



POLICY MANUAL

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

CONTENTS

Accidents/First Aid/Unsafe Working Conditions	4
Authority to Spend Library Funds	5
Bloodborne Pathogens	6
Business Use of Private Car.....	7
Circulation Policy	8
Computer Use Policy	10
Confidentiality of Records.....	13
Exceptions to the Illinois Library Records Confidentiality Act..	14
Credit Card Usage	15
Display Space.....	16
Electronic Conferencing.....	17
Electronic Sign Policy.....	19
Ethics Ordinance.....	22
Expansion Special Reserve Funds	31
Fax Policy	36
Fines and Fees Policy	37
Freedom of Information Act Policy	38
FREEDOM OF INFORMATION ACT	38
Gifts to the Library	42
Hours of Operation.....	44
Immigration Compliance Policy	45
Indemnification and Insurance.....	46
Interlibrary Loan Policy	49
Investment Policy.....	50
Library Card Policy	56
Materials Selection Policy	57
Meeting Room Use Policy.....	59
Patron Behavior Policy	61
Personnel Records.....	63

Prevailing Wage Act.....	64
Public Comment Policy	65
Records Retention Policy	66
Reference Service	67
Repair of CDs and DVDs for Library Patrons	68
Review of Insurance Coverage.....	69
Service to Patrons with Disabilities	70
Sexual Harassment Policy.....	71
Tablet and Laptop Policies	73
Trustee Policy.....	75
Trustee Recognition Upon Expiration of Term Policy	76

ACCIDENTS/FIRST AID/UNSAFE WORKING CONDITIONS

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

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

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

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

Approved December 8, 1997

Reviewed January 8, 2007

AUTHORITY TO SPEND LIBRARY FUNDS

The Director of the Byron Public Library District is authorized to spend up to \$3000 on any single item without prior board approval.

The Byron Public Library District may spend in excess of \$10,000 only after completing the formal bid process as described in Illinois law.

In the case of extreme emergency, the Director of the Byron Public Library District may spend up to \$10,000 with the approval of any two board members.

Approved December 8, 1997

Reviewed January 8, 2007

Reviewed February 10, 2016

BLOODBORNE PATHOGENS

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

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

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

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

Approved October 11, 1999,

Reviewed January 8, 2007

Reviewed February 10, 2016

BUSINESS USE OF PRIVATE CAR

Board Committee: Finance
Responsibility: Library Director and/or President of the Board of Trustees
Oversight: Finance Committee
Purpose: To monitor business use of private car and to provide insurance for such use.

Business use of private car by:

Library Staff

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

Member of the Board of Trustee

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

Susan O'Neil
President
Board of Trustees

March 8, 2004
Date Approved by Trustees

Date Amended by Trustees

Reviewed January 8, 2007

CIRCULATION POLICY

1. Circulation periods

	Length of Loan	# allowed	Renewals
New Items (Books, LP, etc.)	14 days	75	0
Books	14 days	75	2
Audio books	14 days	75	2
Magazines	14 days	75	2
Music CDs	14 days	75	2
DVDs (TV shows and NF)	14 days	5	0
DVD movies	7 days	5	0
Videogames	7 days	3	0

All materials borrowed through interlibrary loan are due in accordance with the lending library's stated due date.

2. Renewals

a. Local materials (with the exception of videos) may be renewed up to two times, if there is no reserve on the item. b. Interlibrary loan materials may be renewed in accordance with the owning library's policy.

3. Fines

The fine for overdue library materials, except DVDs and videogames, is \$.05 per day per item. A one day grace period will be offered after the due date. Materials returned after this grace period will be charged the fine from the due date. Fines will be computed for each day the library is open.

Overdue fine for DVDs is \$.50 per day per DVD. Overdue fine for videogames is \$1.00 per day per game.

Maximum fine for all items is \$10.00.

Overdue fines for materials borrowed through interlibrary loan will be charged at the same rate as Byron Public Library District materials.

Patrons may only check out materials if they have less than \$5.00 in fines.

4. Lost and damaged materials

Materials which have been lost or damaged will be billed to the borrower at full book value. After 30 days of having a billed status, the item is no longer eligible for return. Patrons are not able to receive refunds for items that have been paid for.

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

5. Reserves

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

Approved January 8, 2007

Revised June 11, 2012

Revised May 13, 2013

Revised November 14, 2015

Revised February 10, 2016

COMPUTER USE POLICY

Public use computers featuring Internet access, Microsoft Office software, educational games, resume writing software, and reference resources are available during regular library hours by patrons who have had computer training or experience.

Access and Use

Prior to using a public computer featuring Internet access, reference resources, educational games, or Microsoft Office, the patron or parent/guardian is required to read and sign a *Computer User's Agreement*. Patrons under the age of 18 must have a parent or guardian's signed permission slip on file to use the public computers. The parent or guardian must come in with the child and sign the permission slip in the presence of a Library staff member.

Public computers are monitored by PCReservation, a time and print management software. Logging into the computers requires entering the barcode number of the user's library card. Residents of the Byron Public Library District are eligible for a free card. Residents of other communities may use their local library card to obtain a barcode number to use in accessing the public computers. Patrons whose library cards have a "barred" status due to overdue materials or large fines will be unable to use the public computers until overdue materials are returned and fines are paid.

For those out of town guests who do not have a library card, guest computer user cards are available at the circulation desk. A driver's license or other similar identification is required. After a patron has signed the Computer User agreement, the patron needs only to enter his/her library card barcode number to log onto any available public computer.

Cardholder use of a computer is allocated in 60 minute time slots. Patrons are able to self-renew their time for another 60 minutes subject to availability. Patrons are limited to two 60 minute time slots per day, or a maximum of two hours per day.

Guests of the Byron Public Library District may receive one guest pass per day with a photo I.D. Each guest pass will allow for a 30 minute time slot. An extra 30 minute time slot for a total of one hour can be requested, subject to availability of computers.

Computers will be shut down 15 minutes prior to the closing of the Library.

Because no single authority oversees the Internet's content, not all Internet sources provide accurate, complete, or current information. Some of the information may be offensive and/or controversial. Users are responsible for determining that the information accessed is acceptable, reliable, and suitable for their needs. Library staff is not responsible for monitoring

children's use of the Internet. Parents or legal guardians are encouraged to discuss with their children issues of appropriate use and information safety in regard to the Internet.

