



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees

POLICY MEETING

March 14, 2024

Conference Room – Second Floor

6:00 p.m. – 7:30 p.m.

Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (630) 231-1552, by email at admin@wcpld.info or in writing, not less than five (5) working days prior to the meeting.

AGENDA

1. Call to Order Frank Fokta, Chairman
2. Roll Call
3. Approval of the Minutes:
 - A. October 26, 2023 ACTION
4. Recognition of the Public
5. Public Comment (Limited to 3 minutes)
6. Agenda – Additions / Deletions
7. Unfinished Business
8. New Business
 - A. Policy Review
 1. Smoke Free Library ACTION
 2. Drug and Alcohol-Free Library ACTION
 3. Outreach Services ACTION
 4. Rubber Signature Stamp ACTION
 5. Employee Protection (Whistleblower) ACTION
 6. Confidentiality of Library Records ACTION
 7. Meeting Room ACTION
 8. Study Room ACTION

9. Recommendations

A. The Policy Committee makes the following recommendations to the Board of Library Trustees for its March 25, 2024 meeting:

10. Adjournment

Frank Fokta, Chairman

Committee: Fokta, Bloom, Navadomskis; Ex Officio: Weninger



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees
POLICY MEETING
October 26, 2023

Main Program Room
6:00 p.m. – 7:30 p.m.

MINUTES

1. Call to Order

Frank Fokta, Chairman

Chairman Fokta called the meeting to order at 6:04 p.m.

2. Roll Call

Present: Richard Bloom, Maureen Navadomskis (arrived later), committee members; Frank Fokta, Chair; Pat Weninger, ex officio; Benjamin Weseloh, Library Director

Absent: None

3. Approval of the Minutes:

A. March 16, 2023

ACTION

Richard Bloom moved to approve the March 16, 2023 minutes as presented, seconded by Pat. There was no discussion. The vote to approve the minutes as presented was:

Yes: Richard, Pat, Frank

No: None

Abstain: None

Motion carried.

4. Recognition of the Public

None

5. Public Comment (Limited to 3 minutes)

None

6. Agenda – Additions / Deletions

None

7. Unfinished Business

A. Personnel Policies Handbook

ACTION

Richard moved to recommend to the Board the Personnel Policies Handbook, seconded by Pat. Following discussion of the handbook, the motion was amended to recommend the Personnel Policies Handbook to the Board pending the recommended verbiage changes by the committee; and clarification and approval by the library's attorney. The vote to approve the motion as amended was:

Yes: Richard, Maureen, Frank, Pat

No: None

Abstain: None

Motion carried.

8. New Business

A. Bomb Threat Procedure (to be inserted into the Emergency ACTION Situations and Disaster Manual)

Richard moved to recommend to the Board the Bomb Threat Procedure as presented, seconded by Maureen. Discussion included minor changes to the verbiage and the sentence structure of Section 3. The vote to approve the motion as amended to include the recommended changes was:

Yes: Richard, Maureen, Frank, Pat

No: None

Abstain: None

Motion carried.

9. Recommendations

A. The Policy Committee makes the following recommendations to the Board of Library Trustees for its November 27, 2023 meeting:

- 1. Personnel Policies Handbook as amended*
- 2. Bomb Threat Procedure as amended*

10. Adjournment

Frank Fokta, Chairman

Chairman Fokta adjourned the meeting at 7:22 p.m.

Committee: Fokta, Bloom, Navadomskis; Ex Officio: Weninger

1 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

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3 **SMOKE FREE LIBRARY POLICY**

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6 The Smoke-Free Illinois Act requires that public places and places of
7 employment must be completely smoke-free inside and within 15 feet from
8 entrances, exits, windows that open, and ventilation intakes. In the interest of
9 promoting health and safety, the Library’s smoke-free policy applies to the
10 Library facility, all Library employees, and all patrons and vendors who visit the
11 Library. Smoking is permitted only in designated smoking areas. The use of
12 smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes,
13 and or other similar items such as electronic cigarettes and “vaping” devices.
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16 Public Act 095-0017
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26 Reviewed by Policy Committee: March 17, 2014; November 11, 2021
27 Approved by Board of Library Trustees: January 28, 2008; August 24, 2009;
28 January 23, 2012; April 28, 2014; June 27, 2016; June 25, 2018; January 27, 2020;
29 November 22, 2021
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1
2 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

