

ART WORKS POLICY

Because of its limited display and storage areas, the Library does not normally accept gifts of art work; under unusual circumstances exceptions to this policy may be made only upon approval of the Board.

Any labeling of art works requires the approval of the Board. Information about art works in the Library will be developed by Library Staff. The booklet, *Lake Forest Library Art: An Aesthetic Legacy*, will be updated as needed. (Approved January 8, 1979; revised August 12, 1997; revised January 10, 2012.)

AUDIOVISUAL EQUIPMENT LOANS TO CITY EMPLOYEES

Audiovisual equipment owned by the Library is primarily for library-related use by members of the Library Staff. Equipment may be borrowed by city employees for work-related use. All equipment loans require prior approval by a member of the Children's Library Staff. The borrower must be knowledgeable about the proper use of the equipment, and sign the equipment loan sheet posted in the audiovisual closet. The loan sheet will state that the cost of any damage to the equipment will be paid for by the borrower.

BIDDING, CONTRACTS AND PURCHASE ORDERS

When contracting for services, goods, or making capital expenditures where the cost may exceed \$3,000.00, the Library shall obtain at least 3 bids, providing similar services or items are available. This requirement may be waived by a majority vote of the Board of Trustees. (Board policy approved October 20, 1986; revised February, 1997; revised November 8, 2005.)

Purchase orders shall be used for all purchases except when covered by specific written contracts.

All purchases or contracts involving an expenditure of \$50,000 or more must be specifically approved by the Board of Trustees, and signed by the Board President, whether or not a sufficient budgetary allocation exists. Budgeted capital expenses over \$25,000 or an unbudgeted capital expense over \$10,000 must be signed by the Board President. (Approved August 12, 1997.)

BUSINESS PATRONS

Any local property owner, regardless of his home location, may receive full benefits of library service. (Amended, November, 1988.)

CHILDREN

The Library's objective in selecting materials for children is to make available a collection that satisfies the informational, recreational, and cultural needs from pre-school age to the age of fourteen. Materials are included which meet the general demands of the majority of children, along with books whose special qualities make them valuable to children with special needs, talents, problems, or interests. Criteria for selection include literary and artistic worth, suitability of content and vocabulary to the age of the readers, and the contribution to the balance of the total collection. (Board policy approved February 23, 1981.)

CITY EMPLOYEE PATRONS

All employees of the City of Lake Forest are entitled to the full benefits of Lake Forest Library regardless of eligibility through the Reciprocal Borrowing Program. (Approved January 18, 1988.)

CLOSED CIRCUIT TELEVISION SECURITY SYSTEM POLICY

In order to provide a safe and secure environment for residents and Library Staff, video surveillance of Library property may be used.

Video surveillance records are the sole property of Lake Forest Library.

Cameras are positioned to monitor public areas.

Signage disclosing the use of video surveillance is posted.

Video surveillance records are intended for protection of public property and for providing information for review in the event of an incident or accident in the Library.

Video surveillance records are not to be used directly or indirectly to identify the activities of individual library patrons unless those patrons are involved in a library incident or accident.

Video surveillance will be monitored by authorized Library Staff.

Video Surveillance records may be used to assist law enforcement agencies in accordance with applicable laws. (Approved November 10, 2009.)

CONFIDENTIALITY OF LIBRARY RECORDS

Circulation records and other records identifying the names of library users are privileged information. No such information will be released to any individual or agency except upon the receipt of an official Court order. Upon the receipt of such an order, the legal counsel for the Library must be consulted to determine its proper form. (Approved September 15, 1980; revised November, 1988; revised March 13, 2007.)

DAMAGED MATERIALS POLICY

Materials damaged by library patrons, which cannot be repaired are paid for by the borrower at the current list price and may be retained by the borrower. If a damaged book can be repaired through rebinding, the patron will pay the cost of the binding. If a zebra label is removed from an item, there will be a fine for replacement. Fines shall be adjusted at the discretion of the Administrative Librarian, subject to approval of the Board. (Approved July 12, 1971; revised September 8, 1981; revised December, 1995; revised February 9, 1999.)

E MAIL, BOARD USE

Board members shall not use e-mail in their official capacity to conduct board business. E-mail to, by and between Board members shall be limited to the dissemination of information and may not include deliberation, debate, or decision-making. Acceptable e-mail subjects are:

- Agenda item suggestions
- Reminders about meeting times, dates and places
- Board meeting agenda or public record information concerning agenda items
- Responses to questions posed by residents, administration or staff, as points of information

Any e-mail sent among trustees regarding library business shall be copied to the Administrative Librarian. There is no expectation of privacy for any messages sent or received by e-mail. (Approved January 13, 2004.)

E MAIL, PROCEDURES FOR BOARD USE

These procedures are meant to provide guidance for staff and Board members in their use of e-mail in regard to the requirements of the Open Meetings Act and the Local Records Act, as they apply to communication among Board members outside of library board meetings.

Most e-mail messages about library business sent among Board members fall under the definition of “public records” as defined by state law. The Board of Trustees will follow these procedures in an effort to comply with the Open Meetings Act.

- Electronic “chat rooms” are inherently detrimental to the open meetings process and will not be used to conduct library business or deliberations.
- “Bulletin boards” or other similar formats, which permit the development of “discussion threads” among Board members, will not be utilized.
- The Administrative Librarian may provide information relating to library business to Board members using e-mail, attachments or other electronic methods. Any response from Board members about these communications must be sent only to the Administrative Librarian (no “reply to all” responses). An appropriate record of these communications will be maintained in the Library files to assure compliance with open records laws.
- Board members may send e-mail items to all other Board members with items of interest provided that no response is requested or required. Such e-mails should clearly state that no response should be made. It is required that any such e-mails be sent to the Administrative Librarian for storage.
- A Board member may send e-mail to all other Board members regarding scheduling issues. Board members may reply to the sender provided that their response is limited to the subject of the original message and does not include items of substance.
- E-mails to Board members will be copied to all trustees and the Administrative Librarian. When e-mails from the public require Board response, the Board President or his/her designee will respond and will copy other trustees and the Administrative Librarian.
- Any item of business for a Board agenda will be directed to the Board President and the Administrative Librarian so that it can be included in the Board’s agenda according to normal procedures. Action items will be prepared and distributed by the Administrative Librarian in accordance with established procedures.
- The Administrative Librarian will maintain a separate e-mail address to store official e-mail records as described above. This record will be maintained indefinitely. If software changes require the records be transferred to paper, the paper records will be maintained for ten years or such time as may be established by the State of Illinois.

(Approved January 13, 2004.)

EMERGENCY CLOSING - DELAYED OPENING

The Library may be closed early if severe weather is likely to seriously endanger employees returning home. The Library may open late if roads are impassable. If the Library must be closed for heat loss, power failure, bomb threats and similar situations, staff should remain available to come in if called. The responsibility for closing the Library rests with the Administrative Librarian, or if he/she is not available, with the department head on duty who has the most service at the Library. All closings must be reported immediately to City Hall and to the Board at the next Board meeting. (Board policy approved October 22, 1979; revised November, 1988.)

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

This statement was developed by the American Library Trustee Association (ALTA) and the Public Library Association (PLA) Common Concerns Committee. It was adopted by both the ALTA and PLA Boards in July 1985, amended by ALTA in July 1988 and approved by PLA in January 1989. (Approved November 8, 2005.)

