POLICY MANUAL

OF THE

FRANKLIN GROVE PUBLIC LIBRARY

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Acknowledgment and Disclaimer

The personnel policy section describes important information about the Franklin Grove Public Library and I understand that I shall consult my supervisor or the Director regarding any questions not answered. I have entered into my employment relationship with the library voluntarily. I acknowledge that there is no specified length of employment. Accordingly, either I or the Library; can terminate the relationship at will, with or without cause, and at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this policy is neither a contract of employment nor intended to create contractual obligations. I have received a copy of this policy and understand that it is my responsibility to read and comply with this policy and any revisions made to it.

DATE: _____

SIGNED: _____

Accidents/ First Aid/ Unsafe Working Conditions

All accidents involving employees during working hours or while on library premises, and all other accidents in which the library or its property are involved directly or indirectly, including those involving patrons of any age are to be reported no later than 24 hour after the occurrence of the incident to the Director or designee.

Any unsafe working conditions are to be reported as soon as possible to a library trustee, the Director, or designee. First aid kits are available in the staff breakroom at the library if necessary.

American Library Association Library Bill of Rights

The Franklin Grove Public Library subscribes to the American Library Association Bill of Rights which states:

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

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

2.) Libraries should provide materials and information presenting all points of view on current and historical isles. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.

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

4.) Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

5.) A person's right to use a library should not be denied or abridged because of origin, race, age, sexual orientation, background, or views.

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

American Library Association Statement of Professional Ethics

The Franklin Grove Public Library subscribes to the ALA Code of Ethics which follows:

1.) Librarians must provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests of assistance.

2.) Librarians must uphold the principles of intellectual freedom and resist all efforts to censor library materials.

3.) Librarians must protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

4.) Librarians must respect intellectual property rights and advocate balance between the interests of information users and rights holders.

5.) Librarians must treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees.

6.) Librarians must not advance private interests at the expense of library users, colleagues, or other employing institutions.

7.) Librarians must distinguish between their personal convictions and professional duties and not allow their personal beliefs to interfere with fair representation of the aims of the institutions or the provision of access to their information resources.

8.) Librarians must strive for excellence in the profession by maintaining and enhancing their own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

American Library Association Freedom to Read Statement

The Franklin Grove Public Library subscribes to the American Library Association Freedom to Read Statement which follows:

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.

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.

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

4.) There is no place in our society for efforts to coerce the taste of others, to confine adults to reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

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

6.) It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

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 though 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.

American Library Association Freedom to View Statement

The Franklin Grove Public Library subscribes to the American Library Association Freedom to View Statement which follows:

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

1.) To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

2.) To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3.) To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of content.

4.) To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5.) To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

American Library Association Ethics Statement for Public Library Trustees

The Franklin Grove Public Library subscribes to the ALA Ethics Statement for Public Library Trustees as follows:

1.) Trustees must promote a high level of library service while observing ethical standards.

2.) 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.

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

4.) 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.

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

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

7.) Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

At Will Employment

It is the policy of the Franklin Grove Public Library that all employment is on an 'at will' basis meaning that an employee's employment may be terminated at any time with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract.

Amended February 2, 2018

Authority to Spend

The library director of the Franklin Grove Public Library is authorized to spend monies as allocated in the operating budget. Any single item over $1,000 requires prior board approval. Any expenditure that requires an overage of the operating budget by 3% or more requires prior board approval.

Amended May 2, 2006

Amended March 6, 2007

Amended February 2, 2018

Bloodborne Pathogens Policy

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

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

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

D. Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are present, the area contaminated shall be immediately cordoned off and quarantined even if the entire library must be closed to accomplish this completely. Personal protection equipment, 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 necessary, 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. Handwashing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

E. Training and Immunizations: 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.

Amended February 2, 2018

Borrowing Privileges - Registration Requirements

The FRANKLIN GROVE Public Library is a tax supported public library. This means that people residing within the jurisdictional boundaries of the FRANKLIN GROVE Public Library pay taxes to support the library. Those people who live within the jurisdictional boundaries of the FRANKLIN GROVE Public Library need pay no additional fee to be eligible to receive their first library card. Library cards are renewed every three years without additional fees provided the library card holder continues to reside within the jurisdictional boundaries of the FRANKLIN GROVE Public Library, and is a patron in good standing. There is no fee to replace damaged, destroyed, lost or stolen library cards.

As a resident card holder, the borrower identified on the valid borrower's card may physically take his or her library card to another library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, thus it is best to inquire about local rules and procedures before making your selections.

Individuals residing beyond the jurisdictional boundaries of the FRANKLIN GROVE Public Library, and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the FRANKLIN GROVE Public Library may purchase a non-resident fee card for the price of $63.00 per year. This fee card entitles the entire family to use the FRANKLIN GROVE Public Library and Interlibrary Loan, but not neighboring libraries. Reciprocal borrowing privileges are free. If you reside beyond the jurisdictional boundaries of the FRANKLIN GROVE Public Library, but own property within the jurisdictional boundaries of the FRANKLIN GROVE Public Library, upon presentation of a tax bill bearing your name, you may receive one library card for the exclusive use of the individual whose name appears on its face without additional payment as is the case with people who reside within the jurisdictional boundaries of the FRANKLIN GROVE Public Library.

Adults wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged or destroyed borrower's card at the FRANKLIN GROVE Public Library must produce one form of identification bearing their name and address. This form of identification maybe one of the following: driver's license, utility bills, mail, or voter's registration card. Children under the age of 18 must have a parent's signature on any initial application for a library card. The application must be completed with both the child and adult present in the library. Children under the age of 18 may use the proof of residency provided by their parent. Children 18 and over may choose to provide their own proof of residency, or use that of their parent.

Amended April 6, 2004 Amended May 1, 2007 Amended February 2, 2018 Amended January 1, 2023

Borrowing Privileges - Eligibility to Borrow

Individuals presenting valid borrower's cards issued by the FRANKLIN GROVE Public Library are eligible to borrow materials from the FRANKLIN GROVE Public Library when the following conditions are met:

1. No materials which are more than one circulation period are overdue on their card.

2. No outstanding fines in aggregate excess of $10.00 have accrued to their card.

3. No materials borrowed for them from another library are overdue in any amount.

The library staff may not waive these regulations without the specific permission of the library director. Individuals presenting a valid card from another public library in Illinois may borrow materials from the FRANKLIN GROVE Public Library. The card must have the name of the individual presenting it. The card must be either a resident borrower's card or a system borrower's card to be valid for reciprocal borrowing.

Amended February 2, 2018

Amended January 1, 2023

Budget and Finance Policy

The FRANKLIN GROVE Public Library has a board-approved written budget. This budget is developed annually as a cooperative process between the board's finance committee, the library director, and additional staff members with responsibility for budgetary elements. Each year, the board of trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the board of trustees takes action to increase the library's revenue.

On a monthly basis, the library director presents written reports on library operations to the board of trustees along with any other relevant and pertinent information.

The library maintains adequate records of library operations in a manner easily understood by the public as well as the board of trustees and library director. This record of library operations is presented at each board of trustee monthly meeting and clearly indicates the financial position of the library. In addition to the general financial position of the library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget done quarterly.

Amended February 2, 2018

By-Laws of the FRANKLIN GROVE Public Library

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees.

Regular Meetings.

The regular meeting of the Board of Library Trustees of the FRANKLIN GROVE Public Library shall be on the second Tuesday of each month. The meeting shall be at the library at 6:30 PM. The meetings shall be open to the public and noticed 48 hours in advance. At the beginning of each fiscal year the board shall, by ordinance, specify regular meeting dates and times as well as post the schedule of meetings in the library. The notice shall have the dates, times and places of such meetings. This information will be available on the library website.

Special Meetings.

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 and to any new 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 on the library news bulletin board of the library except in the case of a bona fide emergency.

Quorum.

A quorum at any meeting shall consist of a majority of the Board members.

Board of Library Trustees.

The Board of Library Trustees of the FRANKLIN GROVE Public 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 Board will meet at least once per month. These meetings will be open to the public, and noticed in advance.

The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director one week prior to meetings. Any Board member wishing to have an item placed on the agenda will call the Library Director in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a meeting will call the library to indicate that he or she will be absent. Because a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. To be effective, Board members must make a reasonable attempt to attend regular meetings and read the materials presented for review. The Library Director will make the dates of these workshops known to the Board in a timely manner. Board members using their own vehicle 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 Elections.

The officers of the Board shall be a president, a vice-president, a secretary, and a

treasurer. Those officers shall be elected by a ballot vote for two-year terms at the regular meeting in the month of May. In the event of a resignation from an office, the president has the authority to appoint a replacement.

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.

Secretary.

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

Treasurer.

The treasurer is authorized by the Board to sign checks and shall serve on the finance committee. The treasurer in conjunction with the bookkeeper, 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, and report at each meeting the state of the funds. In the absence of the treasurer or when he or she is unable to serve, the president or vice-president may perform the duties of the treasurer. The treasurer has the authority to oversee managing CDs upon maturity at the best interest rate available. The treasurer shall be bonded in the amount to be approved by the board and according to statute requirement.

Standing and Special Committees.

The standing committees shall be appointed annually in the month of May and shall consist of three members including the Library Director. The standing committees at their first meeting shall elect a chairperson. Special committees may be appointed by the president to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. The standing committees shall be the finance committee, personnel committee, the policy committee, and the building and grounds committee. The library shall be the depository of all committee reports. These committees meet on an as needed basis.

Finance Committee.

The Finance Committee shall be comprised of three members of the Library Board of Library Trustees including the Treasurer, President, and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget for full board approval, drafting a working budget for full board approval, monitoring library investments, and implementing the library's investment policy.

Personnel Committee.

The Personnel Committee shall be comprised of three members of the Library Board of Library Trustees including the President and the Library Director. The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director for discussion among the full

board prior to the formal review and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director. The Library Director is responsible for the annual review of all other library employees.