Although the Library utilizes virus-checking software, this is not a guarantee that everything will be completely protected from viruses. The Library is not responsible for loss or damage to personal storage devices when downloading or to a user's own computer, or for any loss of data, damage, or liability that may occur from a patron's use of the Library's computers.

Patron Assistance and Instruction

It is expected that users will have knowledge of the basic operation of computers. The Library Staff may provide minimal assistance or instruction. If more instruction is needed, formal tutoring is offered by the Library at designated times by appointment. Books and guides on computers, word processing, resume writing software, and Internet usage are available to patrons.

Use of Equipment and Networks:

Patrons may not store work on the hard drive.

Patrons must bring their own storage devices.

Personal software programs may not be used or installed on the Library's computer equipment.

The cost to print is a \$.10 per page for black and white copies and \$.25 for color copies for either the library's paper or the patron's paper.

Only two persons are allowed at the computer terminal at one time. Both persons must be registered computer users and will share the same time period.

Copying Library software is a violation of the Copyright Law. Anyone found doing so will be barred from further computer use.

Internet patrons are required to use the Internet within the guidelines of acceptable use. The following activities are unacceptable:

Use of electronic information networks for any purpose resulting 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 electronic information networks in any way that violates a federal or state law

Violations of another's privacy

Misrepresenting oneself as another user

Attempting to gain access to files, passwords, or data belonging to others (hacking)

Distributing pornographic materials

Viewing materials that would be considered offensive according to local community standards

Violations of the Byron Public Library District Computer Use Policy

Violations of the *Byron Public Library District Computer Use Policy* will result in suspension of all computer privileges for a period of three months. Illegal acts involving the Byron Public Library District's computing resources may be subject to prosecution by local, state, or federal authorities. In addition, patrons shall agree to hold harmless, indemnify, and unconditionally reimburse the Byron Public Library District for any damage, liability costs, claims, or expenses the Byron Public Library District may incur which arises in any manner from any misuse of the Internet access by a patron.

The Byron Public Library District Computer Use Policy may change without notice as to regulate or prevent misuse. A copy of the current policy is available at the Circulation Desk.

Approved by the Byron Public Library District Board of Trustees

July 10, 2006

Reviewed January 8, 2007

Reviewed January 12, 2015

Revised November 14, 2015

CONFIDENTIALITY OF RECORDS

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

Patron Requests:

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

- Items charged out

- Items overdue

- Fine information

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

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

Sample:

A videocassette borrowed is overdue and should be returned.

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

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

Patron Information:

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

Approved October 11, 1999

Reviewed January 8, 2007

EXCEPTIONS TO THE ILLINOIS LIBRARY RECORDS CONFIDENTIALITY ACT

Committee: Operations

Responsibility: Library Director

Purpose: To ensure compliance with legislation amending the Illinois Library Records Confidentiality Act (Public Act 95-0040, effective January 1, 2008)

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

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

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

March 11, 2008

Date Approved

Elaine Breck

President Board of Trustees

CREDIT CARD USAGE

Board Committee:	Finance
Title:	Credit Card Usage
Responsibility:	Treasurer of the Board of Trustees
Oversight:	Finance Committee
Purpose:	To ensure the appropriate management and utilization of the Library's credit card

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

Use of the card is approved for but not limited to

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

At no time shall the charged amount exceed \$10,000.

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

Elaine Breck

November 5, 2007

President, Board of Trustees

Date Approved by Trustees

Barb Clubb

August 12, 2015

President, Board of Trustees

Date Revised by Trustees

DISPLAY SPACE

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

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

LIBRARY COMMUNITY BOARD POSTING GUIDELINES

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

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

Approved October 11, 1999

Reviewed January 8, 2007

Revised November 14, 2015

ELECTRONIC CONFERENCING

Resolution Regarding Meetings and Conferencing via Electronic Means

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED BY THE BOARD OF LIBRARY TRUSTEES, BYRON PUBLIC LIBRARY DISTRICT, OGLE COUNTY, ILLINOIS, IN PUBLIC SESSION ASSEMBLED THIS 13TH DAY OF MAY, 2013.

Board of Library Trustees

Richard Pleniewicz
President

ATTEST:

Tracy Heilman
Secretary

ELECTRONIC SIGN POLICY

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

Users:

Service Clubs/Not-for-profit organizations

Churches

Government/taxing bodies

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

Emergency responder organizations

Emergency:

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

Amber Alerts

Weather-related emergencies

Other

Government:

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

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

Politics:

Limited to Get Out the Vote – Encouraging people to participate in elections,

Including type (municipal, primary, general – not “School Board” or “Presidential”); date, and times polls are open

Public Service Announcements:

To be accepted at the discretion of the Library Director

Schools:

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

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

Public Middle School and High School Graduation – Date, time, place

Public High School Valedictorian/Salutatorian – “Congratulations” with names

Public Homecoming Game/Dance – Date, time, place

Public Prom – Date, time, place

Soldiers

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

Theater Productions

Announcement of six productions per year by Byron Civic Theater

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

Other

Items Prohibited

Political Advertising

Position Statements or meetings of any group to advance a position statement

Business Advertising including new business announcements

Announcements of meetings to be held for political purposes (partisan or other)

School fundraisers/sales

Individual Condolences (Condolences to a large group, such as in an NIU or 9-11 situation, would be considered)

Births, weddings or other personal family milestones

General Guidelines

All events must occur within the geographic boundaries of the Byron Public Library District and open to the general public

All items must be emailed to: library@byron.lib.il.us

Emails must arrive one week prior to requested appearance

Items may appear for a minimum of one week

No guarantee can be made regarding number of times an item will appear as frequency of occurrence depends on the number of items submitted during a given week

Not-for-Profit organizations are limited to four items per year.

