



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees
POLICY MEETING
July 18, 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. June 17, 2024 ACTION
4. Recognition of the Public
5. Public Comment (Limited to 3 minutes)
6. Agenda – Additions / Deletions
7. Unfinished Business
 1. Outstanding Check Policy ACTION
8. New Business
 - A. Policy Review
 1. Bloodborne Pathogens ACTION
 2. Bylaws ACTION
 3. Closed Meeting Minutes Procedures ACTION
 4. Electronic Communications ACTION
 5. Freedom of Information ACTION
 6. Identity Protection ACTION
 7. Video Surveillance ACTION

9. Recommendations

A. The Policy Committee makes the following recommendations to the Board of Library Trustees for its July 22, 2024 meeting:

10. Adjournment

Frank Fokta, Chairman

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



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees
POLICY MEETING
June 17, 2024

Conference Room – Second Floor
6:00 p.m. – 7:30 p.m.

MINUTES

1. Call to Order

Frank Fokta, Chairman

Chairman Fokta called the meeting to order at 6:01 p.m.

2. Roll Call

Committee members present: Frank Fokta, Richard Bloom, Pat Weninger

Committee members absent: Scott Grotto

Staff present: Benjamin Weseloh

3. Approval of the Minutes:

A. March 14, 2024

ACTION

Richard moved to approve the minutes as presented, seconded by Pat. There was no discussion and the vote to approve was unanimous. Motion carried.

4. Recognition of the Public

No public present.

5. Public Comment (Limited to 3 minutes)

No public comment.

6. Agenda – Additions / Deletions

No additions or deletions were made to the agenda.

7. Unfinished Business

No unfinished business.

8. New Business

A. Policy Review

1. Fund Balance

ACTION

Frank moved to recommend the Fund Balance policy to the Board, seconded by Richard. Following discussion and suggested changes the motion was revised to recommend the Fund Balance to the Board as amended. The vote to recommend the Fund Balance policy as amended was unanimous. Motion carried.

2. Check Write-Off

ACTION

Frank moved to recommend the Outstanding Check policy, seconded by Richard. Following discussion, it was determined that more information was needed from the auditing team and GASB rules before a policy could be recommended for outstanding checks. The vote to recommend the Check Write-Off policy to the board was unanimously voted down. Motion did not carry.

9. Recommendations

A. The Policy Committee makes the following recommendations to the Board of Library Trustees for its June 24, 2024 meeting:

i. Fund Balance Policy, as amended

10. Adjournment

Frank Fokta, Chairman

Chairman Fokta adjourned the meeting at 7:01 p.m.

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

NAME OF GOVERNMENT, Illinois **Outstanding Check Policy**

Purpose

The purpose of the **NAME OF GOVERNMENT**, Illinois Outstanding Check Policy is to ensure accurate cash reporting and management.

Procedure

When a check is outstanding for **more than six (6) months** the **NAME OF GOVERNMENT's** Treasurer, or his/her designee, shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the **NAME OF GOVERNMENT's** Treasurer, or his/her designee, shall prepare a listing of all checks that have been outstanding for **more than six (6) months** in which notification was sent to the payee and the check was not claimed. A journal entry will be done to deposit the funds into the **NAME OF GOVERNMENT's** unclaimed liability account.

Once a year, in **September**, the **NAME OF GOVERNMENT's** Treasurer will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be **sent (checks dated three (3) years or older)** to the State of Illinois, Unclaimed Property Division, per State Statute.

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2
3 BLOODBORNE PATHOGENS POLICY
4

5 While normal library operations are not likely to involve circumstances exposing employees or users to
6 bloodborne pathogens, the West Chicago Public Library District complies with Illinois Department of
7 Labor regulations and therefore the federal Occupational Safety and Health Administration regulations
8 relating to occupational exposures to bloodborne pathogens which have been incorporated by
9 administrative actions.

10
11 A. Exposure Determination:

12 No particular job classification of the Library has occupational exposure (meaning “reasonably
13 anticipated...contact with blood or other potentially infectious materials that may result from the
14 performance of an employee’s duties”), however, emergencies may occur with staff or patrons,
15 particularly youth or elderly patrons, to which Library employees in all classifications may be called
16 upon to respond with assistance. Or emergencies with “out of control” individuals (e.g. biting,
17 spitting, etc.) could present an individual threat.

18
19 B. Universal Precautions:

20 All potential circumstances of exposure must be taken into account by the Library and its employees
21 to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other
22 bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases.
23 In emergency or other such circumstances, when contact with blood or other potentially infectious
24 materials may result, the Library’s approach to infection control requires all human blood and body
25 fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
26 Engineering and work practice controls shall be used to eliminate or minimize employee exposures,
27 and if a possibility of exposure remains, personal protective equipment shall also be used.

28
29 C. Exposure Control Plan:

30 At any time within the Library environment that human blood, human body fluids, or other
31 potentially infectious materials are presented, the area contaminated shall be immediately cordoned
32 off and quarantined, even if the entire Library must be closed to accomplish this completely.
33 Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the
34 cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-
35 Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup
36 firm shall be contacted and retained for complete cleanup and decontamination. The quarantine
37 shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are
38 provided by the Library and must be used by the employees as soon as feasible, including following
39 the removal of personal protective equipment. A complete record of all incidents, exposures,
40 cleanup, and disposals shall be kept as required by the regulations.

41
42 D. Training and Immunizations:

43 The Library shall provide directly or through System, State, or associational programs, annual in-
44 service training/educational programs for all affected employees. Any employee who has an
45 occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance
46 with the regulations. Following the report of an exposure incident, the Library will make
47 immediately available to the exposed employee or employees a confidential medical evaluation and
48 follow-up as provided in the regulations.
49

- 50 Revision Approved by Board of Library Trustees: August 23, 2004
- 51 Approved by Board of Library Trustees: August 27, 2007
- 52 Revision Approved by Board of Library Trustees: November 22, 2010
- 53 Approved by Board of Library Trustees: November 25, 2013
- 54 Approved by Board of Library Trustees: January 23, 2017
- 55 Reviewed by Policy Committee: June 10, 2021
- 56 Approved by Board of Library Trustees: June 28, 2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2
3 BYLAWS OF THE BOARD OF LIBRARY TRUSTEES

4
5
6 Article I. Name

7 The name of this organization shall be Board of Library Trustees of the West Chicago Public
8 Library District, Du Page County, Illinois.

9
10
11 Article II. Purpose

12 The purpose of the West Chicago Public Library District is to provide and maintain a local public
13 institution for the general education, information needs, and personal enrichment of the
14 residents and taxpayers of the library district.

15
16
17 Article III. Trustees

18
19 Section 1

20 The West Chicago Public Library District shall be governed by a seven-person Board of Trustees
21 elected at large. All Trustees shall have one vote on the Board of the West Chicago Public
22 Library District.

23
24 Trustees must be qualified to serve consistent with 75 ILCS 16/30-et seq.

25
26 The Board shall be elected at large in a regularly scheduled election by all voters residing in the
27 District and their terms shall be staggered, such that, in accordance with the election code,
28 three or four trustees are elected in each odd numbered year on the date specified by the State
29 Election Laws.

30
31 Nomination of candidates for election as Trustees shall be by petition, signed by the required
32 number of voters as prescribed by election law, residing within the District and filed with the
33 Secretary of the Library Board within the time provided by the election code. Terms of office
34 begin on or after the third Monday of the next month following the election. The oath of office
35 may be administered by the Secretary of the Board or a notary public.

36
37 Section 2

38 Term length of Board members shall be four years. Trustees shall remain in office until their
39 successors are elected. If a Trustee declines, fails, or is unable to serve the four year term, a
40 vacancy shall be declared by the Board.

41
42 In the case of the resignation of a majority of Trustees, it may be necessary to vary the term
43 length of some Trustees standing for election. With the permission of the Board of Elections, in
44 order to reestablish Trustee election rotation, three or four Trustees may run for two year
45 terms.

47 **Section 3**

48 Using the powers granted by Illinois law, in order to accomplish the purpose of the West
49 Chicago Public Library District, the Board of Trustees of the West Chicago Public Library District
50 has the duty and responsibility to:

- 51
- 52 • Levy, budget, and invest funds for the maintenance of the library and library services
 - 53 • Acquire, maintain, and improve library property
 - 54 • Appoint, set the compensation for and the responsibilities of the Library Director
 - 55 • Set library policies
 - 56 • