



Lovington Public Library District

Policy Handbook

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Lovington Public Library District

110 W. State St.
P.O. Box 199
Lovington, IL 61937
Phone/Fax
217-873-4468

Mission Statement

It is the Lovington Public Library District's duty to provide books, materials and services to support the educational and recreational need of community members to enrich their lives.

Ordinance No. 2023-2

Be it ordained that the regular meeting of the Lovington Public Library District Board of Trustees shall be held at 6:30 p.m. at the Lovington Public Library, 110 West State Street, Lovington, Illinois on the following dates:

July 25, 2023

August 22, 2023

September 26, 2023

October 24, 2023

November 28, 2023

No Meeting in December

January 23, 2024

February 27, 2024

March 26, 2024

April 23, 2024

May 28, 2024

June 25, 2024

This ordinance is effective immediately upon adoption. Adopted at the regular meeting on May 23, 2023

Closing Dates for FY 2023-2024

July 4, 2023 – Independence Day

September 4, 2023 – Labor Day

October 9, 2023 – Columbus Day

November 11, 2023 – Veterans Day

November 23 & 24, 2023 – Thanksgiving

December 25, 2023 – Christmas Day

January 1, 2024 – New Year's Day

January 15, 2024 – Martin Luther King Jr. Day

February 19, 2024 – President's Day

March 29, 2024 – Good Friday

May 27, 2024 – Memorial Day

June 19, 2024 – Juneteenth

Board of Trustees

Name	Email	Position	Term Expires
Cara Rennert	lovbm6@gmail.com	President	4/2027
Victoria Newberry	lovbm7@gmail.com	Secretary	4/2027
Rachel Kinney	lovbm2@gmail.com	Treasurer	4/2025
Kathy Ruff	lovbm1@gmail.com	Trustee	4/2025
Meridith McDaniel	lovbm05@gmail.com	Trustee	4/2025
Diane Gore	lovbm03@gmail.com	Trustee	4/2025
Sara Gale	lovbm4@gmail.com	Trustee	4/2025

Employees

Name	Email	Position
Letitia Clough	lovingtonpld@gmail.com	Director
Nancy Wendel	nwendel2022@gmail.com	Assistant Director

**Lovington Public Library District
Public Service Policy**

Days and Hours of Service

Monday – 9:00 AM – 7:00 PM

Tuesday – 9:00 AM – 12:00 PM and 2:00 PM – 5:00 PM

Wednesday – 9:00 AM – 12:00 PM and 2:00 PM – 5:00 PM

Thursday – 9:00 AM – 12:00 PM and 2:00 PM – 5:00 PM

Friday – 9:00 AM – 12:00 PM and 2:00 PM – 5:00 PM

Saturday – 9:00 AM – 12:00 PM

Closed on Sunday

Borrowing Privileges

The materials and resources of the Lovington Public Library District (LPLD) are available to all individuals with a valid library card. This applies to persons with a Lovington Public Library card or a library card in the Illinois Heartland Library System or other reciprocal borrowing participating libraries. However, some of our items are available to LPLD cardholders only.

Application Process for Library Card

Anyone living in the Lovington School District or anyone who pays taxes to the Lovington Public Library District is eligible for a free library card. To verify that you live within the taxing district, you may check your residential tax form or call the tax assessor's office. If you live outside the school district or do not pay taxes in this district, or any other district you may purchase a Non-Resident Card. Non-Resident Card fee changes annually.

In District Free Card

Patrons must fill out a short registration form, present a valid I.D., and show proof of current address when applying for a Library card. Patrons under 18 must have their parent or guardian sign for them. Patrons must be 9 years old (with guardian consent) to have a library card. Parents are responsible for any fees/fines their child's card incurs. Cards are issued for three years and will be renewed at that

time if the patron is in good standing (no fines, or outstanding fees due). If a card is lost, a replacement card can be purchased for a fee of \$1.00 and any fines or fees must be paid at this time. A Lovington Public Library Card can be used at any library in the Illinois Heartland Library System (IHLS). Participating libraries can be found on the ILHS website www.illinoisheartland.org. Patrons need to present their card at checkout. Only the patron that the card is issued to is allowed to check out items on that card.

Non-Resident Library Card

A Non-Resident Library Card is for people that do not live in or pay taxes to the Lovington Public Library District, or do not live in another library's taxing district. The patron must apply for a Non-Resident card at their closest library. We use the General Mathematical Formula to find the yearly charge for the card. The amount will change annually. This fee will cover all cards issued for that household. The card will be good for 12 months. At which time the patron will need to pay the Non-Resident fee for the new year to renew the card. The LPLD complies with the Cards for Kids Act. The Non-Resident fee will not be charged to students whose principal residence is not within a public library service area and whose household income makes them eligible to receive free or reduced-price meals under the National School Lunch Program and the National School Breakfast Program as determined by Income Eligibility Guidelines established by the U.S. Department of Agriculture. Homeschool children are eligible for this type of card. If your child is enrolled in school, you can bring in the approval letter from the school that verifies that your child is eligible for the free/reduced lunch program. If your child is homeschooled there is a quick application that you will need to fill out at the library to verify eligibility. The Non-Resident fee shall not be charged to veterans with a service-related disability who is exempt from paying property taxes due to the Homestead exemption for veterans with disabilities. The veteran shall present documentation from the county where they reside that indicates their residence is exempt from paying property tax.

Material Circulation

Books, audiobooks, and periodicals check out for two weeks. A fee of \$0.10 per day, per item will be charged with a maximum of \$5.00 per item per renewal for late items.

Board games, puzzles, STEM kits, flashcards, and cookie cutters are available for checkout to LPLD cardholders only. They have a two-week checkout. Renewals available upon request.

DVDs are limited to 2 per card. New DVDs can be checked out for two days. Old DVDs can be checked out for 7 days. A late fee of \$1.00 per day, per item will be charged with a maximum of \$5.00 per item per renewal.

Create Your Own Bulk Boxes are offered for checkout to Lovington Library card holders only. On Friday card holders may check out up to 5 DVDs per household. New DVDs will not be included in these checkouts. These DVDs will be due the following Monday. There are no renewals on Build Your Own Bulk Boxes. Other Bulk Boxes check out like regular DVDs.

Electronic Materials

The following items are available for LPLD cardholders that are in good standing (no fines/fees) only.

Two projectors, Kindle eReader, VHS-DVD Conversion kit, USB DVD external drive, and STEM kits.

Limits and Renewals

There is a limit of 20 items per card with the exception of electronic materials. One electronic item per household is the limit. Children must have parental permission to check out electronic materials. Checkout time is two-weeks with no renewals.

Items (except electronic materials) can be returned in the outside drop box if the library is closed. If it is deposited on or before the due date a fine will not be charged. Items from other libraries that note a fine will be charged if returned in

the drop box applies to this library too. Items with those notes on the loaned material must be returned inside the building or the fine they set will be charged. Items may be renewed (unless owned by another library) as long as there are still renewals available and there isn't a request for that item. Late fees will be charged for overdue items at time of renewal.

Once an item is late and three notices have been sent by either text, email or mail to the patron, the item will be deemed lost and the library will send the patron a bill for that item. Patrons will also be responsible for any and all collection/court costs incurred by the library in its efforts to secure the return of the materials.

Fine Policy

Children under the age of 18 may pay off their fines by reading in the library. For every 15 minutes they read they will pay off \$0.10 of their fines. There will be a grace period of one business day. Patrons can check out items if their fines are less than \$5.00. Once they reach \$5.00, they must pay it off in order to continue checking items out from the library. There will be no waiving fees from items belonging to other libraries. If a patron has an issue with a fee on their account and the item in question belongs to another library, the librarian will call the home library and see what can be done. Only the home library can waive fees incurred for items checked out by our patrons.

Lost or Damaged Items

Patrons are responsible for all library materials checked out on their card and for charges incurred for lost or damaged items. Patrons will be charged the replacement value for the item. A processing fee of \$5.00 will also be charged for the lost or damaged material. If the material belongs to another library, they will be contacted to decide the charge.

Requesting Items

The staff is happy to request items for you in person or by phone. You may also request items yourself through the online SHARE system. This way you will be able to see the local collection and all other materials available from other participating libraries. You can access this from our website under the Catalog tab. You will need your library card and pin number.

Interlibrary Loans

The Lovington Public Library District partners with many libraries in the area to share resources. Their loan periods, fines, fees, and material policies vary. We will not override their settings for fine, fees or due dates. If an issue arises with material from another library, we will contact them to resolve the issue.

Libby Service

Libby is a service provided by the library for online reading and listening. You can borrow eBooks, and audiobooks in online format. Once you download the app to your smart device you will need your library card number and your pin number to use the service. Your library card has to be active and in good standing. Once you have set up your account you will need to select Rolling Prairie Digital Consortium as your home library. Then you will be able to borrow materials.

Services

The library offers both printing from computer and copy options.

Copies

8 ½ x 11	B&W	Colored
	One Sided \$0.15	One Sided \$0.25
	Double Sided \$0.25	Double Sided \$0.35
8 ½ x 14	B&W	Colored
	One Sided \$0.15	One Sided \$0.25
	Double Sided \$0.25	Double Sided \$0.40
11 x 17	B&W	Colored
	One Sided \$0.50	Double Sided \$0.75

Fax Service

The Lovington Public Library District will provide a fax transaction service to the general public during open hours. A service fee of \$1.00 per sheet for sent items and \$0.25 per sheet received will be charged. Patrons wishing to receive faxes at the library must first call the library and inform the person working, who they are and a number to reach them at when the fax comes through. The staff will be responsible for operating the fax machine. No international faxes may be sent from the library. All patrons will be given complete confidentiality.

Lamination Service

\$1.00 per 8"x 11" sheet

\$0.25 for 2"x 3" card sheet

Book Repair Service

We offer a basic book repair/protection service. We may not be able to repair all items. \$2.50 to cover or repair a paperback book. \$3.00 to cover or repair a hardback book.

Stamps

We offer books of stamps for sale at cost.

Cricut

We have a Cricut machine for patron use. At this time, we will not be providing supplies. Patrons must be 16 or older with parental permission to use the Cricut. Children under 16 must be supervised by a parent or guardian when using the machine.

Sewing Machine

We have a sewing machine for patron use. At this time, we do not offer supplies.

Notary and Voter Registrar

The library offers a free notary service. All parties involved in the document must present a valid ID before a signature can be witnessed. Two forms of identification will be needed for anyone wishing to register to vote. One of which must include current physical address.

Library Programs

The Lovington Public Library offers many in-library and take-home programs throughout the year. Programs are offered for all different age groups. Almost all programs are free of charge. Sign-up will be required at the start of all programs. During the program participants are expected to follow all library rules on behavior.