Churches are limited to four items per year

Display Options:

2 lines with 13 characters each/10-inch high characters

4 lines of 22 characters/5-inch high characters

Maximum of two screens per event, regardless of the line option

Color/graphics choices may be requested but will not be guaranteed

Copy must be submitted exactly as it is to appear on the sign, including number of lines and spacing

Exceptions:

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

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

Approved by Board of Trustees of Byron Public Library District

April 12, 2010

ETHICS ORDINANCE

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

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

SECTION 1: The Code of Ordinances of Byron Public Library District is hereby amended by the addition of the following provisions:

ARTICLE 1

DEFINITIONS

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

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

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

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

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

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

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

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

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

"Employer" means the Byron Public Library District.

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

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

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

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

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

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

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

"Prohibited source" means any person or entity who: (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee; (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee; (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities.

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

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a

condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

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

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

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

ARTICLE 10

GIFT BAN

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

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

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

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

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

(4) Educational materials and missions.

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

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

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

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

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

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

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

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

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

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15

ETHICS ADVISOR

Section 15-1. The President of the Board of Trustees, with the advice and consent of the Board of Trustees shall designate an Ethics Advisor for the Byron Public Library District. The duties of

the Ethics Advisor may be delegated to an officer or employee of the Byron Public Library District unless the position has been created as an office by the Byron Public Library District.

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

ARTICLE 20

ETHICS COMMISSION

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

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

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

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

(1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.

(2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 25-1(c) of this Ordinance and refer violations of Article 5 or Article 10 of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Ordinance and not upon its own prerogative.

(3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.

(4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the Byron Public Library District to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.

(5) The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.

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

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

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

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

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

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

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

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

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

ARTICLE 25

PENALTIES

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

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

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

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

quasi-criminal offense by an attorney for the Byron Public Library District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

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

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

PASSED THIS 19th DAY OF April 2004

APPROVED: Susan O'Neil

President

Reviewed January 8, 2007

EXPANSION SPECIAL RESERVE FUNDS

Utilization and Distribution of Expansion Special Reserve Funds

Board Committee: Finance
Responsibility: Finance Committee
Oversight: Library Trustees

Purpose: To establish mechanisms which support the funding of long-term goals and unanticipated events

Reference: Resolution 2010-1 (Attached.)

Capital Repair/Replacement Fund

Prudence dictates that the Board of Trustees prepares for unanticipated major capital expenditures without a major disruption of library services or a burdensome tax increase. To that end, an initial amount during FY2010-11 of \$175,000 plus accumulated interest, not to exceed 25% of the library's annual operating budget, shall be available. Facilities Management Committee will determine the need for expenditure of these funds and submit such need to the Board of Trustees.

Early Bond Repayment Fund

It is the intent of the Board of Trustees to pay-off the bond debt incurred for construction of the new library during 2019. The principle balance in 2019 will be \$1,475,000. In order to meet this goal, the following measures are necessary. An initial amount of \$425,000, sale of old library building and earned interest will make accomplishment of this goal possible. The Finance Committee will monitor and annually report progress to the Board of Trustees.

Richard Pleniewicz
President, Board of Trustees

August 9, 2010
Date Approved by Trustees

Revised May 13, 2013

Resolution 2010-1

2010 RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE BYRON PUBLIC LIBRARY DISTRICT, OGLE COUNTY, ILLINOIS CONCERNING ALL OF THEIR SPECIAL RESERVE FUNDS, AND ANY PLANS RELATED THERETO

WHEREAS, pursuant to 75 ILCS 16/40-50 ("Special Reserve Fund; Plan – and any predecessor thereto) and 75 ILCS 16/40-5 (Buildings and Equipment), the District is authorized to create special reserve fund(s) for the purposes of accumulating funds to be used when the District:

determines or resolves to erect a building to be used as a library, purchase a site for erecting such a building, purchase a building, repair, remodel, or improve an existing library building, build an addition to an existing library building, furnish necessary equipment for a library building, or acquire library materials (such as books, periodicals, films, and recordings) and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building. (collectively "Library Expansion Purposes")

WHEREAS, pursuant to District Ordinances, including, Nos. 97-1 (dated May 12, 1997), 87-4 (dated April 4, 1988) and 81-2 (dated August 3, 1981), and Resolutions and other actions of the District, the District has established, created and funded for Library Expansion Purposes, special reserve fund(s) contemplated under 75 ILCS 16/40-50 and 75 ILCS 16-40-55 (Insurance Reserve Fund; transfers), and formulated and determined Plans under 75 ILCS 16/40-5 to acquire real estate and expand library facilities;

WHEREAS, 75 ILCS 16/40-55 (Insurance Reserve Fund; Transfers), and District implementing resolutions related thereto, contemplated and authorized transfer of surplus District Insurance Reserve Funds to the District's Expansion Special Reserve Fund, for the District to use such transferred funds for:

a specific purpose for either adding on to their existing library or building a new library

(Illinois Legislative History, April 2, 2003, re: HB 1751, Reps. Sacia, Mitchell and Moffit)

NOW THEREFORE

BE IT RESOLVED by the Board of Library Trustees of the Byron Public Library District, Ogle County, Illinois, that:

SECTION 1: The District hereby reconfirms, reiterates, acknowledges, determines and continues to determine that its prior ordinances and resolutions, including all of its actions and plans authorizing the accumulation and continuing accumulation and use of reserve funds

for all Library Expansion Purposes continue to be in full force and effect with respect to the District's plans to build, equip, furnish and provide materials, supplies, technology and other resources for the new library facility located at 100 S. Washington Street, Byron Illinois.

SECTION 2: The District hereby further amends and expands any and all of its prior plans authorized or contemplated by 75 ILCS 16/40-5, 75 ILCS 16/40-50 and 75 ILCS 16/40-55 to, - in all events – expand the purposes thereof to include any and all Library Expansion Purposes permitted by any such statutes.

SECTION 3: Such plans and statutory and Library Board authorizations shall include, but not be limited to, the expenditure of \$175,000 or more of such Special Reserve Funds for Advanced Technology, including but not limited to a roof garden, solar panels, wind turbines and potential green improvements to the new library facility. In recognition of such plans and authorizations, an amount of not less than \$175,000 of such Special Reserve Funds shall be designated as the Special Reserve Advanced Technology Fund within such Special Reserve Funds.

