

POLICIES

PEKIN PUBLIC LIBRARY

as updated October 2010

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## **ALLIANCE LIBRARY SYSTEM**

It is recognized that Library users may not always be able to fulfill their informational, educational and recreational needs by use of materials housed in this Library alone. This Library is a member of the cooperative Alliance Library System which offers the following services to the patrons of Pekin Public Library: Continuing Education, back-up reference service, interlibrary loan, reciprocal borrowing. The effect of this membership is that resources of almost 300 area libraries and of many other libraries around the State of Illinois are available to the Pekin patron through his local library.

## AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

Pursuant to the Americans with Disabilities Act regulations, 28CFR 35.107, the following procedure shall be available to provide prompt and equitable resolution of complaints of any actions that would be prohibited by Title II of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in state or local government services:

### I. Complaint

- A. The complaint shall be in writing on the form contained in Appendix A.
- B. The complaint forms shall be available from the Director of the Library.
- C. If the complainant is unable to complete the form, the Director of the Library, or his or her designee, shall assist in completion of the form.
- D. The complaint shall be filed with the Director of the Library and the complainant shall be provided with a copy.

### II. Hearing

- A. If available, the Director of the Library, or his or her designee, shall meet immediately with the complainant to attempt to resolve the complaint.
- B. Within seven (7) days the Director of the Library, or his or her designee, shall meet with the complainant, in person or by telephone, to discuss the complaint and attempt to resolve the same.
- C. The Director of the Library may have one seven (7) day extension of this requirement upon notification to the complainant.

### III. Response

- A. Within seven (7) days of the hearing, the Director of the Library shall submit a written response to the complainant that shall include a description of the corrective action to be taken (if any) and the projected time-table for taking the action.
- B. The Director of the Library may have one seven (7) day extension of this requirement upon notification to the complainant.

### V. Appeal

- A. Within seven (7) days, the complainant may appeal in writing the decision of the Director of the Library to the Buildings and Grounds Committee of the Board of Trustees of the Pekin Public Library.
- B. Within seven (7) days of the filing of the appeal, the Buildings and Grounds Committee of the Board of Trustees of the Pekin Public Library shall submit a written response to the complainant that shall include a description of the corrective action to be taken (if any) and the projected time-table for taking the action.

C. The Buildings and Grounds Committee of the Board of Trustees of the Pekin Public Library may have one seven (7) day extension of this requirement upon notification to the complainant.

V. Record Keeping

A. The Director of the Library shall keep a record of all complaints, investigations and responses.

B. The Buildings and Grounds Committee of the Board of Trustees of the Pekin Public Library shall provide a copy of their written response to the Director of the Library.

## BLOODBORNE PATHOGENS POLICY

- A. While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Pekin Public Library 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.
- B. *Exposure Determination:* No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.
- C. *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, HBV, 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.

D. *Exposure Control Plan:* At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, 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 complete 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, cleanup, and disposals shall be kept as required by the regulations.

E. *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.

## CONFIDENTIALITY OF LIBRARY RECORDS

1. The circulation records and other records identifying the names of library users of the Pekin Public Library are confidential in nature.
2. These records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. \*\*

\*\* Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted October 14, 1982, by the Pekin Public Library Board of Trustees.

## **COPY MACHINE POLICY STATEMENT**

Users of Pekin Public Library are expected to operate the coin-operated copy machine located in the library themselves. Thus, responsibility for compliance with copyright restrictions rest with the library user. Signs bearing the following messages have been placed on and near the copy machines to advise users of their responsibility:

The Copyright law of the United States, (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research."

If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

**THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17 U.S. CODE)  
GOVERNS THE MAKING OF PHOTOCOPIES OF COPYRIGHTED MATERIAL.  
THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY  
INFRINGEMENT.**

The Library staff will not attempt to supervise use of the copy machine to insure user compliance with the copyright law. Library staff will be subject to the same regulations as other library users when copying copyrighted material for their own use.

Staff members of the library will assist users who have difficulty operating the copy machine if requested. However, in no case, will they make more than the one copy of copyrighted material per person requesting it allowed by Section 107 ("Fair USE") of the copyright law.

Pekin Public Library staff will conduct copying for library purposes in conformance with Section 108 of Public Law 94-553. Reference staff will maintain adequate files of photocopy interlibrary loan requests in conformance with copyright guidelines.

## CUSTOMER SERVICE POLICY

In fulfilling its mission, the Pekin Public Library strives at all times to provide excellence in library services, which includes a quality and welcoming facility and a collection that is varied and current. Successful customer service connects customers to what they need, but also leaves them satisfied, happy, and eager to return again to the library.

The Customer Service Policy of the Pekin Public Library is the foundation for all staff interactions with the general public. All other library policies should be interpreted in light of the principles outlined below:

The library offers the same quality of service to all patrons, regardless of age, race, sex, sexual orientation, nationality, educational background, physical limitations, religious affiliation or any other criteria, which may be the source of discrimination.

- Library staff will treat every patron with equal respect and every request with equal importance. Patrons are the reason the library exists.
- Judgment calls are to be made in the patron's favor. If a mistake is made, it should always be to the patron's advantage. Many of the library procedures are the ideal. Sometimes in order to satisfy patrons, staff may have to "bend" the rule. Staff members will not be penalized for errors made in good faith pursuit of this policy.
- The library strives to be the community's information center. Staff will make every reasonable effort to locate information for a patron. Staff may use phrases such as:

"I don't know, but I'll find out for you."

"I don't know, but I can put you in touch with someone who may know."

"We don't have that material here, but can I get it for you from another library?"

- Library policies and procedures exist to make library resources available on an equitable basis. If anyone has a question about why the library has a policy or if the purpose of a policy is not understood, an explanation should be provided or else referred to a supervisor or the director of the library.

### **Demeanor**

The impression made on our patrons profoundly affects the library's image and on-going support. Each staff member, while at work, is a representative of the library, and is therefore expected to conduct oneself in a manner that is consistent with the library's mission and policies.

It is imperative that every staff/patron interaction be a positive one for the patron. A friendly helpful demeanor usually ensures a positive experience, even when the message conveyed is not a pleasant one. Thus, it is essential to remember that the manner in which a person looks, speaks, and acts conveys an attitude, just as the tone of voice and choice of words affect a message.

**Ethics**

The needs and requests of the library patrons must always be taken seriously and treated with respect. Equal consideration and treatment will be given to users within established guidelines and non-judgmental environment.

All interactions and transactions between a library patron or group of patrons and the library will be considered confidential and will be discussed only in a professional context. (Such matters include, but are not limited to: registration information, materials selection, loan transaction records, reference questions, patron card status, etc.). Staff should remember that discussion of confidential patron issues should be limited to non-public areas.

Adopted August 18, 2003

## **Display Policy**

The Pekin Public Library accepts interesting and informative displays for the education, cultural enrichment, entertainment, and awareness of current issues for Pekin residents.

Displays must adhere to these guidelines:

- The Library reserves the right to use any or all display spaces for Library purposes.
- Library display and wall spaces are not intended to support or oppose a candidate for political office or for commercial use.
- The Library does not accept responsibility for ensuring all points of view are represented in any single display. Granting permission to display materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.

### **Application**

Application procedure:

- Application must be made at the Checkout Desk
- A representative portfolio of the body of work may be requested for review
- Library staff shall accept or reject material offered for display based on the selection criteria

The Library does not provide any insurance coverage for displayed materials and assumes no responsibility for loss or damage of items left for display.

The Library reserves the right to publicize scheduled displays. If the exhibitor contributes to the public relations effort, the Library reserves the right to review any publicity material prepared by the exhibitor before release.

The length of a Library display is two weeks. Under special circumstances, the Library Director may extend the display period to a maximum of one month.

The Library will not engage in the sale of any items on display. All inquiries will be referred to the exhibitor.

Each application will be reviewed according to the following criteria:

- Originality
- Quality of presentation
- Suitability of physical form
- Historical significance or representation of emerging trend/topics
- Relation to past/future Library displays and programs
- Availability of space

Additionally, because displays are seen by everyone who walks into the Library – both children and adults – the display must meet what is generally known as a “standard acceptable to the community.”

Applicants may appeal any decision of the Library under this Display Policy to the Board of Trustees. An appeal should be filed in writing with the Library Director within 10 days after notice of the decision has been given to the applicant. In the event of an appeal, the Library Services Committee shall hold a hearing and within 30 days make a written recommendation to the Board of Trustees regarding the matter.

**Installation and Removal**

- It is the responsibility of the exhibitor to set up and remove the display on the designated dates. Wall hangings will only be hung from mounted picture railings. Items will not be “stuck” to the surface of the brick walls.
- The Library has the final say on the content and arrangement of all displays. Every item must meet the Library’s standard of value and quality, and the Library reserves the right to reject any part of a display or to change the manner of display.
- The exhibitor may be held liable for repairs if installation or removal of the display causes damage to the Library or Library equipment.

Approved February 23, 2010

**A RESOLUTION IMPLEMENTING THE PROVISIONS  
OF THE STATE OFFICIALS AND EMPLOYEES  
ETHICS ACT (5 ILCS 430/1-1 ET SEQ.)  
PEKIN PUBLIC LIBRARY  
IN THE CITY OF PEKIN, TAZEWELL COUNTY, ILLINOIS**

**WHEREAS**, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (“Act” which is a comprehensive revision of the State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

**WHEREAS**, pursuant to Section 70-5 of the Act (5 ILCS 430/70-5), all units of local government and school districts are required to adopt an ordinance or resolution regulating the political activities or, and the solicitation and acceptance of gifts by, their respective officers and employees, “in a manner not less restrictive” than the provisions of the Act, on or before May 19, 2004; and

**WHEREAS**, the Pekin Public Library is a municipal library in the City of Pekin under 75 ILCS 5/1-2; and

**WHEREAS**, the Pekin Public Library desires to come into compliance with the provisions of the act;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PEKIN PUBLIC LIBRARY AS FOLLOWS:

- A. The regulations of Sections 5-15 (5 ILCS 430/5/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the “Act” in this Resolution) are hereby adopted by reference and made applicable to the trustees and employees of the Pekin Public Library to the extent required by 5 ILCS 430/70-5.
- B. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any trustee or any employee of the Library, is hereby prohibited.
- C. The offering or making of gifts prohibited to be offered or made to a trustee or employee of the library under the Act, is hereby prohibited.
- D. The participation in political activities prohibited under the Act, by any trustee or employee of the Library is hereby prohibited.
- E. For purposes of this Resolution, the terms “trustee” and “employee” shall be defined as set forth in 5 ILCS 430/70-5 (c).
- F. The penalties for violations of this Resolution as it pertains to City ordinance shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.
- G. This Resolution does not repeal or otherwise amend or modify any existing policies which regulate the conduct of Library trustees and employees. To the extent that any such existing policies are less restrictive than this Resolution, however, the provisions of this

Resolution shall prevail in accordance with the provisions of 5 ILCS 430/70-5 (a).

- H. Any amendment to the Act that becomes effective after the effective date of this Resolution shall be incorporated into this resolution by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes provisions optional for adoption by municipalities shall not be incorporated into this resolution by reference without formal action by the Board of Trustees of the Pekin Public Library.
- I. If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this resolution shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or re-hearings. This resolution shall be deemed repealed without further action by the Board of Trustees of the Pekin public Library if the Act is found unconstitutional by the Illinois Supreme Court.
- J. If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the Act, or does not address the remainder of the Act, then the remainder of the act as adopted by this Resolution shall remain in full force and effect; however, that part of this Section relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the Board of Trustees of the Pekin Public Library.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2004, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

\_\_\_\_\_  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

Adopted May 17, 2004.

## **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 management of public funds by the Pekin Public Library. Its scope is all public funds of the Library.

**RESPONSIBILITIES.** All investment policies and procedures of the Pekin Public Library will be in accordance with Illinois Law. The authority of the Library Board of Library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the “chief investment officer” of the Library acting under the authority of the Library Board of Library Trustees.

**DELEGATION OF AUTHORITY.** Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer. The Chief Investment Officer, and by designation, the Library Director, is responsible for establishing internal controls and written procedures for the operation of the investment program.

**“PRUDENT PERSON” STANDARD.** All Library investment activities shall use a “prudent person” standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with 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 market 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 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 investments)
- 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 Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library.

B) 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 Chief Investment Officer shall review this policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification and general performance. These reports will be available to the general public upon request.

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

**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 Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

**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.

## V. Pekin Public Library Operational Procedures

### Check Writing:

Regular disbursements are handled by the City of Pekin Accounting Department. Original invoices attached to coded Accounts Payable (AP) forms completed by the Office manager and approved by the Director are forwarded to the City for payment. The City issues payment checks as part of its regular accounts payable cycle. The checks are returned to the library for mailing. The City bills the Library for the total AP amount.

Disbursements covering regular Payroll and AP bills from the City as well as miscellaneous invoices in need of immediate payment are handled using original invoices and Emergency Manual Check Distribution (MP) forms completed by the Office Manager. The Office manager oversees writing checks from the Library's accounts, maintaining written ledgers and accompanying records in accordance with Illinois disposal laws as governed by the Local Records Commission.

All checks written from the Library's accounts require an original receipt/invoice and the completion of a manual distribution form. Checks require the signature of two officers or an officer and the Director (signatures are on file at the banks). The Board of Trustees and/or the Director approve all purchases and payments. Checks are stored in the Director's office that is locked during the Director's absence.

All checking accounts are balanced on a monthly basis following accepted accounting principals. Written reports are presented to the Board of Trustees on a monthly basis.

### Staff Purchases:

Staff may order books through the Library. This is done on a reimbursement of cost basis. The acquisitions clerk marks the invoice to show staff purchase and calculates the total cost of the materials. The Office Manager maintains a record of what has been received and date staff makes payment for the materials. Monies from all staff purchases are rang in at the circulation desk cash register and are deposited through the regular night deposit procedure.

### Petty Cash:

By Board approval a Petty Cash balance is maintained at \$75.00 with an additional \$50.00 in coins. Petty Cash funds are kept in a locked box in a locked cabinet and are maintained by the Office Manager. Purchases from petty cash must be for \$10.00 or less and require a receipt and approval either by the Office Manager, Director, or a department head. Coins are distributed to the copy machines and the cash register by the Office Manager, Director, or a department head.

Petty Cash funds are balanced monthly. Petty Cash receipts are maintained for a period of two years in accordance with Illinois laws governing disposal of records. The replenishment of funds is by check from the General Fund (Herget Bank) following Board approved check writing guidelines.

Cash Register:

The Cash Register drawer is maintained at \$50.00. The register is balanced daily following general accounting practices. The receipts are deposited into the General Fund (Herget Bank). A written report is provided to the Board of Trustees on a monthly basis.

Copy Machine Use and Printing Fee Receipts:

Public copy machines are coin operated and are fitted with locked coin boxes. Printer Fees are paid at the Reference Desk with monies collected daily by the Office Manager. Coin box keys and daily receipts are stored in a locked cabinet. The receipts are deposited weekly to the General Fund (Herget Bank). A written report of usage and receipts is provided to the Board of Trustees on a monthly basis.

ADOPTED 12/20/1999.

**Amended 3/20/06**

Reviewed: 6/23/09

## **ENDOWMENT AND GIFT INTEREST POLICY STATEMENT**

The following policy was adopted by the Pekin Public Library Board of Trustees on February 15, 1994.

Endowment and Gift Fund interest shall be used for purchasing special materials and equipment that are in addition to regularly budgeted amounts for those categories.

Endowment and Gift Fund interest shall not be used for regular operating expenses, nor for upkeep and maintenance on the building.

**RESERVE FUND RESOLUTIONS**

**RESOLUTION**

Whereas, unexpended yearly funding balances have been accumulated in the Special Reserve Fund pursuant to resolution dated the Nineteenth day of November, 2001, as authorized by 75 ILCS 5/5-8;

NOW, THEREFORE, BE IT resolved that the Board of Trustees of the Pekin Public Library adopt the following plan of purpose for said Special Reserve Fund:

The plan of purpose for said Special Reserve Fund shall be for the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects. It being the purpose of the Board of Trustees of the Pekin Public Library to provide to the public within said legal service boundaries convenient and extensive library facilities all for the use of the public.

BE IT FURTHER resolved that the amount to be accumulated in said Special Reserve Fund shall be \$4,910,000.00 or that amount which the Board of Trustees of the Pekin Public Library may from time to time determine to be in the best interests of the public in securing the purposes of said Special Reserve Fund.

This Resolution is effective immediately.

Adopted at Regular Meeting November 19, 2001.

Board of Trustees of  
Pekin Public Library

By: \_\_\_\_\_  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

**RESOLUTION**

Be it resolved that a Special Reserve Fund, as provided by 75 ILCS 5/5-8, has been established into which have been and will be transferred thereto each year, the unexpended balances of the proceeds received annually from annual public library taxes not in excess of statutory limits. The Special Reserve Fund will be allocated to Capital Maintenance, Technology, Expansion and Renovation and Dirksen Center Purchase.

Be it further resolved that the Board will develop and adopt a plan or plans pursuant to the provisions of 75 ILCS 5/5-8.

Be it further resolved that the Board will provide in the annual appropriation ordinance for accumulation of such unexpended balances in order to carry out that plan.

This Resolution to be effective immediately.

Passed by the Board of Trustees of the Pekin Public Library and approved by the President Thereof this Nineteenth day of November, 2001.

Board of Trustees of  
Pekin Public Library

By: \_\_\_\_\_  
President, Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

## FUND BALANCE POLICY STATEMENT

In accordance with Library Resolution, fiscal year excess funds are to be deposited in the Pekin Public Library Special Reserve Fund. Excess funds are determined using the following formula:

Using figures from the audited year end balance sheet:

	CASH
Plus	Investments *
Minus	Accounts Receivable (not property taxes)
Minus	Accounts Payable
Equals	Fund Balance

If Fund Balance is greater than zero, then Excess funds are available.

Excess funds are to be deposited to the Special Reserve Fund\*\* from the General Fund within 14 days of the receipt and acceptance of the fiscal audit, subject to cash flow requirements and approval of the Board.

\* operating funds from IPTIP and Herget accounts, excluding Endowments and Special Reserves

\*\* The Special Reserve Fund, as defined by Resolution, are funds intended for the maintenance and improvement of library services through its facilities, grounds, and technologies. According to Resolution, Special Reserve Funds can accumulate to \$4,910,000, or that amount which the Board of Trustees of the Pekin Public Library may from time to time determine to be in the best interests of the public.

Special Reserve Funds are separated into categories, by Resolution, into Capital Development and Maintenance (used to maintain existing facilities), Technology, and the 21<sup>st</sup> Century Library Fund (a fund established by merging the "Lautz Endowment" with "Expansion and Renovation and Dirksen Center Purchase" funds in 2004, and used for library services and facilities expansion and enhancement).

Accumulation goals for each category\*\*\*:

Capital Development and Maintenance:	\$300,000
Technology:	\$50,000
21 <sup>st</sup> Century Library Fund:	<u>\$4,250,000</u>
Total:	\$4,600,000

\*\*\* In addition to funding Capital Development and Maintenance and Technology Funds with "excess funds" provided for above, the library transfers the annually budgeted "Capital Development" expense into these funds, with the first \$5,000 earmarked for Technology and the remainder for Capital Development and Maintenance.

Amended 12/19/06

## **CREDIT CARD POLICY**

### **Issuance and Usage**

The Library Director shall be responsible for the Library's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with this policy.

The Library Director may authorize additional credit cards, and increase or decrease the credit limits of any existing credit cards, consistent with this policy and upon notification to the Treasurer of the Board. Each credit card shall be issued to one designated Library employee as custodian, or to the custody of the Library Director if the card is intended for general Library use. The Library Director shall keep a log of all existing Library credit cards, which shall be available for public inspection.

1. Each Library employee who is responsible for a Library credit card shall submit the monthly credit card billing to the Office Manager with documentation for each transaction, including the receipt detailing the goods and services purchased, the cost, the date of purchase, line item budget authorizing the expenditure, and the Library employee's signature.
2. Credit cards issued by the Library shall be used only by an employee of the Library for the purchase of goods and services for the official business of the Library. Library credit cards shall not be used to obtain cash advances, purchase personal items, nor to make payments on invoices or statements owed by the Library. Purchases exceeding \$250 must receive prior approval from the Library Director.
3. An employee who has custody of a Library credit card is responsible for its proper use in compliance with this policy. Such employee shall immediately notify the Library Director if the credit card is lost or stolen; and shall return the credit card to the Library Director upon termination of employment with the Library, or if requested to do so at any time by the Library Director.
4. Any Library employee using a Library credit card in violation of this policy shall be subject to disciplinary action, including loss of use privileges, suspension or termination as may be appropriate in each case.
5. The total combined authorized credit limit of all Library credit cards shall not exceed \$5,000.

### **Internal Control and Oversight**

Review of all Pekin Public Library issued credit card transactions shall be the responsibility of the Library Director and Office Manager to ensure that all credit card transactions are for goods and services authorized under an operating budget adopted and authorized by the Pekin Public Library Board of Trustees. Any misuse or unauthorized use of library issued credit cards or failure to comply with credit card policy will be immediately reported to the Library Director and the Treasurer of the Board.

The Library shall pay all credit card billings within not more than thirty (30) days of the initial statement date, unless written documentation has been received and transmitted

to the credit card company detailing the formal rejection and protest of a credit card transaction.

The Library Director shall make an annual review of all credit card transactions made during the year.

Approved: Jan. 2005

## **FEES FOR SERVICES**

The following library services are offered for a fee:

1) Non resident genealogical research:

A minimum of \$5.00 should be charged for written requests from out of our service area for genealogical research.

2) Use of the conference room:

(See Room Use Policy for complete details of fee structure.)

November 24, 2009

## FREEDOM OF INFORMATION ACT POLICY

- 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 2012 is: \$1,245,893.  
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations.
  - D. The office is located at this address:  
301 South 4<sup>th</sup> St  
Pekin, IL 61554
  - E. We have the following number of persons employed:

1.	Full-time	6
2.	Part-time	21
  - F. The following organization exercises control over our policies and procedures:  
*The Pekin Public Library Board of Library Trustees*, which meets monthly on the 4<sup>th</sup> Tuesday of each month, 5pm, at the library.  
  
Its members are: Vickie Koch, President; Carrie Allen, Vice President; Leslie Leitner, Secretary; Randy Turner, Treasurer; Corey Shannon, Sue Crowell, Tim Williams, Mary Jane Sours, Jason Juchems.
  - G. We are required to report and be answerable for our operations to: the City Council for the City of Pekin; *Illinois State Library*, Springfield, Illinois, whose 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 individual: Jeff Brooks, Director/FOIA officer.
  - C. 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.
  - D. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:  
\$.15 per page for employee copied records after the first free 50 pages copied.  
\$1.00 per page for certification of records.
  - E. 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.
  - F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

G. You may appeal the decision of the FOIA officer to the Board of Library Trustees.

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

9 a.m. to 5 p.m., Monday-Friday

Pekin Public Library, 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. Annual Audits
- D. Grant Files
- E. Operating Budgets
- F. Minutes of the Board of Library Trustees
- G. Committee Meeting Minutes
- H. Library Policies, including Materials Selection
- I. Annual Reports to the Illinois State Library
- J. Contracts, Bids

## **GIFT POLICY**

### **I. Gifts:**

- A. Books and other materials (i.e. personal property, art objects, portraits, antiques, etc.) will be accepted on the condition that the Director and the Board of Trustees have the authority to make whatever disposition deemed advisable.
- B. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.
- C. The Library will not accept for deposit materials that are not outright gifts.
- D. The Library does not accept gift subscriptions or gift issues of periodicals.

### **II. Restriction of Gifts:**

The only type of restricted gifts accepted will be the donation of book or books as memorials. Even in the case of memorial donations, the Director reserves the right to influence the choice of the donor to insure the quality and the appropriateness of the donation.

### **III. Conditions for Acceptance of Gifts:**

- A. The appraisal of a gift to the Pekin Public Library for tax purposes is the responsibility of the donor since it is the donor who benefits from the tax deduction. The cost of the appraisal will be borne by the donor; however, the library will assist the donor by
  - 1. providing him with information such as auction records and dealers' catalogs, and
  - 2. suggestions of appropriate professional appraisers who might be consulted.
- B. The library will not assume the responsibility of picking up gifts at some other location.
- C. All gifts become the property of the Pekin Public Library and can be disposed of at the discretion of the Director and the Board of Trustees.

## INTERNET USE POLICY

### I. Internet and the Library's Mission

The Pekin Public Library makes the Internet accessible in accordance with our mission of fulfilling the informational, educational, and recreational needs of the community.

### II. "Global" Versus "Local" Resources

Most resources available via the Internet and other electronic information networks are "global" rather than "local." Internet resources enhance and supplement those that are available locally within the Library. Library users must be aware that the Pekin Public Library does not and can not control the information content available through global resources. Library users must also keep in mind when evaluating information obtained via the Internet that such information may not be accurate, current, or available, and that certain information found on the Internet may be considered controversial by some library patrons.

The Pekin Public Library does not endorse information accessible through the Internet, nor can it accept the responsibility for damages, indirect or direct, arising from a library patron's use of Internet information resources.

### III. Filtering

Technology protection measures in the form of filters are installed on all of the library's public computers. These filters are designed to block the access to visual depictions that constitute obscenity or child pornography, or are harmful to minors.

Upon the request of an adult, a member of the library staff will disable the filter on a computer being used by that adult to enable access for a research purpose or other lawful use not in violation of library policy. Filters will not be disabled for patrons under the age of 17.

The library will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.

### III. Library Patron's Rights

Library patrons have the right to confidentiality and privacy in the use of the Internet to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings. They also have the right to equitable access to electronic information services, access to all library service policies, and to discuss questions with the appropriate library staff.

### IV. Acceptable Use of Equipment and the Internet

The Pekin Public Library requires that library patrons using the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:

- use of the Internet for any purpose which results in the harassment of other users

- destruction of, damage to, or unauthorized alteration of the library's computer software, or network security
- use of the Internet in any way which violates a Federal or State law, city ordinance, or licensing and payment agreements between the Pekin Public Library and network/database providers
- unauthorized duplication of copy protected software or violation of software license agreements
- violation of system security
- behaving in a manner that is disruptive to other users, including, but not limited to, the overuse of computer equipment which serves to deny access to other users

#### **VI. Children's Access to the Internet**

The Pekin Public Library supports the right of all library users to access information and will not deny access to the Internet based solely on age.

The Pekin Public Library recognizes that the Internet may contain material that is inappropriate for children, and that filtering software is not a substitute for parental supervision. Parents are expected to monitor and supervise their children's use of the Internet since the library staff are unable to do so. Parents are encouraged to discuss with their children issues of appropriate use and Internet safety.

#### **VI. Library Procedures Relating to Electronic Networks**

The Pekin Public Library has developed certain procedures to assist staff and patrons in the use of the electronic information resources. These procedures include, but are not necessarily limited to, the following:

- time limits for access to allow use of resources by the maximum number of library patrons
- cost recovery for printouts using the library's computer equipment
- specific instructions for downloading including compliance with virus protection measures
- restrictions on the use of personal software on library computer equipment

#### **VII. Breach of Policy**

Violation of any aspect of this policy may result in the loss of library privileges, and illegal acts involving the Library's equipment may be subject to prosecution by local, state, or federal authorities.

