

# TALCOTT FREE LIBRARY DISTRICT BYLAWS & GENERAL POLICIES

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TALCOTT FREE LIBRARY DISTRICT  
Board of Trustees

**BYLAWS**

**Regular Meetings**

The regular meeting of the Board of Library Trustees of the Talcott Free Library District shall be on the third Monday of each month. The meeting shall be at the library at 7:00 p.m. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year the board shall specify regular meeting dates and times. The secretary of the board shall then post the schedule of meetings in the library and on library website. Both notices shall have the dates, times, and places of such meetings.

**Special Meetings** *(Updated 05/2016)*

Special meetings shall be held at any time when called by the president or secretary or by any three trustees of the board, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to board members, to website, and to any news medium which has filed an annual request for notice under the Open Meetings Act. No business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance in the front foyer of the library and on the library website, except in the case of a bona fide emergency.

**Quorum**

A quorum at any meeting shall consist of four (4) trustees.

**Open Meeting Act (Updated 11/2021)**

All meetings of the Board of Library Trustees are governed by the Open Meetings Act, 5 ILCS 120/1 et seq.

If a quorum of the members of the public body is physically present as required

by OMA, a majority of the board may allow a member of the board to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference.

### **Rules Governing Public Comment**

Recognizing its obligation under the Illinois Open Meetings Act to provide members of the public an opportunity to address it, and also recognizing its ability to establish rules governing how such public comment should occur, the Board of Trustees hereby adopts the following rules governing public comment:

1. Members of the public are welcome to provide comment on matters before the Board of Trustees at any of its regularly scheduled meetings. Time at the beginning of each regular meeting will be designated for public comment. Unless otherwise allowed by the President, all public comment will occur only during the public comment portion of the meeting.
2. In order to comment, a person must sign the sign-in sheet available prior to the call to order. The sign-in sheet will request the person's name and topic to be addressed. A person may sign the sign-in sheet until the public comment period begins, at which time public comment will be taken and sign-ins will cease.
3. Public comment will be governed and limited as follows:
  - a. Speakers will be limited to three (3) minutes each.
  - b. A maximum of twenty (20) minutes will be set aside for public comment at each meeting.
  - c. The President may cut off comments which are irrelevant, repetitious, scurrilous, or disruptive.
4. Board members are not obligated to respond to comments from the public.

(Adopted July 2013)

**Board of Library Trustees** *(Updated 05/2016)*

The term of office for members of the Board of Library Trustees shall be for four years. The Board of Library Trustees of the Talcott Free Library is charged with the responsibility of the governance of the library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library. The agenda and/or information packet for the meeting will be distributed to the trustees by the Library Director at or before the meeting. Any trustee wishing to have an item placed on the agenda will contact the Library Director in sufficient time preceding the meeting to have the item placed. Any trustee who is unable to attend a meeting will contact the library to indicate that they will be absent. Due to the fact that a quorum is required for each meeting, this contact should be placed as far in advance as possible.

Trustees are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. To be effective, trustees must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library related) workshop, seminar, or meeting. The Library Director will make the dates of these workshops known to the trustees in a timely manner. Trustees using their own vehicles will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library related) workshop, seminar, or meeting.

**Officers and Terms**

The officers of the Library Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected for 2-year terms at the regular meeting in the month of May. The president shall not serve more than two consecutive terms unless by unanimous board consent. In the event of a trustee resignation, an appointment to fill the unexpired term of that office will be conducted by vote within 90 days.

**President**

The president shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the board. The president shall be the only spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

**Vice President**

The Vice President, in the absence of the president, shall assume all duties of the president. Vice President will be responsible for reviewing bylaws and policies in odd number years.

**Secretary**

The secretary shall keep minutes of all board meetings, record attendance, and record all votes. The secretary shall perform all other such clerical duties as may be assigned by the board.

**Treasurer** *(Updated 10/2020)*

The treasurer is authorized by the board to sign checks. The treasurer shall keep all financial records of the board. The normal depository of all financial records shall be the library. The treasurer shall have charge of the library funds and income, sign all the checks on the authorization of the board, and report at each meeting the state of the funds. In the absence of the treasurer or when they are unable to serve, the president or vice president may perform the duties of the treasurer. The treasurer shall be bonded in the amount to be approved by the board and according to statute requirement. Treasurer will report: resolutions, ordinances, annual audit and financial reports, notification of estimate of property tax increase, certificate of estimate of revenue by source, and Truth in Taxation certificate of compliance to the State of Illinois

Comptroller, Winnebago County Clerk and local newspaper. If a library accountant is hired by the board, the accountant will assume the responsibility for creating the previously mentioned reports which will then be reviewed by the treasurer and the board as a whole prior to publication. The treasurer will review reconciliation reports quarterly. In the event the reconciliation does not balance, the entire board will review the reconciliation at the next scheduled board meeting.

### **Special Committees** *(Updated 05/2016)*

Special committees may be appointed by the president and shall serve until the completion of the work for which they were appointed.

### **Order of Business** *(Updated 05/2016)*

The following Order of Business shall be followed at regular meetings:

Call to order

Record attendance

Public Comment

Secretary's report, approval of minutes as received or corrected

Financial report, approval of bills payable

Library Director's report

Correspondence, communications and public comments

Unfinished business

New business

Adjournment

### **Parliamentary Procedure**

Robert's Rules of Order, Revised shall govern the parliamentary procedure of the board, unless otherwise specified in the Bylaws.

### **New Trustees**

The Library Director shall meet with new trustees to examine the property and review services and shall present to new trustees a packet which includes the Library Policy and other procedural material, a list of trustees and committees,

minutes and financial reports for the previous 12 months, and other pertinent information.

**Vacancy Notice & Appointment Policy** (added 11/2023)

The vacancy notice policy for the Talcott Free Library Board of Trustees (The Board) aims to establish a clear and transparent process for filling vacant positions on the board. This policy will ensure that qualified and committed individuals are recruited to serve on the board, helping to maintain the library's efficiency, growth, and community engagement. This policy is supplementary to the provisions of the statutes of the State of Illinois as they relate to the vacancy in the office of a library trustee. (Illinois Compiled Statutes, 75ILCS 16/30-25)

1. Announcement

- 1.1. The secretary shall report a vacancy on The Board to the county clerk and the State Librarian within 60 days after it occurs and shall report the filling of a vacancy within 60 days after it is filled (75 ILCS 16/30-40 (d)). State vacancy reporting form appended.
- 1.2. When a position on The Board becomes vacant, the secretary and the library director or designated personnel shall initiate the vacancy announcement process within 15 days of the board's formal declaration of a vacancy on the board.
- 1.3. The announcement of the vacancy shall be made publicly available through multiple channels, including but not limited to the library's website, social media channels (Facebook, Instagram, etc.) and local newspapers, community bulletin boards.

2. Eligibility Criteria

- 2.1. Must be a resident of and have resided within the Talcott Free Library district for one year.
- 2.2. Must have and demonstrate a strong interest in and commitment to the library's mission and services.

- 2.3. Should have no conflicts of interest that could compromise their ability to serve impartially.
  - 2.4. Current library staff members, their immediate family members and current board members immediate family members shall be ineligible to apply for a trustee position to maintain objectivity and avoid potential conflicts of interest.
  - 2.5. Other criteria as laid out in the Public Library District Act of 1991 (75 ILCS
3. Application Process
    - 3.1. Interested candidates shall submit a formal application to the secretary of The Board. The application form shall be made available on the library's website and at the library's administrative office.
    - 3.2. The application form shall require candidates to provide their contact information, a statement of interest, relevant qualifications, experience, and any additional information that showcases their potential contributions to the board.
    - 3.3. The deadline for submitting applications shall be stated in the vacancy announcement.
4. Review and Selection
    - 4.1. The Board shall meet to review the submitted applications.
    - 4.2. Each application shall be assessed against the eligibility criteria and evaluated upon the candidate's potential to participate in and contribute positively to the board. The Board shall determine who will be invited to be interviewed to further evaluate their qualifications, understanding of the library's mission, and alignment with its strategic goals. All interviews and subsequent discussions will be held in closed session of The Board.
    - 4.3. Upon completion of the interview process, The Board shall meet and select a candidate for appointment to the vacancy.

5. Board Appointment
  - 5.1. Upon completion of the review and selection process the final appointment decision shall be made during a regular or special public board meeting.
  - 5.2. The candidate with the majority vote from the board members present at the meeting shall be appointed as the new library Board of Trustees member.
  - 5.3. The appointed trustee shall be informed of his or her selection and officially welcomed to The Board.
6. Orientation and Training
  - 6.1. The newly appointed trustee shall receive a comprehensive orientation, conducted by the library's director, covering the library's governance structure, policies, strategic plan, and key staff introductions and more broadly the statutes of the State of Illinois' governing libraries.
  - 6.2. The board president shall appoint a member of the board to act as mentor assigned to the new trustee to provide training on a trustee's role and responsibilities, including fiduciary duties, confidentiality, and conflict of interest policies.
7. Term of Service
  - 7.1. The newly appointed trustee shall serve that portion of the remainder of the term as set forth in 75 ILCS 16/30-25(b).
  - 7.2. At the end of the initial term, the trustee may choose to run for election.

**Authority to Spend Policy** (added 10/2020)

The Library Director is authorized to spend any amount specified in the Working Budget without further Board approval within the guidelines of bid requirements in the Bylaws.

The Library may spend in excess of \$25,000 only after completing the formal bid

process as described in Illinois Law.

If the Director becomes aware that a budgeted account in the Working Budget will be overspent, the Director is to notify the Board of Trustees at the next regular meeting.

The Board does not pre-approve individual payments before the checks are distributed, but does vote to confirm them at the next monthly Board meeting.

If the Board has concerns about how the money was spent, the Board will have the Director address the problem, which may include requesting a refund.

The Board authorizes the use of credit cards for Library business by the Director and department heads.

**Duties of the Library Director** *(Updated 05/2016)*

The Library Director shall administer the policies adopted by this board. Among duties and responsibilities of the Library Director shall be that of hiring personnel, directing, supervising and disciplining of all staff members, monthly and annual reports as required by the board, and recommending such policy and procedure as will promote the efficiency and service of the library. The Library Director shall attend all board meetings. The Library Director will appoint a senior member(s) of the staff as Director pro-term to perform the duties of the director when the Director plans to be absent for an extended period of time. All authority pursuant to this appointment will cease upon the Director's return.

**Evaluation of the Library Director** *(Updated 03/2017)*

The Library Director shall be evaluated annually by the Library Trustees.

**Amendments**

Amendments to these bylaws, the library policy, or any other policy or procedural document may be proposed at any regular meeting of the board and will become effective if and as adopted by a majority of those trustees present providing they represent a quorum.

### **Copyright and Copying**

The library may copy for its own collection, material that has been lost or deteriorated only if such material is not available at a fair cost. It will prominently post all required notices regarding the copying of any materials in the library.

### **Administrative Records**

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public Board meetings, and other such items as the Board or Library Director shall file there.

Staff personnel records are confidential and shall be kept in a secure place, and only the Library Director or any person authorized by the Library Director shall have access to these records.

Confidential records of the Board, such as personnel records concerning the Library Director shall be kept in the library and only members of the Board shall have access to these records.

## **Circulation Records**

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff and those members of the public with a legitimate interest therein, as hereafter provided for.

All library staff and employees are hereby advised that such records shall not be made available to casual members of the public, the press, or to any agency of State, Federal, or Local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Library staff shall observe the following procedures: On receipt of any legal process, order, or subpoena, the Library Director will immediately consult with the President of the Board and the Library Attorney to insure that (a) the document is in proper legal form, and (b) there has been a proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library Attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

## **Policy Review**

Board will review adopted policies and bylaws every two years.

## **Requests for Public Records**

Form for requesting public records is available upon request. A copy of the form is located in the Appendix (H-1).

**LIBRARY MISSION STATEMENT** *(Updated 07/2018)*

We are a strong community partner that provides a friendly, safe space for generations young and old to strengthen their knowledge and enrich their lives.

**LIBRARY VISION STATEMENT** *(Added 07/2018)*

To be a thriving hometown library with a friendly, inviting space that provides resources for our community to use to participate, connect and discover the world around us.

## GENERAL POLICIES

### **BORROWERS** *(Updated 11/2019)*

All residents and owners of property in Rockton Township are eligible for library services. Library cards will be issued, without charge, for a period of three (3) years. Proof of residence or ownership is required in the form of a driver's license, tax bill, tax receipt, or an envelope addressed to the person, delivered by the U.S. Post Office within Rockton Township. Children aged five (5) to fifteen (15) years may register and be granted a library card with the written consent of a parent or guardian. This card is the responsibility of the parent and child.

A NON-RESIDENT card may be issued upon registration and payment of a tax based fee, valid for one year. This card has all reciprocal borrowing privileges and is valid at all participating PrairieCat libraries. Upon request additional cards will be issued to each family member also residing at the same address as the original card recipient. Original and subsequent cards are the responsibility of the patron and will be subject to replacement policy.

A REPLACEMENT FEE of \$1.00 will be charged for lost or damaged cards. If more than two replacement cards are issued, a fee of \$5.00 will be charged.

TALCOTT FREE LIBRARY HONORS ALL VALID CARDS of member libraries of the PrairieCat, just as our card is honored at all PrairieCat member libraries.

### THE USE OF THE LIBRARY OR ITS SERVICES MAY BE DENIED FOR DUE CAUSE.

Such cause may be: Failure to return materials, failure to pay penalties, destruction of library property, sleeping, poor hygiene that is offensive to other persons, or other objectionable conduct on library premises. The library director may deny the use of the library; however, only the library board can expel permanently.

## **CIRCULATION** *(Updated 11/2019)*

Adult and juvenile books, books on tape, books on CDs, musical CDs, CD ROM multimedia books, cassettes, puzzles and juvenile magazines circulate for three (3) weeks with two renewals allowed, unless the material is on reserve or is a reference material. Renewals may be requested via email or phone, or may be done through the library website.

MAGAZINES circulate for one (1) week. The most current issue of weekly magazines will not be circulated until the next issue arrives. Note: Children's magazines circulate for three (3) weeks including the most current issue.

DVDs circulate for one (1) week and may be renewed once with no additional fee. TV Series and multi-set DVDs circulate for two (2) weeks. A rental fee per title will be charged at the time of checkout. No fee will be required for DVD use by teachers. If adults choose to allow their children to take out videos, they may indicate their consent by written permission on the registration form. Up to 10 items may be circulated at any one time.

## **COMPUTER USE**

Computers are available for public use. The Talcott Free Library reserves the right to limit, refuse, and/or ban any patron from using the library computers based on the conduct policy.

Copyright laws forbid duplication of copyrighted software. There is a per page charge for printing from a library computer. Use of personal patron discs and flash drives are allowed.

## **COPY AND FAX EQUIPMENT** *(Updated 05/2022)*

A fee will be charged per sheet and size of paper used.

Members of the public wishing to use the fax machine will be charged per page for transmissions and as well as for requests received.

### **LIBRARY HOURS** *(Updated 12/2019)*

The library will be open six days per week. The library will be open three evenings per week. The hours will be set at the discretion of the Library Director and the Board of Trustees.

The library will be closed for the following holidays:

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving Day

December 24th and 25th

After 12:00 p.m. on New Year's Eve day

If a holiday falls on a Sunday the library will be closed on the following Monday.

### **REFERENCE SERVICE** *(UPDATED 11/2019)*

The Talcott Free Library serves a diverse public with unique individual needs and levels of ability to conduct research independently. At times of peak activity within the library, it is mandatory that rules for providing reference assistance be established. The most recent standards document, *Serving Our Public: Standards for Illinois Public Libraries*, provides the model for this reference policy. The board of trustees and library director of Talcott Free Library encourage staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of

assistance required and the topic of the question. Names of users and the transactions which occur between users and the staff are confidential and not discussed outside a professional context. Reference service and materials are available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social, or economic status of the patron. Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, fax, electronic form, and TTY. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with onsite resources are referred to another agency. Such referrals are verified and/or mediated by library staff. In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice. Some Reference materials may be circulated for a short period of time and under circumstances determined by the Director.

## **OVERDUE MATERIALS**

Talcott Free Library does not charge overdue fines on late materials. However, patrons are responsible to return items on time and to pay for lost and damaged materials.

- Items that are 21 days or more overdue are considered lost; billing notices shall be produced and sent for such items and patron's library card will be blocked until the items are paid for or returned
- If an item is not returned within 90 days of the overdue date, the item will have already been replaced or withdrawn from the collection, and the library will no longer accept the item for return and the replacement fee must be paid to unblock the card.
- If a lost item is returned 90 days or more after the overdue date, the replacement fee will not be refunded or waived.
- The guardian listed on a juvenile card is responsible for all fees on the juvenile's card.
- Notices will be sent according to the following schedule:
  1. Friendly reminder notice 7 days after the due date
  2. 1st overdue notice 14 days after due date
  3. Bill notice 21 days after due date
- Overdue notification is a courtesy and the library is not responsible for the borrower's failure to receive overdue notifications.

### **LOST MATERIALS** *(Updated 11/2019)*

All lost materials are assessed at the replacement value and are not to exceed the cost of the materials. A processing charge of five dollars (\$5.00) is included in the cost of the item if lost or damaged severely enough to be replaced.

### **INTERLIBRARY LOANS** *(Updated 03/2019)*

When patrons want material that is not available within the Talcott Free Library, we ask other agencies to provide it. This is the process of interlibrary loan.

Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the Talcott Free Library. We are happy to

borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the Talcott Free Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

ILL materials are fined at \$.50 per day. Only Adult patrons (16 years+) may request interlibrary loans and there is a maximum of 10 loans requested and checked out at any given time

### **GIFTS AND MEMORIALS** *(Updated 04/2022)*

Donations are considered outright and unrestricted. The Library reserves the right to accept or decline any gift, donation, endowment, bequest, or trust. All donations are accepted with the understanding that it may someday be necessary that they be altered, sold, or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.

### **Books and Other Library Materials**

The Library welcomes gifts of print and non-print materials with the understanding that the item(s) will be added to the collection only if they meet the same criteria for inclusion in (and withdrawal from) the collection as purchased materials. Donated materials are considered the sole property of the Library and the Library does not accept responsibility for notifying donors of the disposition of donated materials. Gift materials not added to the collection may be given to the Friends of Talcott Library for resale, donated to other libraries or organizations, recycled or discarded.

### **Monetary and Real Property Gifts**

We welcome donations of money and encourage unrestricted gifts so that contributions can be used in ways that best support the Library's mission and the needs of the community. Monetary gifts will be utilized by the library to purchase materials or equipment, support library programs, or in other ways the director and/or Board deem appropriate.

The Library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor in so far as they meet standards established in the Collection Development Policy.

### **Memorial gifts**

The honoree's name will be added to a memorial plaque for gifts in the amount of \$50 or more. An acknowledgement letter shall be sent to the person(s) or family of the person being honored for all amounts.

### **Gifts in Kind**

Gifts of furniture, art, plants, other tangible personal property, and professional services may be accepted or declined by the Board with advice and counsel from the Library Director. Any conditions attaching to the proposed gift, including, but not necessarily limited to, the type of recognition provided and the location, disposition, handling or display of the article, will be considered by the Board. Any such conditions which the Board regards to be inappropriate or impractical may provide a basis for rejection of the gift or for further negotiation with the donor.

### **Valuation of Non-Monetary Gifts**

Neither the Director nor the Board will issue a written or verbal statement to the donor regarding the deemed value of non-monetary gifts. It will be the donor's decision to determine the value of the donation or utilize an independent appraiser. Should the donation be stocks or bonds, the Treasurer will contact a bank or broker to determine the value of the gift.

### **Gift Recognition**

The Library acknowledges the great value of private gifts and donations to the Library's development and growth and the importance of recognizing those donations. For gifts made to the Library, the following procedures apply:

1. All monetary donations shall be recognized with an acknowledgement letter.
2. If a donor does not wish to be publicly recognized, that wish will be honored.
3. Gifts may be acknowledged by a bookplate in library materials.
4. By arrangement with the Library Director and Board, additional special recognition may take place for significant contributions.
5. Donor Boards: Donors' names are included on the Library's donor boards for various levels of giving.
  - Copper Level: \$1,000 - \$4,999
  - Silver Level: \$5,000—\$9,999
  - Gold Level--\$10,000+

Other Types of Recognition: Other than as denoted above, recognition of gifts by affixing donor plates to materials, equipment, shelving, or furniture, or by naming areas of the Library for donors, is contrary to the stated policy of the Board.

## **INTELLECTUAL FREEDOM**

The responsibility of the Talcott Free Library is to serve all the community, not to promote or censor political, moral, philosophical or religious opinions. Our Library Director and the librarians make every effort to read adequate reviews and select materials appropriate to the needs of the community.

## **CHALLENGED MATERIALS**

It is recognized that a district resident may find an item personally objectionable. Residents of the community should be encouraged to bring their concerns regarding any specific title or item in the library's collection to the attention of the Library Director in either an informal discussion or through a formal complaint

process.

If, after discussing patron's concerns with the library director, patron is still unsatisfied, they will be asked to submit a *Request for Reconsideration* form to the Library Director, who will bring it to the attention of the Board. With the *Request for Reconsideration* form will be copies of the Library Bill of Rights, and Freedom to Read Statement (see appendix). These materials have been adopted by the American Library Association and Talcott Free Library. After Board consideration, a written decision will be made to the patron within a month after the next Board meeting. In the event that the decision to keep a specific book does not satisfy the person making the complaint, the Board further adopts the statement on Non-Removal of Challenged Materials. (See appendix).

#### **WITHDRAWAL OF MATERIALS** *(Updated 11/2019)*

Talcott Free Library is not a library of historical records, except in the area of local history. To ensure a vital collection of continued value to the community, materials which have outlived their usefulness, are in poor condition, or contain outdated information are withdrawn.

#### **MATERIALS SELECTION**

The Board expresses approval of and accepts the principles stated in the Library Bill of Rights, adopted by the Council of the American Library Association and the Freedom to Read statement.

Authority and responsibility for library material selection is delegated by the Board of Library Trustees to the Director, and under his/her direction, to the staff. Books and other library materials/resources are selected on the basis of educational, informational, cultural and recreational value. The materials are selected with consideration for the current and future needs of the district

community. It also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community.

The library represents a significant percentage of the community whose language is English. Other languages will be considered as need demands. The same criteria used in selecting English materials will apply to any special language collection.

All new and gift materials under consideration should meet high standards of quality, be up to date and accurate. Opposing views on controversial subjects shall be represented. The library does not sanction a particular belief or view, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint.

The librarian will make use of professional resources to aid material selection and will apply the same rules when weeding the collection, accepting gifts, or purchasing materials.

The collection should be a combination of materials requested by popular demand plus materials selected to create a well-rounded collection. The physical book or other item must be attractive and durable. E-Books will follow the same criteria as below.

**Nonfiction Criteria:** The library acquires materials of both permanent and current interests. Books/Materials are selected according to the merits of a work in relation to the needs, interest, and demands of the community. Each item is evaluated in its entirety and not on the basis of a particular paragraph, section or chapter. General criteria for non-fiction materials include the following: authoritativeness of the writer(s); accuracy of information; impartiality of opinion or clearly stated bias; subject matter and scope; adequate breadth and depth of coverage; reading level; relevance of subject to the library's users; availability of same or similar materials in library consortium; organization, indexing and style; ease of use; popular demand; durability, and cost.

**Fiction Criteria:** Works of contemporary fiction, literature, and classic works of enduring value are included in the collection. Fiction is selected according to the following criteria: popular demand; reputation of author; interest and originality of the plot; style of writing; literary merit; inclusion in newspaper and review journals; availability of similar materials in library consortium; cost. Genre fiction includes mysteries; romances; espionage; horror; thrillers; science fiction and fantasy. Westerns are selected in proportion to demand and circulation. Duplicate copies of fiction and non-fiction materials are purchased according to patron demand, or expected demand. Special efforts are made to complete existing series, to purchase award winning titles, and to represent regional authors.

**Children's Criteria:** Materials should be chosen using the same criteria as adult materials. Textbooks will not be selected. The library's collection will be a supplement to rather than a substitute for school libraries.

In general, materials for children through grade 5 will be placed in the Children's Department. Fiction for young people grades 6 through 12 will be placed in the Young Adult area. Some titles may be represented in more than one collection.

*(Updated 03/2023)*

**Audiovisual and Non-print Criteria:** Materials should be evaluated regularly to reflect possible use by patrons. Instructional, educational and literature-based media should complement the collection. Entertainment DVD's may be purchased to enhance the popular materials collection.

For adults, spoken-word may be purchased on CD or Audio E-books with preference given to unabridged titles. The same is true for children's and young adult materials. *(Updated 03/2023)*

**Periodical Criteria:** For both adults and children periodicals should cover a wide range of interests and views. Local newspapers will be purchased in print form.  
(Updated 11/2019)

## **PROGRAM ROOM**

**Guidelines for Use** (Updated 03/2022)

Library programs have first priority.

The program room is available for meetings and programs to:

1. Meetings of municipalities, agencies or departments of local government located within the library boundaries;
2. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a non-profit 501 (c)(3);
3. Businesses or groups within the district boundaries in need of space to conduct a meeting.

The library's program room may not be used for:

1. The sale or promotion of commercial products or services, except in conjunction with a library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services;
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;
3. Groups who have no members residing within the library district;
4. Any illegal activities.

Permission to use the meeting rooms does not imply endorsement of an outside organization by the library and groups may not state or imply library sponsorship when publicizing the event. Any communication and advertising must clearly state: Event not sponsored by Talcott Free Library. All meetings must be open to the public.

### **Policies for room use:**

- Room capacity may not be exceeded for any reason at any time.
- Room closes 10 minutes before library closing.
- Groups must provide notice of cancellations and may not assign a reservation to other individuals or groups.
- The Library reserves the right to change or cancel reservations.
- Groups must check in at the circulation desk to be let into the room.
- Adult supervision is required for students below high school age.

- Groups must moderate noise and voice levels, so others are not disturbed. Library staff will issue a warning to occupants causing disruptions. Repeated disruptions may result in the suspension of privileges.
- Cleaning up the room, including disposing of trash and cleaning whiteboards and tables, is the responsibility of the persons using the room.
- The Library retains the right to monitor all activities conducted on the premises to ensure compliance with Library regulations. Library staff must always have free access to the room.
- Failure to comply with the stipulations in these policies may result in the inability to reserve the room in the future. All patrons must follow the Conduct Policy.
- Each group/organization using the room shall be responsible for damage to the room and its contents, including any library equipment used. A charge will be assessed for any special cleaning or repairs made necessary.

Talcott Free Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all patrons holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

### **Study Rooms** (Approved 8/2021)

- May be booked online (preferred method), by phone, or in person during normal open hours up to 4 weeks in advance or used FCFS if available.
- May be booked for 2 hours with one renewal if no one is waiting and there are no other reservations.
- May not exceed room capacity for any reason at any time.
- Rooms close 10 minutes before library closing.
- Applicants must provide notice of cancellations and may not assign a reservation to other individuals or groups.
- The Library reserves the right to change or cancel Study Room reservations.
- Patrons must check in at the circulation desk to be let into the room. Doors are locked at all times. See staff to re-enter.

- Groups must moderate noise and voice levels, so others are not disturbed. Library staff will issue a warning to occupants causing disruptions. Repeated disruptions may result in the suspension of study room privileges.
- Cleaning up the room, including disposing of trash and cleaning whiteboards and tables, is the responsibility of the persons using the Study Room.
- The Library retains the right to monitor all activities conducted on the premises to ensure compliance with Library regulations. Library staff must always have free access to Study Rooms.
- Failure to comply with the stipulations in these policies may result in the inability to book Study Rooms in the future. All patrons must follow the Conduct Policy.

### **BANNER USE ON FRONT OF BUILDING** (Updated 8/2023)

#### **Guidelines**

Banners may not be hung on the building or porches nor mounted on library property for non-library run events.

## **BLOODBORNE PATHOGENS POLICY**

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

Exposure Determination: No particular job classification of the Library has occupational exposure (meaning "reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HB V), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious material may result, the Library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HB V, and other bloodborne pathogens.

Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan: At any time within the Library environment that human

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

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

## **INTERNET POLICIES** *(Updated 11/2019)*

To fulfill its mission, Talcott Free Library provides access to a broad range of information resources including those on the Internet. Information and resources on the Internet enhance those already held in the Library and often go beyond what is locally available. The Library makes this service available as part of its mission to inform, educate, and provide cultural enrichment to people of all ages throughout its service area.

Access to the Internet is compatible with the Library's endorsement of the Library Bill of Rights and its interpretations and the Freedom to Read statement. Internet access is also compatible with the Library's materials selection policy, long-range plan goals and strategies, and role as a government documents depository. Length of usage and accessibility to these computers will be determined if others are waiting to use computers.

Library staff will provide assistance with Internet use within the guidelines established in reference procedures but cannot offer extensive personal instruction. Formal instruction or information about the Internet may be offered by the Library at designated times.

Users may not add, delete or modify the equipment or programs in any way. Users must comply with all local, state and federal laws while using the Internet at the library. Users who violate any laws (including, but not limited to, those concerning copyright, fraud, privacy or obscenity), while using the library's Internet access, may have their computer privileges revoked.

Talcott Free Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Users are cautioned that the accuracy, completeness and currency of information found on the Internet vary widely. Users should use critical judgment in relying on information found on the Internet. The Library assumes no liability

for any damage or injury arising from the use of Internet resources accessed from the library.

As with other library information sources, all Internet resources accessible through the Library are provided equally to all Library users and treated with confidentiality. Some of the material at these sites may be considered controversial or inappropriate for children. Parents or legal guardians, not Library staff, are responsible for supervising Internet use by their children.

### **Internet Filtering Policy**

In accordance with the Children's Internet Protection Act (CIPA), some websites may be blocked due to a third party filter. All Talcott Free Library computers must comply with CIPA in order to qualify for the E-rate program due to their accessibility to minors. Please see more information below.

#### *Children's Internet Protection Act*

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

#### What CIPA requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must

provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- Access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them.

### **Wireless Policy**

The wireless network is only available during normal library hours. The wireless network will shut off automatically when the library closes.

### Security Issues

Once you login, all further communications are passed through the Internet without encryption. We cannot guarantee the security of any personal information submitted over the wireless connection after you login.

