The Policies of the
Bement Public Library District

Adopted December 1991
Revised October 20, 2026

These policies are approved and endorsed as the official policies of the Bement Public Library.

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Library Director

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President, Board of Trustees

December 19, 1991
Adopted

Oct 20, 2026
Last Revised

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Mission Statement

The Bement Public Library District serves to provide the district's citizens and families with a warm, welcoming environment created and maintained to enrich lives with a variety of publications, resources and tools for achieving intellectual, personal, and professional growth. The library is dedicated to advancing literacy and fostering life-long learning.

Section 1: Structure and Government

A. Board Members

a. Seven Board members shall be elected to serve four year terms in accordance with State law.
b. Vacancies on the Board of Trustees shall be filled by the remaining Trustees and the appointee shall serve until the next regular District election.

B. Meetings

a. Regular meetings of the Board of Trustees shall be held monthly in the Library, or such a time and place as the Board may determine.
b. Meeting schedule (including time and location) must be posted publicly per State law.

C. Special Meetings

a. Special meetings may be called by the President or upon the request of any three members of the Board provided that proper notice is given.

D. Quorum

a. A quorum at any meeting shall consist of a simple majority (4) of the members of the Board.

E. Election of Officers

a. The officers of the Board shall be elected at the April meeting. These offers shall be President, Vice-President, Secretary, and Treasurer.

Section II: Duties and Responsibilities of the Board

A. The Board will have complete authority, within legal limits, over the Library's budget.

B. The Board will have exclusive control of the expenditures of all monies and funds held in the name of the Bement Public Library District.

C. The Board shall determine the purposes of the Library and secure adequate funds to carry on the Library's programs. The Board has a responsibility to levy up to the maximum permitted by law if that amount is necessary to maintain standards and fulfill the objectives of the Library. The Board has a responsibility to conduct and work for a referendum on an increase in the tax rate, within legal limits, when the existing levy proves inadequate.

D. The Board will follow statutory requirements as to the fiscal year, audit, annual and other reports, and budgeting process.

E. The Board will assure that adequate records on Library operation are kept and that complete reports are made annually to the proper authorities.

F. The Board shall make and adopt bylaws, rules, policies, and regulations for its own guidance and for the government of the Library.

G. The Board shall appoint a qualified, competent administrative librarian and offer performance reviews periodically.

H. The Board and the Director shall share the responsibility to study, plan, and develop Library policies and to review them periodically (minimally every three years).

I. The Board shall know the program and needs of the Library in relation to the community and keep abreast of library standards and trends.

J. The Board shall be aware of Local and State laws and actively support library legislation in the State and Nation.

K. The Board shall establish Library policies dealing with book and material selection that are in compliance with the American Librarian Association Statements..

L. Members of the Library Board shall attend regular Board meetings and see that accurate records are kept on file at the Library.

M. The Board shall be aware of the services and rules of the Illinois Heartland Library System and of the State.

N. The Board shall ensure regular mandated reporting to the governing bodies.

Section III: Duties and Responsibilities of the Library Staff

The Library Director

A. The Library Director shall act as technical advisor to the Board.

B. The Library Director shall recommend needed policies for Board action.

C. The Library Director shall be responsible for the employment of and termination of all personnel and supervise their work. The Library director will inform and advise the board of any and all staffing issues.

D. The Library Director shall carry out the policies of the Library as adopted by the Board.

E. The Library Director shall suggest and carry out plans for extending Library services.

F. The Library Director is responsible for the administration of the budget as set forth and approved by the Board.

G. The Library Director has responsibility to prepare the agenda for Board Meetings, to certify all bills for payment and to make monthly and annual reports and prepare a preliminary annual financial budget.

H. The Library Director shall be aware of Local and State Laws and actively support library legislation in the State and Nation.

I. The Library Director is responsible for the selection and ordering of books and other materials for the Collection.

J. The Library Director shall attend Board meetings other than those in which his/her own salary or tenure are under discussion.

K. The Library Director shall make use of the services and consultants of the Illinois Heartland Library Services and of other appropriate State agencies.

L. The Library Director is responsible for the organization and supervision of the Library's operation.

Essential functions and Responsibilities:

1. Creates a welcoming environment by providing courteous and professional customer service to patrons in person and over the phone.
2. Promotes the positive environment by avoiding gossip.
3. Maintains confidentiality of patron records.
4. Promotes upcoming library programs, events, and current electronic resources.
5. Collaborates alongside other staff for Library events, programs, etc.
6. Provides reference, interlibrary loan, and readers' advisory, and referral services
7. Stays up-to-date with library technology, policies, procedures, and staff notes.
8. Ensures an accurate library by shelf reading and shelving of library materials.
9. Willing to attend scheduled staff meetings and contributes to work-related discussions

Skills:

1. Excellent oral and written communication skills
2. Ability to work with library patrons and staff in a consistently friendly and efficient manner
3. Ability to work effectively as part of a team as well as independently

4. Exceptional organizational, interpersonal, and decision-making skills.
5. Competency in using computers, office applications, and library-related software

The Librarian

A. The Librarian shall carry out the policies of the Library as adopted by the Board.

B. The Librarian is responsible for the selection, organizing, and weeding of books and other materials for the collection.

C. The Librarian makes collection acquisition recommendations to the Director.

D. The Librarian creates timely displays and promotes literacy to our patrons.

E. Plans, promotes, and facilitates programming for all ages. Develops, promotes, and delivers patron training (e.g. classes, help guides, on-on-one assistance) in coordination with the Library Director.

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The Library Clerk

A. The Clerk shall charge out and check in Library collection items for Patrons and register new Patrons for card membership.

B. The Clerk shall shelve collection materials.

C. The Clerk shall maintain records of the Library's collection and Patrons in the Polaris system (computer system of the Illinois Heartland Library System).

D. The Clerk shall assist in normal Library operations and programming.

E. The Clerk shall perform other duties as designated by the Director.

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The Library Acquisitions/Book Repair/Computer Clerk

A. The Library Acquisitions Clerk receives all collections materials and prepares them for entry into the Polaris System.

B. The Book Repair Clerk repairs covers and jackets of books and video materials, mending as needed and advising the Library Director of need for replacement.

C. The Computer Clerk oversees the maintenance of both the Public and Staff CPUs, installs and upgrades software, maintains library printers, and makes recommendations to the Library Director of needed upgrades and/or replacements. You will have other duties as time permits, such as simple clerking responsibilities (assisting patrons with check in/check out of materials; printing, copying, faxing, shelving books, etc.) and other duties as assigned.

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Library Aide

A. This is a part time job, ~10 hours a week, designed for high school or college age students to cover primarily weekend, summer and school break shifts.

B. This position affords the student the opportunity for clerical work and to have input into age-specific additions to the Library's collections.

C. The Library Aide's primary responsibility will be at the circulation desk (check in/check out) and reshelving books. The Library Aide will always work with another staff member (never as the only staff on duty) who will provide on-the-job training as well as day-to-day supervision.

D. However, the Library Aide, as does all other staff, ultimately reports to the Director.

E. Additional duties/responsibilities can be added as the Library Aide proves capability with the approval/consultation with the Library Director.

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The Children's Program Coordinator

A. The Children's Program Coordinator reports to the Library Director (or the Assistant Director when the Director is not available). This position is primarily 5 hours a week (Saturdays 9 am-2pm) with the exception of summer programming hours which will be negotiated with the Director.

B. The ideal candidate has high energy and enthusiasm for children's programming including a background in the same.

C. You are expected to develop children's programming for Saturdays (e.g. Story Time, Art Club, etc.), and advise on other possible youth programming, including summer programming, creating promotional materials for distribution/advertisement.

D. You are expected to make recommendations RE: purchase of supplies and children's materials for the library collection.

E. You are required to use Google Apps (Gmail, Google Docs, Google Spreadsheets, etc.) for in-house communication and documentation, and work within a limited budget.

F. Your primary responsibility is to plan and implement children's programming, however, you will have other duties as time permits, such as simple clerking responsibilities (assisting patrons with check in/check out of materials; printing, copying, faxing, shelving books, etc.) and other duties as time permits.

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The Library Janitor (if no cleaning service is hired)

A. The Janitor shall maintain the cleanliness of all areas of the Library (including foyer, Board Room, main Library Hall, Circulation Desk, bathrooms, maintenance closet). This includes dusting shelves and windowsills, washing windows, vacuuming carpets, mopping floors, cleaning bathroom fixtures, etc.

B. The Janitor shall report any ongoing issues or potential hazards immediately to the Director (and if not available, to the Asst. Director).

C. The Janitor shall maintain the inventory of cleaning supplies and equipment and make purchase requests of the Director.

D. The Janitor shall keep the bathrooms well stocked with soap, hand towels, and toilet paper and shall notify the Director of the need to restock in adequate time for purchase.

E. The Janitor shall empty all trash bins into the trash receptacle at the back door and take it to the curb by Tuesday morning. The receptacle shall be returned to its spot by the door on Tuesday after the trash has been picked up.

Section IV: Patrons

A. Residents

a. The Bement Public Library District serves all residents of the Bement Public Library District, including residents of the Villages of Bement and Ivesdale.

b. Patrons requesting membership shall be issued cards upon showing proof of residency, a valid driver's license or picture ID, email, and phone number. The earliest a Patron may obtain a card is upon entering Kindergarten with a parent or guardian's permission (using the parent or guardian's identifiers).

c. Persons residing outside the geographical area, but owning property in Bement Township shall be considered residents and given a card for use in the Bement Public Library.

B. Juveniles

a. Juveniles are not restricted from the use of any of the Library's resources with the exception of age-restricted audio-video materials, and the usage of computers is restricted to parental guidance.

b. At the age of 16, they will be issued an adult Library card number and will then be allowed access to the entire Library collection.

C. Other Libraries' cards

The Bement Public Library will honor the universal cards issued by member libraries of the Illinois Heartland Library System and cards from other systems participating in the inter-library loan system.

D. Nonresidents

Bement Public Library does not currently offer non-resident cards, but will honor a non-resident card from other libraries in the IHLS system.

E. Unattended Children

1) The Library cannot act in loco parentis and is not responsible for the safety of children left unattended in the Library.

2) Children not yet in kindergarten may NOT be left unattended by a non-guardian adult in the Library.

3) Children under the age of 10 must be signed in at the front desk with contact information for the responsible guardian readily available.

4) School-aged children can be left unattended for a reasonable period of time (no more than 2 hours).

5) Parents who arrange for their children to be at the Library are expected to make arrangements to ensure their children are quietly busy and occupied and not simply hanging out. Regular use of the Library for this purpose is unacceptable.

6) In situations where policies are abused, the staff will take appropriate action. This may include contacting parents/guardians, or if necessary, legal authorities.

7) Library staff may NOT provide transportation for children left unattended at the Library.

8) Children should not expect to be fed at the library. We occasionally provide a special treat, but this is an exception, not a norm. Children should not be left with us hungry. If food assistance is needed, the library staff can make referrals to the parent or guardian to the local food bank.

F. Patron Confidentiality

Whereas the Board of Trustees of the Bement Public Library District believes it is in the best interest of its patrons, residents, and taxpayers to preserve the confidences of its library users,

Section 1.
It is the policy of the Bement Public Library District to preserve the confidentiality of the registration and circulation records of its patrons to the fullest extent permitted by law. Information regarded as confidential in patron records includes name, address, telephone number, and any other information provided on the patron registration card and circulation record. Additionally, library staff may not disclose whether or not a person has a library card.

Section 2.
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, as hereafter provided for.

Section 3.
The Library may use registration information to distribute library-related information to registered borrowers. However, registration and circulation records will not be made available to individuals (other than the patron him- or herself), groups, or businesses. These records will not be made available to any local, state, or federal agency, or to any private individual (e.g., an attorney), except pursuant to a court order as may be authorized under the authority of and pursuant to federal, state, and local law. (Note: Usually a subpoena in Illinois is inadequate for disclosures of confidential information. However, a subpoena may be issued by the U. S. Attorney General under the provisions of the USA Patriot Act.) In all such instances, the library's legal counsel may be consulted or advised of issues related to patron confidentiality.

Section 4.
The general and specific provisions of this policy are intended to be in accord with the Illinois Library Records Confidentiality Act (75 ILCS 70/1). 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,

state, or local law relating to civil, criminal, or administrative discovery procedures of legislative investigatory power.

Section 5.
Library staff shall observe the following procedures: Any employee of the Library who receives a request, or who is served with a subpoena, court order, or search warrant, to release or disclose any library record shall promptly notify the Library Director. The Library Director, in a timely manner, shall review all requests and orders, consult with the library's attorney as necessary, and respond in an appropriate manner to each request and order. If a request or order is not in the proper form, or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

Section 6.
In the immediate absence or unavailability of the Library Director, all requests for information will be referred to the Assistant Director, who will notify the Library Director of the circumstances, and of any actions taken, as soon as possible. On receipt of any legal process, order, or subpoena, the library staff member in charge will immediately consult with the President of the Board and an attorney to ensure that (a) the document is in proper legal form; and (b) there has been a proper showing of good cause for its issuance, in a court of administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of an attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

Section 7.
In the event that an urgent request by a sworn law enforcement officer states that it is impractical to obtain a court order as a result of an emergency situation, and there is probable cause to believe there is imminent danger that someone will be physically harmed, the information requested, limited to only identifying a suspect, witness, or victim of crime, but not including any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library, shall be provided to the officer if the attached form is fully completed and signed by the officer.

This policy shall be in full force and effect immediately upon its passage, and any prior resolutions or policy statements to the contrary are hereby repealed; and should any part hereof be found invalid or unconstitutional, that portion shall be severable herefrom and shall not affect the validity of the remaining portion.

G. Community Engagement, Networking, Outreach, and Programming Policy

Public libraries are encouraged by our State Libraries and professional associations to partner with other community organizations and businesses in order to create relevant library programs, understand the needs of our communities, and create relevant services. Bement Public Library staff may attend community meetings, serve on boards and coalitions, and partner with organizations and businesses to produce programs and resources within the library's mission to provide resources and services to support the educational, informational, cultural, and recreational needs of our community. Designated library staff may choose whether to produce or co-sponsor programs and participate in organizational opportunities at their discretion under the guidance and supervision of the Library Director, overseen by the Library Board, in accordance with the library's mission, policies, needs, time constraints, and budget. At times, library staff may need to limit their level of participation, and select which programs to host or co-host, within the parameters of those same constraints.

Opinions expressed or implied by program speakers or within program content do not necessarily reflect the viewpoint of the library itself, its staff, Board, or other stakeholders. Likewise, opinions expressed by library staff do not necessarily reflect opinions of the entire institution.

The library makes every effort to share accurate information, and professional advice may be offered as a public service. However, such advice is not an endorsement by the library, and the library is not responsible for any errors, omissions, or interpretations of information and/or advice garnered through library participation, nor for any actions taken in response to such advice or information.

Speakers from community groups and businesses may be invited to present programs on topics of general interest or of a timely nature. Presenters may not directly solicit business before, during, or following the program, although cards and brochures may be left on display for attendees to pick up. Fundraising for a nonprofit project or organization may be an aspect of a program, but not as a price of admission or barrier to full participation. Likewise, an author or artist may be invited to provide books or artwork for sale in conjunction with a library program, but a purchase must not be required.

When the library sponsors or co-sponsors a program it must be free and open to the public (with some exceptions for cost-recovery). The library must be listed as a co-sponsor on all promotional material. The library has the right to produce and/or oversee program content and promotion, and to promote the program.

When a program is hosted on the library's online platforms the library will not share the names and contact information of program participants with partner organizations, but may share anonymous demographic information and responses. Partner organizations may request (but not require) personal information directly from participants on a voluntary opt-in basis.

The library reserves the right to publicly share, post, circulate, store, or discard recorded program content and associated ephemera within the parameters of contractual agreements, copyright limitations, and other applicable laws. Co-sponsoring organizations may link to, share, post, and circulate such recordings and ephemera as well (in accordance with the above-listed parameters) for as long as the library maintains them. The library is under no obligation to permanently store content in any format.

The Bement Public Library may stream and archive many programs online via various social media platforms. Those who participate in programs that are streamed (in whole, or in part) agree to allow all content presented to be broadcast and stored online (within the confines of the above-listed parameters). Presenters must ensure that all content presented (in person and/or virtually) is in compliance with public performance rights and copyright law. Presenters should be aware that sharing content online may be considered a form of publication.

All library programs are subject to being photographed, and potentially recorded. Any participant who wishes to avoid being photographed or recorded by the library and/or press, with photos and recordings potentially posted online or elsewhere, should alert the library staff member in charge of the program. The library will then make an effort to avoid taking or posting those photographs or recordings of that person if possible, and will attempt to communicate the issue with any known members of the press present at the program. However, the library is a public venue and all library events, regardless of location, are open to the public. In the age of social media, the library cannot guarantee that no one will post photos and/or recordings of people present at any public venue or event at any given time.

The library strives to provide inclusive and equitable access to diverse viewpoints and, in doing so, cannot promise to avoid controversial subject matter in any context. In the course of community engagement library staff are not expected to avoid participation in groups that engage with issues that may be "politicized" in public discourse, in the colloquial sense. Although library staff may learn about legislative issues and build relationships with legislators in the context of their work, they are prohibited from arguing for or against specific legislation while representing the library. While on the clock, or acting as a representative of the library, library staff are prohibited from attending political rallies and engaging in political activities; again, "political" is to be interpreted in the literal sense, rather than in the figurative, colloquial, or topical sense. However, staff are free to engage in such activities on their own time. In the case of political forums hosted by the library, all registered candidates must be invited to participate. Legislators and candidates are welcome to participate in library programs, but not to campaign or solicit campaign funds at or through the library individually.

All participants in library activities are expected to abide by the library's Patron Conduct Policy as well as all other library policies, as well as local, state, and federal laws.

Section V: Expectations of Patron Conduct

A. Rules of Conduct

The Bement Public Library is available to all users. These "Rules of Patron Conduct" protect the rights of individuals to use the Library materials and services in an atmosphere conducive to an educational and/or recreational setting, to protect the rights of the staff members to conduct Library business without interference, and to preserve materials, collections, and facilities.

The following is NOT permitted in the Library:

a. Excessive or disruptive noise.
b. Running, fighting, engaging in horseplay, or forming a disruptive group.
c. Harassment of others (Patrons or Staff). Harassment includes, but is not limited to, conduct consisting of persistent staring, following, unnecessary closeness to others, and verbal or gestural abuse.
d. Theft of Library materials or those belonging to other Patrons or Staff.
e. Smoking, consumption of food or beverage not associated with a library program. Drinks must be in a container with a lid..
f. Disregard of special rules (such as in the case of pandemic mitigation).
g. Any conduct deemed by the Library Director or Staff to be inappropriate for a Library or public setting.

B. Remedies for Violations of Rules

a. The Patron shall be advised of the Rules of the Library and what behavior by him or her is in violation of said rules. Patrons in violation of the rules will be verbally reminded and given a written copy of the Patron Conduct in the Library Policy.
b. If a Patron refuses to comply with the Rules of the Library after such reminders have been offered, the Patron will be asked to leave the Library and the following actions will be taken by the Library Director:
    i. Patrons may have their Library privileges suspended for up to one year.
    ii. Patrons who have had previous suspensions may have their Library privileges permanently revoked.
    iii. The Library may notify Illinois Heartland Library System of the suspension or revocation of the Patron's Library privileges with the Library.

iv. The entry into the Library of any patron who is suspended or whose privileges have been revoked shall constitute a Trespass to Public Property. The patron will be asked to leave by the Library staff and upon failure to leave, legal assistance may be called.

C. Enforcement

a. The Library Director is responsible for the enforcement of these rules of patron conduct. He or she will:
   i. Issue the written notices of violation
   ii. Keep a record thereof
   iii. Upon a second offense, determine the seriousness of the offense and the appropriate mitigation.
   iv. Issue the written notice of suspension or revocation to the patron.
   v. Document all such instances in an “Incidence Report” for Library records.

D. Written notices

a. The Patron will be notified in writing by the Library Director that his or her Library privileges have been suspended or revoked. If suspended, the notice shall state the duration of the suspension.
b. The written notice will inform the patron of the rule or rules violated and the factual basis of the violation.
c. The written notice will inform the Patron of his or her right to appeal the decision of the Director to the Library Board or a subcommittee thereof, the procedure for appeal, and the time limit to appeal.
d. The written notice will be hand delivered to the Patron or mailed to the last known address with first class postage, pre-paid. The notice shall be deemed ‘received’ on the date of delivery if served personally or on the date of mailing if served by first class mail.

E. Appeals

a. Within 10 days of the date of service of the written notice of suspension of revocation, the Patron may appeal the determination of the Library Director to the Library Board, or a designated subcommittee thereof. An appeal may be instituted by mailing or delivering a letter requesting said appeal to the Library. Failure to appeal within the forgoing time limit shall constitute a waiver of the Patron’s right of appeal. Upon receipt of the appeal, the Library Board or subcommittee thereof shall set a date for a hearing. At said hearing, the Patron and the Library Director may present evidence relevant to the violation.

b. At the close of the hearing, the LIbrary Board or subcommittee thereof, shall issue a written decision. The decision shall include a finding of facts, a statement of the rule or rules violated, and a decision affirming, reversing or modifying the decision of the Library Director.

F. Visibility of Rules

a. A copy of these rules shall be prominently posted at the Library and on the Library website, and will be made available to any Patron upon request.
b. These rules become effective on the 10th day after the date of posting.

Section VI: General Library Policies

A. Circulation

a. General Collection

The majority of the Library's Collection consists of books, magazines, journals, records, DVDs and Blu-Rays. New books are tagged accordingly and are loaned for a period of 2 weeks and may **not** be renewed. Older books have a loan period of 3 weeks and are renewable.

Some materials (per the Librarian's discretion) may be judged to be irreplaceable and will not be loaned from the Library. These can be viewed upon request in house.

b. Reference Collection

Reference materials are not put into general circulation. A patron can, upon request, come in and review them in the Library.

c. Newspaper and Microfilm Collection

Newspapers and microfilms are not available for circulation outside of the library.

d. Video (DVDs and Blu-Ray) Collection

New DVDs and Blu-Rays have a loan period of 1 week. 'Old' DVDs and Blu-Rays have a loan period of 2 weeks. Only 5 can be checked out at a time and of those 5, only 2 can be 'new'. Video materials cannot be renewed.

e. Audio Book Collection

New Audio Books have a loan period of 2 weeks and cannot be renewed. 'Old' Audio Books have a loan period of 3 weeks and can be renewed.

B. Material retention

The Bement Public Library retains records in accordance with directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756.

It is the policy of the Bement Public Library that its records be retained only so long as they are (1) necessary to the current conduct of the Library; (2) required to be retained by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation.

a. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Library Director.

b. Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois.

c. This policy includes all records maintained on electronic data processing storage media as well as printed records.

d. All records shall be retained for at least the minimum period as stated in applicable State or Federal laws or regulations. Once the period for office retention of records has passed, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois, and with the approval of the Records Retention Division.

e. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private.

C. Fees and Fines

a. New books

i. New are defined as any book new to this local library for the first 90 days. We hold these from interlibrary loan in order to give our Bement Patrons a first chance at reviewing the material. After the 90 day period, the designation ‘new’ is removed and the books are then designated as ‘regular’.
ii. New books can be checked out for a two week period.
iii. A $0.25 per day late fee applies up to a maximum of $5.00.
iv. New books cannot be renewed.

b. Regular books

i. Regular books can be checked out for a 3 week period.
ii. A $0.10 per day late fee applies up to a maximum of $5.00.
iii. Regular books can be renewed.

c. Audio books

i. New audio books can be checked out for 2 weeks. They cannot be renewed.
ii. ‘Old’ audio books can be checked out for a 3 week period.
iii. A $0.25 per day late fee applies up to a maximum of $5.00.
iv. Audio books can be renewed.

d. Video (DVD/Blu-Ray)

i. Video (whether DVD or Blu-Ray) can be checked out for 1 week for new ones and 2 weeks for old ones. “New” is defined as three months from library purchase dates. “Old” would be anything longer than three months from purchase dates.
ii. TV Series are checked out by season and can be checked out for 2 weeks, regardless of whether it is new or old.
iii. Patrons under the age of 16 may check out G-rated movies only.
iv. A $1.00 per day fee applies up to a $10.00 maximum.
v. Video material cannot be renewed.
vi. Video material cannot be checked out if the Patron or any family members have overdue fines.

e. Lost items

i. If a book or audio book is lost, the patron must pay the cost of replacement as noted in our system.
ii. Video (DVD or Blu-Ray) replacement cost is a flat fee of $20.00. Additionally, until fines are paid, the Patron is unable to check out other video materials or use the computers.
iii. TV series replacement is a flat fee of $40.00.

f. Fines on Closed Days

i. Fines on all materials include days the library is closed.
ii. The “Drop Box’ is checked at the closing of the library, and all materials are checked in at that time.

g. Faxing/Printing/Copyinginternet

i. Copying, Faxing and Printing are $0.25/page.
ii. Laminating is $1 per page.

h. Memorial/donated materials

A donor may give materials or cash for the purchase of materials for the Library. Once the gift is accepted it becomes the permanent property of the Library to be treated as other Library material. Donors of money for memorial books will be charged the cost to the Library for those materials rather than a list price if the Library orders them.

i. Meeting room/Boardroom

See Section VIII: "Meeting Room/BoardRoom Usage"

D. Computer and Internet

a. Usage

i. You must have a valid Bement Public Library Card or comparable IHLS Library card in good standing or present a valid driver's license to use the Library Internet and computers.
ii. Visitors are allowed access only when accompanied by a registered Library Patron.
iii. Time is limited at each computer to 1 hour per Patron. If there are people queued up to use the computers, the time will be shortened to ½ hour per the Library Director's discretion.
iv. Registration and acceptance of the user agreement is required (Library card application form). Parents or guardians must come into the Library to sign the registration/user agreement for Patrons under the age of 16.
v. Staff will provide assistance on library-owned equipment for basic start-up procedures, basic computer usage, and/or online book circulation tools.
vi. Patrons must sign in and out at the circulation desk before and after using a public computer.
vii. Public computers will only download and save files to a removable USB Flash Drive or similar hardware (SD/XD/MemoryStick/CF Readers are available on some machines). Removable devices requiring a drive are not guaranteed to work, nor will drivers be installed to allow functions.
viii. Bement Public Library cannot guarantee that services outside of basic web browsing will be available. This includes, but is not limited to social media, FTP services, and/or game servers.
ix. Patrons may not install or use personal software on Library equipment or attach equipment to Library hardware, with the exception of Flash Memory devices for document storage. Personal Music Devices and Wireless Phones with Flash Memory are permitted, but not guaranteed to function if they require a driver.
x. Patrons using personal computers on the public WiFi network are responsible for the security and reliability of their own machines. Personal computers with software issues (included, but not limited to, virus

infections, Trojan loaders, etc.) may be rejected from the network due to large bandwidth demands or to ensure the security of the network and reasonable safety for other patrons' personal equipment utilizing the public WiFi network.

xi. The network is to be used for only legal purposes. Unacceptable use includes, but is not limited to: harassment, libel, slander, destruction/damage to equipment and/or software, data belonging to the Library or other users, disruption or unauthorized monitors, and unauthorized copying of copyright-protected material.

xii. The Bement Public Library assumes no responsibility for the quality, accuracy or appropriateness of any internet source. Despite our best efforts, we cannot guarantee the nature of online discussions,etc. Some material may be of a controversial nature. The user assumes the risk of use of a public access computer.

xiii. Patrons are liable for any damage resulting from usage.

b. Internet Outage

On occasion we will experience internet outages that are beyond our control. This affects not only our ability to check books in and out, make purchases, etc., but also our phones and fax (which function on VOIP), and our public computers and patron usage.

Upon notice of an outage, the following steps should be taken by staff:

1. Establish that an internet outage has occurred by checking computers and phone lines. If there is an outage, neither will be working. (You can turn your computer on, but cannot access the internet, and when you turn the phone on, you get no dial tone.)
2. The router can be rebooted--that is, turned off for 10 min and then turned on again. Allow for 15 min for the router and server to cycle. After 15 min, recheck the computers and phones to see if a connection is established.
3. If no connection is established, please report the outage to CONXXUS, and then send the Director a message (text or phone message is fine). Please include time and date that the outage was confirmed. Follow any instructions CONXXUS gives you.
4. Outages lasting longer than 5 hours should be reported to IHLS so that any delays to our delivery and resource sharing can be accounted for.

We can continue most functions, even in the event of an internet outage. We can continue checking books in and out by writing down the following information: patron's name and library card number, the name of the item being checked out and its barcode number, the date of the transaction, and whether you are

checking it in or out. Forms are available in the blue binder at the front desk for recording circulation during outages.

Place a notice on both the front and back doors, letting patrons know that our computers, phones, and fax machine are not working. Place the same notice on the Village of Bement Facebook page.

Once an internet connection is re-established, the list of check-ins and check-outs must be entered into the system. Place a notice when the internet is back up and running. Also notify the Director when internet connection is re-established.

E. Technology Lifecycle Plan

The Director of the Library will establish, in consultation with staff and Board, a Technology Lifecycle Plan to ensure that we are regularly updating computer hardware and other equipment in a timely fashion. The plan will be designed to make budgeting and future planning easier.

This plan should include but is not limited to the following components:

1. Public facing computers
2. Staff computers
3. Infrastructure (servers and routers)
4. Printers
5. Copiers
6. Fax machine
7. Telephones
8. Laminators
9. TV and media players
10. Fire Alarm System

This plan should be reviewed by the board every 2 years to assist with budgeting/planning. It should include a unique identifier, the purchase date (month/year) of equipment (if available) and any history as to its maintenance and longevity (e.g. the last copier lasted 13 years), and purchase price. These details should be maintained by the Library Director in a checklist format for ease of use.

F. Bulletin Board

a. All material placed on the Library bulletin board must be approved by the Library Director or designee.

b. All material must be date stamped.

c. Material should be removed by the person(s) responsible for putting it up. The Library Director or designee will remove and dispose of anything that is not removed in a timely manner.

d. No material of a political nature may be placed on the Library bulletin board.

e. No material of a religious nature or promoting a particular church may be placed on the Library bulletin board. However, nonreligious activities held at a church may be advertised.

f. Activities promoted on the bulletin board must pertain to the community served by the Bement Public Library District (Village of Bement and Town of Ivesdale).

g. The Library bulletin board is for community activities and services only (not the sale of items).

G. Confidentiality of Records

In accordance with the American Library Association's policy on the confidentiality of library records (adopted January 20, 1971), the Bement Public Library recognizes circulation records and other reports identifying the names of library users with specific materials as confidential in nature. Access to these records is restricted to Library Staff, qualified researchers as authorized specifically by the Board, and those members of the general public, as hereafter provided for.

All Library Staff are forbidden to make such records available to casual members of the public, the press, or to any agency of the State, Federal, or Local government, except pursuant to such process, order, subpoena as may be authorized under the authority of pursuant to Federal, State or Local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

On receipt of any legal process, order, or subpoena, the Library Director will consult with the President of the Library Board and the library's attorney to insure that (a) the document is in the proper legal form and (b) there has been a proper showing of good cause of its issuance, in a court of administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the

satisfaction of the Library's attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

H. Capital Asset Plan

The Library Director should have a building/property inspection performed every 5 years to ensure no maintenance issues come as a surprise or are ignored. This inspection should be completed by a qualified licensed inspector. The Library Director and Board will review the results and plan together how to prioritize and remedy any necessary work.

Towards that end, the Library Director shall keep record of all building maintenance and/or construction work, including expected lifecycles and dates of repair or replacement.

I. Library Schedule

a. Hours:

Wednesday: 12 noon to 8 pm
Tuesday: 10 am to 5 pm
Thursday, Friday: 12 noon to 5 pm
Saturday: 9 am to 2 pm
Closed: Sunday and Monday

b. Holidays

Staff members who are regularly scheduled for days upon which a holiday falls are paid at a regular rate for the holiday.
The following are the federal holidays and will be observed by the library being closed. Christmas Eve and New Year's Eve are added at the discretion of the Board. The Library Board may authorize other special holiday observances.

Note: When a holiday falls on a Sunday, the Library will remain closed the following Monday.

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New Year's Day
Martin Luther King Day
Presidents Day
Memorial Day
Juneteenth
Independence Day
Labor Day

Columbus Day
Veterans Day
Thanksgiving
Christmas Eve
Christmas
New Year's Eve

J. Personnel Policies

a. Director's Compensation Package

i. The position of Director for the Bement Public Library District is a part-time position. The director is expected to work 30 hours per week.

ii. While it is expected that the Director attempt to maintain a physical presence at the library during operating hours as much as possible, there is flexibility allowing the director to clock hours during times when the library is closed or to work from the director's home, assuming that doing so is in the library's interest and not for the Director's personal convenience.

iii. The director will be paid an hourly wage. The minimum starting wage will be 150% of the current federal or state minimum wage (whichever one is higher). Example: If minimum wage is $15.00, Director's wage will be $22.50.

iv. The library board has the discretion to offer a higher than minimum starting hourly wage as stated above based on the Director's educational background and experience. The maximum starting wage would equal 170% of the minimum wage. Example: If minimum wage is $15.00, maximum wage would be $25.50.

v. At the beginning of each calendar year, the Director will receive annual cost of living increases.

vi. Merit-based bonuses may be given based on the results of annual performance reviews and issued during the last paycheck of the fiscal year. The bonus amount will be determined by the board, with a minimum bonus of $500.

vii. The Director will be given two weeks, or 60 hours of paid vacation time during the first two years of employment. During years three and four, the Director will be given three weeks, or 90 hours, of paid vacation time. During years 5 and up, the Director will receive four weeks, or 120 hours, of paid vacation time.

viii. The Director will be given 30 hours per year of paid time off for sickness. Unused sick time will roll over and accumulate to 180 hours. Upon cessation of employment, the Director will be paid for 50% of unused hours at their current hourly wage.

ix. The Director is encouraged to attend professional development. Time spent attending off-site professional development is considered paid work time. When travel is required, the director will be reimbursed for mileage at the federal mileage reimbursement rate. All other expenses related to professional development will require pre-approval from the board.

x. The library board may offer a stipend to the Director in lieu of employer-provided health insurance and/or retirement benefits.

b. Leave Time

i. **Paid Leave (Paid Leave for All Workers)**

Beginning January 1, 2024 employees will accrue 1 hour of PTO (paid time off) for every 40 hours worked, up to 40 hours of PTO per calendar year (prorated for new hires their first year). This PTO can be used for anything (you are not required to specify what you are using your PTO for). You may begin taking your accrued hours 90 days (~3 months) after your hire date. You can accumulate up to 40 PTO hours. You must use these minimally in 2 hour segments.

Non Emergency (that is, a foreseeable occurrence) use of hours should be requested up to 7 calendar days prior to usage. Requests should be made via email to the Director.

Per our usual policy, you should try to find your own replacement worker for the time you want off. This should be put in an email to the Director. If you are unable to find someone, please immediately speak to the Director so arrangements can be made.

If an employee quits or is terminated but rehired within 12 months, their prior accrued but unused hours are reinstated. The employee must be permitted to carry over any unused time to the next 12-month period. Regardless of the amount carried over to the next 12 month period, however, the law only requires an employer to allow an employee to use up to forty (40) hours of PLAW time each 12-month period.

The Bereavement PTO employees receive is a separate account from the PLAW accrued hours. You do not need to use your PLAW PTO in the event of a death unless that time is not covered by the Bereavement policy.

Independent contractors do not accrue PTO. The Director has negotiated his/her PTO with the board, independent of these accrued hours.

Example:
Craig works 10 hours a week. He will accumulate 1 hour of PTO for every 40 hours worked, so 1 hour of PTO in 4 weeks. Over the course of 1 year of consistently working 10 hours a week (520 hours) Craig will have accrued 13 PTO hours (520 divided by 40).

Diane works 30 hours a week. She will accumulate 1 hour of PTO for every 40 hours worked, so 1.5 hours of PTO every 2 weeks or 3 hours a month. Over the course of 1 year of consistently working 30 hours a week (1560 hours), Diane will have accumulated 39 PTO hours (1560 divided by 40).

Your Director will record your accumulated PTO hours and your used PTO hours and a summary of your balance remaining during the calendar year. These records will be kept on file for at least 3 years. IDOL (Illinois Department of Labor) has access to these records.

This policy will be added to our handbooks/policy manual, be posted in a conspicuous place, and include the following information on how to file a complaint with IDOL for a suspected violation: If the employee believes his employer has not complied with the PLAW Act, the employee can file a complaint with the IDOL; the applicable statute of limitations will be three (3) years from the date of the alleged violation. Complaints can be made to IDOL at https://labor.illinois.gov/complaints.html.

ii. **Unpaid Leave**

If an employee needs time off that is not covered by their accrued PTO hours or doesn't fall within the coverage of the Bereavement policy, they can apply in writing (email) for unpaid leave to the Director. Granting of

Unpaid Leave is up to the discretion of the Director, based on staffing needs and amount of time requested.

iii. **Bereavement Policy**

Per the Library Director's discretion, employees may be granted the equivalent of 1 work week paid leave to employees who experience the death of a spouse, domestic partner, son, or daughter. Paid bereavement leave may also be granted in instances of miscarriage or failure-of-adoption for up to the equivalent of 1 work week. The Library Director may grant up to the equivalent of half a work week paid leave to employees who experience a death of others in their immediate family. For purposes of bereavement leave eligibility, immediate family is defined as: mother or father, mother-in-law or father-in-law, sister or brother, sister-in-law or brother-in-law, son-in-law or daughter-in-law, grandmother or grandfather, grandchild, or a relative residing in the employee's home. The Library Director may grant one day paid bereavement leave for the funeral of a relative outside the immediate family.

c. Jury Duty

All staff members are granted paid leaves for jury duty. They must provide proof of service to the Library Director.

d. Continuing Education

i. Continuing Education by the Library Director and staff is encouraged as budget permits per the Director's discretion. Expenses, including tuition, conference fees, room and board and time off will be considered for professional workshops, conferences, meetings, etc. providing the employee can demonstrate the continuing education's pertinence to their job.

ii. To promote equitable learning opportunities, each employee will be designated up to $750 per fiscal year to put towards continuing education. This amount does not roll over to the next year. This may be used towards enrollment in a local college or university class or towards conference attendance, for registration and/or books.

iii. A preliminary budget should be prepared and submitted in writing to the Director for consideration at least one month prior to the conference.

iv. Employees must also provide a written description of how this education fits in and contributes towards their library work with their request for funds. Employees are expected to maintain a passing grade in the classes the library pays toward.

v. Employees (including the Director) will report back in writing on knowledge learned and plans to implement new knowledge/processes into the workplace, and include an expense report with pertinent receipts.

vi. Employees that complete degree programs will be acknowledged and that degree completion considered during wage reviews.

vii. Board members will also be compensated for an expense incurred related to attendance of such meetings. The amount allowed for mileage will be commensurate with the current IRS guidelines of mileage compensation on a per mile basis.

e. Travel Reimbursement Policy

Employees will be reimbursed for mileage incurred in the process of doing library business. Such trips should be approved ahead of time by the library Director. The employee should then turn in a 'receipt' of the mileage incurred, including the date, reason for the trip, and actual miles traveled. The amount allowed for mileage will be commensurate with the current IRS guidelines of mileage compensation on a per mile basis.

If other expenses are incurred on the trip (such as a meal, parking, tolls, hotel), they may be reimbursed per the Director's discretion. These should be approved prior to the trip.

f. Presentation for public relations

i. Employees of the Library are ambassadors of both the Library and the Village of Bement and are expected to conduct themselves accordingly.

- Employees are expected to greet patrons in a friendly and professional manner.

- Employees should strive to help patrons with their research/library needs to the best of their ability, acknowledging their limits but seeking new opportunities for learning for themselves and the patrons.

- Employees are expected to dress in a professional manner (business casual) and present themselves accordingly.

- Employees are expected to keep their conversations low enough so as not to disturb Patrons or groups meeting in the Library.

- Employees are expected to uphold the policies of the Library, regardless of personal opinion. Employees are encouraged to contest policies they find lacking with the Library Director (not with Patrons).

- The Director of the Library is expected to offer a corrective to poor presentation to employees at his/her discretion, providing this is done discreetly and confidentially. All such interactions should be documented carefully.

- Employees will refer all media inquiries to the Library Director.

g. Emergency Policies

Safety of patrons and staff is paramount in an emergency.

CALL 911

- Medical emergency
- Feeling threatened physically
- Accident or illegal activity
- Fire

For non-emergency issues:

- Notify Library Director via text and cell phone (773.241.4188)
- Piatt County Sheriff's office: 217.762.5761

For Storm Warnings (local siren or text notification received):

- Close immediately.
- Instruct patrons and staff to go to the storm shelter (restrooms)
- Bring a cell phone and desk phone with you.

Other non-emergency issues:

- Always feel free to call and/or the Library Director (773.241.4188).
- At last resort, call the Board (contact list at the circulation desk). This includes facility problems.

Patron issues:

- Staff should direct any disgruntled patron to the Library Director. Please do not give out the Director's personal phone number. Staff may take the patron's info and give it to the Director if the Director is not present at the time.

- Document all incidents and provide copies to the director. Include date, time, persons involved, details of the incident, any remedy attempted.

Inclement weather closures:

- Snow or weather closures will be at the Library Director's discretion. The Library Director will consult weather and road conditions with the State of Illinois and a local member of the Board.
- If a closure because of inclement weather occurs, signs should be placed at the front door to notify the public. Notifications will be placed on social media as well.
- The Director will notify Staff via text message of any closure at least one hour prior to opening, or as needed with the safety of staff and patrons in mind.
- If it appears that a storm is coming in overnight, place a sign "Closed due to inclement weather" on the doors before you leave. We will remove it if it was unnecessary upon opening.
- In the event of a closure staff will be compensated at their normal rate of pay for the hours they were scheduled during the closure. If the library is open but a staff member chooses to stay home due to the weather, the library will not automatically pay them for this time. They may, however, use any PLAW accumulated time they have banked to make up the income.

Tornado

If the tornado siren sounds:

Stay calm. Patrons will take their cues from staff. If we panic, they panic.

The supervisor on duty should make the following announcement: *"May I have your attention please? The tornado sirens are sounding. Staff members will direct you to the shelter area in the public bathrooms. I repeat: The tornado sirens are sounding. Staff members will direct you to the shelter area."*

Staff will then direct patrons to the shelter area. Signs are posted on the bathroom doors.

Staff should check all rooms.

After patrons have moved to the shelters, staff should pull the main door closed, but not lock them. No patron should remain outside the shelter. They must go to the shelter area or leave the Building.

Do everything possible to keep minor patrons from leaving the building, but do not physically restrain them.

Fire

Stay calm. Patrons will take their cues from staff. If we panic, they panic.

The Library has a fire alarm system and it is professionally monitored. While it should alert the local fire department, the supervisor on site should call the local fire department also as a back up.

Fire extinguishers are located in the Boardroom and next to the copy machine. These are inspected annually by professionals. Staff should familiarize themselves with their location and basic use.

Personnel should immediately direct any patrons out of the building to a designated area a safe distance from the fire: Please gather with any patrons at the parking lot at the Catholic Church (directly across the street) for a head count.

If possible, all rooms should be checked for patrons or staff before exiting.

Medical Emergencies

See Narcan and AED policies.

Note that some minor first aid supplies are available in the Director's office in the cabinet above the sink. We do NOT dispense medicines to patrons, other than the emergency use of Narcan.

Good Samaritan Policy

Staff at the Library is not under a duty to perform in medical emergencies, other than to call 911. However, we encourage staff to be educated and help out those in need as they are able.

As such, it is noteworthy that:
"Under Illinois Law § 745 ILCS 49/67, The General Assembly has established numerous protections for the generous and compassionate acts of its citizens who volunteer their time and talents to help others. This applies to to staff applying first aid, Narcan, the use of the AED or CPR. Under this law any person shall not, as a result of his or her acts or omissions, except willful and wanton misconduct on the part of the person in providing the aid, be liable to a person to whom such aid is provided for civil damages."

h. Physical Safety

i. The Library shall be staffed with a minimum of two employees at all times. The Library will remain closed to the public until both employees are present.

ii. Staff should remove themselves and notify the police immediately if they feel their personal safety is being threatened.

iii. Staff should leave the building at night together.

iv. Staff should report any unsafe work environments (lighting compromised in the parking lot, ice, etc.) to the Library Director. The Library Director will seek immediate remedy.

v. Staff should be aware of all alarm systems and locations of trigger mechanisms.

vi. Personal wearable alarm is given to each staff member on a keychain. This creates a sound disturbance if pushed.

vii. Routine maintenance and testing of alarms will be conducted per manufacturer's recommendations.

i. Security Camera Policy

Security Cameras

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the library's Code of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

1. Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the library's Code of Conduct. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, areas prone to theft or misconduct, and areas where money is stored or handled.
3. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
5. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Bement Public Library District is not responsible for loss of property or personal injury.
6. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 20 days. As new images are recorded, the oldest images will be automatically deleted.
7. Regarding the placement and use of the digital recording cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.
8. Cameras are not installed, nor will they be used, for the purpose of routine staff performance evaluations.

USE/DISCLOSURE OF VIDEO RECORDS

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the library's Code of Conduct is restricted to administrated staff.
2. Those designated staff members may also have access to real-time images, viewable on desktop monitors placed in secure areas to ensure private access. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to give assurance that the system is working or to ascertain if footage is available relative to a specific incident.
3. Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.
4. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.
5. Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the library Code of Conduct.
6. In situations involving banned patrons, stored still images may be shared with staff. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images will be archived in the director's office.
7. A log will be maintained with name, date, time, and reason for all viewing access including proper maintenance of system, investigation of an incident, pursuant to a subpoena, etc.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

1. Confidentiality and privacy issues are important to the library. The general public will not be allowed access to the security camera footage unless approved by the director or required by applicable law.
2. A breach of this policy may result in disciplinary action up to and including, dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the executive director of the breach.

DISCLAIMER OF RESPONSIBILITY

A copy of this policy may be shared with any patron or staff member upon request.

Questions from the public may be directed to the director.

The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

j. Health safety

The Bement Public Library will follow the guidelines of the Piatt County Health Department and the CDC regarding any specific pandemic outbreaks or other urgent health concerns. We recognize that recommendations change quickly as knowledge is gained and reserve the right to update our policies on health issues and interventions as local, state, and federal agencies' recommendations warrant. Public safety and the safety of our employees is our primary concern.

k. Performance Reviews

i. The Library Director will receive performance reviews on the following schedule:
   - 3 months after hire date.
   - Annually thereafter.
   - And at the Board's discretion.
   - It is up to the discretion of the Library Director to solicit anonymous reviews by his/her staff. These shall be submitted to the Board for their review and to assist in the Board's appraisal.

ii. The Staff will receive annual performance reviews by the Library Director. The Library Director can then make bonus or merit increase recommendations to the Board based upon these reviews as well as current wage rates and cost of living.

l. Discipline Policy

Although the immediate purpose of disciplinary action is to correct unacceptable behavior, it is also intended that discipline be viewed as an opportunity to help employees strengthen their work performance and achieve personal growth in the work environment.

Examples of behavior that is subject to disciplinary action, up to and including dismissal are listed below. This is not meant to be a complete list but to illustrate the kinds of actions that are considered to be inappropriate and detrimental to safe and effective library operations.

1. Insubordination or failure to carry out a supervisor's request or to comply with prescribed work rules, guidelines or procedures.
2. Unexcused absence, excessive or chronic absenteeism or tardiness, refusal or failure to work scheduled or assigned hours, over-extending rest or lunch breaks or abuse of leave privileges.
3. Theft, loss, destruction or unauthorized use of library property, including excessive use of library telephones or other equipment to conduct personal business.
4. Willful and/or recurring use of library equipment or resources for purposes, or in ways, that are inconsistent with any of the provisions articulated in the library's policies.
5. Any act of recklessness or poor judgment that endangers the safety, health or well-being of a library patron or another employee.
6. Violence, threat of violence, disorderly conduct of a criminal nature or use of abusive or obscene language while on duty or on library property.
7. Falsification of library information, reports or other documents, including work and payroll records.
8. Failure to perform the duties of the position.
9. Abuse of staff borrowing privileges.
10. Any breach of other rules and regulations set forth within this handbook or within other library policies, or considered necessary for the orderly administration and operation of the library.
11. Failure to comport oneself in a manner that reflects well on the library at work or whenever representing the library at a conference or event, no matter the location.

General guidelines as to the types of discipline that may be imposed are provided below. The discipline administered will depend on the circumstances in each case. A supervisor is not necessarily required to go through all the disciplinary steps described. Depending on the severity of the employee's behavior, discipline may begin at any step in the process, including immediate dismissal. The progressive disciplinary steps and the failure to follow the steps in every situation does not in any way create a contractual right to continued employment.

Verbal Warning: In some situations, the supervisor may determine that the most appropriate first step is to discuss problem behavior with the employee. This discussion shall constitute a verbal warning, documentation of which will be placed in the employee's personnel file.

Written Warning: The next level of discipline is the written warning, which the supervisor may issue after a verbal warning has been given but the employee fails to correct the problem, or in lieu of an initial verbal warning if the employee's problem behavior is severe enough. A written warning constitutes a formal reprimand. Written warnings may be accompanied by a Performance

Improvement Plan (PIP). The employee may be asked to acknowledge receipt of a written warning by signing the library's copy; refusal to sign will be noted. The employee may submit a formal response which will be kept on file with a copy of the reprimand.

Final Warning: With the advice and consent of the Library Director, a supervisor may issue a final warning, which is similar in nature to a written warning but clearly informs the employee that failure to take immediate action to correct a problem will result in dismissal. An employee may receive a final warning without any previous verbal or written warnings if the behavior in question is especially detrimental to the library.

Suspension: At the discretion of the Library Director, a final warning may include a suspension of up to five working days. A suspension, which is defined as specified time off without pay, is viewed as time away from the work environment for the employee to reflect upon the employment relationship in general, to consider the seriousness of the circumstances which led to disciplinary action and to formulate a plan to correct the problem.

Dismissal: The final step in the disciplinary process is dismissal. The Library Director may dismiss any employee whose behaviors or attitudes conflict with the policies, rules and practices of the library or who fails to respond acceptably to the disciplinary measures described above.

However, as noted above, employment at the library is employment-at-will and as such may be terminated at the will of either the employer or the employee at any time, and for any reason, with or without cause or notice.

Employees are responsible for the return of all library property in their possession. Failure to return library property is a crime and could result in a misdemeanor or felony charge, depending on the value of the property.

m. Whistleblower Protection

A whistleblower as defined by this policy is an employee of Bement Public Library who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Director or the Board of Trustees.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

The library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm.

Any whistleblower who believes they are being retaliated against must contact one of the above individuals immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director who is responsible for investigating and coordinating corrective action, or their designee, in the event they are the accused. Employees with any questions regarding this policy should contact the Director.

n. Non-Discrimination and Anti-Harassment Policy

Bement Public Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the library will not tolerate discrimination against or harassment of anyone, including any supervisor, employee, vendor, patron, contractor, board member, or other regular visitor of the library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Discrimination Discrimination consists of employment actions taken against an actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is (or is perceived to be) a member of a protected group.

Harassment Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is actual or perceived protected status such as race, color, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The library will not tolerate harassing conduct that affects tangible job benefits, interferes or offensive working environment. The conduct forbidden by this policy specifically includes, but is not limited to: (a) protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of their protected status.

Sexual Harassment Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where: 1. Submission to such conduct is made either explicitly or implicitly a term or condition 2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individuals; or 3. Such conduct has the purpose of affecting work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to: 1. Uninvited sex- demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature; 2. Displaying sexually explicit objects, photographs, writings, or drawings; 3. Unwelcome touching, such as patting, pinching or constant brushing against; 4. Suggesting or demanding sexual involvement of another individual, whether or not such suggestion or demand is accompanied by implicit or explicit threats. Note: even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

Investigation Procedure Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to their supervisor. If the supervisor receives a complaint of harassment or discrimination, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Library Director. The Director shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant

and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

The Director will keep the Board appraised of any reported incidents and the results of the investigation.

If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Board, who will review the investigation report and make a final decision. The Board may conduct further investigation, if necessary. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the library policy. The Board will investigate allegations of misconduct and take corrective action when this conduct has occurred. A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including termination.

The Library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

Retaliation Prohibited Reporting harassment or discrimination or participating in an investigation will not retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of Page 8 of 108 the Civil Rights Act of 1964, and library policy. Any individual who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination.

Resolution Outside The Library The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. A complaint must be filed with the IDHR or the EEOC within 300 days of the alleged incident(s) unless it is a continuing offense.

Contact Information Illinois Department of Human Rights (IDHR) Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953 Springfield: 217-785-5100; TTY: 866-740-3953 Illinois Human Rights Commission (IHRC) Chicago: 312-814-6269; TTY: 312-814-4760 Springfield: 217-785-4350; TTY:

217-557-1500 United States Equal Employment Opportunity Commission (EEOC) Chicago: 800-669-4000; TTY: 800-869-8001

Anti-Bullying The library prohibits acts of bullying and has determined that a safe environment is necessary for employees to be successful and productive. Bullying, like other forms of harassment, prevents employees from positively contributing to the library on a day-to-day basis and the library from successfully carrying out its mission.

Bullying criteria: is directed at one or more employees; substantially interferes with work/prevents work from being accomplished; and adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include but are not limited to: spreading malicious rumors, gossip, or innuendo about another employee excluding or isolating someone socially intimidating a person undermining or deliberately impeding a person's work physically abusing or threatening abuse; withholding necessary information or purposefully giving the wrong information; assigning unreasonable duties or workload which are unfavorable to one person (in a way that creates unnecessary pressure); criticizing a person persistently or constantly belittling a person that suggests the person is incapable of forming an educated opinion or that the important as compared to others); tampering with a person's personal belongings or work equipment.

All employees have a responsibility to stop bullying in the workplace. Employees are encouraged to report acts of bullying to the appropriate person as described below.

An employee who believes they have experienced or witnessed bullying is encouraged to report the incident as soon as possible to the Library Director. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. A prompt, thorough, and complete investigation of each alleged incident will be conducted. The library prohibits reprisal or retaliation against any person who reports an act of bullying. The library prohibits any person from falsely accusing another as a means of bullying. An employee found to have violated this policy may be disciplined up to and including termination of employment.

Section VII: Displays and Exhibits

The Bement Public Library is delighted to provide space, as available, for timely, educational, historic and/or artistic displays. Of particular interest is local themes, authors, artists, history. Displays and exhibits should be appropriate for general public viewing, and will not usurp exhibits sponsored directly by the Library.

Arrangements for such displays are made through the office of the Library Director. Please note the following stipulations:

A. Space
   As space is limited, only temporary displays (30 days suggested) may be used at the discretion of the Library Director.

B. Responsibility
   All materials displayed in the Library will be given reasonable care and protection within the general operation of the Library, but the Library and Board does not assume responsibility of the organization or individual providing the display or exhibit.

C. Sign off
   Signature on this statement releases the Library from responsibility.

_____

Name

_____

Date

o. Response to Law Enforcement Presence on Library Grounds

We have an obligation under Illinois State Law to guard the confidentiality of patron records, and to ensure the safety and wellbeing of all our patrons. Towards that end, if Law Enforcement (any branch) enters our building, we want to respond in a professional, clear, consistent and courteous way to ensure that both patron and legal needs are met.

The only person who is authorized to speak on behalf of the Library to unsolicited law enforcement agents is the Library Director or, if unavailable, the Board President. Staff members have the right to remain silent and should exercise that right. When computer access or documents are requested, staff should respond "I am not authorized to give you that information. I will call the director who can assist you."

Law enforcement has a reasonable expectation to enter any public space. Non-public (or private) space is clearly designated by signs which read "Staff only". This includes the offices, mechanical/server room, closets, and behind the circulation desk. Staff must state clearly that the space is private and not open to the public, and that they have not been given consent to access that space. Staff are NOT to bodily prevent an officer/agent from entering private space or arresting an individual.

All data is confidential and protected by law. Law enforcement must produce a court order, warrant, or subpoena to access private computers or data. Your library director is trained to read these subpoenas and orders and should retain a copy of the request for our records. Any interaction in public space can be videotaped. Staff should document what is happening. Documentation includes:

- Date and time arrived and departed
- Agencies involved
- Names and badge numbers of officers
- Documents presented
- Employees present and other witnesses
- Contact people called
- Items seized
- People arrested

In the state of Illinois, state and local law enforcement do not have any official role in immigration enforcement per the Illinois TRUST Act. Any TRUST Act violations should be reported to the Attorney General's office.

The Civil rights hotline is: 877/581-3692 or civilrights@ilag.gov

Section VIII: Programming and Public Meetings

Programming Policy

The purpose of library programming

Bement Public Library District offers a variety of educational and cultural programs in accordance with its mission and strategic plan. We offer programs that:

- Present educational, cultural and recreational opportunities
- Reflect community needs and interests
- Increase awareness and use of library resources and services
- Attract new patrons
- Promote discovery, enrichment, collaboration, and the exchange of ideas
- Foster a sense of community, compassion, and curiosity

Programs may include, but are not limited to: discussions, exhibits, movie screenings, performances, presentations, story times, and workshops. Library programs may take place at the library, off-site, online, or in a hybrid format.

Programming selection and design

Ultimate responsibility for program selection and design rests within the DIrector who operates within the framework of policies determined by the Board of Trustees. The Director determines the budget, guidelines, and organizational structure of the staff who coordinate, plan and deliver programs. The Children's Programming Coordinator oversees, coordinates, and delivers library programs geared for youth and children. Other staff members may be designated by the Director for development and delivery of programs for specific audiences and topics. The library may also contract or partner with outside organizations or persons to deliver programs.

Staff may propose programs and evaluate programs using a variety of factors including (but not limited to):

- Connection to the library mission and strategic priorities
- Interests and needs of the community, as well as topics of local, state, and national interest
- The suitability of the program for the intended audience
- Presenter background and qualifications in content area (expertise and public performance experience)
- The quality, accuracy, and timeliness of the program
- Availability of library resources, including staffing support, budget and space
- Availability of equitable programming elsewhere

Charges

Library programs are available free of charge. Library programs are not commercial in nature. This includes, but is not limited to, free programming offered with the intent of soliciting advertising to future customers. Library programs are to be information-based and free of solicitations, sales pitches, or proselytizing.

Selling at library programs

At the discretion of the Director, authors, visual artists, music performers or professional performers or presenters booked by the library may be permitted to offer books or other merchandise for sale as part of the library program, but admittance into the program is not dependent on the possession of purchasing of a presenter's product. Presenters are solely responsible for any taxes applicable to such merchandise sales, and handle these sales themselves without staff involvement.

Partnership

The library may offer programming in partnership with other community organizations. The booking of a presenter or performer, or library sponsorship of or collaboration on a program, does not constitute in any way an endorsement by the library of the program content or the views expressed by the participants or speakers.

Library cardholders booking the meeting room at the library does not constitute a library-sponsored program.

Community members and presenters may submit program suggestions or proposals, which are considered using the above factors. Library staff reserve the right to determine which programs and events are scheduled.

Participation in library sponsored programs

Registration

Registration may be required for certain programs. A Bement Public Library card is not required to register for programs.

Registration information will not be shared with any third-party presenters/vendors unless the registrant gives their express consent.

Limits to attendance

In some cases, the nature and success of a program may require a limited attendance based on age, especially programs intended for audiences with specific developmental needs. Library staff may establish restrictions for specific programs based on age, grade, or other relevant factors. This information is included in publicity about such programs. In no case will attendance of a program be limited because of the content of the program.

When safety or the success of a program requires it, attendance at the library program may be limited. The library reserves the right to limit attendance for a library program at its discretion.

Waivers

Depending on factors such as the type of activity or location of the event, some programs may require signed waivers for participation in all or part of an event.

Patron Code of Conduct

All participants are expected to adhere to the Bement Public Library's Patron Code of Conduct. Participants who are disruptive may be asked to leave the program. The library reserves the right to suspend or revoke permission to attend library programs for violation of library policies, rules, or regulations.

Intellectual Freedom

The library supports the principles of intellectual freedom and the individual's right to have access to ideas, information and perspectives representing multiple points of view. The library's commitment to intellectual freedom extends to its programming by welcoming a broad spectrum of opinions, viewpoints, and ideas.

Library staff actively seek to offer a variety of programming options representing a diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity of the community.

Programs are informational in nature and offering programs on topics that may be deemed personal, political, or religious in nature does not constitute an endorsement of the program content or the views expressed by the participants or speakers. The library may offer programs that meet the needs of the community even when they may present views contrary to the personal beliefs of staff members, library trustees, community organizations, or individuals.

The library affirms and supports its patrons' freedom and responsibility to choose which programs they attend according to their needs, individual tastes, and/or family values. Patrons are not permitted to restrict or interfere with other patrons' freedom to attend programs in any way.

Meeting Room/Boardroom Usage

The Bement Public Library Board of Trustees has made the multi-purpose meeting room (Boardroom) available to the people of the Village of Bement, IL. Educational, civic, cultural, and public information meetings are welcome. Seating capacity is limited to a group of 15 persons. All groups are subject to the following regulations;

A. The meeting room may be scheduled by an adult group for a day or night meeting, with programs sponsored by the Library taking precedence. Youth groups must be accompanied by an adult who must sign the policy contract and assume responsibility.
B. Scheduling use of the room must be done at least 5 days in advance with the Library Director during regular hours.
C. No fee will be charged for the use of the room for a day meeting during regular Library hours, however a $50 deposit will be required. Evening meetings have a fee of $20 per hour. The $50 refund can be picked up pending assessment of cleaning/damages. Renter must pay for any damages incurred during the use of the room.
D. The room must be left in the condition in which it was found: mini kitchen cleaned, trash bundled, chairs put back, etc.
E. Smoking and alcoholic beverages are not permitted on the premises.
F. The Library is not responsible for any materials or equipment left in the room.
G. Users shall pay the cost of any repairs or damages to the room that exceed the deposit amount.
H. The fact that a group is granted use of the room in no way constitutes endorsement of the Library of the policies or beliefs of that group. The room may not be used for profit-making purposes, and no admittance fee may be charged.
I. Requests for use of the room should be made as early as possible to assure availability and to settle any questions that may arise. Any questions not defined in this policy shall be answered at the discretion of the Library Board at its regularly scheduled meeting.
J. Failure to abide by the rules will result in cancellation of or refusal of future reservations.

I understand that it is my responsibility to see that all of the above regulations are followed.

_____
Name of Group

_____
Signature of Responsible Party

_____
Date

_____
Date and time of reservation

Section X: Materials Selection Policy

A. Criteria for selection

The criteria which are used, where applicable, in materials selection are listed below in alphabetical order:

- Appropriate physical format
- Artistic excellence
- Award winning or ‘classic’ titles
- Contemporary or historical significance
- Current interest
- Entertaining presentation
- Favorable reviews in reviewing sources
- Inclusion in indexes or bibliographies
- Intended age and reading/listening/viewing level
- Patron requests
- Price
- Relation to other materials in order to maintain impartial but comprehensive collection
- Scarcity of materials on a subject/author/performer
- Subject area and collection development value
- Technical quality
- Value as source/reference materials

B. Types of Materials provided by the Bement Public Library

Materials currently provided for Library Patrons include hardback books, paperbacks, sound recordings, video (DVD and Blu-Ray), magazines, newspapers, audio books, and microforms. As additional Patron needs are recognized and technology develops, the Library will accommodate as we are able.

C. Responsibility for Selection

The Board of Trustees of the Bement Public Library delegates the Library Staff to suggest titles for consideration with the Library Director bearing the final responsibility for the selection of the Library’s materials.

D. Method of Selection

Reviews published in professional, literary, or general periodicals are used as the primary basis of selection, however Patron requests (including those made by the Bement School District based on curriculum needs) will also be seriously considered.

E. Gift Materials

a. The library encourages and accepts gifts with the understanding the gifts of materials will be added to the collection only if they meet the same standards required of purchased materials. Gift materials which do not meet those standards, are out-of-date, are unneeded duplicates, or are in a format unsuitable for Library use may be sold, exchanged, or recycled. Gift items may be marked with an appropriate book plate. A letter for tax purposes will be sent to the donor if requested at the time of donation. Wherever a gift is no longer needed or useful, it will be disposed of in a manner as materials purchased.

b. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection. The only form of memorial identification will be a gift book plate.

F. Withdrawal of Materials (AKA ‘weeding’)

The Library’s collection is one that is intended to be active, useful and circulating. The criteria for discarding materials are continuing accuracy, historical significance, frequency of use, physical condition, and relevance. Replacements and updated editions are purchased when warranted.

G. Anti-Censorship Policy

The Bement Public Library District is committed to providing free and open access to information, ideas, and expressions of all perspectives. Intellectual freedom is essential to the democratic principles of our society and we recognize the inherent authority of the library to preserve and make available all expressions of knowledge and creativity. We also understand that censorship, the suppression of ideas or information, undermines these principles and ultimately harms our community.

The Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a

person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The Library supports intellectual freedom and has adopted the following statement as policy: ALA Freedom to Read Statement, ALA Library Bill of RIghts, and the “Freedom to View” statement of the American Film and Video Association.

To that end:

- The Library will not remove or restrict access to any materials in our collection based on personal, political, or religious beliefs, or on the grounds that the content is controversial or offensive to some.
- The Library does not endorse or promote the ideas, opinions, or viewpoints expressed in any materials in our collection. Rather, we believe that our patrons have the right to access a diversity of perspectives and to form their own opinions based on their own critical analysis.
- The Library will resist any attempt to censor or restrict access to our collection, whether it comes from individuals or organizations within or outside of the Library.
- We uphold the American Library Association’s Bill of Rights, which states that “Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.”
- The Library Board and Staff reserve the right to place materials in the age section we deem appropriate based on the content of the materials. This decision will be made based on publisher recommendations, professional judgment, and consideration of age appropriateness of the content, as well as the potential interest and needs of our patrons.
- If patrons object to specific material in our collection, we encourage them to express their concerns and engage in respectful dialogue with library staff. We will provide access to alternative materials that may address similar topics or themes. Formal requests for reconsideration may be made only by registered patrons, and shall be made in writing (form provided) and given to the Library Director for a written response. Appeals are directed to the Board for their final decision.

The Library believes that intellectual freedom is a fundamental right of all individuals and that access to information is essential to the functioning of a democratic society. We affirm our commitment to upholding these values and to serving the needs of our diverse community.

H. Public Records Request/FOIA Policy

A brief description of our public body follows.

1. The Bement Public Library District serves to provide the district's citizens and families with a warm, welcoming environment created and maintained to enrich lives with a variety of publications, resources and tools for achieving intellectual, personal, and professional growth. The library is dedicated to advancing literacy and fostering life-long learning.

2. Organizational Chart is attached (page 3).

3. The total amount of our operating budget for FY25 is $162,618. Funding sources are property and personal property replacement taxes, state and federal grants, fines, fees, and donations. Tax levies are:
    a. General Operating Expenses
    b. Building and Maintenance (for maintenance of the building and grounds)
    c. Audit
    d. Liability Insurance (for insurance premiums, risk management, attorney's fees and related expenses, unemployment and workers' compensation insurance)
    e. Social Security
    f. Medicare

4. The Library is located at 349 S. Macon Street, Bement, IL 61813.

5. We have the following number of employees:
    a. Full-time: 0
    b. Part-time: 5

6. The following organization exercises control over our policies and procedures: The Bement Public Library Board of Trustees, which meets monthly on the 3rd Tuesday of each month at 5:30 pm in the library boardroom. Its members are:
    a. Mary Postlewait, President
    b. Jerry Watzlawick, Vice President
    c. Connie Kinsella, Secretary
    d. Kenneth Wright, Treasurer
    e. Gail Wright, Trustee
    f. Bill Gallagher, Trustee
    g. Jill Lawson, Trustee

7. We are required to report and be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are:
    a. State Librarian (Secretary of State), Alexi Giannoulias
    b. Director of State Library, Greg McCormick
    c. Various other staff.

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

1. Use the request form (see attached).
2. Your request should be directed to the following individual(s): Jerry Watzlawick, FOIA Officer [1] or Donna Techau, Director.
3. You must indicate whether you have a "commercial purpose"[2] in your request.
4. 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.
5. To reimburse us for actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    a. There is a $1.00 charge for each certification of records.
    b. There is no charge for the first fifty (50) pages of black-and-white text, either letter or legal size.
    c. There is a $0.15 per page charge for copied records in excess of 50 pages.

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 will be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

The office will respond to a written request within five (5) working days [3] or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.

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

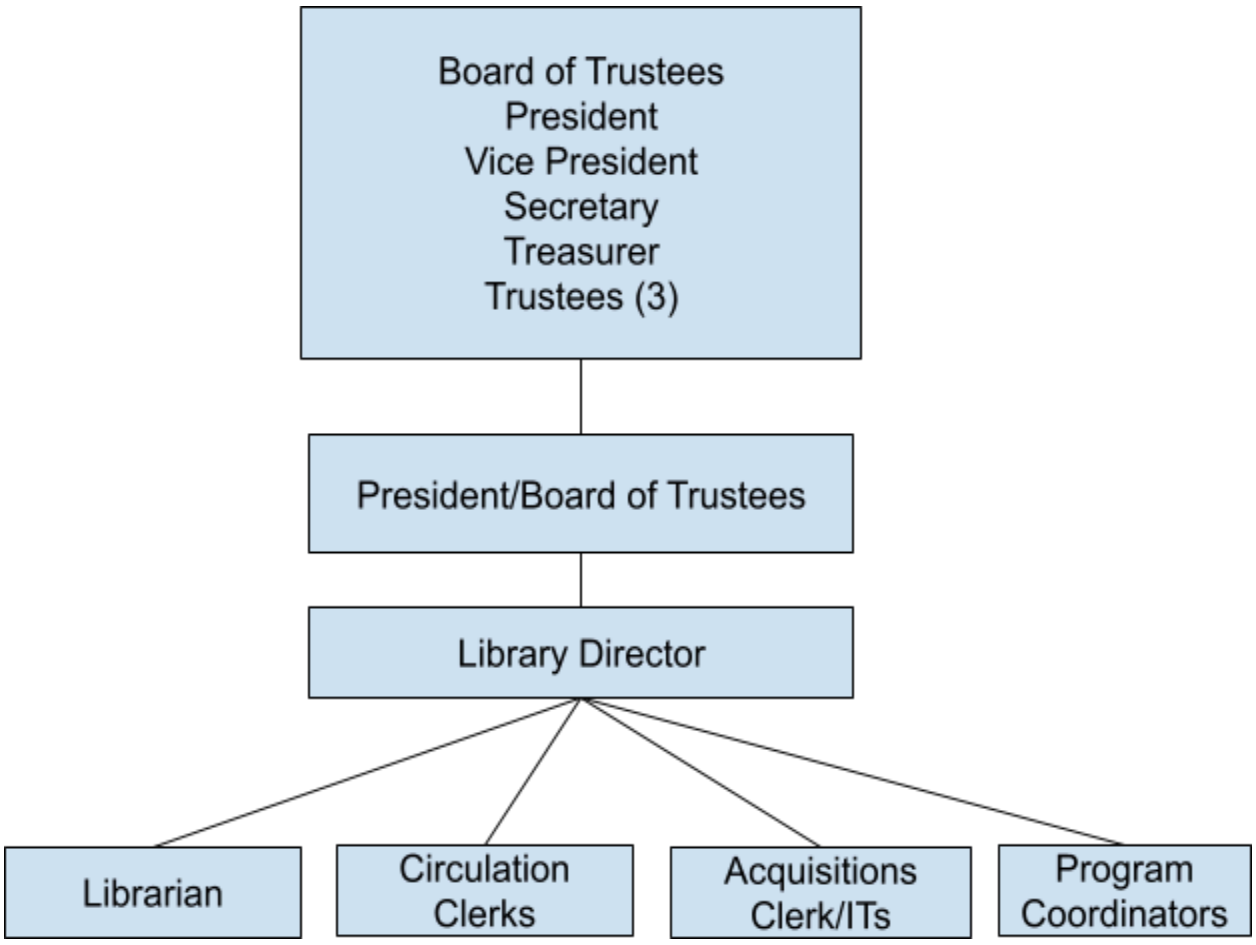
Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

Monthly financial statements
Budget and Appropriation Ordinances
Levy Ordinances
Operating Budgets
Minutes of the Library Board of Trustees
Library Policies
Annual Reports to the Illinois State Library

Footnotes:

1. PA 96-542 requires the FOIA designated officer(s), and there can be multiples, must be "trained" with the online training program developed by the Illinois Attorney General's office and tested as well, within six months of the effective date and annually thereafter, and within 30 days of any new appointment.
2. "Commercial purpose" is defined in the Act as "the use of any part of a public record or records of 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 dissemination of news, articles or opinions of public interest or research or education.
3. 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 for prepayment; or provide the documents requested.

I. Bement Public Library District Organizational Chart/Seven Member Board



Bement Public Library District Freedom of Information Request

Requestor's Name (or business name if applicable)
Date of Request
Phone number
Street Address
City, State, Zip code
Certification requested: Yes _____ No _____
Description of Records Requested:
Is the reason for this request a "commercial purpose" as defined in the Act? **Yes _____ No _____**

Approved	( ) The documents you requested are enclosed. ( ) You may request the records at _____ on the date of _____. ( )The documents will be made available upon payment of copying costs of $_____. ( ) **For "commercial requests" only**: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
Denied	( ) The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act. We are unable to negotiate a more reasonable request. ( ) The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individuals 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 Street, Springfield, IL 62705 **OR** you have the right to judicial review under Section 11 of FOIA. ( ) 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 this 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

Section XI: American Library Association Statements

The Library Board adopts as part of its policy the following American Library Association Statements.

I. 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. Material should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Amended February 2, 1961, June 27, 1967, and January 23, 1980,
by the ALA Council.

II. Challenged Materials

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the LIbrary Bill of Rights, and which is approved by the appropriate governing authority.

Challenged materials which meet the materials selection policy of the Library should not be removed under any legal or extralegal pressure. The Library BIll of Rights states in article 1 that "Materials should not be excluded because of the origin, background, or view of those contributing to their creation;" and in article 2, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally

protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searching on the challenged expression before it can be suppressed. An advisory hearing is part of this procedure.

Therefore, any attempt, be it legal or extralegal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

III. Freedom to Read

One of the more widely known documents supporting intellectual freedom is the "Freedom to Read Statement", issued jointly by ALA and the Association of American Publishers. Following is a summary of its important concepts:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book 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 with any book the prejudgement of a label characterizing the book or 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 taste upon the community at large.
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, book men can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good idea.

IV. Freedom to View

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

1. It is in the public interest to provide the broadest possible access to films and other audio-visual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide films and other audio-visual materials for our audiences, which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraints of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Addendum

7/21/2021 Added Lamination fees and Juneteenth as a holiday.

11/16/2021 Clarified language and removed “Township” from the reference to the Bement Public LIbrary District.

12/21/2021 Updated with the Non-Discrimination and Anti-Harassment Policies, the De-Escalation policy, the Disciple policy, the Networking, Outreach and Engagement Policy, the Emergency Policy, the Technology Lifecycle Plan, the Capital Asset Plan, and the Whistleblower policy.

03/15/2022 Added Video Surveillance Policy, and Patron Confidentiality Policy.

06/21/2022 Added Capital Asset Planning Policy and the updated leave policy.

07/20/2022 Added bereavement leave time to the Leave section.

04/18/2023 Revised Anti-Censorship Policy and removed the form for reconsideration to be placed on G-Drive for staff access.

07/18/2023 Added the Travel Reimbursement Policy.

11/14/2023 Added the Paid Leave for All Workers policy and updated the language of the Bereavement Leave policy.

01/16/2024 Director’s Compensation Package added.

11/19/2024 Added Public Records Request/FOIA Policy.

01/21/2025 Revised Inclement Weather Closure Policy

02/25/2025 Updated Job Descriptions with Org Chart..

04/15/2025 Added Response to Law Enforcement Presence on Library Grounds

10/22/2025 Correct hours and typo

01/30/2026 Updated fees for printing/faxing/copying. Updated Org Chart.

05/22/2026 Updated Job Description (Librarian); Unattended Children Policy, Food in Library (Conduct), and Internet Outage policy.

10/27/2026 Added Programming Policy