

POLICY AND BYLAWS

**ELA AREA PUBLIC LIBRARY DISTRICT
LAKE COUNTY, ILLINOIS 60047**

**ORDINANCE# 1973-74/6
DECEMBER, 1973**

**REVISED APRIL, 1980
REVISED APRIL, 1981
REVISED DEC., 1981
REVISED MAY, 1982
REVISED JULY, 1983
REVISED SEPT., 1984
REVISED JUNE, 1985
REVISED MAR., 1987
REVISED FEB., 1992
REVISED OCT., 1994
REVISED MARCH, 1998
REVISED SEPT., 1998
REVISED APR., 2005
REVISED MARCH, 2007
REVISED FEB., 2010
REVISED FEB., 2012
REVISED NOV., 2014
REVISED FEB., 2015
REVISED OCT., 2016
REVISED JAN., 2019**

TABLE OF CONTENTS

SECTION I	ESTABLISHMENT
SECTION II	STATEMENT OF MISSION
2-1	Mission
2-2	Materials
2-3	Programs
2-4	Facilities
2-5	Usage
2-6	Association
SECTION III	BOARD OF TRUSTEES
3-1	Tenure and Terms
3-2	Organizational Meeting
3-3	Elections
3-4	Vacancies
3-5	Compensation and Expenses
3-6	Indemnity
3-7	Ethics Statement
3-8	Conflict of Interest
3-9	Powers
3-10	Procedure
3-11	Memberships
	<u>Article A Officers and Duties</u>
3-12	Officers
3-13	Duties of President
3-14	Duties of the Vice President
3-15	Duties of the Treasurer
3-16	Duties of Secretary
	<u>Article B Meetings</u>
3-17	Open Meetings
3-18	Regular Meetings
3-19	Special Meetings
3-20	Quorum
3-21	Voting
3-22	Order of Business
3-23	Conduct of Meeting
3-24	Suspension of Rules and Exceptions to Majority Rule

	<u>Article C</u>	<u>Committees</u>
3-25		Standing Committees
3-26		Special Committees
3-27		Library Organization Liaisons
3-28		Committees of the Whole
3-29		Appointment
3-30		Powers

	<u>Article D</u>	<u>Treasury</u>
3-31		Depositories
3-32		Disbursement Authorization
3-33		Budget and Finance
3-34		Gift Funds
3-35		Disbursements
3-36		Competitive Bidding

SECTION IV REGULATIONS

4-1	Access to Records
4-2	Freedom of Information
4-3	Archives
4-4	Meeting Rooms

SECTION V CUSTOMER SERVICE AND PUBLICITY

5-1	Public Relations
5-2	Publicity

SECTION VI LONG RANG PLANNING

6-1	Long Range Strategic Plan
6-2	Facilities Study
6-3	Special Reserve Fund

SECTION VII COLLECTION DEVELOPMENT POLICY

SECTION VIII PERSONNEL AND ADMINISTRATION

APPENDICES

Appendix A. – Library Bill of Rights

Appendix B. – Freedom to Read

Appendix C. – Freedom to View

**Appendix D. – ALTA Trustee Ethics Statement for Public Library
Trustees**

Appendix E. – Code of Ethics of the ALA

SECTION I ESTABLISHMENT

Section 1-1 Establishment

The Ela Area Public Library District (“Library” or “Library District”) was established in 1973, and is conducted as a Library District in accordance with the Illinois Public Library District Act of 1991 (hereinafter also referred to as “the Act”), for the use and benefit of its residents. The District is financed primarily by a property tax, levied by the Library District, and collected by the County on taxable property within the District. Unless indicated to the contrary, where reference is made to State Statutes, these Bylaws merely repeat the requirements of the Statute for reference, and it is the intent of the Library’s Board of Trustees (“Board”) that any future amendments to State Statutes are incorporated.

SECTION II STATEMENT OF MISSION

Section 2-1 Mission

The mission of the Library: Share the joy of discovery.

Our mission and the following core values define who we are, and articulate the things we think are most important.