### Special Notes

In accordance with the Child Information Protection Act (CIPA), wireless web browsing must comply with our Internet policy. To help enforce this policy, all wireless computers are filtered.

Use of file sharing programs is not allowed.

The wireless service is only for web surfing. The wireless network does not support the use of POP3, IMAP or other e-mail services. If you need to check your e-mail, please do so from the web.

If you normally use a different Wi-Fi network (with a different SSID) your computer may not find our network automatically.

Only 802.11n (compatible with b, g and n wireless cards) is available. Bluetooth, and other wireless protocols are not supported.

Only HTTP and HTTPS communication to standard ports (80, 443) is supported.

FTP, POP, and nonstandard HTTP and HTTPS ports cannot be used with the service.

## **INVESTMENT OF PUBLIC FUNDS POLICY**

**PURPOSE AND SCOPE.** The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Talcott Free Library. Its scope is all public funds of the Library.

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

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

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

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

- Legality (conforming with all legal requirements)
- Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
- Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
- Yield (attaining a market rate of return on investments)
- Simplicity of management

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

A) Legality and Safety:

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage [unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral].
2. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.

B) Liquidity:

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

C) Yield – Return on investment:

Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on

investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts.

D) Simplicity of management:

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

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

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

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS. Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

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

## **CONDUCT POLICY** *(Updated 11/2019)*

The Talcott Free Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to "exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed."

Examples of conduct and actions not permitted anywhere on the library's property include, but are not limited to:

- Smoking, including the use of smokeless tobacco and electronic cigarettes; possessing, consuming or being under the influence of alcohol or illegal drugs. Use, possession, or smoking of marijuana.

The Board of Library Trustees of the Talcott Free Public Library establishes its conduct policy as follows:

### Section 1

A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel.

### Section 2

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

### Section 3

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, they will be required to leave the library

premises immediately for the balance of that calendar day. If they fail to leave, the police will be summoned.

#### Section 4

Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the library for this purpose. Upon 2 recorded instances in which a patron is required to leave the library premises within a thirty-day period, the Director shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the 1st recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.

#### Section 5

Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.

#### Section 6

In the event a patron barred from the use of the library attempts entry to the Library during any such period of exclusion, the police will be summoned and informed of the prior action.

#### Section 7

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of the patron.

#### Section 8

Any activity or conduct that is in violation of federal, state or local laws is prohibited on library premises.

#### Section 9

Protesters will be allowed around the building as long as they ensure that walkways to the entrance of the library and parking are not impeded. Protesters may not block the entrances to the building.

## **MISCELLANEOUS**

### EXHIBITS

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

### ACCIDENTS

If staff member or a patron is involved in an accident at the library, an accident report must be filled out. The report will be filed at the library and a copy will be given to the patron (see appendix).

### CONTROLLED SUBSTANCES

The use, distribution, dispensation, sale, unlawful manufacture, or possession of any drugs, alcohol or controlled substance for non-medical reasons on the premises of the Talcott Free Library is prohibited. Disciplinary action, including dismissal, may be taken in cases where violation occurs. Persons who are under the influence of alcohol or any nonmedical drugs are prohibited on library premises.

### PROPERTY SALES

Notice of Sale of surplus property shall be posted in the library for at least two weeks prior to sale. The library may establish a minimum acceptance price and refuse inadequate bids. Public sale of all real estate having a value of one thousand dollars (\$1000.00) or more may be held only after publication of such notice once each week for two successive weeks in the local newspaper.

## CAPITALIZATION

The Library will capitalize Building and Land Improvements which have a useful life of over one year and a dollar cost of \$5000.00 or more.

The Library will capitalize Furniture, Fixtures and Equipment which have a useful life of over one year and a dollar cost of \$1000.00 or more.

## **VOLUNTEERS** *(Updated 05/2016)*

The Talcott Free Library recognizes the value of community volunteers. Utilizing volunteers in the Library provides an opportunity to generate community interest in the Library and needed assistance for staff.

Volunteers will work under the direction of library staff. There are a variety of tasks volunteers may be asked to do as individual capabilities are considered.

Volunteers need to meet the following general requirements:

- Maintain effective working relationships with others
- Capable of working in congested and limited working spaces
- Able to perform assigned tasks with a minimum of supervision
- Have regular hours, determined by staff and volunteer

Volunteers receive no monetary compensation.

Volunteers are requested to notify the Library in the event that they will be absent for their regular volunteer time.

Volunteers will be required to sign a "Volunteer Agreement" which will also contain emergency information. This form will be filed with the Director.