



POLICY MANUAL

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Library Mission Statement and Objectives

The mission statement of the River Valley District Library is to improve and enrich the lives of our users through information, education, and recreation.

Our objectives include:

- To provide the opportunity for continuous self-education of children, young people, and adults.
- To provide guidance and aid to the people in their use of the library's resources.
- To promote through facility the continued self-development of the public in the direction of cultural, creative, educational, and recreational goals.
- To seek continually to identify community needs, to provide programs of service to meet such needs, and to cooperate with and support other organizations, agencies, and institutions which can provide programs or services to meet community needs.

Adopted 9/18/17

River Valley District Library Culture Statement

These statements help explain who we are and define our values for serving our community and supporting each other in our work.

- We are here to serve the community and are focused on welcoming all library users.
- We pay attention to how patrons use our services, spaces, and resources and respond when we see opportunities to improve, enhance or simplify their experience.
- We actively partner with others to improve our community.
- We start with a belief that others' intentions are good and are committed to direct, open-minded communication.
- We employ a positive staff that is proud to work here. Everyone is a library ambassador.
- We respect, value, support, and encourage one another.
- We value our fellow staff members for what they contribute, not for their degree or title.
- All of us are generous with our time, talent, and resources. We feel personally accountable for the entire team's success.
- We collaborate with each other and achieve results as a team.
- We share a passion for learning, growing, and thinking creatively. We are open to change.
- We leave room to experience joy in our work and our colleagues, because together we form a vibrant whole organization.

Adopted 07/2019

Library Materials and Services Policies

Freedom to Read

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written work. We do so because we believe that it is possessed of enormous variety and usefulness, worthy

of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of express that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

A joint statement by:

American Library Association & Association of American Publishers

Reviewed 9/18/17

Freedom to View

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 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 the 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 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.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in Feb 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Reviewed 9/18/17

Library Bill of Rights

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

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

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

Reviewed 9/18/17

Selection Policy

The authority and responsibility for the selection for 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 out Public: Standards for Illinois Public Libraries*, the River Valley District Library will be allocated not less than 12% of its operating budget on material for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recordings, 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 informal, 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, or 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 River Valley District 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 chosen by others. The library supports intellectual freedom for adults and the guardians of patrons less than 18 years of age and uses the following statement as guidelines: *ALA Freedom to Read Statement*, *ALA Library Bill of Rights*, and the "Freedom to View" statement of the American Film and Video Association.

Should any patron of the River Valley District Library raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the Library Director on a form provided for this purpose. The complainant must be properly identified before the request is considered. No action will be taken before the complaint is brought before the Library Board. The Board shall: consider the specific objections to the material voiced by the complainant, weigh the values and faults of the material as a whole, and issue a written report within ninety days to the Director containing its recommendations concerning the complaint.

Revised 9/18/17

Request for Reconsideration of Materials

Please complete this form and return it to a staff member.

Name: _____ Phone #: _____

Address: _____

City/State/Zip: _____

Library Card Number: _____ Date: _____

Do you represent: yourself an organization? (check one)

What type of material or service are you commenting on?

Book Magazine Library Program Movie Music CD Display/Exhibit Newspaper Audio recording
 Slide Internet Resource/Site Other (brief description)

If commenting on an item, what is the title and author/performer/producer?

Title: _____

Author: _____

If commenting on a program/display/exhibit what is the title and the date?

Title: _____ Date: _____

What item/program/display/exhibit are you commenting on?

How did this title/event/display/program/exhibit come to your attention? (Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc.)

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view?

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.

Please use the remainder of this page for further comments if necessary.

Approved 9/18/17

Reference and Readers' Advisory Policy

Reference and readers' advisory service is a major role of the River Valley District Library. The following policy is designed to ensure that all patrons receive the highest possible level of service.

Goals - The goal of reference and readers' advisory service is to provide accurate information, materials and answers to library patrons' questions by trained staff members during all hours the library is open within the limits imposed by available resources and the Library's policies, practices and guidelines.

- To provide materials, technology, and services to meet users' needs for timely, accurate, and useful information.
- To provide trained staff to assist patrons and facilitate access to the library's collections and cooperative resources.
- To provide readers' advisory service in multiple formats.
- To provide efficient referral and effective follow through including interlibrary loan, resource sharing and supplementary reference services and resources available and encourage their use.

Ethics and Standards – Reference service shall be provided to all users on an equal, nondiscriminatory and nonjudgmental basis. All requests are treated confidentially, courteously, and without regard to age, race, national origins, gender, sexual orientation, background, appearance social or economic status of, or personal view of the patron making the inquiry. Names of users and they transactions which occur between users and the staff are confidential and except as may be required by law, not discussed outside a professional context.

The library subscribes to the American Library Association's Professional Ethics Standards which are accessible online: <http://www.ala.org/advocacy/proethics>

Medical, Legal, Financial, and Tax Questions – The library does not provide advice in the areas of medicine, law, finance, or taxes. Under no circumstances will a staff member offer advice in medical, legal, financial, or tax areas, no matter how commonplace the question seems to be. Brief definitions and descriptions from authoritative sources will be quoted verbatim. The patron will be informed of the sources from which the information is taken. Specific tax forms and publications will not be suggested. Patrons must know the numbers or titles of the forms they need. If more information is required, the patron will be encouraged to examine the Library's collections or be referred to another source.

Availability of Service – The River Valley District Library provides reference and readers' advisory assistance to any patron requesting it, regardless of residency.

Reference and readers' advisory service is provided by professionally trained staff during all hours the library is open. The entire collection youth, teen, and adult, circulating and non-circulating – is available to patrons of all ages in multiple formats.

Inquiries are accepted in person, by telephone, by electronic means and through the mail. Requests will generally be handled in the order in which they are received. However, priority is given to in-person requests.

If information appropriate to the patron's needs is not available in the library, referral will be made to local or regional resources. Staff will verify that the needed information is available from the source referral.

Whenever possible, answers to questions will be provided during the patron's visit or telephone call. Staff will attempt to answer a question within a patron's required deadline. If necessary, staff will inform the patron that a longer response time is needed or that assistance should be sought from another library or agency.

Providing Service – Reference staff will use all available sources of information to answer questions. This includes, but is not limited to books, periodicals, electronic databases, the internet, government agencies, associations, and organizations. Sources of information will be given when questions are answered. The producers of a resource, not the library, are responsible for resource accuracy.

The librarian will provide sources of information, not interpretation. *The librarian will not offer legal, medical, tax, or financial advice or provide opinions, advice, or interpretation of information beyond the scope of their training in library reference work. Staff will not provide the following kinds of assistance, which is deemed to be beyond the scope of the Library's service responsibilities such as:*

- Critiquing or editing patron documents, including resumes for job seekers.
- Completing forms (including online forms) for patrons or assisting patrons in completing such forms.
- Solving or troubleshooting problems with a patron's personal computer or other electronic devices. (In such instances, staff is permitted to assist by attempting to locate relevant instructions and similar kinds of information for patrons); Provide repair or maintenance on personal computers or other electronic devices; and questions will be referred to another agency, when appropriate.

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

One on One Library Assistance – Reference staff may be available to work one-on-one with River Valley District Library cardholders to assist in their information needs. Staff instructional sessions include, but are not limited to, using Library's research databases, training on Internet, basic Microsoft products, and specific electronic devices. One-on-one sessions are limited in time and impacted by scheduling. Staff reserve the right to schedule appointments for one-on-one sessions as time permits.

Children's Reference Service – The Library provides reference services to children and adults working with children in order to promote a more literate public. To fulfill this goal, the library develops a collection of materials that meets children's interests and informational needs, stimulates their curiosity, and challenges them to greater achievement. The Library also strives to create a pleasant, stimulating atmosphere at the Library, including knowledgeable staff that makes children feel their requests are significant and their presence is welcome. The Library also offers programs and tours that encourage children and their families to come to the Library. Library staff will cooperate with individual groups with similar goals by extending library services into the community and emphasizing contact with children who are in need of literacy support. *Except where limited by law, children are entitled to borrowing privileges and open and ready access to materials and facilities provided by the library. Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.*

Service in Schools – In recognition of the library's role as an educational support center, the River Valley District Library will cooperate with all local elementary and secondary schools, along with area colleges. Assigned staff members will coordinate with local schools on assignments and services. Attempts will be made to organize the library's response to assignments that are common to several school classes. With complex school assignment questions, librarians should make tactful suggestions to parents of students, that the students come into the library for personal assistance and do their own in-depth research. Where appropriate, books will be pulled and placed on

in-house reserve to ensure that adequate resources are available for all students. E-resource instruction may be provided to schools served by the library.

Patron Priorities – Staff are expected to exercise good judgement in determining patron priorities. Generally, the public is served on a first-come, first-served basis. Patrons calling the library are helped in sequence. Callers will be asked if they would like to wait, to call back, or to be called back before being put on hold. Patrons approaching the desk will be informed that they will be helped as soon as possible. If a patron has a time-consuming request, it may be necessary to get him/her started and make sure a follow-up is done to continue the patron process.

Fees – Most reference and readers' advisory services at River Valley District Library is delivered without charge. Patrons using photocopiers, printers, and/or 3D printers will be charged a fee. Any fees charged by the lending institution will be incurred by the patron.

Service to Non-River Valley District Library Cardholders – The River Valley District Library does not provide interlibrary loan services to card holders from other libraries. Remote access to some databases is reserved for River Valley District Library cardholders.

Adopted 9/18/17, Revised 9/27/21

Circulation Policy

A patron must present his or her library card at the information desk at the time of checkout to borrow library materials. Patrons may present their driver's license or ID in lieu of a card to check out material in some circumstances.

Adopted 7/21/14

Borrowing Services

River Valley District Library employees assist patrons in getting a library card, renewing and updating their library card, or understanding fines, fees, or other notations on their cards. Patrons are allowed one replacement card for free each year. Additional replacement cards will be \$1.00 each. Lost or stolen cards must be reported as soon as the loss is noticed. Any fines incurred on that card prior to the report will be the responsibility of the patron to whom the card belongs.

Juvenile (under age 18 [As noted in library card policy]) registrations must be signed by a parent or guardian. Signatures indicate any acceptance of responsibility for:

- Supervision of the child/ward’s choice of material
- Use of all library resources including access to the internet
- Return of all materials when due
- All losses and damages to materials and equipment borrowed

Every item available for checkout has specific borrowing rules regarding how long the item may be checked out, number of renewals, holds, or wait periods. See table below for borrowing outline, this is subject to change at the discretion of the director.

Item Type	Loan Period	Holds Allowed	Wait Period
Book (New and Old)	3 weeks	Yes	None
Audio Book/Playaway (New and Old)	3 weeks	Yes	None
Magazine (New and Old)	3 weeks	Yes	None
ADULT/JUV CD (New and Old)	3 weeks	Yes	None
DVD/BLURAY – fiction	1 week	Yes	None
NEW DVD/BLURAY – fiction	2 days	Yes	None
DVD/BLURAY – Non-fiction	3 weeks	Yes	None
NEW DVD/BLURAY – Non-fiction	3 weeks	Yes	None
DVD – TV Series	3 weeks	Yes	None
NEW DVD – TV Series	1 week	Yes	None
Video Games (New and Old)	1 week	Yes	None
Community Pass (Figge, Putnam, Botanical)	1 week	No	24 hrs
Niabi Zoo Pass	3 days	No	24hrs
Kits	3 weeks	Yes	none
Reference & Local History	In house only	No	NA
Equipment	See Equipment Policy		

Renewal

Material may be brought into the library to be renewed, renewed using the automate phone renewal system, or renewed on-line. All materials may be renewed once except when the following occurs:

- The material is on reserve/hold for another patron or library
- The material has already reached its maximum number of renewals
- The material is not allowed to be renewed

Material borrowed from outside the River Valley District Library or PrairieCat Library System is not always renewable and is up to the discretion of the lending library.

Adopted 7/21/14, Reviewed 9/18/17

Interlibrary Loans

In the event that River Valley District Library does not have desired materials, cardholders may borrow materials from other PrairieCat libraries. These materials may be checked out in person at a PrairieCat library or delivered to River Valley District Library. Interlibrary loan periods are determined by the lending library. Through the RAILS membership, River Valley District Library cardholders are also eligible to submit requests to borrow outside our library system through a nation-wide interlibrary loan system known as OCLC. This service is free unless the lending library requires a fee. In this case, the items will not be borrowed without first gaining patron permission and the fee assessed upon checkout. Individuals are responsible for all materials borrowed and are subject to all of the fines, rules, and regulations of the lending library.

Individuals presenting a valid library card from another PrairieCat public library may borrow materials from River Valley District Library with restrictions on passes, equipment, and e-resources.

Adopted 7/21/14, Reviewed 9/18/17, Revised 9/27/21

Overdue and Return of Library Materials

Individuals with materials overdue by 21 days or more will be restricted from borrowing items until the materials have been returned. River Valley District Library will accept returned materials from all Illinois libraries. Patrons may be held responsible for items returned with damage. Audio and visual materials will be inspected upon return for damage to the disc. Kits will be inspected to ensure all pieces are returned in good condition. An item is not considered returned until all of its parts are returned (discs, liner notes, booklets, instructions, etc.) The item will remain checked out to the patron and restrictions may be applied.

Individual with hot spots overdue at all will be blocked from borrowing items until the items are returned. The consequence of returning hot spots late is an extended wait period to check out another hot spot equal to the number of days the item was late. Individuals who are habitually late in returning hot spots may have borrowing privileges limited or suspended at the discretion of the Director.

Adopted 7/21/14, Reviewed 9/18/17, Revised 9/27/21

Fines and Fees

River Valley District Library has opted to remain 'fine free' however, a patron will assume responsibility for all items borrowed with their library card. Library materials that are kept beyond their "due date" are considered overdue. Materials overdue by 21 days or more will result in library card restrictions until all late material is returned.

Library card users are expected to pay an item's full replacement charge if damaged or lost while borrowed on a library card account. The replacement cost will be assessed for any item that is no longer in appropriate condition for continued circulation. At 21 days past the due date an item is deemed lost, and the replacement cost will be assessed and applied to patron account.

Adopted 7/21/14, Reviewed 9/18/17, Revised 9/27/21

Mobile Hot Spot Policy

There are a limited number of Beacon Mobile Hot Spots available to River Valley District Library Cardholders only. Mobile hot spots may not be borrowed through interlibrary loan. Users may check out one mobile hot spot at a time

If any part of the mobile hot spot kit is lost, the user will be required to pay the complete replacement cost of the item lost.

Hot spots are limited to one per household.

Check out period is one week with no renewals, and a three day wait before checking out another Hot Spot.

Individual with hot spots overdue at all will be blocked from borrowing items until the items are returned. The consequence of returning hot spots late is an extended wait period to check out another hot spot equal to the number of days the item was late. Individuals who are habitually late in returning hot spots may have borrowing privileges limited or suspended at the discretion of the Director.

Users must review and sign an equipment borrowing agreement annually.

Hot spots are not to be returned in the book drop. Hot spots must be physically brought into the Library and return to the circulation desk during Library operating hours.

Mobile Beacon/Sprint 4G LTE Service coverage is the service provided, and service is subject to signal strength in the area in which the device is used.

Hot spots are not filtered.

Approved 12/2019, Revised 11/2021

Additional Library Services

In addition to the circulation of materials, the River Valley District Library provides high demand services to its patrons. These services and associated fees are listed in the chart below:

Service	Fee	Location
Ellison and AccuCut Die Cut Machines & Dies	Free with your material	In House
Cricut Machine	Free with your material	In House
Wi Fi	Free	In House/Parking Lot
Computer with Internet and Microsoft Office	Free	In House
Notary Public	Free	Call to confirm
Document Scanning	Free	In House
Exam Proctoring	Free	In House by appointment
Resume Help	Free	In House by appointment
Interview Help	Free	In House by appointment
E-Reader/ Tablet Instruction	Free	In House/via phone
Computer Training	Free	In House
Voter Registration	Free	In House
Photocopying	\$0.15 black & white \$0.50 color	In House
Fax	Free – Sending \$1.00 first page, \$0.50 per page after	In House (309) 523-3516
Lamination	\$1.00 per pouch	In House
Disc Cleaning/Buffering	\$1.00 per Disc	In House
Meeting Room	See Meeting Room Policy for details	

Adopted 11/21

Equipment Borrowing Policy

River Valley District Library offers equipment for loan free of charge to its patrons. However, replacement fees will be assessed if an equipment item is deemed late (21 days past due date).

Patrons must present a River Valley District library card to checkout equipment. Patrons must fill out and sign a permission form before equipment will be released. Check out period and replacement fees are listed in the chart below. Reservations for the loan of library equipment can be made up to one month in advance.

Library staff will check that all equipment is functioning properly upon return. All borrowers will agree to abide by the library policy and procedures for use of library equipment or will forfeit future borrowing privileges.

Item	Loan Period	Replacement Fee
Folding Banquet Tables (6)	2 days	\$50.00
Metal Folding Chairs (50)	1 week	\$10.00
Roasting Pan	1 week	\$55.00
Crockpot	1 week	\$35.00
Canopy Tent with Stakes (1)	1 week	\$100.00
Screen (1)	1 day	\$50.00
Garmin	1 week	\$138.28
Nintendo 3 DS Game	1 week	\$100.00
Nintendo Switch Lite	1 week	\$200.00
Playstation 4	1 week	\$520.00
Xbox One	1 week	\$460.00
Kindle	3 weeks	JUV \$75.00 YA \$150.00 Adult \$155.00 Fire \$150
Ipad	1 week	\$500.00
Hot Spot	1 week	R910 \$75.00 T9 Franklin \$85.00 CoolPad Surf \$145.00

Adopted 12/16/13, Revised 10/2021

Equipment Borrowing Agreement

The River Valley District Library offers equipment for loan, free of charge to its patrons. However, replacement fees will be assessed if equipment is deemed lost (21 days past due date). Equipment must be returned directly to a staff member and not placed in the book drop. Patrons must present a River Valley District Library card to checkout equipment. Patrons must have a signed Library Borrowing Equipment Agreement on file at the library to be updated annually before equipment will be released. The checkout period and replacement fees for equipment are listed in the chart below. Reservations for the loan of some equipment may be made up to one month in advance. Library staff will check that all equipment is functioning properly upon return. All borrowers will agree to abide by the library policy and procedures for use of library equipment or could forfeit future borrowing privilege at the discretion of the director.

Item	Loan Period	Replacement Fee
Folding Banquet Tables (6)	2 days	\$50.00
Metal Folding Chairs (50)	1 week	\$10.00
Roasting Pan	1 week	\$55.00
Crockpot	1 week	\$35.00
Canopy Tent with Stakes (1)	1 week	\$100.00
Screen (1)	1 day	\$50.00
Garmin	1 week	\$138.28
Nintendo 3 DS Game	1 week	\$100.00
Nintendo Switch Lite	1 week	\$200.00
Playstation 4	1 week	\$520.00
Xbox One	1 week	\$460.00
Kindle	3 weeks	JUV \$75.00 YA \$150.00 Adult \$155.00 Fire \$150
Ipad	1 week	\$500.00
Hot Spot	1 week	R910 \$75.00 T9 Franklin \$85.00 CoolPad Surf \$145.00

Library Equipment Borrowing Policy Agreement	
I, _____ agree to abide by the Equipment Borrowing Policy as stated above and to pay full replacement cost should any of the equipment borrowed become stolen, lost, not returned, or damaged.	
I have read the entire document and agree with the above statement.	
Signature _____	Date _____
Library Card Barcode _____	Staff Initials _____

Adopted 12/16/13, Revised 10/2021

Programming and Exhibits Policy

Programming - The Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the library’s role as a community resource. Introduces patrons and non-users to library resources. Provides entertainment. Provides opportunities for lifelong learning. Expands the visibility of the library.

Ultimate responsibility for programming at the library rests with the Director, who administers under the authority of the Board of Trustees. The Director utilizes library staff expertise, collections, services, and facilities in developing and delivering programming. The library’s staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests. Availability of program space. Treatment of content for intended audience. Presentation quality. Presenter background/qualifications in content area. Budget. Relevance to community interests and issues. Historical or educational significance. Connection to other community programs, exhibitors, or events. Relation to library collections, resources, exhibits, and programs.

In addition, the library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

- All library programs are open to the public. A fee may be charged for certain types of library programs. The library’s philosophy of open access to information and ideas extends to library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute and endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

- Registration may be required for planning purposes or when space is limited. Programs may be held on site at the library, or off site. Any sales of products at library programs must be approved by library and benefit the library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.
- External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the library's Director.
- The library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, he/she should address the concern with a library staff member.

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 regular flow of library work and service. Exhibitors will provide the library with a document detailing the space requirement, display times/dates, electricity or other needs and information on set up/tear down of the exhibit. 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.

Revised 9/18/17

Archive Policy

All items belonging to the library with potential historical value will be professionally appraised before the item is discarded. The River Valley District Library does not maintain an archive besides the original book collection. However, River Valley District Library does maintain local historical sources in our collection. Any local area historical materials donated to the library will either be displayed at the library or donated to the PortHistorical Society, housed on the second floor of the library.

Adopted 9/18/17

Copyright Policy

It is the intent of the River Valley District Library to comply with Title 17 of the United States Code, titled “Copyrights”, and other federal legislation related to the duplication, retention and used of copyrighted materials. A notice of copyright will be prominently placed on the library’s photocopiers. Library staff will refuse to duplicate any materials if doing so would violate copyright law. Library patrons copying any materials on library machines are solely and fully responsible for using the materials in compliance with relevant copyright law. Unless otherwise labeled, audiovisual materials are for personal and home use only. Library staff will follow copyright law in selecting and using materials for public performance. Original or copyright-free art will be used to produce library publicity items or for creating displays and decorations.

Adopted 9/18/17

Equipment and Computer Usage Policy

The library reserves the right to limit, refuse, and/or ban any patron from using the library equipment and computers. Use maybe limited to patrons in good standings, i.e. all fines have been paid, all overdue materials have been returned, and any lost materials have been paid for.

The River Valley District Library provides access to the internet as an information and recreation resource. The library provides this access via computers located in the library as well as a wireless network for patrons to use their own computer equipment that they bring into the library. This policy applies to all internet activity in and around the library, regardless of the method of access. Internet resources can change rapidly and unpredictably. Not all sources on the Internet provide information that is accurate, complete, current, or legal. The library is unable to monitor or control the content of Internet resources. The library and its Trustees shall not be liable for any damages (direct or consequential) from any information obtained or provided on the Internet. Users are hereby notified that they are responsible for the choice of sites that they visit.

Acceptable Use: The library network and/or workstations are intended primarily for research, communication, and personal data management activities and may be used only for legal and ethical purposes. The following activities are strictly prohibited:

- Accessing obscene matter or sexually explicit material that is harmful to minors.
- Displaying images which other library users may find offensive.
- Harassing other users.
- Destroying of or damaging equipment, software, or data belonging to the library or other users.
- Unauthorized monitoring or disruption of electronic communications.
- Violating U.S. copyright laws and all other applicable laws.
- Commercial activity or distributing advertisements.

Library staff has the authority to interpret and enforce this policy. Staff shall actively monitor all patrons' network use during and after sessions. Patrons who violate the guidelines once will be warned by library staff. Continued failure to follow the guidelines may result in the loss of the right to use the network and/or workstations. Under the Library's Director's discretion, internet privileges can be suspended for a set time or permanently. Patrons may appeal this decision in writing to the Library Board within three days of the suspension or ban. The Library Board will hear the matter and respond at its next regularly scheduled meeting.

Revised 9/18/17

Copying/Printing/Faxing Policy

It is the policy of the River Valley District Library that copying, printing, and faxing will be made available to patrons at the library. The following schedule will be used to calculate the cost of printing and copying services:

Copy/Printing 8.5x11	Black/White Single Side	\$0.15 per page
	Black/White Double Side	\$0.25 per page
	Color Single Side	\$0.50 per page
Fax	Sending	Free
	Receiving	\$0.15 per page
Lamination	Any Size	\$1.00 per pouch
DVD/CD Buffing	Buffing	\$1.00 per disc
3D Printing		\$1.00 + \$0.10 per gram

Adopted 09/18/17, Revised 10/2021

Public Use of Telephones

It is the policy of the River Valley District Library that the telephones in the building will only be used by staff members to place local and long-distance calls. No overseas calls will be made from library phones. In case of emergency, patrons may use the library telephones.

Adopted 9/18/17

Disposal of Materials Policy

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

- 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 Trustees be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
- 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 new equipment, or made available for sale
- 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 new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
- 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.
- Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the library and public notice of its availability, the dates and terms of the proposed sale shall be posted.

Review 9/18/17

Patron Policies, Rights, and Responsibilities

Non-Residents

Individuals who reside outside of the Library taxing district and are not served by another public library are required by Illinois State Law {75 ILCS 16/30-55(60)} to purchase a library card every year in order to borrow library materials. To protect the rights of residents of the River Valley District Library who pay taxes to support the library, nonresidents will pay for library cards in the same manner as residents. A nonresident library card fee will be calculated as follows:

Nonresident Property Owner:	Net Valuation X .003722= yearly fee
Nonresident Renter:	15% of monthly rent = yearly fee

A nonresident owner shall provide a copy of their tax bill and a nonresident renter shall provide a current rent receipt or cancelled check for verification. Due to a change in Illinois State Law (adopted at 26 Ill. Reg. 5974), student cards cannot be offered, effective July 1, 2002. Individuals who purchase a non-resident card will have the same rights and privileges as those with a resident card.

Non-resident students who are eligible to receive free or reduced-price lunches may obtain a library card without paying the non-resident fee to be renewed annually based on qualifications. When applying for a non-resident card, the qualifying student must present documentation from the school district that indicates his/her eligibility for free or reduced-price lunch.

Non-resident Veterans (and their surviving spouses) who are exempt from paying property taxes may obtain a library card without paying the non-resident fee. Qualifying veterans or surviving spouses must present documentation from the county where they reside that indicates their residence is exempt from paying property taxes.

Revised 2/20/12, Revised 6/17/13, Revised 5/19/14, Revised 7/21/14, Revised 6/15/15, Revised 5/16/16, Revised 5/15/17, Revised 9/18/17, Revised 10/2022

Temporary Cards

Cards with an expiration date up to six months may be issued in special situations.

These include:

- Temporary residency in a camp ground
- Visiting relatives
- Short term work assignment.

Additionally, a temporary card will be issued during the summer reading program to children who wish to participate but are not served by any library district. Please notify the library with any change of address. A card must be presented at the time of checkout, renewal, or when requesting a reserve or interlibrary loan item.

Revised 2/20/12, Revised 6/17/13, Revised 5/19/14, Revised 7/21/14, Revised 6/15/15, Revised 5/16/16, Revised 5/15/17, Revised 9/18/17

Library Records Confidentiality Act (75 ILCS 70/1)

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

Revised 2/20/12, Revised 6/17/13, Revised 5/19/14, Revised 7/21/14, Revised 6/15/15, Revised 5/16/16, Revised 5/15/17, Revised 9/18/17

Patron Conduct Policy

Vision - The River Valley District 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 (75 ILCS 16/30-55.55) 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.”

Patron Responsibility - It is the River Valley District Library’s belief that our patrons share personal responsibility to ensure that the Library maintains a welcoming environment for everyone by:

- Understanding that the library is free to be shared by all
- Avoiding disruptive behavior that hinders other patrons
- Being courteous and respectful to other patrons and staff
- Conducting themselves in a safe and orderly way; allowing other patrons to do the same
- Providing personal supervision and attend to children or other patrons who are unable to follow the library rules without a caregiver
- Respecting library property
- Complying with all federal, state, and local laws

Unacceptable Conduct - The Board of Library Trustees of the River Valley District Library establishes that unacceptable behaviors begin when a patron engages in any activity that materially disrupts the use of the library facilities, collections or services to other patrons or materially disrupts the ability of the staff to perform its duties.

Examples of behaviors that materially disrupt are defined as, but not limited to:

- Swearing, use of loud, abusive, threatening or insulting language or behavior that offends, threatens, or insults groups of individuals based on race, color, religion, national origin, sexual orientation, disability, or other traits.
- Cellular phone use that disrupts others is considered disruptive behavior.
- Running in the building. Biking and skateboarding in the parking lot during operation hours. Bikes are welcomed transportation when properly parked in the bike rack while using the library.
- Activities or behavior that may result in injury or harm to any library patron or staff member, such as excessive rough housing, fighting, or challenging a fight.
- Harassment of any individual including sexual harassment. View pornographic or lewd materials on computers or devices in the library.
- Theft, damage, or destruction of library property or the property of another patron.
- Public intoxication, drug or alcohol use and smoking (including e-cigarettes and vaping products) in or within 15 feet of the library’s entrance.
- Photographing library users, volunteers or staff in a manner that would constitute an invasion of personal privacy
- Carrying weapons of any kind.

Patrons will cease such activity immediately upon request by library staff.

Staff Responsibilities - River Valley District Library staff members help to ensure all patrons share the Board of Trustees vision. In the event of a conduct violation, staff members will:

- Evaluate the degree of disruptive conduct and exercise their best judgement in determining a violation.
- Display the policy and explain the violation.
- Request that the conduct be corrected/stopped for the patron to remain welcomed in the library.
- Require the patron to leave the library and record the transgression if the patron refuses to comply.
- Seek assistance from library supervisors or law enforcement to stop ongoing or escalating conduct violations.

Conduct Violation Consequences - The library reserves the right to determine whether any patron is in violation of its policies and to require that patron to leave the library. Library staff will record instances in which patrons are required to leave the library in a ledger maintained by the library for that purpose. Serious or repeated misconduct may lead to additional patron restrictions including loss of library privileges through a suspension(s) for a period determined by the Library Director, who has been delegated that authority by the Board of Library Trustees, and/or appropriate legal action. Those wishing to appeal suspension(s) may do so by writing to the Board of Library Trustees at the library's address.

In the event of a patron attempting entry to the library during such period of suspension, law enforcement will be summoned and informed of the prior infraction.

In the event the patron persists in abusive conduct or disruptive behavior following suspension, the Director will report to the Board of Library Trustees the patron's continual conduct violation following the prior exclusion and the Board will consider a long-term removal of that patron.

Violations Involving Minors

- In instances involving a violation of this policy by a minor(s), identification may be requested and the incident may be reported to the parent or guardian.
- Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.
- Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.

Revised 9/18/17, Revised 2/20/19

Patron Expectation Policy

To insure that all patrons may have considerate use of the River Valley District Library, appropriate behavior is expected. Violation of any of the following use or conduct ordinance 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.

- No loud talking or boisterous behavior (running, excessive seat changing, etc.) or loud talking on a cell phone. Please take your phone calls outside.
- No loud or distracting noises (patrons will be warned by the library staff).
- No harassing, intimidating, or using hurtful language as determined by library staff.
- No damaging library property.
- No drug use, smoking, and drinking alcohol (outside of a library program).
- No inappropriate or inadequate attire (shoes and shirts are required) as determined by library staff.

Revised 9/18/17

Suspension of Privileges

Patrons are considered delinquent when they have \$5.00 or more in fines, outstanding long overdue items, or item replacement charges. Such patrons are denied check out until the delinquency is cleared or brought below the \$5.00 fine threshold.

In the event that a patron has over 29.99 in fines and fees, their account will be sent to Unique Management Collection agency. The account will have a \$10.00 collection agency fee applied to it as soon as it is sent to the agency. This is non-negotiable and must be paid to clear the account.

Circulation privileges will be blocked when a patron's library card expires. An expired card may be renewed once a patron's address is verified.

In the case of bankruptcy, checkout privileges will be suspended for patrons who have library materials lost or overdue until the materials are returned or the issue is otherwise resolved.

Under authorization of the Library Director, patron privileges may be canceled or suspended for any patron if a pattern of abuse of privileges is established.

Revised 9/18/17

Firearms Policy

The River Valley District Library follows Illinois State Law (Public Act 98-63, the Firearm Concealed Carry Act (430 ILCS 66) which prohibits the carrying of any weapon, concealed or partially concealed, in the library building (quoted here);

(18) Any building, real property, or parking area under the control of a public library or on library property. In conformance with State Statute, the library will post at all entrances to the building, driveways, and parking areas of the library the required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

Adopted 11/18/13, Revised 9/18/17

Unattended Children Policy

Parents are responsible for the behavior of their children while they are in the library. The River Valley District 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 10 must be accompanied and directly supervised at all times by a parent or other responsible caregiver. When the safety of the 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 police arrive.

From time to time the River Valley District 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 word at the circulation desk as to their whereabouts and, if possible, a phone number where they or a responsible adult can be reached.

Children over the age of 10 may use the library unattended by an adult, subject to other library rules and policies concerning behavior, conduct, and demeanor.

After hours: In the event a young person is still at the library 15 minutes after the library closes to the public, the police will be called to pick up the young person. Attempts will be made during those 15 minutes to reach parents but in no instance will staff take young people home.

Revised 9/18/17

Parent Notification Letter

Dear _____,

The River Valley District 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 Library Director or Board.

Sincerely,

Board President or Library Director
River Valley District Library
214 S Main Street
Port Byron, IL 61275
309.523.3440

Revised 9/18/17

Patrons with Disabilities

The River Valley District Library offers the same services to patron with disabilities as to all other segments of the population. In addition to those services, the River Valley District Library acts as facilitator between the patron and services to the blind and physically handicapped (Illinois State Library- Talking Book and Braille Service), offers home delivery to patrons with disabilities which prevent them from coming to the library, and welcomes services and emotional support animals in the library.

Revised 9/18/17

Complaints Concerning Library Staff Policy

Patrons who wish to make a complaint concerning a library staff member may do so via the following process:

- The patron must submit a written complaint detailing the reason for the complaint, name of the staff member, date, and contact details including: patron name, phone number, and address for follow up.
- The Director will contact the patron and make every effort to resolve the situation.
- If the patron does not feel that a satisfactory resolution was reached, he or she may request that the complaint be forwarded to the Board of Trustees.
- The Board of Trustees will review the complaint and determine whether a special meeting needs to be called, or whether the matter may be handled at the next scheduled board meeting.
- The patron will be notified withing fifteen (15) days when the meeting will be held.
- The patron is welcome to attend the meeting or the Board may request the person's attendance.
- The patron will be contacted withing seven (7) days of said meeting regarding the Board's decision on the complaint.

Adopted 9/18/17

River Valley District Library

Board of Trustees

Anna Cortez – President	Term Ends 2023
abippus.trustee@rivervalleylibrary.org	
Val Pennock – Vice President	Term Ends 2023
vpennock.trustee@rivervalleylibrary.org	
Emily Riewerts – Treasurer	Term Ends 2025
eriewerts.trustee@rivervalleylibrar.org	
Jill Schutts – Secretary	Term Ends 2025
jschutts.trustee@rivervalleylibrary.org	
Chandra Oakland – Trustee	Term Ends 2023
coakland.trustee@rivervalleylibrary.org	
Vicki Buss – Trustee	Term Ends 2025
vbuss.trustee@rivervalleylibrary.org	
Vacant Seat – Trustee	Term Ends 2025

Bylaws

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

ARTICLE I NAME

- The name of the organization is the River Valley District Library Board of Trustees, hereto forward known as the “Library”, and the “Board”.

ARTICLE II BOARD OF LIBRARY TRUSTEES

- Election – Elections of trustees shall take place as provided by the statute and shall be conducted by the District in accordance with the provisions of the Library District Act and the Illinois Election Law. Newly elected trustees shall be seated at the first regularly scheduled meeting following certification of their election.
- Vacancies – A seat vacancy will be declared after receipt of a written resignation or if a trustee has 3 consecutive unexcused absences from meetings. Vacancies in the office of Trustees shall be filled by the Board as described in the Library District Act. The Board of Trustees shall use the following as guidelines when seeking to fill vacant position:
 - Advertising shall occur within a week of the vacancy in the library newsletter and social media channels. Advertising will run for one month.
 - Candidates will be presented to the Board at the next regular meeting following the application deadline.
 - No candidate may be eliminated from the next ballot unless they voluntarily withdrew.
 - In case of a tie, voting may occur three times in a meeting. If a tie is still unresolved, the voting is tabled to the next regular meeting where the process is repeated until a decision is made.
- Responsibilities – Under the Illinois Public Library Law, 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.

Thus, the Board is responsible for:

- Determining the goals and objectives of the library and the methods for meeting them; reviewing them annually; and evaluating process.
 - Adoption of written policies to govern operation and use of the library.
 - Levying taxes to maintain and improve library services.
 - Developing and approving the Library’s annual budget and keeping abreast of its financial status.
 - Presenting to the public and publishing ordinances as required by law.
 - Cooperation with other local government officials.
 - Hiring and evaluation of the Library Director.
- Expectations – To be effective, Trustees are expected to attend meetings, read materials presented for review, and attend training workshops, seminars, or meetings as required by law or as may be useful.

- Compensation and Expenses – Trustees shall serve without compensation, but shall be reimbursed for their actual necessary expenses incurred in the performances of their duties from District funds. Such expenses include, but are not limited to travel, room, and board which will be reimbursed at the rate legally allowed.
- Trustee Roles and Ethics – The Library Board of Trustees embraces all statutes enacted by the State of Illinois regulating the conduct of officials appointed by the elected to governing boards. In addition, the Library Board of Trustees adopts and incorporates into the Library’s policy those ethics statements that are recommended by the American Library Association and the Illinois Library Association to the extent permitted by law.
- Trustee/Director Roles – The relationship between the Director and Library Board of Trustees should be a symbiotic partnership of mutual understanding and cordial cooperation with clearly defined areas of responsibilities. The Library Board of Trustees serves as the public’s voice in the Library, setting the policies that govern the Library’s operation and long-term growth. The Director, on the other hand, serves the Library Board of Trustees as their administrator and professional consultant. The Director should not attempt to set new Library policy without the approval of the Library Board of Trustees and the Library Board of Trustees should not attempt to administer the day-to-day operations of the Library. The Trustee’s relationship with the Library staff should be one of professional and friendly interest and should be free from direct intervention. The Library Board of Trustees governs the Library through its actions as a whole and not through individual interactions with staff.
- Trustee Ethics – The Library Board of Trustees will review and adopt an Ethics Statement issued by the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) each year.

ARTICLE III OFFICERS

- Officers and Elections – The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer, who shall be elected for one (1) year terms at the regular meeting in the month of May. The president shall not serve more than two consecutive terms unless by unanimous Board consent.
- Duties of Offices – The duties of each officer are:
 - President
 - Prepares the agendas for each regular and special meeting.
 - Presides at all board meetings.
 - Appoints all standing and special committees.
 - Signs official documents as required by law.
 - Serves as ex-officio member of all committees.
 - Functions as the liaison between the Library Director and the Board.
 - Vice President
 - Assumes all the duties of the president in his or her absence.
 - Performs other duties as assigned.

- Secretary
 - Keeps minutes of all regular and special board meetings, recording attendance, and roll call on all votes.
 - Provides for publication and posting of the schedule of regular meetings of the board for the ensuing fiscal year.
 - Certifies ordinances as required by statute.
 - Records and maintains minutes from closed sessions.
 - Performs other duties as assigned.
- Treasurer
 - Keeps all financial records of the library. Examines monthly financial statements provided by the accountant and reports at each regular meeting the state of the funds.
 - Prepares and publishes an annual Financial Report by December 31 each year, according to state statute.
 - Performs other duties as assigned.
- Bonding - The President, Treasurer, and Director shall be bonded in the amount to be approved by the board and according to statute requirement.
- Resignations – An officer wishing to resign must provide written notice to the Board. In the event of a resignation from an office, a Board election to fill the unexpired term of that office will be conducted.

ARTICLE IV COMMITTEES

- Special Committees – Special Committees shall be appointed by the President as needed. They will consist of two members and the Library Director who attends in an advisory role. Committee chairmen will be appointed by the President. Special committees shall report to the Board until the completion of the work for which they were appointed.
- Director Search Committee – When the position of Director falls vacant, the Board shall immediately appoint an acting Director for the interim and establish a Director Search Committee, which shall consist of the President and two members elected from the Board. Applications and/or resumes for the position of Director shall be filed at the library and available to all Board members. The Search Director Search committee shall report the results of the applications and interviews to the Board. Four votes shall be required for the Board to hire a Director, after which the Director Search Committee is dissolved.

ARTICLE V MEETINGS

- Regular Meetings – Regular meeting dates and times are set by the Board in June of each year. The meetings shall be open to the public and noticed at least 48 hours in advance, as required by law. Notices shall have the dates, times, and places of such meetings. The Board will meet at least 10 times per year.
- Special Meetings – Special meetings shall be held at any time when called by the president or the secretary or by any three trustees of the Board, provided that notice with the agenda of the special meetings is given at least 48 hours in advance. No business except that stated in the notice and agenda shall be transacted.

- Closed Sessions – Closed sessions shall be noticed and held according to the Open Meetings Act. The verbatim recordings of closed sessions must be kept until three things happen:
 1. A minimum of 18 months has passed;
 2. Written minutes of the closed session in compliance with the OMA requirements are done; and
 3. The Board has voted to destroy a particular closed meeting’s tape. Session minutes will be review no less than semi-annually to determine whether they must remain sealed or can be publicly disclosed.
- Quorum – A quorum at any regular or special meeting shall consist of four (4) Board members. A quorum of any committee is a majority of the voting members present.
- Board Packet – The agenda, financial report, Director’s report, and other pertinent information will be sent to the Board prior to each meeting by the President and/or Director.
- Absences – Any Board member who is unable to attend a meeting must notify the President as soon as possible to ensure a quorum remains.
- **Order of Business – The following Order of Business shall be followed at regular meetings:**
 1. Call to order
 2. Roll call, recording both present and absent members
 3. Secretary’s report, approval of minutes as received or corrected
 4. Correspondence, communications, and public comments
 5. Financial report, approval of bills payable
 6. Director’s report
 7. Committee’s reports, as needed
 8. Unfinished business
 9. New business
 10. Other
 11. Adjournment
- Parliamentary Procedure – *Robert’s Rules of Order, Revised* shall govern the parliamentary procedure of the Board, unless otherwise specified in the Bylaws.

ARTICLE VI NEW TRUSTEES

- The president and Director shall meet with new trustees to examine the property and review library services. Each new trustee shall be presented a packet which includes the Library’s Policies and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

ARTICLE VII DIRECTOR EVALUATION

- The director’s evaluation will be managed by the Library Board President.
- The evaluation is to be completed at the end of RVDL’s fiscal year at the board meeting in June.

- At the April Board meeting the president will appoint an evaluation committee and will issue the evaluation forms for the board members to complete.
- During the same month the evaluation form will be issued to the director and library staff. The staff will be provided the opportunity to complete an evaluation on the director anonymously. The director's self-evaluation will list the previous year's goal and provide an opportunity for the director to suggest goals for the next evaluation period.
- The director's self-evaluation, and the board members' and the staff evaluation forms will be due by the May board meeting.
- During the May board meeting the president and the evaluation committee will schedule a meeting to occur within that month. The evaluation committee will calculate the average answer for each question for the evaluations and have a cursory discussion regarding the evaluation.
- The president will then create a new evaluation form with the average answer for each question for the board members and the staff for the board to review during the evaluation. These will be disbursed a week prior to the June meeting to the board members and the director.
- During the June meeting the board will enter a closed session to conduct the director's evaluation. The president will write a summary with goals to present to the director at the end of the meeting. This summary will be signed by the board president and the library director to be kept in the director's personal file.

ARTICLE VIII RECORD KEEPING

The Library shall be the depository of all Boards records.

- 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 of Director shall file there.
- Personnel Records – Staff personnel records are confidential and shall be kept in a secure place, and only the Library Director or any person authorized by the Library Director shall have access to these records.
- Closed Session Minutes – Confidential records of the Board, such as personnel records concerning the Director, shall be kept by and with the President, and only Trustees of the Board shall have access to these records. Such records shall be reviewed every six (6) months by a Special Committee to determine their continued confidentiality. These records may be made public by majority vote of the Board.
- Patron Records – Records identifying the names of library users with specific materials are recognized as confidential in nature, and access is restricted to library staff. Such records shall not be made available to members of the public, the press, or to any agency of the 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. The Board President and Library Attorney will be notified if a legal request for such information is made.

ARTICLE IX AMENDMENTS

Amendments to these Bylaws may be proposed at any regular meeting of the Board. Action on the proposed amendment/s will take place at the next regular meeting and become effective immediately.

ARTICLE X DISSOLUTION

Upon dissolution of the Library District, the assets remaining after payment of all debts and liabilities shall be distributed according to state statute.

Adopted 6/20/12, Revised 7/21/14, Reviewed 10/16/17, Revised 7/19/21

Public Library Trustees Ethics Statement

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible services to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor, and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of the library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustee Signature

Date

Public Participation and Comment at Board Meetings

The River Valley District Library Board of Trustees encourages and welcomes public participation and input and will hear any interested individual pursuant to the guidelines outlined in this policy. 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.

Before appearing before the Board, the members of the public are urged to seek solutions to their concerns through administrative channels. Members of the public will not be allowed to discuss individual personnel issues or confidential patrons matters, and the speakers' concerns or comments should be limited to library business.

There shall be no debate on any matters raised during public comment. The Board may, however, refer any matter of public comment to the Library Director, Library Staff, or appropriate agency for review, or may place the matter on a future agenda for discussion and potential action.

1. Public comments are permitted during the time designated on the meeting agenda, though the Board President may allow comments during other portions of the meeting.
2. The Board President will determine the order in which speakers will be recognized.
3. Unless additional time is granted by the Board President, each person is allowed a maximum of 5 minutes to speak.
4. Each speaker shall provide his/her name, address, and group affiliation (if any). If more than one member from the group wishes to speak, the group must select one representative to present the group's view. In such case, the representative will be allowed to speak for 5 minutes.
5. Comments should be brief and to the point. Negative comments to individual Trustees or Library personnel will not be tolerated, nor will repetitive comments or language that is considered offensive, harassing, or profane.
6. The Board President has discretion to determine the length of time and the number of times a speaker may speak. Members of the public will not be allowed to speak again until all members of the audience who wish to have been allowed to speak. The President may deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the past two (2) months.
7. Public comments will be limited to 30 minutes except by a majority vote of the Board.
8. Written materials presented to the Board will be included in the Library's files rather than the minutes.

Adopted 11/18/2013, Revised 9/18/17

Electronic Meetings Policy

The River Valley District Library Board of Trustees believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance in all Board meetings be achieved whenever possible. For this to happen, the use of electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the Open Meetings Act.

The Open Meetings Act has been amended to allow attendance at public body meetings through audio-conference, video-conference, or by any other electronic conferencing without physical attendance and the Board in all of its regular, special, and committee meetings complies and intends to comply with the provisions of the Open Meetings Act.

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

1. All pertinent provisions to the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of the Act.
2. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriated, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.
3. Pursuant to the Open Meetings Act, a quorum of members of the Board MUST be physically present at the location of the meeting. Only additional members, i.e., those members not part of the required physical present quorum, may attend by video and/or audio conferencing or by other electronic means.
4. All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the Secretary as done by electronic attendance.
5. A Board member who attends a meeting by video or audio conference must provide notice to the recording secretary or clerk of the Board at least 24 hours prior to the meeting unless such advanced noticed is impracticable.
6. A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is precluded due to i) personal illness or disability; ii) employment purposes or the business of the Board; or iii) a family or other emergency.
7. As soon as it becomes apparent to the Board that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notices in the same manner as given to all members of the Board.

8. The meeting minutes shall include, but need to be limited to; i) the date, time and place of the meeting; ii) the members of the Board who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference or by other electronic means; and iii) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.
9. This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of the Board members who are unable to attend in person due to such circumstances listed in Provision 6 of this policy.
10. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. a speakerphone) in order that the public audience, the LIBRARY members in attendance and any staff will be able to hear any input, vote or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote or discussion.

Adopted 04/20/15, Revised 10/18/17

Annexation Petition to the Library District

Annexation Petition to the River Valley District Library Board of Trustees

The Undersigned Petitioner(s) hereby petitions(s) the Board of Trustees of the River Valley District Library to annex to the Library District certain property in Rock Island County, Illinois commonly known as the

_____ Property. The _____ Property is legally described in Exhibit A attached hereto.

In support of this Petition for Annexation, the Petitioner(s) state(s):

1. The _____ Property is not part of any local tax supported public library or public library district;
2. The _____ Property is contiguous to the River Valley District;
3. The Petitioner(s) is(are) the owner(s) of record of the _____ Property.

Wherefore, the Petitioner(s) seek(s) annexation of the _____ Property to the River Valley Library District.

Date this _____ day of _____.

Signature of
Petitioner(s) _____

Subscribed and Sworn to before me this _____ day of _____, 20_____.

Notary Public _____

Seal

Revised 9/18/17

Library Building and Grounds

Hours and Closures

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

Monday	9:00AM – 8:00PM
Tuesday	9:00AM – 8:00PM
Wednesday	9:00AM – 8:00PM
Thursday	9:00AM – 8:00PM
Friday	9:00AM – 8:00PM
Saturday	9:00AM – 1:00PM

The book drop is available for the return of all library materials 24 hours a day. The book drop is located on the left front of the library building.

Revised 2/12, Reviewed 10/16/17, Revised 12/17

River Valley District Library Holiday Closures:

New Year's Day
Easter Monday
Staff In-Service Day – to be announced
Memorial Day
Independence Day
Tug Fest Friday and Saturday
Labor Day
Staff In-Service Day – to be announced
Thanksgiving Day
Black Friday
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day

(2 TBA – Staff In-Service Days)

Board Approved 12/19/16, Reviewed 10/16/17, Revised 11/2021

Emergency Closing Policy

The River Valley District Library recognizes that on occasion, inclement weather or other conditions may prevent the library from opening, postpone opening, or require early closing. Circumstances which could precipitate closure include failure of heating/cooling equipment during periods of extreme weather, heavy snowfall, unsafe road conditions, lack of electrical power, or any situation creating an unsafe environment. The primary factor of any decision made will be the safety of staff and library patrons. However, maximum effort will be made to maintain regular library operating hours.

The River Valley District Library Closing Policy is as follows:

After consultation with one of the following (in this order): the Board President, the Board Vice President, or any other Board member, the Library Director shall have the authority to close the library. If the Director isn't available, the staff person in charge shall contact call the Board members in the order listed above to request permission to close the library.

If the National Weather Station has issued a Weather Warning to be in effect at time of normal opening hour, the Director shall have the option to authorize a one or two hour late start for the day as deemed applicable.

After the decision is made to close, the Director or staff person in charge will contact the media and remaining staff.

In the event of the library closing early, an attempt will be made to contact any unattended child's parent or guarding by phone for immediate pickup. If the attempt to contact a child's parent or guardian is unsuccessful, the supervision of the child will become a police matter to ensure the child's safety.

Board Adopted 11/21/11, Revised 2/17/14, Revised 3/26/18

Snow Policy

When the library closes due to abundance of snow or ice, both full-time and part-time employees are paid for their scheduled hours they would normally have worked. If it is snowing or icy while the library is open and the employee chooses to not work, then they must use their Paid Time Off hours. The Director or Supervisor will call all employees to inform them of the library's closure.

Petitions and Solicitations

Solicitation of the public or the staff is not permitted on Library property by the public or members of the library staff. Solicitation is defined as the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, and anything not connected with the work of the library. The only exception to this policy are the following:

- When authorized and directed by the Board of Trustees, which benefit the entire community.
- Fundraising projects conducted by the Friends of the River Valley District Library or River Valley District Library Staff.

Approved 10/16/17

Postings/Notices/Bulletin Boards

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

The Library bulletin board is to be used for posting or notices which include the following:

- Library business or activities
- Public service items of educational or cultural interest to the community

All notices intended for posting on the Library bulletin board must contain the following:

- Name of organization or person requesting the posting
- Address and telephone number of organization or authorized representative
- Date of posting

Notices may be removed after two weeks, when no longer timely or when space is required for more current notices.

Notice size can be restricted if deemed necessary to maximize available space.

The library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board. The library accepts no responsibility for loss or damage to any item accepted for postings.

Postings and notices may be removed or denied by the Director or staff based on the above criteria. Removals may be appealed to the Library Board of Trustees within three days of the removal or denial. The Library Board of Trustees will hear the matter and make a decision at the next regularly scheduled meeting.

Reviewed 10/16/17

Meeting Room Policy

As a service to the community, the Library makes the meeting room available to persons and groups for meetings and programs. The policy governing the use of the meeting room is in accordance with Article (5) of the Library Bill of Rights and the 1st Amendment of the Constitution of the United States. The following criteria must be met:

1. Use of the room is subject to meeting the criteria set forth in this Policy and the Meeting Room Agreement.
2. The Library sponsored and co-sponsored programs have precedence. The library reserves the right to change or cancel a meeting room reservation for library functions, business, or emergencies.
3. The meeting room is available on a first come – first served basis for public non-sponsored library events.
4. One non-sponsored meeting room request can be made per calendar quarter, up to two months in advance, for a total of 4 times in a calendar year.
5. Due to limited parking, first come – first served is honored. Parking on the street is encouraged for those who are able. Unloading/loading at the entrance doors is allowed.
6. Advance notice must be given in the event of a cancellation. If cancellation is not made within 24 hours and this occurs 3 times in a calendar year, meeting room privileges will be forfeited. Weather related cancellations are exempt.
7. The library meeting room is available during regular hours of operation for non-sponsored use. Exceptions may be made on a case-by-case basis by the Board President.
8. Per Illinois State Law, no smoking on Library premises.
9. Per Illinois State Law, no alcoholic beverages on Library premises.
10. Rules of decorum include no excessive noise, room clean-up, and responsibility for damages. More information is detailed in the Meeting Room Application.
11. The name, address, and telephone number of River Valley District Library must not be used as the address or headquarters of any group or organization. Publicity of meeting room use that is not Library sponsored must be worded in a manner that does not imply Library sponsorship.
12. Applicants must abide by the meeting room maximum occupancy limit of 95 person.

Board adopted 6/20/11, Reviewed 11/19/12, Revised 11/18/13, Reviewed 11/16/17, Reviewed 2/19/18, Revised 4/25/2022

Meeting Room Policy Addendum

Definition of Sponsored, Co-Sponsored, and Non-Sponsored Programs

SPONSORED

These individuals, groups, events, or programs meet the following criteria:

- Developed by library staff
- Monitored by working, “on the clock” staff
- Library funded in whole or part
- A written contract between the program and the library exists stipulating the responsibilities of both parties, including presenters or professionals where applicable
- Event is open to the public; pre-registration may be required

Additionally, sponsored individuals, groups, events, or programs receive:

- Full promotional coverage from the library, included in but not limited to: library calendars, library website, press releases, library newsletters, and fliers
- Afterhours access to the library with prior Director knowledge and approval

CO-SPONSORED

Organizations that are co-sponsored are limited to the Friends of the River Valley District Library, the Port Byron Historical Society and River City Rotary. Events or programs given by these two groups are open to the public and receive:

- Full promotional coverage as stated above
- Afterhours access to the library with prior Director knowledge and approval

Additionally, co-sponsored events or programs support the Mission of the Library.

NON-SPONSORED

Individuals, groups, events, or programs are non-sponsored if they do not meet the criteria listed under “Sponsored” or “Co-Sponsored”. These events:

- Do not receive promotional coverage from the Library
- Must be in compliance with the Meeting Room Policy
- Must have a Meeting Room Agreement on file

Board adopted 11/21/11, Reviewed 10/16/17

Meeting Room Agreement Understanding and Acceptance Form

The primary use of the Meeting Room is for Library activities and meetings. When the room is not in use for the Library purposes, it is available to other groups or organizations that meet the criteria. I have reviewed the Meeting Room Policy, and the Meeting Room Addendum and agree to abide by the terms set forth in each policy, which includes

- For-profit groups will pay when the room is reserved \$20 for each use up to 4 hours and \$50 for each use more than 4 hours.
- For-profit groups will pay a \$100 deposit for each use, refundable at checkout.
- Users are responsible for setting up the room as needed but must return it (and the kitchen, if used) to their original condition before checking out. Staff must check the room when the group arrives and when they leave.
- If the room is acceptable, the for-profit group's deposit will be returned at checkout.
- Groups must leave the room 15 minutes before library closing, unless granted permission by the Director.
- Groups who are not profiting AND own a River Valley District Library card may use the meeting room at no charge and do not need to leave a deposit.
- Meeting Room is available Monday through Friday 9:00AM-7:45PM and Saturday 9:00AM-1:00PM.
- Due to the current demand for the meeting room. The Library is required to limit public rentals to 1 meeting per calendar quarter. The Library allows reservation up to 2 months in advance.

Name of Renter: _____

Address: _____ **Email:** _____

Phone: _____ **Alternate Phone:** _____

Any equipment needed will be made available before the scheduled meeting. It is the users responsibility for setting up the room and returning it to its original condition.

Equipment Needed: Kitchen Projector Laptop Television Screen DVD Player

Stereo CD Player Extension Cord Die Cut Machine Tables # _____ Chairs # _____

Other Specify:

I have read and agree to all items contained in the Meeting Room Policy and this Agreement.

Signature of Applicant: _____

Meeting Date(S) : _____ **Hours:** _____

Deposit Collected **Deposit Returned**

Room Checked by _____ **Room Checked by** _____

The user must check in at the front desk upon arrival and check out upon exiting. Person reserving the room acknowledges that the Library may assess monetary damages if the room is left in an unacceptable condition.

Reviewed 10/16/17, Reviewed 4/2022

Competitive Bidding Policy

River Valley District Library Purchasing Policy (Bids/Quotations)

Purchases of the District are governed by the State of Illinois statutes. It is the policy of the Library Board of Trustees to, in addition to any statutory requirements, use the most responsible business practices in its purchases. It is the policy that all purchases, contracts, and expenditure of funds shall be awarded to the lowest responsible bidder considering conformity with specification, terms of delivery, quality, and serviceability. However, bidding is not required in the following cases:

- Where the goods or services to be procured are economically procurable from only one source;
- Where the services required are for professional skills;
- In emergencies involving public health, public safety, or where immediate expenditure is necessary;
- Contracts from the maintenance or servicing of equipment which are made with the manufacturers or authorized service agents of that equipment;
- Where the goods or services are procured from another governmental agency;
- Purchases and contracts for the use, purchase, or installation of data processing equipment or software;
- Contracts which by their nature are not adapted to award by competitive bidding, such as contracts for printing, tax anticipation warrants, and other evidences of indebtedness, and contracts for utility services such as water, light, heat, or telephone;
- Purchases as identified by this policy of less than \$1500.

The staff, as required by board directive, shall seek bids (or quotations if bids are not specifically required) from the widest possible array of contractors, suppliers, and material that time permits. The practice will produce the most competitive offers and terms available from the widest number of interested firms or individuals.

The district will utilize a system of solicitation lists of the names, addresses, and phone numbers of the firms or individuals who have expressed an interest in being notified as to particular types of contracts, equipment, supplies, or materials which the District seeks to purchase. The staff will add to each list of those expressing an interest, any firm or individual doing business which the staff determines should be added to such list.

The staff may remove a firm or individual from a list for cause, with Board approval, or the firm or individual may request its removal.

The firms or individuals on any such lists will be solicited directly by the staff to bid or quote on appropriate purchases, in addition to the requirements of advertising or other public notification mandated. The District shall, when advisable, publicize its system of lists so that any interested person or firm can ask to be added to the appropriate listing.

The inclusion of a firm or individual on solicitation list shall not constitute any prequalification for bidding or release in any fashion the firm or individual from meeting any and all requirements set out in a particular contract, bid, quotation, or proposal. This system of solicitation lists is solely for purposes of supplementing the advertisement of notification requirements otherwise used, in order to avoid even the appearance of favoritism or lack of fair competition in the District's purchases.

No commitment for expenditures of District monies, except from the petty cash fund, shall be made without authorization, a purchase order issued according to the following conditions:

- *\$10,000 or More*
All expenditures of \$10,000 or more shall be made only with prior Board approval in the manner prescribed by the State law and Board rules and regulations. Advertisements for sealed bids or

requests for proposals will be properly handled through the public media. Sealed bids, based on authorized specifications, or requests for proposals shall be received at a public bid opening and include all costs for labor and materials, Bid Bod, Performance Bond, proof bidder is paying prevailing wage, and Certificate of Insurance. Bids will then be tabulated and submitted to the Board along with staff's recommendations for action. Formal contracts with appropriate signatures for both Board and contractor are required.

- *Less than \$10,000 more than \$1,500*
All expenditures of less than \$10,000, but more than \$1,500, shall be made only with prior Board approval. Staff shall obtain at least three (3) formal written quotations with the Contractor's signature applied and Performance Bind to be submitted to the Board. Administrative staff will also submit a recommendation for Board action.
- *Less than \$1,500 more than \$500*
All expenditures of less than \$1,500, but more than \$500, for approval budget line items, can be made only at the discretion of the Library Director upon review of at least three (3) documented quotations received either written form by the Contractor or by telephone, as submitted to the Library Director.

Immediately following the preliminary purchasing decision, the Director shall notify the Board of the intended purchase in writing and the Director shall, except in cases of bona fide emergencies, wait seven (7) days before completing the purchase or committing thereto. During that period, any Board member who wishes to review the proposed purchase may call a special Board meeting by notifying the Board President and Director. The Board meeting is to review the proposed purchase with a view to completing it or rejecting it. In the event a special meeting is set, the Director shall not complete the purchase until after the Board meeting is conducted and then only in furtherance of the Board action on the purchase, if any.

- *Less than \$500 more than \$250*
Expenditures of less than \$500, but more than \$250, for approved budget line items, can be made at the discretion of the Library Director. The Director shall be responsible for monitoring and adhering to pertinent budget and obtaining proper quotations and shall notify the Board at its next meeting of the purchase.
- *Less than \$250 more than \$1*
Expenditures of less than \$250, but more than \$1, for either approved budget line items or budget contingency items can be made at the discretion of the Library Director without bids of quotations.
- *Emergency Expenditures*
 - Emergency Expenditures over \$1,500 can only be made with the written approval of the Library Director and Board President and approved by three-fourths (3/4) majority of the members of the Board. The initial Board inquiry may be by phone, which is then to be ratified at the next Board meeting.
 - Emergency expenditures under \$1,500 can only be made with written approval of the Library Director and Board President. No Board poll is required, but the emergency purchases should be reported at the next meeting.

Indemnification and Insurance Policy

Section 1

The River Valley District Library shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, 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 attorney fees), judgements, 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 judgement, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create presumption that the person did not act in good faith and in a manner which he or she reasonable believed to be in, or not opposed to, the best interest of the Library, or with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

Section 2

The Library shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action or suit by or in the right of the Library to procure a judgement in its favor by reason of the fact that such 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 reasonable 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 such 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 against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Section 4

Any indemnification under Sections (1) and (2) of this Policy or (unless ordered by a court) shall be made by the Library only as authorized in 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 Trustees by a majority vote of a quorum consisting of trustees who were not parties to such action, suit, or proceeding, or (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested trustees so directs, by independent legal counsel in a written opinion.

Section 5

Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the Library in advance of the final disposition of such action, suit, or proceeding as authorized by the Board of 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 of 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 trustees, officers, employees, 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.

Electric Vehicle Charging

In an effort to provide for our patrons, the River Valley District Library has two exterior outlets capable of charging an Electric Vehicle located on either side of the main entrance door. The plug on the north side of the main entrance door is a 220 volt outlet while the plug on the south side is 110 volt outlet.

- Charging is freely available for patrons of the River Valley Library for 1 hour.

*Note: Patron will need to provide the extension cord.

Security Camera Policy

The River Valley District Library uses security cameras for the safety and security of Library users, staff, and property. The primary purpose of security cameras is to discourage inappropriate and illegal behavior and activities, and when necessary to provide assistance to law enforcement in the apprehension and prosecution of confidentiality of library records.

The Library shall post and maintain signs at the entrances of building giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

Cameras are to be positioned to monitor public areas of the Library such as service areas, entrances, and areas prone to theft, vandalism, or other activities that may violate Library policy or criminal law. Under no circumstances shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

Video data that is recorded and stored is considered to be confidential and secure. Access to live feeds of images and recorded video data is limited to authorized Library staff designated by the Library Director. Live feed activities are randomly monitored. Because the cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and the security of their personal property. The Library is not responsible for the loss of property or personal injury.

Confidentiality and privacy issues may limit the general public from viewing security camera footage that contains personally identifying information about Library users. All requests for disclosure of recorded images, except stated above for law enforcement, shall be made in accordance with the Freedom of Information Act, and submitted to the Library Director. The Director shall review the requested images and determine if the images contain any information protected by the Library Records Confidentiality Act. As permitted by the Freedom Information Act, when a request is made to inspect or copy recorded images that are exempt from disclosure under the Library Records Confidentiality Act, and also contains images that are not exempt, the Library shall attempt to redact the exempt images and make the remaining images available for inspection or copying. Only authorized employees can view and/or export video footage. No unauthorized recording of video footage through cell phones, portable devices, or any other means is permitted. Any Library employee who becomes aware of unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.

Recordings shall be kept for approximately 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recording have been resolved. The storage media shall be kept in a secure area. In situations involving banned patrons, stored still images may be shared with staff library-wide.

Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability. Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of specific individual or for investigating a crime on Library property. Law enforcement officials or agencies may be provided access to the recorded data pursuant to a subpoena, court order or as permitted by law. Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Illinois state law and the Library's policies.

River Valley District Policy Manual

A copy of this policy will be shared with any patron or staff member upon request. The policy is posted on the River Valley District Library's official website. The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Any individuals using the Library shall be held responsible for willful or accidental damage to the Library's building and collections caused by the individual in accordance with the River Valley District Library Rules of Conduct.

Approved 12/2019

Financial Policies

Budget Policy

The River Valley District 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. These reports include such areas as finance, library usage, matters of personnel, collection development, and programming in addition to 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 Trustees monthly meeting and clearly indicates the financial position of the library. IN addition to the general financial potion 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.

Revised 10/16/17

Fund Balance Policy

This policy has been adopted by the River Valley District Library's Board of Library Trustees to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:

- Provide sufficient cash flow for daily financial needs;
- Offset significant economic downturns or revenue shortfalls;
- Provide funds for unseen expenditures related to emergencies; and
- Secure and maintain investment grade bond ratings.

The following definitions of fund types will be used in reporting governmental fund activity. The Library may or may not report all fund types in any given reporting period based on actual circumstances and activity.

General Fund – used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Fund – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Debt Service Fund – used to account for all financial resources restricted, committed, or assigned to expenditure for principal and interest.

Capital Projects Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisition or construction of capital assets.

Permanent Funds – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library's objectives.

The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:

Non-Spendable fund balance – amounts that cannot be spent because they are either not in a spendable form or are legally contractually required to be maintained intact. Classification of non-spendable amounts will be determined before all other classifications and consist of the following:

- The Library will maintain a fund balance equal to the balance of any long term outstanding balances due from others;
- The Library will maintain a fund balance equal to the value of inventory balances and prepaid items unless those items are offset with liabilities and actually result in fund balance;
- The Library will maintain a fund balance equal to the principal of any permanent funds that are legally or contractually required to be maintained intact; and
- The Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.

Restricted fund balance – amounts that can be spent only for specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed fund balance – amounts that can be used only for the specific purposes determined by a formal action of the RVDL Board. (Authority to Commit: a majority vote is required to approve a commitment and two-thirds majority vote is required to remove a commitment).

Assigned fund balance – amounts intended to be used by the Library for specific purposes, but do not meet the criteria needed to be classified as restricted or committed. In governmental funds, other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. (Authority to Assign: the RVDL Board delegates to the Finance Director the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available [spendable, unrestricted, uncommitted] fund balance in any particular fund.)

Unassigned fund balance – is the residual classification for the Library's General Fund and includes all spendable amounts not included in the other classifications. In other funds, the unassigned classification is used to report a deficit balance from overspending amounts that have been designated as restricted, committed, or assigned.

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications indicate the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination thereof. The General Fund may also include an unassigned amount.

Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts not previously restricted, committed, or assigned, will be classified as committed or assigned based on the definitions and criteria set forth in GASB Statement No. 54.

Prioritization of fund balance use – When an expenditure is incurred, when both restricted and unrestricted (committed, assigned, or unassigned) amounts are available it will be the policy of the Library to consider restricted amounts to have been reduced first. If an expenditure is made that is applicable to any of the unrestricted fund balance classifications, it will be the policy of the Library to reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.

Minimum unassigned fund balance – The Board has designated a minimum unassigned fund balance for the Library's General Fund of 15-20 percent of the subsequent year's budget. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment. The Director and Finance Director will provide a report of the fund balance as part of setting the annual budget, approving budget adjustments, or as requested.

Adopted 10/16/17

Credit Card Policy

The River Valley District Library maintains credit cards for library-related purposes only.

The purpose of the credit cards is to facilitate purchases for the library with vendors that do not invoice or where it is not possible or practical to establish a store account. The credit cards will provide a convenience to authorized users by minimizing the need to place authorized purchases on personal credit cards, while maintaining accountability for the library.

Responsibility – The Library Director will be responsible for issuance of cards, account monitoring, retrieval of cards and compliance of credit card policy. Authorized users shall be responsible for the credit card's use, and shall not allow the card to be used by anyone else or for any unauthorized purchases.

Only staff members designated by the Library Director are permitted to charge or receive cards.

The Director shall review the credit card bill each month and accompanying paperwork. Any discrepancies shall be reported to the Board of Trustees.

No tax or taxes shall be paid on any purchases. If in rare instances a purchase must be made with tax, substantial rationale must be submitted and the Director must give prior approval.

If the card is lost or stolen, the card issuer must be notified immediately. This loss must also be reported to the River Valley District Library Board of Trustees.

Usage - The Library Director is responsible for all cards and must authorize each use. All receipts for purchases made with the card must be dated, itemized, signed, and turned in to the Director at the first available opportunity following the use of the card.

The credit cards may be used to purchase goods for the Library such as:

- Programming supplies or fees
- Operating supplies or fees
- Workshop supplies
- Collection materials

Adopted 9/19/16, Revised 2/20/17, Revised 10/16/17

Petty Cash

The River Valley District Library will maintain a petty cash fund. This fund is to be used only when it is necessary to pay for goods or services by someone who cannot take a check, reimburse patrons for fine related issues and to provide an adequate amount of change for the cash register. A petty cash voucher is completed for each transaction and must contain the following information:

- Date
- Amount
- Purpose
- Signature of person who disbursed the petty cash
- Signature of person receiving the petty cash

A disbursement of petty cash will be made only upon submission of an original vendor receipt. Petty cash disbursements are limited to \$25.00.

Total petty cash funds do not exceed \$137.50, except where more funds are needed for change at programming events. When funds drop below \$50.00 the Library Director may replenish the account by completing a requisition form for a check written to the River Valley District Library. Alternatively, petty cash may be replenished by depositing some cash into the petty cash account that would otherwise be deposited into the River Valley District Library bank account. Full documentation for this deposit should be retained and a monthly accounting of Petty cash account shall be included in the monthly financial folder.

Petty cash can be disbursed only with the approval of the Library Director. Actual funds are managed and kept in the locked, fire-resistant box in the safe in the Director's office.

The petty cash account is reconciled by the Director prior to replenishment and at least weekly.

Adopted 9/19/16, Reviewed 10/16/17

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 fund by the River Valley District Library. It’s scope is all public funds of the Library.

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

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

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

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

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

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

- Legality and Safety:
 - 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 (unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral).
 - 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.
- Liquidity:

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

- Yield-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.
- Simplicity of Management
 - The time required by library administrative staff to manage investments shall be kept to a minimum.

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

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

Authorized Financial Dealers and Institutions – Any investment advisors, money managers and financial institutions shall be considered an authorized only by the action of the Board of Library Trustees upon the commendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

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

Revised 08/09, Reviewed 10/16/17

Authority to Spend

The Library Director of the River Valley District Library is authorized to spend up to \$1500.00 on any single item without prior board approval.

The River Valley District Library may spend in excess of \$10,000.00 only after completing the formal bid process as described in Illinois Law.

In case of extreme emergency, the Director of River Valley District Library may spend \$100.00 in addition to \$1500.00 with the approval of any two library board members so long as the amount does not exceed the threshold requiring a formal bidding process.

Revised 10/16/17

Freedom of Information Act

The mission statement of the River Valley District Library is to improve and enrich the lives of our users through information, education, and recreation.

The River Valley District Library is located at 214 S Main Street, Port Byron, IL 61275.

A copy of the annual operating budget is available to view. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations. Tax levies are:

- Corporate (for general operating expenditures)
- Social Security (provides for employee's FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Maintenance (for maintaining the building and equipment)
- Illinois Municipal Retirement Fund (IMRF)
- Worker's Compensation
- Unemployment Insurance
- Insurance Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and worker's compensation insurance)

The River Valley District Library Board of Library Trustees exercises control over Library policies and procedures. They meet the 3rd Monday of the month at 5:30PM in the Library, except in December. (See Trustee Page for list of current Trustee members)

The Illinois State Library and Illinois Secretary of State's Office exercise control over the Library's operations.

To request information and records available to the public:

1. Use the Freedom of Information Request Form.
2. Direct the request to: the Library Director, FOIA officer;
3. Specify the records requested for inspection or copying and which, if any, require certification.
4. Pay \$.50/page for copied and \$1.00/page for certified records.

The Library will respond to a written request within seven (7) working days or sooner if possible. An extension of an additional seven (7) working days may be necessary to properly respond.

Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

An appeal of the decision of the FOIA officer may be made to the Board of Library Trustees.

Records are available at the River Valley District Library from 9:00AM to 4:00PM, Monday through Friday.

Certain types of information are exempt from inspection or copying. However, the following records are maintained under the Library's control and available to the public:

- Monthly Financial Statements
- Annual Receipts and Disbursements Reports
- Budget and Appropriation Ordinances
- Levy Ordinances
- Annual Audits and Reviews
- Minutes of the Board of Library Trustees
- Library Policies
- Annual Reports to the Illinois State Library

Revised 08/12, Revised 07/13, Revised 04/25/16, Revised 11/20/17

Freedom of Information Request Form

Request Date: _____

Requestor's Name (or business if applicable):

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____

Description of Records Requested:

Inspection Only: _____ Copy Records: _____ Certify Records: _____

Revised 08/12, Revised 07/13, Revised 04/25/16, Revised 11/20/17

For Library Use Only

- The documents requested are enclosed.
- The documents will be made available upon payment of copying or certification cost of \$_____.
- You may inspect the records at _____ on the date of _____.

-
- The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.
 - The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:

Individual(s) that determined denial is/are:

-
- Request delayed for the following reasons (in accordance with 3(d) of the FOIA: _____
_____. You will notified by
the date of _____ as to the action taken on your request.

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

FIOA officer _____ Date of Reply _____

Record Retention and Disposal

The River Valley District Library retains records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 61276. (217.782.7075)

Review schedule: December/January Yearly

Reviewed 11/20/18

Volunteer Policy

The River Valley District Library welcomes members of the community serving as volunteers. Volunteers are subject to background checks when they apply. The services volunteers perform are valued and valuable. Volunteer activities are governed by the following guidelines”

- A volunteer represents the Library to the community while actively serving as a volunteer.
- A volunteer is expected to follow approved policies and procedures of the Library during the time of volunteering withing the Library building and at the library events elsewhere.
- The Library may decide to discontinue or change a volunteer’s service assignment if it is determined that the assignment is no longer beneficial.
- The Library cannot guarantee any specific amount of hours for individual volunteers.
- Preference for most volunteer activities is given to local students who must fulfill school requirements.
- The Library will not accept any court-ordered volunteers who have committed crimes involving theft, assault, or danger to children or other felonies.

The River Valley District Library welcomes volunteers, but will not provide any compensation besides a letter of acknowledgement of service. Volunteers will be asked to check in before beginning work so that hours can be accurately logged.

The River Valley District Library recognizes and appreciates the hard work and unique talents of the volunteers of the community offer to the River Valley District Library throughout the year. The River Valley District Library also recognizes the risk of injury which can be a part of every activity. For that reason, the Board of Trustees of the River Valley District Library carries the necessary insurance of Trustees as a part of a formal program of volunteerism. This coverage is provided to the same level as accidental injury coverage is provided to employees of the library.

Revised 11/20/18

Friends of the Library

The Board of Library Trustees of the River Valley District Library looks upon the establishment of the Friends of the River Valley District 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 River Valley District 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 River Valley District Library and that the Friends of the Library has its own Board and its own goals and purposes.

Friends of the River Valley District Library is distinct and separate from the Library, and neither the Friends of the Library as an organization nor any members or participants thereof may assume any liability or take or authorize any act on behalf of the River Valley District Library.

Because Friends of the River Valley District 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 River Valley District Library are provided through allocation of tax monies which are audited by and independent auditor. Friends funds and Library finds shall not be commingled or integrated, except that gifts from Friends 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 River Valley District Library becomes the custodian of any Friends funds, those funds shall be kept in a separate "funds" for audit and bookkeeping purposes.

Complete and advance information regarding all Friends of the River Valley District Library public relations programs on behalf of the River Valley District Library shall be provided to the Library Director and the Board of Library Trustees of the River Valley District 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 does not reserve 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 River Valley District Library.

Gift/Donation/Memorial Policy

General – The River Valley District 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 portion can be used. Some cannot, because any library material, though of value itself, maybe;

1. A duplicate of any item of which the library already has sufficient number
2. Outdated – interesting but not of sufficient present reference or circulating value to the library
3. In poor condition – which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation

The material would be judged by the same standards of selection as those applied to the purchase of new materials. The River Valley District 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 Programs – 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.

Donation – Other 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 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 gifts to the Library as governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

Restrictions – No donation can be accepted unless it is given to the library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. 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 interest of the Library.

Form – A Gift Agreement Form (for materials other than used items) must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts.

Revised 08/09, Revised 11/20/17

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 (check box below):

- Birthday
- Wedding Anniversary
- Graduation
- Other (specify) _____

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

The Library will notify the following person that this donation has been added to the Library's collection in memory of, or honoring the above mentioned. 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: _____

Phone: _____ Address: _____

Please make checks payable to the River Valley District Library

Upon completion of the form, return the Library Director.

Revised 08/09

Gift Agreement Form

Donor Name: _____ Date: _____

Address: _____

Description of donated material(s):

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 River Valley District Library.

- Unrestricted Gift
- Restrictions (specify if any):

I have read the gift policy provisions of the River Valley District Library and agree that they are acceptable.

Donor Signature: _____ Date: _____ Director

Signature: _____ Date: _____ Library Board of

Trustees President

Signature: _____ Date: _____

Revised 08/09

Monetary Gift Form

Donor Name: _____ Date: _____

Address: _____

Monetary Amount Given: _____

For the purposes of IRS reporting, this form may serve as our acknowledgement of your generous contribution to the River Valley District Library and that no goods or services were given to you in exchange for your donation.

I have read the gift policy provisions of the River Valley District Library and agree that they are acceptable.

Donor Signature Date

Accepted for the Library by Date

Library Director Signature Date

President of the Board of Trustees Signature Date

Secretary of the Library Board Signature Date

Approved 8/19/09, Revised 08/09

Prohibited Gifts Policy

General Policy – It is the policy of the River Valley District Library to comply with the States Gift Ban Act through the promulgation of the policy. Neither the Open Meetings Act no the Freedom of Information Act of Illinois, or any policies of this Library in furtherance of those Acts, shall be applicable to proceedings, meetings or documents involved here, which are exempt therefrom.

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

Definitions – The term “gift,” “prohibited source,” and “employee,” whether used in the singular or plural form and as used in this Policy, have the meaning as defined by the State’s Gift Ban Act.

Prohibited Gifts – The solicitation and acceptance of any “gifts” from any “prohibited source” are banned and prohibited for all Library employees.

Exceptional Gifts – The restrictions in the foregoing section do not apply to the following:

1. Anything for which the employee pays market value or anything not used and promptly returned to the donor or given to an appropriate charity;
2. A contribution, lawfully made under the Election Code or attendance at a fundraising event sponsored by a political organization;
3. A gift from a relative as defined in the State Act;
4. Anything provided by an individual on the basis of personal friendship, unless there is reason to believe that under the circumstances the gift was provided because of the employee’s position and not because of personal friendship;
5. A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender’s business;
6. Payments to a legal defense fund established for the employee that is otherwise lawfully made;
7. Intra-office and inter-office gifts, meaning any gifts from an employee of the library to an employee of the Library;
8. Food, refreshments, lodging, transportation and other benefits resulting from outside business or employment activities if they have not been enhanced by the position of employment with the Library and are customarily provided to others in similar circumstances or in connection with bona fide employment discussions by a prospective employer, or provided in connection with a fundraising or campaign event sponsored by the organization;
9. Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer;
10. Informational materials sent to the employee in the form of books, articles, periodicals, other written materials, audio tapes, or other forms of communications;
11. Awards or prizes that are given to competitors in contests or events open to the public, including random drawings;
12. Honorary degrees (and associated travel, food, refreshments, and entertainment provided in the presentation of degrees and awards)

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

Enforcement – An employee who violates this policy shall be subject to termination or other discipline, including but not limited to suspension (with or without compensation) of employment for the stated term, a requirement to reimburse, return, or turn over any prohibited gifts as directed by the Board of Library Trustees.

Ethics Officer – The President of the Board of Library Trustees shall designate an Ethics Officer for the Library who shall provide guidance to members, officers, and employees in the interpretation and implementation of State Gift Ban Act.

Revised 08/09