SECTION 4: Such plans and statutory and Library Board authorizations shall also include Capital Repairs/Replacements/Improvements to said new library facility and for any present or future emergency maintenance, repairs, replacements or other related needs with respect to such new library facility, for an amount of not less than \$175,000. In recognition of such plans and authorizations, a further amount of not less than \$175,000 of such Special Reserve Funds shall be designated as the Capital Repairs/Replacements/Improvements Fund within such Special Reserve Funds.

SECTION 5: Such plans and authorizations shall also include, to the extent permitted by law, the expenditure of such Special Reserve Funds for the purpose of reducing taxpayers' expenses for outstanding Alternative Bond and Interest Repayment obligations, by setting aside and accumulating and paying any such Special Reserve Funds, as and when determined by the Library Board, for and toward such Alternate Bond obligations of the District. Such plans, authorizations and expenditures contemplate the current restrictions and limitations that affect the prepayment of such Alternate Bonds, and therefore, are intended, to the extent permitted by law and as may be specifically authorized by the Library Board, to assist in the accelerated prepayment and payment of such Alternate Bonds, pursuant to the terms of such Bonds, and thereby provide for some tax savings to the taxpayers of the District.

SECTION 6: Such Special Reserve plans and authorizations recognize and acknowledge, and hereby adopt and embrace the statutory Special Reserve authorizations of 75 ILCS 16/40-5 (c), which allow for Special Reserve Fund expenditures for the acquisition of library materials, and electronic data storage and retrieval facilities to be considered to be in connection with the construction of the Library District's new library facility, if so determined by the Library Board, when such expenditures are made within five (5) years of completion of such new library facility, which completion occurred no earlier than June 1, 2009. Library Board determinations made before May 31, 2014, for such expenditures, are hereby authorized to be funded by such Special Reserve Funds, to the extent so directed by the Library Board.

which Resolution was duly passed and adopted by the Board at a meeting of the Board held on May 12, 2010, and approved by the Vice-President of the District on May 12, 2010, and said Resolution has been duly filed with the undersigned as acting Secretary of the District and is in full force and effect as provided therein.

I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Library District Act of 1991, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District this 21st day of June, 2010.

Bradley D. Townsend _____
Secretary, The Board of Library Trustees of the
Byron Public Library District, Ogle County, Illinois

FAX POLICY

Public Access Fax

The Byron Public Library District provides a donation-based fax service to anyone wishing to make use of it. To transmit fax documents, the transmitting individual must provide a single-sided 8.5x11" sheets. If not, the patron must make and pay for photocopies at \$0.10 per page.

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

Public Access Fax Suggested Donations:

To Send a FAX:

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

.25 for each additional page

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

To Receive a FAX:

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

Approved by the Board of Trustees December 6, 1993

Reviewed January 8, 2007

Revised November 14, 2015

FINES AND FEES POLICY

The Byron Public Library District has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Byron Public Library District.

Fines for overdue materials

Audio books, books, CDs & periodicals: \$.05 per day, not to exceed \$10.00.

Videocassettes/DVDs: \$.50 per day, not to exceed \$10.00

Fees

FAX transmission suggested donation: \$1.00 for the first page within the continental United States to defray telephone expenses and cost of staff time, .25 for each additional page. International fax suggested donation will be based on the current telephone rates (1 page equals 1 minute telephone time) plus \$1 to compensate for staff time needed to call the telephone company to determine telephone rates & to transmit fax.

FAX receipt suggested donation: \$.25 per page.

Copies: \$.10 per page. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages. No discounts are given for quantity copying, copying for non-profit organizations, or providing own paper.

Computer printouts: \$.10 per page for black & white printing, \$.25 per page for color printing. This fee applies to all materials printed by library printers including, but not limited to Internet downloads, CD-ROM product information, personal work, and graphics.

