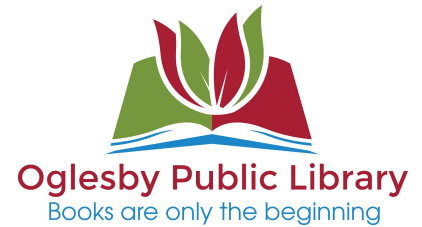
Current and former residents have graciously donated to the library photographs relating to Illinois Valley history. The library strives to appropriately archive and eventually digitize these photographs, making them available to the Illinois Valley community. As with the other artifacts, the individual photographs are evaluated to determine the best manner for archive and preservation.

Local History Collection Policy and Deed of Gift Adopted: 6/27/2016

Amended: 4/23/2018

Reviewed:

**Deed of Gift to the
Oglesby Public Library**



Oglesby Public Library	111 S Woodland Ave, Oglesby, IL 61348	815-883-3619
Donor	Street	City / State / ZIP
Contact Person	Telephone / Email	
<p>The donation has been received by the Oglesby Public Library as a gift, and the owner or his agent with full authority, desiring to absolutely transfer full title by signing below, hereby gives, assigns, and conveys finally and completely, and without any limitation or reservation, the property described below to the Oglesby Public Library and its successors and assigns permanently and forever, together with (when applicable) any copyrights therein and the right to copyright the same.</p>		
Description of Donation		
Credit Line		
Signatures		
Donor _____		Date
Printed Name _____		
Receiving Staff Member _____		Date
<p>Conditions Governing Gifts</p> <ol style="list-style-type: none"> 1. It is understood that all gifts are outright and unconditional unless otherwise noted upon this gift agreement. 2. Gifts to the library may be deductible in accordance with provisions of federal income tax laws. 3. The donor name on this form has not received any goods or services from the Library in return for this gift. 4. The library gratefully acknowledges your gift. 5. The staff of the library is not permitted to furnish appraisals. 6. Please indicate on the form beside "CREDIT LINE" how you would like to be acknowledged in any news releases, exhibit labels, or other publicity regarding this donation. 		

Oglesby Public Library Meeting Space Policy

The Oglesby Public Library District's meeting spaces are intended primarily to support library programs and activities for the community, therefore only library sponsored programs and the programs of the library's affiliated organizations (the Board of Trustees, Board committees, and the Friends of the Library) are eligible to use the meeting spaces in the library.

Meeting Space Policy Adopted: 4/25/2016

Amended:

Reviewed:

Oglesby Public Library Open Meetings Act Policy

The Oglesby Public Library board will comply with the prevailing and current Illinois Open Meetings Act for Board Meetings which can be found online:

http://www.cyberdriveillinois.com/departments/library/ARR/law/foia_oma.html.

Open Meetings Act Policy Adopted: 11/23/2015

Amended:

Reviewed: 3/28/2016

Oglesby Public Library Patron Conduct Policy

The Oglesby Public Library District is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation for patrons, the right to use materials and services without being disturbed or impeded and providing patrons and employees with a secure and comfortable environment.

The Oglesby Public Library District Board of Trustees establishes its patron conduct policy as follows:

- Consumption of food or beverages within the public service areas of the library or near any computer equipment is prohibited.
- Smoking or using any smokeless tobacco is prohibited in the library building or on the library grounds.
- Patrons shall not interfere with other patrons use of the library or interfere with library employees' performance of their duties. Any disturbance or behavior, which interferes with normal use of the library, is prohibited. Such inappropriate behavior includes physical or sexual harassment of patrons or staff and activities that are distracting or disruptive to others (i.e. loud, boisterous, or aggressive behavior, running, foul or abusive language, etc.).
- Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons or staff may be required to leave the building.
- Sleeping in the library is not permissible.
- The use of alcohol or illegal drugs is not permissible in the building or on the library grounds.
- Bathing suits are prohibited. Shoes and shirts are required while on library property.
- Removal or attempted removal of library materials or property without checking them out or without authorization is prohibited. Theft or attempted theft of library materials may be cause for prosecution.
- Patrons are expected to respect the library and its property. Mutilation of library materials by marking, underlining, removing pages or portions of pages, or in any other way damaging or defacing library materials is prohibited. Patrons shall not deface, mar, or in any way destroy or damage library furnishings, walls, machines or other library property.
- Personal audio systems with headphones may be used at a level, which is not audible to others. Sports or large audio equipment (i.e. boom boxes, skateboards, roller blades, etc.) shall not be brought into the library.
- Loitering or congregating on library property for any purpose, other than use of library resources, is prohibited except for authorized meetings or gatherings approved at the discretion of library staff.
- Soliciting in the library building or on its grounds is prohibited.
- Accessing unauthorized areas of the library is prohibited as well as remaining in the

library after closing or when requested to leave during an emergency situation.