EXPENSE REIMBURSEMENT POLICY

The Lake Forest Library requires compliance with the Local Government Travel Expense Control Act for reimbursement of expenses, including transportation, meals, and lodging expenses incurred on behalf of the Library. Employees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds. If unsure whether an expense is reimbursable, contact the Library Director prior to incurring the expense.

Maximum Reimbursement Rates for Expenses

Airfare: 100% of lowest reasonable rate (e.g., coach, economy, or web-fare) for air travel will be reimbursed. Flights should be booked in a timely manner to avoid premium airfare pricing.

Automobile Rentals: 100% of the lowest reasonable rate automobile (economy or mid-size) including gasoline and insurance expenses for the time period used for Library business will be reimbursed. Employees using rental cars are required to purchase insurance through the rental agency for the entire rental period. The vehicle must be refueled prior to returning it to the rental company.

Automobile Use: Any employee driving on Library business must file a copy of their car insurance with the Library Director every six months (January and July).

Personal Automobiles: 100% of mileage will be reimbursed based on the distance from the Library to the work-related event, not from the employee's residence. When travel to the event is directly from an employee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the Library. If the distance is higher than the employee's normal commute, reimbursement will be paid based on the differential of the commute to the event less the mileage of a normal commute to the Library. An employee will be reimbursed at the prevailing Internal Revenue Service standard mileage rate. The same procedure will be used for those employees that typically use public transportation to commute to work if public transportation is used to commute to the event. If the cost is higher than the employee's normal commute, reimbursement will be paid at the differential of the commute less the cost of a normal commute to the workplace. Mileage reimbursement will be limited to the price of a coach airfare ticket if the employee chooses to drive to an event for which the airfare would have been less expensive.

Local Transportation: 100% of the actual reasonable rate shall be reimbursed for the use of taxi, shuttle, rideshare, or public transportation services.

Other Transportation: 100% of the lowest reasonable rate, not to exceed the cost of air travel, shall be reimbursed. Employees should utilize the most economical transportation.

Lodging Accommodations: 100% reimbursement of the lowest reasonable rate. Lodging must be preapproved by the Library Director. In the event of a change in

plans or a cancellation, the employee must cancel the reservation so as not to incur cancellation charges. The Library will not reimburse lodging expenses incurred due to a failure to promptly cancel a reservation.

Meals: Meal reimbursement is limited to the lesser of (i) the lowest reasonable rate as preapproved by the Library Director or (ii) the current U.S. General Services Administration (GSA) regulations in place at the time the expense is incurred. Prior approval by the Library Director and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar must be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on travel time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

Parking: 100% of lowest reasonable rate parking fees at a hotel/motel, conference center, or other site will be reimbursed provided receipts are submitted.

Registration/Conference Fees: 100% of the actual rate when attendance is approved by the Library Director.

Vacation in Conjunction with Business Travel: In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging, and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the employee.

Accompanied Travel: When an employee is accompanied by others not on Library business, any lodging, transportation, meals, or other expenses above those incurred for the employee will not be reimbursed by the Library.

Entertainment: The Library will not reimburse an employee or member of the Library Board of Trustees for any entertainment expense.

Tax Exemption

The Library has a governmental exemption from payment of the Retailers' Occupation Tax, the Service Organization Tax, the Use Tax, and the Service Use Tax. A copy of the letter is available from the Library Director and should be provided to any vendor when making purchases for goods and services for the Library and/or to be reimbursed by the Library.

Approval of Expenses

Expenses for Members of the Library Board of Trustees. Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by a roll call majority vote at an open meeting of the Library Board of Trustees.

Expenses for Employees Other than Members of the Library Board of Trustees. Travel, meal, and lodging expenses incurred by any employee in excess of a maximum reimbursement amount stated in this policy must be approved must be approved by a roll call majority vote at an open meeting of the Library Board of Trustees.

Documentation of Expenses

Before an expense for travel, conference/registration fee, meal, or lodging may be paid to an employee or member of the Library Board of Trustees under this Expense Reimbursement Policy, the following minimum documentation must first be submitted, in writing, to the Library Director on a Travel, Meal, and Lodging Expense Form:

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3. the job title of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Policy are public records subject to disclosure under the Freedom of Information Act.

Travel, Meal, and Lodging Expense Report Form.

The Library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Appendix 1. At the discretion of the Library Director or Library Board of Trustees, additional documentation relevant to the request for reimbursement may be required.

(Adopted by the Board of Trustees, January 10, 2017.)

Appendix 1

Lake Forest Library

Travel, Meal, and Lodging Expense Report

Name of person requesting reimbursement: _____

Title: _____

Name and Date(s) of the Activity/Event: _____

Describe or attach description of the business event:

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, car share, shuttle, *etc.*): _____

Registration/Conference fee: _____

Employee's Signature: _____

Date: _____

Library Director's Authorization: _____

Date: _____

ATTACH ALL RECEIPTS

FEE AND FINE SCHEDULE

June 14, 2016

OVERDUE FINES:

Books, other materials & AV (other than Video Games, DVDs and CD ROMs) –
10 cents/day
Rental Books, Adult Dept. – 25 cents/day
Reference Books - \$2 per hour or any part thereof
Video Games, DVDs and CD-ROMs - \$1 per day
ILL's - \$1 per day

MAXIMUM VIDEO GAME, DVD FINES: \$14 maximum fine if returned late

BOOK RENTAL FEE: \$1/week.

ILL'S: (Materials borrowed from other libraries): fees or special handling costs charged by the lending library are passed along to the patron.

LOST CARDS: \$2.

DAMAGED MATERIALS: materials which cannot be repaired; missing case; lost material procedure is in effect.

LOST OR DAMAGED CD-ROM: cost of the CD-ROM package.

LOST OR DAMAGED CD, DVD, VIDEO GAME: If 1 item from multi part set, cost will be based on availability of replacement parts. Request cost from Tech. Serv. Minimum charge: \$5.

LOST MATERIALS: Price listed in computer record.

LOST MAGAZINE: \$5 per issue.

LOST UNCATALOGED PAPERBACKS: Price in computer.

LOST YA FICTION PAPERBACKS & JUVENILE FICTION PAPERBACKS: Price in computer.

DELINQUENT PATRONS: Patrons become delinquent after incurring fines of \$10 or owing \$10 or more for lost materials. Borrowing privileges may be lost until fine is paid.

FAMILY FINES: A family whose fines exceed \$20 shall be refused library borrowing privileges until the fine is paid. Family members over 18 years of age are responsible for their own fines.

NON-RESIDENT FEE CARD: family card \$526 (FY17) per year.

FEE SCHEDULE FOR NON-RESIDENT REQUESTS FOR REFERENCE & HISTORIC MATERIALS

Photocopying Services:

Photocopying of items from Community Cornerstones database and non-circulating books (locked cases): \$1.00/ sheet plus mailing charges: \$5.00 minimum

Photocopying of obits, birth announcements, weddings, etc. from Lake Forester

- date supplied: \$10.00 minimum, found or not
- no date supplied: if searching is extensive, up to ½ hour search cost is \$50.00
- plus mailing charges

Search Services:

Librarian searches- names, etc.

- up to ½ hour search cost is \$50.00
- copying - \$1.00/sheet, plus mailing charges: \$5.00 minimum

Fees (not including copying and mailing charges) may be waived for non-profit organizations.

Service fee collected in advance of search.

(Approved April 14, 1992; revised February 9, 1999.)

FINES

Fines for adult items shall be adjusted at the discretion of the Administrative Librarian, subject to approval of the Board. The maximum fine shall be the cost of the item.

Fines for juvenile items shall be adjusted at the discretion of the Administrative Librarian, subject to approval of the Board. The maximum fine shall be the cost of the item.

Fines for overdue audio visual items will be adjusted by the Administrative Librarian, subject to approval of the Board. The maximum fine shall be the cost of the item.

A family whose fines exceed a maximum amount shall be refused the privileges of the Library until such time as the fine has been paid. Adult children over 18 years of age will be responsible for their fines and fees. The amount of this maximum shall be adjusted by the Administrative Librarian, subject to the approval of the Board.

Patrons incurring fines of a set dollar amount will be set delinquent as will patrons who owe more than that amount for lost materials. This dollar amount will be adjusted by the Administrative Librarian, subject to approval of the Board.

Once Lake Forest Library is officially notified by another Library System member that a Lake Forest resident is delinquent there, no service will be available at Lake Forest Library until such delinquency is cleared.

(All fines policies approved September 8, 1981, revised November, 1988; revised November 20, 1990; revised March 13, 2007, October 14, 2014.)

FORGOTTEN CARD POLICY

Patrons who wish to take out library materials without their cards may be asked for identification. (Approved September 8, 1981; revised April 8, 2008.)

GIFTS, GIFT ACCEPTANCE, SPONSORSHIP, AND GRANT POLICY

Purpose

The Lake Forest Library (the “Library”) in accordance with its mission to make accessible to all Lake Forest residents, as economically and effectively as possible, books and other information resources and services welcomes donations, including revenue and/or in-kind contributions. Such donations shall be used to enhance the collection, events, programs, activities, and services the Library provides to the Lake Forest community.

This policy addresses

- the acceptance of gifts by the Library, and provides guidance to prospective donors;
- individual, foundation, business, and community organization sponsorships; and
- foundation and corporate grants.

Gifts

Gift Defined. A gift is a voluntary, non-reciprocal transfer of money or property from a donor to the Library. Although the Library welcomes gifts, certain gifts may be unsuitable for the Library because of the nature of the gift, its conditions, or the ongoing cost of managing the gift.

Acceptance of Gifts. The Library will accept unrestricted gifts, and gifts for specific programs and resources, provided such gifts are not inconsistent with the Library’s stated mission and goals.

If the Library accepts a gift, the gift shall be final and no restrictions on the Library’s ownership, possession, use or disposition of the gift shall be effective other than restrictions approved by the Board of Trustees and documented in writing. All gifts will be accepted only with the donor’s full agreement that the Library has the right to handle or dispose of the gift in the best interests of the Library.

The Library cannot provide appraisals of gifts it accepts for income tax or other purposes.

The Board of Directors, acting in the best interests of the Library and in its sole discretion, shall have the right to accept or refuse any gift on behalf of the Library. Notwithstanding the preceding sentence, acceptance of Library Materials is at the sole discretion of the Library Director.

The Library shall seek the advice of legal counsel in matters relating to the acceptance of gifts when appropriate. The Library urges all prospective donors to consult with personal legal and financial advisors in matters relating to their gifts and any resulting tax and estate planning consequences.

Gifts of Library Materials will be evaluated using guidelines set forth in the Collection Development Policy and are accepted with the understanding that items which are not added to the collection will be disposed of at the discretion of the Library. The donor should understand that the materials donated become the property of the Library, and their ultimate

disposition will reflect library needs as interpreted by the Library Director. Suitability, extent of duplication, physical condition, copyright dates, and costs of processing and housing are factors in making decisions about the disposition of gifts. Acceptance of any gift is conditioned by its active value to the Library which does not include the museum function. It is the policy of the Library not to accept special collections of books to be kept together as a separate physical entity. Gift collections may be accepted only with the understanding that they may be integrated into the general collection.

Contact the Library Director with questions regarding specific donations. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Board.

Acknowledgement of Donors. The Library Director will acknowledge all gifts, regardless of value. All capital gifts will be noted in the historical documentation of Library property. In addition, the Board President will acknowledge all gifts of \$500 or more, including gifts from the Friends of Lake Forest Library. All gifts of significant importance will be noted in the minutes of the Board subject to the discretion of the President of the Library Board.

Donors sponsoring specific events and programs will be recognized on the related marketing materials.

The anonymity of the donor will be respected upon request. This request will be reflected on any published lists and other forms of donor recognition.

A notice will be posted annually, and included in the minutes, at the end of each fiscal year listing all contributions to the Library. A news release will be issued at the end of each fiscal year noting the donors to the Library for the past year. No monetary amounts will be listed.

Corporate, business, and individual sponsorships

This policy identifies general conditions under which an individual, foundation, corporate, business, or community organization may become sponsors of specific library collections, programs, services, and/or events (“Sponsor”).

Sponsorship Defined. Sponsorships create a mutually beneficial exchange, whereby the Sponsor receives a benefit or reciprocal value in return for providing cash or in-kind gift to the Library. Sponsorships do not imply Library endorsement of the Sponsor’s product or service.

Acceptance of Sponsorships. The Board of Trustees has concluded that sponsorships of this sort are consistent with the Library’s mission and will help the Library maintain or increase its level of service to the Lake Forest community. Moreover, Sponsorship entitles the sponsoring individual, foundation, corporate, business, and community organization with recognition, which may be expected to enhance its image in the community.

Potential sponsorships will be evaluated by the Library Director and the Board of Trustees on a case-by-case basis. The particular conditions under which a sponsorship may be agreed upon

and carried out will be determined by the Board of Trustees and implemented by the Library Director and Library staff.

The Board of Trustees of the Library reserves the right to refuse any sponsorship it feels is inappropriate or unsuitable to its goals and mission, and to cancel the agreement at any time.

General Terms and Conditions. All decisions, determinations, and actions taken by the Board of Trustees or Library Director with respect to the implementation of a sponsorship agreement are final and not subject to review by the Sponsor.

A written agreement, signed by the Library and the Sponsor, will be entered into to set out the terms of the sponsorship.

A Sponsor shall have no reason to expect that it will receive special treatment other than as may be stated in the written agreement nor that it will be in a position to influence the policies or practices of the Library.

A Sponsor should also understand that sponsorship does not imply endorsement of its products or services by the Library.

Sponsorship should not create a conflict with the mission and objectives of the Library, nor with its broader policies and practices.

The Board reserves the right to terminate any existing sponsorships if conditions arise that conflict with this policy or if the sponsorship no longer supports the best interests or mission of the Library.

Sponsorships differ from collaborative partnerships which involve institutions, organizations, businesses or individuals, working together with the Library in an effort to accomplish a common goal with a shared sense of purpose and responsibility for the outcome. These partnerships do not involve the exchange of money. The Library routinely partners with others to deliver resources, programming, and services to the Lake Forest community.

Grants

Grant Defined. A grant is the transfer of money or property from a funding organization or individual to the Library. Typically, a grant award requires the performance of specific activities and follow-up reporting.

Acceptance of Grants. The Library will identify and apply for grant funds that further its mission and strategic plan. Any award of a grant shall be subject to the approval of the Board of Trustees, and the Library will use awards pursuant to the terms and conditions of the grant and comply with all reporting requirements. (Approved by the Library Board April 11, 2017.)

HOLIDAYS CLOSED POLICY

The Lake Forest Library shall be closed on the following official holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

The Library is open on Presidents Day, Lake Forest Day, and Veterans Day. Eligible employees will receive a floating holiday for each of these days. (Board policy approved April 14, 1992; revised May 14, 2002.)

The Library will close at 5:00 p.m. on Thanksgiving Eve, at 5:00 p.m. on July 3 if the 3rd falls on a weekday, and at 5:00 p.m. on December 31st. If the holiday falls on Sunday, the Library will observe the holiday on the following Monday. (Board policy approved November 27, 1978; revised August 12, 1997; revised May 14, 2002.)

LIBRARY HOURS

The Lake Forest Library is open Monday through Thursday from 9 a.m. to 9 p.m., on Friday and on Saturday from 9 a.m. to 5 p.m. The library is also open from 1 p.m. to 5 p.m. Sunday from September through May. These hours are subject to change at the discretion of the Board of Trustees. (Board policy approved July 19, 1982; revised August 12, 1997.)

LOAN PERIODS, AND RENEWALS POLICY

Books, circulated periodicals, and most audio-visual items are checked out for a two-week period. These may be renewed twice for two-week periods, provided that there is no reservation for the materials. Videotapes and DVDs circulate for three days with no renewals; some subject videotapes may be checked out for two weeks. (Approved October 22, 1979; revised December, 1995.)

No materials may be taken out of the Library until they have been completely processed, except by special permission of the Administrative Librarian. (Approved July 12, 1971.)

If there is heavy use of subject materials, the number of materials borrowed may be limited by the Head of Adult Services or the Head of Youth Services. A reasonable number of materials may be borrowed. Common sense and usage will define "reasonable." (Approved November 28, 1989.)

LOST BOOKS AND OTHER MATERIALS POLICY

Lost materials are paid for by the borrowing patron. The charge for the lost material is equal to the price of the material in the computer data base. If it is not in the database, the charge for the lost material will be determined by the Head of Circulation or of Children's Services and be dependent upon the difficulty of replacement. The overdue period shall be defined as the interval between the date the book was due and the date payment for a loss was made.

No refunds are made for materials found after payment.

(Approved July 20, 1987; revised February 9, 1999; revised March 13, 2007.)

Other non-book fines except videos, DVDs, CD-ROMs and video games are the same as books. (Approved September 8, 1981; revised February 9, 1999; revised March 13, 2007.)

A processing fee, included in the price of the material in the database, will be charged for each item. This is non-refundable. This fee shall be adjusted at the discretion of the Administrative Librarian, subject to approval of the Board. (Approved July 18, 1983; revised March 13, 2007.)

A list of those local patrons who fail to either return or pay for borrowed materials may be submitted to an attorney for further action at the discretion of the Administrative Librarian. The fee charged by the attorney will be the responsibility of the local patron. (Approved October 20, 1986; revised November 28, 1989; revised April 14, 1992; revised March 13, 2007.)

LOST OR DAMAGED PATRON CARDS POLICY

The charge for a lost or damaged patron card will be adjusted by the Administrative Librarian, subject to approval of the Board. (Approved September 8, 1981.)

MATERIALS POLICIES

Resources

There are various agencies that provide valuable services to libraries, offering cooperative arrangements, helping to strengthen the library's services to the community. The Library is a member of the Reaching Across Illinois Library System (RAILS) and takes full advantage of the services made available through its membership, as well as recognizing its responsibility to assist this organization to ensure its continuing success.

The Library recognizes the continuing need for cooperation between libraries within and without the system and, while making use of those services offered by other institutions in order to supplement its own services, it recognizes the need to reciprocate when its services are requested by other responsible institutions, and further recognizes that it must not neglect important services or acquisitions on grounds of their easy accessibility from other institutions outside the community.

Public libraries and school libraries are part of a network of library facilities and should work together to provide coordinated and complete service for children and young people. The Library encourages the development of adequate school library facilities and tries to provide a selection of literature and reference materials which will supplement rather than duplicate those offered by the schools.

MATERIALS SELECTION POLICY

The Board of Trustees of Lake Forest Library endorses the Freedom to Read Statement, the Labeling Materials Statement, and the Library Bill of Rights of the American Library Association. Copies of each are attached as an appendix to this Materials Selection policy.

Both book and non-book materials will be selected for interest, information, and enlightenment for all members of the community. Attempt will be made to provide materials on controversial issues in an objective way. Consideration is given to the merit of each item, the needs of the community, and the library's existing collections, budgets, space, and services. Selectors will consider library resources in the area and shall not needlessly duplicate materials.

Materials selected should meet standards of factual accuracy, significance, and responsibility of the author's opinion. Each item considered for acquisition is judged individually according to its intrinsic merit, the subject treated, user interest, and the need for it in the organized collection. Standard library selection aids and other appropriate sources such as book reviewing journals and basic bibliographies are used. Selectors are qualified staff, with the final responsibility resting with the Administrative Librarian.

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Without anticipating approval or disapproval, selections will be made solely on the merits of the work in relation to building the collection and to serving the interests of borrowers. In the event of a formal complaint, the complainant is invited to fill out a "Request for Reconsideration of Library Materials Form." Upon receipt, the Librarian will make a written response to it. The Library Board, at the request of the Administrative Librarian, will review written complaints concerning a specific title. Responsibility for the materials used by minors rests with their parents and legal guardians.

The Library takes into consideration requests from the Library's patrons, but does not necessarily add an item because of the pressure of popular demand. The best-seller status of a particular title is not necessarily a criterion for library purchase.

Selection of materials for discard shall be considered part of the selection and evaluation process. In order to maintain an up-to-date, useful collection, worn and obsolete materials (except for historical and reference purposes) are continuously weeded.

Curriculum materials are the responsibility of the school systems. The Lake Forest Library will supplement the school libraries, but will not assume the responsibilities that rightfully belong to the schools. No attempt will be made to supply the textbooks used in the schools and colleges in this area, although no books will be excluded simply because they are textbooks.

FREEDOM TO READ STATEMENT

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

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

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

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters

values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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; and by the government whenever it seeks to reduce or deny public access to public information.*

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

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.*

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

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

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

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

A Joint Statement by: American Library Association and Association of American Publishers

LABELS AND RATING SYSTEMS

An Interpretation of the Library Bill of Rights

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, the ability for library users to access electronic information using library computers does not indicate endorsement or approval of that information by the library.

Labels

Labels on library materials may be viewpoint-neutral directional aids that save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage or prohibit users or certain groups of users from accessing the material. Such labels may be used to remove materials from open shelves to restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Rating Systems

A variety of organizations promulgate rating systems as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by the library violates the Library Bill of Rights. Adopting such systems into law may be unconstitutional. If such legislation is passed, the library should seek legal advice regarding the law's applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or destroying such ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see *Expurgation of Library Materials: An Interpretation of the Library Bill of Rights*).

Some find it easy and even proper, according to their ethics, to establish criteria for judging materials as objectionable. However, injustice and ignorance, rather than justice and enlightenment, result from such practices. The American Library Association opposes any efforts that result in closing any path to knowledge.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005.

LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

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

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

ILLINOIS OPEN MEETINGS ACT AMENDMENTS, PA 94-28: POSTING OF AGENDAS AND MINUTES ON LIBRARY MAINTAINED WEB SITE

In order to comply with the legal requirements of the Illinois Open Meetings Act Amendments, effective January 1, 2006, Lake Forest Library will post on its web site the agenda for any regular meetings of the Board of Trustees. The posted agenda will remain accessible on the web site until the regular meeting in question is concluded.

A notice of all meetings of the Board of Trustees will be posted on its web site until the meeting is concluded.

A notice of the annual schedule of regular meetings will be posted on the web site and remain until a new public notice of this schedule is approved.

Effective July 1, 2006, the Lake Forest Library will post on its web site the minutes of regular meetings of the Board of Trustees that are open to the public within seven days of the approval of the minutes by the Board of Trustees. The posted minutes will remain accessible on the web site for at least 60 days after posting. (Board policy approved November 8, 2005.)

PARENTAL RESPONSIBILITY STATEMENT

Parents are responsible for the behavior of their children while they are in the Library. Children under the age of 7 must be attended by a parent or other responsible caregiver age 14 or older at all times while in the Library.

PROCEDURE

The Library Staff will attempt to contact parents of unsupervised children. If parents are unavailable, the Lake Forest Police Department will be contacted.

(Approved April 12, 1994.)

PERSONNEL POLICIES

BOARD OF TRUSTEES

The Lake Forest Library is governed by a Board of Trustees consisting of nine members, appointed by the Mayor of the City of Lake Forest, for terms of three years, three members being appointed annually. The appointments run from July 1 to June 30. The trustees serve without remuneration of any kind.

Duties of the Library Board Members:

1. To secure adequate funds for all necessary library operations.
 2. To hire a capable, trained librarian.
 3. To determine library policies.
 4. To approve expenditures of library funds.
 5. To receive gifts for the library.
 6. To work actively for the improvement of all libraries by supporting library legislation in the state and the nation.
 7. To attend board meetings regularly.
 8. To become familiar with what constitutes good library service by reading, attending library meetings, and visiting other libraries.
8. To support the library's service program in daily contacts with the public at large.

ADMINISTRATIVE LIBRARIAN

The Administrative Librarian shall be considered the executive officer of the Library and shall have charge of the administration of the library under the direction and review of the Board. The Administrative Librarian shall be held responsible for the care of the buildings and equipment, for the efficiency of the library's services to the public, and for the operation of the library under the financial conditions set forth in the annual budget.

Duties of the Administrative Librarian:

1. To administer the library.
2. To be technical advisor to the Board.
3. To hire the staff for established positions.
4. To direct the activities of the staff.

5. To prepare the budget in consultation with the Board.
6. To keep financial records of the Library.
7. To select and purchase books, library materials, and supplies.
8. To prepare and release all library publicity.
9. To stimulate growth of library service.
10. To attend library meetings, read, and to visit other libraries as a means of continuing professional growth.
11. To certify to bills incurred and report at regular meetings of the Board and annually.
12. To attend all Board meetings except those at which the Administrative Librarian's appointment or salary is to be discussed or decided.

APPOINTMENT OF STAFF

Appointments:

Appointments are made by the Administrative Librarian in accordance with the powers vested by the Library Board. This shall be in writing which together with the application, shall serve as part of the personnel record.

Counseling Service:

Regular employees are entitled to utilize the services of Family Services of South Lake County. The Library will pay full cost of the first twelve sessions, 75 of the next twelve sessions and 50% thereafter.

Emergency Leave:

Regular full and part time employees are entitled to up to three (3) days Emergency Leave per calendar year. Emergency Leave may be used for death of immediate family member (parent, mother or father in-law, child, spouse, sibling, grandparent, or at Administrative Librarian's discretion) or for the serious illness of an immediate family member (parent, mother or father in-law, child, spouse only). (Approved April 14, 1992.)

Employee Recognition:

Staff anniversaries will be acknowledged beginning at 10 years and every 5 years thereafter. A gift certificate or a check will be presented. The amount of the gift certificate is at the discretion of the Administrative Librarian, subject to approval of the Board. (Revised April, 2008.)

Holidays:

An employee working less than half time will receive pro-rated holiday time when the holiday falls on a day the employee is regularly scheduled to work.

When a legal holiday falls on a day which is a regular day off for an employee who is half time or more, he/she will be given equivalent time off.

Attendance at religious services for groups which have special observances other than legal holidays observed by the Library, may be arranged with the Administrative Librarian.

Death in The Family:

Leave with sick pay is allowed in case of death of a member of the immediate family or household. Immediate family includes parent, spouse, sibling, children and guardians. The amount of leave is to be left to the discretion of the Administrative Librarian, as each case is dependent upon travel time and relationship involved. However, a maximum of three days sick pay will be allowed.

Jury Duty:

Members of the staff who are called for jury duty may receive the compensation for jury duty in addition to their regular salaries.

Family and Medical Leave:

An employee who has worked a minimum of 1,250 hours the previous year is entitled to 12 weeks of leave during any twelve-month period for his/her own serious health condition, or because of the birth or placement of an adopted or foster care child, or to take care of a child, spouse or parent who has a serious health condition. Leave to take care of a serious health condition, whether the employee's own or that of relatives, may be taken in a single block of time or intermittently.

The twelve-month period shall be measured backward from the date an employee uses any Family and Medical leave. Leave for a job-related injury will be credited against Family and Medical leave.

“Serious health condition” is defined as an illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing treatment by a health care provider. Continuing treatment involves a period of incapacity:

- a. of more than three consecutive calendar days and any subsequent treatment that also involves at least treatment two or more times by a health care provider;
- b. due to pregnancy, or for prenatal care;
- c. due to a chronic serious health condition requiring periodic treatment by a health care provider over an extended period of time and may cause episodic rather than a continuing period of incapacity;

- d. permanent or long-term incapacity due to a condition for which treatment may not be effective; or
- e. any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or injury or for a condition such as cancer that would likely result in a period of incapacity of more than three calendar days without medical treatment.

Employees must use all accumulated sick leave and vacation and holiday leave. Use of accumulated leave for an extended period for any reasons covered under this policy will be considered as part of the 12 weeks of family leave. Upon exhaustion of these benefits, the employee may request an unpaid leave of absence as defined in these policies. During this 12-week period, the library will arrange for continuing health benefits at the employee's expense. Any unpaid leave approved beyond the 12 weeks will fall under COBRA laws.

An employee taking leave for treatment or for the birth or adoption of a child, must provide 30 days notice or, if that is not possible, as much notice as is practicable.

The library will require certification of the need for medical leave, including the date on which the serious health condition arose, its probable duration, and medical facts regarding the condition. Where the leave results from the employee's own condition, the library will also require a statement that the employee is unable to perform his/her job functions. A second certification or periodic recertification may be required by the library at its expense. If a dispute arises from a second certification, the library may, at its expense, require a third opinion from a health care provider. The employee and employer must agree on the selection of the third health care provider, whose opinion is binding on the parties. (Revised May, 1995, December, 1995.)

