

Policies Committee Meeting

Tuesday, September 19, 2023 6:00 PM

Addison Public Library - Large Meeting Room 1st floor, 4 Friendship Plaza,
Addison, IL 60101

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **Approval of minutes**
5. **Fixed Assets Policy_proposed revision**
6. **Employee Selection Proces policy_proposed revision**
7. **Public Service Policies_proposed changes**
8. **Library building project**
9. **Additional Discussion**
10. **Adjournment**

SECTION VI

FINANCE

FINANCIAL MANAGEMENT

The Addison Public Library's fiscal year shall be the first day of May to the last day of April. Financial resources are the responsibility of the Board of Trustees. The Board shall:

- Have a clear plan for acquisition of financial resources to pay for the programs and services provided by the Addison Public Library;
- Provide guidelines for management and allocation of financial resources which shall produce optimum benefit for those it serves;
- Monitor and evaluate the financial plans and guidelines of the Addison Public Library to ensure the financial integrity of the Addison Public Library.

BUDGETING

An annual operating budget shall be prepared by the Director and presented to the Board for final approval at the annual meeting. The budget shall reflect the cost of carrying out the programs and services of the Addison Public Library for the fiscal year. This budget shall also reflect the anticipated revenues of the Addison Public Library.

The budget shall be viewed by the Board as its financial plan for the Addison Public Library, and approval of the budget by the Board shall be authority for the Director to manage the Addison Public Library's finances according to the plan without seeking further approval of the Board as long as the expenditures have been previously appropriated. However, the Director shall keep the Board well informed of the ongoing status of the financial plan and shall not make expenditures outside the budget plan without seeking Board approval to amend the budget. Amendments to the budget shall be presented to the Board for approval for any of the following reasons:

- Addison Public Library enters into contracts that were not included in the approved budget;
- Management proposes a major expenditure that was not included in the approved budget;
- Significant unanticipated revenues are received or expenses are higher than projected.

According to the Illinois Local Library Act the Board of Trustees shall provide a statement of financial requirements for the library in its appropriation within 30 days after the expiration of each fiscal year.

FUND BALANCES

Maintaining stable and adequate fund balances is necessary to ensure financial stability, cash flow for operations and the assurance that the Library will be able to respond to emergencies with fiscal strength. Unreserved fund balance at year-end, defined as unreserved cash available at the completion of each fiscal year, can permit

expenditures to temporarily exceed revenue until a permanent revenue enhancement or expenditure control is put into place.

The Library will strive to maintain a balance for every fund, with the exception of the Capital Improvement Fund, that is between 50-100% of average annual expenditures for the prior three years. Unexpected situations may cause fund balances to fall below the minimum level.

The Library Director is responsible for monitoring revenue and expenditures. If during the year, projections suggest that revenue will not meet expectations, the Director will take the following actions:

- Review expenses with Department Heads
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals, and
- Present to the Board of Trustees other expenditure control options, including those that might modify the goals established in the adopted budget.

Any time the unreserved fund balance for the General Corporate Fund drops below the minimum targeted level of 50%, the Library Director will inform the Library Board of Trustees.

The Board will review all fund balances on an annual basis in conjunction with the annual budget review. Balances in excess of the required amount will be transferred to the Capital Improvement Fund each year following this annual review.

CAPITAL IMPROVEMENT FUND

The Addison Public Library maintains a working capital reserve in accordance with 75 ILCS 5/5-8 for the purposes authorized by statute. The Board of Trustees in its annual appropriation determination shall specify for what purposes these special funds are being accumulated and shall amend its building plan based upon an asset replacement schedule, reserving the right to alter or amend the plan as circumstances may require and as the Board may determine appropriate.

The Board also reserves the right to continue to reserve funds pursuant to 75 ILCS 5/5-8 without making any expenditure until such time as the Board determines the specific expenditures to be appropriate.

ACCOUNTING

The accounting system used by the Addison Public Library shall utilize generally accepted accounting principles that are required by regulatory agencies for government units. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The accounting practices and procedures used by the Addison Public Library shall allow for adequate management of the Addison Public Library's revenues and expenditures and shall provide adequate systems of monitoring by the Board of Trustees as well as outside auditors.

Reporting Entity - As required by generally accepted accounting principles, the financial statements include all accounts of the Addison Public Library. The library has a separately elected Board from that of the Village of Addison and provides services to residents within the geographic boundaries of the Village.

Measurement Focus, Basis of Accounting, and Basis of Presentation - The accounts of the library are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. The account group is a reporting device to account for certain assets of the governmental funds not recorded directly in those funds.

Governmental funds are used to account for the library's general governmental activities. Governmental fund types follow the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transactions can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The library considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Property taxes and interest are susceptible to accrual. Other receipts, such as fines and other taxes, become measurable and available when cash is received by the library and are thus recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

Governmental funds include the following fund types:

- General Fund is the library's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- Special Revenue Funds account for revenue sources that are legally restricted to expenditures for specific purposes.
- Capital Improvement Fund accounts for the acquisition of fixed assets or construction of major capital projects.

FINANCIAL REPORTS AND AUDITS

Reports reflecting the financial condition of the Addison Public Library shall be presented to the Board monthly. These financial reports shall include:

- Monthly revenue and expenditure statements for the month and year-to-date with comparison to the budget in all funds;
- Payroll distribution summary;
- Disbursement report for the month.

An independent auditor appointed by the Board shall conduct an annual audit of Addison Public Library's finances in accordance with the law and generally accepted accounting principles. The scope of those audits shall be determined from time to time by the Board.

SIGNING CHECKS

The Director is authorized to sign checks under \$500 for all fund accounts. Checks that are \$500 or more must be signed by any two authorized signatories as follows: the President of the Board, the Treasurer of the Board, optional other Board member(s) designated as signatories by the Board, and the Director. The All Disbursements Report for the month is approved at the Board meeting before checks are distributed to the vendors.

It is the responsibility of the Director to ensure that signatures are procured from appropriate signatories so that payment can be made on obligations of the Addison Public Library. It is also the responsibility of the Director to establish adequate controls and safeguards to ensure disbursement of funds only for proper purposes.

It is the responsibility of all check signers to ensure that there is adequate documentation, consistent with good internal controls, for valid payment of checks they sign.

ROUTINE BILL PAYMENT

At each regular meeting of the Board of Trustees, routine bills are presented for consideration and approval by the Board.

If a quorum of the Board is not available or a regular monthly meeting is cancelled, the Finance Committee (a standing committee under Article V of the Addison Public Library By-Laws) is delegated the authority to meet to review and authorize payment of all routine bills that are within the Budget, and not exceeding it. The full Board will ratify such payment at the next regularly scheduled meeting of the Board. In such cases, the Finance Committee (a standing committee under Article V of the Addison Public Library By-Laws) will schedule a meeting in compliance with the Open Meetings Act.

Monthly General Disbursements

1. Librarian's Checking Account - Checks from the *Librarian's Account* are issued with the approval of the Library Director or, in the Director's absence, the approval of the Assistant Director. With approval of the Monthly General Disbursements, the Board will ratify disbursements that have been made since its last meeting.
2. General Disbursements - The Board approves disbursements to vendors for good and services that are billed to the library since its last meeting.

Monthly Payroll Disbursements

1. Payroll Checks - The Board will ratify the payroll disbursements that have been paid according to the adopted compensation plan.

USE OF LIBRARIAN'S CHECKING ACCOUNT, PETTY CASH, AND CREDIT CARDS

Librarian's Checking Account

The Board has established a librarian's checking account, which is funded at a maximum of \$1,000 to cover expenses that require payment before the next regularly scheduled Board meeting. Such expenditures include professional growth activities, programming materials, purchases of coins for the cash registers, refreshments for meetings, etc. Checks to be written must be approved and signed by the Director as well as being under \$500 each. The Board of Trustees shall review these activities posted in the All Disbursements Report monthly and reimburse the account so that it is funded at \$1,000.

Petty Cash

The Library shall maintain petty cash to be accountable to the Board and to be used only for those items that are impractical to use a credit card or check. Normally each transaction should be less than \$20.

Credit Cards

The Director, Assistant Director, and Administrative Assistant shall be authorized to use the Addison Public Library's credit card. The Director may recommend to the Board other staff members authorized to use the Addison Public Library's credit card as well. The Board shall approve these recommendations prior to cards being issued and maintain a list of authorized individuals.

The card shall only be used for appropriate Addison Public Library business, and all uses shall be properly documented. The Addison Public Library credit card shall not be used for personal expenditures.

Monthly credit card billings shall be documented in the All Disbursement Report to the Board each month.

INVESTMENTS

Scope

This Investment Policy applies to the investment activities of all funds of the Addison Public Library. All financial assets of these funds, including the General Fund, Special Revenue Funds, Capital Improvement Fund, Debt Service Funds, Special Assessment Funds, and other funds that may be created from time to time, shall be administered in accordance with the provisions of this policy.

Objectives

The purpose of the Investment Policy of the Addison Public Library is to establish cash management and investment guidelines for the Addison Public Library Board of Trustees and staff responsible for the stewardship of public funds. Specific objectives include:

- Safety of principle is the foremost objective of the Investment Policy of the Addison Public Library. Each investment transaction shall seek first to ensure that capital losses are avoided, whether they are from securities defaults or erosion of market value.
- The library's investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements that may be reasonably anticipated in any library fund.
- The investment portfolio of the library shall be designed with the objective of regularly exceeding the average return of three (3) month U.S. Treasury Bills. The investment program shall seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles.
- In managing its investment portfolio, library officials shall avoid any transaction that might impair public confidence in the management of the library. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Compliance

The policy shall at all times comply with all applicable laws and statues, bylaws, and resolutions of the Addison Public Library.

Responsibility for the Investment Program

The Board of Trustees shall designate those officers and employees as having the authority and responsibility for implementing the policy.

Board of Trustees and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and Board of

Trustees shall disclose to the authorized administrator of the policy any material financial interest in financial institutions that conduct business with this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction's portfolio. Employees and Board of Trustees shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

Accounting

The Addison Public Library maintains its accounting records on the basis of funds and account groups, each of which is considered a separate accounting entity. All investment transactions shall be recorded in the various funds of the library in accordance with generally accepted accounting principles as promulgated by the Government Accounting Standards Board.

Financial Institutions

The Board of Trustees shall approve all financial institutions with which the Addison Public Library deals. The library staff shall recommend to the Board those financial institutions that best meet the objectives of the policy.

It shall be the policy of the library to select financial institutions on the following basis:

- **Security:** The library shall not maintain funds in any financial institution that is not a member of the FDIC. Furthermore, the library shall not maintain funds in any financial institution that is not willing and capable of posting required collateral for funds in excess of the FDIC insurable limits.
- **Size:** The library shall not select as depository any financial institution in which the library funds on deposit shall exceed fifty percent (50%) of the institution's capital stock and surplus.
- **Statement of Condition:** The library shall maintain for public and managerial inspection current statements of condition for each financial institution named as depository. If, for any reason, the information furnished is considered by the Board of Trustees or the authorized administrator to be insufficient, the library may request additional data. The refusal of an institution to provide such data upon request may serve as sufficient cause for the withdrawal of library funds.
- **Services and Fees:** Any financial institution selected by the library shall provide normal banking services, including, but not limited to: checking accounts, wire transfers, purchase and sale of investment securities and safekeeping services. Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Addison Public Library official.

Investment Selection

The Board of Trustees of the Addison Public Library shall approve a list of permitted investment instruments which shall meet all legal standards stated under the Compliance section and the prudent person standard stated under the Objectives section herein. [See Appendix A.]

Diversification and Maturities of Investments

Diversification and maturities management are two key aspects of prudent investment practices. Properly balanced, they help to minimize institutional and interest-rate risk and help to ensure liquidity.

The extent to which the Addison Public Library can vary investments shall be determined by the size of the investment portfolio. Diversification for its own sake may not always be practical if it requires that the library purchase smaller lower-yielding investments.

A careful analysis of the library's short-, mid-, and long-term cash needs is the basis for developing the maturity structure.

Collateral

It is the policy of the Addison Public Library to require that funds on deposit in excess of FDIC or FSLIC limits be secured by some form of collateral. The library shall accept any of the following assets as collateral:

- U. S. Government Securities;
- Obligations of Federal Agencies;
- Obligations of Federal Instrumentalities;
- Obligations of the State of Illinois;
- General Obligation Bonds of Illinois Municipalities rated "A" or better;
- Any other collateral identified in Illinois Compiled Statutes as acceptable for use by the Treasurer of the State of Illinois.

The amount of collateral provided shall be not less than one-hundred-ten percent (110%) of the fair market value of the net amount of public funds secured. Pledged collateral shall be held by the library or in safekeeping and evidenced by a safekeeping agreement.

Documentation

The library staff shall develop appropriate procedures for the legal and financial review and approval of all documents entered into to implement the policy.

Reporting

The Addison Public Library staff shall report periodically to the Board the state of the various funds of the investment portfolio.

The investment report shall be used to measure performance and to demonstrate the degree of compliance with the policy.

In addition to interim reports an annual review shall be prepared. This report shall focus on the overall performance of investments during the year as well as a projection of what may be anticipated in the future.

Indemnification

The authorized administrator of the investments and employees of the Addison Public Library acting in accordance with this Investment Policy and written procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

Amendment

This policy shall be reviewed from time to time and revisions shall be presented to the Board of Trustees for its approval.

FIXED ASSETS

Purpose

The purpose of the Fixed Asset Policy of the Addison Public Library is threefold:

1. To facilitate the accounting for fixed assets;
2. To maintain fiduciary responsibility for these assets;
3. To maintain a list of the particular projects and needs for expenditures from the Capital Improvement Fund.

Depreciation of the Addison Public Library fixed assets is not required under generally accepted accounting principles, since the library is categorized as a governmental fund type. Thus, depreciation is not addressed in this policy.

Criteria for Capitalization

All fixed assets that are purchased or received as gifts or donations shall be recorded as expenditures in the fund that paid for the fixed asset. Those fixed assets, equaling or exceeding \$1,000, shall be capitalized and recorded in the library's Asset Replacement Schedule on a timely basis.

The library shall maintain detailed asset records, listing the following information:

- Fixed asset category;
- Brief description;
- Date of acquisition;
- Purchase price;
- Life expectancy.

However, it is understood that for assets acquired earlier, all the above information may not be available. Every effort shall have been made to acquire or estimate the information.

Library books and other library materials are not capitalized in the Asset Replacement Schedule. All physical library material is capitalized as a single addition as opposed to individual purchases and therefore no minimum threshold is established.

Definitions/Descriptions of Fixed Asset Categories

Each fixed asset capitalized in the Asset Replacement Schedule shall be classified in the following categories for financial reporting purposes:

- Building and Grounds - Costs include purchase price of structures and all property permanently attached to, or an integral part of the structure, plus necessary improvements including re-roofing, electrical/plumbing, carpet replacement, and HVAC. Costs such as legal and filing fees, architectural fees, engineering fees, and other related professional services may also be included.
- Automation: Hardware and Software - Assets in this category include computer hardware including network servers, PCs, and peripherals. Purchased software, like enterprise packages and cloud-based applications, are also considered fixed assets.
- Furniture, Fixtures, and Equipment - Assets in this category include heavy equipment, office equipment, phone system, shelving, furniture, and fixtures.
- Books and Materials - Books and Material assets are comprised of physical material used by library patrons.
- ~~HVAC Equipment;~~
- ~~Building and Grounds;~~
- ~~Automation: Hardware/Software;~~
- ~~Furniture and Equipment.~~

Accounting for Disposals/Retirements of Fixed Assets

When the Board of Trustees has determined to sell or otherwise dispose of fixed assets that it deems no longer necessary or useful for library purposes, the library shall adhere to 75 ILCS 5/4-16 in the sale or disposition of such property. As fixed asset items are disposed of or retired, they shall be eliminated from the Asset Replacement Schedule on a timely basis.

Reconciliations

On a periodic basis, at least annually, the Asset Replacement Schedule shall be reconciled. To assure that the reconciliation process is properly completed, the Library shall take a physical inventory comparing the fixed assets per the Asset Replacement Schedule to what actually exists at the library. Adjustments to the Asset Replacement Schedule shall be made as appropriate.

SPENDING AUTHORIZATIONS

The Director may make expenditures consistent with the Board-approved budget without further Board approval. However, expenditures that are not within the Board approved budget must be formally approved by the Board of Trustees.

A list of anticipated major capital expenditures should be included with the annual budget and the yearly updated long range plan that are submitted to the Board for approval.

Unbudgeted emergency repairs to the physical plant or equipment that must be completed immediately and cannot be practically submitted to the Board for approval may be authorized by the Director. The Board of Trustees shall be informed of the expenditures as soon as possible.

INSURANCE/BONDING PROTECTION OF THE ADDISON PUBLIC LIBRARY

In compliance with 75 ILCS 5/4-9 the Director shall recommend to the Board all necessary bonding of Board and staff members who handle Addison Public Library funds and also any appropriate insurance protection to protect the finances of the Addison Public Library.

BAD DEBTS OWED TO THE ADDISON PUBLIC LIBRARY

Delinquent accounts may be assigned for collection to either legal counsel or a collection agency, or taken to small claims court as the Director deems appropriate. Collection efforts for accounts past due of \$50 or more shall continue until actually collected or the attorney, collection agency, or small claims court deems further efforts shall be futile or not cost-effective.

RECOGNITION AND REWARDS

The Addison Public Library acknowledges that as a public entity, it must be a steward of the public funding it receives and ensure that the expenditures of Library funds are consistent with its statutory authority, which includes the establishment, maintenance and operation of a public library; as well as the performance of activities necessary for conducting library services.

The Library also recognizes the invaluable contributions made by its staff, volunteers and supporters, and recognizes that maintaining the morale of staff and volunteers is a necessary component to its success. The Addison Public Library hereby finds that maintaining the morale of its staff and volunteers is necessary for conducting library services. For these reasons, the Addison Public Library adopts this policy. No gift shall be provided to employees, volunteers or library supporters contrary to this policy.

Employee Service Awards - In December of each year the Library recognizes employees based on their years of service at the Library. Each employee who has completed five years of service at the Library (or an increment of five years) in that calendar year is recognized at the Library staff recognition event with a certificate of appreciation and a gift. Funds for these awards shall be paid from the budgeted funds of the Library. The Library shall determine the type of gift to be given. Gifts of cash or gift certificates will be avoided because such gifts are taxable income.

Employee and Employee Team of the Year Awards - The library staff will annually select one individual and one staff team to be recognized as *Employee of the Year* and *Team of the Year* who have given exemplary service to the Library and its users. These awards will be presented at a staff appreciation luncheon held each year during National Library Week. Funds for these awards shall be paid from the budgeted funds of the Library. The Library shall determine the type

of gift to be given. Gifts of cash or gift certificates will be avoided because such gifts are taxable income.

Volunteers - Recognition is an important component of the Addison Public Library's volunteer program. The Library recognizes that volunteer services are a necessary component to providing an adequate level of service to library patrons. Although individual, informal recognition of volunteers may occur on a regular basis, it is important that the Library formally recognize volunteers as a group on a regular basis, at least annually. It is the policy of this Board to formally recognize volunteers. It shall also be the policy of this Board to formally recognize volunteers and library supporters who have given extraordinary service to the Library by approving resolutions of the Board commemorating such service and dedicating books in the Library's collection in honor of these individuals.

Retirement - The library will not give gifts of cash or tangible personal property to employees upon retirement. Employees with ten or more years of service to the library will be recognized upon retirement by a formal resolution from the Board. All employees will be recognized upon retirement with a book to be placed into the library's collection in their honor.

Trustees - Trustees serve without any expectation of compensation in accordance with state statute, however, upon retirement the Board may decide to recognize an individual trustee at its discretion.

All recognition awards are at the discretion of the Board and based on available funds, staffing levels, and the needs of the Library. Programs and awards may be discontinued at any time with no expectations of grand-fathering clauses.

Appendix A:

<https://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=496&ChapterID=7>

(30 ILCS 235/) Public Funds Investment Act.

(30 ILCS 235/0.01) (from Ch. 85, par. 900)

Sec. 0.01. Short title. This Act may be cited as the Public Funds Investment Act.

(Source: P.A. 86-1324.)

(30 ILCS 235/1) (from Ch. 85, par. 901)

Sec. 1. The words "public funds", as used in this Act, mean current operating funds, special funds, interest and sinking funds, and funds of any kind or character belonging to or in the custody of any public agency.

The words "public agency", as used in this Act, mean the State of Illinois, the various counties, townships, cities, towns, villages, school districts, educational service regions, special road districts, public water supply districts, fire protection districts, drainage districts, levee districts, sewer districts, housing authorities, the Illinois Bank Examiners' Education Foundation, the Chicago Park District, and all other political corporations or subdivisions of the State of Illinois, now or hereafter created, whether herein specifically mentioned or not.

This Act does not apply to the Illinois Prepaid Tuition Trust Fund, private funds collected by the Illinois Conservation Foundation, or pension funds or retirement systems established under the Illinois Pension Code, except as otherwise provided in that Code. This Act does not apply to the Illinois State Treasurer, whose investment of State funds shall be governed by the Deposit of State Moneys Act.

The words "governmental unit", as used in this Act, have the same meaning as in the Local Government Debt Reform Act.

(Source: P.A. 102-297, eff. 8-6-21.)

(30 ILCS 235/2) (from Ch. 85, par. 902)

Sec. 2. Authorized investments.

(a) Any public agency may invest any public funds as follows:

(1) in bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;

(2) in bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities;

(3) in interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;

(4) in short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the public agency's funds may be invested in short-term obligations of corporations under this paragraph (4);

(4.5) in obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature more than 270 days but less than 3 years from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the public agency's funds may be invested in obligations of corporations under this paragraph (4.5); or

(5) in money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations.

(a-1) In addition to any other investments authorized under this Act, a municipality, park district, forest preserve district, conservation district, county, or other governmental unit may invest its public funds in interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the municipality, park district, forest preserve district, conservation district, county, or other governmental unit, or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.

(b) Investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation. Any public agency may invest any public funds in short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of such governing authority, the public funds so invested will be required for expenditure by such public agency or its governing authority. The expressed judgment of any such governing authority as to the time when any public funds will be required for expenditure or be redeemable is final and conclusive. Any public agency may invest any public funds in dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.

(c) For purposes of this Section, the term "agencies of the United States of America" includes: (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto; (ii) the federal home loan banks and the federal home loan mortgage corporation; and (iii) any other agency created by Act of Congress.

(d) Except for pecuniary interests permitted under subsection (f) of Section 3-14-4 of the Illinois Municipal Code or under Section 3.2 of the Public Officer Prohibited Practices Act, no person acting as treasurer or financial officer or who is employed in any similar capacity by or for a public agency may do any of the following:

(1) have any interest, directly or indirectly, in any investments in which the agency is authorized to invest.

(2) have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.

(3) receive, in any manner, compensation of any kind from any investments in which the agency is authorized to invest.

(e) Any public agency may also invest any public funds in a Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. Any public agency may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.

(f) To the extent a public agency has custody of funds not owned by it or another public agency and does not otherwise have authority to invest such funds, the public agency may invest such funds as if they were its own. Such funds must be released to the appropriate person at the earliest reasonable time, but in no case exceeding 31 days, after the private person becomes entitled to the receipt of them. All earnings accruing on any investments or deposits made pursuant to the provisions of this Act shall be credited to the public agency by or for which such investments or deposits were made, except as provided otherwise in Section 4.1 of the State Finance Act or the Local Governmental Tax Collection Act, and except where by specific statutory provisions such earnings are directed to be credited to and paid to a particular fund.

(g) A public agency may purchase or invest in repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of

said Act and the regulations issued thereunder. The government securities, unless registered or inscribed in the name of the public agency, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

(h) Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, no public agency may purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of any public agency unless the instrument and the transaction meet the following requirements:

(1) The securities, unless registered or inscribed in the name of the public agency, are purchased through banks or trust companies authorized to do business in the State of Illinois.

(2) An authorized public officer after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, which acts for the public agency in connection with repurchase agreements involving the investment of funds by the public agency. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements. To the extent the Treasurer acts in this capacity, he is hereby authorized to pass through to such public agencies any charges assessed by the Federal Reserve Bank.

(3) A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the public agency on the records of the custodial bank and the transaction must be confirmed in writing to the public agency by the custodial bank.

(4) Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.

(5) The security interest must be perfected.

(6) The public agency enters into a written master repurchase agreement which outlines the basic responsibilities and liabilities of both buyer and seller.

(7) Agreements shall be for periods of 330 days or less.

(8) The authorized public officer of the public agency informs the custodial bank in writing of the maturity details of the repurchase agreement.

(9) The custodial bank must take delivery of and maintain the securities in its custody for the account of the public agency and confirm the transaction in writing to the public agency. The Custodial Undertaking shall provide that the custodian takes possession of the securities exclusively for the public agency; that the securities are free of any claims against the trading partner; and any claims by the custodian are subordinate to the public agency's claims to rights to those securities.

(10) The obligations purchased by a public agency may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the public agency or officer authorized to make such investments.

(11) The custodial bank shall be liable to the public agency for any monetary loss suffered by the public agency due to the failure of the custodial bank to take and maintain possession of such securities.

(i) Notwithstanding the foregoing restrictions on investment in instruments constituting repurchase agreements the Illinois Housing Development Authority may invest in, and any financial institution with capital of at least \$250,000,000 may act as custodian for, instruments that constitute repurchase agreements, provided that the Illinois Housing Development Authority, in making each such investment, complies with the safety and soundness guidelines for engaging in repurchase transactions applicable to federally insured banks, savings banks, savings and loan associations or other depository institutions as set forth in the Federal Financial Institutions Examination Council Policy Statement Regarding Repurchase Agreements and any regulations issued, or which may be issued by the supervisory federal authority pertaining thereto and any amendments thereto; provided further that the securities shall be either (i) direct general obligations of, or obligations the payment of the principal of and/or interest on which are unconditionally guaranteed by, the United States of America or (ii) any obligations of any agency, corporation or subsidiary thereof controlled or supervised by and acting as an instrumentality of the United States Government pursuant to authority granted by the Congress of the United States and provided further that the security interest must be perfected by either the Illinois Housing Development Authority, its custodian or its agent receiving possession of the securities either physically or transferred through a nationally recognized book entry system.

(j) In addition to all other investments authorized under this Section, a community college district may invest public funds in any mutual funds that invest primarily in corporate investment grade or global government short term bonds. Purchases of mutual funds that invest primarily in global government short term bonds shall be limited to funds with assets of at least \$100 million and that are rated at the time of purchase as one of the 10 highest classifications established by a recognized rating service. The investments shall be subject to approval by the local community college board of trustees. Each community college board of trustees shall develop a policy regarding the percentage of the college's investment portfolio that can be invested in such funds.

Nothing in this Section shall be construed to authorize an intergovernmental risk management entity to accept the deposit of public funds except for risk management purposes.

(Source: P.A. 102-285, eff. 8-6-21.)

(30 ILCS 235/2.5)

Sec. 2.5. Investment policy.

(a) Investment of public funds by a public agency shall be governed by a written investment policy adopted by the public agency. The level of detail and complexity of the investment policy shall be appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio. The policy shall address safety of principal, liquidity of funds, and return on investment and shall require that the investment portfolio be structured in such manner as to provide sufficient liquidity to pay obligations as they come due. In addition, the investment policy shall include or address the following:

- (1) a listing of authorized investments;
- (2) a rule, such as the "prudent person rule", establishing the standard of care that must be maintained by the persons investing the public funds;
- (3) investment guidelines that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio;
- (4) a policy regarding diversification of the investment portfolio that is appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio;

(5) guidelines regarding collateral requirements, if any, for the deposit of public funds in a financial institution made pursuant to this Act, and, if applicable, guidelines for contractual arrangements for the custody and safekeeping of that collateral;

(6) a policy regarding the establishment of a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity;

(7) identification of the chief investment officer who is responsible for establishing the internal controls and written procedures for the operation of the investment program;

(8) performance measures that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio;

(9) a policy regarding appropriate periodic review of the investment portfolio, its effectiveness in meeting the public agency's needs for safety, liquidity, rate of return, and diversification, and its general performance;

(10) a policy establishing at least quarterly written reports of investment activities by the public agency's chief financial officer for submission to the governing body and chief executive officer of the public agency. The reports shall include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date;

(11) a policy regarding the selection of investment advisors, money managers, and financial institutions; and

(12) a policy regarding ethics and conflicts of interest.