- Deliberately concealing or misfiling library materials in the library for the exclusive use of an individual or group is prohibited.
- Animals, with the exception of service animals or animals involved in a library sponsored event, are not permitted inside the library. Animals shall be attended at all times while on library grounds.
- Any violation of State or Federal Statutes or City Ordinances is prohibited.
- Patrons are expected to pay the library the value of lost or damaged materials.
- The library assumes no responsibility for lost or stolen property.
- The library assumes no responsibility whatsoever for damages that could result from the use of library materials (i.e. library DVD in personal DVD player).
- Use of all electronic devices in the library should be kept to a minimum. If patrons must be on-call, they should choose a non-sounding setting device. If it is necessary to use electronic devices while in the library, patrons are asked to respect others by moving to the entryway by the restrooms and by keeping conversations at low levels. Upon complaint from other patrons or staff, or refusal to follow the requests of library staff to cease conversations or move to the entryway, patrons may be asked to leave the library building. Continued disregard of this policy could be construed as disruptive behavior and be subject to the provisions of the Breaches of Policy section of this policy.

Breaches of Policy

- A patron who engages in any activity prohibited above shall cease such activity immediately upon request by library personnel.
- In such instances, identification will be requested. In instances involving minors, the incident may be reported to the parent or guardian.
- If, following a request, the patron fails or refuses to comply, or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, 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. If the patron is required to leave the library a second time within thirty days, the Director shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in by phone after the first recorded instance in which a minor is required to leave the library and writing after the second recorded instance and advised of the consequences of any further recorded instances.
- Patrons wishing to appeal such action may do so upon written request to the Board of Trustees.
- In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action.
- In the event the patron persists in abusive conduct or disruptive behavior following such

a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term restriction of that patron.

These rules may be supplemented, altered, added to or changed by the Oglesby Public Library District Board of Trustees at its discretion.

Patron Conduct Policy Adopted: 3/28/2011

Amended: 3/28/2016

Reviewed:

Oglesby Public Library Photo and Video Policy

The Oglesby Public Library District reserves the right to use photos or video taken at the library for publicity purposes in printed materials and online, primarily on the library's website and social media pages.

All library patrons consent to the library's use of these photos taken at the library or during library events, unless they specifically inform staff of an objection. *If you or your child do not wish to be photographed or videotaped, please notify library staff before the event or while photos or videos are being taken.*

The library does not tag individuals in photos on social media and does not use children's names in photos. No names will be utilized in conjunction with photos without express written consent.

Photo and Video Policy Adopted: 4/25/2016

Amended:

Reviewed:

Oglesby Public Library District Program Contract (Policy)

This Contract made the ____ day of _____, _____, by and between _____ (Presenter) and the Oglesby Public Library District (hereafter called OPLD).

OPLD hereby engages the Presenter to conduct the named program upon all terms and conditions herein set forth, including those on the reverse side hereof, entitled "Additional Terms and Conditions."

Presenter(s) _____

Program Title/Theme _____ **Targeted Audience Age:** _____

Date and Time _____ **Length** _____

Technical and staging requirements (be specific): _____

The Presenter agrees to arrive at least _____ before the performance is scheduled and will report to _____, the Library representative.

Payment Terms:

The Library will pay the Presenter, as compensation for services rendered, \$ _____. Payment is due on _____ (date), and payable to _____.

If compensation is above \$600, Presenter must complete the Form W-9: Request for Taxpayer Identification Number and Certification.

Merchandise:

The Presenter may sell promotional material at the program provided that the promotional material to be sold is approved by the Library Director at least five (5) days before the program date. All proceeds associated with the sale of promotional material shall be retained by the Presenter.

Accepted: (Oglesby Public Library District)

Name: Rebekah Clark

Company: Oglesby Public Library District

Address: 111 S Woodland Ave

City/State/Zip: Oglesby, IL 61348

Phone: (815) 883-3619 **Fax** (815) 883-3615

Email: director@oglesbylibrary.org

Signature: _____

Title: Library Director

Accepted: (Presenter)

Name: _____

Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax:** _____

Email: _____

Signature: _____

Title: _____

SIGNATURE REQUIRED ON PAGE 2

Documents must be completed and returned via email or U.S. mail by [ADD DATE HERE] or the library reserves the right to cancel the program and void the contract.

Thank you for your prompt, courteous response!

ADDITIONAL TERMS AND CONDITIONS

1. Presenter is an independent contractor and is not an employee of OPLD.
2. Start time(s) of the program(s) shall be strictly adhered to by both parties.
3. OPLD reserves the right to make in-house announcements and/or sponsorship announcements prior to and/or following program.
4. At least one month prior to the program, Presenter shall provide OPLD with background information, biographical materials, electronic performance samples, reproducible or electronic photograph(s) and/or other relevant marketing information. OPLD may use Presenter's name, pictures, photographs, or likenesses in advertising and publicizing the program.
5. No portion of the program may be recorded, filmed, taped or reproduced for external distribution without the prior approval of Presenter and OPLD.
6. Presenter will inform OPLD as soon as possible if it becomes necessary to replace essential personnel for the program and OPLD reserves the right to cancel under such circumstances.
7. If the Presenter cancels the program, a full refund of any deposit will be mailed to OPLD within one week from date of the scheduled program. If it is possible, OPLD will try to work with the Presenter to reschedule the program.
8. Presenter must notify OPLD of program cancellation a minimum of 14 days prior to date of the program.
9. Presenter participates at his/her own risk.
10. Presenter assumes all risk of damage or loss to his/her merchandise, personal property, and personal effects.
11. Presenter releases, discharges, and indemnifies OPLD and its Trustees, Officers, Employees or Agents from any and all claims, causes of action, losses, or other damage resulting from, arising out of, or relating in any way to his/her program.
12. This Contract may be terminated at any time upon the mutual agreement of the Library and Presenter.
13. If either party is prevented from performing the obligations of this Contract because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other. The duties and obligations of this Contract shall not be altered without express written approval of the Library.
14. This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Contract shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties.
15. Any legal action or arbitration arising from this Contract shall be held in the County of LaSalle, State of Illinois.
16. By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that he/she has the authority to sign the Contract on behalf of their respective party.

Presenter Signature

OPLD Representative Signature

Date Signed: _____

Date Signed: _____

Program Contract Policy Adopted: 4/25/2016

Amended:

Reviewed:

Oglesby Public Library Policy Prohibiting Sexual Harassment

PROHIBITION OF SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations.

It is a policy of Oglesby Public Library to prohibit harassment of any person, including library employees, by any library supervisor, co-worker, vendor, patron, contractor, board member, or other visitor of the library, on the basis of sex or gender. All library employees and board members are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

I. DEFINITION OF SEXUAL HARASSMENT

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

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

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

Conduct which may constitute sexual harassment includes:

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

threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

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

II. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

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

- *Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the Library Director, or directly to the Board President, if the complaint involves the Library Director.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the library will not be presumed to have knowledge of the harassment.

- *Resolution outside Library.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the library. However, all library employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

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

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the library. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

III. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No library employee or board member shall take any retaliatory action against any library employee due to a library employee's:

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

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

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

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

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

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against

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

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

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

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

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

V. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

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

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an

administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

VI. PREVIOUS POLICIES SUPERCEDED

This policy supersedes the sexual harassment portion of the “Anti-harassment Work Environment” section of the Oglesby Library Employment Handbook. Notice will be provided to all staff within 10 days of adoption.

Policy Prohibiting Sexual Harassment Revised & Adopted: 1/10/2018

Amended:

Reviewed:

Oglesby Public Library Public Comment Policy

In accordance with the Open Meetings Act, any citizen may attend a regular or special meeting or any other meeting where a quorum of the Board will discuss public business. No person shall be required to identify himself in order to attend a meeting.

The Board of Library Trustees of the Oglesby Public Library District welcomes public participation and will hear from interested individuals pursuant to the guidelines outlined in this policy.

1. Public comments are permitted during the time designated on the meeting agenda. The President of the Board has discretion to determine the length of time, generally 3 minutes, and the number of times a speaker may speak. The time limit per speaker may be extended upon a majority vote of the Board. The President of the Board determines the order in which speakers will be recognized.
2. Each speaker shall provide his/her name, town of residence, and group affiliation (if any). Speakers shall limit comments to items within the jurisdiction of the Library Board. Speakers should avoid unnecessary repetition of previous speakers' comments.
3. Comments are addressed to the Library Board as a whole. Speakers are not to address nor engage in dialogue with individual trustees during the public comment period. The President of the Board may allow questions from trustees to speakers for purposes of clarification.

Personal attacks on Library Board members, staff members or others will not be tolerated, nor will language that is considered offensive, harassing, profane or repetitive comments.

4. No action shall be taken during this portion of the meeting on issues raised by the public unless deemed an emergency by the Board. Response from the Board, if any, may come at a later date when the Board has had time to discuss the issue, to seek more information, or to review recommendations from the Library Director.
5. Speakers may provide written copies of their comments and other written materials to the Board. Written materials presented to the Board will be included in the library's files rather than the minutes.
6. Any citizen desiring to make a presentation to the Board may be placed on the agenda for a regular meeting by making a request to the Board (through the Board President or Director) not less than four days before the meeting date.

7. Any member of the public who does not respect these rules and the other people attending the meeting will be asked to leave the hearing/meeting.
8. The Public Comment Period is established for members of the public who physically attend Board meetings. This period is not available to individuals who wish to address the Board by remote means, including telephone, video conferencing or other electronic means. Members of the public who do not attend Board meetings in person are welcome to submit comments to the library by other means, including mail or e-mail. The Board contact email is: libraryboard@oglesbylibrary.org.

Before bringing concerns to the Board meeting, members of the public are urged to seek solutions to their concerns by addressing them to the library's administration.

Public Comment Policy Adopted: 12/14/2015

Amended:

Reviewed: 3/28/2016

Oglesby Public Library Service to Non-Resident Patrons Policy

In compliance with PA92-0166, effective Jan. 1, 2003, the Board of Trustees of the Oglesby Public Library will provide full library service, including and honoring reciprocal borrowing privileges within the Reaching Across Illinois Library System (RAILS), to non-resident patrons who qualify to apply for a card at the Oglesby Public Library. The library will charge an annual fee based on the formula used by the Illinois State Library. The current fee is \$60.00 per household.

A non-resident patron may qualify for a card at the Oglesby Public Library if this library is the closest public library to the patron's principal residence within the school district in which the patron lives. If another public library is closer to the patron's principal residence but does not participate in the program provided for in the law, the patron may apply to this library.

The library will also extend its full services to non-resident owners of property located in the library's legal service area. A card is issued to one non-resident owner for each parcel of property. Applicants for service should show library staff a tax bill for the Oglesby property. The library will also provide full service to non-resident renters at the same rate charged other non-resident patrons.

In accordance with PA92-0166, the Board of Trustees of the Oglesby Public Library shall decide in June of each year whether to continue issuing non-resident library cards for the ensuing 12 months.

Service to Non-Resident Patrons Policy Adopted: 7/28/2003

Amended: 3/28/2016; 6/26/2017; 6/25/2018

Reviewed: 1/25/2016; 6/27/2016

Oglesby Public Library Travel Expense Reimbursement Policy

This policy governs the library's reimbursement of library-related travel expenses.

Reimbursable Travel Expenses

When out of town travel is required for library business, the library reimburses employees and/or board members for all reasonable travel expenses, such as meals, lodging, commercial transportation, tickets, conference fees, taxi and mass transit fares, parking fees, and toll fees. The library will not reimburse expenses for purchase of alcoholic beverages.

Allowable expenses include:

1. registration fees;
2. travel including airplane, bus or train tickets;
3. hotel bills at conference and/or governmental rates;
4. meals excluding any alcoholic beverages;
5. incidentals including taxi, shuttles, car services, tips, tolls, etc.

Reimbursement is based on the actual expense. All receipts must be submitted to the Library Director for approval of payment. The library will not pay for expenses determined to be excessive or unreasonable by the Director.

When travel requires an employee/trustee to use their personal vehicle, mileage is reimbursed at the current IRS rate. Mileage excludes normal commuting to work. The Director also shall be reimbursed at the current IRS rate for the use of his/her personal automobile on library-related business. The Director shall submit mileage reimbursement forms no less frequently than quarterly (March, June, September, and December).

Non-Reimbursable Expenses

Travel expenses considered non-reimbursable include alcohol, late checkout fees, parking and/or other traffic tickets, personal telephone calls, and entertainment.

Entertainment expenses are defined to include the following: shows, amusements, theaters, circuses, sporting events, and any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event.

Maximum Travel Expenses

The maximum allowable reimbursement for travel, meal, and lodging expenses is \$500. Any amount over this limit must have roll call approval at an open meeting by the library board.