Leave of Absence Without Pay:

Leave is defined as absence without pay and may be allowed by the Administrative Librarian for study, travel, and for other causes. Such leaves of absence will not be granted automatically upon request. Whether or not the individual's work can be carried on by the remainder of the staff, and the possibility of finding a temporary substitute must be considered in deciding if the absence is a leave of absence or a resignation. (Revised May, 1995, December, 1995)

Longevity Pay:

In addition to regular compensation and in recognition of continued service to the Library, employees are eligible for longevity pay with full-time employees receiving \$35 per year of service after 5 years, \$40 after 10 years, \$45 after 15 years and \$75 after twenty years; less than full time employees receive a proportionate amount. This sum shall be paid in a lump sum amount during December each year and years of service shall be calculated as of December 31st of the year in which the Longevity Pay is being paid. (Revised May 2016.)

Overtime:

Overtime, defined as more than 37 or 40 hours, depending on the employee's full time schedule, must be approved by the Administrative Librarian or the Department Head. The

employee shall be entitled to compensatory time or shall be paid at the rate of time and a half. Sunday time and a half is outside of the regular schedule and does not need special approval. (Approved July 18, 1983, revised May, 1995; revised December, 1995.)

Personal Days:

Full-time employees are allowed three personal days per year as follows: Those employed May 1st earn a personal day and those employed October 1st earn a second personal day and those employed January 1st earn a third personal day. Any day of choice may be taken with the Department Head's approval. Notice of intent must be given five working days in advance. Exception: in case of severe weather or an emergency, employees unable to get to work may use a personal day in lieu of vacation. Personal days may be used to extend a vacation at the discretion of the Administrative Librarian. (Board policy approved July 19, 1982; revised November, 1988.)

Personnel Records:

A file on personal, educational, and experience data is maintained for each staff member and includes beginning appointments, evaluations and salary information. This file is available for review by the employee upon formal request.

Personal Conduct:

Service for all, rich or poor, regardless of age, race, religion or political belief is the chief concern of the members of the library staff. Therefore, the staff should continuously strive to give both individuals and groups equal, interested and competent service. This is achieved first of all by understanding and intelligently interpreting the primary objectives of the Library.

Probationary Period:

The first six months of service constitute a probationary period during which the individual is trained to work effectively. During this period, the employee's Supervisor discusses frankly the employee's strengths and weaknesses and makes the necessary recommendations.

An employee may be discharged at any time during the probationary period for unsatisfactory performance or other cause. The Administrative Librarian may extend the probationary period up to an additional six months. In no case will a person be given notice without prior written warning. (Approved Oct. 19, 1987; revised February, 1997.)

Regular Employment:

Following the satisfactory completion of the probationary period, a staff member is assured of regular employment dependent upon satisfactory job performance, adherence to Board and department rules and regulations, honesty, and the Library's ability to finance services.

Any staff member can be dismissed by the Administrative Librarian for sufficient cause - including financial necessity. However, any full-time regular employee who has been dismissed by the Administrative Librarian has the privilege of a hearing before the Library Board of

Trustees, at which time the Administrative Librarian is present. Such a hearing may be requested by letter to the Administrative Librarian, or the Board President, who will in turn honor the request and arrange for such a Board meeting. (Approved May 28, 1980; revised November 20, 1990; revised February, 1997.)

Relief Periods:

One hour or one half hour, depending on the department schedule, of the employee's own time is allowed for lunch or supper. Each employee is allowed a relief period of fifteen minutes of library time for each continuous working schedule of four hours or more. (Revised December, 1995.)

Resignations:

To resign from Library service in good standing, and to ensure eligibility for accrued vacation and holiday benefits, an employee shall give the Administrative Librarian at least two weeks' notice of intention to resign. Under exceptional circumstances the Administrative Librarian may waive the two weeks' notice requirement thereby allowing the employee to collect his or her accrued benefits and to leave in good standing.

Any Library employee may be laid off, without reflection on his or her standing, for lack of work or funds. At least two weeks' notice of the effective date of a layoff should be given each regular employee affected thereby. (Board policy approved May 28, 1980.)

Salary And Salary Increase:

The staff member is paid every two weeks. Initial salary payment will be determined by the employee's educational background, experience, and motivation. The salary of each employee will be reviewed annually and, if a raise is deemed advisable, the raise will go into effect with the start of the new fiscal year. Raises will be based on merit.

Salaries of librarians should be comparable to those paid to other librarians with equal qualification on the basis of the current competitive situation. Support staff salaries are usually based on prevailing scales for similar jobs in the community. Due to a failure to improve job performance or increase responsibility or educational attainment, an employee may reach a salary plateau. Raises above this level will only be given to keep the employee's salary current to economic conditions. (Revised December, 1995.)

Schedules:

Individual schedules will be arranged by the Administrative Librarian who will ensure that schedules are reasonable and equitable. Night work and weekend work shall be shared among all eligible staff members. To allow for flexibility, staff members may arrange to exchange scheduled time on occasion as need arises.

Selection:

Members of the staff are selected on the basis of merit with due consideration given to educational, personal, and physical qualifications as well as training and aptitude for the position involved. Race, creed, sex or marital status shall have no bearing in the consideration of a candidate. A basic objective in the selection of personnel is the maintenance of an alert and friendly staff capable of carrying out the objectives of the Library as a whole. Local residents are considered on the basis of their qualifications and are shown preference only when credentials warrant.

Severance Pay:

The Library is obligated for accrued salary and unused vacation pay. On separation in good standing, an employee having a minimum of 60 days and not more than 119 days of sick leave accrued, shall receive compensation equal to 20% of all days accrued at their current straight pay rate; an employee having a minimum of 120 days of sick leave shall receive compensation equal to 40% of all days accrued at their current straight pay rate. (Board policy approved May 29, 1985.)

Sick Leave:

Sick leave with pay is allowed all employees. Twelve days of sick leave with pay are allowed annually to all employees. For less than full time employees, sick leave is pro-rated. Sick leave includes visits to the doctor, dentist, optometrist, etc. (Revised December, 1995.)

Unused sick leave may be accumulated and carried indefinitely. The accumulated amount may be used in any year after the current year's allowance has been used. (Approved October 22, 1979.)

IMRF (Illinois Municipal Retirement Fund) allows retiring members up to one year additional pension service credit for unpaid, unused sick leave accumulated with their last employer. One month of service is credited for every 20 days, or fraction thereof, of unpaid, unused sick leave not to exceed 240 days (one year). (Board approved policy May 12, 1992.) (Modified by City policy, January 1, 2005.)

Staff Development:

Staff members are encouraged, both for their own development and for the benefit of the Library, to participate in professional activities both within and beyond the immediate boundaries of their own jobs.

Staff members are allowed time, when the work of the Library will permit, for attendance at national, state, or local library meetings. Necessary traveling time is allowed, but plans must be made to keep the travel time request to a minimum. Staff must obtain prior approval of the Library Director to attend meetings. Staff and Board members will be reimbursed for transportation, lodging, meals, registration fees, and the like incurred in attending meetings as provided in the Expense Reimbursement Policy. (Approved September 15, 1980; revised January 10, 2017.)