Fostering Curiosity

- Joy of discovery
- Inquisitiveness

Promoting Innovation

- Risk-taking
- Continuously raise the bar

Empowerment through Inclusivity

- Access for everyone
- Welcoming
- Approachability
- Openness

Working in Collaboration

- Partners in learning
- Engagement

The Board declares this Library to be a repository of materials, in several forms, available to the community as sources of information and as contributors to understanding and enjoyment; further, to be an agency stimulating and cooperating in the advancement of cultural and civic activities; and, finally, to be a place where facilities can be used and activities conducted.

Section 2-2 Materials

The Library's collection is developed in order to meet the interests and needs of the community, gathering as broad a range of materials as the budget and space allow.

The general objectives of collection development are to carry out the Library's goal to provide the community with a variety of media to meet their personal, educational, and recreational needs.

Section 2-3 Programs

The Library will conduct programs of cultural exploration, enjoyment and enlightenment, and shall include presenting opportunities that otherwise might not be available in the community. Library services may complement or be in cooperation with the activities of schools, churches, or other community institutions.

Section 2-4 Facilities

The Board shall strive to ensure that the Library's facilities are adequate for the display and storage of Library materials, for administering Library activities, for conducting public programs, for creating a setting conducive to the full use of the Library's materials and programs available, and providing the community with a space to further the Library's mission.

Section 2-5 Usage

Library services shall be made available to all library users subject to such reasonable rules, regulations, policies, and fees for services as the Board may adopt.

Inappropriate conduct or acts resulting in, and/or having the potential to, harm people or property within the Library or on the Library grounds may result in ejection from the Library, suspension of all or part of Library privileges, and/or legal prosecution.

Section 2-6 Association

The Board encourages the broadest possible professional development of the Library personnel, including participation in professional library associations and continuing educational programs, as appropriate. The Library may be an institutional member of professional associations such as the American Library Association (ALA), the Illinois Library Association (ILA), and the Reaching Across Illinois Library System (RAILS).

SECTION III BOARD OF TRUSTEES

Section 3-1 Tenure and Terms

As provided by statute, seven Trustees shall constitute a Board. Trustees shall hold office for a four-year term beginning the third Monday of the month following their election and shall continue until their respective successors are elected and qualified. Terms of Trustees shall be staggered in accordance with Illinois law.

Section 3-2 Organizational Meeting

As provided by statute, within sixty (60) days after their election or appointment, incumbent and new Trustees shall meet to organize the Board. The Secretary shall first certify the membership of the Board. Trustees duly elected or appointed and having taken their oath of office as prescribed by the Constitution shall be qualified to serve as Trustees. The Trustees shall then organize the Board, and elect from among its members a President, a Vice-President, a Treasurer and a Secretary.

Section 3-3 Elections

Elections of Trustees shall take place at the Consolidated Election conducted by the election authority in accordance with the provisions of the Act and Illinois Election Law.

Section 3-4 Vacancies

Vacancies shall be declared in the office of Trustee by the Board as described in the Act. Vacancies shall be filled via appointment by the remaining Trustees in accordance with applicable laws. The Board of Trustees shall give appropriate publicity to the existence of a vacancy or election in an effort to secure the most highly qualified applicants and candidates.

Section 3-5 Compensation and Expenses

Trustees shall serve without compensation but shall be reimbursed from District funds for actual and necessary expenses incurred in the performance of their duties after approval of an expense voucher submitted to the Executive Director and approved by the Board at a Board meeting. Trustees will have their membership fees paid for the Illinois Library Association and the American Library Association. Participation is encouraged at workshops and conferences. Reimbursement for expenses related to workshop and conference activities will be made as defined for staff in the Library's Employee Handbook, the Library's Reimbursement of Travel, Meal and Lodging Expenses Policy, and according to Illinois statutes.

Section 3-6 Indemnity

It is hereby determined to be the policy of this Board that the individual Trustees hereof shall be fully and completely indemnified and held harmless from any loss, damage, injury, or claim from any party or entity to the extent that said loss, damage, injury, or claim against them is based on conduct or activity arising out of their status as a Trustee of the Board, or occurring by virtue of the discharge of their duties as Trustee.

If any claim or action not covered by insurance is instituted against a Trustee of the Ela Area Public Library out of an act or omission by a Trustee acting in good faith for a purpose believed to be in the best interest of the Ela Area Public Library; or if any claim or action not covered by insurance is instituted against an employee or volunteer of the Ela Area Public Library allegedly arising out of an act or omission occurring within the scope of his or her duties as employee or volunteer; the Ela Area Public Library may, at the request of the Trustee, employee, or volunteer and with the approval of the Board: a. appear and defend against the claim; and b. pay or indemnify the Trustee, employee or volunteer for a judgment and court costs, based on such claim or action; and c. pay or indemnify the Trustee, employee or volunteer for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Trustees. For the purpose of this Section, the terms Trustee, employee and volunteer shall include former trustees, employees, and volunteers of the Library. Section 3-6 shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful, or criminal misconduct. In such cases, indemnification will be determined after an investigation of the facts.

Section 3-7 Ethics Act Compliance

All Library District Trustees are required to comply with the Illinois Governmental Ethics Act and the Ela Area Public Library District Ethics Ordinance.

The Executive Director, with the advice and consent of the Board of the Library shall designate an Ethics Advisor for the District. The duties of the Ethics Advisor may be delegated to an officer or employee of the Library District unless the position has been created as an office by the District.

The Ethics Advisor shall provide guidance to the Trustees and employees of the Ela Area Public Library District concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of the Library District.

Section 3-8 Conflict of Interest

Any Trustee who has a financial, personal, or official interest in, or conflict (or appearance of a conflict), with any matter pending before the Board, of such nature that it prevents or may prevent that Trustee from acting on the matter in an impartial manner, will offer to the Board an explanation of the potential conflict of interest, voluntarily excuse himself/herself from the board room, and will and refrain from discussion and voting on said item. Notwithstanding the foregoing, Trustees must comply with all applicable laws governing conflicts of interest, including, but not limited to, the Public Officer Prohibited Activities Act, as amended (50 ILCS 105/0.01).

Section 3-9 Powers

This Board shall have such powers as are set forth in the Act.

Sections 3-10 Procedure

The Bylaws may be amended by the majority vote of all members of the Board, provided the amendment is proposed at any regular meeting of the Board and adopted at a succeeding regular meeting. These Bylaws shall be reviewed by a committee at least once every two years.

Section 3-11 Memberships

The Board, in encouraging the professional development of its Trustees, approves their membership in professional associations such as ILA and ALA as a reimbursable expense.

ARTICLE A
Officers and Duties

Section 3-12 Officers

The officers of the Board shall consist of a President, Vice President, Treasurer, and a Secretary. Each office shall be held by a different Trustee. Nominations from the Board and/or the Nominating Committee for the four Board officers shall be voted on by the Board, the vote requiring a majority of a quorum, in order to fill each open office. Officers shall serve a term of two years from the annual meeting at which they are elected. A vacancy in any office shall be filled by the Board for the un-expired term as provided by statute. Officers shall have such obligations and duties as set forth by Illinois law.

Section 3-13 Duties of the President

- A. The President shall preside over all meetings when present. The President shall prepare an agenda for every meeting of the Board. The President may call special meetings.
- B. With the approval of the Board, the President shall appoint: the Attorney to the Board, and an Accountant for the purpose of audit as required by the Governmental Account Audit Act. With the approval of the board, the President may appoint an assistant Treasurer and Assistant Secretary, if needed.
- C. With the approval of the Board, the President shall appoint: the chairs and the members of all the standing and special committees, as needed.
- D. The President shall execute all documents authorized by the Board.
- E. The President shall have no veto power.
- F. The President shall perform all other duties as may be assigned by the Board.

Section 3-14 Duties of the Vice President

- A. The Vice President shall preside over all meetings in the absence, unavailability or incapacity of the President.
- B. The Vice President shall perform all other duties as may be assigned by the Board.

Section 3-15 Duties of the Treasurer

- A. The Treasurer shall be bonded or insured as required by Illinois law. The cost of such bond or insurance shall be paid by the Library.
- B. The Treasurer shall keep and maintain accounts and records of the District indicating a record of receipts, disbursements and balances in any funds as outlined under Article D (Treasury) of these Bylaws.
- C. The Treasurer shall, at every Board meeting, present an account of the status of the Treasury at the date of such accounting and the balance of money in the Treasury. The Treasurer shall be responsible for obtaining the annual financial audit as required by Statute.
- D. The Treasurer shall perform any other duties as may be assigned by the Board.

Section 3-16 Duties of the Secretary

- A. The Secretary shall keep the corporate seal of the District and affix it to all documents, the execution of which on behalf of the District under its seal is duly authorized in accordance with ordinances of the Library and as required by Illinois law. Copies of all papers duly filed with the Secretary, and transcripts from the journals and other records and files of the office, certified by the Secretary under the corporate seal of the District, shall be evidence in all courts in like manner as if the original were produced.
- B. The Secretary shall keep and maintain appropriate records for the term in office and shall include therein a record of the minutes of all meetings, the names of those in attendance, the Ordinances enacted, the resolutions, policies, bylaws, rules and regulations adopted, and all other pertinent written matters as affect the operation of the District. All such records shall be filed in a Minute Book, which is to be kept in accordance with Illinois law. Each ordinance shall be numbered serially and identified by such serial number and the date of enactment, and shall be posted or published as required by law. An additional and separate book shall be maintained containing certified copies of all ordinances and resolutions passed by the Board. The Secretary shall be responsible for publishing the annual financial statement, and publishing and/or posting ordinances, resolutions, budgets and tax levies, as required by Illinois law.
- C. The Secretary shall have the power to administer oaths and affirmations for the purposes of the Act. The Secretary shall administer a written and oral oath of office to newly elected or appointed Board members, on or before the first day of July each year, file a certificate with the County Clerk and with the Illinois State Librarian, listing the names and addresses of the Trustees and Officers and their respective terms of office.

- D. The Secretary may call special meetings.
- E. The Secretary is the local election official and shall perform any other duties as may be assigned by the Board.

ARTICLE B
Meetings

Section 3-17 Open Meetings

The Secretary shall be responsible for publication or posting of notices of meetings as required by the Act, the Open Meetings Act, and the Freedom of Information Act. All meetings of the Board, or its committees or sub-committees, shall be governed by the provisions of the Open Meetings Act. Executive sessions or closed meetings shall be held only as authorized by Illinois law.

Section 3-18 Regular Meetings

The Board shall, at the beginning of each fiscal or calendar year, pass an ordinance specifying the time, place, day and date of all meetings for the coming year. If the regular meeting date is changed, notice by publication shall be given in accordance with the Open Meetings Act.

Section 3-19 Special Meetings

Special meetings may be called by the Secretary or President, or at the request of four (4) Trustees, for the transaction of business as stated in the call for the meeting. Notice of special meetings shall be as provided by law.

Section 3-20 Quorum

A quorum shall consist of four (4) Trustees, physically present at the location of the open meeting or closed meeting.

If a quorum of the members of the public body is physically present, a majority of the public body may allow a trustee to attend the meeting by teleconference or videoconference if the trustee is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. If a member wishes to attend a meeting by these means, the member must notify the Secretary before the meeting unless advance notice is impractical.

Section 3-21 Voting

Except as otherwise provided by statute, all votes on any question shall be by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting shall be noted but shall not be counted for or against the question being voted on. Unless otherwise provided by statute, or by these bylaws, a vote on any question shall pass by a majority of members voting.

Section 3-22 Order of Business

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- 1) Call to Order
- 2) Roll Call
- 3) Public Comment
- 4) Adjustments to the Agenda
- 5) Consent Agenda
- 6) Approval of Items Moved From Consent Agenda
- 7) Trustee Reports/Comments
- 8) Treasurer's Report
- 9) Correspondence and Communications (if not approved in the Consent Agenda or addressed in item 7 above)
- 10) Executive Director's Report
- 11) Standing Committee Reports (if not approved in the Consent Agenda or addressed in item 7 above)
- 12) Special Committee Reports (if not approved in the Consent Agenda or addressed in item 7 above)
- 13) Unfinished Business
- 14) New Business
- 15) Executive (closed) session, if needed
- 16) Adjournment

The Consent Agenda may include, but is not limited to, items such as:

- a) Minutes of the previous meeting
- b) Confirmation of a decision discussed previously
- c) Committee reports
- d) Informational materials
- e) Updated organizational documents, routine correspondence

At the request of any one trustee, any item on the Consent Agenda can be removed from the Consent Agenda, and addressed in the appropriate item in the Order of Business.

Section 3-23 Conduct of Meeting

Proceedings of all meetings shall be governed by the most recent edition of Robert's Rules of Order.

Section 3-24 Suspension of Rules and Exceptions to Majority Rule

- A. Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (2/3) of those present shall so approve. Statutory requirements may not be suspended.
- B. Motions for the Previous Question ("to call the question") or to limit or extend limits of debate shall require a vote of two-thirds (2/3) of those present.

ARTICLE C Committees

Section 3-25 Standing Committees

The Standing Committee members shall be appointed as needed by the President with approval of the Board. The Standing Committees shall be Building and Grounds, Finance, Nominating, Personnel, Policy, and Bylaws. No Committee shall have any powers unless the Board grants the Committee specific power to act. Library staff participation on the standing committees is in a non-voting capacity.

Building and Grounds Committee:

The Building and Grounds Committee shall be comprised of three members of the Board and the Executive Director. The Building and Grounds Committee's responsibilities include, but are not limited to, conducting an annual inspection of the Library's physical facility to identify areas which are in need of repair, making recommendations to the Full Board in connection with the Facilities Assessment Plan, as well as reporting regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year.

Finance Committee:

The Finance Committee shall be comprised of the Treasurer, two additional Board members, and the Executive Director. The Finance Committee's responsibilities include, but are not limited to drafting a working Budget or Budget and Appropriations ordinance for full board approval, monitoring Library investments, and implementing the Library's current Investment Policy.

Nominating Committee:

At a regular Meeting of the Board prior to the Organizational Meeting at which the Officers of the Board shall be elected, the Outgoing President shall appoint a Nominating Committee. This Committee shall be composed of three continuing members of the Board of Trustees. This Committee's charge is to nominate a slate consisting of one candidate for each office and to present such slate at the Organizational Meeting of the Board. Additional nominations may be made from the floor.

Executive Director Review Committee:

The Executive Director Review Committee shall be comprised of the President and two additional Board members. The Executive Director Review Committee's responsibilities include, but are not limited to, preparation of the annual review of the Executive Director for discussion among the full board prior to the formal review and assisting the Executive Director in the preparation of his or her annual statement of goals and objectives for the coming year. The Executive Director is responsible for the annual review of all other Library employees.

The Personnel Resolution/Policy Committee

The Personnel Resolution/Policy Committee shall be comprised of three members of the Board and the Executive Director. The Personnel Resolution/Policy Committee's responsibilities include, but are not limited to, assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Executive Director, and the review and evaluation of the personnel policy, employee handbook, and other Library Board Policies.

Review of any Library Board Policies shall include recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. Library Policy shall include the division of responsibility between Board and staff, a Collection Development Policy, and shall include the "Library Bill of Rights" and the "Freedom to Read" and "Freedom to View" statements of the American Library Association.

In order to be approved, any Library Board Policy must have received a majority vote of members voting. The Policies of the Library Board are to be made readily available to the public.

The Policy Committee shall track all existing Library Policies and Employment Handbook in a systematic manner to insure that all Library policies are reviewed as required under the terms of each Library Policy or, at a minimum, at an interval not to exceed three years.

Bylaws Committee:

The Bylaws Committee shall be comprised of three members of the Board and the Executive Director. The Bylaws Committee shall review the Bylaws at least once every two years, making recommendations to the full Board regarding proposed amendments, changes or modifications to the Board's Bylaws.

Section 3-26 Special Committees

Special Committees may be set up for specific purposes as the business of the Board may require from time to time. A special committee shall be considered discharged upon the completion of the specific purpose for which it was appointed and after the final report is made to the Board. Members of Special Committees shall be appointed by the President with the approval of the Board. No Committee shall have any powers other than advisory powers unless the Board grants the Committee specific power to act.

Section 3-27 Library Organization Liaisons

One Board member may be designated as a liaison to represent the Library District at the Reaching Across Illinois Library System (RAILS). This board member liaison shall be appointed by the President with the approval of the Board. The board member liaison shall have no powers other than advisory powers unless the Board grants the Board member liaison specific power to act.

Section 3-28 Committee of the Whole

The Board may meet from time to time as a Committee of the Whole for the Library District as deemed appropriate by the Board.

Section 3-29 Appointment

The chairman and members of all committees shall be appointed by the President with the approval of the Board. Vacancies on committees shall be filled by the President, with the approval of the Board. Terms of all committee members shall expire on the third Tuesday of the month following the election of Trustees.

Section 3-30 Powers

No Board committee, Board member or Board liaison shall have any power other than advisory powers unless granted specific power to act by suitable action of the Board.

**ARTICLE D
Treasury**

Section 3-31 Depositories

The Treasurer shall deposit all the monies belonging to the District in the name of the District in such banks, trust companies or other depositories as shall be selected by the Board in accordance with the Board's current Investment Policy.

Section 3-32 Disbursement Authorization

At least two signatures shall be required on all checks, with the exception of payroll checks, which are pre-signed by machine and approved by the Executive Director via the payroll register; and the Librarian's checking account, which requires only the Executive Director's or Assistant Director's signature. Authorization to sign checks shall be in accordance with Board's banking resolutions.

Section 3-33 Budget and Finance

Pursuant to the Library District Act, within the first quarter of each fiscal year, the Board in consultation with the Executive Director, in coordination of action with the Finance Committee, shall prepare a Budget and Appropriation Ordinance for the fiscal year, and shall post the ordinance, publish a notice of a hearing, hold a hearing on the ordinance, pass the ordinance in final form, and publish the ordinance, as required by Illinois law.

Following the publication of the Budget and Appropriation Ordinance, and before the fourth (4th) Tuesday of December, a tax levy ordinance for the fiscal year shall be passed pursuant to Illinois statute, and a certified copy thereof filed with the Lake County Clerk.

In the event that the levy exceeds 105% of the amount extended upon the levy of the preceding year, the Board shall comply with the provisions of the Illinois Truth in Taxation Act.

Section 3-34 Gift Funds

The Board may receive financial or other gifts as a Special Trustee thereof; to be used for any Library purpose authorized by Illinois law and in accordance with the current Library Gift Policy adopted by the Board.

Section 3-35 Disbursements

The Executive Director or designee has the authority to approve disbursements of less than the \$15,000 threshold.

Section 3-36 Competitive Bidding

Any construction, remodeling, repair, equipment or improvements to be done pursuant to a formal plan and as directed by the Board, which totals an amount in excess of the Illinois statutory limits, shall be contracted only after competitive bidding and the Board awarding the contract to the lowest responsible bidder as provided by Illinois law.

SECTION IV REGULATIONS

Section 4-1 Access to Records

It is the Library District's policy to provide the fullest possible public access to the financial records of the Library District. However, regarding circulation of books and materials to individual borrowers, it is the policy of the Library District to respect the confidentiality of the Library users' identification with specific materials, and the right to use Library materials without regard to the inquiry or intrusion of others. Accordingly, the circulation records and other records identifying the names of Library users with specific Library materials are hereby recognized as confidential in nature and access thereto is restricted to the Library staff in the performance of their official duties. The Library may, by resolution or ordinance, provide for access to circulation records according to legal process. Copies of said documents shall be provided at a cost established by Board policy. The Board has established a Privacy Policy.

Section 4-2 Freedom of Information

The Board supports the Freedom of Information Act and has established a Freedom of Information Act policy.

Section 4-3 Archives

The Board strives to preserve existing materials and to ensure the preservation of future materials specifically regarding the Library District and its Board. The Library complies with the State Records Retention Act.

A. Board Materials

1. Board Minutes, Board Committee Minutes, Treasurer's and Financial Reports, and Librarian's Reports for each fiscal year shall be assembled.
2. Three copies shall be made of these documents: One copy of said documents for the current fiscal year shall be kept in the Reference Collection. One copy shall be posted on the Library's website, and one copy of said documents shall be maintained in the Board room. The original documents for the current fiscal year shall be kept in a three ring binder in the locked Administrative offices.

At the conclusion of the fiscal year, the copies for said fiscal year maintained in the Reference Collection and the Board room shall be removed, and the original documents for said fiscal year shall be bound. Binding should be navy blue, with the words "Ela Area Public Library District" and the year to be put on the spine. All bound books of documents for previous years shall be kept in the Administrative offices.

3. The agendas and meeting minutes are posted on the website, along with the audited financial statements.
4. Permanent files shall exist in the storage area of the Library; attempts shall be made to ensure their continued safety. Permanent files shall be treated, as necessary, with special preservation materials. Backups of automated data shall be kept in a separate secure location.

B. Public Relations Material

All newspaper and magazine articles about the Library will be copied, stored and filed by year.

C. Local History Material

1. Guidelines for collection development on local history materials will be followed.
2. Local history documents will be kept on file.

D. Executive Session Materials

1. Recordings and minutes of Executive Session meetings shall be maintained in a locked location in the Executive Director's office, unless such recordings have been destroyed in accordance with the Open Meetings Act.
2. Any Trustee may review the existing recordings or minutes by setting an appointment with the Executive Director. Recordings or minutes of the Executive Session meetings shall not be removed from the Administrative offices of the Library.

Section 4-4 Meeting Rooms

The Board offers the use of the meeting rooms. Use of the rooms is governed by the Library District Meeting Room Policies. The first floor meeting rooms follow the Meeting Room Policy, and the 2nd floor room follows the Meeting/Conference Room Policy (2nd Floor Conference Room).

SECTION V CUSTOMER SERVICE AND PUBLICITY

Section 5-1 Customer Service

The Library staff and Board will endeavor in every possible way to provide the services for which the Library exists in a helpful and courteous manner.

Section 5-2 Publicity

The community will be kept informed of Library resources and activities through distribution of press releases and media notices to the local news media, the Library Newsletter *Footnotes*, website, social media, and other forms of written or electronic communications.

SECTION VI LONG RANGE PLANNING

Section 6-1 Strategic Plan

To ensure good financial stewardship and fulfillment of the Library's mission, the Board shall approve a Strategic Plan every three years. The Strategic Plan shall be reviewed annually during the budgeting process.

Section 6-2 Facilities Study

The Board shall maintain a Facilities Study. The Building and Grounds Committee, in coordination with the current Strategic Plan and pursuant to the current Facilities Study, shall make specific recommendations to the Board to implement the Facilities Study. The Facilities Study shall be reviewed by the Finance Committee annually during the budgeting process.

Section 6-3 Special Reserve Fund

The Board shall establish, fund and manage a Special Reserve Fund to be utilized for the following specific purposes: to erect or purchase a building, or to purchase a site, or to repair, remodel or improve an existing Library building, or to furnish necessary equipment therefore, as provided by Illinois law. The Board shall adopt a Facilities Study to ensure adequate funding of the Special Reserve Fund, which shall be reviewed by the Board at least once every 3 years.

**SECTION VII
COLLECTION DEVELOPMENT POLICY**

The Board has established a Collections Development Policy, which contains the Library's policies, practices and procedures for materials selection and collection management.

**SECTION VIII
PERSONNEL AND ADMINISTRATION**

The Board has established an Employee Handbook, as well as other policies, practices and procedures of the Library's administration, regarding Library personnel.

APPENDIX A
LIBRARY BILL OF RIGHTS

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

1. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background or views.
6. Libraries, 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 18, 1948, Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the American Library Association Council.

APPENDIX B THE 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” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept 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 choices. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections. We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to

read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

To some, much of modern literature 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 idea 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 mind 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 demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the

major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

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

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

APPENDIX C THE 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 the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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 February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

<http://www.ala.org/oif.html>

APPENDIX D

PUBLIC LIBRARY TRUSTEE ETHICS STATEMENT

Official Statement from the Association of Library Trustees, Advocates, Friends and Foundations

Public library trustees are accountable for the resources of the library as well as to see that the library provides the best possible service 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 shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- 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 library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Approved by the United for Libraries Board in January 2012

APPENDIX E

Code of Ethics of the ALA

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

This page has long held the **incorrect amendment date of June 28, 1997**; the [Office for Intellectual Freedom](#) regrets and apologizes for the error.

4813-7496-8197, v. 1