Replacement for a lost library card: \$1.00

Approved January 8, 2007

FREEDOM OF INFORMATION ACT POLICY

BYRON PUBLIC LIBRARY DISTRICT THE ILLINOIS FREEDOM OF INFORMATION ACT

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

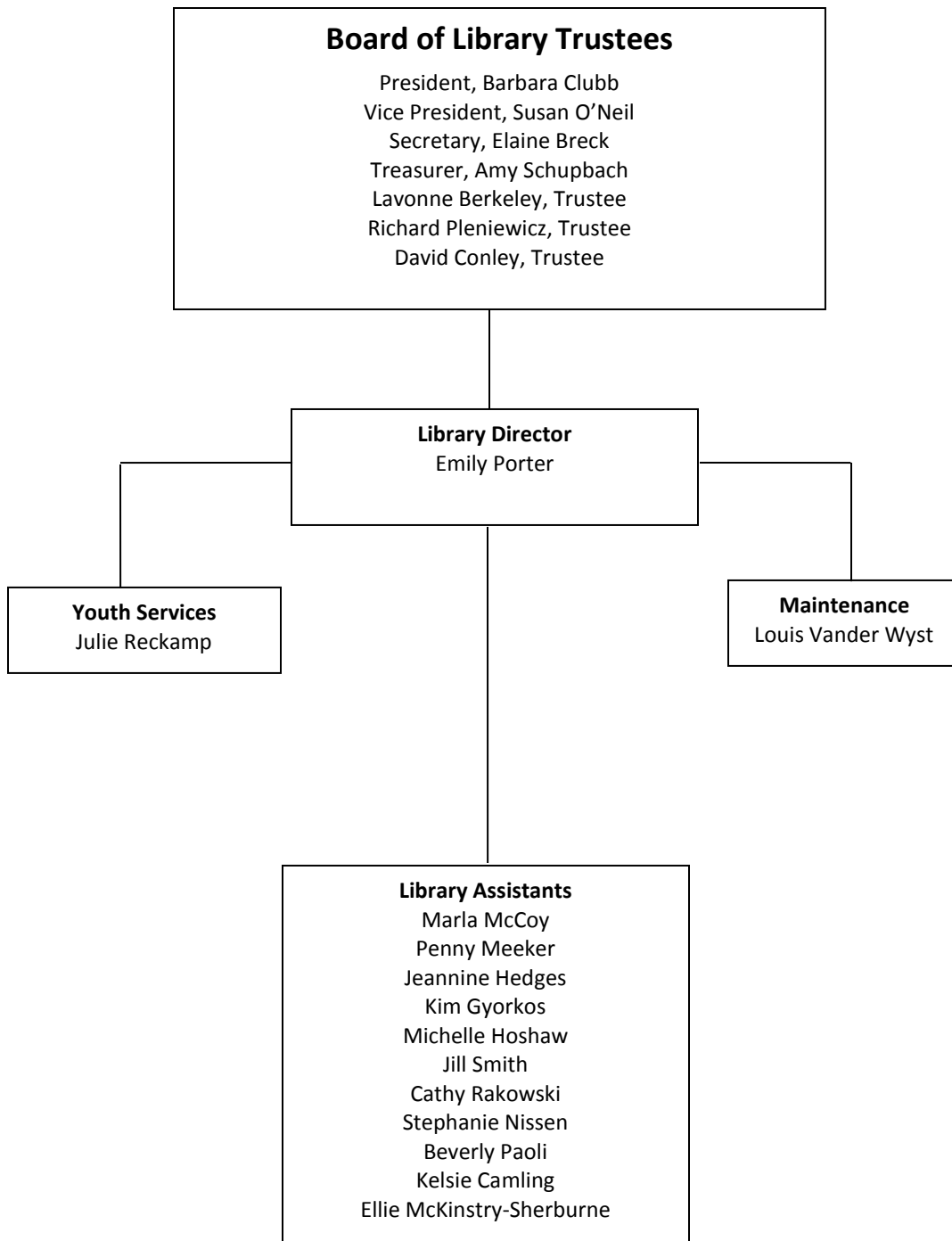
- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY 2015 is: \$1,062,918.00
Funding sources are property taxes, state and federal grants, fines, charges, and donations¹. Tax levies are:
 - 1. Corporate purposes (for general operating expenditures)
 - 2. IMRF (provides for employee's retirement and related expenses)
 - 3. Social Security (provides for employee's FICA costs and related expenses)
 - 4. Audit (for annual audit and related expenses)
 - 6. Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)
- D. The office is located at this address: 100 S. Washington Street, Byron, IL 61010
- E. We have approximately the following number of persons employed:
 - 1. Full-time 5
 - 2. Part-time 10
- F. The following organization exercises control over our policies and procedures: *The Byron Public Library District Board of Library Trustees*, which meets monthly on the second Wednesday of each month, 4 p.m., at the library.

Its members are: Barbara Clubb, President; Susan O'Neil, Vice President; Elaine Breck, Secretary ; Amy Schupbach, Treasurer; Richard Pleniewicz, David Conley and Lavonne Berkeley

- 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.

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

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



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

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

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

FOIA Officer	Date of Reply
--------------	---------------

41

GIFTS TO THE LIBRARY

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

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

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

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

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

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

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

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

Approved October 11, 1999

Reviewed January 8, 2007

HOURS OF OPERATION

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

Monday	9:00 a.m. – 8:00 p.m.
Tuesday	9:00 a.m. – 8:00 p.m.
Wednesday	9:00 a.m. – 8:00 p.m.
Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. - 4:00 p.m.

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

Approved October 11, 1999

Reviewed January 8, 2007

Revised November 14, 2015

IMMIGRATION COMPLIANCE POLICY

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

Approved December 8, 1997

Reviewed January 8, 2007

INDEMNIFICATION AND INSURANCE

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

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

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

Section 4. Any indemnification under Section (1) and (2) of this Policy or (unless ordered by a court) shall be made by the Library only as authorized in the specific case, upon a determination that indemnification of the trustee, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this Policy. Such determination shall be made (i) by the Board of Library Trustees by a majority vote of a quorum consisting of trustees who were not parties to such action, suit or proceeding, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested trustees so directs, by independent legal counsel in a written opinion.

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

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

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

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

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

Approved October 11, 1999
Reviewed January 8, 2007

INTERLIBRARY LOAN POLICY

Materials	Available for Interlibrary loan	Loan period	Renewal
Local history/Genealogy	No		
Books/Periodicals	Yes	4 weeks	Yes
CDs	Yes	4 weeks	Yes
Audiobooks	Yes	4 weeks	Yes
DVDs	Yes	2 weeks	No
Videogames	Yes	2 weeks	No

Delivery of materials:

RAILS van delivery

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

U.S. mail

Approved January 8, 2007

Revised November 14, 2015

INVESTMENT POLICY

Resolution 99-1

WHEREAS, Public Act 90-0688 was enacted by the 90th General Assembly amending the Public Funds Investment Act by adding Section 2.5 (30ILCS 235.2.5) which mandates that the Byron Public Library District adopt a written investment policy; and

WHEREAS, the Board of Trustees of the Byron Public Library District seeks to comply with the requirements of the Public Funds Investment Act.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Byron Public Library District adopts the following investment of public funds policy:

Purpose and Scope. The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for the management of public funds by the Byron Public Library District. Its scope is all public funds of the Library District.

Responsibilities. All investment policies and procedures of the Byron Public Library District will be in accordance with Illinois Law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer of the Library acting under the authority of the Library Board of Trustees.

Delegation of Authority. Management and administrative responsibility for the investment program is hereby delegated to the Treasurer. The Treasurer, and by designation, the Library Director, is responsible for establishing internal controls and written procedures for the operation of the investment program to be approved by the Library Board of Trustees.

"Prudent Person" Standard. All Library investment activities shall use a "prudent person" stand of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with the Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or mark price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

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

*Legality (conforming with all legal requirements)

*Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)

*Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)

*Yield (attaining a market rate of return on investment)

*Simplicity of management

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

A. Legality and safety:

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral).

2. Authorized investments include and will primarily consist of: Certificates of Deposits, Treasury Bills and other securities guaranteed by the U. S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the Library District.

B. Liquidity:

In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.

C. Yield – Return on investment:

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

D. Simplicity of management:

The time required by library administrative staff to manage investments shall be kept to a minimum.

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

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

Authorized Financial Dealers and Institutions. Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Trustees upon the recommendation of the Treasurer. The Treasurer will maintain a list of financial dealers and institutions authorized to provide investment services.

Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

Approved January 8, 2007

INVESTMENT POLICY ADDENDUM

Funds of the Byron Public Library District

DEFINITION OF FUNDS:

Operating Fund:

The Operating Fund is used for the day-to-day operating expenses of the Byron Public Library District. The Library Board of Trustees and Library Director annually prepare a budget itemizing the income and expenditures of this fund. The sources of these funds are: tax levies, fines, fees, gifts, grants, and transfers from other accounts as appropriate.

Capital Repair/Replacement Fund:

Prudence dictates that the Board of Trustees prepares for unanticipated major capital expenditures without a major disruption of library services or a burdensome tax increase. To that end \$175,000 from the Expansion Reserve Fund is to be transferred to the Capital Repair/Replacement Fund. That amount plus accumulated interest, not to exceed 25% of the library's annual operating budget shall be available for major capital expenditures.

Early Bond Repayment Fund:

It is the intent of the Board of Trustees to pay-off the bond debt incurred for construction of the new building. Prepayment is anticipated to occur in 2019. Unexpended funds from the Expansion Fund (less \$175,000 designated to be placed in Capital Repair/Replacement Fund) have been transferred to this fund as well as unexpended operating funds from annual levies.

INVESTMENT OBJECTIVES:

Operating Funds:

Operating Funds will be kept in an interest bearing money market account for immediate needs. Funds not necessary for immediate use will be invested in short term certificates of deposit.

Early Bond Repayment Fund:

Expansion Funds will be invested in certificates of deposit

Day to day short-term (less than one year maturity) investment decisions will be made by the Treasurer and the Library Director. Long-term investments will be made by the Treasurer and Library Director based on the recommendations of Byron Bank Financial Services and the Board of Trustees.

RECEIPT OF FUNDS:

Fines, fees, miscellaneous daily income:

Library Director or staff member will record the amount in the account ledger and make a monthly deposit in the operating funds account. These amounts will be verified by a second staff member. Minimum amounts of change will be kept at the circulation desk. The remaining funds will be kept in a secure place until deposit.

These amounts will be reported to the Board of Trustees in the monthly library statistical report and to the accountant for inclusion in the monthly financial report.

Tax funds:

The Treasurer/Library Director will deposit tax funds into the operating money market account for immediate use. Funds not necessary for immediate use will be invested in short term certificates of deposit. In the absence of the Treasurer, the Library Director or other officer of the Board of Trustees will deposit such funds.

The monthly financial report will report receipt of these funds.

Grant funds:

Grant funds will be deposited by the Treasurer or Library Director in accordance with the rules of the grant. Funds will be deposited upon receipt.

The monthly financial report will report receipt of these funds.

EXPENDITURE OF FUNDS:

The Library Director will prepare monthly listing of all bills for Board of Trustee approval. No bills are paid without Board approval with the exception of routine monthly utility bills, payroll and payroll liabilities, and petty cash re-imbusement. The Treasurer shall sign all checks. If the Treasurer is unavailable, the President, Vice President or Secretary shall sign the checks. If no officers of the board are available to sign checks, any board member may sign checks.

The Treasurer will have the authority to transfer funds from one library account to another library account. If the Treasurer is unavailable, the President, Vice President or Secretary shall have the authority to transfer funds from one library account to another library account. If no officers of the board are available to sign a fund transfer form, any board member may sign the fund transfer form.

Any set up for on-line and automatic payments shall be approved by the Treasurer, at the Library Director's request. Signed documentation by the Treasurer and Library Directory will be placed on file regarding the auto-payments and on-line transactions.

At every Meeting of the Library Board, a specific list of payments made by check, auto-pay or on-line payment shall be provided for full disclosure and review. Any two other Library Board members shall sign this report, confirming its review.

PREPARATION OF FINANCIAL INFORMATION:

The Library Director will prepare the following reports: monthly statement of accounts, semi-annual statements of accounts, annual income and expenditures report, and federal and state payroll reports.

A private account firm will reconcile the monthly bank statements and provide support services as requested by the Library Director.

The Library's funds will be audited annually by a private accounting firm. This firm will also prepare the annual Illinois Comptroller's report.

FINANCIAL INSTITUTIONS AND DEALERS AUTHORIZED TO PROVIDE INVESTMENT SERVICES:

Preference will be given to community banks.

Approved January 8, 2007

Expenditures of Funds and Preparation of Financial Information sections revised and updated March 14, 2011

Revised May 13, 2013

Reviewed January 12, 2015

LIBRARY CARD POLICY

Resident cards:

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

Non-resident cards:

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

Out-of-District cards:

Persons having a valid public library card may apply for an out-of-district card for reciprocal borrowing. Persons applying for an out-of-district card may be asked for proof of identity. The out-of-district card will have the same expiration date as the original issuing library.

The Byron Public Library District will not accept library cards issued by other libraries for non-resident property owners, special non-resident rate cards, or courtesy cards of any sort.

Non-resident property owner:

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

GENERAL GUIDELINES:

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

Approved January 8, 2007, Approved May 13, 2013, Approved September 14, 2016

MATERIALS SELECTION POLICY

The authority and responsibility for the selection of library materials are delegated to the library director and, under his or her direction, to additional staff members who are qualified for this activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law. Suggestions from patrons are welcome and will be considered.

In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the Byron Public Library District will allocate not less than 12% of its operating budget on materials for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

Reviews in professionally recognized periodicals, both in print and online, are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also will be used.

According to the mission statement of the Byron Public Library District, the service responses chosen to best suit the needs of the community are educational, cultural and recreational topics and titles. In keeping with those stated roles, the library will endeavor to build collection strengths in those areas.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available for public purchase at book sales.

The Byron Public Library District endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and/or for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: *ALA Freedom to Read Statement*, *ALA Library Bill of Rights*, and the "Freedom to View" statement of the American Film and Video Association.

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the library director for a written response. Appeals are directed to the Board for the final decision.

Approved January 12, 2004

Reviewed January 8, 2007

Reviewed December 8, 2008

Reviewed December 12, 2011

Reviewed February 10, 2014

Revised February 10, 2016

MEETING ROOM USE POLICY

Type of Meetings:

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

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

Types of Facilities:

Large meeting room: 75 people
Conference room: 12 people
Activity room 30 people

Hours of Meetings:

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

Fee for Meeting Room:

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

Refreshments:

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

Use of Library equipment in the meeting room:

Library equipment (projector, computer, electronic games, etc.) is available for use in the meeting room for a \$25 fee. This fee will compensate for staff time for set-up, operation instruction and assistance, and take-down of equipment.

Maintenance:

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

Reservations:

Reservations for the use of the meeting room must be made on the form provided at the Circulation Desk. The application form will be processed by the Library staff. Reservations are limited to 8 hours per week.

Cancellation of a meeting:

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

Storage of items:

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

Mailing Address:

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

Age of Users of Meeting Rooms:

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

Conditions of Meeting Rooms:

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

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

Use of Meeting Rooms:

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

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

Approved September 13, 2010

Revised November 14, 2015

Revised February 10, 2016

PATRON BEHAVIOR POLICY

The Byron Public Library District is a place for gathering information, increasing knowledge, and relaxation. As a tax-supported institution it is imperative that safe, public access be maintained and library resources be reasonably available to all patrons. Therefore, the following rules and regulations have been adopted this 10th day of June 1996, by the Board of Trustees of the Byron Public Library District.

PATRONS SHALL:

- Engage in activities associated with the use of a public library. Patrons not reading, studying, or using library materials may be required leave the building.
- Respect the rights of other patrons. Patrons shall not harass or annoy others patrons nor shall patrons behave in a manner that disturbs others. Patrons displaying behavior deemed to disruptive by a staff member of the library may be requested to leave the building and/or the library grounds.

PATRONS SHALL NOT:

- Engaging in any illegal activity, including sexual harassment, in the library building or on library grounds
- Interfering with the use of the library by other patrons, or interfering with a library staff member's ability to perform their duties
- Defacing, destroying or marring library materials, furnishings, walls, equipment, or any other library property
- Entering the library without shoes or appropriate clothing or with offensive personal hygiene
- Bringing pets or other animals into the library except guide dogs for the visually impaired or other trained animals assisting patrons with special needs

Library staff will ask patrons engaging in inappropriate activities/behaviors to terminate the behavior/activity. If the patron continues such activity/behavior, the staff member may ask the patron to leave the library building and/or grounds. Library staff may contact the Byron Police Department, if deemed necessary.

Any patron who violates these or other rules and regulations may be denied the privilege of access to the library by the library's Board of Trustees on the recommendation of the Library Director. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees within 90 days of the revocation of privileges.

Approved June 10, 1996

Reviewed January 8, 2007

Approved May 2013, 2013

Reviewed January 12, 2015

Revised November 14, 2015

PERSONNEL RECORDS

Personnel records will be kept by the Library to document that the individual was employed at the Library and for how long. The files contain application forms and documents pertaining to hiring, rate of pay, performance, and attendance. These files are confidential. An employee may request to inspect the file up to twice a year and, at their expense, at the regular Library rate, receive copies of the contents. If an employee disagrees with something in this file, he/she can request a correction, and if no correction is made, he/she can add his/her written objections to the file by contacting the Director.

Approved October 11, 1999

Reviewed January 8, 2007

PREVAILING WAGE ACT

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

Approved October 11, 1999

Reviewed January 8, 2007

PUBLIC COMMENT POLICY

Public comments are permitted during the 15 minute Recognition of Visitors segment of the meeting agenda.

The Board President may grant a request to address the Board during other portions of the meeting.

The Board President will determine the order in which speakers will be recognized.

Unless additional time is granted by the Board President, each person is allowed a maximum of three minutes to speak.

Each speaker shall provide his/her name, address and group affiliation (if any). If more than one member from a group wishes to speak, the group must select one representative of the group to present the group's view. In such case, the representative will be allowed to speak for five minutes.

Comments should be brief and to the point. Personal attacks on Library Board members or staff members will not be tolerated, nor will language that is considered offensive, harassing, profane or repetitive.

The Board will not take action on any items until the next Board meeting or later.

The Board President has discretion to determine the length of time and the number of times a speaker may speak.

Members of the public will not be allowed to speak a second time until all members of the audience who wish to speak have been allowed to speak.

The Library's minutes are a summary of the Board's discussion and action. Speaker request to append written statements or correspondence to the minutes will not be honored. Written materials presented to the Board will be included in the Library's files rather than the minutes.

Approved July 11, 2011

RECORDS RETENTION POLICY

The Byron Public Library District retains records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 62756. (217.782.7075)

Approved October 11, 1999

Reviewed January 8, 2007

REFERENCE SERVICE

The Byron Public Library District serves a diverse public with unique needs and levels of ability to conduct research independently. At times of peak activity within the Library, it is mandatory that rules for providing assistance be established. The most recent standards document, *Serving Our Public Standards for Illinois Public Libraries*, provides the model for this reference policy.

The board of trustees and the library director of the Byron Public Library District encourage staff of all levels to pursue continuing education opportunities which enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions, which occur between users and the staff, are confidential and not discussed outside a professional context.

Reference service and materials are available to all patrons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social or economic status of the patron. Reference service and materials are available during all hours the Library is open and is provided in response to all forms of inquiry including but not limited to patrons in the Library, the telephone and fax. The reference questions of patrons visiting the Library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions, which cannot be answered with on-site resources, are referred to another agency. Such referrals are verified and/or mediated by Library staff.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms or serve as surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional for the above listed fields for additional information or advice.

Reference materials regardless of format may not be removed from the library.

Approved October 11, 1999

Reviewed January 8, 2007

REPAIR OF CDS AND DVDS FOR LIBRARY PATRONS

The Byron Public Library District offers cleaning/repair of personal CDs and DVDs the following conditions:

A limit of 5 disks per person will be accepted per day.

A \$1.00 fee will be charged for each disk for a patron.

Those wishing to take advantage of the cleaning/repair services must be aware that library services are the Library's first priority and that the cleaning/repair service will be done as soon as possible. Library will strive to have all cleaning/repair service completed within a 48 hour period.

The Library assumes no responsibility for damage to disks or loss of content on the disk. Additionally, the Library does not guarantee that CD/DVD disk cleaning/repair machine is able to repair all disks.