(a-5) The investment policy shall include a statement that material, relevant, and decision-useful sustainability factors have been or are regularly considered by the agency, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act.

(b) For purposes of the State or a county, the investment policy shall be adopted by the elected treasurer and presented to the chief executive officer and the governing body. For purposes of any other public agency, the investment policy shall be adopted by the governing body of the public agency.

(c) The investment policy shall be made available to the public at the main administrative office of the public agency.

(d) The written investment policy required under this Section shall be developed and implemented by January 1, 2000.

(Source: P.A. 101-473, eff. 1-1-20.)

(30 ILCS 235/2.10)

Sec. 2.10. Unit of local government; deposit at reduced rate of interest. The treasurer of a unit of local government may, in his or her discretion, deposit public moneys of that unit of local government in a financial institution pursuant to an agreement that provides for a reduced rate of interest, provided that the institution agrees to expend an amount of money equal to the amount of the reduction for senior centers.

(Source: P.A. 93-246, eff. 7-22-03.)

(30 ILCS 235/3) (from Ch. 85, par. 903)

Sec. 3. If any securities, purchased under authority of Section 2 hereof, are issuable to a designated payee or to the order of a designated payee, then the public agency shall be so designated, and further, if such securities are purchased with money taken from a particular fund of a public agency, the name of such fund shall be added to that of such public agency. If any such securities are registerable, either as to principal or interest, or both, then such securities shall be so registered in the name of the public agency, and in the name of the fund to which they are to be credited.
(Source: Laws 1943, vol. 1, p. 951.)

(30 ILCS 235/4) (from Ch. 85, par. 904)

Sec. 4. All securities purchased under the authority of this Act shall be held for the benefit of the public agency which purchased them, and if purchased with money taken from a particular fund, such securities shall be credited to and deemed to be a part of such fund, and shall be held for the benefit thereof. All securities so purchased shall be deposited and held in a safe place by the person or persons having custody of the fund to which they are credited, and such person or persons are responsible upon his or their official bond or bonds for the safekeeping of all such securities. Any securities purchased by any such public agency under authority of this Act, may be sold at any time, at the then current market price thereof, by the governing authority of such public agency. Except as provided in Section 4.1 of "An Act in relation to State finance", all payments received as principal or interest, or otherwise, derived from any such securities shall be credited to the public agency and to the fund by or for which such securities were purchased.
(Source: P.A. 84-1378.)

(30 ILCS 235/5) (from Ch. 85, par. 905)

Sec. 5. This Act, without reference to any other statute, shall be deemed full and complete authority for the investment of public funds, as hereinabove provided, and shall be construed as an additional and alternative method therefor.
(Source: Laws 1943, vol. 1, p. 951.)

(30 ILCS 235/6) (from Ch. 85, par. 906)

Sec. 6. Report of financial institutions.

(a) No bank shall receive any public funds unless it has furnished the corporate authorities of a public agency submitting a deposit with copies of the last two sworn statements of resources and liabilities which the bank is required to furnish to the Commissioner of Banks and Real Estate or to the Comptroller of the Currency. Each bank designated as a depository for public funds shall, while acting as such depository, furnish the corporate authorities of a public agency with a copy of all statements of resources and liabilities which it is required to furnish to the Commissioner of Banks and Real Estate or to the Comptroller of the Currency; provided, that if such funds or moneys are deposited in a bank, the amount of all such deposits not collateralized or insured by an agency of the federal government shall not exceed 75% of the capital stock and surplus of such bank, and the corporate authorities of a public agency submitting a deposit shall not be discharged from responsibility for any funds or moneys deposited in any bank in excess of such limitation.

(b) No savings bank or savings and loan association shall receive public funds unless it has furnished the corporate authorities of a public agency submitting a deposit with copies of the last 2 sworn statements of resources and liabilities which the savings bank or savings and loan association is required to furnish to the Commissioner of Banks and Real Estate or the Federal Deposit Insurance Corporation. Each savings bank or savings and loan association designated as a depository for public funds shall, while acting as such depository, furnish the

corporate authorities of a public agency with a copy of all statements of resources and liabilities which it is required to furnish to the Commissioner of Banks and Real Estate or the Federal Deposit Insurance Corporation; provided, that if such funds or moneys are deposited in a savings bank or savings and loan association, the amount of all such deposits not collateralized or insured by an agency of the federal government shall not exceed 75% of the net worth of such savings bank or savings and loan association as defined by the Federal Deposit Insurance Corporation, and the corporate authorities of a public agency submitting a deposit shall not be discharged from responsibility for any funds or moneys deposited in any savings bank or savings and loan association in excess of such limitation.

(c) No credit union shall receive public funds unless it has furnished the corporate authorities of a public agency submitting a share deposit with copies of the last two reports of examination prepared by or submitted to the Illinois Department of Financial Institutions or the National Credit Union Administration. Each credit union designated as a depository for public funds shall, while acting as such depository, furnish the corporate authorities of a public agency with a copy of all reports of examination prepared by or furnished to the Illinois Department of Financial Institutions or the National Credit Union Administration; provided that if such funds or moneys are invested in a credit union account, the amount of all such investments not collateralized or insured by an agency of the federal government or other approved share insurer shall not exceed 50% of the unimpaired capital and surplus of such credit union, which shall include shares, reserves and undivided earnings and the corporate authorities of a public agency making an investment shall not be discharged from responsibility for any funds or moneys invested in a credit union in excess of such limitation.

(d) Whenever a public agency deposits any public funds in a financial institution, the public agency may enter into an agreement with the financial institution requiring any funds not insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration or other approved share insurer to be collateralized by any of the following classes of securities, provided there has been no default in the payment of principal or interest thereon:

- (1) Bonds, notes, or other securities constituting direct and general obligations of the United States, the bonds, notes, or other securities constituting the direct and general obligation of any agency or instrumentality of the United States, the interest and principal of which is unconditionally guaranteed by the United States, and bonds, notes, or other securities or evidence of indebtedness constituting the obligation of a U.S. agency or instrumentality.
- (2) Direct and general obligation bonds of the State of Illinois or of any other state of the United States.
- (3) Revenue bonds of this State or any authority, board, commission, or similar agency thereof.
- (4) Direct and general obligation bonds of any city, town, county, school district, or other taxing body of any state, the debt service of which is payable from general ad valorem taxes.
- (5) Revenue bonds of any city, town, county, or school district of the State of Illinois.
- (6) Obligations issued, assumed, or guaranteed by the International Finance Corporation, the principal of which is not amortized during the life of the obligation, but no such obligation shall be accepted at more than 90% of its market value.
- (7) Illinois Affordable Housing Program Trust Fund Bonds or Notes as defined in and issued pursuant to the Illinois Housing Development Act.
- (8) In an amount equal to at least market value of that amount of funds deposited exceeding the insurance limitation provided by the Federal Deposit Insurance Corporation or the National Credit Union

Administration or other approved share insurer: (i) securities, (ii) mortgages, (iii) letters of credit issued by a Federal Home Loan Bank, or (iv) loans covered by a State Guarantee under the Illinois Farm Development Act, if that guarantee has been assumed by the Illinois Finance Authority under Section 845-75 of the Illinois Finance Authority Act, and loans covered by a State Guarantee under Article 830 of the Illinois Finance Authority Act.

(9) Certificates of deposit or share certificates issued to the depository institution pledging them as security. The public agency may require security in the amount of 125% of the value of the public agency deposit. Such certificate of deposit or share certificate shall:

(i) be fully insured by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation, or the National Credit Union Share Insurance Fund or issued by a depository institution which is rated within the 3 highest classifications established by at least one of the 2 standard rating services;

(ii) be issued by a financial institution having assets of \$15,000,000 or more; and

(iii) be issued by either a savings and loan association having a capital to asset ratio of at least 2%, by a bank having a capital to asset ratio of at least 6% or by a credit union having a capital to asset ratio of at least 4%.

The depository institution shall effect the assignment of the certificate of deposit or share certificate to the public agency and shall agree that, in the event the issuer of the certificate fails to maintain the capital to asset ratio required by this Section, such certificate of deposit or share certificate shall be replaced by additional suitable security.

(e) The public agency may accept a system established by the State Treasurer to aggregate permissible securities received as collateral from financial institutions in a collateral pool to secure public deposits of the institutions that have pledged securities to the pool.

(f) The public agency may at any time declare any particular security ineligible to qualify as collateral when, in the public agency's judgment, it is deemed desirable to do so.

(g) Notwithstanding any other provision of this Section, as security a public agency may, at its discretion, accept a bond, executed by a company authorized to transact the kinds of business described in clause (g) of Section 4 of the Illinois Insurance Code, in an amount not less than the amount of the deposits required by this Section to be secured, payable to the public agency for the benefit of the People of the unit of government, in a form that is acceptable to the public agency.

(h) Paragraphs (a), (b), (c), (d), (e), (f), and (g) of this Section do not apply to the University of Illinois, Southern Illinois University, Chicago State University, Eastern Illinois University, Governors State University, Illinois State University, Northeastern Illinois University, Northern Illinois University, Western Illinois University, the Cooperative Computer Center and public community colleges. (Source: P.A. 95-331, eff. 8-21-07.)

(30 ILCS 235/6.5)

Sec. 6.5. Federally insured deposits at Illinois financial institutions.

(a) Notwithstanding any other provision of this Act or any other statute, whenever a public agency invests public funds in an interest-bearing savings account, demand deposit account, interest-bearing certificate of deposit, or interest-bearing time deposit under Section 2 of this Act, the provisions of Section 6 of this Act and any other statutory requirements pertaining to the eligibility of a bank to receive or hold public deposits or to the pledging of collateral by a bank to secure public deposits do not apply to any bank receiving or holding all or part of the invested public funds if (i) the public agency

initiates the investment at or through a bank located in Illinois and (ii) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

(b) Nothing in this Section is intended to:

(1) prohibit a public agency from requiring the bank at or through which the investment of public funds is initiated to provide the public agency with the information otherwise required by subsection (a), (b), or (c) of Section 6 of this Act as a condition of investing the public funds at or through that bank; or

(2) permit a bank to receive or hold public deposits if that bank is prohibited from doing so by any rule, sanction, or order issued by a regulatory agency or by a court.

(c) For purposes of this Section, the term "bank" includes any person doing a banking business whether subject to the laws of this or any other jurisdiction.

(Source: P.A. 98-703, eff. 7-7-14; 98-756, eff. 7-16-14; 99-78, eff. 7-20-15.)

(30 ILCS 235/7) (from Ch. 85, par. 907)

Sec. 7. When investing or depositing public funds, each custodian shall, to the extent permitted by this Act and by the lawful and reasonable performance of his custodial duties, invest or deposit such funds with or in minority-owned financial institutions within this State.

(Source: P.A. 84-754.)

(30 ILCS 235/8)

Sec. 8. Consideration of financial institution's commitment to its community.

(a) In addition to any other requirements of this Act, a public agency shall consider the financial institution's record and current level of financial commitment to its local community when deciding whether to deposit public funds in that financial institution. The public agency may consider factors including, but not necessarily limited to:

(1) for financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;

(2) any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;

(3) the financial impact that the withdrawal or denial of deposits of public funds might have on the financial institution;

(4) the financial impact to the public agency as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and

(5) any additional burden on the resources of the public agency that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

(a-5) Effective January 1, 2022, no public funds may be deposited in a financial institution subject to the federal Community Reinvestment Act of 1977 unless the institution has a current rating of satisfactory or outstanding under the Community Reinvestment Act of 1977.

(a-10) When investing or depositing public funds, the public agency may give preference to financial institutions that have a current rating of outstanding under the federal Community Reinvestment Act of 1977.

(b) Nothing in this Section shall be construed as authorizing the public agency to conduct an examination or investigation of a financial institution or to receive information that is not publicly available and the disclosure of which is otherwise

prohibited by law.

(Source: P.A. 101-657, eff. 3-23-21.)

(30 ILCS 235/9)

Sec. 9. Municipal and county investment in not-for-profit community development financial institutions. Municipalities and counties may invest up to \$250,000 per year in public funds in not-for-profit community development financial institutions across all institutions. These financial institutions must have at least \$5,000,000 in net assets and have earned at least an "A" rating by an investment rating organization that primarily provides services for community development financial institutions. Investments made under this Section shall be made for a term and at a rate acceptable to the municipality or county and the municipality or county may set benchmarks in order to continue investing in the not-for-profit community development financial institution.

(Source: P.A. 99-676, eff. 7-29-16.)

The Library provides equal opportunity to all applicants and employees and does not discriminate on the basis of gender expression regardless of an individual's gender identity.

RECRUITMENT

The Library provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience, training, and potential. Positions may be filled by employee transfers, promotions, or new employees who are recruited or apply directly to the Library. Recruitment may be conducted through advertising, employment agencies, schools, or employee referrals. The Director is the only person who is authorized to approve recruitment funds. Supervisors should discuss the most appropriate method of recruitment for filling departmental positions with the HR Coordinator. All recruitment will be conducted in an ethical, professional, and nondiscriminatory manner.

The Library seeks to create a welcoming work environment for people of all backgrounds and encourages the recruitment and hiring of candidates that reflect the diversity of the community and the workforce.

EMPLOYEE SELECTION PROCESS

Employment Applications

All persons applying for work must complete an application form even if a resume has been submitted. The Library relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Interview

When a new job becomes open, the supervisor and HR Coordinator will review the job description for that position. The position will be evaluated for any changes. Once the job description is finalized, the job will be posted stating the job-related tasks and qualifications. The defined tasks and stated qualifications will be the basis for screening applications. The supervisor and HR Coordinator will conduct structured interviews limited to job-related questions to assess the candidates' experience, demonstrated ability, and training. There are times when more than one interview with candidates will be necessary. The telephone may be used for initial interviews. Pre-employment, job-relevant evaluation tools that test accepted professional practices may be used and required of all interviewed applicants.

Immigration Law Compliance

The Library is committed to employing only those applicants who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Library within the past three years or if their previous I-9 is no longer retained or valid.

Expiration of Work Authorization


~~Employees who have a work authorization that expires will need to provide an updated work authorization. The employee's Form I-9 will be updated to reflect the renewed authorization to work. Updated information will be initialed and dated by the management representative performing the reverification.~~

~~Employees who fail to provide proof of their renewed authorization to work prior to the expiration of the authorization documented on their Form I-9 are subject to immediate suspension without pay or termination.~~

Employment Reference Checks

To ensure that individuals who join the Library are well qualified and have strong potential to be productive and successful, before extending an employment offer, the Library will check references and verify application information. If a job offer is made, the potential employee must agree to a criminal background check. A background check shall not be required for transfers or promotions of current employees. Having a criminal history will not

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Reminders for DACA Recipients and Employers that Work Authorization Continues After the Latest Decisions in the DACA Litigation

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On October 5, 2022, the Fifth Circuit Court of Appeals partially upheld a July 2021 district court decision finding that the original DACA program (established in 2012) was unlawful; however, the Fifth Circuit sent the case back for the district court to consider the Department of Homeland Security's new DACA regulation (issued in 2022). Shortly after the Fifth Circuit's decision, the district court issued an order on October 14, 2022, that confirmed that the Department of Homeland Security cannot grant DACA to *new* applicants. **As a result of these most recent rulings, existing DACA recipients retain their grant of DACA and are allowed to apply for (and receive) renewal, but the government cannot grant new DACA applications. There is no change to current grants of deferred action, DACA Employment Authorization Documents (EADs), and advance parole granted under the original 2012 DACA program. Those grants and EADs remain valid.**

These court rulings do not affect ICE's enforcement policies. Like the earlier district court ruling, the appeals court ruling and the most recent district court order do not require DHS or the Department of Justice to take any immigration, deportation, or criminal action against any DACA recipient, applicant, or any other individual that it would not otherwise take. In light of the appeals court's decision, we recently re-issued these reminders about employment discrimination and immigrant employee rights.

[Véase esta información en español.](#)


TOP

Reminders for DACA Recipients and Employers

- DACA recipients with current, unexpired EADs continue to be authorized to work.
- Workers who already have DACA can continue to renew their DACA EADs.
- USCIS has posted [Frequently Asked Questions](#) with guidance for DACA requestors and recipients.
- DACA recipients are not required to tell employers they have DACA.
- Employers are not expected to know which employees, if any, have DACA, and the latest appeals court and district court decisions do not require employers to review Forms I-9, reverify employment authorization, or take any action at all.
- Employers are not required or encouraged to ask their employees or job applicants about their immigration status or whether they have DACA.
- Federal laws such as the Immigration and Nationality Act, Title VII of the Civil Rights Act of 1964, and 42 U.S.C. § 1981 protect employees from employment discrimination based on several factors, including their citizenship, immigration status, national origin, and race. State and local laws may offer additional protections to workers.
- Firing employees who have the legal right to work, such as DACA recipients with EADs, based on their immigration status, national origin, or assumptions about these characteristics may violate federal, state, or local law.

Reminders for employers on hiring new employees

- Employers generally should not ask job applicants or employees for their specific citizenship or immigration status information. More information is available [here](#).
- DACA recipients do not have to volunteer information about their immigration status to their employers.
- When hiring a new employee, employers are required to verify the employee's identity and authorization to work, not their immigration status. Employers use the Form I-9 for this process. More information about this process is available at [I-9 Central](#) and in USCIS's [Handbook for Employers \(M-274\)](#). The latest appeals court and district court decisions do not change Form I-9 rules or processes.
- The Department of Homeland Security's [rules](#) for verifying an employee's work authorization explain that employers must accept documentation that reasonably appears to be genuine.



and to relate to the employee, and cannot reject documents because of a future expiration date. The appeals court and district court decisions do not change this rule for existing DACA recipients and their Employment Authorization Documents.

- Employers should not question whether an employee's Form I-9 documentation is valid because of the employee's citizenship, immigration status, or national origin. Employers that treat employees differently in verifying work authorization based on these or other protected characteristics might violate federal law. More information about preventing discrimination is available [here](#) and [here](#).

Reminders on when employers must reverify current employees' work authorization

- Once an employer verifies a new employee's employment eligibility, the Department of Homeland Security (DHS) only requires employers to examine additional documentation from an employee that shows they continue to have the legal right to work in limited circumstances. These limited circumstances include when an Employment Authorization Document expires, or when the employee includes a date on the Form I-9 for when their employment authorization expires. More information is available [here](#).
- The latest appeals court and district court decisions do not change DHS rules for existing DACA recipients or any other employees. These court decisions are not a basis to ask employees to show documentation to reverify their work authorization.
- Depending on the circumstances, asking employees for documentation when not required based on their citizenship, immigration status, or national origin may violate federal law. More information is available [here](#).
- The court decisions do not require employers to review or audit their Forms I-9. If an employer decides to review its Forms I-9, it should do so in a non-discriminatory way. This may mean reviewing all Forms I-9 or a sample selected based on neutral criteria. Employers should not single out Forms I-9 based on employees' citizenship, immigration status, national origin, or any other protected basis. More information is available [here](#).

Reminders for employers that use E-Verify

- Employers that use E-Verify must follow DHS rules and use E-Verify consistently, without regard to an employee's citizenship, immigration status, or national origin. Employers that violate these rules run the risk of losing access to E-Verify and violating federal law. More information on avoiding discrimination is available [here](#).



- Employers that use E-Verify generally are not allowed to run current employees through E-Verify. In addition, employers are not allowed to run employees through E-Verify because they have DACA, or because of assumptions or suspicions about employees' immigration status or national origin. The appeals court and district court rulings have no effect on a DACA recipient's ability to receive an "employment authorized" E-Verify result.

How DACA recipients can get more information

- DACA recipients and other workers can learn more about their rights in the Form I-9 process [here](#) and information on their rights in the E-Verify process [here](#) and [here](#). Workers can call USCIS at 1-888-897-7781 (TTY 1-877-875-6028).
- Workers with questions about employment discrimination based on citizenship, immigration status, or national origin can visit www.justice.gov/ier or call the Department of Justice's Civil Rights Division, Immigrant and Employee Rights Section at 1-800-255-7688 (TTY 1-800-237-2515). Callers can remain anonymous and language services are available.

How employers can get more information

- Employers can learn more about the Form I-9 at [I-9 Central](#) or by calling USCIS at 1-888-464-4218 (TTY 1-877-875-6028).
- For more information about how to avoid unlawful employment discrimination based on citizenship, immigration status, or national origin, employers can visit www.justice.gov/ier or call the Department of Justice's Civil Rights Division, Immigrant and Employee Rights Section at 1-800-255-8155 (TTY 1-800-237-2515). Callers can remain anonymous and language services are available.

Justice Department, Immigrant and Employee Rights Section

Worker Hotline 1-800-255-7688

Employer Hotline 1-800-255-8155

Mon-Fri 9am-5pm ET

Calls can be anonymous and language services are available.

www.justice.gov/ier | www.justice.gov/crt-espanol/ier

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Updated October 28, 2022



Civil Rights Division

U.S. Department of Justice
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Civil Rights Division

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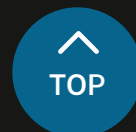
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Section 1: Library Operations

1.1 Hours

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

1.2 Money Transactions

Making Change

The Addison Public Library will not exchange coins or bills for amounts in excess of \$20.00.

Accepting Payments

The Addison Public Library will accept cash, **credit cards**, or personal checks (in the exact amount of the charge) for any monies owed to the Library. There may be times when a bill may be larger than what the Library can accept, since it is the policy of the Addison Public Library to have limited cash on the premises. ~~The Library accepts credit cards Visa, MasterCard, Discover and American Express for payment at the Circulation Desk and through our website.~~

1.3 Displays, Exhibits, Distribution of Free Materials

General Policy: The purpose of the Library's exhibits, displays, and distribution of free materials in the Library is to complement the Library's mission to foster a love of reading, to promote lifelong learning, and to provide recreational resources. The placing of exhibits, displays, and free materials for distribution other than those which pertain to the Library is not a right but a privilege and subject to review by the Board of Trustees.

Procedures and Regulations

The Director or the Director's designee may grant the privilege of placing exhibits, displays, and materials for free distribution subject to the following conditions:

1. Nothing shall be exhibited, displayed, or placed in the Library for distribution without permission from the Library Director or the Library Director's designee.
2. No outside organization or individual shall be permitted to display, exhibit, or place in the Library for distribution or circulation any materials, leaflets, petitions, or posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmation or negative vote for or against any proposition, whether political or otherwise, or which advocate or solicit consideration of any particular religion.
3. The Library assumes no responsibility for the preservation, possible damage, or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.

4. All materials must be self-explanatory. The Library staff will not be responsible for providing any additional information concerning an organization or activity. Display of materials does not imply Library sponsorship or endorsement.
5. The Library offers no guarantee regarding the length of time materials will be posted or displayed. This will be determined based on priority ranking of the group and available space and the decision rests solely with the Library Director or the Library Director's designee.
6. Only the Addison Public Library staff is allowed to place items on the bulletin board or material distribution holders.
7. Materials within the same priority ranking will be displayed according to first-come, first-served basis.
8. The Library will not accept anything to be posted on our bulletin boards that is larger than 11 x 17 inches.

Priorities for Public Bulletin Board and Material Distribution Holders

Since there are more requests for displays, exhibits, and distribution of free materials than the Addison Public Library has space to accommodate, the Library limits the type of items that will be posted to the following, which are listed in priority order, with 1 representing the highest priority:

1. Library-sponsored programs
2. Tax-supported institutions located in Addison
3. Nonprofit organizations located in Addison
4. ~~Other institutions supported by local taxes~~ Other tax-supported institutions or nonprofit organizations serving the Addison community
5. Author and storytelling events
6. Other libraries and library organizations
7. Events located in the near western suburbs
8. Local Employment Opportunities

Charity Collections

The Library occasionally provides space for charity collections sponsored by, or designed to benefit, local not-for-profit organizations to serve the needs of the Library's community.

The Library Director may exercise discretion in determining what is considered an appropriate charity collection under the Library's policy and is authorized to act accordingly.

Only one charity collection will take place at a time. Organizations are limited to sponsoring a charity collection at the Library once per calendar year. Collection is limited to a maximum period of 30 days, unless otherwise approved by the Library Director. The collection container will be located in the lobby of the Library, unless determined otherwise by the Library. The Library will not accept cash donations.

Hosting a container for a charity collection does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event, or viewpoint.

Once deposited in the collection container, donated items will not be returned to the donor. The Library accepts no responsibility for the loss of or damage to any items deposited in any charity

collection container. It is the responsibility of the charitable organization collecting donations to arrange for their prompt pick-up from the Library.

1.4 Gift Policy

Although the major source of funding comes through taxes, private philanthropy plays a key role in meeting the goals of the Addison Public Library. The Board of Trustees welcomes gifts, memorials, and bequests to build library resources and extend, enrich, and improve its services. Gifts that are unrestricted in their use are particularly sought by the Board since these gifts can be used to address the highest priorities or to fund especially useful materials and equipment for which funds are not otherwise available.

Donors who wish to contribute towards specific collections or needs of the Library should contact the Library Director, who will target collections requiring enrichment and identify special programs, projects, and equipment needs that would benefit from private support. Monetary gifts, including recognitions, tributes, bequests, and memorials, will be gratefully accepted to support these activities. Gifts intended for other purposes, whether monetary or material in nature will be accepted if they are considered by the Board of Trustees to be compatible with the Library's purposes, policies, and collection goals.

Donations of materials, art objects, or other types of personal property are subject to review and are accepted within the policy limitations listed below:

- Donated materials become the sole property of the Library. Librarians **Library staff will** accept these gifts without obligation as to their final disposition. Materials that staff consider not to meet the needs of the Library, that are damaged or unsuitable for circulation or sale may be refused. Donors are responsible for transporting materials to the Library. Large donations of materials must be arranged in advance.
- Materials that are not outright gifts to the Library are accepted only for special exhibits of limited duration.
- The Library has the right to refuse donated material with stipulations for special processing, handling, shelving, or display.
- In determining whether a material-specific gift item is to be added to the Library's collection, the same standards are applied with respect to a gift as are used in the selection of an item for purchase.
- Personal property, art objects, portraits, antiques, and other museum-quality objects are considered for acceptance on a case by case basis by the Board of Trustees. Permanent display or ownership of an item is not guaranteed by the Board if the item is accepted.
- The Library staff will acknowledge all monetary gifts by issuing a receipt or letter of acknowledgment to the donor. Acknowledgment of the receipt of donated material will be made, but no monetary value will be assigned to the gift.

Book Dedications

The Addison Public Library Book Dedication program allows individuals or groups to pay tribute to a person or event by placing a bookplate in a book that is already a part of the collection of the Addison Public Library.

~~The donation of \$20 allows the donor to select an item from the Library's for a suitable dedication to a person or event. The Library staff will assist the donor in selecting the item and will place a dedication bookplate in the item. The Library retains ownership of the item, which will be circulated and withdrawn, when necessary, under the same guidelines as all other items in the library's collection.~~

For a donation of \$15 for a children's book, or \$20 for a teen or adult book, the Library will purchase a book to be added to the collection. Library staff will work with the donor to select the item, and a book plate will be placed in the book. The library retains ownership of the item which will be circulated and withdrawn, when necessary, under the same guidelines as other items in the library's collection.

All book dedications will be acknowledged with a letter from the library to the donor ~~and a letter to the family of the honored person if the donor so desires.~~ An additional letter will be sent to the honoree, or the family of a deceased person, if the donor wishes.

If acceptable to the donor, book dedications **will** ~~may~~ be acknowledged in the library's newsletter or on the library's web site.

Material Donation Guidelines

The Addison Public Library appreciates donations of books ~~and non-print materials to the Library.~~ **Audiovisual material are not accepted.** Because of space constraints in the collection and the fact that library materials must be in excellent condition to hold up under repeated circulation, very few items are accepted for addition to the Library collection. All items must also fit the criteria established in the Library's Selection Policy to be considered. Materials not added to the Library collection will be disposed of at the discretion of the Library. **Books may also be offered to The Friends of the Library for their ongoing book sale. The proceeds of the sale are used for the benefit of the library.**

The Library also welcomes donations by local authors. A local author is defined as living in the Greater Chicagoland area. The Library will apply the same inclusion and retention guidelines as stated in the general materials selection policy. A local author submission form must accompany the book. Authors will be notified by email regarding the decision within one month of receipt of materials. If the work is refused based on the Library's guidelines, the staff will hold the work for thirty (30) days for pick-up. Unsolicited work(s) will not be returned.

The Library will not accept donations of the following types of materials:

- Textbooks
- Encyclopedias
- Reader's Digest Condensed Books
- Books that are in poor condition.

- ~~Magazines~~
- ~~Videotapes or DVDs~~
- ~~CDs or Cassettes~~

Naming Guidelines

Library Building

At the discretion of the Board, the naming of the Library building may be considered in the event of an extraordinary contribution for a Library building project. The entity known as the Addison Public Library shall not be subject to naming, but the building housing the Library may be so named. Such naming shall only be considered for an individual or family.

Endowment Funds

Named Endowment Funds are intended for the continued support of the Library. The Board shall appropriate for the expenditure or accumulation of all Endowment Funds pursuant to the standard of conduct set forth in 760 ILCS 51/4. These named Funds will be established in perpetuity with the income used for the annual operation of the Library. The principal remains intact. A named endowment may be requested by the donor or proposed by the Board with permission of the person or corporation to be named. The request shall be evaluated by the Board for approval. Fifty-one (51) percent of the minimum amount must be physically secured by the Library before the Library Director recommends the establishment of the named Endowment Fund. The remainder must be pledged and received within five (5) years. In the event that the flow of funds agreed upon does not reach the named amount within five years, the Library Director may recommend to the Board that the named Endowment Fund be dissolved and the funds be co-mingled with other Library gift monies. A minimum of \$50,000 is required for Board consideration for a named endowment.

Named Rooms and Special Use Areas

Generally, only meeting rooms and designated special use areas shall be named for an individual, family, foundation, or corporation. The naming of such a space generally requires a contribution of a percentage of the cost of the area in proportion of the total cost of the facility or the project for the facility but valuations may be assigned to naming rights possibilities on a case-by-case basis to aid with making decisions about granting naming rights. The proportion shall be determined by the Board who may take advice from such persons or other professionals as needed. Each case may consider market comparisons for naming rights, for which professional advice may be sought. The Board shall be responsible for determining the manner in which the name is recognized (e.g., signage). The physical display of the naming rights may be decided or negotiated on a case-by-case basis. The Board may consider honorary naming rights for named rooms and special use areas to honor the service, commitment, or other type of participation by an individual, civic, or charitable group.

Name Recognition

Name recognition for a non-public room, or area inappropriate for naming, may be used to recognize a donor by a conspicuously displaced placard. Name recognition may be the name of an individual, family, foundation or corporation making a contribution in proportion of the total

cost of the facility. The proportional cost shall generally be less than a named or titled room and that amount shall be determined at the time of the project by the Board.

Eligibility for Corporate Naming and Name Recognition

Corporations that are compatible with the Library's mission and reflect a positive influence on the Library may be eligible for naming or name recognition for all naming opportunities, except for the naming of the Library building. Such corporations must have a high ethical standard of business practice. Corporate logos will be excluded from signage and placards to avoid appearance of commercial influence.

Duration of Name Recognition

The Library reserves the right, at its sole discretion, to terminate naming rights without refund of consideration, prior to the scheduled termination date, should it believe it is necessary to do so to avoid the Library being brought into disrepute. Naming opportunities do not extend beyond the useful life of the spaces or facilities within which they are located. The naming or name recognition of a Library facility, room or special use area may also end under the following circumstances:

- A building, room, or special use area is drastically altered through construction or is to be demolished.
 - In the event the building is drastically altered through construction, the Board shall reserve the right to add/alter gift recognition, including the room's naming. Any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the time frame developed for the original gift.
- A building, room, or special use area changes function to the extent that the purpose for the naming or name recognition is no longer relevant.
 - When a named room has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in, or adjacent to, new, renovated, or redeveloped facilities
- If the individual or corporation is engaged in activities that are in conflict with the Library's mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to the Library.

Naming rights may be renewed by mutual agreement between all of the parties.

Naming Agreements.

All agreements for naming through philanthropic gifts shall be documented in a contract between the donor and the Board. Contracts shall detail the terms of the agreement in accordance with the terms of the naming policy and any conditions mutually agreed upon by the donor and the Board. In the case of pledged donations or deferred gifts, the naming agreement may take effect with the first payment. In the case of failure of the donor to uphold the agreement, the Board may withdraw the naming commitment. The Board shall notify the donor regarding the consideration to withdraw the name and provide a reasonable time to correct the deficiency. In the event of

removal of the naming, funds already collected shall not be returned to the donor. The named party after whom a building or part of a building is named shall have no rights to the purpose to which that building or part of the building is applied unless provided for in a specific contract between the parties. The Library will not agree to any conditions in a contract that could unnecessarily limit progress towards the Library's mission and plan or its statutory and legal obligations.

Informed Consent and Transferability.

The Library will not grant any naming rights without the informed consent of the named party or the named party's legal representative. Naming rights may only be transferred to any other named party by mutual agreement between all of the named parties and the Library.

1.5 Lost and Found

The Addison Public Library will make a reasonable effort to contact the owner of any property found within the Library and will keep such items 30 days. ~~Items of high value will be turned over to the Addison Police Department.~~

1.6 Intercom Announcements

The Addison Public Library maintains an intercom system to broadcast necessary Library related announcements to all individuals within the Library. Other announcements are made at the discretion of the staff. Authorized Library **staff members** ~~personnel~~ must make all announcements.

Section 2: Material Selection

Objective

The mission of the Addison Public Library guides the selection of materials.

The mission of the Addison Public Library is to foster a love of reading, to promote lifelong learning and to provide recreational resources.

To support this mission, qualified staff select, organize, and make accessible materials to create a high-use, popular materials collection that reflects the interests and needs of Addison Public Library cardholders.

Goals

- To provide a popular materials collection that reflects the needs, various interests, abilities, and learning styles of Addison Public Library cardholders.
- To choose materials which support the informational, cultural, educational, and recreational needs of the community.
- To actively collect multicultural material in all formats to provide a diverse collection.
- To acquire material to support ESL/ELL students, the new immigrant population, citizenship seekers, and new Americans.
- To provide lifelong learning opportunities, stimulate self-understanding, enhance job-related skills, and make available entertaining reading, listening, and viewing materials.
- To provide resources which support the industrial and business activities in the community.
- To acquire selectively, materials representing differing viewpoints and covering a broad range of topics.
- To select items impartially and judiciously, allocating materials budgets based on circulation, cost, and objectives of collection development.
- To acquire standard works, classics, and popular titles for representative coverage.
- To provide duplicate copies of materials in heavy demand. The number of reserves and inquiries is considered as well as media promotions.

Responsibility for Selection and Weeding

Ultimate responsibility for material selection rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees.

Based on their knowledge of the community's needs and the scope of the collection, Collection Development Specialists, under the supervision of the Collection Development Manager and the Head of Materials Management, select materials and do continuous weeding to keep the collection up-to-date and attractive.

Context and Scope of the Collection

- The Scope for the majority of the Library collection is to be a popular and actively used collection.
- Materials selected include a variety of formats. New formats are considered for purchase when they are established nationally and a significant number of local households have the necessary equipment to make use of the format. In addition, consideration is given to

the cost and the Library's ability to obtain, **maintain**, and house the format. Formats no longer in demand may be phased out.

- Formats include:
 - *Print*—books, magazines, newspapers
 - *Non-print*—audio and visual media
 - *Electronic*—informational databases, and downloadable **and streaming** text, audio, and video content
 - *Other*—objects, equipment, and information stored using other methods
- School and academic libraries have primary responsibility for providing materials to their students. The Library accepts responsibility for providing students with supplementary reading materials.
- The Library encourages the examination of diverse opinions; thus various points of view are included in the collections. Materials selected will not be determined by pressure from outside groups and organizations; rather the Library will apply established professional standards in the selection and retention of its resources.
- The Library Board of Trustees supports the American Library Association's [Library Bill of Rights](#), the [Freedom to Read](#) and [Freedom to View](#) statements, and [Students' Right to Read](#) of the National Council of Teachers of English. The Library recognizes that materials which offend or shock one reader may be considered meaningful or significant by others.
- Anyone who **pays taxes to support the Addison Public Library** ~~resides within the Library's service area~~ or who is eligible for a Library card issued by the Addison Public Library has the right to question the inclusion of an item in the collection after reading this selection policy. Patrons filing formal objections to material read, viewed, or listened to in its entirety should follow the Statement of Concern policy in Section 7.4.

Selection

Tools used for selection include: reviews from reputable sources, such as professional journals, trade journals, subject bibliographies, and media promotions. Selection of print, non-print, and electronic resources does not constitute an endorsement of the content or views expressed.

General selection criteria for print and non-print materials include one or more of the following criteria for items selected for the Addison Public Library Collection:

- Customer suggestions and demand
- Accuracy, currency, and objectivity
- Authority or popularity of the author, publisher, producer, or series
- Clarity and readability
- Comparison to other materials owned in the subject area
- Quality (literary merit, awards, or artistic value)
- Need or value to the existing collection
- Price
- Suitability of physical format for Library use
- Relevance to community needs

- Attention given to the item by reviewers and general news media
- Scarcity of material on the subject
- Space limitations
- Suitability of content for age level
- Technical quality of materials

Each item is judged as a whole. The Collection Development Specialists select materials for children, teens, and adults. Duplication of material between the Children's Services Department, Teen Services, and Adult Services Departments may occur. It is the responsibility of parents or guardians to monitor and supervise the child's choice of reading materials.

Electronic Resources include digital media, subscription databases, and the Internet. Public access computers and wireless access are provided with filtering software to limit access to websites that could be considered inappropriate as well as to protect against computer viruses. Use of filtering software, however, is not a guarantee that all sites which users might find inappropriate have been blocked. The Library's Public Computer and Internet Use Policy is considered part of this policy.

The criteria for the selection of subscription databases and digital media are

- Customer demand
- Remote access
- Hardware compatibility
- Database capabilities
- Manufacturer's support
- Update frequency
- Copyright and licensing agreements
- Extent to which an electronic resource replaces, supplements, or extends other formats
- Qualifications of the producer
- Suitability of subject and style for intended audience
- Ease of use
- Currency or timeliness
- Price
- Attention given to the resource by reviewers and general news media
- Technical quality
- Vendors' ability to comply with the Library's privacy standards

Collection Maintenance

Systematic and continuous weeding contributes to a better circulating and up-to-date collection. Materials are withdrawn on a systematic and continual basis according to the following criteria. In general, the same criteria for the selection of materials apply to deselection. Materials that fall into the following categories may be withdrawn:

- Seldom used titles
- Multiple copies that are no longer circulating
- Space considerations
- Superseded editions or formats

- Condition: Items that are worn, soiled, aged, badly marked, or in disrepair
- Outdated or inaccurate information

Withdrawn items are sold to benefit the Library or responsibly disposed of recycled. Personal requests for such items cannot be honored.

Replacement

The Library does not routinely replace all lost, damaged, or worn items. The number of copies in the collection, existing coverage of the subject field, contemporary material of greater value, availability of item and public demand are all considered before a replacement purchase is made.

Section 3: Information Services Reference and Reader's Advisory Services

The Library provides qualified, professional, customer patron-focused staff to meet the information needs of the community in an accurate and efficient manner. Library Staff provides reference and reader's advisory assistance to any patron requesting it, regardless of residency, and requests for reference assistance are accepted in person, by phone, through the mail, and digitally.

The goal of reference service is to provide unbiased information services and instruction to Library patrons without regard to age, race, creed, sex, or disability. All questions will be given equal consideration and every effort will be made to answer questions as accurately and completely as possible within a reasonable time frame. Patrons will be treated with respect and courtesy, and the confidentiality of patron questions will be maintained. The library provides these reference services to all library patrons regardless of race, age, sex, gender identity, sexual orientation, disability, pregnancy status, income, religion, housing status, immigration status, or any other category of identification.

Library staff does not give medical, legal, copyright, financial or tax advice. Because no two reference questions are alike, staff will allow as much time as possible for reference assistance. Answering patrons' questions takes priority over all other staff assignments.

To provide the most accurate and authoritative answers possible, Library staff shall avoid personal opinions, philosophy, or evaluations. (The exception being Reader's Advisory services, which by nature, are may include personal suggestions.) Rather, staff should rely upon information obtained from reputable sources. The source of an answer should always be cited.

The library also provides Reader's Advisory service, which includes matching readers, listeners, and viewers to materials. This service is provided by trained and knowledgeable staff relying on reputable sources and professional training. Each patron's reading, listening, and viewing interests will be taken seriously and without judgment. As Readers Advisory relies on the issues of taste and personal preference, staff may share their opinion and personal knowledge, sometimes providing information or recommendations without citing sources.

The Addison Public Library subscribes to the [American Library Association's Code of Ethics](#).

Section 4: Computer Services

4.1 Public Computer and Internet Use Policy

The Addison Public Library provides access to a broad range of information resources, including those available through the Internet. The Internet is a global electronic network that maintains no regulatory control of its users or content. The Library has no control over the content of these resources.

Users should be aware that not all sources on the Internet provide accurate, complete, current, or reliable information. Internet users are responsible for the web sites they access and use the Internet and information obtained from it at their own risk. ~~The Library does not guarantee privacy of any Internet sessions, nor is it responsible for the security of information transmitted and received during any Internet sessions.~~ Library staff are trained to offer expert assistance in navigating the Internet and in evaluating Internet resources. Users are encouraged to ask staff for recommendations and guidance on finding and using authoritative websites. **The Library makes every effort to protect patron privacy and information security but cannot guarantee either due to the nature of the Internet. Internet users are responsible for the information resources they access and use the Internet at their own risk.**

The library uses an Internet filtering system that blocks some objectional content as well as malicious content that may be harmful to the Library's computers and network. Computers designated for children have further restrictions. **Circulating WiFi hotspots do not have Internet filters in place.**

- Use of this filtering system is not a guarantee that all sites considered objectionable have been filtered. **Patrons can report inappropriate websites that are not blocked to library staff for evaluation.**
- Filtering may block access to sites that are not considered objectionable. If this occurs, patrons can ask library staff to unblock the website(s) or help them find alternative resources to assist them in their research.

The Library affirms the right and responsibility of parents **and legal guardians** to determine and monitor their children's use of all Library materials and resources. Parents and guardians assume full and complete responsibility for their child/children's use of the Internet through the Library's connection. Users are encouraged to ask staff for information and advice regarding resources for children's Internet use.

~~Certain computers are reserved for specific ages or purposes.~~

~~The library provides filtered wireless access to users who provide their own equipment with properly supportive Wi-Fi cards. There is no guarantee of privacy for any communications sent or received utilizing the Library's wireless access connections.~~

Access to the networks and the information resources at the Addison Public Library is a privilege. All users must:

- Respect the rights of other users.
- Comply with all applicable license and contractual agreements.
- Save personal files in online accounts or external storage devices. All user files will be automatically deleted from Library computers after a user session ends.

The Addison Public Library requires that Library patrons using Library computers or their own devices to access the Internet at the Library do so within the guidelines of acceptable use. The following activities are unacceptable:

- Use of another patron's Library card to access computers.
- Use of the Internet for any purpose which results in the harassment of other users.
- Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures.
- Use of the Internet in any way which violates federal, state, or local laws, including copyright laws.
- Behavior that is disruptive to other users.

Violation of the above terms may result in the suspension of Library privileges. Illegal acts involving the Library's computers may also be subject to prosecution by local, state, or federal authorities.

The library staff shall develop rules and procedures as necessary to insure fair and reasonable use of Internet resources.

4.2 Equipment Lending

The Addison Public Library provides laptop and tablet computers and other electronic devices for patron use inside the Library. ~~at its discretion will check out laptop and tablet computers and other electronic devices for patron use inside the library.~~ Borrowers must have a current Addison Public Library card.

Equipment is available on a first-come, first-served basis. **Equipment must be borrowed and returned to a staff member the same day.**

Borrowers are solely responsible for damage or loss of equipment due to neglect, abuse, or theft during the time the equipment is checked out to them. Repair or replacement cost will be determined according to pricing available at that time.

Section 5: Special Services

5.1 Meeting Rooms

Group Use of Meeting Rooms

The meeting rooms at Addison Public Library are designed to meet the operational needs of the Library and accommodate the educational, cultural, and civic functions of the community. More specifically, it is intended for the following purposes in order of priority:

1. Library sponsored meetings or programs.
2. Friends of the Library sponsored meetings or programs.
3. Meetings of the Village of Addison and other agencies of local government.
4. Meetings of Addison community groups and organizations whose aims are for educational, cultural, or civic purposes and not for profit.

Exclusions

- Commercial groups
- Social or private functions, including, but not limited to birthday parties and showers

A meeting is defined as commercial if the group sponsoring or conducting the meeting has as the purpose of the meeting to advertise, promote, or sell a product or service; or to train and motivate its employees; or for any and all other business-related functions such as market research, interviewing applicants, etc.

Regulations

- No admission, donations, or other fees are to be charged by any outside group using the meeting room.
- The Library reserves the right to assign groups to specific rooms as it deems appropriate.
- All meetings must be open to the public without charge.

Reservations and Scheduling

- Reservations are made on a first-come, first served basis.
- No group may use the meeting room more than once a month.
- Requests can be made up to six weeks in advance and must be made at least 1 week in advance.
- “Standing reservations” are not permitted.
- Groups must not exceed the capacity for the room in which they are assigned to meet. (Information on the capacity of our meeting rooms is available on our website and can also be obtained at any public service desk within the Library.)
- Reservations must be made by an adult having a valid Addison Library card. The applicant must remain in the room throughout the group’s meeting.

- All groups of persons under 18 must be attended by an adult chaperone who will assume responsibility for the group's activity.
- Organizations may not use the Library for their mailing address or, even on a temporary basis, direct calls relating to their meetings to the library telephone.
- Individuals or groups using the Library's meeting rooms may not use the Library's logo in the advertising of their scheduled meeting or event.
- Meetings can only be scheduled during regular operating hours; no one in the group can enter before the Library opens or leave after it closes. All events must end 15 minutes before the library closes.
- Groups that routinely cancel or reschedule their events or violate Library policy may have their room reservation privileges suspended or revoked.
- The organization/group using the meeting room is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend the organization's/group's event and who require certain accommodations in order to observe and/or participate in the meeting, or who have questions regarding the accessibility of the meeting or the facilities should be informed of the contact name to phone within the organization/group in order for the sponsoring organization/group to make reasonable and appropriate accommodations for these persons. The Addison Public Library is not responsible for such accommodations.

Equipment

The Library provides tables and chairs, ~~lectern, presentation easel (no paper),~~ a projector, and screen, and a sign holder that can display an 8.5x11-inch sign can also be provided by the Library at the group's request. There is no charge for any of this equipment.

The library does not assist in setting up the room but may offer help with the projector if qualified staff are available at the time of the event. Patrons wishing to test the projector ahead of time can schedule an appointment with library staff after their room reservation is approved.

Refreshments

~~If face coverings are currently required, then food and drink is not allowed in the Addison Public Library. At times when face coverings are not required and food and drinks are allowed in the library, p~~ Patrons may bring in their own refreshments, provided they clean up after their program. No alcohol or other intoxicating substances are allowed. No food served can be heated (in a microwave, in a toaster, over sterno, or in any other fashion) at the library.

No access to the kitchen attached to the large meeting room will be granted.

Use/Care of Facilities

Groups are not required to put chairs or tables away after an event but must otherwise leave the room clean and orderly. If the room is in poor condition when a group arrives, a member of the group should bring this condition to the attention of the Library staff.

The meeting room applicant and the group that the applicant represents shall be jointly and

severally liable for any breakage, damage, or theft of Library property caused by members or guests of the group. In the event of such breakage, damage, or theft, the group will be barred from further use of the room and the applicant's library card will be blocked until the Library has been compensated for the affected property.

Nothing may be attached to the walls, ceiling, floors, furniture, equipment, or doors of the meeting room. All other Library policies apply to conduct that occurs in the meeting room.

5.2 ~~Creative Studio~~ **Maker Services and Equipment**

Creative Studio

The Creative Studio is available for all patrons working on **makerspace and crafting projects**. ~~digital media, makerspace, and audio-visual projects~~. General computing activities such as word processing, web browsing, email, social networking, or gaming are discouraged in the Creative Studio. **Children younger than 6th grade must be accompanied by an adult or caregiver who can assist the child with use of any equipment.**

~~Certain advanced equipment and software will require additional training before unsupervised usage. Users are responsible for any damage resulting from misuse of the equipment.~~

Most Creative Studio equipment requires training or supervision by staff. The vinyl cutters and sewing machines can be used unsupervised and are available on a first-come, first-serve basis. ~~Most Creative Studio equipment is available on a walk-in, first come, first served basis.~~ The Library may reserve the room **or equipment** for programs and **one-on-one appointments**.

~~Creative Studio created content must conform to acceptable community and legal standards.~~

Due to the creative ~~and collaborative~~ nature of the Creative Studio, there is no guarantee of a **quiet environment**. ~~silent atmosphere. All Creative Studio visitors are asked to be respectful of each other and of the Library's conduct policy regarding noise. Users may be asked to leave if they disturb others or engage in destructive or inappropriate behavior.~~

The Creative Studio closes 15 minutes before the Library's ~~official closing time each day~~. Patrons may bring their own materials to use in the Creative Studio. ~~A list of materials for sale, pricing for the materials, and a list of approved and unapproved materials, is available on the library's website.~~

Sound Studio

The Sound Studio ~~within the Creative Studio~~ may be reserved up to one week in advance for a two-hour reservation slot. This **reservation** ~~time period~~ may be extended by Library staff if no one is waiting. Reservations will be held for 10 minutes after the designated time. No one may make more than two reservations per week. ~~Reservations are only accepted from Addison Public Library cardholders.~~ **Only Addison Public Library cardholders can reserve the Sound Studio.** Non APL-cardholders can make a walk-in reservation if the room is available. ~~are also granted two hours for use of the Sound Studio when the room is available.~~

The patron with the reservation is responsible for any guests who accompany them into the Sound Studio. Misuse of the Sound Studio may result in the denial of future requests to use the Sound Studio.

~~Users of the Sound Studio are responsible for the actions of any accompanied guests and for leaving the room in a neat and orderly condition. Failure to do so may result in the denial of future requests to use the Sound Studio~~

Parent/Teacher Resource Room

The Parent/Teacher Resource Room **has equipment** ~~is designed to allow for~~ parents and teachers ~~access to equipment~~ to prepare craft and lesson materials for children. This equipment includes a die cutter, a variety of dies, a paper trimmer, and a laminator.

- Patrons must be in 6th grade or older to use the room.
- Children younger than 6th grade must be accompanied by an adult or caregiver who can assist the child with the equipment.
- There is no fee to use the Parent/Teacher Resource room, but patrons must provide supplies.
 - Laminate may be purchased for a small fee at the Guest Services Desk.
- Patrons must read instructions for using the equipment and ask staff for help if needed.

Use of Equipment

~~Certain advanced equipment and software will require additional training before unsupervised usage or may only be used by staff.~~ Users are responsible for any damage resulting from misuse of the equipment **or rooms**. **The Library reserves the right to deny the use of materials that could damage the equipment.**

~~Creative Studio created content must conform to acceptable community and legal standards.~~ Equipment may not be used to create materials that are prohibited by local, state, or federal law or violate the library's behavior policies. **Equipment may not be used to create weapons or weapon parts.**

The Library is not responsible for failed projects. The Library reserves the right to stop, delete, or disallow the creation of items that violate Addison Public Library policies.

5.3 Study Rooms

The Addison Public Library offers several small conference/study rooms to enable individuals and small groups to meet or have a quiet space to work. Study rooms are available at no cost.

Study rooms vary in size and are limited in the number of people allowed in each room, ranging from 2- 8. The two rooms located within the Children's area of the library are reserved exclusively for groups with children in 5th grade or younger.

Rooms may be reserved up to one week in advance for no more than one **consecutive** two-hour reservation. Reservations will be held 10 minutes after the designated time. ~~No one may make more than one reservation per week.~~ Reservations are only accepted from Addison Public Library card holders.

Study rooms are available on a walk-in, first come, first served basis. ~~Addison Public Library cardholders may use study rooms for up to two hours.~~ **Study rooms are checked out for up to two hours at a time.** This time period may be extended by Library staff if no one is waiting. ~~Non-APL cardholders are also granted two hours for use of study rooms when possible. When all rooms are in use, priority will be given to Addison Public Library cardholders.~~

Users may be asked to leave if they disturb others or engage in destructive or inappropriate behavior.

Users of the study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room.

5.4 Parent/Teacher Resource Room ***Moved to 5.2, after Sound Studio**

~~The Parent/Teacher Resource Room is designed to allow parents and teachers access to equipment to prepare craft and lesson materials for children.~~

- ~~● Access to the room is a privilege.~~
 - ~~○ All users must be 18 years or older and show a library card or other form of identification before being admitted to the locked room by staff.~~
 - ~~○ No children under 18 are allowed in the Parent/Teacher Resource Room at any time.~~
- ~~● Equipment~~
 - ~~○ Users must read instructions for using the equipment and ask staff for help if needed.~~
 - ~~○ Equipment includes a die cutter and a variety of dies, a paper trimmer, and a laminator.~~
- ~~● No fees are required for use of the Parent/Teacher Resource Room, but patrons must provide supplies.~~
 - ~~○ Users must provide their own paper for use with the die cutter.~~
 - ~~○ Users must provide laminate for use with the laminator. Laminate may be purchased for a small fee at the Guest Services Desk.~~
- ~~● Use/Care of Room and Equipment~~
 - ~~○ The Parent/Teacher Resource Room is to be left as it was found.~~
 - ~~○ A library staff member will check the room before and after use and will notify users of any violations of these regulations. Repeated violations will be cause for refusal of use of the room.~~
- ~~● Liability~~
 - ~~○ Users are responsible for any damage resulting from the misuse of equipment.~~

- ~~Users may be charged for equipment damage, and user privileges may be revoked.~~
- ~~Users are to report any problems with equipment immediately to a Children's Library staff member.~~

5.5 Programming

A program is defined as an event sponsored or co-sponsored by the Library. A program can be a single event or a series of events, be a scheduled or a pop-up event, take place inside or outside of the library, or take place online. Programming furthers the mission, values, and strategic priorities of the Addison Public Library.

Programming is a fundamental component of library service that:

- Introduces attendees to library resources and materials;
- Provides learning and entertainment opportunities to meet the informational, educational, and recreational needs of those attending the program;
- Raises awareness and visibility of the library to the community;
- Supports and responds to emerging community interests as well as established interests and demands;
- Expands the Library's role as a cultural and community center; and/or
- Extends outreach for underserved populations.

Responsibility Statements

The Board of Trustees charges the staff under the general supervision of the Library Director with the responsibility for developing library programming.

Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by presenters. Parents are responsible for monitoring and supervising their children's choices of library programs.

Anyone who resides within the Library's service area or who is eligible for a library card issued by the Addison Public Library has the right to express concern or provide feedback on Library programming and should refer to the Statement of Concern policy in Section 7.4.

Cooperative Programming

The library participates in cooperative or joint programs with other agencies, educational institutions, businesses, and individuals. Co-sponsorship is at the discretion of the Addison Public Library and is based upon the criteria listed above. The Library plans its programs well in advance. Thus, there must be adequate lead times to do cooperative programming.