Adopted 6/03/97  
Amended 1/20/04

## MATERIALS SELECTION POLICY

INTRODUCTION: The appropriate selection of library materials is central to carrying out the Pekin Public Library's mission, described in part as to "support the development of informed and enlightened citizens."

### RESPONSIBILITY FOR SELECTION

Responsibility for selection of materials is shared among the professional members of the Library staff, although ultimate responsibility rests with the Director of the Library as chief administrative officer.

### SELECTION CRITERIA

Library materials are selected:

- to provide a balanced general library collection of currently useful materials written at a popular level. The Library does not acquire expensive, deluxe or collector's editions of materials. Exceptions may be made for specialized historical materials of Pekin or Tazewell County.
- to address the ordinary informational, educational and recreational needs of members of the Pekin community regardless of age.
- with regard to format. In addition to printed materials, the library acquires appropriate non print media. Careful consideration is given to the introduction of new formats to the collection. Budget considerations, community needs, and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format. The selection of material in any new format may result in the library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.
- based on the librarian's professional judgment of the following factors:
  - anticipated or existing patron demand
  - artistic/literary value
  - availability from other sources
  - timely and accurate materials
  - features: i.e. illustrations, indexes, bibliographies
  - inclusion in indexes, bibliographies, other reference sources
  - patron recommendation/request
  - price
  - publicity: i.e. TV/radio appearances, magazine excerpts, web sites
  - reference value
  - reviewer evaluation
  - special significance: i.e. local history, local author
  - subject area need
  - suitability: i.e. content, format, reading level, scope, style
  - supplemental value to school assignments

- in languages other than English for instructional and recreational purposes. Non-English language materials are collected in limited quantities.
- to avoid unnecessary duplication of materials available from other institutions (e.g. school libraries or media centers or academic libraries). In general, the library does not purchase textbooks, curricular support materials, and highly technical works.
- to provide multiple copies of items for which demand may be heavy.

Gift materials are subject to the same criteria as other materials selected for the Library. Gifts are also subject to the provisions of the Gift Policy.

Materials are housed on open shelves except in cases where their format (e.g. pamphlet), age (e.g. old city directories), or their potential use (e.g. professional library materials) precludes this. Such exceptional materials are available upon request.

Materials are withdrawn from the Library collection when they no longer serve the needs of Library users due to poor physical condition, outdated information or infrequent use. Materials are not withdrawn because of content or presentation that may offend some members of the community.

Acquisition of materials indicates an endorsement of their usefulness only, not of the ideas they contain. Parents, not the Library, are responsible for what library materials children read or use. In trying to meet the diverse needs of this community, the Library's collection necessarily represents a variety of political, religious and social opinions. It is not unexpected that some will be dissatisfied by what is present or absent in the collection. A "Comment Form" is available to residents of the City of Pekin for comments concerning the presence or absence of any materials.

Also adopted as part of this Policy are the following American Library Association statements, as attached: Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. Additional copies are available at the reference desk.

Adopted October 21, 1996  
Amended December 19, 2006  
Reviewed: 6/23/09

## REVISION

This library materials selection policy will be reviewed as necessary in light of changing conditions.

The Board of Trustees supports the following documents of the American Library Association understood to apply to all forms of material used or collected by the Library:

### **LIBRARY BILL OF RIGHTS**

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## FREEDOM TO READ STATEMENT

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history of political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or the author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

## FREEDOM TO VIEW STATEMENT

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

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials that represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

**Note: These documents were current at the time of printing. Please contact the ALA Office of Intellectual freedom for additional information including interpretations of the statements.**

Amended 6/2004

## **MEETING ROOM USE POLICY**

### **I. Who May Use**

- a. The Pekin Public Library welcomes use of its meeting rooms by organizations engaged in educational, cultural, civic, intellectual and charitable activities or activities requiring the use of library materials. Commercial firms can use the meeting space for educational purposes as well as a sales or promotional type meeting.
- b. Individuals may rent the Community Room for private social functions.
- c. Because of the demand for use of the meeting rooms, the Library may not be able to accommodate groups desiring to schedule multiple meetings.

### **II. Priority**

- a. Programs and meetings sponsored by the Pekin Public Library will be given priority in the scheduling of the rooms, after which other requests will be considered in the order in which they are received.
- b. The following programs are EXCLUDED: programs not suitable for the Library's physical facilities and piano practice.

### **III. Scheduling**

- a. To reserve a meeting room, a representative of the group must complete an application at least two weeks in advance of the program date.
- b. There are four rooms available for public use, and the Library reserves the right to designate which room will be assigned for use. Users may request a certain room, and requests will be honored whenever possible. The rooms available for public use are:
  - i. Pekin Community Room, maximum capacity 200
  - ii. Marigold Room, maximum capacity 15
  - iii. Conference Room, maximum capacity 12
  - iv. Rose Room, maximum capacity 8
- c. Staff must have access to and the ability to observe all meetings.
- d. Organizations using the meeting rooms will be charged for any damages that may occur to the building, premises, furniture, carpeting or equipment during their meeting. Organizations using the facilities are expected to leave them in the same condition they found them in or pay for any special maintenance required as a result of the meeting/event.

### **IV. Times**

- a. Meeting rooms are available for use during regular hours. Meetings must conclude at least 15 minutes before the Library closes. Under certain circumstances, the Director may permit certain meeting spaces to be available at 8am.

### **V. Equipment**

- a. The Community Room comes equipped with a multimedia presentation system including DVD, VHS and computer projection capabilities, as well as a microphone.

### **VI. Room Arrangement and Food**

- a. The Pekin Community Room has four options for room setup. This selection may be made at the time of the application for a room.

- b. Food or beverages may be served. All refreshments must remain in the meeting area.

## VII. Fees

- a. Room Rental is according to the following fee schedule:
  - i. Not-for-Profits, Service Organizations, Government Agencies and Schools Use:
    - Marigold, Rose or Conference Room: no charge
    - Community Room: \$20 set up and tear down fee
  - ii. Commercial Use:
    - Marigold, Rose or Conference Room: \$10 per hour
    - Community Room: \$20 per hour
  - iii. Private Party Room Use:
    - Community Room Rental: \$30 for 2 hours
    - Video Game Party Package: \$50 for 2 hours, plus a \$50 deposit
  - iv. Library sponsored programs will not incur a charge for meeting room use.

## VIII. Regulations

- a. Meetings or programs deemed to be inappropriate, in the opinion of the Director, to the Library because of noise or other factors will not be permitted.
- b. Smoking and alcoholic beverages will not be permitted.
- c. The Library does not provide porter service for carrying supplies or equipment to the meeting rooms.
- d. The Library does not provide storage space for property or supplies of groups or organizations using the building.
- e. Organizations, with the exception of the Friends of the Library, may not use the Library as a mailing address or the Library telephone number for the relay of messages of these groups or organizations. The Library will not receive non-emergency calls or take messages for individuals or organizations.
- f. Groups of young people under eighteen years of age must have the meeting room application signed by a sponsoring adult, who must also be present at the meeting and assume responsibility for the groups' activities and for the care of property and facilities.
- g. All signs, posters or announcements placed in the building must comply with the public posting policy. A directional sign with name of the organization and meeting time will be displayed in the Library's lobby.
- h. The scheduling of facilities for a meeting of any group or organization does not constitute in any way an endorsement of the organizations or activities by the Pekin Public Library. Advertisements or announcements implying such endorsement are not permitted.
- i. The Library Director reserves the right to revise the schedules of meetings with notification to the organization requesting use of the facilities. In the event of a Library building or weather-related emergency, meetings may be canceled and rescheduled at a later available date.
- j. The Library does not provide childcare service for the children of persons attending meetings. Meeting room attendees may not leave children under 9 unattended in the Library in accordance with Library policy.
- k. The group must comply with the American With Disabilities Act and is responsible for providing qualified interpreters or auxiliary aids upon request.

- l. Groups using a meeting room must park in the south Library parking lot (off Fourth Street) except for members with health- or age-related difficulties.
- m. Future use of the meeting rooms may be restricted or denied for any violation of these rules.
- n. Assurances must be made to the Board of Trustees before the meeting room may be reserved by any use that has previously held a meeting in a Library facility where damage has occurred as a result of the meeting. User shall pay at least 48 hours in advance by cashier's check for any security measures that the Library determines are reasonably required in connection with any meeting proposed by the user. The user reserving the meeting room shall also place a bond for \$1 million for injury or damage to property occurring at the meeting.

**IX. Review Process**

- a. Users may appeal any decision of the Library under this Meeting Room Policy to the Board of Trustees. Such appeal shall be filed in writing with the Director of the Library within 10 days after notice of the decision is given to the User. Such notice shall be deemed to have been given to the user when the decision is personally delivered in writing to the User or when the written notice is sent to user by first class or certified mail.
- b. In the event of such an appeal, the Library Services committee shall hold a hearing for the purpose of hearing evidence relevant to the appeal.
- c. Within 30 days after conclusion of the hearing, the Library Services Committee shall make a written recommendation to the Board of Trustees regarding the matter. After receipt of the written recommendation of the Library Services Committee, the Board of Trustees shall make a final decision regarding the appeal. No new evidence shall be heard by the Board of Trustees.

Approved December 15, 2003  
Revised June 21, 2004  
Revised December 22, 2009

## **PIANO USE POLICY**

The piano owned by Pekin Public Library may be used for any Library program free of charge. The Library Director may allow individuals to use the piano for musical programs that he feels will benefit the community. A use fee of \$25.00 per event may be charged to the individual scheduling the program in addition to any other charges that are incurred for use of the room or other facilities. Fees charged will be paid to Pekin Public Library.

## PROHIBITED GIFTS POLICY

**GENERAL POLICY.** It is the policy of the Pekin Public Library to comply with the State's Gift Ban Act through the promulgation of this policy. Neither the Open Meetings Act nor the Freedom of Information Act of Illinois, or any policies of this Library in furtherance of those Acts shall be applicable to proceedings, meetings or documents involved here, which are exempt therefrom.

**EXEMPTION.** Due to the high costs of compliance for uncompensated and nonsalaried, appointed and/or elected members of the Board of Library Trustees, and given that the experience of gifts of any kind or value to them is virtually non-existent and certainly has not been a source of improper action, influence or effect in this Library or any Public Libraries in Illinois, it is the Policy to exempt all non-salaried appointed or elected officials of the Library from this Policy and the State Act, as permitted by that Act.

**DEFINITIONS.** The terms "gift," "prohibited source," and "employee" whether used in the singular or plural form and as used in this Policy, have the meaning as defined in the State's Gift Ban Act.

**PROHIBITED GIFTS.** The solicitation and acceptance of any "gifts," from any "prohibited source," are banned and prohibited for all Library employees except as provided in the following section of this Policy.

**EXCEPTIONAL GIFTS.** The restrictions in the foregoing section do not apply to the following:

- 1) Anything for which the employee pays market value or anything not used and promptly returned to the donor or given to an appropriate charity;
- 2) A contribution, lawfully made under the Election Code or attendance at a fundraising event sponsored by a political organization;
- 3) A gift from a relative as defined in the State Act;
- 4) Anything provided by an individual on the basis of a personal friendship, unless there is reason to believe that under the circumstances the gift was provided because of the employee's position and not because of personal friendship;
- 5) A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business;
- 6) Payments to a legal defense fund established for the employee that is otherwise lawfully made;
- 7) Intra-office and inter-office gifts meaning any gifts from an employee of the Library to an employee of the Library;
- 8) Food, refreshments, lodging, transportation and other benefits resulting from outside business or employment activities if they have not been enhanced by the position of employment with the Library and are customarily provided to others in similar circumstances or in connection with bona fide employment discussions by a prospective employer, or provided in connection with a fundraising or campaign event sponsored by the organization;
- 9) Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer;

- 10) Informational materials sent to the employee in the form of books, articles, periodicals, other written materials, audio tapes, video tapes, or other forms of communications;
- 11) Awards or prizes that are given to competitors in contests or events open to the public, including random drawings;
- 12) Honorary degrees (and associated travel, food, refreshments and entertainment provided in the presentation of degrees and awards);
- 13) Training (including food and refreshments furnished to all attendees as an integral part of the training) if the training is in the interest of the Library;
- 14) Educational missions, including meetings with government officials intended to educate them on matters of public policy;
- 15) Bequests, inheritances and other transfers at death;
- 16) Anything that is paid for by the federal government, the State or the Library or secured by the government under a government contract;
- 17) A gift of personal hospitality of an individual other than a registered lobbyist or foreign principal including hospitality extended for a non-business purpose by an individual at their personal residence or facilities owned by that individual or the individual's family;
- 18) Free attendance at a widely attended event permitted under Subsection 24 below;
- 19) Opportunities and benefits that are available to the public or to all employees whether or not geographically restricted, offered to a class of members which is unrelated to employment or official positions, offered to members such as an employees' association or credit union, offered to a group that is not defined in a manner that specifically discriminates on the basis of branch of government or type of responsibility or on the basis that favors those of higher rank or pay, in the form of loans on terms generally available to the public or in the form of reduced membership or other fees for participation in organization activities offered to all government employees;
- 20) A plaque, trophy or other item that is substantially commemorative in nature and that is extended for presentation;
- 21) Golf or tennis, food or refreshments of nominal value and catered food or refreshments, meals or beverages consumed on the premises from which they were purchased;
- 22) Donations of products from an Illinois company that are intended primarily for promotional purposes and are of minimal value;
- 23) An item of nominal value such as a greeting card, baseball cap or T-shirt;
- 24) Attendance at events: an employee may accept an offer of free attendance at a widely attended convention, conference, symposium, forum, panel discussion, dinner, viewing, reception, or similar event provided by the sponsor of the event if the employee participates as a speaker or panel participant or by performing a ceremonial function appropriate to their employment or position or attendance at the event is appropriate to the performance of civic affairs in Illinois or the official duties of the employee. The acceptance of a sponsor's unsolicited offer of free attendance at such an event may include an accompanying individual. An employee may accept a sponsor's unsolicited offer of free attendance at a charity event except

reimbursement for transportation and lodging may not be accepted in connection with the event. This "free attendance" may include waivers of all fees and unless otherwise stated the provision of transportation, food, refreshments, entertainment and instruction materials but does not include entertainment collateral to the event or food or refreshments taken other than in the group setting with substantially all of the attendees except as permitted under Subsection 21 above.]