Test Proctoring

The library provides a proctoring service for students enrolled in distance education courses. Exams may be on paper or online. The library will provide monitoring, but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Exam proctoring must be scheduled a minimum of one week in advance and is subject to availability of staff and appropriate space. Proctoring is available during open hours. The library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the library closes due to inclement weather or other emergencies, computer malfunctions or severe staffing shortage. It is the student's responsibility to ensure that the exam has arrived, and they have the materials required for the test. Photo identification, such as a driver's license or school ID card, must be presented at the time the exam is taken. The student or school is responsible for any postage fees needed for the return of the test.

Meeting Room

The Meeting room is available to reserve for private use. Persons wishing to schedule the use of the meeting room must speak with the library director to request the room for a specific date and time. A \$25.00 deposit will be due when the person reserving the room signs the User Agreement sheet to officially reserve the room. The full deposit will be returned after the event if the room is left in the condition it was found. Any damage to the room will be charged to the person that reserved the room. All rules on the User Agreement must be followed or you will be asked to leave and the deposit will be kept by the library.

Display Case Policy

The Lovington Public Library District Board of Trustees has made the display case available to the public. Individuals or groups who would like to use the display case are subject to the following regulations:

- Those interested in using the Display case should speak with a staff member to schedule a time.
- Displays sponsored by the library take precedence in the event of a conflict.
- Displays are subject to the approval of the Library Board.

- There is not a charge to use the case, however, the user will be charged for any damages caused.
- There will be a specific time period assigned to the person reserving the case. The user must remove all displayed items by the last day of the scheduled time.
- Failure to abide by the above regulations could result in cancellation or refusal of future use.

Local History

The Lovington Public Library District has a Local History Collection located in our meeting room. It is not available for check out. Children under 16 must be supervised by a parent or guardian.

Microfilm

We have The Lovington Reporter or News Progress newspapers on microfilm. They are available for view by appointment. Patrons must be 16 or older to view with parental permission.

We also offer Ancestry for use at the library.

Patron Behavior

The Lovington Public Library District is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded.

- If you are being disruptive, you will be asked to leave.
- Any behavior that endangers the safety and health of others will not be allowed.
- Recording in the library is prohibited in private areas. Ex: patrons on the computers,
- employee areas.
- Harassment of patrons and staff will not be tolerated.
- Destructive actions will not be tolerated on the property.
- No food or drink will be allowed in the library, except during library sponsored events.

- No smoking/vaping or alcoholic beverages are allowed anywhere inside the building.
- Bicycles must be put in the rack at the back entrance.
- Cell phone calls should be taken outside as to not disrupt other patrons.

Any patron who repeatedly violates these rules may be permanently prohibited from entering the library. The library staff will call the police department if they cannot resolve the situation themselves.

Harassment and Lewd Behavior

Patrons and staff have the right to enjoy an environment free from harassment, including, but not limited to sexual harassment and lewd conduct. Harassment includes, but is not limited to, persistent and unwelcome conduct or actions. Sexual harassment, includes but is not limited to, unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, or unwelcome verbal, nonverbal, or physical conduct of a sexual nature. Lewd acts, sexual misconduct, and sexual harassment are not acceptable conduct. Anyone, including staff and patrons, who harass other staff or patrons will be asked to leave the library, and a report will be filed with the director for investigation. Repeated acts of harassment and conduct that have the potential to escalate into violent or illegal actions will be reported to the proper authorities. Those who engage in inappropriate public displays of affection in the library or commit other minor acts will be given one warning and then will be asked to leave.

Unattended Children

The Lovington Public Library welcomes and encourages children of all ages to use the library and its many resources. Parents and guardians are responsible for their children while they are in the library. The use of the library as an after-school place for children in lieu of daycare service is not acceptable. Children under the age of 13 cannot be left at the library unsupervised, unless they are participating in a library sponsored program, and the parent/guardian has signed them in for the program. If a child has not been picked up by closing time one staff member will remain with the child. The staff member will attempt to contact the parent of

the child. If they cannot be reached the staff member will call Lovington Police Department to take responsibility of the child.

Petition Policy

The mission of the Lovington Public Library District is to provide area individuals with local and up to date information. However, it is essential that the library be interpreted as neutral in all circumstances. So, for this reason, library patrons and staff may not be approached for petition signatures while on Lovington Public Library District property. The library does offer a designated area for individuals that wish to provide information about community issues or activities, to acquire signatures for initiative community petitions, or surveys/questionnaires for Moultrie County. The library also recognizes that petition/surveys may be conducted by the library itself, when the information from such will benefit the library and its patrons.

Gift/Donations Policy

The Lovington Public Library District is grateful for gifts, and its collection has been enriched by donated materials as well as monetary contributions. Through donors, the library has been able to acquire materials that could not have been purchased otherwise. Out of the many books/materials that are donated not all items can be used in the library for various reasons. We reserve the right to use the materials in whatever way we deem best. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. Patrons may donate money or books in memorials if desired.

Fundraising Policy

Fundraising is permitted in the Library with Director approval for non-profit Moultrie County organizations on a limited basis of 30 days unless Board approved for an extended period. The organization must adhere to library rules and be non-invasive to library patrons.

Firearms Policy

The Lovington Public Library District follows Illinois State Law [430 ILCS 66] which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on the library property. In conformance with State statute, the required signs as approved by the State Police are posted at all entrances to the building, driveways, and parking areas of the library. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

Confidentiality of Records

The Lovington Public Library District abides by Illinois law [75 ILCS 70/1] which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Lovington Public Library District does not make available the records of patron transactions to any party except in compliance with the law. The Lovington Public Library District does not make available lists of registered library patrons except in compliance with the law.

Volunteer Service to the Library

The Lovington Public Library District welcomes volunteer services. If you wish to donate your time to help us with a program or project, please stop in and fill out our Volunteer Form and we will call you if we need some help.

Services to Patrons with Disabilities

The Lovington Public Library District complies with the Americans with Disabilities Act of 1990 and offers alternative reasonable compliance to meet its requirements. Accordingly, the library will take appropriate steps to ensure that Library communications with applicants, participants, and members of the public with ADA disabilities are as effective as communications with others; make reasonable accommodations in Library policies, practices, and procedures when necessary to avoid discrimination on the basis of disability unless a fundamental alteration in a library program would result; and operate its services, programs, and activities so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

Reference Service

Basic Reference Services and Readers' Advisory Services are available during open hours of the Lovington Library. These valuable services are available to patrons of all ages and circumstances, with sensitivity to their particular needs. The library staff understands that the basic function of reference service is to provide information, not opinion. The library staff will keep all requests for information confidential except when meeting compliance of Illinois Law.

Social Media Policy

The Lovington Public Library District (LPLD) acknowledges that Social Media sites provide a valuable and timely way to provide information and promote library news. The LPLD will only post information that it believes to be of interest to the community it serves. The LPLD Director reserves the right to monitor, restrict, edit, and remove any content that is determined to be in violation of this Social Media Policy or any applicable law. The following content on the library's social media sites will not be permitted and will be removed by the Director:

- Obscenity
- Pornography
- Slander or libelous comments
- Specific and imminent threats
- Spam or other forms of personal or commercial advertising
- Abusive, harassing, inflammatory, profane, or violent language
- Hate speech or other content that encourages or advocates discrimination and/or
- harassment on the basis of religion, race, age, gender, national origin, physical or mental
- disability, sexual orientation, or any protected category
- Private and/or confidential information about oneself or others
- Violations of copyright, trademark, or other intellectual property rights
- Organized political activity, off-topic, and/or disruptive posts

The library is not obligated to take any such actions and will not be responsible or liable for any content posted by users on the library users on the library's social media sites. By joining, utilizing and/or posting on the library's social media site, you agree to comply with the Library's Social Media Policy.

Disclaimer: All content posted on Library social media sites is subject to the Illinois Freedom of Information Act (FOIA) and the state of Illinois record retention laws. The library is not responsible or liable for the content of posting by third parties on any Library social media site. Third party postings do not reflect the opinions or positions of the library, its employees, or its Board of Trustees. Third party sites have their own privacy policies; of which users should be aware. Users are personally responsible for their commentary and should be aware they may be held personally responsible for their commentary that is defamatory, obscene, proprietary, or libelous.

Internet Access Policy

The Lovington Public Library District provides access to the internet for community members. We do not charge a fee when using the internet or WIFI networks. We do limit the time to use the computer to 30 minutes. An additional 30 minutes may be allowed if no one is waiting to use the computers. The library does not monitor and has no control over information available on the internet, and will not be held responsible for its content. The library recognizes that the internet may contain material that is inappropriate for children. Parents or guardians are required to monitor their child's activities when using the internet. Patrons under the age of 13 must be supervised by a parent or guardian when using the libraries computers. Patrons over the age of 13 must have a signed permission slip from their parent or guardian before using the computers without supervision. The library staff is not responsible for monitoring children while they use the computers. The library makes no guarantees either expressed or implied in respect to any equipment, programs, or other materials, their performance, or fitness for any particular purpose. Materials and equipment are given for use "as is." The entire risk as to the quality and performance of the computer equipment, programs, and documentation is with the user. In no event shall the library be liable for actual, incidental, or consequential damages in connection with or arising from the use of equipment, programs, or other library materials. The following activities are unacceptable and will result in the loss of computer/internet privileges.

- Use of electronic information networks for any purpose which results in the harassment of other users.

- Destruction of, damaged to, or unauthorized alteration of the library’s computer equipment software or network security procedures.
- Use of electronic information networks in any way which violates a Federal or State law.
- Use of electronic information networks in which any way violates licensing and payment agreements between the library and network/database providers.
- Unauthorized duplication of copy-protected software or violation of software license agreements.
- Violation of system of security.
- Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment which serves to deny access to other users.

Video Surveillance Policy

The Lovington Public Library uses video surveillance to assist in the protection of the library, its staff and patrons. Cameras are placed in areas best suited for protection and where patron privacy is reasonably expected. Signs will be posted inside and outside the library to inform users of their existence. Camera records can be retained for up to 90 days with the oldest deleting on an automatic rolling cycle in accordance with the Local Records Retention Act. Access to the footage is restricted to the Library Director and Board President. FOIA requests must be submitted in writing and are subject to state and federal laws related to confidentiality and dissemination. Law enforcement agencies must supply a subpoena unless an officer has probable cause to believe that there is imminent danger or physical harm to someone. Cameras will not be continuously monitored therefore patrons should take the appropriate measures to protect their personal property as the library is not responsible for their property.

6/27/2023

Date Approved

James Caudle

Board President

Lovington Public Library District

Victoria Newberry

Board Secretary

Lovington Public Library District

Bylaw Policy

Lovington Public Library Trustees are accountable for the resources of the library and to ensure the library provides the best possible service to its community. The Board of Trustees will exercise the power and authority and assume the responsibility delegated to it under the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

Conflict of Interest Statement

The Illinois Statute governing conflicts of interest prohibits any public official from having any interest “in any contract or the performance of any work in the making or letting of which such officers may be called upon to act or vote” [50 ILCS 105/3 et seq.]. This provision is not avoided by a board member abstaining from voting. If the said board member has an interest in the outcome, then he or she is in violation of the statute. The statute also prohibits accepting or offering to receive money or anything of value as a gift, bribe, or means of influence. Board members may also not serve simultaneously in two governmental positions that are “incompatible.” Board members may not accept or solicit bribes of tender, property, or personal advantage that influences the performance of the public officer’s duties. Board members who commit official misconduct, defined as knowingly performing an act forbidden by law or failure to perform mandatory duties, are subject to felony charges.

Code of Ethics Statement

Lovington Public Library District Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own. Trustees shall comply with all the laws, rules, and regulations that apply to them and to their library. Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism. Trustees shall not engage in discrimination of any kind and shall uphold library patrons’

rights to privacy in the use of library resources. Trustees must distinguish clearly in their action and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the board even if they disagree. Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware and in compliance with Freedom of Information laws. Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for themselves or others. A Trustee shall immediately disqualify him/herself whenever the appearance of a conflict of interest exists. Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library. Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff. Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Under the Illinois Governmental Ethics Act [5 ILCS 420/4A-101] any person elected or appointed to a public office in a unit of local government and any employee that meets certain guidelines must file a "Statement of Economic Interest" with the county clerk every year. By February 1st of each year, the library secretary certifies and submits the list of names and addresses to the County Clerk, for those that qualify. Those required to file will receive a Statement of Economic Interest form by April 1st. The Statement of Economic Interest forms must be submitted by May 1st of each year.

Board of Library Trustees

The Board of Trustees is charged with the responsibility of the governance of the library. The Board will hire a skilled Director who will be responsible for the day-to-day operations. The Board will meet no less than 5 times a year, but normally each month, except in December when there is no meeting. These meetings will be open to the public and noticed in advance. Any Board member wishing to have an item placed on the agenda will contact the Director no later than 48 hours prior to the meeting to allow for proper posting time. Any Board Member who is unable to attend a meeting will call the Director. Due to the fact that a quorum is

required for each meeting, this phone call should be placed as far in advance as possible.

The Board shall consist of seven trustees duly elected from the registered voters, residing within the boundaries of the Lovington Township, during Consolidated Elections. The term of office is 4 years. All vacancies shall be filled until the next election by a majority vote of the remaining trustees. During which time they will fill an unexpired two-year term until their seat is up for a 4-year election term. Vacancy shall be filled within 90 days after a vacancy has been declared. If the trustees fail to appoint a new member within 90 days after the vacancy has been declared, the State Librarian shall appoint an individual to fill the vacancy within 60 days after the trustees have failed to fill the vacancy, the vacancy shall be filled at the next regularly scheduled election.

Any Trustee may resign at any time by giving written notice to the President or Secretary of the Board. Such resignation shall be effective when notice is delivered unless the notice specifies a date. A Trustee may be removed from the board by a majority vote for reasons such as (by not limited to): absenteeism, conflict of interest, incapacitation, criminal offense, incompetence, or inattention to assigned duties.

Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. To be effective board members must attend most meetings, read items presented for review, and attend workshops, seminars, or other meetings presented by Illinois Library Systems. Upcoming workshops are announced in Trustee Times. It is the goal of the Board to have each member attend at least one workshop, seminar or other meeting during each calendar year. Board members using their own vehicle for travel will be reimbursed at the current Illinois Mileage rate. Board Members are not exempt from late fees, fines or other patron user fees.

The Board of Trustees duties include:

- To make and adopt such bylaws, rules and regulations for the governance of the library.

- To have exclusive control of the expenditure of all money collected for the library and deposited to the credit of the library fund. The fiscal year for the library is from July 1st to June 30th.
- To have the exclusive control of the construction of any library building and the supervision, care, and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose.
- To purchase or lease real or personal property, and to construct an appropriate building for the use of a library.
- To remodel or reconstruct a building erected or purchased by the board, when such building is not adapted to its purpose or needs.
- To sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes.
- To appoint and to fix the compensation of a qualified librarian, who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board. The Board may also retain counsel and professional consultants as needed.
- To contract with any public or private corporation or entity for the purpose of providing or receiving library services or of performing any and all other acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of this act.
- To join with the board or boards of any one or more libraries in this State in maintaining libraries, or for the maintenance of a common library or common library services for participants, upon such terms as may be agreed upon by and between the boards.
- To enter into contracts and to take title to any property acquired by it for library purposes by the name and style of “The Board of Library Trustees of Lovington Public Library District” and by that name to sue and be sued.
- To extend the privileges and use of the library to persons residing outside of the district through the nonresident program.
- To join the public library as a member and to join the library trustees as members in the Illinois Library Association and the American Library Association.
- To invest funds pursuant to the Public Funds Investment Act

- To accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received annually from taxes and other sources, for the purpose of providing self- insurance against liabilities related to the public.

Parliamentary Procedure

Robert’s Rules of Order, revised shall govern the parliamentary procedure of the Board of Trustees, unless otherwise specified in the Bylaws.

All meetings will be held in accordance with the Open Meeting Act and the Illinois Freedom of Information Act and any applicable law of regulations regarding meetings.

Board Meeting and Committee meetings will be open to the public, publicized and noticed at least 48 hours in advance, except in emergency situations.

During each meeting a specific time will be allotted for public comment. The Board President will determine the order in which speakers will be recognized. Each speaker is allowed 3 minutes to speak. Profane, offensive, or harassing language will not be tolerated.

Closed session (executive session) meetings will conform to [5 ILCS 120/2a].

A quorum at any meeting shall consist of 4 board members.

Regular Meeting

The regular meeting of the Board shall be on the fourth Tuesday of each month at 6:30 PM at the Lovington Public Library. At the beginning of each fiscal year the board, by Ordinance, shall specify regular meeting dates and times. The schedule shall be posted in the library and published in the local newspaper. The order of business for regular meetings shall include, but not limited to, the following items:

- Call to order
- Pledge of Allegiance
- Approval of Minutes

- Treasurer's Reports
- Public Comment
- Executive Session
- Librarian's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Special Meetings

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

Annual Meeting

An annual Budget and Appropriations meeting will be held each year for the purpose of approving a budget for the new fiscal year. This meeting will follow all special meeting rules and procedures.

Electronic Meetings

The use of electronic conferencing for meeting attendance and voting requirements is permissible, so long as the meeting is conducted in accordance with Open Meeting Act. Pursuant to the OMA a quorum of board members must be physically present at the meeting location for others to attend electronically. Sufficient security and identification procedures must be used to ensure that members attending electronically are in fact an authorized member. Members attending electronically are entitled to vote as if they were physically present. Their votes and electronic attendance will be recorded by the secretary as such. A board member who attends electronically must provide notice that they will be

attending electronically at least 24 hours in advance, unless advanced notice is impracticable. A board member may attend electronically due to personal illness or disability, employment purposes or business of the board, or family emergency situation. Notice of a member attending will be giving publicly when time allows. This policy does not allow for electronic attendance to be used as a regular basis.

Virtual Meetings During Disaster Declaration

A Disaster Declaration must be made by Governmental Authority. Board President must determine that in-person meeting is not practical. That statement must be noted at the beginning of the meeting. Notice shall be posted at the site, on the website and to registered media. All members should be verified and able to hear all parts of the discussion. The same option shall be made available to the public as well. At least one board member or the library director shall be present at the physical meeting location, unless this is unfeasible due to the disaster. All votes must be by roll call and so recorded. A verbatim (audio or video) recording must be made and kept of all open portions of the meeting. The same applies for closed session. Only the open session recording will be made available to the public. Updates to this policy made by governmental authorities will be added/removed as required.

Officers and Elections

The officers of the board shall be president, vice-president, secretary, and treasurer. Those officers shall be elected (by a ballot vote) for a one-year term at the regular meeting in May. The president shall not serve more than two consecutive terms unless by unanimous board consent. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted at the next regular meeting.

President:

The president shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the board. The president shall be the only spokesperson for the board in all advisory or disciplinary action directed to the staff. The president will conduct and manage the annual reviews of the employees.

Vice-President:

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

Secretary:

The secretary shall keep minutes of all board meetings, record attendance, record a roll call on votes (except when a ballot vote is taken). The secretary shall perform all other duties as may be assigned by the board.

Treasurer:

The treasurer is authorized by the board to sign checks, shall serve on the finance committee, and can draw up checks. The treasurer shall keep all financial records of the board and report such at each monthly meeting. The treasurer shall be bonded in the amount according to statute requirement. In the absence of the treasurer, the duties shall be performed by another board member that the board designates.

New Trustees:

The Library Director and at least one Board Member shall meet with new trustees to examine the property and review services. At this time the new trustee shall receive a binder which includes a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

Duties of the Director:

The Librarian shall administer the policies adopted by the Board. Among duties and responsibilities of the shall be making recommendations for hiring personnel, directing, supervising/disciplining staff, monthly and annual reports, and recommending policy and procedures.

Committees

The President shall appoint committees of two or more members for such specific purposes as the business of the board may require. A committee shall be considered to be discharged upon completion of the purpose for which it was formed and after final report is made to the board. All committees shall make

progress reports to the board at each meeting. No committee will have other than advisory powers. Final authority and responsibility reside in the Board.

A Special or Ad Hoc committee or a task force may be established by the Board of Trustees for a special project or activity. The committee will be dissolved when the project or activity is finalized. These committees will be used for hiring a Library Director and matters of personnel issues.

Finance Committee:

The Finance committee shall be comprised of two members of the Board (one of which is the treasurer) along with the Director. The responsibilities include, but are not limited to, drafting a budget, Budget and Appropriations Ordinance for full Board approval, monitoring library investment, and implementing the library's investment policy.

Policy Committee:

The policy committee shall be comprised of two members of the board and the director. The responsibility of the policy committee is to develop the Library Policies. The Policy shall include the division of responsibility between board and staff, a collection management policy, and shall adhere to the "Library Bill of Rights", Freedom to Read", and "Freedom to View" statements of the American Library association. The committee shall determine the library regulations governing the use of the library and review sections of existing policies in a systematic fashion to ensure that all policies are reviewed at an interval not to exceed three years. As a result of such policy reviews, the policy committee will make recommendations regarding additions or changes to an existing policy as well as deleting policies which are no longer appropriate or of value. The entire library policy must be approved by board vote and made readily available to the public.

Technology Committee:

The technology committee shall be comprised of two members of the board and the director. The primary responsibility of the technology committee is to develop a technology plan. This committee shall also explore all sources for funding and

pursue any that apply to this library. The committee shall also oversee any technology issues and keep abreast of new equipment and software.

Grounds and Maintenance Committee:

The Grounds and Maintenance Committee shall be comprised of two members of the board and the director. This committee's responsibilities include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas which are in need of repair, make recommendations to the full board regarding any repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

Decennial Committees

The Decennial Committees on Local Efficiency Act requires all unites of local government that may levy taxes to form a committee within one year of effective date (June 10, 2022) and at least once every 10 years thereafter. The committee must study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board. Committees form under the act are required to

- Study the governing statues, ordinances, rules, procedures, powers, jurisdictions, shared services, intergovernmental agreements, and interrelationships with other governmental units and the Sate of Illinois.
- Collect data, research and analysis as necessary to prepare a written report.
- Summarize the committees work and findings in a written report. This report must include recommendations in respect to increased accountability and efficiency. The committee must provide the report to the county board no later than 18 months after the committee is formed.

Members of the committee are the elected or appointed members of the governing board, at least 2 residents of the governmental unit who are appointed by the chair of the board, and any chief executive officer or other officer of the governmental unit.

The committee will be required to meet at least 3 time. The meetings can be held at a regularly scheduled meeting, but a separate notice must be placed. The meeting must be listed on the agenda, minutes must be taken for the regular meeting and the committee meeting. The committee meeting must be open to

the public and provide an opportunity for any person to be heard for 3 minutes. At the end of each committee meeting the committee is required to conduct a survey of residence in attendance to ask for input on the matters discussed at the meeting.

Amendments

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

Copyright and Copying

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

Administrative Records

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public board meetings, and actions and other such items as the board may file there. Staff personnel records are confidential and shall be kept in a secure place, and only the library or any person authorized by the Library Director shall have access to these records. Confidential records of the board, such as personnel records, shall be kept in the library and only members of the board shall have access to these records.

Circulation Records

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff and those members of the public with a legitimate interest therein, as hereafter provided for. All library staff and employees are hereby advised that such records shall not be made available to

casual members of the public, the press, or to any agency of State, Federal or Local Government, except pursuant to process, order, or subpoena as may be authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discoveries procedures or legislative investigative power. Library staff shall observe the following procedure: on receipt of any legal process, order, or subpoena, the library staff will immediately consult the President of the Board and the Library Attorney to ensure that the document is in proper legal form, and there has been proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the library attorney, the library will resist its issuance or enforcement until such defects have been resolved.

Adopted: 4/25/2023

James Caudle
Board of Trustees President

Victoria Newberry
Board of Trustees Secretary

Freedom of Information Act (FOIA Request) Policy

Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community. Our organizational chart is a 7-member Board of Trustees, Library Director, and Assistant Director. The total operating budget for FY 2023-2024 is \$94,916.09. Funding sources are property taxes, replacement taxes, state and federal grants, fines, fees, and donation. Tax levies are for general operating expenditures.

The records are available at The Lovington Public Library, located at 110 W. State St. Lovington, IL 61937 during regular hours of operation which are; Monday 9 a.m. to 7 p.m., Tuesday through Friday 9 a.m. to 12 p.m. and 2 p.m. to 5 p.m., Saturday 9 a.m. to 12 p.m., and closed on Sunday.

We have 1 full-time employee and 1 part-time employee. The Board of Trustees is a 7-member board that exercises control of budget, policy, and procedure. They meet the 4th Tuesday of every month (except December) at 6:30 p.m. at the Lovington Public Library. A current list of Board Members and meeting dates can be found on our website, at the front desk or by calling the library.

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

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:

1. Monthly Financial Statements
2. Budget Levy Resolutions
3. Operating Budgets
4. Annual Audits
5. Minutes of the Board of Trustees that have been approved and released
6. Libraries policies
7. Annual Reports to the Illinois State Library

Information and records available to the public may be requested in the following manner:

1. The request must be in writing and may be submitted by fax, mail, or email. Forms are also available at the front desk of the library. The form is not required, but intended to assist the requester in the specific request.
2. Your request should be directed Letitia Clough (FOIA Officer).
3. You must indicate whether you have a “commercial purpose” 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 our actual costs for reproducing and certifying the records, you will be charged the following fees:
 - a. There is a \$1.00 charged for each certification of records.
 - b. There is no charge for the first fifty (50) pages of black and white, either letter or legal size
 - c. There is a \$.15 per charge for copied records in excess 50 pages
 - d. The actual copying cost of color copies and other copies will be charged

If the records are kept in electronic format, you may request a specific format and if feasible, they will so be 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 library will respond to a written request within five (5) working days. An extension of an additional five (5) working days may be necessary to properly respond. If records are to be inspected an employee must be present throughout the inspection. In the event a “commercial interest” is involved the library has up to 21 days to respond.

Denial of the request will occur if the public records request falls within one of the specific exemptions of the Act or in those situations where the public body does not have either access or ownership of the information. If only part of the request is denied and access will be given to the remainder, it will be stated in the

response. Any denial will include the reason or exemption. Denial of access by the FOIA officer may be appealed to the Public Access Counselor at the Office of the Illinois Attorney General in writing within sixty (60) days.

Adopted: 1/23/2024

Cara Rennert
Board of Trustees President

Victoria Newberry
Board of Trustees Secretary

Freedom of Information Request

Requestor's Name (or business name if applicable) _____

Date of Request _____ Phone Number _____

Mailing address _____

Certification requested _____ Is this a "commercial request" _____

Description of records requested

Library Response (Requestor does not fill in below this line)

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.

Disaster Plan

Introduction

The Disaster Plan for the Lovington Public Library District was written to comply with the Department of Labor requirements and to reflect any changes that have occurred since the previous plan. Recognizing that disaster that can mean substantial loss, it is essential that the library have contingency plans and disaster recovery policies and procedures in place to enable the library to salvage its collections and restore services in a timely manner.

Purpose

The Most important part of this plan is PREVENTION - identifying possible hazards in the library and outlining routine measures to reduce the probability of a disaster. Next, we will concentrate on PREPAREDNESS listing potential disasters, the damage that could result and the steps we will take to: ensure the safety of the staff and patrons; reduce loss and exposure; restore services promptly and orderly through preplanning.

Implementation and Continuation

The RECOVERY portion of this plan consists of implementing the steps outlined in the Preparedness section to which the Staff and Trustees of the Lovington Public Library are committed.

Approval of Plan

James Caudle Date: 4/25/2023
President of the Board of Trustees

Victoria Newberry Date: 4/25/2023
Secretary of Board of Trustees

This plan of prevention, preparedness and recovery will be reviewed twice a year and updated according to the needs and changes of the Library.

Critical Numbers

Lovington Police Dept.	Emergency - 911 Non-Emergency - 873-9922
Moultrie County Sheriff Dept.	Emergency - 911 Non-Emergency - 728-4386
Lovington Fire Dept.	Emergency - 911 Non-Emergency - 873-4322
Lovington Ambulance Emergency -	911 Non-Emergency - 873-9933
Lovington Post Office	873-4499
Lovington Village Hall	873-4480
Hardware State Bank	873-4313
Hospitals	
Decatur Memorial Hospital	877-8121
St. Mary's Hospital	464-2966
Sara Bush Lincoln Health Ctr.	258-2525
American Red Cross (Bloomington)	1(309)662-0500
Media	
News Progress Newspaper	728-7381
Arthur Graphic Newspaper	543-2241
Decatur Herald & Review	429-5151
Y-103FM (Business)	423-9744
106.7 (main office)	428-4487
WAND (front desk)	424-2500
WCIA (Champaign)	356-8333
Legal	
Ed Flynn	429-4453
Civil Air Patrol	424-1327
Ameren Illinois	800-232-2477 (business) 800-755-5000 (residential)

Shawnee Communications

873-5211

Insurance Company Information

Mike Fitzgerald

Fitzgerald Insurance Agency Inc. Location of Policy:

111 E. Main Fireproof Safe

P.O. Box 353

Bethany, IL 61914

217-665-3513

Carrier

Grinnell Mutual Insurance Company

4215 Highway 146

P.O. Box 790

Grinnell, IA 50112-0790

800-362-2041

Potential Hazard List

Staff Work Area

Lamination Machine

Paper Cutter

Material in cabinets

Cabinet doors

Hazardous supplies

Furniture

General Area

Shelves that could fall

Step stools

Furniture

Electric outlets

Reading/Study Areas

Shelves that could fall

Furniture

Electric outlets

Foyer

Windows

- Wet Floor
- Entry Rugs
- Heavy Doors

Computer Area

- Electronic devices
- Outlets
- Furniture

Children's Area

- Shelves that could fall
- Toys or other items on floor
- Sharp edges
- Books or other items falling off shelves
- Electric outlets

Storage Areas

- Shelves that could fall
- Falling materials on overhead shelves

Mechanical Closet

- Furnace
- Water Heater
- Water Shutoff

Janitor's Closet

- Drop sink/water faucet
- Liquids, chemicals
- Items falling from shelf

Back Entry Area

- Water Fountain
- Entry Rugs
- Electric Wall Heater

Bathroom

- Wet Floors
- Water Faucets
- Water in Stools
- Soap Dispenser
- Electric receptacles and heater

Meeting Room

Water Faucet

Refrigerator

Coffee Pot

Microwave

Stove and Oven

Furniture

Windows

Sidewalks

Ice or Snow

Loose debris, objects, or bicycles

Hazard Checklist

To be checked annually and observed monthly

- _____ Fire Extinguishers in place and working
- _____ Fire alarms functioning properly
- _____ Exit lights functioning
- _____ Exits clearly marked
- _____ Exits cleared of clutter or boxes
- _____ Windows leak/damage free
- _____ Trash area clear of clutter
- _____ Lights functioning properly
- _____ Radio functioning, replacement batteries available
- _____ Emergency flashlights available
- _____ Emergency numbers available by each phone
- _____ Parking lot lights functioning
- _____ Check shut-off valves to water, gas, and electricity for clear access
- _____ Update Emergency signs
- _____ Closing procedures reviewed by all staff
- _____ Check the first aid kit supplied and replace any outdated supplies
- _____ Check storage of any hazardous materials
- _____ Water facets, toilets no leaks
- _____ Refrigerator clean, working
- _____ Check that areas are free of trash and unneeded materials
- _____ Check for overloaded electrical outlets
- _____ Check for exposed or otherwise faulty wiring
- _____ Check water pipes
- _____ Parking lot free of trip/slip hazards
- _____ Pest/insect problems
- _____ Floors/Walls/Ceiling in good condition
- _____ Heating/Air conditioner working properly, clean
- _____ Outlets covered and working properly
- _____ Storage areas clean/organized
- _____ Bathrooms functioning properly
- _____ Cabinet doors/shelving secured

Emergency Procedures

The library director has the initial responsibility for organizing the library's response to an emergency. In the absence of the library director, the responsibility lies with the staff on duty. In an emergency, the library director should be notified as soon as possible. The president of the library board will be notified if the director is not available. If neither can be reached, the staff member on duty is authorized to take whatever steps seem appropriate according to the Preparedness Plan to control the immediate emergency.

Disaster Prevention

Manmade disaster can often be prevented by routine inspections of the facility. Temperature and humidity, ideally, should be maintained at 68-72 degrees and 50% humidity. Cleaning and spraying for insects and rodents should be performed on a regular basis. Materials should be properly stored and protected from dirt, dust and light. Leaky pipes, frayed electrical wires, untended machinery, open windows, and structural damages can result in unnecessary destruction of materials and possible loss of life. Aisles and work areas should be kept free of unprocessed materials and trash.

Equipment should be unplugged when not in use. Rules regarding food, beverages, smoking and unauthorized access should be established and enforced. Security checks should be made at closing time to ensure that all exits are locked, all equipment has been turned off, and no unauthorized persons are in the building.

Disasters do not appear out of nowhere. Staff should be aware of all hazards and correct them before they develop into disasters. Staff members should all be familiar with the layout of the building and of possible danger areas. They should know the location of all fire extinguishers and alarms and how to operate them. Fire exits and alternate escape routes should be clearly marked. Evacuation procedures should be understood and practiced regularly.

Signs should be displayed in the library with procedures patrons should follow should an emergency arise. These should include directions for evacuation and location of fire extinguishers, fire alarms, exits, electric panel, electric switch shut-off, gas valve shut-off, water valve shut-off, smoke alarms, water hose hook-up, and other items that might be needed in an emergency.

Fire Emergencies

If there is any doubt about whether it can be controlled, immediately call 911!! A staff member should then announce, loudly and calmly; “There is a fire in the library. I am going to set off the fire alarm so please evacuate the building quickly and quietly.” According to the location of the fire, guide patrons to the nearest safe exit away from the fire and direct them across the street from the front entrance and to the grassy area across the alley if exiting through the back door. If a handicapped person is unable to exit the building, get two people to lock hands and carry them out. If this is not possible someone should stay with the person until firemen arrive. Once outside, someone should be sure no one is near the doors or the building in case of an explosion and to allow firemen and other emergency personnel to take control of the situation.

If the staff member determines that the fire can be controlled quickly and safely, they should not panic but neither should they underestimate the potential danger to patrons and staff. They should still ask all patrons to calmly vacate the library temporarily. They should then attempt to control the fire using fire extinguishers. Again, if the fire cannot be quickly and safely contained as they thought, immediately CALL 911 and set off the alarm. Then: Close doors and turn off the light, secure a cordless telephone, exit the library to a safe distance making sure all others are away from the building. Again, the time to think about fires is before they happen. As part of our Prevention Plan, staff will be made aware of the location and operation of the alarm system and the fire extinguishers. All staff and trustees will have a copy of the disaster plan and training in dealing with disasters will be offered on a regular basis.

When to Call Police

Call Lovington Police Dept. at 911 or 873-9922 if:

- Someone is assaulted inside or outside of the library
- There is an accident on library premises
- There is a persistent disturbance inside or outside of the library
- Theft/Burglary occurs on the library property
- Molestation of staff or patrons occurs inside or on the grounds of the library
- Indecent exposure occurs on library property
- Vandalism occurs on library property
- There is a bomb threat
- There is any matter that library staff cannot handle

Complete a police report in which case you may need to interview any involved persons. Make a photocopy. The library director or Board of Trustees President should be informed of the incident if neither were present at the time of the incident.

Medical Emergency

Call 911 in the event of any serious medical problem

- Report the nature of the emergency
- Give the exact location of the library
- Give the exact location of the person in the library and be ready to direct emergency personnel
- Check for 'Medic Alert' type tag located on the arm, around the neck or in the wallet of the person and alert medical personnel
- Make the person as comfortable as possible but do not move the victim

Staff members need to use extreme caution when administering first aid of any type in consideration of the safety of the individual and the potential liability of the staff member. Since each case is different staff members should use best judgement, check the first aid manual and seek medical advice. Never dispense oral medication to a patron including aspirin.

Life Threatening Situations Bomb Threat

- Keep the caller on the line as long as possible. Try to write down every word spoken by the person.
- If the caller does not indicate the location of the bomb or time of possible detonation, **ask for this information.**
- Inform the caller that the building is occupied, and the detonation of the bomb could result in death or serious injury of innocent people.
- Note background noises such as motors running, music, and any other sound
- Listen closely to the voice (male, female), voice quality (calm, excited), accents, speech impediments

Immediately After the Caller Hangs Up Call 911

- Inform the library director or president of the board of trustees
- Be ready to answer any questions the police might have
- Announce, “There is an emergency and the police have requested that everyone leave the building”, and direct patrons and staff outside across the street if using front entrance and across the road if using back entrance
- When outside, keep everyone away from the building
- Do not let anyone enter the building again until the police have thoroughly checked the building.

Weather Emergencies/Natural Disasters/Pandemic Plan

Preparing for Tornadoes

A **WATCH** simply means that conditions are favorable for tornadoes to develop. This is an early warning given by the Weather Bureau and means you should prepare to go to a place of safety. When the weather looks threatening, the radio should be turned on and monitored. Also check current websites or cell phone apps that can keep you up to date.

If a tornado watch occurs, you should:

- Monitor the website or radio station weather advisories.
- Bring any outdoor displays inside
- Prepare to move to safety

A **Warning** means that a tornado has actually been sighted. If one is issued for our area, do the following:

- Stay away from doors and windows
- Leave the main room taking staff and patrons to the bathroom or storage room. Lay down, if possible, with hands covering the back of your head to reduce injury. If there isn't enough room then sit on the floor, bring head to knees, cover with arms.
- Take a portable radio with you and a flashlight.
- If there is no time to leave main rooms staff and patrons should get under tables or chairs.
- Stay alert for flash floods
- Once the danger has passed, check to be sure everyone is all right. Check the building for damage

Earthquake

Possible hazards that exist in our library:

- Suspended ceiling could collapse
- Glass windows could explode sending shards into the air
- Objects above heads could fall causing injury
- Shelving could fall
- Water or gas pipes could break
- Furniture and other objects not securely fastened could be thrown

An earthquake begins with a light shaking motion developing into stronger jolts accompanied by a low, rumbling noise like thunder. During the first warnings, the staff on duty should calmly announce to patrons "Get down and take cover away from any windows until the shaking stops". Patrons and staff who are able can get under tables, chairs, or desks putting heads down and covering with arms while helping those who can't to a safe place.

After the earthquake:

- Check patrons and staff and administer first aid as needed or call 911 if there are serious injuries
- Monitor radio for weather as there could be possible aftershocks
- Assess damage - may need to evacuate
- Check for fires, gas leaks, water leaks, and electrical damage

Mechanical Disasters

Heating or Air Conditioning Failure

If the temperature in the library falls below 60 degrees, the library director or trustee should be contacted who will then make a decision as to whether the library should be closed and contact someone to resolve the problem.

Loss of Electricity

If electricity goes off:

- Check breakers in the back hallway
- If not a breaker or weather related, contact library director, or someone to resolve the problem
- If it is weather related and it does not come back on after reasonable time, call the supplier and investigate the issue. If needed call the director or a trustee about closing the library. If the decision is made, announce that the library will reopen observing regular business hours if electricity is restored. If it's almost the end of the day announce that the library will close for the remainder of the day.

Plumbing

If a plumbing problem arises that cannot be handled by the staff, the library director or trustee should be contacted and they will proceed in resolving the issue.

Pandemic Declaration

If a Pandemic is declared the director and the board will closely monitor the situation and follow guidelines placed by local, state or federal government. This could include:

- Change in hours/closing
- Fewer employees/working from home
- Restrictions in patron numbers allowed in the library/curbside service
- Quarantine stations for materials/ extra cleaning supplies
- Limited services/materials

Security Features

The library has added a multipurpose security system. The alarm system is monitored through Detection Security and will alert Moultrie County Sherriff's Department according to the specific alarm. We have shatter sensors for the front glass, mounted cameras at the entrances, and a motion sensor inside the building.

Closing the Library

The decision to close the library will be made by the director or a trustee due to the following conditions:

- Power failure
- Heating or cooling system failure
- Flooding
- Fire
- Bomb investigation
- Extreme Cold
- Severe storms resulting in 6" of snow or more, blizzard conditions, hazardous traveling conditions
- Life threatening situation
- Pandemic declaration

When the library is closed, the staff should be ready to work when notified by phone by the director or the board.

Recovery Emergency Services

The companies listed in this section have been identified as offering the services indicated.

Electrical Mervus Electrical 107 N. Elm Arthur, IL 61911 543-3009		
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Heating and AC

Oye's Do It Best 117 E. Progress St. Arthur, IL 61911 543-3348		
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Plumbing

Oye's Do It Best 117 E. Progress St. Arthur, IL 61911 534-3348		
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Fire alarm/security

Detection Security 2800 Marshall Ave. Mattoon, IL 61938 234-8590		
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Cleaning/Sterilizing

The Floor Show 1934 Jonathon Creek Rd. Sullivan, IL 61951 254-3161		
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Packing/Storage/Moving

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Glass Repair/leaks Roof

B&B Glass Repair 65 E. Wood St. #1152 Decatur, IL 62523 429-1917	Central Roofing 992 IL Rt 32 Sullivan, IL 61937 217-728-7663	
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Photo/Film Clear/Repair

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Power Wash

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Exterminators

Crist Termite & Pest Solution 207 N. Oak St. Arthur, IL 61911 217-543-2890		
--	--	--

Temporary Personnel

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Fire/Water Damage Services

Sevpro 8372 N, US Highway 45 Effingham, IL 62401 536-6655		
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Drying Services

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Freezing/Cold Storage

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Supplies/Equipment

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Equipment rental

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Archival Information

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IEMA Regional Contact

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Inventory Priority List

The extent of damage to the building will determine the priority of which items and materials to salvage.

Equipment

All equipment on inventory list “A” is electrical and highly susceptible to water damage. If exposed to large quantities of water, they will be damaged beyond feasible cost of repair. If exposed to light water damage, equipment should be wiped dry, transferred to a safe location, the backs removed and exposed to air. After drying, equipment will need to be examined to determine if they are in working condition. When damage to the building is such that equipment is exposed to elements, then this equipment should be moved to a safe location. Items listed on inventory list “B” need to be protected and moved in the following order of priority.

IEMA Regional Contacts

Central Office

Alicia Tate-Nadeau – Acting Director
2200 South Dirksen Parkway
Springfield, Illinois 62703-4528
Phone: 217-782-2700

Manager, Field Operations

Brian Brackemyer
1325 North Galena Avenue
Dixon, Illinois 61021-1009
Phone: 815-288-5650
Fax: 815-288-5650

Springfield Office

Phone: 217-557-4871
Fax: 217-558-4810

Region Nine
Adam Croy – Regional Coordinator
Planning & Training Specialist – vacant
112 West Sixth Street
Flora, Illinois 62839-1401
Phone: 618-662-4474
Fax: 618-662-4448

Disaster Recovery

1. Determine the Safety of the Area

After a disaster, the library could be a “hazardous” area and no one should be allowed to enter until it is determined to be safe. Fitzgerald Insurance Agency should be contacted as our insurance may not cover this type of situation. If that is the case, a rider may need to be added to our policy to cover those entering the “hazardous” area. Check to be sure that those involved in the clean-up operations are covered and what they can legally and safely do.

2. Assess the Damage

- How much damage has occurred?
- What kind of damage is it?
- Is it confined to one area or the entire building?
- How much of the collection has been affected?
- Can the damaged items be replaced?
- Will outside sources be required or can the in-house team handle it?
- Photographs and extensive notes should be taken and sent to Illinois Heartland Library System and Illinois Preservation Officer.

3. Stabilize the Environment

The affected area should be kept at 65 degrees Fahrenheit and 50% relative humidity to prevent mold. The following equipment should be located as it may be needed: portable generators in case of power failure; pumps to remove standing water, fans for air circulation; and thermometers, hygrometers, hygrothermographs and/or sling psychrometers to measure temperature and humidity. Dehumidifiers can be used in small areas but use caution as they can

also increase the temperature and might stop due to the lower temperatures. Temperature and humidity should be watched closely to prevent mold.

4. Activate the In-House Disaster Recovery Team

Before recovery begins, team leaders should be determined. A plan of action should then be decided and work crews organized with their responsibilities clearly explained. Only those assigned should enter the area and they should be given frequent breaks and offered food and drink.

5. Restore the Area

After stabilizing the area and removing damaged items, walls, floors, ceilings, furniture and equipment must be scrubbed with soap and water containing a fungicide. Carpeting should be checked immediately as mold will develop quickly. Smoke odor removal and fogging with fungicides should only be done by professionals.

Salvage Procedures for Water Damaged Materials

A number of options are available for treating water-damaged materials. The choice of treatment will depend on the extent and type of damage, the manpower, expertise and facilities available.

1. Freezing

Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are frozen. Books have been left in freezers for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help to eliminate smoke odor from materials.

Rapid freezing is recommended to minimize damage from ice crystals (the faster materials are frozen, the smaller the ice crystals will be). Temperatures below 15 degrees Fahrenheit will freeze and dry out wet materials. If freezer space is not immediately available, and the outside temperature is below 15 degrees Fahrenheit, place the materials in a secure area outside. Cover them with plastic if rain or snow is expected. Freezing is an intermediate stage. After materials

have been removed from the freezer, they must be placed in a vacuum freeze drier or air-dried.

2. Vacuum Freeze Drying

Vacuum freeze-drying is the safest and most successful method, although it is also the most expensive. Materials must be already frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and high heat, and turns the ice crystals in and on the frozen materials into water vapor. The vapor is then collected on a cold panel that has been chilled to at least 20 degrees Fahrenheit so it cannot go back on the materials. If they are not frozen when they are put in the chamber, the materials will freeze on the outside and the water molecules on the insides will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to explode. When materials are removed from the vacuum freeze chamber, they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine or binding. They may be placed in high humidity room to accelerate the acclimation process, but must be monitored closely for mold. Materials treated in this way will not look like new as they will swell and warp.

3. Air Drying

Air Drying should only be done if the environment is 50-60 degrees Fahrenheit and 25-30% relative humidity. Do not use this process for coated stock materials such as art books.

4. Vacuum Drying

Vacuum drying is done by placing wet materials in a chamber that pulls the moisture by means of a vacuum. This method can result in heat damage to paper and photographic materials. Microwaves should not be used either as they could also cause damage.

Salvage Procedures

Volumes to Be Frozen

A. Removal

1. Clear the floors and aisles first
2. Begin with the wettest materials
3. Dirt and mold should be removed and treated before freezing (see below). If time does not permit these activities, dirty/moldy books can be frozen. Silt should be removed immediately as it is impossible to remove when dried.
4. Pack Materials on-site, if possible. If not possible, remove by human chain.
5. Keep accurate records of the locations from which materials are removed.

B. Packing

1. Remove volumes from shelves in order.
2. Wrap freezer paper around each volume (waxed side next to the volume) and place in plastic crates, spine down.
3. Pack crate one layer only, snugly enough that volumes will not slide or lean.
4. Wrap open books as found and place on top of a packed container and be sure there is freezer paper between the packed volumes and the open volume to prevent staining binding.
5. Do not attempt to separate items that are stuck together, but treat them as one.
6. Pack items in the condition in which they were found. Do not attempt to close open volumes or open closed volumes that are wet.

C. Record Keeping

1. Number and label each container with Lovington Public Library.
2. Record on separate paper the box number, call numbers of the first and last volumes packed and total number of books in each container. If they are not in call number order note the location where found.
3. If the containers are sent to more than one freezer, note which container numbers are sent where.
4. Keep track of discarded items.

D. Transporting

1. Materials should be placed in a freezer facility as quickly as possible to prevent mold. Care should be taken that containers do not fall over as that could cause further damage.
2. Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours.

Volumes to be Air-Dried

A. Washing Procedures (to be performed off-site)

1. Keep the book tightly closed and hold it under cold, clean, running water.
2. Remove as much mud as possible from the binding by dabbing gently with a sponge. Do not rub or use brushes and do not sponge the pages or edges, as this might force the mud into the spine or wet pages causing further damage to the item.
3. Squeeze the book gently and with even pressure to remove excess water and reshape the binding.
4. Do not wash open or swollen volumes; vellum or parchment bindings or pages; full or partial leather bindings; fragile or brittle materials; works of art on paper; water soluble components (inks, watercolors, etc.); manuscripts or non-paper materials.

B. Saturated Volumes

1. Do not open. Wet paper tears easily.
2. Set volumes on their heads on absorbent paper. Pages tend to drop within the binding when the volume is shelved upright, so setting it on its head will counteract this tendency. Plastic sheeting should be placed under the paper toweling or unprinted newspaper to protect tabletops. Turn the volumes right side when changing the paper beneath them. Their position should be reversed each time the paper is changed and wet paper removed from the area.
3. Covers may be opened to support the volume.
4. Aluminum foil can be placed between the cover and the end leaf to prevent staining from the binding dyes.
5. When most of the water has proceed as for "damp volumes".

C. Damp Volumes

1. Very carefully open the book (not more than a 30-degree angle).
2. Begin interleaving from the back and keep the volume in an upright position.
3. Place interleaving sheets at intervals of 25 leaves (50 pages), unless they will distort the volume.
4. Change interleaving frequently. Do not reuse unless the sheets are being impregnated with fungicide OnthoPhenyPheno (O-PP) has been found to be less toxic than thymol and is recommended. Mix one pound of O-PP to one gallon of acetone or ethanol (do not use methanol, as it will cause inks to bleed). Safety equipment (mask, eye goggles, rubber gloves) should be worn when preparing and using this solution.
5. Continue to change the paper underneath and remove from the area.

D. Slightly Damp Volumes or Volumes with Only Wet Edges

1. Stand volume on its head and fan open slightly. Paperback books may support each other with a barrier between them or they may be wedged with Styrofoam pieces. Position volumes in the path of circulating air.
2. When almost dry, lay the volumes flat and place weight (not other drying books) on them to minimize distortion. Do not stack wet volumes.
3. Lightweight volumes (less than 6 pounds) may be hung on lines to dry. Use monofilament nylon lines, not more than 1/32" diameter, not more than five or six feet long, spaced approximately one-half inch apart. Do not line-dry a saturated volume, as the monofilament will cut through the wet paper.

Volumes Coated with Stock Paper

Wet coated stock paper should be handled with care, as the print will slide off the wet page if it is rubbed. Do not allow wet books with coated stock paper to dry in a closed state, as the pages will permanently bond together. Almost all attempts to separate stuck pages by rewetting them have failed. McDonnell Douglas's Document Reclamation Services reports that vacuum freeze-drying of coated stock volumes is rarely successful. Keep volumes submerged until the pages can

be separated (see below). The only chance of saving such materials is to interleave every page and air-dry.

Documents/Unbound Materials

A. Freeze as Found

1. Do not remove from file cabinet drawers, document cases, or folders.
2. Do not turn container upside down to empty or drain.

B. Separation of Wet Sheets

1. Place a stack of polyester film on top of a stack of wet, unbound papers (or the first page of a bound volume).
2. Rub gently with a bone folder – surface friction will cause the wet paper to adhere to the film.
3. Peel back the top sheet and place it on top of a piece of polyester web.
4. Remove the polyester film.
5. Place another sheet of polyester web on top of the wet sheet.
6. Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web-materials may be frozen at this stage.
7. Air-Dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. Air in the room should be kept circulating, but fans should not blow directly on the materials.
8. The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper to remove excess moisture and applying even pressure with weights.

Non-Book Materials

Each library should determine if the time and expense of the procedures involved in salvage can be justified. The salvage process for special materials is much the same as for books and other paper-based materials however the unique characteristics of these materials do need special handling.

A. Films (microfilms, etc.)

1. Keep films wet until you are ready to treat them. Mold will form on film as it does on books.
2. Remove films from containers making sure to identify in some way.
3. Send all damaged films to restoration lab for treatment.

B. Photographs

1. Carefully remove photographs from frames
2. Allow to dry, then press flat.

C. Magnetic Tapes

Water is especially damaging to magnetic materials. The longer they have been wet, the greater the damage will be. Do not attempt to play any damaged tapes, as they can damage the equipment. If you wish to salvage the tapes open the cassettes, wash in clean or distilled water, and air-dry or dry with cheesecloth.

D. DVD/CD

Minor scratches: Be careful to use a soft cotton ball and clean the disc. If that doesn't work, find an acrylic polish (Prist Acrylic, Plastic & Glass Cleaner (spray) PPG L555-AI-387A, Prist Plastic Polish (liquid), Fed Spec PP-560B, PPG-555B-I A-118-7 A or Micro-mesh Removal and Restoration Kit-KR-70. Work from the center of the disc to the outside in straight lines. Don't work in circles. (Practice on a disc that cannot be repaired.) Don't spend any amount of time in one spot as the small amount of heat this can generate can distort the thin data metallization of aluminum film inside. Then rinse the disc and dry it by using a soft towel. Don't wipe the disc. Just pat it dry. Then, put it into the CD/DVD player so that it will spin and let it run that way for at least 20 minutes so that any moisture in the disc gets spun out. Warped CDs can be flattened again by placing them between two pieces of plate glass and pressing them for a long time. First warm the disc to about 100 degrees Fahrenheit and make sure the disc is clean of all debris. Use a soft material to clean the disc. Place the warmed disc between two sheets of plate glass and place 10 pounds of weight on top. Make sure that weight is centered directly above the hole in the CD/DVD. Leave it for at least two days. If it is cracked or severely scratched it is recommended to replace it.

Mold

Mold and mildew can never be killed and can remain dormant for many years. Spores are always present in the air and will grow when the environment is warm and humid. Freezing will inhibit the growth of the mold and is recommended if time does not permit immediate treatment. Staff working with mold should wear protective clothing and masks.

- Mold can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees Fahrenheit and the relative humidity is over 60%.
- Separate the affected materials to prevent spreading.
- If the materials are wet and mold is beginning to develop, interleave the volumes with papers impregnated with fungicide.
- Keep the air circulating in the room.
- Mold is easier to remove when it is dry. Vacuum or brush it off and remove the spores from the area.
- Materials that will be fumigated should be removed from plastic crates as plastic will absorb fumigants.

Do Not Under Any Circumstances

- Enter an area until it has been declared safe.
- Attempt to open a wet book.
- Attempt to close an open book that is swollen.
- Use mechanical press on wet materials.
- Attempt to separate books that are stuck together.
- Write on wet paper.
- Use bleaches, detergents, water-soluble fungicides, adhesives, paper clips or staples on wet materials.
- Use colored paper of any kind during salvage and recovery procedures.
- Pack newly dried materials in boxes or leave them unattended for more than two days.

Post Disaster Operations

- A. Repair and restore building and stack area
- B. Clean damaged areas
- C. Sterilize stack areas
- D. Set temperature between 68-72 degrees and relative humidity between 40-50%
- E. Return books and materials to stacks

Disaster Activity Report

It is important to keep a record of the events that occur during the post disaster phase. This will help in making reports to parties involved such as insurance. Summarize the initial damage:

What happened?

What time was it reported to authorities?

Who responded (especially agencies or personnel)?

What actions were taken?

Disaster Activity Log

Date Action Taken Contact Action Summary

Collection Management Policy

The Lovington Public Library District is committed to providing a wide range of materials covering many interests in the community. We believe it is a fundamental right of all individuals to have access to materials. While a person may reject materials for themselves or their children, an individual cannot exercise censorship to restrict access to materials by others. This library supports intellectual freedom and has adopted the following policies:

ALA Library Bill of Rights

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

ALA Freedom to Read

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

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

ALA Freedom to View

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.

Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Material Selection

The Lovington Public Library District will provide a broad range of printed and digital materials, and services that supports the recreational, educational, and cultural need of the community. The Lovington Library recognizes the wide number of people being served and the diversity in their cultures, needs, and interests. It is in recognition of these factors that the library adopts the previous stated rights and freedoms. While it is this policies intent to encourage free access to materials, the library reserves the right to restrict patrons use of selected materials to on-site only including reference, genealogy, local history, school yearbooks and microform. The library will provide materials for use by all members of the community. Access to use of materials will not be denied or abridged because of origin, race, age, background, sex, or views. Likewise, none of these factors shall be cause to exclude from selection any materials of authors, artists, publishers, or producers. Parents/Legal Guardians have sole responsibility

for what their children read, view or hear. Selection of materials will not be inhibited by the possibility that materials may inadvertently come in the child's possession. The addition of an item to a collection does not imply agreement with or approval of the content, viewpoint, implication or expression of the material. In selecting and acquiring materials, the library recognizes the following general principles:

1. The Lovington Public Library District (LPLD) will use existing networks to research the need of specific materials in our area.
2. The LPLD collection is one that is intended to be current, useful, and circulating. The criteria for weeding (periodic discarding of library materials) are continuing accuracy, frequency of use, physical condition, and relevance. Replacements and updated editions are purchased when warranted.
3. The library staff will attempt to select materials that represent a wide range of viewpoints and will do its best to exercise impartiality in all selection activities. The addition of an item does not represent an endorsement by the library of its content. All sides of controversial issues will be represented in the library's collection as far as budget, space, and available materials allow. The race, religion, nationality, or political views of an author, frankness or coarseness of language, the controversial content of an item, or the endorsement or disapproval of an individual or group in the community will not cause an item to automatically be included or excluded. Processing and shelving of materials does not reflect a value judgment of materials.
4. Children are not limited to materials in the juvenile collection, although juvenile collections are kept together to facilitate use. The library assures free access to its holdings to all patrons who are free to select or reject for themselves any item in the collection. Responsibility for materials selected for a child must rest with his or her parent or guardian, not with the library.
5. In addition to the requirements of the public served, materials will be selected to meet the needs of such groups as business; the professions; government; community organizations; the homebound; the visually, physically, and mentally disabled; individuals with learning disabilities, adult beginning readers, and of people for whom English is not the principal

language. Adult, teen, and children's collections will serve as supplementary sources for student use, but materials selected for students must also be useful to general reader.

6. Criteria which are used, but not limited to, in material selection are as follows:

- a. Appropriate physical format
- b. Artistic excellence, Award-winning or "classic" titles
- c. Contemporary or historical significance
- d. Current interest
- e. Curricular enrichment
- f. Entertaining presentation
- g. Favorable reviews/patron request
- h. Intended age and reading/listening/viewing level
- i. Price/availability
- j. Relationship to other materials
- k. Subject area/technical value/value as a source

7. While the library attempts to have copies of all standard and classic works, it cannot replace each copy withdrawn from the collection due to loss, damage or wear. Decisions to replace will be based on the following criteria:

- a. Demand for item
- b. Existing coverage of the subject
- c. Availability of newer or revised materials on the subject
- d. Cost/availability of replacement

The Library Board of Trustees of the Lovington Public Library District delegates the responsibility for the actual selection of materials to the Library Director.

Gifts/Donations

The Lovington Public Library District encourages the donation of materials to the library. All donations will be subject to the same principles of selection as new materials. Gifts/Donations will be accepted with the understanding that due to limitation of space the library reserves the right to sell, exchange or discard any materials that do not meet criteria to become part of the library collection.

Basement/Garage stored books will not be accepted. The library cannot place a monetary value on gifts.

Other Resources

This policy recognizes that no single library can meet all demands in its community. It is therefore necessary for libraries to work together sharing resources and services. Lovington Public Library District will, through its membership in the Illinois Heartland Library System offer interlibrary loan and reciprocal borrowing; provide online access to intra-state borrowing through OCLC; and will participate in other cooperative efforts with other libraries and agencies through SHARE.

A Request for Reconsideration of Materials form is available is. However, this form does not mean the item will be removed from the library. A member of staff and of the Board of Trustees will read the material and decide whether the item is shelved in a proper collection.

Dated Approved:7/25/2023

James Caudle
Board President
Lovington Public Library District

Victoria Newberry
Board Secretary
Lovington Public Library District

Personnel Policy

Employee Equal Opportunity Policy

This company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Whenever possible, the company provides reasonable accommodation for qualified individuals with disabilities to the extent required by law. Employees who would like to request reasonable accommodation should contact the Library Director.

Immigration Compliance Policy

The Lovington Public Library complies with the requirements of federal immigration law, and for all employees hired after 1988, the library shall have a properly completed Form I-9 which shall be kept as a permanent personnel record.

Reference and Background Checks

The Lovington Public Library may require professional, personal, and academic references from any applicant. Reference checks may be conducted by a combination of methods. The library reserves the right to use a third-party agency to conduct background checks. The library will eliminate from further consideration for employment any applicant who provided false, misleading, or willfully deceptive information on his or her job application or resume or during an interview. Employees hired based on false information discovered after employment begins are subject to discipline, up to and including discharge.

At Will Employment

It is the policy of the Lovington Public Library that all employment is on an "at will" basis which allows the employment to be terminated at any time by either the employee or the library at will, with or without cause. Nothing in this policy

shall be held to convey to an employee a promise or offer of any type of right to continued employment. This is not an employee contract. Any other form of employment must be in writing and approved by the Board of Trustees.

Conflict of Interest

Lovington Public Library District employees will follow the Code of Ethics and Conflict of Interest standards adopted by the American Library Association. No employee of the library shall derive any personal profit or gain, directly or indirectly. Employees shall refrain from obtaining any list of Library patrons that results in personal benefit. The library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all employees conduct business on behalf of the library with the highest level of integrity avoiding any impropriety or the appearance of impropriety. Employees shall remain impartial in situations that create conflict. Employees should not engage in acts of discrimination.

Drug-Free Workplace

The Lovington Public Library has long recognized that the non-medical use of controlled substances is hazardous to the health of employees of the library. Additionally, the use of alcohol by employees is recognized as both hazardous and often illegal, and the irresponsible use of alcohol is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois Federal statute, at any time, is not permitted at any library location. Any employee who violates the terms of the library's drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the library and applicable state statutes. The library may in its discretion refer incidents to appropriate legal authorities for prosecutions when this policy is violated.

Bloodborne Pathogens

While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Lovington Public Library complies with Illinois Department of Labor regulations and therefore the federal

Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

Trial Period

There is a 3-month trial period for full-time and part-time employees following appointment, during which there is a written evaluation of the employee's performance. Employees are not eligible for any benefits offered by the library until after this trial period has been completed successfully.

Leaves

Military Leave – Employees who are enlisted in the military services, including the ready reserves and the National Guard, will be entitled to all rights and benefits afforded by federal law, Illinois Law, and any applicable contract. The Lovington Public Library at all times will comply with the laws applicable to those on Military Leave.

Family Medical Leave – Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or equivalent position upon return, provided that the employee has worked for the library for at least 12 months and worked at least 1250 hours in the last 12 months. The “12 months period” is measured as a rolling 12-month period, rolling backward.

Family Bereavement Leave – Paid leave of absence, for hours scheduled to work, will be granted for a death in an employee's family. If More time is needed than listed below the Board of Trustees will decide on allotted time.

Immediate Family (Spouse/partner, Child in their care, Parent/in-law, Sibling) – 3 days

Extended Family – (Grandparents, Aunts/Uncles, cousins) – 1 day

Jury Duty, Court Leave, Voting Privileges - Employees who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court or pre-court proceedings will be granted leave. If an employee is scheduled to work on a voting day, time will be allotted for them to leave to vote if needed.

Meal and Break Period

All employees are entitled to the following:

- Shifts scheduled to last more than 6 hours, allow for a 15-minute break to be taken after four hours of working that shift.
- A lunch break of 20 minutes will be given to an employee, no later than 5 hours after beginning of shift for shifts over 7.5 hours.

The timing of these breaks is at the discretion of the librarian.

Grievance Procedure

Any employee having a complaint is to bring it to the attention of their supervisor. If the problem is not handled to the employees' satisfaction, it may be brought to the attention of the Board of Trustees. Each problem should be initiated, heard, and resolved within as short a period of time as possible.

In the event that the matter is not satisfactorily handled, the employee may then request, in writing, that the Director submit the matter to the Board of Trustees. After receiving the request, the President of the Board shall appoint a committee to investigate all phases of the situation. After the committee has completed their investigation, it will then report to the Board at the next regular meeting. The employees may present their case at the meeting if they choose. The decision of the Board of Trustees is final.

The Director may at any time warn, suspend, or dismiss any employee. Except in exigent circumstance where immediate action is required in the best interest of the Library, the Director shall inform an employee of any reason or consideration for his/her suspension or dismissal and give the employee the opportunity to respond to the allegations before taking action to suspend or dismiss.

Harassment Free Workplace

It is the policy of the Lovington Public Library that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the administration in accordance with the Sexual Harassment Reporting Procedure.

Whistleblower Reporting and Anti-Retaliation Policy and Procedures

It is the policy of the Lovington Public Library District to act in accordance with (50 ILCS 105/4.1). This policy is to prevent officials from retaliating against an employee who:

1. Reports an improper governmental action
2. Cooperates with an investigation by an auditing official related to a report of improper governmental action
3. Testifies in a proceeding or prosecution arising out of improper an governmental action

The Lovington Public Library District designates the Director to serve as Auditing Official of the Lovington Public Library District, with the duties and responsibilities set forth in 50 ILCS 105/4.1

The Statute definitions:

Improper Governmental Action – any action by an employee, an appointed member of the board, committee, or an elected official of the Lovington Public Library District that is undertaken in violation of federal, State or local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is a substantial and specific danger to the public's health or safety; or is a gross waste of public funds.

Improper Governmental Action does not include Lovington Public Library District personnel actions including, but not limited to grievances, complaints, appointments, promotions, transfers, assignments, reassignments,

reinstatements, restorations, reemployment, performance, evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

Procedures:

Reporting an “Improper Governmental Action” or Retaliation

1. If a library employee believes they have witnessed an improper governmental action, as defined in the policy above, the employee must submit a written report of the improper governmental action to the Auditing Official.
2. If a library employee believes they have been retaliated against for reporting improper governmental action, cooperating in the investigation, or procedure involving an improper governmental action, the library employee must report such alleged retaliation to the auditing official within sixty (60) days of the retaliatory action taking place.
3. The Auditing Official may transfer the complaint to the States Attorney, if they determine that is appropriate.
4. If the Auditing Official is the subject of the complaint, the complainant may file the complaint with any States Attorney.

Investigation of the Complaint

1. Identity of the Complainant

- The Auditing Official will keep the identity of the Complainant confidential to the extent allowed by law.
- The Complainant may waive confidentiality in writing on a form presented to the Auditing Official.

2. The Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants merit of a finding that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation occurred or did not occur.

3. The investigation by the Auditing Official may include:

- Interviews of the Complainant, witnesses, and other officials who may have knowledge about the complaint.

- Inspection of documentation (in written, printed, or electronic format) relevant to the complaint
- Take any other appropriate measures to ensure that the complaint has been thoroughly investigated.
- Decide whether the complaint has merit or not.

Determination of Remedial Action if Necessary

1. If the Auditing Official determines that the complaint has no merit, they can dismiss the complaint.
2. If the Auditing Official determines that the complaint has merit, they may take remedial action on behalf of the Complainant, including reinstatement, reimbursement for lost wages or expenses, promotions, or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make their investigation findings available to the Complainant's attorney if the Auditing Official finds that restitution is not sufficient.
3. Any person who engages in prohibited retaliation under Section 4.1 of the Public Officers Prohibited Activities Act may be subject to fines, appropriate employment action, civil or criminal prosecutions, or any combination of these actions.

Copies of this policy will be made available for all employees and reviewed annually on an employee's anniversary basis.

Termination of Employment

Policies and guidelines have been established by the Board of Trustees to help employees maintain a high level of service to the public. Failure to maintain courteous, efficient performance may subject an employee to disciplinary actions or termination of employment.

Should an employee's performance, work habits, conduct, or demeanor become unsatisfactory in the judgment of the library, based on violations either of the above or of any other of the library's policies, rules, or regulations, the employee may be subject to disciplinary actions as follows: verbal reprimand, written reprimand, suspension without pay, or dismissal.

The library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate dismissal depending on the severity of the incident. The progressive disciplinary actions do not in any way create a right to continued employment. The final payroll check will be within the normal pay period.

Communications Systems

The library provides electronic systems and equipment necessary to promote the efficient conduct of business and to further the mission of the library. All business equipment, electronic and telephone communication systems, and all communications and stored information transmitted, received, or contained in the library's information systems are the library's property. To ensure proper use of the communications system and business equipment, the library may monitor the use of these systems and equipment from time to time.

The library strictly prohibits non-job-related use of its software and business equipment during work time. Employees are also prohibited from using software that alters the library's equipment. Employees should exercise care so that no personal correspondence appears to be an official communication of the library.

Security Systems

The Lovington Library uses cameras, panic buttons, and other devices to improve the safety and security of the library, the staff, and patrons. The cameras are placed in areas where employees have a reasonable amount of privacy. The cameras are not monitored constantly so staff should take appropriate measures to secure their own property, as the Lovington Public Library is not responsible for loss of personal property. The panic pendant must be worn at all times when an employee is working at the library. Failure to do so will result in disciplinary actions. Reviewing, copying, or sharing camera footage must be approved by the Director or the Library Board. Alarm passwords are to be kept private. Sharing passwords will result in termination. Alarms are to be set when closing. Failure to do so will result in disciplinary actions.

Cell Phone Use

Employees may make and receive calls on personal cell phones during non-working time however, these calls must be received and placed away from working areas. These calls should only be for necessary reasons. Employees may make and receive personal calls on the library's telephone during work hours for emergency needs only.

Social Media

The primary purpose of this policy is to ensure that employees apply the library's ethical standards when posting on Library-sponsored social media sites.

Employees should be aware that the library's use of social media sites follows the requirements of the U.S. Stored Communications Act, the IL Freedom of Information Act and the IL Local Records Retention Act.

Employees' use of Library-sponsored social media sites is subject to the following rules and guidelines:

- Employees shall never post personal attacks, offensive language, comments that support or oppose political campaigns or ballot measures, sexual content or links to sexual content, solicitations of commerce, conduct or encouragement of illegal activity that violates the Library's ethical standards, information that may compromise the safety or security of the Library, content that violates a legal ownership of any other party, or gossip about other Library employees, volunteers, board members, or patrons.
- Employees must be accurate and professional. Employees shall check facts, present balanced views, check spelling and grammar, and respect copyright and other intellectual property laws. They shall be respectful of others even when they disagree. Employees' use of social media sites shall reflect positively on the library.
- Employees shall protect patron privacy and respect confidential information. They cannot reference a patron without their approval. Pictures of children at programs shall only be posted with permission of the child's guardian.

The library encourages employees to use social media sites beyond Library uses. Employee personal uses of social media sites are subject to the following rules and guidelines:

- Employees shall limit social media use at work to Library-related responsibilities.
- Employees shall not discuss confidential Library matters, including, but not limited to, personal information about employees, volunteers, board members, or patrons.
- When posting about professional issues on social media sites, employees shall make it clear that the views expressed are those of the author and do not represent the official views of the library.
- Employees shall be aware that Library employees' personal posting on issues of public concern are protected by the Constitutional of the United States' First Amendment.

Expense Reimbursement

Staff and members of the Board are encouraged to attend professional meetings and participate in professional activities. Subject to the availability of funds budgeted each fiscal year and Board approval, the library will reimburse expenses for transportation, lodging, meals, and membership dues related to professional activities and travel of library business. The library will not reimburse entertainment expenses. Mileage will be paid out at the current rate. Receipts must accompany the itemized reimbursement form.

Work Schedules

Hours of work:

Director – 40 hours per week

Assistant – 19 hours per week (if two assistants 9 hours per week)

Work schedules include days, evenings, and weekends. Work schedules are made weekly. Paydays are biweekly on Friday.

Absences and Tardiness

An employee who will be late or unable to come to work should call prior to the start time of their shift. Scheduled time off must be approved 7 working days prior to the time off unless it's an emergency situation. Frequent tardiness and absences from work are both grounds for termination.

Dress and Manner

In a service-oriented organization where all staff members are in constant contact with the public, the dress and manner of staff members contribute directly to the impression that the library makes on the community. For that reason, employees will be expected to dress and conduct themselves in a way suitable for their position and the work they are required to do. The following may be defined as clothing detracting from the atmosphere of the library and not acceptable: see-through, clinging, excessively tight or revealing garments, torn garments, athletic wear, pajama type clothing, extremely short skirts and shorts, and inappropriate graphics. This is not to be an all-inclusive list. All employees are expected to wear some type of appropriate footwear in the building.

Library Director

The Director is hired by the Library Board of Trustees. The Director works closely with Library Board to accomplish the library's mission. This position administers all library-related activities and services as directed and outlined in the policies adopted by the Board of Trustees. The Library Director also plans, organizes, develops, and directs the operations of the library.

Duties of the Director

- Day-to-day operations of the library
- Hire, train, evaluate, monitor, and discipline employees
- Yearly reports, certifications, budget, and grant applications
- Monthly reports and data collection
- Attend further learning programs
- At least 25 hours of continued education hours each year
- Maintain Library grounds and building
- Report regularly to the Board of Trustees and attend all board meeting
- Public relations and advertisement
- Ordering, cataloging, weeding, and maintenance of the collection
- Programming
- Other duties assigned by the Board of Trustees

Hours – The Director shall work 40 hours per week.

Salary – The Director's salary is determined by the Library Board of Trustees as part of the evaluation process in June.

Benefits – IMRF is offered.

Vacation – The Director will receive 40 hours paid vacation upon the completion of 3 months of employment and then can receive 2 weeks paid vacation per year at the anniversary of 1 year of employment and each subsequent year. If unused, the Director can be reimbursed at the completion of that year's employment for any unused days at the current salary rate.

Personal/Sick Time – The Director will receive 12 personal/sick days at the anniversary of employment date. If unused they may accumulate up to 30 days which can be reimbursed at retirement if at least five continuous years of employment have been completed. The salary at the time of retirement will be used to determine compensation.

Holidays – The Director receives the yearly approved holidays off with pay.

Library Assistant

The Library Assistant is hired by the Library Director with approval from the Board of Trustees. The Library Assistant works closely with the Director to plan programs. The Assistant shall work no more than 19 (9 if position filled by two people) hours per week. Pay periods are biweekly. An evaluation will be done after the Assistant's first three months of employment. After that evaluations will be done at one-year increments from start date.

Duties of the Assistant

- Programming and decorating or putting up displays
- Summer Reading
- Fundraising
- Day-to-day operations of the library
- General upkeep of the library
- Attend continuing education workshops when feasible
- At least 25 hours of continued education hours each year
- Other duties assigned by the Director

Schedule

The assistant(s) position hours will mostly be based on programs. The assistant will work during any scheduled programs. Shifts will include days, evenings, and Saturdays. The schedule will be posted weekly.

Salary

The Assistant Position is a minimum wage position. The hours may change based on minimum wage increases.

Paid Leave

After 3 months of employment the assistant will have 25 hours of paid leave available to use. These hours will expire at the end of the year and will renew at the assistant's anniversary date.

Adopted 11/28/2023

Cara Rennert
Board President