Neither speakers nor organizations may discuss their products or services at a program outside the bounds of agreed upon content. However, they may display related literature, which may be picked up at the patrons' discretion.

Program Registration

Some programs may require advance registration. Though many programs are open to the general public, the library may restrict attendance to Addison Public Library cardholders for programs with high local interest. The Library may also restrict audience size and/or age level because of program costs, space needs, staff availability, or program content.

As a courtesy the Library may request the contact information of registrants in order to remind them of the event or to inform patrons of a schedule change or program cancellation.

Some children's programs are restricted by age or grade level. ~~Many children's programs are restricted by chronological age.~~ To participate in these programs a child must meet the age criteria before or on the day the first program of a series is held. ~~Proof of age may be required.~~

Program Fees

Though fees are generally not charged for library programs, it may be necessary to charge fees for such items as materials, food, or transportation. These fees are nonrefundable.

5.6 Telephones

Staff Phones

Staff phones are intended for staff use only. Patrons will be allowed to place outgoing calls in the case of an emergency.

Cell Phones

~~Patrons should at all times be aware that they are in a public area; thus, for privacy and the consideration of other patrons, users should speak in a quiet and reasonable voice.~~

5.7 Printers, Photocopiers, 3D Printers, Vinyl Cutter, and other Equipment

The copyright law of the United States (Title U.S. Code) governs photocopying, and printing. Customers using library equipment are liable for any infringement.

For all library equipment:

- Refunds will only be made in the case of machine malfunctions, not for patron error.
- The library charges at least an amount sufficient to recover the costs for technology services and items patrons keep such as ~~earbuds~~, paper copies, laminate, and vinyl.
- Library staff will provide basic instructions in the use of the equipment, but most equipment is considered to be self-service.

5.8 Exam Proctoring

In support of its mission to promote lifelong learning the Addison Public Library will proctor exams for students with valid Addison Public Library cards. Exam proctoring for non- Addison Public Library card holders will be considered on a case-by-case basis and approval will be based on available staffing.

Exams are administered by appointment only and applications for proctoring must be submitted at least seven days in advance. The library does not guarantee to the school the name of an individual proctor. Any ~~librarian~~ Adult Specialist may act as the proctor.

The Library will proctor both written and online exams. Online testing may be done via a Library computer or the student's personal laptop. The Library will not download software onto Library computers that is not compatible with the library's network. The Library cannot guarantee that technical problems will not occur when using the Library's network or its computers.

The student must make arrangements with the school to have written tests sent to the Exam Proctoring Coordinator at the Library. All tests must be accompanied by a postage paid envelope to send the test back. The Library does not accept the cost of mailing tests back to schools. Students are not allowed to mail their own tests back. The Library will fax tests back to schools.

Exams will be mailed or faxed back to the school within 24 hours. The Library is not responsible for US mail service delays and does not provide a receipt of mailing.

In all cases, the librarian proctoring an exam will verify identification of the student and exams will be conducted within immediate sight of the reference desk, but the proctoring librarian will also be assisting other library users and will not sit with the student and "watch" them. If a school requires a proctor to sit with the student while they take the test, the Library will be unable to proctor that exam. The Library agrees to provide a reasonably quiet space for students to undertake the exam but students should be mindful that the Library is a public building.

5.9 Voter Registration and Public Notary

The Village of Addison provides full-service voter registration and notary services. The Addison Public Library helps to supplement this service. Since the Addison Public Library's voter registrars and notaries are limited in number, there may be times when no one is available to perform these services.

Library voter registrars will register any qualified DuPage County resident who can provide two valid forms of ID, at least one containing a current address. If persons are naturalized citizens, they must provide their date of citizenship.

Notaries may only attest to signatures; no other form of notary service will be provided. Notary service is not available for Cook County real estate transfers. The Library does not provide witnesses and witnesses may not be solicited from staff or patrons customers using the Library. All

documents being notarized must be signed in front of the notary. The person receiving this service must provide a **current** government-issued ID that includes a photo and signature.

5.10 Immigration Services Policy

The Addison Public Library is officially recognized by the Department of Justice (DOJ), Board of Immigration Appeals (BIA), pursuant to Title 8 Code of Federal Regulations Part 292.2. Legal immigration services may only be given by DOJ accredited staff. Priority for these services will be given to Addison Public Library card holders.

DOJ accredited employees of the Addison Public Library will be specifically named and covered by the Library's errors and omissions professional liability insurance.

All DOJ accredited employees of the Addison Public Library must carry out their work according to the following policies:

- No employee is permitted to extend legal services that go beyond the purview of DOJ accreditation. All other questions will be referred to other organizations.
- No employee is permitted to extend immigration advice, counsel, or representation to individuals outside of the Addison Public Library.
- No legal immigration work shall be performed outside of the physical building of the Addison Public Library without specific authorization of the Library Director.
- Employees must refer all legal immigration questions and cases that present a conflict of interest to other DOJ recognized organizations.
- Client records may not be taken off Addison Public Library property.
- Employees must maintain client confidentiality at all times, and shall only discuss the client's personal information with other DOJ accredited employees at the Addison Public Library, the Director of the Addison Public Library, and other reputable legal immigration service providers that provide technical support to the Addison Public Library, such as the Asylum & Immigration Law Clinic at DePaul University.
- Employees must provide immigration services appropriate to their experience level, expertise, and availability. The Addison Public Library reserves the right to refer any and all legal immigration questions and cases to other DOJ recognized organizations, and shall provide a relevant referral list to all patrons during the initial consultation.
- Employees must provide language services appropriate to their experience level, expertise, and availability. The Addison Public Library reserves the right to refer any and all translation and interpretation questions and services to the American Translators Association and other relevant organizations, and shall provide information about the American Translators Association to patrons who speak a language other than English during the initial consultation.
- No fees will be charged for immigration legal services or for accompanying translation and interpretation.
- The Addison Public Library cannot guarantee the outcome of any particular immigration situation, nor can it make any legal decisions for the patron.

All patrons of the Addison Public Library have the following rights and responsibilities:

- Patrons must keep their own documents. No original legal immigration documents shall be kept by the Addison Public Library.

- ~~Patrons must accurately represent their information and history on the intake form and during all interactions with DOJ-accredited staff. Omissions and misrepresentations will result in the immediate termination of all immigration legal services and any accompanying translation and interpretation.~~
- ~~Patrons are highly encouraged to consult with other DOJ-recognized organizations and/or licensed attorneys to gain multiple perspectives on their specific situation, and to use the referral list(s) provided to them by the Addison Public Library.~~
- ~~Patrons are ultimately responsible for their particular immigration situation and any/all actions taken or not taken to change it.~~

Section 6: Behavior

6.1 Behavior in the Library

The Board of Trustees of the Addison Public Library believes that patrons have the right to use library materials and services without being disturbed or impeded by other library users; that library patrons and employees have the right to a secure and comfortable environment; and, that library patrons and employees have a right to materials that are in good condition. Illinois Library Law (75 ILCS 5/4-7) gives the Board of Trustees the right “to make and adopt bylaws, rules, and regulations, for their own guidance and for the government of the library as may be expedient,” as well as “to exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.”

The staff member in charge of the Library will have the support of the Board of Trustees for any official act in accordance with Board-approved policies and Library procedures.

Use of Property and Facilities

Patrons shall be engaged in activities associated with the use of a public library while in the library. In using the facilities, materials, and other property of the Addison Public Library, it shall be prohibited to:

1. Enter the Library facility without appropriate attire and without a generally acceptable standard of personal hygiene.
2. Use the name or address of the Addison Public Library as any element of advertising or promoting paid tutoring services.
3. ~~Use electronic cigarettes (e-cigarettes), tobacco or alcohol or enter the Library in an intoxicated condition. Smoking is also not permitted outside within 15 feet of the library building.~~
3. Possess, sell, distribute, consume or be under the influence of any alcoholic beverage, cannabis, or illegal drugs.
4. Use tobacco products in the library and/or within 25 feet of a library entrance or exit. This includes, but is not limited to, cigarettes, vapes, smokeless tobacco, herbal products and e-cigarettes.
5. Engage in conduct that may reasonably be expected to create a disturbance or otherwise interfere with the quiet and safe use and enjoyment of the Library by others (for example, but not limited to, loud or boisterous conversations, running, fighting, threatening or

harassing behavior, use of video equipment including cell phone cameras, obstructing others' access to Library resources, etc.)

6. Engage in conduct that may reasonably be expected to endanger the health and safety of Library users or employees or cause or threaten to cause damage to Library materials or facilities (for example, moving furniture in a way which blocks aisles, using tables, chairs, or heating units as footstools, sitting on stairways, defacing, or vandalizing Library property or materials, etc.) The Library reserves the right to limit the number of people who may sit together at a single table or workstation. **Only one person may sit in each seat designed for a single person.**
7. Bring any animal other than a Service Animal into the Library facility without prior permission of the Library Director. **Emotional support animals are not allowed inside the Library.**
8. Roller blade, skate board, bicycle, scooter, or engage in any other activity that may endanger public safety.
9. ~~Sell products or services, solicit,~~ eCanvas, distribute leaflets, surveys, petitions, or engage in similar activity unless authorized by the Library Director.
10. **Panhandle or solicit library staff or patrons for money, products, or services, inside the library or on library property.**

If face coverings are currently required, then food and drink is not allowed in the Addison Public Library. When face coverings are not required, food and drinks are allowed in the Library except in the following designated areas:

- Creative Studio – **No food or drinks**
- Children's Play Area – **No food. Covered drinks are allowed.**

Food should not be eaten while using a Library computer. Covered drinks only are permitted near Library computers. Consumption of food is limited to pre-packaged snacks or wrapped items that are consumed by an individual. ~~Shared~~ **Full** meals are restricted to the café area only. In the event that equipment or materials are damaged because of food or drink, or if the food or drink being consumed is disturbing other patrons because of mess or odor, staff will ask the patron to take their food or drink out of the Library. Patrons are expected to clean up after themselves and to immediately report accidents to staff.

~~Masks may be required for some programs and one-on-one appointments. The Library's Board of Trustees will reassess this policy monthly until it is determined that it is no longer necessary to recommend or require masking.~~

6.2 Unattended Children

The Addison Public Library welcomes people of all ages to use its facilities and services, and the safety and well-being of library ~~customers~~ **patrons** is a primary objective. All visitors are subject to the rules of behavior found in Section 6.1 of the Addison Public Library's Public Service Policies. Parents, guardians, and caregivers are responsible for the behavior and safety of those needing care in the library, whether supervised or unsupervised. Because individuals develop at different rates, there is no universal age in which all visitors are ready to cope with the variety of

circumstances they may face alone in a public space. Library staff members are not permitted to assume responsibility for the safety, care, or supervision of library visitors of any age.

Any visitor violating the rules of behavior will be asked to desist from such activity immediately. Unsupervised children and other ~~customers~~ patrons needing care must be able to tell staff their full name; parent, guardian, or caregiver's name; and parent, guardian, or caregiver's phone number upon request. If a guardian cannot be reached, the police will be notified. Violations of ~~the Library's Behavior Policies~~ Section VI of the Addison Public Library's Public Service Policies may lead to the loss of some or all library privileges of the parent, guardian, or caregiver and those in their care.

6.3 Theft

The Illinois Compiled Statutes (ILCS) devotes Article 720 ILCS 5/16-3 to the protection of library materials. Some of the highlights of that particular act are as follows:

§16-3 (c) *A person commits theft when he or she borrows from a library facility library material which has an aggregate value of \$50 or more pursuant to an agreement with or procedure established by the library facility for the return of such library material, and knowingly without good cause fails to return the library material so borrowed in accordance with such agreement or procedure, and further knowingly without good cause fails to return such library material within 30 days after receiving written notice by certified mail from the library facility demanding the return of such library material.*

§16-3 (d) *A person convicted of theft under subsection (a) is guilty of a Class A misdemeanor, except that the theft of library material where the aggregate value exceeds \$300 is a Class 3 felony. A person convicted of theft under subsection (b) of this Section is guilty of a Class 4 felony. A person convicted of theft under subsection (c) is guilty of a petty offense for which the offender may be fined an amount not to exceed \$500 and shall be ordered to reimburse the library for postage costs, attorney's fees, and actual replacement costs of the materials not returned, except that theft under subsection (c) where the aggregate value exceeds \$300 is a Class 3 felony.*

For the purpose of sentencing on theft of library material, separate transactions totaling more than \$300 within a 90-day period shall constitute a single offense.

6.4 Security Cameras

The Addison Public Library uses security cameras to enhance the safety and security of library users, staff, and property, while protecting individuals' right to privacy. The primary use of security cameras is to discourage inappropriate and illegal behavior, and when necessary, recorded images from the library's cameras will be used to provide assistance to law enforcement officials for the purpose of prosecuting criminal activity.

Cameras are installed in selected interior and exterior locations where ~~people~~ library users and ~~staff~~ would not have an expectation of privacy. Examples include common areas of the library

such as entrances, near book and audio-visual collections, public seating, and parking areas. Cameras will not be installed in areas where members of the public and staff have a reasonable expectation of privacy, such as restrooms.

A sign is posted at the Library entrance informing the public that security cameras are in use.

Selected staff will have access to the real-time monitors, although activity is only randomly monitored. Only the Library Director or **their** her designee will have access to the archival material in pursuit of incidents of criminal activity or violation of the Library's Behavior Policy. All requests for security camera footage or still photographs by law enforcement will be referred to the Library Director. In **the Director's** her absence, requests will be directed to the Person in Charge and **forwarded to the Director for a response. If the Director will be unavailable for more than 72 hours, the request will be forwarded to the Assistant Director for a response.** Requests from the public for access to security camera footage will be handled in accordance with the Illinois Freedom of Information Act (FOIA) and the Library's FOIA policy.

Images will be stored for up to 30 calendar days, unless required as part of an ongoing investigation. The storage media is kept in a secure area. As new images are recorded, the oldest images will be automatically deleted.