**ENFORCEMENT.** Any employee who violates this policy shall be subject to termination or other discipline, including but not limited to suspension (with or without compensation) of employment for a stated term, a requirement to reimburse, return or turnover of any prohibited gift as directed by the Board of Library Trustees.

**ETHICS OFFICER.** The President of the Board of Library Trustees shall designate an Ethics Officer for the Library who shall review Statements of Economic Interests and disclosure forms for members, officers and employees of the library before they are filed and provide guidance to members, officers and employees in the interpretation and implementation of the State Gift Ban Act.

Adopted May 17, 1999.

## **PUBLIC POSTING POLICY**

### **Introduction**

The purpose of the public bulletin board and the information rack at the Pekin Public Library is to make available information regarding cultural, recreational, educational, and human services programs and events in the community, which are available/open to the public at large. Distribution or posting information does not imply endorsement by the library of the ideas, issues, or events promoted by those materials.

### **Procedures for Posting and Placing Material for Distribution**

Persons wanting a sign posted or material placed in the information rack should bring it to the Circulation Desk and leave it for approval. All approved signs will be stamped and dated by the Public Relations Coordinator for posting by Library staff. Immediate posting is not always possible. Items usually are not posted more than two weeks before an event.

Materials posted or left for free distribution without approval from the Library will be discarded.

Items that become dated will be removed from the bulletin boards. For example, posters announcing meetings will be removed after the meeting. Other items will be removed after thirty days, unless space is available and the item is considered to be of general interest. Items directly concerned with the library will be displayed as long as appropriate. Non-dated public service announcements from government agencies or non-profit agencies may be posted if space permits. The Library reserves the right to provide space on a long-term basis for announcements which give specific help to visitors or residents on a continuing basis, such as bus schedules, crisis services, etc.

### **Appearance of Materials**

Material to be posted should not exceed 11" x 17" in size. When the bulletin board becomes crowded, preference will be given to items that do not exceed 8 1/2" x 11".

No box, receptacle, or canister may be part of any posting.

The Library accepts a maximum of 25 copies of informational leaflets for distribution to the public in the literature display rack. The maximum size for leaflets is 8 1/2" x 11". The library assumes no responsibility for informing community groups when the supply of materials has been exhausted.

### **Content and Purpose of Materials**

Postings about events for which a charge is made must indicate that charge on the poster.

The sponsoring agency must be identified on the poster and an address or telephone number given.

**Unacceptable Materials**

The following items will not be posted or distributed:

- Business advertisements
- Personal notices, such as lost and found notices
- Products sold for profit
- Garage or other sale signs
- Services such as babysitting for which fees are charged
- Signs soliciting donations
- Campaign literature
- Signs larger than 11" x 17"
- Legal notices
- Private instructional courses

Printed literature posted must not violate legal and respectable boundaries.

**Review Process**

Users may appeal in writing any decision of the Library under this Public Posting Policy to the Director of the Library within ten days.

## REFERENCE POLICY

Reference service is a major role of the Pekin Public Library. The following policy is designed to ensure all customers receive the highest possible level of service.

### Goals

The goal of reference service is to provide accurate answers to library customers' questions by trained staff members during all hours the library is open.

- To provide materials and services to meet users' needs for timely, accurate, and useful information.
- To provide trained staff to assist customers and facilitate access to the library's collections and cooperative resources.
- To assist customers in the use of reference resources, library materials and in the development of research strategies.
- To provide readers' advisory service.
- To provide efficient referral and effective follow through including interlibrary loan and supplementary reference services to Pekin Public Library cardholders.
- To keep the community well informed about the reference services and resources available and encourage them to make use of them.

### Ethics and Standards

The staff of the Pekin Public Library strives to handle all inquiries with impartiality and confidentially in a courteous and efficient manner. Effort is made to answer all kinds of questions. No distinction is made about the purpose of the inquiry or the use of information.

The library subscribes to the American Library Association's Code of Ethics.

### Availability of Service

The Pekin Public Library provides reference assistance to any customer requesting it, regardless of residency.

Reference service is provided by trained staff during all hours the library is open. The entire collection – juvenile and adult, circulating and non-circulating – is available to customers of all ages to answer reference questions. Minors under the age of 18 must have parental permission to check out R-rated videocassettes and DVDs. Non-residents will be provided with in-house and telephone reference service and interlibrary loans from the RSA database. For interlibrary loans outside the RSA database and for referral to other agencies, non-resident customers will be referred to their home libraries or be advised to purchase non-resident borrower cards.

Inquiries are accepted in person, by telephone, by electronic means and through the mail. Priority is given to in-person requests. Staff will, however, complete a reference telephone question and/or Instant Message in process before attending to an in-person request. Answering reference questions has priority over staff assignments.

If information appropriate to the customer's need is not available in the library, referral will be made to local or regional resources, the Tazewell County Genealogy and Historical Society, and/or other libraries. Staff will verify the needed information is available from the source referral.

Whenever possible, answers to questions will be provided during the customer's visit or telephone call. When other customers are waiting, staff may have to limit the initial amount of time spent serving an individual customer but follow-up attention will be given. Staff will attempt to answer a customer's question within a required deadline. Otherwise, question usually will be answered, referred or a status report given within 24 hours. A longer response time will be negotiated with the customer when staff needs additional time to locate the needed information.

### **Provision of Service**

Reference staff will use all available sources of information to answer questions. This includes, but is not limited to books, periodicals, electronic databases, the Internet, government agencies, associations, and organizations. Long-distance telephone calls and/or email may be used to answer questions. Citations to sources of information will be given when questions are answered.

The reference desk staff's personal opinion will never be given as fact. While the reference staff will provide sources of information, information will not be interpreted and library employees will not offer legal, medical, or tax advice. If it is not possible to answer a question by the above means, questions will be referred to another agency, when appropriate.

Staff will guide people doing extensive research or compiling large amounts of information to appropriate sources. Reading and interpretation of materials is the customer's responsibility.