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4 **DRUG AND ALCOHOL-FREE LIBRARY POLICY**

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6 The West Chicago Public Library District has long recognized that the non-medical use of controlled
7 substances is hazardous to the health of employees and patrons of the Library. Additionally, the use
8 of alcohol by employees or patrons is recognized as both hazardous and often illegal, and the
9 irresponsible use of alcohol is detrimental to the library environment. As such, the use, sale,
10 manufacture, distribution, possession or consumption of alcohol, cannabis, cannabis or THC-infused
11 products, illegal drugs or other controlled substances¹ without a prescription (“Illicit Substances”) is
12 prohibited on any Library property including, but not limited to:

- 13
14 - any Library-owned facility or grounds;
15 - property rented by the Library or used to run Library programs;
16 - Library rented, leased or owned vehicles; or
17 - while conducting Library business.

18
19 **Employees**

20 Employees may not report to work under the influence of Illicit Substances.

21
22 This Policy does not prohibit employees from the lawful use (in accordance with both federal and
23 state law) and possession of prescription and over-the-counter medications, when taken in standard
24 dosages and/or according to prescriptions from the employee's licensed health care provider,
25 provided that neither an employee nor his/ her work performance is impaired.

26
27 Any employee who violates the term of the Library’s drug and alcohol policy may be suspended or
28 terminated pursuant to the rules and regulations of the Library and applicable state statutes. The
29 Library may in its discretion refer incidents to appropriate legal authorities for prosecution when this
30 policy is violated. Sanctions against employees shall be in accordance with prescribed library
31 regulations and procedures. The Library’s employees, as a condition of their employment, agree to
32 abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction,
33 of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The
34 Library, if or when required by law, shall report such conviction to the appropriate authorities.

35
36 **Patrons**

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

¹ For purposes of this policy, the term “controlled substances” means any and all controlled substances as defined by Illinois and Federal law.

40 authority for prosecution when this policy is violated. Sanctions against patrons shall be in
41 accordance with prescribed library regulations and procedures.

42
43 The Library shall obtain and make available materials from local, system, state, and national anti-
44 drug and alcohol abuse organizations and, where appropriate, enlist the aid of community and state
45 organizations with drug and alcohol information and rehabilitation programs to provide information
46 to the Library patrons and employees.

47
48 In order to make patrons and employees aware of the dangers of drug and alcohol abuse, Notice of
49 the Standard of Conduct imposed by this policy and the sanctions imposed for violation of this policy
50 shall be distributed to all employees and prominently posted at the Library for patrons and employees
51 to see. In the event a violation of this policy involves a minor the minor's parents shall be contacted.
52 Employees shall receive copies of the Notice attached as an appendix to this policy.

53
54 The Library shall conduct a biennial review and evaluation of the measures taken by this policy to
55 determine its effectiveness and to implement changes to the program where needed. The biennial
56 review and evaluation shall determine whether or not the sanctions required by this policy are
57 consistently in force.

58 State Law: 30 ILCS 580/1, Federal Law: 42 USC 12114

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Reviewed by Board of Library Trustees: November 11, 2021
Approved by Board of Library Trustees: February 28, 2005; November 26, 2007; August 24, 2009;
February 27, 2012; April 28, 2014; June 27, 2016; June 25, 2018; January 27, 2020; November 22, 2021

83 WEST CHICAGO PUBLIC LIBRARY DISTRICT

84
85 NOTICE OF LIBRARY DRUG AND ALCOHOL POLICY

86
87 The West Chicago Public Library District has long recognized that the non-medical use of controlled
88 substances is hazardous to the health of the patrons and employees of the Library. Additionally, the
89 use of alcohol by patrons and employees is recognized as both hazardous and often illegal, and the
90 irresponsible use of alcohol is detrimental to the library environment. As such, the use, sale,
91 manufacture, distribution, possession or consumption of alcohol, cannabis, cannabis or THC-infused
92 products, illegal drugs or other controlled substances without a prescription (“Illicit Substances”) is
93 prohibited on any Library property including, but not limited to:

- 94
95 - any Library-owned facility or grounds;
96 - property rented by the Library or used to run Library programs;
97 - Library rented, leased or owned vehicles; or
98 - while conducting Library business.
99