Policy Committee.

The Policy Committee shall be comprised of three members of the Library Board of Library Trustees, President, and the Library Director. This policy shall include the division of responsibility between Board and staff, a Library Materials Selection Policy, and shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall determine the library regulations governing the use of the Library, and review sections of existing policy in a systematic fashion to ensure that all policy is reviewed at an interval not to exceed 3 years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The entire library Policy must be approved by Board vote and made readily available to the public.

Building and Grounds Committee.

The Building and Grounds Committee shall be comprised of three members of the Library Board of Library Trustees, President, and the Library Director. The Building and Grounds Committee's responsibilities include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas which are in need of repair, and making recommendations to the full board regarding any and all repairs which are deemed necessary either as a result of the annual inspection, or throughout the year as the need arises.

Librarian Search Committee.

When the position of librarian falls vacant, the Board shall immediately select an acting librarian for the interim and establish a Librarian Search Committee, which shall consist of the President and two members elected from the Board. Applications for the position of librarian shall be filed at the library and available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Librarian, after which the Search Committee is dissolved.

Order of Business.

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

1. Call to order.
2. Public Comment
3. Roll call, recording both present and absent members.
4. Secretary's report, approval of minutes as received or corrected.
5. Correspondence, communications, and Financial report.
6. Librarian's report.
7. Committee reports, when a meeting is held, including minutes.
8. Unfinished business.
9. New business.
10. Other.
11. Adjournment.

Parliamentary Procedure.

Public Comments.

The Franklin Grove Library Board encourages and welcomes public participation and input. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board, while permitting the Board to conduct its meeting in an efficient and effective manner.

Rules and Procedures

1. Public comments are only permitted during the time designated on the meeting agenda.

2. Each speaker will have a maximum of three minutes

3. A sign-in sheet will be available for audience members to let the Board know they wish to participate in the public comment period. The sheet will request name, address, and group affiliation (if any) of the person wishing to make public comment. Anyone refusing to identify him or herself will not be permitted to speak. As a courtesy, it is appreciated if notice of an intention to speak is given to the Library Director in advance of the meeting.

4. Groups wishing to comment must select one representative to present the group's view.

5. Comments should be brief and to the point. Negative comments to individual Board Members or Library Personnel will not be tolerated, nor will repetitive comments or language that is considered offensive, harassing, or profane.

6. Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth by the public during the comment session will be addressed by the Board at a future meeting.

7. All comments made become part of the meeting record and Board minutes will reflect the name of any speakers and the substance of any comments.

Amended July 22, 2022

Robert's Rules of Order. Revised. shall govern the parliamentary procedure of the Board, unless otherwise specified in the By-Laws.

New Trustees.

The librarian 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.

Duties of the Library Director/Interim Director.

The Library Director/Interim Director is an administrator with the responsibility for all library functions. The Director/Interim Director carries out library policy as determined by the library board. Responsibilities include fiscal, personnel, facilities, and technology management, planning, evaluation of library services, program development, board relations, work environment structure, library representation in community involvement, and personal and professional development.

Amendments.

Amendments to these By-Laws, 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 members 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 reasonable cost. It will post prominently 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 actions and other such items as the Board or Librarian shall file there. Staff personnel records shall be kept in a secure place; and only the Library or any person authorized by the Librarian shall have access to these records. Records of the Board, such as personnel records concerning the Librarian, 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 discover procedures or legislative investigative power.

Library staff shall observe the following procedures: On receipt of any legal process, order or subpoena, the library staff member in charge will immediately consult with the President of the Board, Director and the Library Attorney to ensure 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.

Amended April 6, 2004

Amended February 2, 2018

Amended September 8, 2026

Cell Phone Policy

Cell phones are to be on silent or vibrate when in the library. Cell phones are to be used only in the lobby.

Amended February 3, 2009

Circulation - Fees and Services

Fees

Fines: All materials that are “NEW” will accrue late charges as follows:

Books/Audiobooks/Compact discs-$0.05 per day

DVD’S- $0.50 per day

Library of Things: $1.00 per day

Copies: $0.10 per page, and $0.30 for color. Enlargement and reduction may take several pages.

Fax/transmission: $1.00 per page. Faxes may be sent only within the continental United States. The cover sheet is excluded from the per page fee if the fax (including cover sheet) is more than one page in length.

Fax/receipt: $1.00 per per page. The FRANKLIN GROVE Public Library assumes no responsibility of notification of the receipt of a fax for an individual.

Computer printouts: $0.10 per page. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, personal work, and graphics.

Color copies: $0.30 per page.

Laminator fee: $1.00

Amended August 5, 2003

Amended September 7, 2004

Amended June 6, 2006

Amended February 2, 2018

Amended August 13, 2024

Circulation - Interlibrary Loan

If a patron requests material that is not available within the FRANKLIN GROVE Public Library, we may ask other libraries to provide it through the interlibrary loan process. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the FRANKLIN GROVE Public 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. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. The FRANKLIN GROVE Public Library is not responsible for any late fees incurred by a patron's untimely return of an interlibrary loan.

Amended February 2, 2018

Circulation- Length of Loans

The FRANKLIN GROVE Public Library circulates materials in a variety of formats including books, magazines, books on cassette, and CD-ROM. The following terms of loan are applicable as indicated:

Item Type	Length of Loan	Max # of Item Type	Allow Renewals
New Books	21 days	Unlimited	No
Books	21 days	Unlimited	1
Magazines	21 days	Unlimited	1
Audio Books	21 days	Unlimited	1
Music CDs	21 days	Unlimited	1
New DVDs	7 days	2 per card	No
DVDs	7 days	4 per card	1
Library of Things	7 days	2 per card	1
Reciprocal Borrowers:			
DVDs	7 days	3 per card	1
New DVDs	7 days	2 per card	No
Music CDs	21 days	Unlimited	1

Amended on 06/09/2026

Overdue phone calls and notices are handled by Prairiecat.

CIRCULATION- LOST AND/OR DAMAGED MATERIALS

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parent's responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item, which is lost or damaged beyond repair and for which a current price can be found.

2. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found.

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

Amended August 5, 2003

Amended September 7, 2004

Amended August 2, 2005

Amended March 6, 2007

Amended February 2, 2018

Computer Access

30 minute session

2 sessions per day for children 8-14

4 sessions per day for adults 15+

Extra session time may be arranged with library staff in advance

Children under eight years of age may use the computer with adult supervision.

No charge for Franklin Grove Public Library cardholders.

Wireless Users Agreement

Set up for Check "I Agree" to proceed

Equipment and Computer Use

The library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Anyone under the age of 8 must be accompanied by a parent or guardian while using library equipment or computers. Equipment or computer use is on a "first come, first served" basis. All patrons shall log in at the circulation desk prior to use. Usage is limited to ½ hour blocks.

Copyright laws forbid duplication of copyrighted software. No one will be allowed to destroy, damage, or cause unauthorized alteration of the library's computer hardware or software. **DOWNLOADING IS PROHIBITED ON LIBRARY COMPUTER HARD DRIVE.** The library will not allow the use of personal software on library computers.

Terms of Use

• The Library cannot guarantee the accuracy of information on the Internet.

• The Library cannot guarantee the privacy of data or computer usage.

• The Library, its staff and trustees are not responsible for damages, indirect or direct, arising from any library patron's use of Internet information resources.

• The Library's Behavior Code applies to computer and Internet use.

• Library computers and internet access may not be used to access pornographic, violent, or otherwise offensive material that is inappropriate for an open public environment. Bullying, hacking, or any attempt of illegal activity is also prohibited on library computers. Patrons who commit illegal acts involving Library computer stations and internet access may be subject to prosecution by local, state, or federal authorities. Indication or evidence of possible illegal activity may be reported to law enforcement authorities by the Library, and such communication may also be used as evidence in any criminal investigations and/or prosecutions. It is the responsibility of the patron to respect copyright laws and software licensing agreements. Library staff will not knowingly assist in the commission of illegal acts.

• Patrons accept financial responsibility for any damage they cause to library property.

There is a charge of $0.10 per page for printing from a library computer. Color copies are $0.30.

Computers will be shut down 5 minutes before closing.

Amended February 2, 2010- February 2, 2018-February 13,2024

Conduct Ordinance

The FRANKLIN GROVE Public Library is dedicated to providing access to knowledge and information through reading, writing and quiet contemplation, and providing for patrons the right to use materials and services without being disturbed or impeded and providing patrons and employees with 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."

The Board of Library Trustees of the FRANKLIN GROVE Public Library establishes its conduct ordinance 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, he or she will be required to leave the library premises immediately for the remainder of that calendar day. If he or she fails 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 that purpose. Upon the 2nd recorded instance 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 two months. Parents or guardians of minors will be notified in writing after the 2nd recorded instance in which a minor is required to leave the Library and advised of the consequences of any further recorded instances. At the end of the two month suspension a parent or guardian must accompany the minor for a 30 visit period; during this time the parent or guardian is responsible for the conduct of the minor.

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 or permanent ban of that patron.

Section 8.

This Ordinance shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter, a copy shall be posted within three days of enactment at the Library and the secretary shall maintain a certified copy in the official records of the Library available for public inspection.

Amended March 3, 2009

Confidentiality of Records

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

Confidentiality Policy - Staff Handbook

Patron Requests:

A patron must present either their bar-code number or their patron ID number, either in person or on the telephone, before any information will be given concerning:

1. Items charged out

2. Items overdue

3. Fine information

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

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

Sample:

1. A videocassette borrowed is overdue and should be returned.

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

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

Patron Information:

Address, phone numbers or any other personal information from a patron's record may not be given out without direct consent of the Library Director.

Copyright Restrictions

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend, lease, or rent copies of computer programs and videotapes to patrons for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of a computer program or videotape, or redistributes the loaned copy, or publicly performs or displays the computer program or videotape, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.

Discipline Policy

To ensure that all patrons may have considerate use of the FRANKLIN GROVE Public Library, appropriate behavior is expected. Violation of any of the following rules will result in a warning and/or expulsion from the property. Whenever necessary police will be contacted. The Director and supervisory staff have authority to carry out all powers of this policy.

1. No loud talking or boisterous behavior (running, excessive seat changing, etc.).

2. No food or drink may be consumed in the library proper (except in meeting room and staff break area).

3. No smoking anywhere on library property.

4. No destruction or mutilation of library property.

5. No parking bicycles or other vehicles in a manner that blocks or hinders entry to

the library.

6. No conduct which is disruptive to the operation of the library, or threatening to patrons, staff, or library property.

7. No going barefoot, shirtless, or wearing bathing suits in the library.

8. No being under the influence of alcohol or drugs.

9. No using the libraries rest rooms as laundry facilities, bathing facilities, or gathering places.

10. No using the facilities to store personal belongings. Library staff are not responsible for monitoring or safeguarding patrons' personal belongings. All unattended belongings will be removes at the discretion of the Staff.

11. No offensive body hygiene. If a patron has offensive body hygiene that is disturbing to others he/she shall be required to leave the building and may return when the problem is cared for.

Amended April 6, 2004

Amended June 3, 2008

Amended May 14, 2024

Display Space

The FRANKLIN GROVE Public Library maintains bulletin boards and display cases for the exclusive purpose of promoting the services and programs of the Library as well as Community events. The responsibility for design and placement of all displays rests with the staff of the Library. Patrons must ask permission to have notices placed on the library bulletin board.

Amended October 30, 2025

Disposal of Surplus Library Materials

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes may be disposed of in the following manner:

1. Books and non-print materials from the library' s collection, or gift materials, may be discarded, sold, or upon the approval of the Board of Library Trustees be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.

2. Any other personal property having an individual current value of less than $100 may, at the discretion of the Library Director, be discarded, turned in on replacement equipment, or made available for sale.

3. In the case of individual surplus items having current value of more than $100 but less than $1,000, the Board may authorize a trade-in of such items on replacement equipment or sale of such items in accordance with the provisions of the Illinois Library Act.

4. No favoritism shall be shown to members of the Board of Library Trustees, or members of their immediate families, who make bids on or purchase any library item declared surplus.

5. Any personal property having a unit value of more than $1,000 but less than $2,500 will be displayed at the Library and a public notice of its availability, the date and terms of the proposed sale shall be posted.

Division of Responsibility Between Board and Librarian

Under the Illinois Public Library Law (75 ILCS 5/1, et seq) the Board of Library Trustees is, among other functions, empowered to formulate "reasonable rules and regulations in order to render the use of the library of the greatest benefit to the greatest number" and to "appoint a competent librarian and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed." Thus, in defining and delineating the division of responsibility between the Board and the librarian, the Board recognizes that the ultimate responsibility to the community to provide "the greatest benefit to the greatest number" rests with the Board.

Policy determination is the Board's power and duty. Management is the administrative librarian's responsibility, for which he or she is responsible to the Board. The division and sharing of these responsibilities fall into various categories.

Governance and Policy Making.

Goals and Objectives for the Library.

Board responsibility.

It shall be the duty of the Board to determine the goals and objectives of the library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.

Librarian responsibility.

The Librarian shall provide assistance and direction in setting goals and objectives and in determining means of evaluation.

Joint responsibility.

The Board shall relate the library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the Librarian, who shall participate fully and prepare regular reports on current progress and future needs.

Written Policies.

Board responsibility.

The Board shall determine and adopt written policies to govern operation, use and programs of the library and shall adopt by-laws for Board procedures.

Librarian responsibility.

The Librarian shall recommend needed policies to the Board and supply samples sources of information. The librarian shall carry out the policies as adopted by the Board with recommendations and materials for study and administer the library within the framework of the library's goals, objectives, policies and budget.

Joint responsibility.

Both the Board and the Librarian shall know local, state, and national laws which affect libraries and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the library system and make use of the consultants of the Illinois State Library; shall attend regional, state and national library association meetings and workshops when possible and join appropriate organizations working for improved libraries and shall study library publications.

Governance.

Board responsibility.

The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. If possible, Board members shall attend all Board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.

Librarian responsibility.

The Librarian shall prepare all needed library reports to the government, the system, and the Illinois State Library and shall provide copies to the Board. The Librarian shall attend all Board and committee meetings except those meetings or parts of meetings in which the Librarian's salary and tenure are discussed, if possible.

Finance.

Financial Status of the Library.

Board responsibility.

The Board shall keep aware of the financial status of the library.

Librarian responsibility.

The Bookkeeper/Treasurer shall provide a report of budget status and expenditure at each Board meeting. The Librarian shall supply facts and figures to the Board to aid in interpreting the library's financial need.

Joint responsibility.

The Librarian shall prepare an annual budget in consultation with staff and Board; the appropriation ordinance form which anticipates the needs for the coming year. The Board shall work with the Librarian to formulate these budgets, adequate to carry out the library's goals and objectives, within any limitations of the state law.

Budget Presentation.

Librarian responsibility.

The Librarian shall call the Board's attention to ways of stretching the budget.

Joint responsibility.

The Librarian shall work with the Board in interpreting budget and financial needs to public officials and the public. The Board and the Librarian shall see that complete and accurate records concerning finances, personnel, property inventory, and annual reports are on file at the library.

Amended February 2, 2018

Drug and Alcohol-Free Library Policy

The FRANKLIN GROVE Public Library has long recognized that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal; and the irresponsible use of alcohol by employees is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession or distribution of alcoholic beverages, marijuana and its derivatives as defined by Illinois and Federal statue, at any time, is not permitted at any library location. "Library location" means in any library building, on any library premises, in any library owned vehicle, or at any library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district, or is otherwise engaged in library business.

Any employee who violates the term of the Library's drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may in its discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The Library's employees, as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a library location.

The Library, if or when required by law, shall report such conviction to the appropriate authorities.

A patron who violates the terms of this policy may be expelled from the library location involved or any library location at the discretion of the Library and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.

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.

Friends of the Library

The Board of Library Trustees of the FRANKLIN GROVE Public Library looks upon the establishment of the Friends of the FRANKLIN GROVE Public Library as a worthwhile community endeavor which will benefit the library.

Complete advance information regarding all Friends of the Library projects shall be provided to the Library Director and the Board of Library Trustees of the FRANKLIN GROVE Public Library. The Board of Library Trustees acknowledges that it does not supervise the activities of the Friends of the Library, but the Board reserves the right not to participate in any Friends projects in which the Board does not believe the best interest of the Library is being served.

The Board of Library Trustees acknowledges that the Friends of the Library is an organization separate and apart from the FRANKLIN GROVE Public Library and that the Friends of the Library has its own Board and its own goals and purposes.

Friends of the FRANKLIN GROVE Public Library is distinct and separate from the Library, and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the FRANKLIN GROVE Public Library.

Because Friends of the FRANKLIN GROVE Public Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform any duty or take any act on behalf of the Friends of the Library, except Library staff members may act in an advisory capacity for Friends activities.

Operating expenses of the FRANKLIN GROVE Public Library are provided through allocation of tax monies which are audited by an independent auditor. Friends of the FRANKLIN GROVE Public Library funds and Library funds shall not be commingled or integrated, except that gifts from Friends of the FRANKLIN GROVE Public Library may be accepted by the Library; whereupon, said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the FRANKLIN GROVE Public Library becomes the custodian of any Friends funds, those funds shall be kept as separate “funds” for audit and bookkeeping purposes.

Complete advance information regarding all Friends of the FRANKLIN GROVE Public Library public relations programs on behalf of the FRANKLIN GROVE Public Library shall be provided to the Library Director and the Board of Library Trustees of the FRNAKLIN GROVE Public Library. The Board of Library Trustees acknowledges that it does not supervise the public relation programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Public relations programs adopted by Friends shall not be part of the budget of or funded by the FRANKLIN GROVE Public Library.

General Policy

The FRANKLIN GROVE Public Library shall provide tax supported service to all persons residing within the corporate limits of the library district. It shall have as its basic objective the provision of professionally selected materials and information, which aid the individual or the group in the pursuit of education, information or research, and in the creative and recreational use of leisure time.

Educational service to adults and to children both as individuals and as members of organizations, is a primary function of this library. Consequently, the library shall pursue an active program of leadership and cooperation with other agencies in encouraging the use of significant material representing all points of view and the preservation of historical resources pertaining to the surrounding area.

The library's materials budget will be allocated to resources that support these roles in accordance with established guidelines. In meeting its objectives of providing recreational material, the library shall encourage such use of leisure time as it will promote the personal development and social well-being of the library patron.

Gifts to the Library

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

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

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

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

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

Recognition of Gifts. For memorial books to the library, the library may place within the book the name of the donor, if desired.

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

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

Restriction. No donation can be accepted unless it is given to the library without restrictions. All gifts may be used, sold or disposed of in the best interest of the library. All donations are accepted only if in the opinion of the Library Director and the Board of Library Trustees they are in the best interests of the library.

Form. A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts.

Amended February 2, 2018

Gift Book Program

I/we would like to contribute $ _____ for a book to be placed in the library.

As **a memorial** for:

or **in honor** of:

on the occasion of a birthday ___ , wedding anniversary ___ ,

graduation ___ , or other (please specify) _____.

The subject matter we prefer for this book is (please specify if you have a preference)

The Library will notify the following that this donation has been added to the Library's collection **in memory of** or **honoring** the above. In the space provided, please indicate the relationship between the honoree and the person to be notified of the donation.

Relationship:

Name of person to be notified:

Address of person to be notified:

Donor Information

Name of donor:

Address of donor:

Please make checks payable to the FRANKLIN GROVE Public Library

Please return this form to the Director.

Gift Agreement Form

Donor Date

Address

(Street) (City) (State) (Zip)

Description of material donated:

Information concerning the material or donor, which would be helpful in organizing and cataloging this material:

This Gift Agreement transfers legal title of the gift to the FRANKLIN GROVE Public Library.

Unrestricted gift Restrictions (please specify)

I have read the gift policy provisions of the FRANKLIN GROVE Public Library and agree that they are acceptable.

Donor signature: Date:

Accepted for the Library by: Date:

Library director signature: Date:

For restricted gifts only:

President of Library Board Signature: Date:

Secretary of Library Board Signature: Date:

Date of Board Approval:

Grievance and Discipline Policy

DISCIPLINE

The Director may at any time warn, suspend or dismiss any employee for any reason.

Except in exigent circumstances where immediate action is required in the best interest of the Library, the Director shall inform an employee of any reason or consideration for his/her suspension or dismissal and give the employee the opportunity to respond to the allegations before taking action to suspend or dismiss.

GRIEVANCE

A) Employees having grievances arising out of their employment by the Library shall have the right to appeal to their supervisor and, in turn, to the Director.

B) Where any employee, regardless of their job, feels that their grievance has not received due consideration, they are to place their grievance in writing and submit it to their supervisor. The matter will then be discussed with the Director.

C) In the event the matter is not satisfactorily handled, the employee may then request, in writing, that the Director submit the matter to the Board. At this time, after the reading of the request by the Director, the President of the Board shall appoint a committee to investigate all phases of the situation. In all cases, this investigation will include personally interviewing the employee concerned, the Department and the Director. After the committee has completed the investigation, it will then report to the Board at the next regular meeting, which follows the conclusion of the investigation. The employed concerned, if he or she so desires, may present his/her case at this meeting.

D) The decision of the Board of Library Trustees is final.

HOLIDAY SCHEDULE

The Franklin Grove Public Library will be closed on the following holidays:

New Year's Eve Day

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve

Christmas Day

If a holiday falls on a Sunday, the holiday will typically be observed the following Monday.

Employees that work 15-29 hours per week will be paid Holiday pay, based on the regular weekly schedule.

Other Holiday closings:

Thanksgiving: The library will close early the evening before Thanksgiving at 3:00 p.m.

Christmas: The library will close early the evening before Christmas Eve at 3:00 p.m.

Emergency Closings:

In the event of inclement weather or other emergencies, the Library may close to the public as approved by the library Director or the Library Board President. If the AFC school district is closed due to weather, the library will also be closed. It is understood that the Library will remain open except when, in the opinion of the Library Director, doing so poses a safety risk to staff and to the public.

Staff members who are scheduled to work when the library closes for an emergency will be paid for the number of hours they were scheduled. In the event the Library is open and an employee cannot get to work due to weather, the employee may request to take a day of vacation, make the time up, or take a day of unpaid leave.

Amended August 5, 2003
Amended April 6, 2004
Amended February 1, 2005
Amended December 6, 2005
Amended February 2, 2018
Amended January 11, 2022
Amended September 12,2023
Amended February 20, 2025

Hours of Operation

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

Monday 10:00 PM - 7:00 PM

Tuesday 10:00 PM - 7:00 PM

Wednesday 10:00 PM - 7:00 PM

Thursday 10:00 PM - 7:00 PM

Friday 10:00 AM - 5:00 PM

Saturday 10:00 AM - 2:00 PM

Sunday Closed

The book drop is available for the return of all printed material during the hours the library is closed. The book drop is located on Elm Street (west side of the library).

Freedom of Information Act

The Freedom of Information Act (FOIA) gives any person the right to request access to records of the Executive Branch of the United States Government. The records requested must be disclosed unless they are protected by one or more of the exempt categories of information found in the FOIA. Records that, generally, may be protected from disclosure are: Properly classified material; limited kinds of purely internal matters; matters exempt from disclosure by other statutes; trade secrets or commercial or financial information obtained from a person and privileged or confidential; internal agency communications that represent the deliberative, pre- decisional process, attorney work product, or attorney-client records; information that would be a clearly unwarranted invasion of personal privacy; law enforcement records to the extent that one of six specific harms could result from disclosure; bank examination records; and oil well and similar information.

Immigration Compliance Policy

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

Copies of Form 1-9 (Employment Eligibility Verification) can be obtained through the U. S. Department of Justice Immigration and Naturalization Service or through the personnel office of your library system.

Indemnification and Insurance

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

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

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

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

not obtainable, or, even if obtainable, a quorum of disinterested trustees so directs, by independent legal counsel in a written opinion. **INDEMNIFICATION AND INSURANCE (CONTINUED)**

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

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

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

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

[ABSTRACT OF THIS POLICY: ASSETS OF THE LIBRARY ARE AVAILABLE TO LIBRARY TRUSTEES AND EMPLOYEES TO PROTECT THEM FROM THEIR ACTIONS. IT ALSO PERMITS THE LIBRARY TO PURCHASE INSURANCE.]

INVESTMENT OF PUBLIC FUNDS

PURPOSE. The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the FRANKLIN GROVE Public Library.

RESPONSIBILITIES. All investment policies and procedures of the FRANKLIN GROVE Public Library will be in accordance with Illinois Law. The authority of the Library Board of Library Trustees to control and invest public funds is defined in Illinois Public Funds Investment Act (30 ILCS 235/1) and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the Library Director acting under the authority of the Library Board of Library Trustees. Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

OBJECTIVES. In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:
• Safety;
• Maintenance of sufficient liquidity to meet current obligations
• Return on investment; and
• Simplicity of management.

GUIDELINES.

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

A) Safety.

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC or FSLIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC or FSLIC coverage.

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) Maintenance of sufficient liquidity to meet current obligations: In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).

C) Return on Investment: Within the constraints on Illinois law 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 at all times.

D) Simplicity of Management: The time required by library administrative staff to manage investments shall be kept to a minimum.

Leaves

PAID LEAVE

Part-time employees working 15-29 hours per week are allowed paid leave of 20 hours per year with accumulation of up to 60 hours. The Director is allowed paid leave of 70 hours per year with accumulation of up to 210 hours. Paid leave may be taken 90 days after start of employment. For every 40 hours worked, 1 hour of paid leave is earned.

After start of employment a part-time employee can earn 20 hours of paid leave

After eight (8) years a part-time employee earns 30 hours of paid leave

After fifteen (15) years a part-time employee earns 40 hours of paid leave.

Year begins on January 1 and ends on December 31 (calendar year). Any employee hired after January 1 will have paid leave prorated based on their start of employment date. Earned paid leave will be recorded on each employee's personnel record. All absences charged to paid leave will be reported directly to the Director. In the event of separation, no compensation will be made for accrued paid leave for employees.

EXTENDED LEAVE

Full time employees may take extended leave if the situations listed below apply: for the birth and care of the newborn child of the employee; for placement with the employee of a son or daughter for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.

The Library Board of Trustees must approve extended leave requests. Extended leave shall constitute up to 6 weeks of unpaid leave.

FUNERAL LEAVE

Annually employees may take up to three days leave with pay in the case of a death in the immediate family. Immediate family includes grandparents, parents, guardians, siblings, spouse, or child.

In the case of other family members (aunt, uncle, niece, nephew) one day of paid leave will be allowed. Other requests for funeral leave will be considered on an individual basis by the Director.

JURY DUTY, COURT LEAVE, VOTING PRIVILEGES

Employees who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court or pre-court proceedings will be granted leave with pay minus the amount received for that service. In accordance with the state law, an employee will be allowed enough time to vote if prior arrangements are made with the Director.

Amended May 10, 2022- February 13, 2024

Employee Register 200

Employee Name

Employee Social Security Number

Date employee started Position Title

Date of position change Position Title

Date of position change Position Title

Vacation days: Earned: Accumulated: Total:

Dates taken:

Personal days: Earned: Accumulated: Total:

Dates taken:

Sick leave

Sick leave accumulates to a maximum of BLANK days. Absences more than three (3) days long require a Doctor's letter.

Earned Accumulated Total

Dates taken:

Library of Things Policy & Procedures

Introduction: The Winifred Knox Memorial-Franklin Grove Public Library strives to be responsive to patron's requests and needs. A Public Library of Things, allows libraries to develop nontraditional collections of items for community access. The Library of Things provides patrons access to a variety of items to "checkout" similar to the way libraries have traditionally offered access to print and recorded materials.

Description: Things are considered and acquired in a variety of areas:

Art & Craft Kitchen Party Supplies Making Science Musical Health Garden

Home Improvement Technology Toys Games Educational Devices etc.

Our Library of Things is located in the locked, glass display case.

Borrowing requirements and process:

1.) Patrons may only borrow 1 Thing at a time.

2.) Only library cardholders whose accounts are in good standing may check out a Thing.

3.) Things are intended for check out and take home use, not to be utilized at the library.

4.) Things will have a loan period of 7 days.

5.) Library staff will ensure all parts and accessories are lent and returned with Things.

6.) Things are NOT to be returned in the book drop.

7.) Things are not to be shared via delivery with other libraries. All Things are borrowed from and returned directly to the Franklin Grove Public Library.

8.) All Things must be borrowed by those 18 years or older due to safety and liability concerns.

9.) The Franklin Grove Public Library reserves the right to take a Thing out of circulation temporarily for repair, maintenance, or programming.

10.) Repeat loans of a specific Thing to one household will be limited to 1 renewal in the interest of ensuring fair access for all library patrons.

Liability:

Not all Things are suitable or safe for all patrons. Responsibility for a child's use of a Thing rests with the parent or guardian.

Patrons borrowing Things will be required to sign a **Library of Things Lending Guidelines Agreement and a Library of Things Supplemental Waiver,** waiving the liability of the library for injuries sustained while using the Thing.

Franklin Grove Public Library, Library of Things Supplemental Waiver

Informed Consent Form for Equipment Usage

In consideration of my use of the Equipment, (Thing) lent out by the Franklin Grove Public Library, through its Library of Things Program, I hereby voluntarily release, discharge, waive, and hold harmless, on behalf of myself, my heirs, executors, administrators, and assigns, the Franklin Grove Public Library and its Trustees and staff, officers, and agents from any loss, damage, or injury to persons or property arising from the Equipment,(Thing), whether arising through the Library's negligence or imposed by law. In no event shall those parties be liable to me for indirect, consequential, or special damages, including without limitation lost use, revenue, or profits.

I agree to indemnify and hold the Franklin Grove Public Library, it's Trustees and staff, officers, and agents harmless from and against all liabilities, claims, actions, proceedings, damages, losses, costs, and expenses, including attorney's fees, for all injuries or death of any person, or damage to any property occurring or arising from or connected with, directly or indirectly, my possession, use, and return of the Equipment, (Thing).

No warranties, expressed or implied, including without limitation: suitability, durability, fitness for a particular purpose, condition, or quality have been made by Library, directly or indirectly with the Equipment, (Thing). I am borrowing the Equipment, (Thing) "as is". I acknowledge that I have examined the Equipment, (Thing) and that its condition is acceptable. I agree to return the Equipment, (Thing) to the Library in as good of condition as when I received it. If returned unclean, I may be charged a reasonable cleaning fee. I agree to keep and maintain the Equipment, (Thing) in good condition, use it in a careful and proper manner and comply with all applicable laws and regulations.

I understand that the Library does not provide supervision or instruction for the use of the Equipment, (Thing). I understand that the use of some Equipment, (Things) may involve risk of serious injury, including permanent disability or death. I agree to not use any Equipment, (Thing) in a manner inconsistent with its intended design and purpose.

I have read this Liability Waiver and Informed Consent Form and sign it voluntarily. I understand that I am giving up substantial rights by signing it.

Print Name: _____ Library Card Number:_____

Signature: _____ Date:_____

Library of Things Lending Guidelines and Agreement

Guidelines for Borrowing and Use

- A valid Franklin Grove Public Library card with current information, (phone number & address) and **NO** outstanding fines is required to borrow a Thing.
- Borrowers must be 18 years or older.
- Borrowers must read, understand, and sign this Agreement at the Reference Desk in the presence of a library staff member **every time** they check out a Thing.

Time Limits & Availability

- A Thing may be borrowed for **1** week (7 days) at a time and may only be renewed **1** time.

Fines & Liability

- The overdue fine is $**1.00** per day to a maximum of $**50.00** before an item is considered lost and billed to the patron.
- The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse.
- The responsibility to protect against loss is the borrower's.

Proper Care and Use

- Use care when handling things.
- Return the Thing in clean and good condition, with all parts and components.

Thing Lending Agreement

I agree:

- To abide by Franklin Grove Public Library of Things guidelines as stated above
- To pay an overdue fine as stated above if the Thing is returned late
- To pay full repair and /or replacement costs should the Guidelines for Borrowing and Use Thing be stolen, lost, not returned, or damaged.

Initial:_____ **Date:**_____

Lost, Damaged, and Overdue Books

The Board of Library Trustees is vested with the specific power under the Public Library Act to provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library and for failure to return any book or other material or personal property belonging to or in the custody of the library and to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. The purpose of this policy is to prevent, discourage, and prohibit the injury to any book or library material or property, real or personal, and the failure to return any book or library material or property to the library. It is therefore the policy of the FRANKLIN GROVE Public Library as follows:

Section 1:

A. Fines for overdue materials

(a) As of January 1, 2023 the library is now fine free on materials except NEW items and Library of Things.

(b) Library of Things Items have an overdue fine of $1.00/day with a cap of $50.00.

(c) NEW items fees are as follows-

Books/Audiobooks/Compact Discs-$0.05 per day

DVD'S-$0.50 per day

B. Fees for lost library cards

(a) Adult - $1.00 for lost cards.

(b) Juvenile - $1.00 for lost cards.

C. Lost materials

(a) Catalogued books, paperbacks, cassettes – replacement cost.

(b) Periodicals – replacement cost.

D. Damaged materials

(a) If items are returned in damaged condition that makes them unusable, value or replacement cost will be charged for each item.

(b) For minor repairs done in house there will be no charge.

Amended June 6, 2006 Amended February 2, 2018 Amended May 2, 2023, Amended August 13, 2024

Section 2. Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found.

2. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found.

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

Section 3. As to lost materials, the Library will utilize a refund policy on the following terms: cataloged books, paperbacks, and cassettes may be returned within six (6) months for a refund of the value or replacement cost paid subject to the rules relating to damaged materials and fines for overdue material.

Section 4. All fines and penalties for the commission of injury upon the library, its grounds, or the property thereof shall be paid into the general fund of the library or the body enforcing this ordinance.

Amended June 6, 2006

Amended February 2, 2018

Amended May 2, 2023

Materials Selection Policy

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

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

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

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

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

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

Amended February 2, 2018

FORM I

COMPLAINT ABOUT LIBRARY MATERIAL

Material:

Date:

Name:

Address:

Telephone:

Complaint Represents: Individual Organization

Reason for Complaint:

Signature:

Took Form II: Yes No

Date Form II Returned:

FORM II

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author:

Title:

Publisher

Or

Distributor:

Request Initiated by:

Address: Telephone:

City: Zip code:

Request represents: Individual

Organization, list name

Other, list name

1. Have you read or viewed the entire work?

If not, what parts?

2. To what in the material do you object (Please be specific; cite pages or sections)

_____

3. What good or valuable features do you find in the material?

_____

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

_____

What do you feel might be the result of reading or viewing this material?

Have you read any reviews of this material?

If yes, specify:

Do you think this material would be more appropriate for a different age group? Please explain: FORM II

What would you like the library to do about this material?

Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? If yes, please specify:

Signature: Date:

Meeting Room Policy

The Meeting Room at the Franklin Grove Public Library is to function as a benefit to the community. Since this means the Meeting Room will be open to all types of groups, the Library does not necessarily endorse the philosophies or practices of all those using the meeting room. The facilities will be made available on an equitable basis to all groups in the community subject to compliance with the following regulations, the approval of the Library Director, and according to the guidelines outlined in Article VI of the Library Bill of Rights. Library related activities, Friends of the Library related activities, and Village Board related activities all have priority in the use of the room. No fee will be charged to any of these groups.

Other groups may use the room according to the following regulations.

Reservations 1. Reservations must be made by completing the application form and submitting a deposit and the room rate. This should be done by the person from the group who will be responsible for seeing that the group involved follows these rules and regulations. An adult must make the reservation for meetings of groups whose members are high school age or younger and the adult must be present at the meeting. 2. If the library accepts the reservation application, deposit, and the fee for the requested date, the group concerned can consider that the reservation is confirmed. Library staff will contact the individual for more information if needed. 3. Not-for-profit groups will be allowed to hold fund raising activities in the meeting room. Private groups or individuals may not use the meeting room for profit- making activities.

Fees 1. A $25 deposit must be submitted with all reservation applications. The room deposit is to be made separate for possible refund at completion of clean-up guideline and room use. Private groups may reserve the use of the room at a rate of $15.00 per hour. 2. A minimum three (3) day notification of cancellation for full refund of deposit. 3. All community groups, clubs, organizations, businesses, and NFP groups within the Franklin Grove area may reserve the use of the Meeting Room free of charge. Room reservations are only available during normal open business hours. Non-open business hour reservations will be charged $15.00 per hour for such groups. Reservations are on a first come, first served basis. 4. Groups have the option of paying a small additional fee of $5.00 per 12 people for coffee bar supplies (See section below concerning Coffee Bar).

Coffee Bar 1. The coffee bar is equipped with a coffee maker, an electric tea kettle, three beverage servers, two pitchers, and two trays. 2. Groups will have the option of paying an additional fee of $5.00 for a refreshment package for 12 people that will include coffee, assorted tea bags, creamer and sugar packets, coffee cups, and napkins.

Clean-Up 1. The group using the room is responsible for clean-up (except vacuuming). The room must be left in the same condition in which it was found (See Clean-Up guidelines located in the Meeting Room). 2. Users must pay the cost for repair of damages to the room or any equipment therein. 3. The Library will not be responsible for materials or equipment left in the building by the users. No equipment or products belonging to specific groups may be stored at the Library without approval from the Director.

A-V Equipment

- Groups using the meeting room may use the following A-V Equipment:
- Overhead projector and projection screen, DVD player and CD player, as well as the small variety of

cables needed for equipment.
• If a group wishes to use the AV equipment for the first time, the individual responsible for the reservation of that group must participate in a mandatory 20 minute training session.
• **The Franklin Grove Public Library is a tobacco, drug, and alcohol free environment.**
• **Meetings in the Meeting Room must in no way disturb the normal functioning of the Library.**
• **50 is the maximum number of people that can be accommodated with seating. 100 is the maximum number of people standing.**
• **All activities must conclude and the room must be vacated by 10:00 p.m.**
• **Reserved beginning and ending times must be honored or a $5 punctuality fee per 15 minutes will be added to the room fee.**

Amended April 6, 2004

Amended March 6, 2007

Amended February 2, 2018

Amended March 10, 2026

Meetings and Telephone Conferencing

The fullest participation and attendance in all Board meetings should be achieved whenever possible; and the use of telephone conferencing for meeting attendance, voting and quorum requirements, at least in some governmental meetings, is permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The Board in all of its regular and special meetings and committee meetings complies and intends to comply with the provisions of the Open Meetings Act. When needed, the capabilities of telephone conferencing for its meetings, as more specifically set out in this policy, will enhance and further the public's business as conducted by the Board of Library Trustees as follows:

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

Section 2. The location of the meeting included on the notice shall be equipped with a suitable speaker-phone system in order that the public audience, the Board members in attendance and any staff or guests will be able to hear any input, vote or discussion of the teleconference and that any other location where the Board conducts regular business shall have similar speaker-phone capabilities for use by Board members, staff or public audience to attend at that location, if requested at least 24 hours in advance of the meeting.

Section 3. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all Board members attending for quorum or voting purposes are in fact an authorized Board member with the right to speak and vote.

Section 4. As soon as it becomes apparent to the Board that a meeting will require telephone conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by telephone connection, and the location or locations where speaker-phones will be available shall be noted thereon. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.

Section 5. All Board members attending meetings by telephone conference shall be counted for quorum purposes and entitled to vote as if they were personally and physically present at the meeting site so long as the telephone connection exists.

Section 6. This policy shall not be construed to mean that teleconferencing shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due to circumstances beyond their control.

Section 7. The meeting minutes shall indicate those Board members who attend by telephone connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting, which were attended by telephone conference.

Mission Statement

The mission of the FRANKLIN GROVE Public Library is to provide educational, informational, cultural and recreational resources and services to all ages of people in the FRANKLIN GROVE Public Library. The library will provide access to the universe of information, and especially that information which is of immediate relevance and interest to the community it serves. The library seeks to accomplish its mission through prudent management and development of its resources, and by providing access to materials and services to meet the present and future needs of the community it serves. In this effort the FRANKLIN GROVE Public Library cooperates with other libraries, and with other educational, and governmental institutions. Special emphasis is placed on current popular materials. The library serves as a learning center and educational center for all residents of the community.

No Pets Policy

No pets or animals other than service dogs, miniature horses, or previously stated in training are allowed in the library. Owners of pets will be asked to remove them from the library.

Individuals with disabilities may bring their service dogs into all areas of the library where members of the public are normally allowed to go. All service dogs must be under the full custody of control of their handler at all times. Also, all service dogs must be on a leash or harness at all times unless the handler is unable to leash or harness the dog because of a disability or use of a leash or harness would interfere with the dogs safe, effective performance of work or tasks. If the service dog cannot be leashed or harnessed, it must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). Owners of service dogs are solely responsible for the supervision and care of the service dog. Therefore, owners must keep the service dog directly with them at all times.

Users of service dogs are not required to show papers or prove a disability. Service dogs are not required to be licensed or certified by a state or local government or training program, or to be identified by a special harness collar.

Staff may ask patrons with a dog:

1.) Is this your pet? (If answer is yes, staff must ask patron to remove the animal).

2.) If no, is the dog a service animal required because of a disability?

3.) What work or tasks has the dog been trained to perform?

Owners of service dogs or service dogs in training that they are working dogs and not pets. Terms used may include assistance, service guide, hearing, or helping dog. Staff may not ask about the owner's disability.

A person with a disability may not be asked to remove their service dog or service dog in training from the library unless the presence, behavior, or actions of the service dog constitutes an unreasonable risk of injury or harm to property or other persons, or if the dog is disruptive and the owner does not take effective action to control it. In these cases, library staff must give the person with the disability the option to obtain library services without having the service dog or service dog in training on the premises. Fear of allergies, annoyance on the part of other patrons or employees, or fear of dogs are generally not valid reasons for denying access or refusing service to people with service dogs or service dogs in training.

Exceptions to the policy prohibiting non-service animals in the library may be made in the case of specific library programming.

Amended May 3,2023

Performance Evaluation

Performance reviews are part of the permanent record of the employee in the Library's personnel records and will be considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action, and dismissal.

Performance evaluations are conducted by the Director who may consider information from fellow employees, supervisors, trustees and patrons.

Performance reviews are conducted at least annually. However, raises will be given only on a yearly basis.

The Director will be evaluated by the board of trustees annually.

Amended March, 2002

Amended April 6, 2004

Amended February 2, 2018

Personnel Records

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

Prevailing Wage Act

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

Public Access to Electronic Information Networks

ELECTRONIC NETWORKS AND THE LIBRARY' S MISSION

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET), the FRANKLIN GROVE Public Library is committed to networking which represents good public policy by maximizing the use of the resources of all types of libraries. Every library user benefits from expanded access to information beyond the four walls of a single library building.

The FRANKLIN GROVE Public Library and all ILLINET libraries use electronic information networks such as the Internet for a variety of purposes:

1. Access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state;

2. Access to the wealth of information resources available via the Internet; and

3. Access to general and specialized shared licensed databases available to ILLINET member libraries through regional and statewide cooperative programs. Internet electronic mail service is available to patrons in libraries that elect to offer this service. In many areas of Illinois, regional community information networks are operational and offer library patrons access to Internet electronic mail and related services.

RELATIONSHIP TO OTHER LIBRARY POLICIES

The FRANKLIN GROVE Public Library's Policy for Access to Electronic Information Networks is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all library policies are available upon request from a library staff member.

"GLOBAL" VERSUS "LOCAL" RESOURCES

Most resources available via the Internet and other electronic information networks are "global" resources rather than "local" resources. The library does not and cannot control the information content available through global resources such as information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a library. Library users must be aware that this library does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:

1. Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.

2. Information obtained via the Internet may or may not be accurate.

3. Information obtained via the Internet may or may not be current and up to date.

4. Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictably.

5. Certain information obtained via the Internet may be considered controversial by some library patrons.

The FRANKLIN GROVE Public Library urges library patrons to be informed consumers and carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

This library is not responsible for damages, indirect or direct, arising from a library patron's use of Internet information resources.

LIBRARY PATRONS RIGHTS

Library patrons have certain rights with respect to use of electronic information networks such as the Internet. This library will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings.

Library patrons have the right to equitable access to electronic information networks.

Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

PATRON ASSISTANCE AND INSTRUCTION

The FRANKLIN GROVE Public Library's staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Printed and online documentation and instructions are available at or near points of service. Formal instruction in particular aspects of electronic information network use may be available.

USE OF EQUIPMENT AND NETWORKS

The FRANKLIN GROVE Public Library requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:

1. Use of electronic information networks for any purpose which results in the harassment of other users;

2. Destruction of, damage to or unauthorized alteration of the library's computer equipment software, or network security procedures;

3. use of electronic information networks in any way, which violates a Federal or State

law;

4. use of electronic information networks in any way which violates licensing and payment agreements between [this library] and network/database providers,

5. Unauthorized duplication of copy protected software or violation of software license agreements;

6. Violation of system security; and

7. Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment which serves to deny access to other users.

CHILDREN’s ACCESS TO ELECTRONIC INFORMATION NETWORKS

The FRANKLIN GROVE Public Library supports the right of all library users to access information and will not deny access to electronic information networks based solely on age.

This library recognizes that the electronic information networks such as the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. Library staff are unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

LIBRARY PROCEDURES RELATING TO ELECTRONIC NETWORKS

This library has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include (but are not necessarily limited to) the following:

1. Time limits for access to allow use of resources by the maximum number of library patrons;

2. cost recovery for printouts using the library's computer equipment;

3. Priority usage for accessing the library's online catalog;

4. Specific instructions for downloading including compliance with virus protection measures;

5. Restrictions on the use of personal software on library computer equipment; and

6. A registration and use agreement form which must be completed prior to usage.

BREACH OF POLICY

Violation of any aspect of this policy will result in the loss of library privileges for one month for the first offense and suspension of library privileges for one year for the second offense.

Electronic Information Networks Registration and User Agreement

NAME (PLEASE PRINT)

Last_____First_____

REGISTRATION AND USER AGREEMENT

1. I have read the policies concerning the use of the Franklin Grove Public Library's Internet computer and agree to abide by the policies.

2. I agree to pay any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.

3. I understand that copyright laws restrict duplication of copyrighted software, and I will follow all copyright laws.

4. I understand that if I fail to abide by the Franklin Grove Public Library's Internet policies, I will lose eligibility for use of this service.

5. I understand and acknowledge that the Internet contains material of a controversial nature including pornography, obscenity, inflammatory or dangerous material, and that XYZ Library has no control over the Internet and assumes no responsibility for the content, quality, accuracy, currency or appropriateness of any Internet resources.

Signature:_____

Library Card ID or Barcode Number: _____

Date: _____

FOR PATRONS UNDER THE AGE OF 18:

As the parent or guardian of I give permission for my child to use the Internet computer(s) at the Franklin Grove Public Library, with the understanding that I am responsible for monitoring my child's appropriate use of this service and that I am responsible for any damage that may occur and that I have read, understand and agree to the above statements.

PARENT OR GUARDIAN SIGNATURE: _____

Date:_____

Records to Be Retained

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

Reference Service

The FRANKLIN GROVE Public 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 the FRANKLIN GROVE Public Library encourages 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 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 are not to be 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, sexual orientation, social or economic status of the patron. Reference service and materials are available during all hours the library is open and is provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, telefacsimile, 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 on-site resources are referred to another agency. Such referrals are verified and/or mediated by library staff.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms or serve as 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 a professional in the above listed fields for additional information or advice.

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

Amended February 2, 2018

Routine Banking Procedures

The library treasurer and bookkeeper of the FRANKLIN GROVE Public Library is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The library treasurer of the FRANKLIN GROVE Public Library is authorized to transfer funds from one library account to another library account for payment of monthly library bills, which have been approved by the board of trustees. The library director of the FRANKLIN GROVE Public Library is not authorized to sign checks, or receive cash from library accounts except when the board of trustees authorizes such action through the approval of checks to reimburse petty cash.

Service to Patrons with Disabilities

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

SEXUAL HARRASSMENT

I. *PROHIBITION ON SEXUAL HARRASSMENT*

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct, which affects individuals of all genders and sexual orientations. It is a policy of FRANKLIN GROVE Public library to prohibit harassment of any person by any municipal official, municipal agent, municipal employee or municipal agency or office on the basis of sex or gender. All municipal officials, municipal agents, municipal employees and municipal agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

II. *DEFINITION OF SEXUAL HARRASSMENT*

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. However, some forms of sexual harassment may be depend, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

III. *PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT*

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment are encouraged, but not required, to deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. If an employee either observes or believes themselves to be a target of sexual harassment, but does not feel comfortable immediately confronting the offending employee, they may report the incident to her/his immediate supervisor at a later time. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator, or the chief executive officer of the municipality. The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the municipality will not be presumed to have knowledge of the harassment.
- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the municipality. However, all municipal employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages. All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the municipality. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

IV. *PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT*

ALLEGATIONS

No municipal official, municipal agency, municipal employee or municipal agency or office shall take any retaliatory action against any municipal employee due to a municipal employee's:

1. Disclosure or threatened disclosure of any violation of this policy;

2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy; or

3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any municipal employee that is taken in retaliation for a municipal employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation. Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation;

2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee; or

3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act. Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge - due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

V. *CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARRASSMENT*

In addition to any and all other discipline that may be applicable pursuant to municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to $5,000 per offense, applicable discipline or discharge by the municipality and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the municipality shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

VI. *CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT*

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith, which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements. In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to $5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.

BEFORE ADOPTING ORDINANCE, MUNICIPAL OFFICIALS SHOULD CONSULT WITH RETAINED LEGAL COUNSEL OR OTHER QUALIFIED ATTORNEY.

Sexual Harassment

The FRANKLIN GROVE Public Library strongly opposes sexual harassment in any form. Sexual harassment is against Library policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act as amended on January 7, 1993. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment.

A. WORK ENVIRONMENT

It is the policy of this Board that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment;

2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Administration in accordance with the Sexual Harassment Reporting Procedure.

B. LIBRARY EMPLOYEE/PATRON RELATIONSHIP

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and therefore such harassment will not be tolerated.

Sexual harassment of a patron by a Library employee means:

1. any sexual advance by an employee toward a patron;

2. any request by an employee to a patron for sexual favors;

3. any acceptance by an employee of a sexual advance or request for sexual favors from a patron; or

4. any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any library-sponsored activity, or (ii) such conduct has the purpose, or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive library environment for the patron. Any patron who suspects that she or he has encountered sexual harassment should report the incident to the head librarian or, if not immediately available, to her/him as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a Library employee against a patron shall immediately report it to the head librarian, or to their immediate supervisor.

C. EXAMPLES

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile" or "offensive" as used above include conduct, which has the effect of humiliation, embarrassment or discomfort. Examples of verbal sexual harassment includes: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a

sexual nature, and humor or jokes about sex or gender-specific traits. Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material.

Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentional brushing the body, coerced sexual intercourse, and sexual assault.

D. DUTY TO REPORT SEXUAL HARASSMENT BY PATRONS TO FELLOW PATRONS

All Library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to the head librarian, or, to their immediate supervisor.

E. RETALIATION

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

F. SEXUAL HARASSMENT REPORTING PROCEDURE

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

Step 1:

A. Reporting by Patrons

Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron should report it to the head librarian as soon as possible.

B. Reporting by Employees

A complaint by a Library employee that sexual harassment has occurred shall first be presented to either the head librarian or to the employee's immediate supervisor. If the head librarian or supervisor is the subject of the complaint, then the complaint should be presented to the President of the Board.

Step 2:

If the alleged perpetrator of sexual harassment is a Library patron, normal disciplinary procedures should be followed. In all other cases, the head librarian shall meet with the complainant within three (3) days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the head librarian may also have a representative; such meeting, however, shall be informal. The head librarian shall issue a written decision within five (5) days of the meeting.

Step 3:

If the complainant is not satisfied with the head librarian's decision, within five (5) days of the date of that decision, an appeal may be taken to the Board President or his designee (hereinafter the words "Board President" shall include designee).

The appeal shall be in writing and shall state the reasons for appealing the head librarian's decision. Within five (5) days of receiving the appeal, the Board President shall meet with the complainant, any representatives, and the head librarian to resolve the matter. The Board President shall issue a written decision within ten (10) days of this meeting. Any employee found to have sexually harassed a patron or

another employee, or retaliated against a patron or employee who alleges sexual harassment, will be subject to discipline up to and including discharge.

Step 4:

If the complainant is not satisfied with the Board President's decision, then within ten (10) days, an appeal of that decision may be made to the entire Board of Library Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting forth the reasons for the appeal. Within twenty (20) days of receiving an appeal, the Board or a committee hereof, shall meet with the complainant, the head librarian, and any representatives to discuss the allegations of discrimination. The hearing with the Board shall be informal, however, the complainant and the administration may present evidence, call and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply, however, hearsay evidence shall not be presented for proof of any ultimate facts.

Within ten (10) days after the hearing, the Board shall issue its written decision.

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

G. LEGAL RECOURSE, INVESTIGATIVE AND COMPLAINT PROCESS AVAILABLE THROUGH THE ILLINOIS DEPARTMENT OF HUMAN RIGHTS AND HUMAN RIGHTS COMISSION

Any Library Patron or employee may also use the legal recourse, investigative and complaint process through the Illinois Department of Human Rights and Human Rights Commission.

The address and telephone number are:

Illinois Department of Human Rights

222 S. College, Rm. 101A

Springfield, IL 62700

(217)785-5100

Staff Development

The Director may be granted time off with pay and approved expenses to attend library association conferences and other professional meetings. An employee may be granted time off with pay and expenses to attend state and national meetings at the recommendation of the Director to the Board. Requests should be submitted to the Board for consideration.

On some occasions job related courses may be required of an employee. The Board of Library Trustees will pay for required classes upon proof of satisfactory completion of the course. Upon the recommendation of the Director, the Board of Library Trustees will allow the tuition up to the equivalent of the Community College tuition for job related courses of training taken by an employee who works at least 20 hours per week. Employees working less than 20 hours per week may petition the Board of Library Trustees for similar reimbursement. Approval must be obtained before the course begins. Payment will be made upon proof of satisfactory completion of the course.

All staff members are encouraged to attend continuing education opportunities and workshops offered by the State Library or Library System. Mileage and time will be paid according to policy.

Travel and Conference Policy

At the Director's discretion, attending, library association conferences, and other professional meetings is permitted. Although the Board and Director encourage attendance at professional meetings and conferences, the needs of the Library shall have priority. Within its budgeted ability, the library may provide assistance toward such expenses as dues, registration, travel, and other expenses incurred through attendance. The Library will rotate attendance among the staff and Board as far as possible. Other factors which may be used in determining the extent or appropriateness of Library support are membership in the sponsoring professional organization, committee membership, leadership in the organization, and pertinence of the meeting to the employee's Library responsibilities.

GUIDELINES FOR PAYING PROFESSIONAL DUES AND EXPENSES

The dues for ILA will be paid 100 % for all staff. ILA dues for the Board of Library Trustees shall be paid 100%. ALA dues for the Director and President of the Board shall be paid 100%.

For approved travel to ILA, System, and State Library meetings and conferences, by staff, Director, or Trustees, 100% of reasonable airline or train fares, shuttles, and parking will be reimbursed. Mileage will be reimbursed at the rate determined by the State of Illinois. Mileage will only be reimbursed at the rate of trips originating from the Library if it is less than mileage from home.

When overnight stay is required or advisable for staff, Director, or Trustees, 100% of reasonable rates will be reimbursed at the single rate. Accompanying spouses or non-staff must pay additional expense above the single rate.

For meals while in attendance out of the area, a per diem is allowed as follows: $60 per diem. Partial day claims will be based allowed up to $15. Per Diem may be paid in advance. Please give the Library office ample time to issue the check. Receipts must be kept and presented to the Library within one week of the return home. Any unused money must be refunded to the Library. All receipts for travel, hotel, and meals must be turned into the Library office for reimbursement.

Amended August 2, 2005

Amended December 6, 2005

Amended January 3, 2006

Unattended Children

Parents are responsible for the behavior of their children while they are in the Library. The FRANKLIN GROVE Public Library staff is committed to help children with activities related to the Library. However, Library staff cannot, nor is it their responsibility to serve as baby-sitters, teachers or disciplinarians. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent of incidents involving an unattended child. [Form follows]

Children under the age of eight must be accompanied and directly supervised at all times by a parent or other responsible caregiver. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and stay with the child until the police arrive.

From time to time the FRANKLIN GROVE Public Library schedules or provides programs which are designed and suitable for attendance by children without parental supervision. Such program announcements will so indicate and if no indication is included then supervision is required. When so indicated, if the parent or caregiver intends to be absent, they must leave information at the circulation desk as to their whereabouts and, if possible, a phone number where they or a responsible adult can be contacted.

Children over the age of eight may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct and demeanor.

Anyone under eight years of age requires adult supervision to attend library programs.

Amended February 2, 2010

Unattended Children Parental Notification Letter

Dear _____,

The FRANKLIN GROVE Public Library has recently experienced an incident involving your child,_____ where they were on Library grounds unattended by you or a responsible caregiver. A copy of the Library's policy on Unattended Children is enclosed here for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend Library privileges for you or your family, but the safety of children as well as the proper operation of the Library is our first responsibility. If you have any questions regarding this policy or its enforcement, please contact the undersigned.

Very Truly Yours,

_____

Board President or Library Director

Unattended Children After Hours

In the event a young person is still at the library 15 minutes after the library closes to the public, attempts will be made to reach parents but in no instance will staff take young people home. After a reasonable amount of time, library personnel may call the police.

Amended April 6, 2004

Vacation Policy

A. Vacation base year - **Begins January 1 and ends December 31 (calendar year).**

B. Scheduling - Vacation must be scheduled at a time that is mutually agreeable to both the employee and the Director. Vacation time will be recorded on the employee's personnel record. Vacation time may not be accumulated from the previous year.

C. Termination of employment - An employee who terminates employment after one year of credited service shall be entitled to compensation for unused vacation days.

D. Employees rehired will begin earning paid vacation days as a new employee.

E. Employees who move from part time to full time will begin credit toward vacation time on the date of the status change.

F. Paid time off based on the following employee categories:

Full Time- Employee works an average of 35 or more hours per week, reaching at least 1,536 hours per fiscal year

Part Time- Employee works an average of 15 to 29 hours per week, reaching at least 720 hours per fiscal year.

Director- The Director is entitled to 140 hours of paid vacation per calendar year.

Part Time- Part time staff are entitled to 20 paid vacation hours per calendar year after one year of service. After five (5) years of employment part time staff are entitled to 40 paid vacation hours per calendar year. After ten (10) years, part time staff are entitled to 60 paid vacation hours per calendar year. After fifteen (15) years, part time staff are entitled to 120 hours of paid vacation per calendar year.

Adopted June 6, 2006

Amended August 12, 2014

Amended February 2, 2018

Amended April 20, 2022

Vandalism Policy

It is considered an act of vandalism when a patron, employee, visitor, vendor or other person:

- Removes pages, covers, etc. from print materials or removes disks, cassettes, etc. from non-print materials.

- Defaces materials by writing on them, altering them in any way, or neglecting to take adequate care of them. Materials available to use in the Library or to check out are considered to be in "good condition," and it is expected that materials will be returned in similar condition.

- Damages or defaces other Library property, i.e. equipment, furniture, and fixtures, or damages or defaces the building's interior, exterior or grounds.

The Library shall consider criminal prosecution or revocation of Library privilege for any person who commits vandalism or attempts vandalism. Violators are responsible for the cost of replacing damaged items or materials, payment of processing fees, attorney charges, and/or monetary fines.

The Franklin Grove Library notifies local Police concerning any criminal behavior in the library area. Activities which draw particular attention include, but are not limited to: theft, vandalism, exhibitionism, and/or assault, including verbal threats, and inappropriate materials found on Library computer workstations.

Volunteers

The FRANKLIN GROVE Public Library recognizes and appreciates the hard work and unique talents the volunteers of the community offer to the FRANKLIN GROVE Public Library throughout the year. All work performed by volunteers is done without compensation, and at the risk of the volunteer. The library does not carry insurance, which protects the volunteer in the case of accidental injury.

Wireless Policy

The service is free to all Library customers. Customers bring their own wireless-enable laptop computer or other wireless device to the Library to use the service. The Library does not loan laptops, wireless cards, or PDAs.

Wireless network users agree to abide by the Library's Computer Use Policy.

Library staff cannot disable the filter on non-library computers.

Library personnel are not able to help wireless network customers configure their laptop computers or other equipment. Everyone's computer is different; the Library cannot support customers' equipment configurations. The Library cannot be responsible for any changes customers make to their equipment.

Printing is not available from laptop computers. If you need to print something, *save* your work to a disk or e-mail the files to yourself and then sign up to use a library computer that is connected to a printer.

Your information is not protected while using the wireless network. Keep this in mind when accessing sensitive or personal information. This is a public open network.

A fully charged battery is recommended. Public electric outlets may not always be available. Customers may not string electrical cords across areas where people may be walking.

Notary service policy

Notary Service Policy

Notary Public service is available at no charge to library patrons by authorized staff, in accordance with Illinois notarial law. Due to Notaries not always being available, the Library recommends users contact library to confirm that a Notary is on duty. Notary services are a courtesy provided by the Library and not the Notary's primary duty; therefore, the Notary may ask the person(s) to wait while the Notary attends to other library matters.

Notary service is not guaranteed. At their discretion, Library Notaries will not provide service if the document or circumstances of the request raise any issues of authenticity, ambiguity, doubt, or uncertainty.

Users must present a valid government-issued identification that includes a photo and signature.

Please keep in mind:

- Notaries are regulated by Illinois notary laws and will not notarize documents that do not follow such laws and regulations.
- Notaries cannot provide legal advice pertaining to notarizing documents.
- The Library will not provide witnesses and witnesses may not be solicited from patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- Notaries are not permitted to make use of a translator to communicate with a Notary service customer.
- A Notary cannot certify copies of documents or signatures.
- Notary services are not available for Government I-9 form/Employment Eligibility Verification; deeds; mortgages; refinancing documents.

Program policy

Franklin Grove Public Library sponsored programs, which include presentations, lectures, discussion groups, clubs, story times, demonstrations, arts and craft projects, performances, and more, are offered to the community to support the Library's mission, which is to be a welcoming destination that connects the community to literacy, information, ideas, and experiences.

Franklin Grove Library strategically selects and plans programming presenters and topics based on several factors, including relevance and timeliness to community needs, popular appeal, suitability for the intended audience, educational and entertainment value, budget allowance, availability of physical and virtual library space (which includes Library staff and technology), and more. Library sponsorship of a program does not constitute an endorsement of the content of the program or of the views expressed by the presenters or participants. Program suggestions and proposals from presenters and members of the community are welcome, however the Director retains the right to determine which programs and events are scheduled.

Programs are open to the general public, subject to age restrictions, but some programs may be designed with specific audiences in mind. Franklin Grove Library reserves the right to limit the number of participants in a program. All programs, with rare exception, are free to the participants. In the event there is a charge for a program, refunds will NOT be issued if a patron cancels their registration within 24 hours of program. The Director will strive to select presenters who do not have a vested interest in selling their products or services to attendees. Presenters may leave business cards for attendees. Special circumstances approved by Library Director would allow for products to be sold. The Library Director will have final approval over all programs.

Public photography and filming policy

PUBLIC PHOTOGRAPHY AND FILMING POLICY

The Franklin Grove Library will, during regular business hours only, accommodate requests for photography or filming provided such photography or filming does not interfere with routine or ordinary Library operations, including patrons' rights to privacy and their ability to use library space for traditional library purposes such as non-distracted reading, study, research, quiet time, writing and library-organized or authorized seminars and book discussions. To reduce distractions, protect the rights of Library patrons and staff, and promote safety, photographing and filming in the Library are restricted as set forth in this policy.

Photography and video or audio recording is generally permitted if it is for: general Library promotion by the Library; student projects; education; or personal use. Visitors may take casual photographs or video recordings in the Library. A video recording may only include audio recording of private patrons, with their written permission. The use of additional equipment, such as tripods or lighting are not permitted because of safety, liability, and other issues, unless approved by the Library Director. All photography and video or audio recording in the library shall be conducted in a manner that is visible to other patrons, and not done surreptitiously, to enable patrons to exercise informed consent with regard to exercising their rights to be or not to be photographed or videoed.

No commercial photography or filming may occur in the Library without the written approval of the Library Director. Commercial photography requests and filming requests shall be submitted in writing for approval by the Library Director at least 5 business days prior to engaging in such commercial photography or filming at the Library.

In furtherance of this policy, the Library Director is authorized to act accordingly, including limiting or prohibiting photography, filming, and audio recording by persons whose activities interfere with Library environment or operations, adversely affect public safety or cause public disturbances.

PATRON PHOTOGRAPHY AND FILMING

Under no circumstances may the public or members of the media take photographs, video recordings, or live stream without the express permission of any Library patrons or staff who would be prominently included within the composition. Capturing identifiable likeness of individuals or their computer screens, books, documents, or other materials and registration and circulation records, is not permitted without their written consent. If any person to be photographed or filmed is under 18 years of age, written permission shall be obtained by the photographer or videographer from a parent or adult guardian on behalf of said minor child. Individuals who photograph or film inside the Library shall honor requests from patrons and staff who do not want to be included in photos or recordings. All photography and recording must be carried out so as not to disturb Library users or staff; shall not block aisles, walkways, doors or exits; and shall not move or relocate library property or the property of visiting patrons. Patrons shall not be required to relocate or move to accommodate photography or video recording.

Photography, filming, and audio recording are prohibited in restrooms, as well as in non-public areas (staff only areas); unless written consent to do so is given by the Library Director.

In all instances, the Library reserves the right to cease photography or filming if it results in disruption of the ordinary Library environment or operations.

The Library accepts no liability for the use of photos, film, or recordings resulting from this activity.

FAILURE TO COMPLY

Those not following this policy may be asked to put away their equipment or leave the Library.

Security camera policy

Security Camera Policy

The Franklin Grove Library has a significant interest in maintaining the safety and security of its patrons, staff, and property. Security cameras are in use to discourage illegal behavior and violations of policies and provide recorded footage to assist law enforcement in prosecuting criminal activity and staff in enforcing Franklin Grove Library policies. The purpose of this policy is to govern the location of security cameras, identify who may access live and recorded camera footage and for what purpose, provide guidelines for the retention of recorded footage, and protect individual privacy. Individuals on Franklin Grove Library interior and exterior property consent to the recording of security camera footage pursuant to the terms and conditions of this policy.

Location of Security Cameras

Security cameras are positioned in locations determined by the Library Director to best accomplish the purposes of this policy and include interior and exterior locations. Cameras will not record images in any locations where an individual has a reasonable expectation of privacy (i.e., restrooms, etc.). The library may also post signage informing library users of the existence of the security camera system.

Viewing The Library Director will be the only one with access at all times to live and recorded security camera footage. The general public will not be allowed to view live security camera footage but may request copies of recorded footage pursuant to FOIA. Law enforcement officials will be allowed to view live or recorded footage pursuant to a subpoena, court order, or as required by law such as situations involving imminent danger to public health and safety. The Franklin Grove Library does not routinely monitor live or recorded footage.

Use The Library Director may use live and recorded footage solely for the purposes of enforcing and administering library policies.