Homework assignments are intended to be a learning experience for the student. The role of the reference staff member is to guide the student to materials or potential sources of information to complete the homework assignment. Every effort is made to instruct the students in the use of appropriate sources. The student is expected, however, to use the material to meet the requirements of the assignment. The reference staff does not organize, write, or solve a student's assignment. Requests involving extensive research for homework projects are not answered by telephone or electronically. If every effort made by the staff member and the student to locate information has failed, the student is encouraged to return to the teacher for further instruction. A note describing the search effort may be given to the student for the teacher if the staff member believes it is called for.

The library provides computers for customer use and has posted rules and procedures for such use. All reference staff understands these rules and enforces them. Staff members know how to use these computers and the software available on them. The reference staff does not provide thorough instruction to customers in computer use, but

guides them to manuals or tutorial software. Alternatively, staff members may suggest customers needing instruction attend computer classes offered by the park district, community colleges, or other agencies.

### **Reader's Advisory Service**

Providing advice and suggestions for recreational reading is an essential service in a public library. Each patron's reading tastes will be taken seriously and without judgment. When performing Reader's Advisory services, personal interpretation and recommendation are unavoidable.

### **Interlibrary Loan Requests**

The Library strives to fill all requests for books and photocopies from both in-house and outside resources. It is not always possible to obtain new, popular or rare material in a timely fashion, if at all. Regular circulation policies and procedures and the policies detailed in the current "Interlibrary Loan Code for Illinois" will be observed. The type of material available through interlibrary loan varies by lending library. Not all media formats or titles can be obtained in this manner. If the Reference Staff is presented with a request for more than five separate items s/he may ask the customer to prioritize the requests and will accept only five requests at a time. Requests for multiple copies of a single title shall be handled on a case by case basis. Such requests shall be made no later than two (2) weeks in advance of the deadline date. Loan periods and borrowing privileges of the lending library will be observed. Circulation of items will be done to individuals, not groups. Responsibility for overdues and renewals will rest with the individual borrower.

### **Fees**

Most reference service at the Pekin Public Library is delivered without charge. Customers using photocopiers and/or printers will be charged a per page fee. Any fees charged by the lending institution will be incurred by the customer.

The library charges \$5 to search for, print out, and send an obituary by mail.

### **Service to Non-Pekin Public Library Cardholders**

The Pekin Park Public Library does not provide Interlibrary Loan Services to cardholders from other libraries. Remote access to some databases is reserved for Pekin Public Library cardholders

### **Evaluation of Reference Service and the Reference Policy**

This policy will be reviewed every three years by the Library staff, administration, and the Board of Library Trustees.

Approved November 24, 2009

## RULES FOR CONSIDERATE LIBRARY USE

1. Conduct or noise which interferes with another person's use of the facility is not permitted.
2. Food and beverages without lids are not allowed in the library.
3. Any person who maliciously mutilates or removes without authorization any part of the library collection or building will be subject to prosecution. Customers are responsible for property they damage.
4. Bicycles should be kept at the bike racks. Skating is prohibited on library property.
5. Staff, other customers, their property, and library property will be treated with respect.
6. No loitering or soliciting.
7. Children under the age of 9 must be accompanied by an adult.
8. Shirts and shoes must be worn.

The Board's authority is derived from the Illinois Revised Statutes Chapter 81 p. 4-7. *Each board of library directors of a city, incorporated town, village or township shall carry out the spirit and intent of this Act in establishing and maintaining a public library and, in addition to other powers conferred by this Act, shall have the following powers:*

*I. To make, and adopt such bylaws, rules and regulations, for their own guidance and for the government of the library as may be expedient, not inconsistent with this Act;*

*II. To exclude from the use of the library any person who willfully violates the rules prescribed by the board*

Anyone disobeying these rules will be warned and/or expelled from the library for a definite period of time. The Library Director or Supervisor in Charge has the sole responsibility for determining the seriousness of the offense and the appropriate action.

The parents of anyone under eighteen (18) will be notified of expulsion. As necessary, the police will also be notified.

## UNATTENDED CHILDREN POLICY

Service to children is an important goal at Pekin Public Library. Children of all ages are welcomed and encouraged to use the library materials, programs and services. The Pekin Public Library is a public building and is open to all, regardless of origin, age, background and views.

Library staff strives to ensure that the Library is operated in a safe manner. However, because the buildings are open to all, the Library cannot be considered safe place for unattended children. The responsibility for the safety and behavior of children in the Library rests with the parents, legal guardians, or other responsible adult caregivers (hereinafter "parent or responsible adult".) **Please note:** *Library staff is NOT responsible for the care and safety of unattended children in the library.*

In order to maintain a safe atmosphere where reading and study are encouraged, the following policy has been adopted by the Board of Library Trustees:

- Children age 9 and younger must be accompanied continually by a parent or responsible adult. A parent or responsible adult must remain with the children at all times and in the case of an adult caregiver, have emergency contact information with them or available to them.
- If a child age 9 or younger is found to be unaccompanied in the Library, staff will try to locate the parent or responsible adult caregiver to remedy the situation. If a parent or responsible adult is unavailable, the Police, DCFS, or other appropriate government agency will be called.
- Children age 10 and older may use the Library without a parent or responsible adult present, but must be able to reach a parent or responsible adult immediately, either in person or by phone. All children in the Library must follow the posted *Rules for Considerate Library Use* and are expected to use the Library appropriately. Children who do not follow these rules are subject to the same consequences as other library users, including being required to leave the Library or losing library privileges.
- Situations may arise when, due to unusual or emergency circumstances, it may be necessary for the Library to close without prior notice. In this event or in case of other emergencies, unaccompanied children age 18 years or younger who cannot transport themselves must be able to reach a parent or responsible adult for immediate pick-up.
- The Library does not observe the same schedule every day. Parents or responsible adult caregivers should be aware of library closing times. If a child remains at the Library after hours, staff may make an attempt to contact a parent or responsible adult, but also may, immediately and without recourse, contact the Police, DCFS, or other appropriate government agency. *Staff WILL NOT transport a child nor will a child be allowed to sit in a staff person's vehicle.*
- The children's area of the Library is reserved for children, their parents or responsible adult caregivers, and adults interested in children's literature, such as teachers and college students. Out of concern for the safety of young patrons,

adults who are unaccompanied by a child or children in the children's area of the Library may be questioned by staff, and may be asked to move to another area of the Library.

- If it is unsafe for a child to leave the building without an adult, that child should never be left unattended in the Library.

**PARENTS AND ADULT CAREGIVERS, NOT LIBRARY STAFF, ARE RESPONSIBLE FOR THE BEHAVIOR AND SAFETY OF THEIR CHILDREN WHILE ON THE PREMISES OF PEKIN PUBLIC LIBRARY.**

*Questions related to this policy should be directed to the Library Director or designee, (309) 347-7111, during regular business hours, Monday – Friday, 9 to 12 AM, 1 to 5 PM*