Approved March 12, 2007

Revised February 10, 2016

REVIEW OF INSURANCE COVERAGE

Board Committee: Finance

Responsibility: President of Finance Committee and Library Director

Oversight: Finance Committee

Purpose: To assure regular and comprehensive review of commercial, liability, directors & officers, surety bond and medical/dental insurance coverage.

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

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

President
Board of Trustees

April 19, 2004
Date Approved by Trustees

Date Amended by Trustees

Reviewed February 10, 2016

SERVICE TO PATRONS WITH DISABILITIES

The Byron Public Library District offers the same services to patrons with disabilities as to all others segments of the population. In addition to those services, the Byron Public Library District acts as facilitator between the patron and Services to the Blind and Physically Handicapped, offers home delivery to patrons with disabilities which prevent them from coming to the library, and welcomes service animals in the library.

Approved October 11, 1999

Reviewed January 8, 2007

Reviewed February 10, 2016

SEXUAL HARASSMENT POLICY

Policy

The Byron Public Library District reaffirms the principle that its employees have a right to be free from sex discrimination in the form of sexual harassment by any other employee. When the authority and power inherent in supervisor/subordinate relationships, whether overtly, implicitly, or through misinterpretation, are abused in this way, there is potentially great damage to individual employees, to the person complained of, and to the employment climate of the Byron Public Library District. Sexual harassment is against our policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Acts.

Definition

Sexual harassment means unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples

The following examples are provided for guidance only and should not be construed as encompassing all the conduct or actions which might constitute sexual harassment.

1. Sexually oriented gestures, noises, remarks jokes or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.
2. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
3. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

Procedure

Any employee who believes he or she has been sexually harassed may obtain redress through the established grievance procedure. Complaints about sexual harassment will be responded to promptly and equitably.

Employees seeking redress or information concerning sexual harassment should contact the Executive Director. The right to confidentiality of all employees will be respected in both informal and formal procedures, insofar as possible. The Byron Public Library District policy expressly prohibits retaliation against employees for bringing complaints of sexual harassment.

An employee found to be guilty of sexual harassment is subject to disciplinary action for violation of the Byron Public Library Policy, consistent with existing procedures.

Legal Recourse

An employee who believes he or she has been sexually harassed may obtain redress by filing, within 180 days after the alleged sexual harassment, with the Department of Human Rights a written charge with sufficient details to apprise any party properly concerned as to the time, place and facts surrounding the alleged sexual harassment. The Department of Human Rights shall then investigate the charge to determine if there is substantial evidence to believe that the alleged sexual harassment has been committed. A formal complaint may then be filed by the Department of Human Rights and a hearing on that complaint may be held before the Human Rights Commission.

Approved December 6, 1993

Reviewed January 8, 2007

TABLET AND LAPTOP POLICIES

The Library's tablets and laptops may only be used in the Library. Removal of a Library tablet or laptop from the Library will be considered theft. All applicable laws will apply.

Eligibility

- Only Byron Public Library District cardholders over the age of 14 may borrow a tablet or laptop.
- The borrower must present either: A) a valid driver's license; or B) another valid government issued photo I.D. **The I.D. will be held with the borrower's library card** at the Circulation Desk until the tablet or laptop is checked back in by Library staff.

Loan Period and Availability

- Tablets and Laptops can be checked out from the Circulation Desk for 2 hours maximum.
- Tablet and Laptop lending will end one hour before the Library closes. Tablet or Laptop must be returned 30 minutes before closing.
- Tablets and Laptops are available on a first-come, first-served basis and cannot be reserved.
- A cardholder may borrow only one tablet or laptop per day.

Late Fees and Liability

The borrower is financially liable for any lost, stolen or damaged tablet or laptop. Fines and fees for tablets and laptops will be processed the same as fines or fees for other library materials.

Description	Fines/Fees
For each hour or fraction thereof that the tablet or laptop is overdue. No grace period. No maximum fine.	\$10.00
Lost or damaged power cord.	Replacement cost + \$20 processing fee.
Damaged tablet or laptop.	Repair cost (up to replacement cost) + \$20 processing fee.
Lost or stolen tablet or laptop.	Replacement cost + \$20 processing fee

Limitations on Tablet and Laptop Use

- Printing costs \$.10 per page (black and white) and \$.25 per page (color).
- The borrower must not leave the tablet or laptop unattended. If a borrower must leave for a short time, the tablet or laptop may be left with a staff member at the Circulation Desk with the understanding that the tablet's or laptop's check-in time will not be changed. If an unattended tablet or laptop is retrieved by a staff member the borrower's tablet and laptop borrowing privileges will be suspended.
- A borrower's files will be automatically erased from the laptop when it is shut down. Therefore, borrowers wanting to preserve their files should save them on a USB flash drive or e-mail the files to themselves.
- Library staff may not be available to provide technical support.
- The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment. Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.
- Limited filtering (blocking software) is used on these computers.
- Laptop and tablet use is limited to the first floor of the library.
- The tablets and laptops may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, the borrower must comply immediately. Failure to comply may result in loss of computer privileges.
- Users of the Library's tablets and laptops will abide by the Byron Public Library District's Computer Use Policy, which is available at the Circulation Desk.

Name (Please Print): _____

Library Card Number: _____

By signing this form, I agree to follow BPLD's Laptop and Tablet Policy:

Signature: _____

Parent Signature (for patrons ages 14-17): _____

Date: _____ Time: _____

Staff Initials: _____

Approved by the Board of Trustees July 8, 2015

TRUSTEE POLICY

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

Mileage expense at the current Internal Revenue Service rate

Registration fees, if any

Reimbursement for meals at the following schedule:

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

Overnight lodging with Board approval

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

Approved January 8, 2007

Reviewed and approved May 13, 2013

TRUSTEE RECOGNITION UPON EXPIRATION OF TERM POLICY

Board Committee:	Executive
Responsibility:	Trustee President and Library Director
Oversight:	Executive Committee
Purpose:	To standardize recognition procedure for departing Trustees.

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

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

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

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

Susan O'Neil

President
Board of Trustees

July 11, 2005

Date Approved by Trustees

Date Amended by Trustees

Reviewed January 8, 2007