100 Any employee who violates the term of the Library’s drug and alcohol policy may be suspended or
101 terminated pursuant to the rules and regulations of the Library and applicable state statutes. The
102 Library may, in its discretion, refer incidents to appropriate legal authorities for prosecution when
103 this policy is violated. Sanctions against employees shall be in accordance with prescribed library
104 regulations and procedures. The Library’s employees, as a condition of their employment, agree to
105 abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction,
106 of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The
107 Library, if or when required by law, shall report such conviction to the appropriate authorities.
108

109 A patron who violates the terms of this policy may be expelled from the library location involved or
110 any library location at the discretion of the Library and use privileges may be suspended for a
111 specified period of time. The Library may, in its discretion, refer incidents to appropriate legal
112 authority for prosecution when this policy is violated. Sanctions against patrons shall be in
113 accordance with prescribed library regulations and procedures. In the event a violation of this policy
114 involves a minor the minor’s parents shall be contacted.
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118 Reviewed by Board of Library Trustees: November 11, 2021

119 Approved by Board of Library Trustees: February 28, 2005; November 26, 2007; August 24, 2009;
120 February 27, 2012; April 28, 2014; June 27, 2016; June 25, 2018; January 27, 2020; November 22, 2021
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1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 RUBBER SIGNATURE STAMP POLICY

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4 POLICY

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6 The Library Director will only apply the rubber stamp signature of the President,
7 Secretary, or Treasurer if written permission has been granted by the individuals
8 holding each of those respective offices. In the event of time-sensitive matters when
9 permission is required but not feasible to obtain, verbal permission may be granted, but
10 must be followed with documentation signed by the officer whose stamp was used (i.e.
11 attachment 1: The Rubber Signature Stamp Approval Form).

12
13 PROCEDURE

14 When authorized, the Library Director will use a rubber signature stamp, and will sign
15 or initial his or her name on the document directly beneath the stamped imprint of the
16 officer's signature.

17 The rubber signature stamps of the above officers of the Board of Library Trustees will
18 be in the possession of the Library Director, and will be kept in an appropriately secure
19 area when not in use.

20 This policy does not apply to the process by which checks are signed.

21 When an officer no longer serves, the rubber signature stamp will be destroyed.

22
23 Approved by Board of Library Trustees: February 28, 2011
24 Approved by Board of Library Trustees: April 28, 2014
25 Revision Approved by Board of Library Trustees: May 22, 2017
26 Reviewed by Policy Committee: May 13, 2021
27 Approved by Board of Library Trustees: May 24, 2021
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ATTACHMENT 1

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RUBBER SIGNATURE STAMP APPROVAL FORM

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34 Date Stamped: _____

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38 Officer Name: _____

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42 Stamp Purpose: _____

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51 Officer Signature: _____

1 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**
2 **EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY**

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4 **POLICY**

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6 The West Chicago Public Library District requires trustees, officers and employees to
7 observe high standards of business and personal ethics in the conduct of their duties
8 and responsibilities. As employees and representatives of the Library, we must practice
9 honesty and integrity in fulfilling our responsibilities, and comply with all applicable
10 laws and regulations.

11
12 **PROCEDURE**

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14 **Reporting Responsibility**

15 It is the responsibility of all trustees, officers and employees to report violations or
16 suspected violations in accordance with this Whistleblower Policy.

17
18 **No Retaliation**

19 No trustee, officer, or employee who in good faith reports a violation shall suffer
20 harassment, retaliation or adverse employment consequence. An employee who
21 retaliates against someone who has reported a violation in good faith is subject to
22 discipline up to and including termination of employment. This Whistleblower Policy
23 is intended to encourage and enable employees and others to raise serious concerns
24 within The Library prior to seeking resolution outside the Library.

25
26 **Reporting Violations**

27 Employees should share their questions, concerns, suggestions or complaints with
28 someone who can address them properly. In most cases, an employee's supervisor is in
29 the best position to address an area of concern. However, if the employee is not
30 comfortable speaking with his/her supervisor or is not satisfied with the supervisor's
31 response, he/she is encouraged to speak with Human Resources or anyone in
32 management. Managers are required to report suspected violations to the Library's
33 Ethics Advisor, who has specific and exclusive responsibility to investigate all reported

34 violations. For suspected fraud, or when not satisfied or uncomfortable, individuals
35 should contact the Library's Ethics Advisor directly.

36

37 **Ethics Officer**

38 The Library's Ethics Officer is responsible for investigating and recommending action
39 on all reported complaints and allegations concerning violations and, at his/her
40 discretion, shall advise the Library Director. The Ethics Officer is required to report to
41 the Board of Library Trustees at least annually on compliance activity. The Library's
42 Ethics Officer is designated by the President of the Board of Library Trustees.

43

44 **Acting in Good Faith**

45 Anyone filing a complaint concerning a violation or suspected violation must be acting
46 in good faith and have reasonable grounds for believing the information disclosed
47 indicates a violation. Any allegations that prove not to be substantiated and which
48 prove to have been made maliciously or knowingly to be false will be viewed as a
49 serious disciplinary offense.

50

51 **Confidentiality**

52 Violations or suspected violations may be submitted on a confidential basis by the
53 complainant or may be submitted anonymously. Reports of violations or suspected
54 violations will be kept confidential to the extent possible, consistent with the need to
55 conduct an adequate investigation.

56

57 **Handling of Reported Violations**

58 The Ethics Advisor will notify the sender, if not anonymous, and acknowledge receipt
59 of the reported or suspected violation within five business days. All reports will be
60 promptly investigated and appropriate corrective action will be taken if warranted by
61 the investigation.

62

63 Approved by Board of Library Trustees: March 28, 2011

64 Approved by Board of Library Trustees: April 28, 2014

65 Approved by Board of Library Trustees: May 22, 2017

66 Reviewed by Policy Committee: May 13, 2021

67 Approved by Board of Library Trustees: May 24, 2021

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4 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

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6 **CONFIDENTIALITY OF LIBRARY RECORDS POLICY**

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9 **POLICY**

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11 The West Chicago Public Library District abides by Illinois Law which provides that the
12 circulation records and registration records of patrons are confidential. The West
13 Chicago Public Library District does not make available such records except as may be
14 required by the Library Records Confidentiality Act. (75 ILCS 70/1-2)

15
16 Circulation records, registration records and other records linking the names of library
17 users with specific materials are confidential. Access to such records is restricted to
18 library staff with a need to know and, in the case of missing or late materials, the parent
19 or legal guardian of a minor library card holder.

20
21 All library staff and employees are hereby advised that such records shall not be made
22 available to the public, the press, or any agency of state, federal or local government
23 except pursuant to such legal process, order or subpoena as may be authorized under
24 applicable laws.

25
26
27 **PROCEDURE**

28
29 Library staff shall observe the following procedures:

- 30
- 31 1. On receipt of any legal process, order or subpoena, the library staff member in
32 charge will immediately contact the Library Director. The Library Director will
33 notify the President of the Board of Library Trustees and will consult with the
34 Library Attorney to ensure that:
 - 35 (a) the document is in proper legal form; and
 - 36 (b) the document reflects issuance by a court or administrative body of
37 competent jurisdiction
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 - 39 2. Until authenticity of such process, order or subpoena has been confirmed, the
40 Library will resist providing the records sought.
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Employee/Trustee Acknowledgment

(Confidentiality)

I received and reviewed the current Confidentiality of Library Records Policy. I understand it is my responsibility to comply with the policies stated in said Ordinance.

Trustee/Employee Signature: _____

Date Signed: _____

- Approved by Board of Library Trustees: October 24, 2005
- Revision Approved by Board of Library Trustees: September 24, 2007
- Approved by Board of Library Trustees: September 26, 2011
- Revision Approved by the Board of Library Trustees: October 28, 2013
- Approved by Board of Library Trustees: January 23, 2017
- Reviewed by Policy Committee: June 10, 2021
- Revision approved by Board of Library Trustees: June 28, 2021

WEST CHICAGO PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY & APPLICATION FORM

POLICY

The ~~M~~ maximum meeting room capacity is 60 people.

The meeting room is made available for the operational needs of the Library first, then to provide accommodations for educational, informational, cultural and civic functions within the District. When feasible, ~~T~~the ~~West Chicago Public Library District~~ may provides the meeting room ~~space~~ to residents or property owners of the District who possess a current valid library card. All ~~meetings~~ meeting room reservations should be scheduled during regular library business hours through the ~~Library Administrative Office~~ Public Relations Specialist.

For purposes of this policy, the meeting room shall refer to the main program room on the first floor of the library. For more information about the meeting room, see attachment two. The Application for Use of the Meeting Room is attachment one.

The Library does not endorse any expressed beliefs or viewpoints of the person(s) or group(s) using the meeting room. Activities that are inconsistent with the Library's meeting room policy will be denied or terminated. Use of the meeting room shall be governed by the following procedures:

PROCEDURE

Availability and Use ~~Permissible Meetings~~

1. Library-sponsored programs and activities, including functions of the West Chicago Public Library District and its committees;
2. Educational, informational, cultural and civic programs sponsored or co-sponsored by the Library and related to its mission, collections and services;
3. Meetings of municipalities, agencies or departments of local government located within the district boundaries;
4. Meetings of other organizations, such as the Rotary and Chambers of Commerce of which the Library is a member and active partner;
5. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501 (c)(3); and
6. Businesses and other groups within the district boundaries in need of space to conduct a meeting or seminar consistent with the Library's mission.

- ~~1. Library sponsored groups shall be given priority. Other groups shall be granted reservations on a first come, first served basis.~~
- ~~2. Library sponsored/related meetings including without limitation meetings sponsored or conducted by the Library pertaining to the affairs of the Library.~~
- ~~3. Associations of which the Library is a member.~~
- ~~4. Local non-profit organizations engaged in civic, cultural, educational, or charitable activities.~~

Limitations Exclusions

The Library's meeting room is not available for uses, events or activities which are contrary to the Library's mission. Examples of uses and/or activities the meeting room may not be used for includes but is not limited to:

1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
2. Uses, events or other activities which, by their nature, may be disruptive to normal Library operation unless approved by the Library in advance of the reservation.
3. Recitals or large performances of a theatrical nature.
4. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval of the Library Director.
5. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
6. Religious workshop services.
7. Any use through which a salary or fee is earned or business is solicited.
8. Commercial meetings for advertising or solicitation; to conduct market research; to interview job applicants or hold a job fair.

- ~~1. Commercial meetings for advertising or solicitation.~~
- ~~2. Commercial meetings to conduct market research or to interview job applicants.~~
- ~~3. Social events such as birthday parties or showers.~~
- ~~4. Any use that would disrupt the operations of the Library.~~
- ~~5. Any group that violates the Library's policy Regulating Conduct Within and Use of the Property and Facilities of the West Chicago Public Library District.~~
- ~~6. Programs or gatherings that present a clear and present danger to the welfare of the participants, library staff and patrons, and/or the community.~~

Fees

- ~~1. Non-profit organizations \$10.00 per hour non-refundable room reservation rental fee payable in advance.~~

Eligibility for the Meeting Room

1. Applicant must be 18 years of age or older, reside in the West Chicago Public Library District and have a current valid WCPLD library card in good standing.
2. The applicant must remain in the room during the meeting.
3. Applications must be made in advance ~~on~~ by completing the Library's application form. Please see attachment one of this policy.
4. Applications must be completed, returned and include ~~a credit card number~~ payment before ~~meeting space can~~ the meeting room reservation can be confirmed.

Indemnification

For and in consideration of the use of the meeting room and Library facilities, any person or group using them agrees to indemnify and hold harmless the West Chicago Public Library District from any and all actions or suits relating to its use of the room and facilities.

General Regulations

Users of the meeting room agree to abide by all Library polices and the regulations established herein. Failure to abide by these regulations and/or Library policies will result in cancellation or refusal of future reservations. These regulations apply to the meeting room used for the purpose of bringing a group together.

1. Light refreshments may be served, provided the items are "dry," such as cookies or crackers. Beverages must be in individual containers with a lid. All food served must be commercially prepared. Cooking is prohibited. All food and beverages must remain in the meeting room.
2. Smoking and consumption of alcohol are prohibited.
3. Any material that is deemed hazardous or dangerous is prohibited.
4. Children under nine (9) years of age must be supervised by a responsible caregiver at all times.
5. The Library is not responsible for items left unattended or forgotten.
6. No person or group may transfer a room reservation to another group.
7. An admission fee may not be charged by any person or group.
8. Organizations may not ask for personal information from program attendees.
9. Room fees are payable at the time of application.
10. The Library does not provide assistance in transporting supplies to the room or help with setup beyond the initial setup, which is done by Library personnel. Library staff are not available to help with meetings, take attendance or assist with registration.
11. Organizations may not reserve space more than one (1) time per month.

12. All meetings must be open to the public.
13. Room setup arrangements are required two weeks prior to the event.
14. Meeting room reservations are not allowed on Sundays.
15. All meetings must end thirty (30) minutes prior to the closing of the Library. Failure to do this may result in the suspension of reservation privileges.
16. Rentals are not allowed before or after regular Library hours.
17. Behavior that disturbs others is not permitted. The Library has the right to cancel or interrupt the use of the room at any time. All reservations must adhere to the Library's Conduct Policy.
18. The person or group reserving the meeting room is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act and compliance shall be at the reserving group's own cost and expense.
19. The West Chicago Public Library District reserves the right to cancel a meeting room reservation if a conflict arises with a Library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date or will refund the reservation fees.
20. In the event there is damage to the meeting room during a reservation, the person or group reserving the room must reimburse the Library for damages. Failure to reimburse the Library for the damages incurred during use of the meeting room shall result in the suspension of Library and/or room reservation privileges, and possible criminal charges.
21. Commercial entities may host informational and educational seminars, workshops, etc., but all such meetings must be free and open to the public. Attendees may not be asked for contact information as a condition of attending or participating.
22. By allowing use of its meeting room, the Library does not endorse the activities or viewpoints of meeting room users. Individuals or groups using the Library's meeting room must:
 - a. Not state or imply that their activities are sponsored by the Library.
 - b. Not use the Library as a mailing address or list the Library's name, address, phone number or web address as its headquarters.
 - c. Not publicize their meetings with posters, leaflets or other publicity in the Library building without prior approval by the Library Director. Directional signs and/or notices for day-of events must be approved by the Person-in-Charge prior to posting and removed immediately after use of the meeting room.
 - d. Include the following Disclaimer in all publications and advertisements:

"Use of the Library meeting room does not constitute endorsement or approval of the organization, this program or its content by the West Chicago Public Library District."

23. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. The Board of Trustees of the West Chicago Public Library District or the Library Director shall reserve the option to pre-empt or cancel any meeting or refuse meeting room reservations.
24. The person or group will be responsible for returning the meeting room to its original condition. If the Library's Maintenance Assistant must perform clean-up activities, the group shall be billed an hourly rate for the amount of time required to return the meeting room to its original condition.

The meeting room may be booked during the following periods:

Rental Month	Reservations Open
January	December 1
February	January 1
March	February 1
April	March 1
May	April 1
June	May 1
July	June 1
August	July 1
September	August 1
October	September 1
November	October 1
December	November 1

Rental Fees and Occupancy Limits

The meeting room may be reserved ~~rented~~ for a maximum of three (3) hours.

Organizations, businesses, and associations must pay a \$10.00 per hour non-refundable room reservation fee for use of the meeting room payable in advance, except for West Chicago Public Library District partnerships.

~~A valid credit card is required for all meeting room rentals. Rental fees may not be paid by checks or cash. By giving a credit card number, renters agree that any damages that occur during the rental will be charged to the credit card on file.~~

~~There is no fee to use study rooms one and two or the small conference room.~~

Reservation fees are not charged to the following organizations: governmental agencies, park districts, schools, libraries, IMRF, or library-sponsored or sanctioned programs.

The Library may waive reservation fees at the discretion of the Library Director.

Equipment

1. The following equipment may be available for use in the meeting room:
 1. Chairs
 2. Tables

3. 70" Television & HDMI cable (for projection purposes)
 4. Podium
 5. Garbage cans
 6. Sink/counter
2. Groups using the meeting room shall be billed at replacement cost for any damage to furnishings and/or equipment.
 3. All fees for damage shall be paid within thirty days of the reservation date. Failure to do so shall result in forfeiture of the right to use the meeting room facilities.

Food/Drink/Smoking

- ~~1. The Library complies with the Smoke Free Illinois Act (P.A. 095-0017) and therefore smoking is not allowed.~~
- ~~2. Light refreshments may be served. All refreshments must remain in the meeting room. Alcoholic beverages are not allowed.~~
- ~~3. Sponsoring organizations are responsible for exercising reasonable care in their use and disposal of food.~~

Regulations

- ~~1. No fees may be charged for entrance or participation.~~
- ~~2. Children under nine (9) must remain with their parent or guardian at all times while on the Library premises as per our policy Regulating Conduct Within and Use of the Property and Facilities of the West Chicago Public Library District.~~
- ~~3. The groups shall abide by all local ordinances and applicable laws.~~
- ~~4. No organization may use the Library as its official mailing address or telephone contact unless it is a Library sponsored group.~~
- ~~5. No group shall be allowed to store its equipment or supplies at the Library.~~
- ~~6. It shall be the sole responsibility of the group to recognize and adhere to Americans with Disabilities Act (ADA) regulations. Any cost associated with this compliance is the group's responsibility.~~
- ~~7. The group will be responsible for returning the room to its original condition. If the Library's custodian must perform clean up activities, the group shall be billed an hourly rate or fraction thereof.~~

Revised:	March 22, 2004
Revision Approved by Board of Library Trustees:	September 26, 2005
Revision Approved by Board of Library Trustees:	September 22, 2008
Revision Approved by Board of Library Trustees:	January 23, 2012
Revision Approved by Board of Library Trustees:	April 28, 2014
Revision Approved by Board of Library Trustees:	May 22, 2017
Reviewed by Policy Committee:	May 13, 2021
Approved by Board of Library Trustees:	May 24, 2021

ADDENDUM ATTACHMENT 1

Application For Use of Meeting Room

Application Date: _____

Person responsible for room:

Name _____

Address: _____

Telephone _____

Name of Organization: _____

Is this a 501(c) nonprofit organization? _____ Yes _____ No

Purpose of Meeting: _____

Equipment Needed: _____ Chairs _____ Tables _____ Projection Screen _____ Podium

Date of meeting: _____ From: _____ To: _____

Do you have a copy of the Meeting Room Policy? _____ Yes _____ No

I have read and will comply with the Meeting Room Policy. I understand that there is a \$10.00 per hour **reservation rental** charge for the use of the room. I agree to pay this charge before my **reservation will be confirmed, if applicable group is admitted to the room.** The room **rental reservation** fee is non-refundable.

Signature _____ Date _____

Amount Paid: \$ _____ Check # _____ Cash _____ EPay _____

Staff Initials: _____ Date: _____

ADDENDUM ATTACHMENT 2

MEETING ROOM



Located on the first floor of the library, the Meeting room can be reserved for a fee by calling the [Public Relations Specialist administrative office](#), (630) 231-1552 ext. 130. An application ([attachment Addendum 1 one](#)) will need to be completed and reservation fees paid prior to reservation confirmation. The Meeting Room holds a maximum of 60 people.

Equipment

1. The following equipment may be available for use in the meeting room:
 - a. Chairs
 - b. Tables
 - c. 70" Television & HDMI cable (for projection purposes)
 - d. Podium
 - e. Garbage cans
 - f. Sink/counter
2. Groups using the meeting room shall be billed at replacement cost for any damage to furnishings and/or equipment.
3. All fees for damage shall be paid within thirty days. Failure to do so shall result in forfeiture of the right to use the meeting room facilities.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

STUDY ROOM POLICY

POLICY

The West Chicago Public Library District provides a variety of study rooms. Available study rooms are listed below. For more information about each study room, please see attachment one of this policy.

Study Room 1	6 person maximum capacity
Study Room 2	5 person maximum capacity
Conference Room	10 person maximum capacity

For purposes of this policy, study rooms shall refer to Study Room 1, Study Room 2, and the Conference Room.

The Library does not endorse any expressed beliefs or viewpoints of the person(s) or group(s) using the study rooms. Activities that are inconsistent with the Library's study room policy will be denied or terminated. Use of a study room shall be governed by the following procedures:

PROCEDURE

AVAILABILITY AND USE

Library sponsored meetings, programs, events, and activities shall be given priority. Other individuals and groups shall be granted reservations on a first come, first served basis.

Limitations

The Library's study rooms are not available for uses, events or activities which are contrary to the Library's mission. Examples of uses and/or activities the study rooms may not be used for include but are not limited to:

1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
2. Uses, events or other activities which, by their nature, may be disruptive to normal Library operation unless approved by the Library in advance of the reservation.

3. Performances of a theatrical nature.
4. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval of the Library Director.
5. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
6. Religious worship services.
- ~~7. Legal conferences or proceedings, including but not limited to depositions.~~
- ~~8. Realty closings.~~
9. Any use through which a salary is earned, **a fee is charged**, or business is solicited.
10. Commercial meetings for advertising or solicitation; to conduct market research; or to interview job applicants **or host a job fair**.

ELIGIBILITY

Must be 12 years of age or older to use or reserve a study room.

INDEMNIFICATION

For and in consideration of the use of the study rooms and Library facilities, any person or group using them agrees to indemnify and hold harmless the West Chicago Public Library District from any and all actions or suits relating to its use of such rooms and facilities.

GENERAL REGULATIONS

Users of the study rooms agree to abide by all Library policies and the regulations established herein. Failure to abide by these regulations and/or Library policies will result in cancellation or refusal of future reservations.

1. Beverages must be in individual containers with a lid; **no food is permitted**.
2. Smoking, vaping, chewing tobacco and consumption of alcohol are prohibited.
3. Any material that is deemed hazardous or dangerous is prohibited.
4. Children **under** nine (9) years of age **and under** must be supervised by a responsible caregiver at all times.

5. The Library is not responsible for items left unattended or forgotten.
6. No person or group may transfer a room reservation to another person or group.
7. Admission fees may not be charged by any person or group.
8. Study room users must leave at the closing of the Library. Failure to do this may result in the suspension of study room privileges.
9. Behavior that disturbs others is not permitted. The Library has the right to cancel or interrupt the use of the study room at any time. Users must adhere to the Library's Conduct Policy.
10. The West Chicago Public Library District reserves the right to cancel a study room reservation if a conflict arises with a Library-sponsored need or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date.
11. By allowing use of its study rooms, the Library does not endorse the activities or viewpoints of study room users. Groups or individuals using the Library's study rooms must:
 - a. Not state or imply that their activities are sponsored by the Library.
 - b. Not use the Library as a mailing address or list the Library's name, address, phone number or web address as its headquarters.
 - c. Not publicize their meetings with posters, leaflets or other publicity in the Library building without prior approval by the Library Director. Directional signs and/or notices for day-of events must be approved by staff prior to posting and removed immediately after use of the study room.
 - d. Include the following Disclaimer in all publications and advertisements:

"Use of Library meeting space does not constitute endorsement or approval of the organization, this program or its content by the West Chicago Public Library District."
12. The Library retains the right to monitor all room usage conducted on the premises to ensure compliance with library regulations and policies. The Board of Trustees of the West Chicago Public Library District or the Library Director shall reserve the option to pre-empt or cancel any study room usage or refuse study room reservations.

Study room users are responsible for returning the room to its original condition.

FEES

1. There is no fee to use or reserve study rooms.
2. Groups or individuals using a study room shall be billed at replacement cost for any damage to furnishings and/or equipment.
3. All fees for damage shall be paid within thirty days [of the reservation date](#). Failure to do so shall result in forfeiture of the right to use the study rooms and possible criminal charges.

OCCUPANCY LIMITS

The occupancy limits for the study rooms can be found in attachment one of this policy.

ATTACHMENT 1

STUDY ROOMS

General Guidelines

- Study rooms may be reserved for up to 2 hours. Depending on demand, the time may be extended.
- Beverages must be in individual containers with a lid; no food is permitted.
- Reservations can be made up to one week in advance online, by phone or in-person.
- May be reserved by those ages 12 and above.
- Reservations will be removed if not filled within a half hour of the reserved time.
- Study rooms are not soundproof; therefore there should be no expectation of privacy and conversations should be kept low as not to disturb others.

CONFERENCE ROOM



- Located in the Adult Services Department, this conference room holds 1 to 10 people and its dimensions are 11'2" x 19'2".
- A flat screen and HDMI hookup are available in the room.
- A whiteboard is available in the room.
- ~~The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.~~
- ~~Reservations can be made up to one week in advance online, by phone or in-person.~~
- ~~May be reserved by those ages 12 and above.~~
- ~~Reservations will be removed if not filled within a half hour of the reserved time.~~

STUDY ROOM #1

ATTACHMENT 1



- Located in the Adult Services Department, this study room is ideal for 1-6 people and its dimensions are 13'7" x 12'2".
- A whiteboard is available in the room.
- ~~The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.~~
- ~~Reservations can be made up to one week in advance online, by phone or in person.~~
- ~~May be reserved by those ages 12 and above.~~
- ~~Reservations will be removed if not filled within a half hour of the reserved time.~~

STUDY ROOM #2



- Located in the Adult Services Department, this study room is ideal for 1-5 people and its dimensions are 11'1" x 9'10".
- A whiteboard is available in the room.

ATTACHMENT 1

- ~~The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.~~
- ~~Reservations can be made up to one week in advance online, by phone or in person.~~
- ~~May be reserved by those ages 12 and above.~~
- ~~Reservations will be removed if not filled within one half hour of the reserved time.~~

* Approved by Board of Library Trustees: November 26, 2018