

**Allerton  
Public  
Library  
District  
Policy  
Manual**

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# **General Policy**

## **General Policy**

The Allerton Public Library District is established and operated in compliance with the *Illinois Compiled Statutes*. The Allerton Public Library District is in compliance with all other federal and state laws that affect library operations, including the Americans with Disabilities Act, the Fair Labor Standards Act, the Bloodborne Pathogen Standard, the Illinois Accessibility Code, the Open Meetings Act, the Freedom of Information Act, the State Records Act, the Library Records Confidentiality Act, and the Drug Free Workplace Act.

The Allerton Public Library District is governed by a board of trustees created and maintained in compliance with Chapter 75 of the *Illinois Compiled Statutes*. The Board of Library Trustees has written bylaws that outline its purpose, operational procedures, and address conflict-of-interest issues. The Board of Library Trustees reviews these bylaws on a regular basis. The Board of Library Trustees meets at least 10 times per year, on a regular monthly schedule and in compliance with the Open Meetings Act. Written or recorded minutes are kept of each meeting and, when passed, are available for public inspection and retained in compliance with the State Records Act. The Board of Library Trustees has exclusive control of all property owned by the library and of all expenditure of moneys collected, donated, or appropriated for the library fund.

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

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

The Board of Library Trustees has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. The library is a member of the Illinois Heartland Libraries System and participates in resource sharing through interlibrary loan and reciprocal borrowing. The library provides access to World Share ILL. The library participates in the *Standards for the Services in Illinois Multitype Systems* by fulfilling member library responsibilities. At least every ten years, the Board of Library Trustees determines if the physical facility is adequate to meet the needs of the community and conducts a study to determine if the library is providing collections and services appropriate to the community. If it is determined that the facility is inadequate or the services are not sufficient or appropriate to meet the needs of the community, the Board of Library Trustees takes steps to correct any problems. The Board of Library Trustees reviews policies at intervals not greater than three years.

Members of the Board of Library Trustees participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries.

The Board of Library Trustees, along with the Library Director, develops and conducts a meaningful and comprehensive trustee orientation program for each new board member.

The Board of Library Trustees conducts an annual review of the Library Director.

### **Mission Statement**

The mission of the Allerton Public Library District is to provide educational, cultural, and leisure resources to the local community.

## **The Purpose**

The library will provide access to information, which is of immediate relevance, and interest to the community it serves.

The library seeks to accomplish its mission through prudent management and development of its resources, and by providing access to materials and services to meet the present and future needs of the community it serves.

In this effort, the Allerton Public Library District cooperates with other libraries and educational and governmental institutions.

Goal 1:

Provide patrons with current, diverse, and high demand materials in a variety of formats.

Objectives:

Provide new acquisition lists each month to library patrons.

Send newsletters electronically to library patrons.

Weed at least 5% of the library collection each year.

Goal 2:

Provide a variety of library materials and services to children and their parents.

Objectives:

Schedule story times for preschoolers.

Schedule craft and story times for school aged children.

Select children's library materials for parents on reading readiness, childcare, and child development.

Goal 3:

Develop the library as a community activities and information center.

Objectives:

Increase awareness of the library resources and services offered by posting articles in the local, posting on the library's website, and posting on the library's social media accounts.

General Policy revised April 6, 2022

# Bylaws

## **Bylaws of the Allerton Public Library District**

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

The Board President has the authority to cancel a library board meeting due to inclement weather or an emergency.

### **Regular Meetings**

The regular meeting of the Board of Library Trustees of the Allerton Public Library District shall be on the second Wednesday of each month. The meeting shall be at the library at 4:00 o'clock. The meetings shall be open to the public and noticed in advanced. Prior to the beginning of each fiscal year, the Board of Library Trustees shall, by ordinance, specify regular meeting dates and times. The schedule of regular meeting dates shall be provided to the local news as well as posted in the library. Both notices shall have the dates, times, and places of such meetings.

### **Special Meetings**

Special meetings shall be held at any time when called by the President or Secretary or by any three Board of Library Trustees, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to board members and to any news medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance near the front door of the library except in the case of a bona fide emergency.

### **Annual Meeting**

An annual meeting shall be held in July for the purpose of hearing the annual reports of the Library Director and Committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. A copy of this report shall be forwarded to the Illinois State Library in accordance with the law. A copy should also be on file at the library.

### **Quorum**

A quorum at any meeting shall consist of four Board of Library Trustees.

### **Board of Library Trustees**

The Board of Library Trustees of the Allerton Public Library District is charged with the responsibility of the governance of the library. The Board of Library Trustees will hire a skilled Library Director who will be responsible for the day-to-day operations of the library. The Board of Library Trustees will meet at least once per month. These meetings will be open to the public, and noticed in advance.

The agenda for the meetings will be distributed to the Board of Library Trustees by the Library Director one week prior to meetings. Any library trustee wishing to have an item placed on the agenda will contact the Library Director in sufficient time preceding the meeting to have the item placed. Any library trustee who is unable to attend a meeting shall call or email the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this phone call or email should be placed as far in advance as possible.

### **Officers and Elections**

The Board of Library Trustees of the Allerton Public Library District shall consist of seven members elected by a ballot vote during a regular election. Library trustees serve 6-year terms and must be residents in the library district. The officers of the Board of Library Trustees shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected for 4-year terms at the regular meeting in the month of May. The president shall not serve more than two consecutive terms unless by unanimous library trustee consent. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted at the next regular meeting.

### **President**

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

**Vice President**

The Vice-President, in the absence of the President, shall assume all duties of the president.

**Secretary**

The Secretary shall keep minutes of all Board of Library Trustees meetings, record attendance, and record a roll call on all votes. The Secretary shall perform all other such clerical duties as may be assigned by the board. The Acting Secretary (Library Director) shall keep a true and accurate account of all Library Board of Trustees meetings and shall have custody of the Library Board of Trustees minutes which are kept in the library.

**Treasurer**

The Treasurer is authorized by the Board of Library Trustees to sign checks and shall serve on the finance committee. The Treasurer shall keep all financial records of the Board of Library Trustees. The normal depository of all financial records shall be the library. The Treasurer shall have charge of the library funds, sign all the checks on the authorization of the board, and report at each meeting the state of the funds. The President may perform the duties of the Treasurer. The Treasurer and President shall be bonded in the amount to be approved by the Board of Library Trustees and according to statute requirement. The Treasurer and President are authorized to pay salaries and insurance bills as they come due.

**Standing and Special Committees**

Special committees may be appointed by the President to present reports or recommendations to the Board of Library Trustees and shall serve until the completion of the work for which they were appointed. The standing committees shall be the finance committee, the personnel committee, the policy committee, and the building and grounds committee. The library shall be the depository of all committee reports.

### **Finance Committee**

The Finance Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget and Appropriation Ordinance for full Board of Library Trustees approval, drafting a Levy for full Board of Library Trustees approval, monitoring library investments, and implementing the library's investment policy. The Finance Committee shall be responsible for the selection of an auditor for the annual audit.

### **Personnel Committee**

The Personnel Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director. The Library Director is responsible for the annual review of all other library employees.

### **Policy Committee**

The Policy Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop library policy adhering to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The Policy Committee shall determine the library regulations governing the use of the library and review sections of existing policy in a systematic fashion to insure that all policy is reviewed at the interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy. The entire library policy must be approved by Board of Library Trustees vote and made readily available to the public.

### **Building and Grounds Committee**

The Building and Grounds Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The Building and Grounds Committee's responsibilities include, but are not limited to, making recommendations to the full Board of Library Trustees regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

### **Librarian Search Committee**

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

### **Order of Business**

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

- Call to order
- Roll call, recording both present and absent members
- President's report
- Secretary's report, approval of minutes as received or corrected
- Correspondence, communications, and public comments
- Financial report, approval of bills payable
- Librarian's report
- Committee reports
- Unfinished business
- New business
- Other
- Adjournment

### **Public Participation at Board Meetings**

Individuals appearing before the Board are expected to follow these guidelines:

- Address the Board at the appropriate times as indicated on the agenda
- Identify oneself by name and be brief
- Comments shall be limited to 5 minutes.
- A person may photograph or make an audio/video recording of a meeting with the following limitations: No camera is to be directed at members of the public attending the meeting and no audio/video recording will be permitted to interfere with the conduct of the meeting.

### **Parliamentary Procedure**

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

### **New Trustees**

The Library Director shall meet with new Board of Library Trustees to examine the property and review services and shall present a packet which includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous months, and other pertinent information.

### **Duties of the Library Director**

The Library Director shall administer the policies adopted by the Board of Library Trustees. Among duties and responsibilities of the library director shall be that of hiring personnel, directing, supervising and disciplining of all staff members, monthly and annual reports as required by the Board of Library Trustees, and recommending such policy and procedure as will promote the efficiency and service of the library.

### **Amendments**

Amendments to these Bylaws, the Library Policy, or any other policy or procedural document may be proposed at any regular meeting of the Board of Library Trustees and will become effective if and as adopted by a majority of those members' present providing they represent a quorum.

### **Copyright and Copying**

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

### **Administrative Records**

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

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

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

### **Circulation Records**

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

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

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

### **Division of Responsibility Between the Board of Library Trustees and Library Director**

Under the Illinois Public Library Law (75 ILCS) the Board of Library Trustees is, among other functions, empowered to formulate “reasonable rules and regulations ... in order to render the use of the library of the greatest benefit to the greatest number” and to “appoint a competent librarian and necessary assistants, to fix their compensation, to remove such

appointees, and to retain professional consultants as needed.” Thus, in defining and delineating the division of responsibility between the Board of Library Trustees and the Library Director, the Board of Library Trustees recognizes that the ultimate responsibility to the community to provide “the greatest benefit to the greatest number” rests with the Board of Library Trustees. Policy determination is the Board of Library Trustees power and duty. Management is the Library Director’s responsibility, for which he or she is responsible to the Board of Library Trustees. The division and sharing of these responsibilities fall into various categories.

## Governance and Policy Making

### Goals and Objectives for the Library

#### Board of Library Trustees Responsibility

It shall be the duty of the Board of Library Trustees to determine the goals and objectives of the library and the methods of meeting them, to review the goals and objectives on a regular basis, and to evaluate progress.

#### Library Director Responsibility

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

#### Joint Responsibility

The Board of Library Trustees shall relate the library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the Library Director.

### Written Policies

#### Board of Library Trustees Responsibility

The Board of Library Trustees shall determine and adopt written policies to govern operation, use, and programs of the library and shall adopt bylaws for procedures.

#### Library Director Responsibility

The Library Director shall recommend needed policies to the Board of Library Trustees. The Library Director shall carry out the policies as adopted by the Board of Library Trustees and administer the library within the framework of the library’s goals, objectives, policies, and budget.

#### Joint Responsibility

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

## Governance

### Board of Library Trustees Responsibility

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

### Library Director Responsibility

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

## Finance

### Financial Status of the Library

#### Board of Library Trustees Responsibility

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

#### Library Director Responsibility

The Library Director shall provide a report of income and expenditure at each Board of Library Trustees meeting. The Library Director shall supply facts and figures to the Board of Library Trustees to aid in interpreting the library's financial need.

#### Joint Responsibility

The Library Director shall prepare two annual budgets; first the appropriation ordinance form which anticipates the needs for the coming year, and second, an operating budget, once the

available revenues are determined. The Board of Library Trustees shall work with the Library Director to formulate these budgets, adequate to carry out the library's goals and objectives, within any limitations of the state law.

#### Budget Presentation

##### Board of Library Trustees Responsibility

The Board of Library Trustees shall present the budget to the general public, shall explain and defend it, shall help to secure adequate funds, staff, and services, and shall explore all ways of increasing the library's income through tapping other sources and taking advantage of all available means of cooperating with other libraries.

##### The Library Director Responsibility

The Library Director shall assist the Board of Library Trustees in cooperating with other libraries and shall call the Board of Library Trustee's attention to ways of stretching the budget.

##### Joint Responsibility

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

# **Collection Policy**

## **Materials Selection Policy**

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

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

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also will be used. Some titles that are used regularly are Library Journal and School Library Journal.

Due to the vast number of titles published and the library's limited budget, the library cannot purchase all print and non-print materials. Selection of materials are influenced by patron request and demand, popularity of the author, authenticity of information, copyright date of material, professional judgments, physical features and format, and price. If the library is not able to purchase a requested item, the library will seek to fulfill the request through interlibrary loan.

Within the scope of the library's mission statement, it is the intention of the library staff to develop a collection that is adequate to support popular general interest and informational needs.

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

## **Subject Matter**

### Audio Visual Materials

1. The audio book collection will contain both fiction and nonfiction.
2. The compact disc collection will cover a full range of popular titles.
3. Current popular movie titles and nonfiction digital video recordings will be purchased for the video collection.

### Curriculum Support

1. The library supports cooperative agreements with the local schools involving class assignments.
2. The library encourages students of all ages to use the library to conduct research.
3. The library cannot guarantee that material can be provided for all students for class assignments.
4. The library will not acquire textbooks.

### Local History Materials

1. The library maintains a local history collection. The library shall collect photographs, maps; print and non-print materials focusing on Piatt County, Illinois.
2. General books on genealogy will be purchased.
3. Specialized sources such as individual family histories will not be purchased. However, donated copies will be accepted.
4. Materials in the archives room are non-circulating items.

## Large Print Books

1. The library will maintain a large print collection.
2. The library supports cooperative agreement with local nursing and retirement homes by providing a rotating collection of materials.

## Periodicals

1. The library shall maintain one year of periodical titles to satisfy the majority of patron requests as space allows.

## Reference Materials

1. Library materials reflect the informational needs of the community.
2. Reference materials do not circulate.

## Religious Materials

1. The library recognizes that provisions for specialized, sectarian materials are regarded as the responsibility of church libraries.

## Public Information

1. All public notices may be displayed at the library subject to library staff approval.

## Online Subscription Databases/E-Books/E-Audio

1. The library purchases materials in electronic format.

The Allerton Public Library District 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 material of children and adolescents rest with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: American Library Association *Freedom to Read Statement*, American Library Association *Library Bill of Rights*, and the “Freedom to View” statement of the American Film and Video Association. These statements are listed in the Appendices.

The purchase of certain materials by the library does not mean the library endorses a viewpoint or promotes a particular point of view or belief.

Requests for reconsideration may be made only by active, registered patrons of the Allerton Public Library. Requests shall be made in writing and given to the Library Director for a written response. There is a limit of two requests per Allerton Public Library patron per year.

The following procedures will be followed in case of complaint:

1. The complainant is asked to fill out a *Request for Reconsideration of Library Materials* form. Only one title/request per form.
2. The challenged material shall be retained in circulation pending a decision.
3. The Library Board of Trustees and Staff will be informed of the complaint.
4. Within four weeks after the written complaint is filed the Policy Committee will meet for the purpose of review, discussion, and resolution of the challenged material.
5. The complainant will be notified in writing by the Library Director of the Policy Committee’s findings within six weeks.
6. If the decision is to remove the material, the material shall be immediately withdrawn.
7. An item may not be reconsidered more than once every two years.

## Request for Reconsideration of Library Materials

One item/title per request

*Please fill this form as completely as possible and send to the Library Director's office when completed.*

Date received by Library Director \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Book \_\_\_\_ Periodical \_\_\_\_ DVD \_\_\_\_ CD \_\_\_\_ Audio Book \_\_\_\_ Other \_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent:

Yourself \_\_\_\_\_

An Organization \_\_\_\_ (name) \_\_\_\_\_

Another Group \_\_\_\_ (name) \_\_\_\_\_

The following questions will be considered in the review therefore all must be thoroughly answered.

1. Did you read/view/listen to the entire work? \_\_\_\_\_

If not, which parts? \_\_\_\_\_

\_\_\_\_\_

2. What do you believe is the theme of this material? \_\_\_\_\_

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3. To what in the work do you object? (Please be specific and cite pages where possible) \_\_\_\_\_

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4. What do you think might be the result of reading/viewing/listening to this material? \_\_\_\_\_

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5. For what age group would you recommend this material? \_\_\_\_\_

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6. Are you aware of any judgments of this work by literary or other established critics? \_\_\_\_\_

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7. What would you like the library to do with this material? Please explain. \_\_\_\_\_

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8. In its place, what material would you recommend which would convey as valuable a picture and perspective of the subject treated? \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

## **Gifts and Memorials**

The Allerton Public Library District 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.

### Donation of Library Materials

In accepting a gift of library materials, the following guidelines will be followed:

- Speak to library staff about what you want to donate.
- Items must have been stored in a mold/mildew free environment. Mold/mildew are dangerous for a library and its patrons.
- Items must be in excellent condition. This means they are not discolored, dirty, stained, or falling apart.
- Items are current (within 2-5 years of publication date). Older items are generally not added to the library shelves. Items not added will be sold at the book sale or donated.
- No sets of encyclopedias.
- No dictionaries.
- No Reader's Digest condensed books.
- No text books.
- No Bibles.
- No VHS/CASSETTES/Audiobooks/CDs.
- No dropping books off outside the library door or the drop box.

The library reserves the right to decide whether the items donated should be added to the collection. Some cannot due to the following reasons: (1) a duplicate of an item of which the library already owns; (2) outdated material-item does not have sufficient present reference or circulating value; and/or (3) in poor condition—which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Allerton Public Library District accepts gift materials with the understanding that materials which are useful to the library collection will be retained and other materials disposed of in

whatever manner the library deems best. The library 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 and Memorial Program

The library welcomes monetary contributions in memorial to or in 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. The library may place within the item a name of the donor, if desired.

#### 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 Library Board of Trustees.

#### Other Donations

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 approval by the Library Director and the Library Board of Trustees.

#### 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. If possible, donors will be notified of the intent to dispose.

#### Income Tax Statements

The library cannot appraise a value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the library as a government unit might qualify as tax deductible, the donor will have to contact their tax professional for guidance.

### Restriction

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 Board of Library Trustees, they are in the best interests of the library.

Collection Policy revised April 6, 2022, December 7, 2022, May 8, 2024

**Allerton Public Library District  
Gift and Memorial Program**

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

As a **memorial** for: \_\_\_\_\_

Or **in honor** of: \_\_\_\_\_

On the occasion of a birthday \_\_\_\_\_, graduation \_\_\_\_\_,  
wedding anniversary \_\_\_\_\_, or other \_\_\_\_\_

The subject matter we prefer for this book is (please specify if you have a preference) i.e.:  
children's book, large print, mystery, specific subject, etc.

\_\_\_\_\_  
\_\_\_\_\_

The Library will notify the following that this donation has been added to the Library's  
collection **in memory of or honoring** the above.

Name of person to be notified:

\_\_\_\_\_

Complete address of person to be notified:

\_\_\_\_\_  
\_\_\_\_\_

**Donor Information**

Name of donor:

\_\_\_\_\_

Complete address of donor:

\_\_\_\_\_  
\_\_\_\_\_

Make checks payable to: Allerton Public Library District, 4000 Green Apple Lane,  
Monticello, IL 61856

Administrative use only:

Date Received: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_

# **Library Usage Policy**

## **Hours of Operation**

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

- Monday 9:00 a.m. – 7:00 p.m.
- Tuesday 9:00 a.m. – 6:00 p.m.
- Wednesday 9:00 am. – 6:00 p.m.
- Thursday 9:00 a.m. – 7:00 p.m.
- Friday 9:00 a.m. – 6:00 p.m.
- Saturday 9:00 a.m. – 1:00 p.m.
- Sunday 1:00 p.m. – 5:00 p.m.

A book drop is available for the return of library materials during the hours the library is closed.

## **Library Closings**

The library will be closed on the following holidays.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

Occasionally the library will be closed for training or maintenance. The public will be notified in advance of any such closings.

The library may be closed for any unforeseen events. The library may close when conditions make it improbable and dangerous. These include but are not limited to weather conditions, power outages, pandemic, and staffing levels due to sickness. The primary factor of any decision made will be the safety of the staff and library patrons. The closure will be posted on the library's Facebook page, library's website, library's social media accounts, and reported to WCIA when possible.

## **Borrowing Privileges – Registration Requirements**

The Allerton Public Library District is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Allerton Public Library District pay taxes to support the library. Those people who live within the jurisdictional boundaries need pay no additional fee to be eligible to receive their first library card.

The current jurisdictional boundaries are Monticello Township.

Persons owing fines, fees, or overdue materials to this or other libraries must take care of these obligations before an Allerton Public Library District card will be issued. The library will not issue cards to adults whose children under 18 years of age have outstanding fines or fees until those obligations have been satisfied.

### **Monticello Township Residents**

- Residents residing in Monticello Township are entitled to a library card without charge as they pay taxes to support the library.
- Adults wishing to register for a new library card must bring with them a driver's license or photo ID and proof of address.
- These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card.
- Any child under the age of 18 can be issued a library card with signed parental or guardian consent. By signing the registration card, parents or guardians are agreeing to take responsibility for all card usage including items checked on the card. Children may use the proof of residency provided by their parent.
- Resident cards are valid in all Illinois Heartland Library System libraries.
- Library cards are renewed every 2 years without additional fees provided the library card holder continues to reside within Monticello Township and is a patron in good standing.
- Patrons must present a valid ID to receive a replacement for a lost library card.

If you reside beyond the jurisdictional boundaries of Allerton Public Library District, but own property within the jurisdictional boundaries of Allerton Public Library District, upon presentation of a tax bill bearing your name, you may have one library card without additional payment as is the case with people who reside within the jurisdictional boundaries of Allerton Public Library District.

### **Monticello Township Property Owners**

- Property owners owning property in Monticello Township are entitled to one card for each land owner as they pay taxes to support the library.
- Adults wishing to register for a new library card must bring with them a driver's license or photo ID, proof of address, and their most current tax bill.
- These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card.
- Property owner cards are valid in all Illinois Heartland Library System libraries.
- Library cards are renewed every year without additional fees provided the library card holder continues to own property within Monticello Township and is a patron in good standing. Patrons are required to bring in the current tax bill every year to renew.
- Patrons must present a valid ID to receive a replacement for a lost library card.

According to the Illinois State Administrative Code Section 3050.25a, a non-resident shall apply for a non-resident library card at the closest public library. The factor for determining the closest public library shall be the residence of the non-resident. Non-residents shall apply at the participating public library in the school district in which the non-resident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the non-resident.

Individuals residing beyond the jurisdictional boundaries of Allerton Public Library District and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Allerton

Public Library District, may purchase a non-resident fee card according to the tax bill calculation method by presenting either a tax bill or rental receipt and allowing the library staff to calculate the fee for their specific home. This fee entitles the entire family to use the Allerton Public Library District and any public library in the Illinois Heartland Library System.

The nonresident fee shall not apply to disabled veterans and surviving spouses who provide documentation that they are exempt from paying property taxes on their primary residence in compliance with the Disabled Veterans' Standard Homestead Exemption.

If a student (pre-k through high school) resides in a nearby area not served by any library, and they are eligible for free and reduced lunch at school, they are eligible for a free library card while they are in school, provided Allerton Public Library is the closest public library to their residence. A parent or guardian must attest that their student qualifies for this program at the time of registration by completing an income certification document. To qualify for the Cards for Kids program, the student's household must meet the Income Eligibility Guidelines outlined by the Food and Nutrition Service, USDA, for Child Nutrition Programs. This card may only be used by the student and not by other members of the household. This card is subject to the same provisions outlined in the "Circulation Policy" section of this policy.

Intergovernmental Agreement Cards (IGA) cards are non-resident cards provided free to students through an intergovernmental agreement with the Monticello School District. These cards are for children who live outside Monticello Township, do not live in any public library district, and are eligible to be enrolled in the Monticello School District, whether or not they attend school in the district. A parent/guardian must present proof of address and a photo ID in person in order to register their child/children. Cards are good for one year from the date of registration or until the end of the IGA.

## **Non Residents**

- Anyone who does not live in a taxing district for library service must pay a non-resident fee.
- Non-resident annual fees are determined by calculating the library tax the non-resident borrower's property would be assessed if it were located in Monticello Township. The cost of your card will be the assessed taxable value multiplied by the current rate. Non-resident renters will pay \$75.00 as the annual non-resident fee.
- Adults wishing to register for a new card must bring with them a driver's license or photo ID and proof of address.
- Forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card.
- Any child under the age of 18 can be issued a library card with signed parental or guardian consent. By signing the registration card, parents or guardians are agreeing to take responsibility for all card usage including items checked on the card.
- Non-resident library cards are valid in any public library in the Illinois Heartland Library System.
- Non-resident library cards are good for one year from the date of purchase. Patrons are required to bring in a current tax bill every year to renew. Payment may be made by cash or check.
- Patrons must present a valid ID to receive a replacement for a lost library cards.

## **Confidentiality of Records**

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

## **Display Space**

The Allerton Public Library District maintains bulletin boards and display cases for the exclusive purpose of promoting services and programs of the library.

The Allerton Public Library District (APLD) will use item displays to showcase library materials with a shared topic, theme, or characteristic. All displays support the library's mission statement and meet the qualifications laid out in the library's material selection policy. Items on display do not necessarily represent the views of or imply endorsement by APLD, its board, administration or staff. The library director may delegate or share display creation responsibility with members of the library staff to incorporate a variety of knowledge, experiences, and viewpoints. All displays, exhibits, and bulletin board postings follow the same intellectual freedom guidelines laid out in the library's Materials Selection Policy. The library board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of displaying library materials.

## **Security Camera Policy**

The Library has security cameras to enhance the safety of library users, staff, and property. Security cameras are used to discourage illegal behavior and policy violations, to enhance the opportunity to apprehend offenders, and to provide recorded data relevant to the control of library security and operations. The security camera installation consists of dedicated cameras providing real-time surveillance through a central monitoring system facility. There is no audio recording associated with the cameras.

The library posts a sign at the public entrance alerting patrons to the use of security cameras for monitoring and recording on library property.

Video footage is collected for library purposes. The library is under no legal obligation to collect video footage. Recordings shall be kept for approximately 30 days.

The recorded data and recorders are considered confidential and secure. Live surveillance and recorded data are accessible in staff areas only. Only the following administrative staff members are permitted to release recorded

archival data to law enforcement in compliance with this policy: Library Director and Technical Services. Such authorized administrative staff may direct IT staff to access and isolate live or recorded data.

Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security/operational concerns.

Staff specifically may not access surveillance or recorded data in response to requests from the press or general public, including victims of crime and individuals concerned with personal safety of family, friends, or co-workers. Such individuals are directed to contact law enforcement.

Authorized staff may use live surveillance or recorded data to cooperate with law enforcement investigations of criminal activity, missing persons, or runaways. Video data is made available to law enforcement without a court order as long as the request is limited to the person's visible presence in the library or surrounding library property. Any such video data provided to law enforcement will be with the knowledge and authorization of the Director or Technical Services.

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois State law, Allerton Public Library District, and the American Library Association policies on confidentiality and privacy.

### **Unattended Children**

Parents are responsible for the behavior of their children while they are in the library. The Allerton Public Library District is committed to help children with activities related to the library. The library cannot act in loco parentis and is not responsible for the safety of children left unattended.

Preschool children may not be left unattended in the library. Although parents are not expected to be in attendance at library programs planned specifically for young children, they are expected to remain in the building in case of an emergency.

Parents and caregivers must not leave children under the age of 10 unattended in the library. All children under the age of 10 must be accompanied by a parent or other responsible caregiver. The responsible caregiver must be at least 12 years old. If a child is unsupervised, attempts will be made to locate the parent or caregiver.

In situations where these policies are abused, the library staff will take appropriate action. This may include contacting parents or legal authorities.

In no instance will library staff provide transportation for children left unattended at the library.

### **Patron Conduct**

The library may not be used for:

- Profitable reasons
- Private parties
- Non-library programs that involve the sale, advertisement or promotion of products or services
- For religious services, political rallies, caucuses or campaigns for specific partisan political issues (study groups are permitted)
- Activities that are a safety hazard or security risk

If a patron is creating a disturbance or causing problems in the library, the library staff has the authority or right to tell that patron to leave the library. If that patron refuses to comply and continues to cause problems, the police can then be contacted to remove that patron from the library.

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

1. No loud talking or boisterous behavior (running, fighting, engaging in horseplay, etc.)
2. No food may be consumed in the library except in areas designated for that purpose.
3. No smoking.
4. No destruction or mutilation of library property.
5. No parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.

6. No conduct which is disruptive to the operation of the library or threatening the patrons, staff, or library property.
7. No harassing of patrons or library staff. Harassment shall include but is not limited to conduct consisting of persistent staring, following people around the library, photography, audio/video recording patrons or library staff without their consent, and unnecessary closeness to other patrons or library staff.
8. No inappropriate dress including but not limited to lack of shoes or shirts.
9. No animals inside the library except service dogs.
10. No conduct that in the judgment of library staff is inappropriate for a public library setting.

## **Conduct Ordinance**

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

The Board of Library Trustees of the Allerton Public Library District establishes its conduct ordinance as follows:

1. A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel. The patron shall be advised of the library rules and what behavior by him or her is in violation of the rules.
2. In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.
3. If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of

- that calendar day. If the patron refuses to comply with the rules after being requested to do so, the patron will be notified in writing of the violation, requested to cease the violation and warned of the consequences for his or her lack of compliance. If he or she fails to leave, the police will be summoned.
4. Library staff will record instances in which patrons are required to leave the library. Upon the second recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Library Director shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.
  5. Written notice shall be hand delivered to the patron of the library or mailed to the patron at his or her last known address with first class postage fully pre-paid certified mail. The notice shall be deemed received on the date of delivery if served personally or on the date of receipt if served by certified mail.
  6. Patrons or parents of patrons wishing to appeal such action may do so upon written request to the Board of Library Trustees within 10 days of the written notice of suspension.
  7. In the event a patron barred for the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action.
  8. In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Library Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board of Library Trustees will consider a long-term exclusion of that patron. Patrons may have their library privileges suspended for up to one year. Patrons who have had a previous suspension may have their library privileges permanently revoked. The library may notify Illinois Heartland Library System of the suspension or revocation of the patron's library privileges with the library. The entry into the library by any patron who is suspended or revoked shall constitute a *Trespass to Public Property*. The patron will be asked to leave by the library staff and upon failure to leave; the police will be summoned.
  9. This ordinance shall take effect immediately upon enactment and approval according to the law and be in full force and effect thereafter. A copy shall be posted within three days of enactment at

the library and the secretary shall maintain a certified copy in the official records of the library available for public inspection.

# **PROGRAM ROOM USE POLICY**

## **The Program Room may not be used for:**

- Profitable reasons
- Private parties
- Non-library programs that involve the sale, advertisement or promotion of products or services
- For religious services, political rallies, caucuses or campaigns for specific partisan political issues (study groups and public forums are permitted)
- Programs which would disrupt library operation caused by loud noise or those that are a safety hazard or security risk

## **Reservations**

- A valid, in good standing Allerton Public Library card is required for all reservations.
- A Program Room Use Agreement Form must be completed in order to schedule use of the room. Forms can be found on the library website or obtained at the circulation desk. The date/time of reservation is not guaranteed until the form has been completed and approved by a staff member.
- Reservations are only for two hours at a time and can be made up three months in advance. The Library Director may extend the time allotment on a case by case basis. No group may have the room more than once a month. The library reserves the right to limit the number of reservations to ensure that use of the room does not become excessive.
- If the room is not reserved or in use, individuals or small groups (3 or less people) may ask to use the room on a walk-in basis for no more than two hours or until the room is needed for library purposes or another reservation. No one may use the room without speaking to a staff member.
- If an event is cancelled, the group must notify the library as soon as possible. Any group that cancels or no-shows more than twice without notifying the library may be denied future use.

## **General Use Policies**

- Library programs have priority use. The library reserves the right to revise any previously made reservation by providing a two week notice of the event.
- Room usage is only available during the library's hours. The library reserves the right to cancel because of weather or other conditions. If the library is closed, all reservations are canceled during the closure.

- Permission to use the room does not constitute an endorsement by the library nor support of viewpoints expressed by outside groups using the Program Room.
- All meetings must be open to the public. There must be no admission costs.
- Room users are responsible for setting up the room. The room has chairs for 50 people and 12 tables. The room must be left in clean condition with surfaces clean and tables and chairs put away. All trash must be put in the trashcan.
- All beverages must be covered. Light refreshments may be served.
- Decorating is not allowed.
- The group and users will be held liable for any damage done to the premises, furniture or any equipment and may be denied future use if damages are noted.
- Any meeting with children under the age of 16 must have adult supervisors who remain with the children at all times. Siblings of children attending the meeting must also be supervised. If children are still present when the library is closing, adult supervisors must remain with the children outside of the library until parents/caregivers arrive.
- The use of hazardous materials including but not limited to candles, firearms, tobacco, drugs and alcoholic beverages are not permitted at any time.
- The Library is not responsible for any equipment, supplies, or materials brought to the library by users of the Program Room. The Board of Trustees and staff do not assume any liability for groups or individuals attending a meeting.
- For programs sponsored by the library, permission may be granted for the sale of related materials.
- All groups using the Program Room must abide by the Library Use Policy.

This policy is subject to periodic review and change by the library's Board of Trustees.

Approved by Library Board of Trustees April 6, 2022, revised September 7, 2022, December 11, 2024.  
April 9, 2025

## **POLICY PROHIBITING SEXUAL HARASSMENT**

### **I. PROHIBITION ON SEXUAL HARASSMENT**

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

### **II. DEFINITION OF SEXUAL HARASSMENT**

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

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

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

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

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

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

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and the library director. It is not necessary for sexual harassment to be directed at the person making the report.

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

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report or the library director.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or the library director, the library will not be presumed to have knowledge of the harassment.

- *Resolution Outside Library.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the library. However, all library employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the library. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

#### *IV.* PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

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

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

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

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a

State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

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

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

#### V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

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

#### VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

# **Circulation Policy**

## **Patron Responsibilities**

Patrons must have a valid library card when checking out material, placing holds, and using the library's digital apps.

Patrons are responsible for the return of all library materials checked out on their library card. Patrons are responsible for returning library materials in the same condition as when they checked out the library materials.

Fines for certain library materials will be set by the Board of Library Trustees and will be charged for each day such items are overdue.

As a courtesy, the library will call or send an e-mail or text message to patrons with overdue materials.

Library materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the policy of the lending library.

Library privileges will be denied if charges in excess of \$5.00 exist. If a patron is delinquent in one library, they are considered delinquent in all Illinois Heartland Library System libraries.

## **Material Loan Policy**

### Books/Periodicals/CDs/Audiobooks/Equipment

Items from the Allerton Public Library collection may be borrowed for a 3-week loan period, and may be renewed three times unless another patron is waiting for the material.

Items not available at this library may be requested through interlibrary loan. Patrons may request items for themselves using the online catalog or library staff can take reservations in person or by phone. Patrons will be notified by phone, e-mail, or text message when the items become available. Items will be held for seven days then returned to circulation if not picked up.

Items borrowed from other libraries may have varying loan periods.

### DVDs

DVDs from the Allerton Public Library collection may be borrowed by patrons for a 1-week loan period.

DVDs may be renewed once unless another patron is waiting for the item.

The library is not responsible for any damage caused to a patron's DVD player or equipment due to use of library DVDs.

DVDs not available at this library may be requested through interlibrary loan. Patrons may request DVDs for themselves using the online catalog or library staff can take requests in person or by phone. Patrons will be notified by phone, e-mail, or text message when the items become available. Items will be held for seven days then returned to circulation if not picked up.

DVDs borrowed from other libraries may have varying loan periods.

### ROKU STREAMING STICKS

ROKU sticks from the Allerton Public Library collection may be borrowed by patrons for a 1-week loan period.

ROKU sticks can be placed on hold but may NOT be renewed.

The library is not responsible for any damage caused to a patron's television or other equipment due to use of the library's ROKU Streaming Stick.

The fine for ROKU Streaming Sticks which are overdue is \$1.00 per day per item.

### VIDEO GAMES

Video games from the Allerton Public Library collection may be borrowed by patrons for a 1-week loan period.

Video games can be placed on hold but may NOT be renewed.

The library is not responsible for any damage caused to a patron's equipment due to use of the library's video games.

The fine for video games which are overdue is \$1.00 per day per item.

### HOTSPOTS

Hot Spots from the Allerton Public Library collection may be borrowed by patrons for a 1-week loan period.

Hot Spots may NOT be renewed.

When a hotspot is returned, there is a 1 week waiting period to checkout another hotspot by that same household.

If a hotspot is not returned, service will be shut off and the hot spot will be unusable.

The library is not responsible for any damage caused to a patron's equipment due to use of the library's Hot Spot.

The fine for Hot Spots which are overdue is \$1.00 per day per item.

## **Fines and Fees**

Materials held by a patron beyond their due date are considered overdue. The library does not charge overdue fines except for certain items, including, but not limited to:

- Roku Sticks with/without streaming services
- Video games
- Hot spots

The Allerton Public Library will make a good faith effort to notify cardholders when their items become overdue. Overdue notification is a courtesy. The library is not responsible if the notification is not received by the cardholder.

## Reference Material

Reference material does not circulate.

## **Lost or Damaged Items**

### **Lost Items**

Items more than 30 days overdue are marked as lost in the system. Patrons may also report a lost item. The item's cost is then charged to the patron's account. Lost items must be paid for. The cost for the lost item is set to the item's price in the system catalog. Fees and/or charges paid for items which were deemed lost-and-paid-for will be refunded only if the item is returned within 90 days of bill notice and is in the same condition as when borrowed. This refund policy only pertains to Allerton Public Library District items.

### **Damaged Items**

Damaged items are those that can no longer be circulated due to the condition as determined by library or IHLS staff. Examples of damage include but are not limited to: Materials with torn/defaced/missing covers or pages, liquid or dirt damage, missing pieces (i.e. DVDs, audiobooks, CDs). Replacement charges are set by the item's price in the system catalog. The cost for a damaged DVD case is \$5.00. Patrons who pay for a damaged item are entitled to keep the item. The Library does not accept replacement copies supplied by the borrower.

Revised January 5, 2022; April 6, 2022; May 3, 2023; June 7, 2023, August 9, 2023, August 14, 2024, December 11, 2024

# Equipment Policy

## **Copy Machine**

A coin-operated self-service copier is available to all persons during regular library hours. Those needing assistance with the copier should ask for help at the circulation desk.

We ask that users of the copier be considerate to others. If anyone else is waiting to use the copier, please confine yourself to making 20 copies.

The copy fees are \$.15 per copy for black and white copies and \$.50 per copy for color copies.

U.S. Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of “fair use.” Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The library expressly disclaims any liability of responsibility resulting for such use.

## **Fax Machine**

The library’s fax machine number is (217) 762-2021.

Documents may be SENT TO the library’s fax machine at any time of the day or night. Documents may be SENT FROM the library’s fax machine during regular library hours.

The cost of transmission is \$1.00 per page up to a maximum cost of \$5.00 for faxes with the continental United States. There is no cost for the library cover page. Outside the continental United States, telephone and operator charges will be added to the cost of the transmission.

The cost of receiving transmission is \$1.00 per page up to a maximum of \$5.00.

## **Computer/Printer/Internet Access**

The Allerton Public Library District provides access to a broad range of electronic resources including those available through the Internet. The library makes this service available as part of its mission to provide access to information to help meet the educational, recreational, and professional needs of every member of the community.

The library welcomes the use of its public computers by library users and the community. All library computers provide Internet access.

Two public computers are dedicated for accessing the Illinois Heartland Library System SHARE online catalog and the library's online subscription databases. Six public computers are dedicated to be used for Internet access and various Microsoft office programs. Two public computers are dedicated for use in the local history room for accessing the Heritage Quest and the Ancestry genealogical databases.

The public computers may be used on a first come, first served basis. As the library has only 6 public computers, the library reserves the right to limit use of these computers to 120 minutes per 24 hours.

Users need a current library card or a guest pass which can be obtained at the circulation desk. Adults and children over 8 years of age may use the computer equipment unattended. Children age 8 years and younger may access the Internet ONLY when accompanied at all times by a responsible adult or caregiver who is at least 12 years old. Due to lack of space, no more than 2 persons may use a computer at one time. Users automatically agree to abide by library Internet policy. Patrons are responsible for logging out of their accounts. The library will not be responsible for any account breeches.

Library staff will assist users with computer issues as time permits but cannot offer personal instruction.

Computer users are expected to have adequate knowledge of hardware and software to enable them to work with minimal assistance of library staff. Library staff will assist users with computer issues as time permits but cannot offer personal instruction.

Computer users are expected to operate equipment in a proper manner and with respect for others rights to privacy and quiet. Users should have no expectation of privacy, as all public computers are in view of other patrons and library staff.

Work cannot be saved on the library's computers. Users need to provide their own USB drive in order to save files.

The library charges \$.15 per copy for printing in black and \$.50 for printing in color. The charge is for printing supplies, not the information. The library recommends using *print preview* before sending your print job to the printer.

If problems are encountered with the computers, please notify a library staff member. Computer users should NOT attempt to fix the problem themselves. Computer users will be held financially responsible for any damage to library computer equipment and software.

In such cases, the computer user may lose computer privileges and will be billed for labor and the costs of repairs. The library staff reserves the right to terminate a user's privilege to use a computer for any reason, including but not limited to, disruptive or destructive behavior.

Use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension, and eventually cancellation of this privilege.

Examples of inappropriate use include but are not limited to the following:

- Use library computers to view or disseminate material considered inappropriate for a public environment or likely to cause a disturbance, or sexually explicit or suggestive (obscene/pornographic) images.
- Use library computers for any illegal activity, including violation of copyright or other rights of third parties. Users will be responsible for knowledge of all applicable federal, state, and local laws for which they may be held in violation.

The Allerton Public Library District will develop such rules and procedures as are necessary to ensure the fair and reasonable use of Internet resources.

The library reserves the right to terminate an Internet session at any time.  
The library reserves the right to modify this policy at any time.

## **Wi-Fi**

Wi-Fi can be accessed throughout the library on personal devices at no cost to users. A password is not needed. As the network is unsecured, users connect at their own risk.

## **Wi-Fi Printing**

Wi-Fi printing is available in the library from your computer, tablet, or smartphone using Allerton Public Library Wi-Fi connections.

## **Microfilm Reader Printer**

The self-service microfilm reader printer is available to all persons during the regular library hours. Those needing assistance with the reader printer should ask for help at the circulation desk.

We ask that users of the reader printer be considerate to others. If anyone else is waiting to use the reader printer, limit is 60 minutes.

The printing fees are \$.15 per copy. Please pay for copies at the circulation desk.

## **Laminating Machine**

The library will laminate 8.5 x 11 documents at the cost of \$1.00 per page or 12x18 documents at the cost of \$2.00 per page. The library is not responsible for damage done to documents.

# Appendices

## FREEDOM TO READ STATEMENT

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

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.

## **FREEDOM TO VIEW**

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.

Adopted by the American Film and Video Association February 1979.

Updated and approved by the AFVA in 1989.

Endorsed by the ALA January 10, 1990

## 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.

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.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

## **State Gift Ban Act**

AN ORDINANCE OF THE TOWN OF MONTICELLO TOWNSHIP LIBRARY, COMMONLY KNOWN AS THE ALLERTON PUBLIC LIBRARY, PROHIBITING THE SOLICITATION AND ACCEPTANCE OF GIFTS AND ADOPTING THE STATE GIFT BAN ACT (5 ILCS 425/1 ET. SEQ.; P.A. 90-737)

WHEREAS, the General Assembly has enacted the State Gift Ban Act (P.A. 90-737; House Bill 672; 5ILCS 425/1 et seq.), which became effective on January 1, 1999, and

WHEREAS, Section 83 of the Act (5 ILCS 425/83) provides in pertinent part:

Within 6 months after the effective date of this Act, units of local government, home rule units, and school districts shall prohibit the solicitation and acceptance of gifts, and shall enforce those prohibitions, in a manner substantially in accordance with the requirements of this Act and shall adopt provisions no less restrictive than the provisions of this Act.

WHEREAS, in preparing to meet the mandatory July 1, 1999, deadline, imposed by the Act, the Library Board of Trustees of the Town of Monticello Township Library, commonly known as Allerton Public Library, have determined that the Act contains several procedural and substantive defects and several ambiguities and inconsistencies which make compliance with the dictates of Section 83 of the Act difficult and perhaps impossible; and

WHEREAS, the corporate authorities of the Town of Monticello Township Library, commonly known as Allerton Public Library, in an effort to comply with the action required by Section 83, hereby pass and approve this Ordinance to bring the Town of Monticello Township Library, commonly known as Allerton Public Library, in compliance with the dictates of the Act.

NOW, THEREFORE, BE IT ORDAINED BY THE LIBRARY BOARD OF TRUSTEES OF THE TOWN OF MONTICELLO TOWNSHIP LIBRARY, COMMONLY KNOWN AS ALLERTON PUBLIC LIBRARY, MONTICELLO, ILLINOIS AS FOLLOWS:

SECTION 1: The Code of Ordinances of the Town of Monticello Township Library, commonly known as the Allerton Public Library, is hereby amended with the addition of the following provisions:

**Sec. B-101 Adoption of Act.**

- (a) The State Gift Ban Act (5 ILCS 425 et seq.) is hereby adopted as required by Section 83 of the Act (5 ILCS 425/83)
- (b) The solicitations or the acceptance of gifts prohibited to be solicited or accepted under the Act is prohibited by any elected or appointed official or any employee of the Library.

**Sec. B-102 Ethics Officer.**

To the extent authorized by law and to the extent required by Section 35 of the Act (5 ILCS 425/35), the President of the Board of Library Trustees is appointed to serve as the “ethics officer” of the Library. The ethics officer’s duties shall be as provided in Section 35.

**Sec. B-103 Local Ethics Commission; Complaints**

- (a) To the extent authorized by law and to the extent required by the Act, the President shall appoint two (2) persons to a Local Ethics Commission with the advice and consent of the Board of Trustees.
- (b) The Local Ethics Commission shall have the power and duties set forth in Section 55 of the Act.
- © To the extent that any of its provisions may be applicable, Section 45 of the Act shall be applicable to the Local Ethics Commission.
- (d) The complaint procedure and the enforcement and penalty provisions of the Act and this Ordinance shall be as are provided in Sections 60, 65, and 70 of the Act.

**Sec. B-104 Existing Ethics Ordinance or Gift Ban Ordinance**

This Ordinance does not repeal or otherwise amend any other provision of the Code, which regulates the conduct of the Library officials and employees. To the extent that such Ordinances are less restrictive than the State Gift Ban Act and this Ordinance, then the provisions and this Ordinance shall prevail in accordance with the provision of Section 95 of the Act (5 ILCS 425/95).

**Sec. B-105 Future Amendments to State Gift Ban Act.**

Any amendment to the State Gift Ban Act (5 ILCS 425/1 et seq.) that becomes effective after the passage of this Ordinance shall be incorporated into this Ordinance by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its provisions optional for adoption by municipalities shall not be incorporated into this Ordinance by reference without formal action by the corporate authorities of the Library.

**Sec. B-106 Future Declaration of Unconstitutionality of State Gift Ban Act**

(a) If the Illinois Supreme Court declares the State Gift Ban Act (5 ILCS 425/1 et seq.) unconstitutional in its entirety, then this Ordinance shall be repealed as of the date that the Supreme Court's decision become final and not subject to any further appeals or rehearings. The Ordinance shall be deemed repealed without further action by the corporate authorities of the Library if the Act is found unconstitutional by the Illinois Supreme Court.

(b) If the Illinois Supreme Court declares part of the State Gift Ban Act (5 ILCS 425/1 et seq.) unconstitutional but upholds the constitutionality of the remainder of the Act, then the remainder of the Act as adopted by this Ordinance shall remain in full force and effect; however, that part of this Ordinance relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the corporate authorities of Library.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

PASSED this 5<sup>th</sup> day of January 2000.

## **Drug and Alcohol Free Library Policy**

The Allerton Public Library District has long recognized that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal, and the irresponsible use of alcohol by employees is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any library location.

“Library location” means in any library building, on any library premises, in any library-owned vehicle, or at any library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in library business.

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

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

patrons shall be in accordance with prescribed library regulations and employees.

The library shall obtain and make available material from local, system, state, and national anti-drug and alcohol abuse organizations and, where appropriate, enlist the aid of community and state organizations with drug and alcohol information and rehabilitation programs to provide information to the Library patrons and employees.

In order to make patrons and employees aware of the dangers of drug and alcohol abuse, notice of the Standard of Conduct imposed by this policy and the sanctions imposed for violation of this policy shall be distributed to all employees and prominently posted at the Library for patrons and employees to see. Patrons and, in the case of minors, their parents shall be advised of this policy in the same manner as they are advised of the general disciplinary policies and procedures. Employees shall receive copies of the notice attached to this policy.

The Library shall conduct a biennial review and evaluation of the measures taken by this policy to determine its effectiveness and to implement changes to the program where needed. Additionally, the biennial review and evaluation shall determine whether or not the sanctions required by this policy are consistently in force.

## **Notice of Library Drug and Alcohol Policy**

The Allerton Public Library District has long recognized that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal, and the irresponsible use of alcohol by employees is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any library location.

“Library location” means in any library building, on any library premises, in any library-owned vehicle, or at any library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in library business.

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

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

## **Bloodborne Pathogens Policy**

- A. While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Allerton Public Library District complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.
- B. Exposure Determination: No particular job classification of the Library has occupational exposure (meaning “reasonable anticipated ... contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.
- C. Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility or exposure remains, personal protective equipment shall also be used.

- D. Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are present, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protective clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for a complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.
- E. Training and Immunizations: The Library shall provide directly or through System, State, or associational programs, training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

# INVESTMENT POLICY

## 1.01 POLICY:

It is the policy of the Board of Library Trustees of the Allerton Public Library District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

## 1.02 SCOPE:

This policy includes all funds governed by the Board of Library Trustees of the Allerton Public Library District.

## 1.03 PRUDENCE:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

## 1.04 OBJECTIVE:

The primary objective, in order of priority, shall be:

- Legality – conformance with federal, state, and other legal requirements
- Safety – preservation of capital and protection of investment principal
- Liquidity – maintenance of sufficient liquidity to meet operating requirements
- Yield – attainment of market rates of return

The portfolio should be reviewed periodically as to its effectiveness in meeting the entity's needs for safety, liquidity, rate of return, diversification and its general performance.

1.05 DELEGATION OF AUTHORITY:

Management and administrative responsibility for the investment program is hereby delegated to the Treasurer who, under the delegation of the Board of Library Trustees, shall establish a written procedure for the operation of the investment program.

1.06 ETHICS AND CONFLICTS OF INTEREST:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

1.07 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Treasurer will maintain a list of financial institutions in the investment procedures document which are authorized to provide investment services.

1.08 AUTHORIZED AND SUITABLE INVESTMENTS:

Investments may be made in any type of security allowed for in Illinois statues regarding the investment of the public funds.

Investments shall be made that reflect the cash flow needs of the fund type being invested.

#### 1.09 COLLATERALIZATION:

Funds on deposit (checking accounts, certificates of deposit, money market, etc) in excess of FDIC limits must be secured by the financial institutions with an appropriate form of collateral.

#### 1.10 DIVERSIFICATION:

The entity shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds.

Diversification can be by type of investment, number of institutions invested in, and length of maturity.

#### 1.11 MAXIMUM MATURITIES:

To the extent possible, the Allerton Public Library District shall attempt to match its investments with anticipated cash flow requirements.

#### 1.12 INTERNAL CONTROL:

The Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation of telephone transactions for investments and wire transfers

### 1.13 PERFORMANCE STANDARDS:

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio.

### 1.14 REPORTING:

Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the library board. These reports will be available to the general public upon request.

### 1.15 MARKETING THE MARKET:

A statement of the market value of the portfolio shall be issued to the Board of Library Trustees quarterly.

### 1.16 INVESTMENT POLICY ADOPTION:

The investment policy shall be adopted by the Board of Library Trustees. The policy shall be reviewed on an annual basis by the Treasurer and any modifications made thereto must be approved by the Board of Library Trustees.

Revised December 7, 2022

**PROCEDURES FOR OPERATION OF THE INVESTMENT  
PROGRAM  
ALLERTON PUBLIC LIBRARY DISTRICT  
YEAR 2026**

**Chief Investment Officer – Treasurer of Board of Trustees**

Authorized Financial Institutions – restricted to financial institutions offering Federal Deposit Insurance Corporation certificates of deposit or instruments backed by the full faith and credit of the United States Government or its agencies, with preference given to financial institutions within Piatt County. Any deposit amounts in a given financial institution above FDIC \$250,000 insured limit will be collateralized by the institution.

Type and Duration of Investments – money market accounts, varying length of certificates of deposit and/or instruments backed by the full faith and credit of the United States Government or its agencies with the average length of maturity to be no more than 24-months. Consideration is given to cash flow requirements.

Accounts and investments may be made at any authorized financial institution when chosen for a preferred rate or term.

List of Investments by individual fund and type of investment:

**1. General Library Fund (GLF)**

Money Market Investment Account – collateralized

Checking Account (pooled funds) – collateralized

Certificates of Deposit – collateralized.

Interest earned on certificates of deposit is deposited in the General Library Fund (GLF) money market account.

Each month, sufficient monies for each fund's monthly expenses are transferred from investment accounts into the General Library Fund account pool. Checks are then written on the pooled account in payment of the participating funds' expenditures. In 2026, the First State Bank of Monticello is authorized by the Board of Trustees to transfer each month a total of \$50,000 from investment accounts into the pooled checking account. When authorized by the Library Board of Trustees an amount more or less than \$50,000 may be transferred when deemed necessary by the Board.

**2. Social Security/Medicare Fund (SSMF)**

Money Market Investment Account – collateralized

**3. Illinois Municipal Retirement Fund (IMRF)**

Money Market Investment Account – collateralized

**4. Audit Fund**

Money Market Investment Account – collateralized

**5. Insurance Fund**

Money Market Investment Account – collateralized

**6. Special Reserve Fund (SRF)**

Money Market Account – collateralized

Certificates of Deposit – collateralized

Interest earned on certificates of deposit is deposited in the Special Reserve Fund (SRF) money market account.

**7. Working Cash Fund (WCF)**

Money Market Account – collateralized

Certificates of Deposit – collateralized

Interest earned on certificates of deposit is deposited in the General Library Fund (GLF) money market account in the month that it is paid.

**8. Bequests Fund (BQF)**

Money Market Account – collateralized

Bank statements are reconciled by a third party.

Reports of Investments – made monthly to Board of Trustees with printout of monthly balance sheet.

Revised and adopted December 13, 2023, December 11, 2024, December 10, 2025.

**ALLERTON PUBLIC LIBRARY DISTRICT  
THE ILLINOIS FREEDOM OF INFORMATION ACT**

- I. A brief description of our public body is as follows<sup>1</sup>:
- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
  - B. An organizational chart is attached.
  - C. The total amount of our operating budget for July 1, 2024 – June 30, 2025 is: \$582,908.00.  
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations<sup>2</sup>. Tax levies for public library districts are<sup>3</sup>:
    - 1. Corporate purposes (for general operating expenditures)
    - 2. IMRF (provides for employee’s retirement and related expenses)
    - 3. Social Security (provides for employee’s FICA costs and related expenses)
    - 4. Audit (for annual audit and related expenses)
    - 5. Maintenance (for maintaining the building [not levied])
    - 6. Tort Liability (for insurance premiums, risk management, attorney’s fees and related expenses, unemployment and worker’s compensation insurance)
    - 7. Working Cash (for internal loans, [no longer levied])
    - 8. Debt Service (for bond and interest payments [not levied])
  - D. The office is located at this address: 4000 Green Apple Lane, Monticello, Illinois 61856.
  - E. We have approximately the following number of people employed:
    - 1. Full-time - 4
    - 2. Part-time - 7
  - F. The following organization exercises control over our policies and procedures: *The Allerton Public Library District Board of Library Trustees*, which meets monthly on the second Wednesday of each month, 4:00 p.m., at the library.

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<sup>1</sup> If the public body maintains a website, the information in Section I must be posted there as well.

<sup>2</sup> Delete any source that does not apply, e.g. personal property replacement taxes.

<sup>3</sup> Delete any of the listed types that are NOT used by the Library.

Its members are: Susan Gortner, President; Jeff Clodfelter, Vice President; Susan Lochbaum, Secretary; Beth Manuel, Treasurer; Elaine Tracy, Michael Harris, and Lynn Richardson.

G. The following organization operates in an advisory capacity regarding our operation: Illinois Heartland Library System.

H. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulas (Secretary of State); Director of State Library, Greg McCormick; and various other staff.

II. You may request the information and the records available to the public in the following manner:

A. Use request form (see attached).

B. Your request should be directed to the following individual: Sherry Waldrep FOIA officer<sup>4</sup>.

C. You must indicate whether you have a “commercial purpose”<sup>5</sup> in your request.<sup>6</sup>

D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

There is a \$1.00 charge for each certification of records.

There is no charge for the first hundred (100) pages of black and white text either letter or legal size;

There is a \$.15 per page charge for copied records in excess of 100 pages;

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<sup>4</sup> P.A. 96-542 requires the FOIA designated officer(s), and there can be multiples, must be “trained” with the on-line training program to be developed by the Illinois Attorney General’s office and tested as well, within the first six months of the effective date which is January 1, 2010 (i.e. training and testing by July 1, 2010) AND annually thereafter, and within 30 days of any new appointment.

<sup>5</sup> “Commercial purpose” is defined in the Act as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

<sup>6</sup> In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying fro prepayment; or provide the documents requested.

The actual copying cost of color copies and other sized copies will be charged.

- F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
- G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. The place and times where the records will be available are as follows:

4000 Green Apple Lane, Monticello, IL 61856  
Monday – Friday 9:00 a.m. to 5:00 p.m.  
Allerton Public Library District, Administrative Offices

- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

**[Note: these listed are for illustration purposes only – you should substitute your categories]**

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library

Revised April 6, 2022, September 13, 2023, May 8, 2024, December 11, 2024

**ALLERTON PUBLIC LIBRARY DISTRICT  
FREEDOM OF INFORMATION REQUEST**

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address	Certification requested:  _____ Yes                      _____ No	
City	State	Zip
Description of Records Requested: _____ _____		
Is the reason for this request a "commercial purpose" as defined in the Act?    ___ Yes    ___ No		
<i><b>Library Response (Requestor does not fill in below this line)</b></i>		
A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$_____. <input type="checkbox"/> <b>For "commercial requests" only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
D E N I E D	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____. In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705 Or you have the right to judicial review under section 11 of FOIA. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.	

**NOTE: This form cannot be MANDATORY under FOIA, but it is preferred.  
Failure to use it may result in the request not being properly or promptly processed.**

FOIA Officer	Date of Reply
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# Allerton Public Library District ORGANIZATIONAL CHART