Staff members are encouraged to attend library extension courses and workshops when offered locally, and the Library may pay tuition if funds are available.

Staff Duties and Obligations:

Full-time employment is defined as 37 hours per week usually on a five-day schedule. Part time employees work less than 37 hours and receive pro-rated time benefits for vacation, holiday and sick leave. (Revised December, 1995.)

Staff Privileges:

The residence requirement for card holders will not apply to staff members.

Staff members are exempt from the payment of fines and rentals providing that the privilege is not abused.

Tardiness and Punctuality:

All employees are expected to be at their assigned places and working at the time scheduled. Habitual tardiness will be a possible cause for dismissal.

An employee who does not appear for work as scheduled due to weather conditions must use vacation time for the time missed. Full-time employees have the option of using a personal day in this situation should they have one available. If the employee has no vacation time or personal day, he/she will not be paid for the time missed.

If an employee does not appear for work and has failed to notify the library of such absence, he/she may be subject to reprimand and a report of this will be placed in the employee's personnel file.

In the event the library is forced to close due to weather, employees who had been scheduled for that time will be paid but should remain available to report for work in the event the library opens later in the day.

Time Off:

Every employee is expected to handle personal affairs and problems on his/her own time. The employee should approach the Administrative Librarian for time off only if every other means has failed.

Transfer of Position:

An employee may be moved to a new position within the library if the Administrative Librarian determines that the change in position is to the best interest of the Library.

Vacations:

Vacation time is earned by regular fulltime and regular part-time employees. Time is prorated for regular part-time employees. Staff considerations and schedules will necessarily affect this decision. Vacation time may be used as earned. (Revised December, 1995.)

Support staff earn 10 vacation days per year, increase to 15 days after five years, and 20 days after ten years. Librarians earn 20 days' vacation per year. In each case, vacation hours are accrued in each pay period.

Employees who leave the Library's employ receive all accrued vacation prorated for that portion of the year they have been employed provided adequate notice of resignation has been given.

All vacations must be taken as time except upon resignation or retirement. (Approved October 15, 1984; revised November, 1988.)

REFERENCE COLLECTION POLICY

Some reference materials may be loaned overnight or on weekends. A list of materials which may not circulate will be maintained. This loan privilege is reserved for Lake Forest residents and non-resident fee payers only. An hourly overdue fine for late return will be set by the Administrative Librarian, subject to approval of the Board. (Approved July 20, 1987.)

RENTAL COLLECTION POLICY

The Library shall maintain a small collection of popular titles. Fees shall be adjusted at the discretion of the Administrative Librarian, subject to the approval of the Board. (Approved July 18, 1983.)

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title _____ Book _____ Periodical _____ Other _____

Author _____

Publisher _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent:

____ Yourself

____ An organization (name) _____

____ Other group (name) _____

1. To what in the work do you object? (Please be specific. Cite pages.)

2. Did you read the entire work? _____ What parts? _____

3. What do you feel might be the result of reading this work? _____

4. For what age group would you recommend this work? _____

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

6. Are you aware of judgments of this work by literary critics _____

7. What would you like your library/school to do about this work?

____ Do not assign/lend it to my child.

____ Return it to the staff selection committee/department for reevaluation.

____ Other. Explain _____

8. In its place what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature _____ Date _____

RESIDENT AND NON-RESIDENT PATRONS

Since Lake Forest Library is a tax supported institution, its services and resources are available for those who live in the city of Lake Forest. A fee for the use of the Library by non-residents without a valid Illinois library card shall be established by the Board and shall be reviewed at frequent intervals. The fee charged shall reflect the amount paid in taxes by the average city family for library services, based on the State Library formula, or shall exceed it. This fee will be adjusted by the Administrative Librarian, subject to approval of the Board. (Board approved policy August 26, 1976. Amended February 11, 1980; September 8, 1981; revised May, 1995; December, 1995; revised March 13, 2007.)

ROOM USE MATERIALS POLICY

Patrons failing to return Room Use materials will be subject to fines set by the Administrative Librarian, subject to approval of the Board. (Approved September 15, 1980.)

RULES FOR THE USE OF THE LIBRARY

Attire

Shoes and shirt are required.

Cell Phones

Please be considerate in your use of cell phones.

Children

Children under seven years of age must be accompanied and supervised by a responsible person age 14 or older.

Eating/Drinking

There shall be no eating in the public areas of the library. Covered non-alcoholic drinks and bottled water are permitted in public areas without computers. Alcohol is prohibited by City Ordinance No. 2010-04 Sec. 4-4 City Code.

Firearms

Firearms are prohibited in the library, 430 Illinois Compiled Statues 66/65.

Pets

Pets are not allowed in the library. Animals assisting disabled patrons are allowed.

Quiet

Quiet conversation only is permitted. Excessive noise which causes a disruption of others will lead to a request to leave the building.

Rest Rooms

Rest rooms are locked. The key may be obtained at the desk. One person at a time will be permitted the use of a rest room, unless the assistance of another person is required.

Smoking/Tobacco/Vapor Products

There shall be no smoking in the library or within 25 feet of the entrance Sec. 19-66 City Code. The use of chewing tobacco is prohibited in the library. The use of e-cigarettes and any vapor product is prohibited in the library.

SOCIAL MEDIA POLICY

Purpose: The Lake Forest Library (the “Library”) increasingly uses social media to engage with members of the community it serves. The purpose of this policy is to address the use of social media (as defined below) by the Library, its employees, volunteers, trustees, and patrons.

Social media: Social media is defined as websites and applications such as blogs, social networks, and online catalogs that enable users to create and share content or to participate in social networking. The Library currently uses several social media platforms to engage with its patrons and the community at large. Examples of social media platforms include without limitation: Facebook, Twitter, Pinterest, Instagram, YouTube, Tumblr, LinkedIn, and blogs.

Purpose of the Library’s social media presence: The Library uses social media to actively engage with the Lake Forest community and invites the community to share on its social media sites ideas, opinions, and information about Library-related subjects, resources, and programs. The Library uses social media to promote library news and events, make patrons aware of the resources and services it offers, provide interesting or valuable information to its patrons, attract new users to the Library, and to let its patrons see a more informal side of the Library. As such, the Library does not promote its social media sites as traditional public forums available for the general exchange of information and viewpoints, but rather reserves and limits the topics to those relevant to the Library, its mission, and the community it serves.

Guidelines for posting: The Library will only post information that it believes is of interest to its audience. The Library may share, comment on, retweet, or like posts and tweets from other sources. When Library employees respond to a comment or post, they will maintain a professional and friendly demeanor, as is expected with any interaction between staff and the public. Employees should not discuss confidential, work-related matters through social media. Employees should avoid copyright infringement, present balanced views, and check factual accuracy, grammar, and spelling before posting to the Library’s social media sites.

Employee, volunteer, and trustee personal use of social media: Employees, volunteers, and trustees of the Library are able to express their personal views and beliefs on their personal social media accounts. The Library will not monitor the personal social media activity of its employees, volunteers, and trustees. However, Library employees should be aware that any speech made pursuant to official duties is not protected under the First Amendment and employees may be disciplined if it is deemed that they have violated Library policies.