Approval of Expenses

The Director may pre-approve a reimbursement request if the library's standard **Pre-Approval of Reimbursement Form** is submitted. The Library Board may use this form to approve in advance by motion and roll call vote an expense expected to be above the maximum allowable reimbursement, such as conference expenses for the Library Director.

Reimbursement requests must be submitted to the director using the library's standard **Travel Reimbursement Form**, with receipts attached.

Approved requests are payable by the payroll date after Travel Reimbursement Forms are submitted (unless the form is submitted 3 or fewer days before the payroll date, in which case the request shall be payable by the following payroll date). However, if the request for reimbursement exceeds the maximum allowed under the library's policy, the board must approve the reimbursement by motion and roll call vote during an open meeting. In such an event the request is payable by the payroll date after the board meeting.

Expenses for travel, meals, and lodging of any board member must be approved by roll call vote at an open meeting of the governing board of the local public agency.

Non-attendance

If an employee/trustee does not attend or complete the meeting, conference, training or other library-related event, the library will be reimbursed for any non-refundable fees (including, but not limited to travel and registration costs). No reimbursement will be made to an employee/trustee who has paid such fees and does not attend the event. An employee/ trustee may submit an appeal in writing to the Director/Board of Trustees to claim reimbursement due to emergency.

Service to Travel Expense Reimbursement Policy & Forms Adopted: 9/26/2016

Amended:

Reviewed:

Standard Pre-Approval of Reimbursement Form:

Submit this form to the library director at least 1 week before travel (or 5 days before the board meeting before travel if estimate is over \$500)

Name		Date(s) of travel expenses	
Title or board role		Nature of library business	
Estimated travel expenses			
Registration fees			
Travel	(personal mileage, airfare, bus or train tickets)		
Hotel bills	(lodging at conference or governmental* rate)		
Meals	(up to IL per diem rates*, excluding alcoholic beverages)		
Incidentals	(taxi, shuttles, parking fees, tips, tolls, etc.)		
Total			

* see <http://www.gsa.gov/portal/category/100120> for rates

Standard Travel Reimbursement Form:

Submit this form to the library director with receipts within 30 days after travel

Name		Date(s) of travel expenses	
Title or board role		Nature of library business	
Actual travel expenses			
Registration fees			
Travel	(personal mileage, airfare, bus or train tickets)		
Hotel bills	(lodging at conference or governmental rate)		
Meals	(up to IL per diem rates, excluding alcoholic beverages)		
Incidentals	(taxi, shuttles, parking fees, tips, tolls, etc.)		
Total			

Standard mileage reimbursement format:

To be used for travel requiring an employee/trustee to use their personal vehicle on library-related business. Information may be submitted from a spreadsheet in similar format.

Travel date	Miles	Trip details	Name
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Total Miles

\$ Amount to be reimbursed at Federal travel rate of [54.0 cents/mile (Jan. 1, 2016)]

Date submitted

Oglesby Public Library Unattended Child Policy

The library is not responsible for unattended children on library premises. While the library encourages children of all ages to use the library, it does not provide childcare nor assume any parental responsibilities for children while they are in the library. Parents, guardians, and caregivers are solely responsible for monitoring their children's safety, activities, and behavior while visiting the library.

For the safety and well-being of children, it is recommended that parents do not leave children unattended in the library. Unattended means that a parent or adult guardian is not in the building with the child. Children age six and under must be within visual and physical contact of a parent or adult guardian at all times while using the library. It is the responsibility of parents to provide supervision for their children while in the library or on its grounds.

The library staff will not take responsibility for the care of any age child. Children age 8 and older may use library facilities without the direct supervision of a parent or guardian so long as they behave in accordance with all library policies. Leaving a child less than 8 years of age, unattended in the library is a violation of this policy, and said child may be deemed to be at risk. In such situations, library staff may contact local law enforcement to ensure the safety and well-being of the child.

Parents are expected to be aware of the library's hours of operation and to pick up children prior to closing. Staff members will remind children of closing time and allow them to call for transportation or to locate family members using the library telephone. In the event a child is left after the library has closed, the Oglesby Police may be contacted to provide supervision for the child.

To maintain a safe environment, adult visitors to the Kids' Room who are unaccompanied by a child may be approached and questioned about the purpose of their visit. Visitors who are not actively using resources specific to the Kids' Room may be asked to leave.

Unattended Child Policy Adopted: 11/23/2009

Amended: 3/28/2016

Reviewed: