



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

630 969 5625

westmontlibrary.org

Providing the community with the keys to lifelong learning.

PUBLIC NOTICE

The Westmont Public Library will hold its Bylaws and Policy Committee meeting of the Board of Trustees on Tuesday, January 15, 2019 at 6:00 P.M. at the Westmont Public Library, 428 North Cass Avenue, Westmont, Illinois 60559

Agenda

- (1) Call to Order
- (2) Roll Call
- (3) Pledge of Allegiance
- (4) Open Forum
- (5) New Business
 - a. Review of the Review of the Borrower Registration Policy
 - a. Review of the Volunteer and Community Service Policy
 - b. Review of the Public Use of the Internet Policy
 - c. Review of the Ethics Act Resolution
 - d. Discussion of the next policy revision assignment for April 2019
- (7) Adjournment

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact Ms. Julia Coen, Library Director, Westmont Public Library, Westmont, Illinois, 60559; Telephone (630) 969-5625 x 221 or email jcoen@westmontlibrary.org, within a reasonable time before the meeting.

All interested persons in attendance will be allowed to express their views in accordance with policy.



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Borrower Registration Policy

Purpose

All residents and organizations who pay property taxes to the Westmont Public Library are entitled to a **free** library card. The purpose of this policy is to identify the different types of library cards and ensure access to **the Westmont Public Library** for all taxpaying residents and organizations. The Westmont Public Library abides by all laws, rules, and regulations issued by the State of Illinois with regard to the issuing of library cards.

Guidelines

The person applying for the card accepts responsibility for all items borrowed with the library card and may be required to reimburse the library for lost or damaged items, or for fines or fees incurred on the card. Patrons who authorize other users, or share their cards with others, will still be held responsible for all items checked out using their card. Lost, stolen, or suspected unauthorized use should be reported immediately. The library will not issue cards to patrons with unpaid bills at another SWAN library. At the time of registration for library privileges, the applicant will be asked to provide the following information: name, address, telephone number and/or email address, and birth date. Children under the age of 18 must have a parent or legal guardian sign the application for a library card and agree to accept financial responsibility for all materials borrowed on the minor's card.

Types of Cards

~~Westmont~~ Residents of the Westmont Public Library taxing district

To receive and maintain a borrower's card, residents of Westmont must present proof of residency within the **~~Village of Westmont~~** boundaries of the **Westmont Public Library taxing district**. An Illinois Driver's License or an Illinois State Identification Card with a valid Westmont address will suffice in most cases. If the above identification is not available, then a recently dated piece of official mail with the applicant's **name and** current address must be presented. Library cards will be valid for three years or until the patron no longer owns or rents property in **~~Westmont~~ the library taxing district**.

Non-Residents

For a fee, a non-resident library card will be issued with full privileges for a household in unincorporated areas where Westmont Public Library is the closest public library or where taxes are paid to the local school district. The fee for a library card for a non-resident household is based on the tax bill method which uses the same multiplier as tax paying residents. Applicants should present their current tax bill and acceptable identification as described above. Non-resident renters will be assessed 15% of one month's rent and must present a copy of their lease to obtain a card. Such cards will be valid for one year.

Temporary Residents

Temporary residents may obtain a ~~free~~ library card with a shortened renewal period. Identification and proof of address in Westmont are required. In most cases, a lease agreement or hotel bill are considered acceptable proof of residence.

Westmont Businesses

Persons who operate a business within the boundaries of the ~~Village of Westmont~~ Westmont Public Library taxing district are entitled to a business library card. Applicants ~~should~~ must present ~~their lease or proof of proof that their business is located in Westmont boundaries within the library taxing district.~~ Such proof may include a tax bill or a business license. ~~Such~~ Business cards will be valid for three years or until the business no longer pays taxes to the library.

Reciprocal Borrowers

The Westmont Public Library will honor any current library card in good standing, from a Reaching Across Illinois Library System (RAILS) library or from any public library having reciprocal borrowing agreements with RAILS or with the Westmont Public Library. To register as a reciprocal borrower, the borrower must present a current and valid card from his/her home library. Registration will be valid ~~for one year or~~ until the expiration of the reciprocal borrower's card at his/her home library, ~~whichever is earlier.~~



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Volunteer and Community Service Policy

Purpose

The purpose of the Volunteer and Community Service Policy is to provide guidelines to library staff and individuals who volunteer or provide unpaid service at the library so they can work together to provide excellent service for the residents of Westmont.

Definitions

Volunteer: any individual, in 6th grade or older, who assists with work done at the Westmont Public Library, without remuneration.

Community service worker: any individual who, subject to staff approval, performs unpaid assignments at the Westmont Public Library to meet a requirement set by an outside agency for the performance of community service.

Guidelines

Volunteers must complete a Volunteer Application and Availability Form and the interview process. Community service workers must complete an interview process and will be assigned in accordance with outside agency requirements and staff discretion. Staff will then determine selection, placement, scheduling, and training of volunteers and community service workers. Applicants will be placed on the schedule if a project matches their qualifications or interests. If there are no suitable opportunities, application forms will be kept on file for a period of six months. This policy does not constitute a contract between the library and a volunteer or community service worker; therefore both the individual and the library have the right to discontinue the individual's service at any time.

The following guidelines are in place to clarify the roles and expectations of the library and the individual providing service.

- it is the library's responsibility to provide training and supervision to the volunteers and community service workers
- volunteers and community service workers will not replicate a major portion of a paid staff member's job description
- volunteers and community service workers are not covered by library insurance, including Worker's Compensation
- volunteers or community service workers who are family members of library staff may not be placed under the direct supervision of their family member
- the Fair Labor Standards Act (FLSA) prohibits individuals currently employed by a public agency from volunteering for the same organization

Volunteers and community service workers will:

- upon request, provide references and submit to a criminal background check

- provide written permission from a parent or guardian, if under 18 years old
- work when supervisors are readily available during regular library hours of operation
- meet the needs of the library at any given time and commit to a consistent schedule of hours
- agree to abide by the library's Confidentiality of Library Records Policy, as well as all other relevant library rules and policies
- contact library staff before the assigned shift if they will be absent or tardy



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Public Use of the Internet Policy

Purpose

The Westmont Public Library provides access to a broad range of information resources, including those available through the internet. This service is made available as part of the library's mission to provide patrons with the keys to lifelong learning. The purpose of the Public Use of the Internet Policy is to set guidelines for internet use while ensuring patrons have access to an important source of information and communication.

Internet Access

Library patrons have the right to equitable access to library resources including computers and internet access. The library board has adopted the American Library Association's Library Bill of Rights and endorses an individual's right of access to information. As such, the library does not filter its computers. Library patrons have the right to confidentiality in the public use of the internet to the extent possible given proximity of other patrons, staff, and multiple patron use of workstations.

User Agreement

By using internet and/or wireless services through the library, users agree to abide by the Public Use of the Internet Policy as adopted by the Westmont Public Library Board of Trustees. All users are expected to access and use the internet in a lawful and responsible manner. Violations of the library's policy and procedures may result in the loss of access privileges and may also be subject to prosecution by local, state, or federal authorities. Examples of prohibited activities include but are not limited to:

- use of internet in any way which violates a local, state, or federal law including copyright law
- use of internet for any purpose which results in the harassment of other users
- viewing pornography, which is considered by most people to be inappropriate for a public setting where minors may be present
- destruction of, damage to, or unauthorized alteration of the library's computer equipment software or network security procedures
- propagation of malicious software
- installation of software on library computers
- use of internet in any way which violates licensing and payment agreements between the library and network/database providers

Furthermore, by using the internet services through the Westmont Public Library, users agree that the library will not be held responsible for:

- any indirect, consequential, special, or punitive damages or losses which may arise in their use of the internet

- accuracy, appropriateness, or suitability of any materials or information retrieved, displayed, or printed
- the loss or corruption of a patron's files or damage to devices

Children and Public Use of the Internet

As with library materials, restriction or regulation of a child's access to the internet is the right and responsibility of the parent or legal guardian. The Westmont Public Library supports the right of all library users to access information. However, because the library recognizes that the internet may contain material that is inappropriate for children, children **under the age of 18 in or below 5th grade** must have consent from a parent/legal guardian, which may be granted verbally each time the child wishes to use the internet or via the issuance of a youth library card, in order to gain internet access. Parents/legal guardians may disallow their child **or teen's** access to internet enabled computers by informing library staff. Non-cardholders who are minors **in or below 5th grade** can obtain a guest pass only with parental/legal guardian consent.

Library staff is unable to monitor children's internet use; therefore, it is the responsibility of parents/legal guardians to monitor and supervise their children's use of the internet. Parents/legal guardians are encouraged to discuss with their children issues of appropriate use and internet safety. No child under the age of eight (8) may be left unsupervised per the Library Use and Conduct Policy.

Information Resources

The Westmont Public Library urges library patrons to carefully evaluate information obtained via the internet in order to be informed consumers. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of internet information sources, but are unable to provide definitive analysis of particular sources. It is up to the user to determine the accuracy of information retrieved from internet sources.



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A Resolution Implementing the Provisions of the State Officials and Employees Ethics Act (5ILCS 430/1-1 ET SEQ.) for the Westmont Public Library

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq. ("Act") which is a comprehensive revision of the State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, pursuant to Section 70-5 of the Act (5ILCS 430/70-5) all units of local government and school districts are required to adopt on or before May 19, 2004 an ordinance or resolution regulating the political activities of, and the solicitation and acceptance of gifts by, their respective officers and employees, "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, the Board of Trustees of the Westmont Public Library desires to come into compliance with the provisions of the Act:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

A. The regulations of Section 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/1-1 et seq. (hereinafter referred to as the "Act" in this Section) are hereby adopted by reference and made applicable to the officers and employees of the Westmont Public Library to the extent required by 5 ILCS 430/7-5.

B. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act by any officer or any employee of the Westmont Public Library is hereby prohibited.

C. The offering or making of gifts prohibited to be offered or made to an officer or employee of the Westmont Public Library under the Act is hereby prohibited.

D. The participation in political activities prohibited under the Act by any officer or employee of the Westmont Public Library is hereby prohibited, this includes officers or employees intentionally performing any prohibited political activity during any compensated time or on the behalf of the Westmont Public Library Board of Trustees.

E. For purposes of this Resolution, the terms "officer" and "employee" shall be defined as set forth in 5 ILCS 430/70-5(c).

F. The penalties for violations of this Resolution shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.

G. This Resolution does not repeal or otherwise amend or modify any existing resolutions or policies which regulate the conduct of officers and employees of the Westmont Public Library. To the extent that any such existing resolutions or policies are less restrictive than this Resolution, however, the provisions of this Resolution shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).

H. Any amendment to the Act that becomes effective after the effective date of this Resolution shall be incorporated into this Resolution by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by unites of local government shall not be incorporated into this Resolution by reference without formal action by the Board of Trustees.

I. If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Resolution shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or re-hearings. This Resolution shall be deemed repealed without further action by the Board of Trustees if the Act is found unconstitutional by the Illinois Supreme Court.

J. If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Resolution shall remain in full force and effect; however, that part of this Resolution relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the Board of Trustees.

This Resolution shall be in full force and effect upon its passage, approval and promulgation.



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