6.5 Carrying Weapons on Library Property

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

6.6 Social Media

Addison Public Library-sponsored social media is used to: convey information about Library collections, programs, and services; obtain patron feedback, exchange ideas or trade insights about industry trends; reach out to potential new users; issue or respond to breaking news, or respond to negative publicity; and discuss library and community activities and events.

While the library encourages comments from the community, the library will remove comments, posts, links, photos, or other content for any reason, including harassment and personal attacks, derogatory or defamatory comments, vulgar or profane language, commercial promotion, improper use of copyrighted material, or other inappropriate content.

Section 7: Patron Queries

7.1 Illinois Freedom of Information Act

A brief description of our public body is as follows:

- A. ~~The mission of the Addison Public Library is to foster a love of reading, to promote lifelong learning, and to provide recreational resources.~~
- B. ~~An organizational chart is attached.~~
- C. ~~The total amount of our operating budget for FY 2023 is: \$5,833,282.89 Funding sources are property and personal property replacement taxes, state and federal grants, fines and fees, and donations. Tax levies are:
 - a. ~~Corporate purposes (for general operating expenditures)~~
 - b. ~~IMRF (provides for employee's retirement and related expenses)~~
 - c. ~~Social Security (provides for employee's FICA costs and related expenses)~~
 - d. ~~Audit (for annual audit and related expenses)~~
 - e. ~~Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment, and worker's compensation insurance)~~~~
- D. ~~The office is located at this address: 4 Friendship Plaza, Addison, IL 60101~~
- E. ~~We have approximately the following number of persons employed:
 - a. ~~Full-time 32~~
 - b. ~~Part-time 26~~~~
- F. ~~The following organization exercises control over our policies and procedures: The Addison Public Library Board of Library Trustees, which meets monthly on the third Tuesday of each month, at 7:30 p.m., at the library.
 - a. ~~Its members are Maria Sinkule, President; Linda Durec, Vice President; Maria Piscopo, Secretary; Robert Lyons, Treasurer; and Trustees Matt Moretti, Ruben Robles, and Christopher Pudelek.~~~~
- G. ~~We are required to report and be answerable for our operations to: Illinois State Library, Springfield, Illinois. Its members are State Librarian, Jesse White (Secretary of State); Director of State Library, Anne Craig, and various other staff.~~

The Illinois Freedom of Information Act provides that "all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest." 5 ILCS 140/1 Section 1.

The Addison Public Library values transparency and is committed to providing citizens and taxpayers access to applicable public records under the Act. The intent of this policy is to clarify the requirements and to assist staff in the compliance of both the letter and the spirit of the Act.

Many of the Library's records and documents may be accessed on the Library's website without requiring a FOIA request.

~~You may request the information and the records available to the public in the following manner:~~
Information may be requested and the records made available to the public in the following manner:

- A. ~~Your request~~ Requests must be submitted in writing and should be directed to the following individual: Mary Medjo Me Zengue, FOIA officer. There is no requirement under the Act to respond to oral requests. Requests may be submitted by email, USPS mail, special carrier or by fax.
 - o Email address: FOIA@addisonlibrary.org
 - o Mailing address: Addison Public Library, 4 Friendship Plaza, Addison, IL 60101
 - o Fax #: 630.543.6645
- B. ~~You~~ The request must indicate if it is for a “commercial purpose”¹ ~~in your request~~².
- C. ~~You~~ The request must specify the specific records requested to be disclosed for inspection or to be copied. If ~~you~~ the requestor desires that any records be certified, ~~you~~ the request must specify which ones.
- D. To reimburse ~~us or~~ the Library for actual costs for reproducing and certifying (if requested) the records, ~~you~~ the requestor will be charged the following fees:
 - a. There is a \$1.00 charge for each certification of records.
 - b. There is no charge for the first fifty (50) pages of black and white text either letter or legal size.
 - c. There is a \$.10 per page charge for black and white and \$.25 for color copied letter or legal sized records in excess of 50 pages; the actual copying cost of other sized copies will be charged.
- E. If the records are kept in electronic format, ~~you may request a specific~~ the requestor may specify a format and if feasible, ~~they~~ the records will be so provided, but if not, ~~they will be~~ the requestor may choose to have them 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. Additional fees for the actual cost of the medium used to provide electronic records, such as a flash drive, may be charged.
- F. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
- G. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection or copying process.
- H. Records will be made available for inspection by appointment on weekdays, 9:00 a.m. to 4:00 p.m., excluding holidays.
~~The place and times where the records will be available are as follows: Monday – Friday, 9:00 a.m. to 4:00 p.m., Addison Public Library, Administrative Offices~~

Certain types of information maintained by the Library are exempt from inspection and copying. However, the following types or categories of records are maintained and available for public viewing: ~~under our control:~~

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Resolutions

- Operating Budgets
- Annual Audits
- Minutes of the Board of Library Trustees
- Library Policies, ~~including Materials Selection~~
- Adopted Resolutions of the Board
- Annual Reports to the Illinois State Library

¹ “Commercial purpose” is defined as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminating news, articles or opinions of public interest, or research or education.

In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.

7.2 Local Records Retention Policy

The Addison Public Library retains records in accordance with 50 ILCS 205, the Illinois Local Records Act, and directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756.

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

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

7.3 Question or Complaint about Library Policies and Procedures

The Library Board and staff are aware that occasional complaints may occur regarding library services. Complaints and concerns raised by library patrons will be given serious consideration. We welcome interest from patrons in the operation of the library.

Complaints involving an inadvertent lapse in library service may be handled by a simple apology, explaining that it is the library's desire and mission to provide the best possible service to the community.

Complaints which cannot be **quickly resolved to the patron's satisfaction** ~~handled with a simple apology~~ may be referred to the ~~department~~ person in charge.

The person in charge shall listen carefully to the patron's question or complaint. If a complaint involves a library policy, the Library's policy shall be clearly explained and a written copy, if available, shall be provided to the **patron** ~~library user~~ whenever the situation warrants it. If a complaint cannot be resolved by the person in charge, the person in charge or complainant should submit a ~~formal~~ written complaint to the Library Director.

Guidelines for Processing Formal Public Complaints:

1. All unresolved complaints must be submitted in writing. The nature of the complaint should be stated as well as the relief sought and the patron's contact information.
2. The complaint ~~form~~ should be filed with the Library Director.
3. Where appropriate, the Library Director shall refer the complaint to the relevant Department Head.
4. The Director will secure a resolution or response to the complaint. **Patrons who are unsatisfied with the Director's response may submit a formal Statement of Concern.**
5. The Board will be informed about the complaint and the proposed remedy.

7.4 Statement of Concern

Engagement with community members is an important value of the Addison Public Library and the Library welcomes input from patrons on the provision of library resources including items in our collection, material used in library displays, and programs and services offered by the Library. Comments, suggestions, and concerns from community members about library resources frequently provide staff with useful information about interests or needs that may not be adequately met by the library. Staff are available to discuss ideas and concerns and will consider each patron's opinion. Anyone can suggest an item for purchase or an idea for a program using forms on our website or by sharing their request with a staff member.

Public libraries preserve and enhance access to a broader range of ideas than those held by any one citizen, publisher, organization, or government. There can be diverse opinions by individuals or groups as to what is appropriate for the library collection, programs, or services. Library

collections, programs, and services are not limited to only those ideas and information one person or group believes to be true, good, and proper.

The choice of library materials by users is an individual matter. While individuals may reject materials for themselves, they cannot exercise censorship or restrict access to materials for others. The library does not remove materials because of partisan or doctrinal disapproval. The library is designed to serve the whole community.

Parents or legal guardians who wish to limit or restrict the use of resources by their own children should personally oversee their children's selection and activities. The library does not stand in the place of the parent or legal guardian (*in loco parentis*).

If a patron's concern is not satisfied through discussion with staff, the patron may submit a formal Statement of Concern to the Library Director. Statement of Concern forms are available on request at the library's public service desks. The form must be completed in full. The patron submitting the request must reside within the Library's service area and/or be eligible for a library card issued by the Addison Public Library. Current APL non-resident card holders, business card holders, and Addison Public Library employees may also submit statements of concern, but Statements of Concern will not be accepted from reciprocal borrowers who have library cards issued by their home library. An item, program, display, or service will only be evaluated for reconsideration once in a two-year period. Requests to relocate or remove materials or alter or eliminate programs or displays shall be considered within the context of the library's mission and policies, the American Library Association's Library Bill of Rights, and the American Library Association's Freedom to Read Statement.

A Statement of Concern shall receive due process under this policy and procedures established to implement this policy. The Library Director will form a three-person Review Committee consisting of relevant library staff. Staff from other government agencies or community organizations with expertise and experience may be invited to serve on the committee as well. Each committee member will individually consider the concern, the library's mission, and policies, and locate supporting relevant literature. Each committee member will prepare a written opinion of the item, program, display or service and its place at the Addison Public Library. When the Review Committee has reached a decision the Library Director will issue a written response to the individual who filed the Statement of Concern. The written response will be issued no later than 30 days from the date the Statement of Concern was submitted to the Library Director. If the individual who filed the original Statement of Concern would like to dispute this decision, they can appeal to the Library Board of Trustees. The Board will review the Statement of Concern and the written recommendation of the Review Committee. The decision of the Library Board of Trustees is final.

Any item which is involved in the formal Statement of Concern process will remain in the collection and available to patrons pending a final decision. Programs, displays and services will remain in place and continue as planned until a final decision is made.

Chris Pudelek and Mary Medjo Me Zengue represented the library at a meeting on August 23 with the Village, Township, Park District, District 4 and District 88 met to discuss ways our agencies might come together to address the needs and interests of students of Addison. Primary areas of focus would include mental health services and academic support, but there is potential and possible interest in doing something much broader than that. The dialogue is at the beginning stages, and the next meeting will be held in October. It was not clear at the first meeting what specifically the Library might be asked to contribute – funding for infrastructure or operations, staffing, etc. The discussion primarily was focused around the need for services, the possible opportunity for grant funding, and the 708 funds (tax revenue) from the Township’s new Mental Health Board. Everyone at the meeting was in agreement regarding the need and benefit of offering these services. Multiple agencies expressed concerns over their ability to contribute financially or the appropriateness of doing so in terms of mission alignment.

Following that meeting Chris Pudelek and Donna Reboletti attended a meeting at Village Hall with Mayor Veenstra and Township Supervisor Dennis Reboletti on August 31. The Mayor reiterated his/the Village’s position at that meeting that it would be prudent for the Library to stop further plans for library expansion and focus our efforts instead on this community youth center project.

The Library board now needs to decide if we will sever our contracts with Product Architecture & FQC, resulting in a \$20,000 penalty on top of the more than half a million dollars we’ve already invested and loss of all the work already put into this project, including the rights to the architectural drawings.

We could push for another meeting with the Village Board to discuss this and ask for them to formally vote or go on record with their opposition.

We could push to move forward anyway, knowing that it is likely to further strain our relationship with the Village and that there is potential that they could block things like project permits and even limit our tax levy which would impact our operating budget.

We can start over from scratch and explore the limited option of doing some renovation without expansion, knowing that many of our goals for the project will not be possible without expansion. (The Village and their attorney agreed last year that the Library did not need permission from the Village to make any changes to the interior of the existing building. Their position was that we only needed their permission to expand the building.)

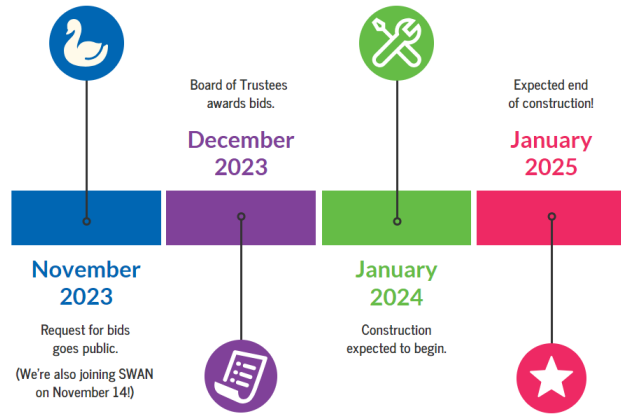
The project has already been promoted in our newsletter and on our website.

LIBRARY NEWS



Building Project 2023-2024

Exciting news! We will be embarking on a building project starting in December 2023. The renovation will be bringing 5,750 sq. ft. of added interior space and 1,830 sq. ft. of additional outdoor space. The building project will provide a drive-up window, a new makerspace with more equipment, better accessibility, enhanced play areas, an updated meeting room with flexible space, outdoor programming space, and more. For more information on the upcoming building project, visit: addisonlibrary.org/renovation.



Renderings



There are some things that I consider to be critical needs related to our project. Among these are carpet replacement, restroom renovations addressing accessibility issues, some of the HVAC work, replacement of our AMH system, and addressing staff work areas such as securing offices for Brooke and Yabin (Head of IT), getting all of our Materials Management staff into a single workroom, moving Laurie (HR) to the 3rd floor. Other aspects of the project are more “would be nice” amenities but are things our users were very excited about and which address some of the

pinch points in our current operations. These include the drive-up window, additional study rooms, the outdoor programming space, the new early literacy space in Children's, and expanding the Creative Studio. The families shown below and many of our other patrons are already excited about the things we told them we were bringing with this project. If we abandon or scale back the project, we will need to decide on messaging for the community since we've already been actively promoting the project to our users.



We will also have to decide how to communicate with the Gunda family regarding their donation of \$100,000. It is unlikely that the makerspace they envisioned putting their husband and father's name on will be possible without expanding our footprint.

On the day of the September board meeting, we will be on day #50 of the 90-day pause we are contractually allowed with Product Architecture + Design. According to the [quarterly cost index report](#) put out by Mortenson (the construction management firm we used on the original construction project for the current library building in 2007-2008), non-residential construction costs in the Chicago area increased by 1.9% in the last quarter and by 4.3% over the last 12 months. Our budget for this project is based on the money we have available to spend. As costs continue to rise, further delays will mean we will be able to do less with the money we have. Postponing the entire project with the plan of pursuing it again months or years from now is essentially cancelling the project as it has been planned as we were near the top of our budget now and it is unlikely we'll be able to afford the full scope of what we had planned if there are significant delays in our timeline.