Guidelines for employee, volunteer, and trustee personal social media activity: If you identify yourself as an employee, volunteer, or trustee of the Library on personal social media accounts, you should make it clear that the views expressed are yours alone and do not represent the views of the Library. Employees, volunteers, and trustees should not post confidential Library or Library patron information. Employees, volunteers, and trustees should refrain from posting any content on their personal social media accounts that may be deemed negative about the Library, its patrons, or its staff.

Public terms of use: The Library encourages the community to respond to posts and recognizes that there will be varying opinions on posted content. The Library does not, however, endorse any ideas, issues, or opinions expressed in the content of third parties posted

on the Library's social media sites. Content from third parties will be monitored regularly and reviewed by the Library to ensure compliance with the Library's Social Media Policy. The Library reserves the right to monitor, restrict, edit, and remove any content that is determined to be in violation of this Social Media Policy or any applicable law.

The following content on the Library's social media sites will not be permitted and will be removed by the Library:

- Obscenity (text or image)
- Pornography
- Slander or libelous comments
- Specific and imminent threats
- Spam and other forms of personal or commercial advertising
- Abusive, harassing, inflammatory, profane or violent language
- Hate speech or other content that encourages or advocates discrimination and/or harassment on the basis of race, religion, age, gender, national origin, physical or mental disability, sexual orientation, or any protected category
- Private and/or confidential information about oneself or others
- Violations of copyright, trademark, or other intellectual property rights
- Organized political activity, off-topic and/or disruptive posts

Notwithstanding the foregoing, the Library is not obligated to take any such actions, and will not be responsible or liable for any content posted by users on the Library's social media sites.

By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with the Library's Social Media Policy and agree to indemnify the Library and its trustees, officers, and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or related to any content that you post.

Disclaimer: All content posted on Library social media sites is subject to the Illinois Freedom of Information Act (FOIA) and the State of Illinois record retention laws. The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site. Third party postings do not reflect the opinions or positions of the Library, its employees, or its Board of Trustees. Third party websites have their own privacy policies; of which users should be aware. Users are personally responsible for their commentary and should be aware that they may be held personally liable by any party for commentary that is defamatory, obscene, proprietary, or libelous. (Approved by the Library Board October 11, 2016.)

SOLICITATION POLICY

There shall be no solicitation of any kind within Lake Forest Library. (Revised May, 1995.)

SPECIAL COLLECTIONS, LAKE FOREST AUTHORS, AND RAGDALE AUTHORS

Except for temporary exhibit purposes, the Library will not accept storage responsibility for historic documents or objects owned or controlled by groups or individuals, other than those already held in keeping before the effective date of this policy.

Lake Forest Library honors local authors as part of its mission to encourage life-long learning. The Library actively seeks works written by current and former residents to add to the general collection. Items by Lake Forest authors will be identified with a bookplate and a searchable field in the online catalog.

Lake Forest Library values its proximity and cooperation to Ragdale Foundation. As part of its mission to encourage life-long learning, the Library actively seeks works written by Ragdale authors to add to the general collection. Items by Ragdale authors will be identified with a bookplate and a searchable field in the online catalog. (Approved April, 2008, amended April 11, 2017.)

TEACHER PATRONS

All teachers in local schools are entitled to the full benefits of Lake Forest Library regardless of eligibility through the Reciprocal Borrowing Program. (Board approved January 18, 1988.)

TUTOR POLICY

In support of its mission to provide services for residents, the Library permits tutoring on the premises in accordance with this policy. The intention is not for the Library to be used as a classroom or place of business for tutors to work from, but as a safe and quiet workspace for students to receive instruction. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use Library space.

Tutors, students, and parents are expected to observe the following guidelines:

- All arrangements must be made between the tutor, student, and parents. Library staff will not deliver messages or help find a tutor.
- Tutors are encouraged to use the Reference Annex and the Media Lab Study areas on the main level.
- The Children's Library is intended for the use of children ages birth through 8th grade and their parents or caregivers. If the student falls into that age range, it would be appropriate to use one of the study tables in the Children's Library. Tables can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session.
- The main lobby areas (Rotunda and Foyer), Reading Room, Fine Arts Room, Business Room and Reference Room should not be used for tutoring sessions.
- Tutors are permitted to use the Library during any of its hours of operation. Failure to leave promptly at closing time may result in restriction or loss of library privileges. Tutors and students must bring their own supplies.
- Tutors may not publish or distribute advertisements or letters indicating the Library as their place of doing business or otherwise imply Library sponsorship of their activities. Tutors may not advertise their business in the Library.
- Library staff is happy to assist tutors and their students as they would any patron; however, Library staff must be available to all people who come into the Library for help.
- Tutors are responsible for the behavior of their student during the session. It is preferred that the caregiver of children under 9 years old remain in the Library while their child is being tutored.
- Tutors and students must follow the Library Rules, including ensuring that conversations and instruction are not loud enough to distract other library users, and exercise consideration in the use of cell phones. Additionally, tutor and student belongings and use of space should not interfere with easy access through the Library or other Library users. Students and tutors must be in possession of their belongings at all times.

(Approved by the Library Board January 12, 2016.)

UMBRELLA POLICY

Where no specific Library policy, administrative directive, procedure, or practice is in effect, those policies, administrative directives, procedures, and practices of the City of Lake Forest which are from time to time specifically designated by the Board as applicable to the Library shall be in effect.

(Revised August, 1997.)

USE OF DISPLAY AREAS - DISPLAYS AND EXHIBITS

Display and exhibit facilities are to be used to further the program of the Library.

A bulletin board is available for announcements of music and drama events, civic programs and similar items of cultural or educational interest.

Two glass-enclosed display cases are available for the display of materials of community interest related to the Library's collections or objectives. Through these exhibits, the Library makes the public more aware of its resources and facilities and widens its sphere of influence and service.

In order to guarantee equal opportunity for all members of the community, no individual or organization may use the exhibit cases more than once per calendar year. Art exhibits which include saleable items are permissible, providing no price tag is affixed to any work.

The use, by individuals or organizations, of the Library's facilities for displays and/or exhibits, other than those which pertain to the Library, is not a right but a privilege which is subject to review by the Board of Trustees.

The Administrative Librarian may grant the privilege of placing exhibits and displays in the Library, subject to the following conditions:

1. No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the Library for distribution without the permission of the Administrative Librarian.
2. No outside organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise.
3. No organization or individual shall be permitted to place in the Library any box, receptacle, or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise; however, posters announcing bazaars or programs may be displayed provided there is room for such displays and they are of reasonable size. Such displays shall be on a "first-come, first-served" basis.
4. While the Library will exercise due caution in the use or handling of display material, it cannot be responsible for loss or damage to such material beyond insurance coverage held on the display cases.

VANDALISM

Any individual or individuals found vandalizing library property in any manner will have their family privileges suspended indefinitely. The reinstatement of these privileges will be at the discretion of the Library Board and the Administrative Librarian. (Board policy approved October 10, 1977.)

VOLUNTEER EMPLOYEES

Volunteer employees and Friends of Lake Forest Library who contribute their services to the Library shall be permitted to undertake those jobs that are in their areas of interest and for which they are qualified.

YOUNG ADULTS

The Library realizes that young adults have special needs trying to adjust to the varied social, emotional and physical changes in themselves, their peers, and their world. Materials purchased for the Young Adult Collection are chosen to help them meet these needs, find self-realization, and understand the world at large.

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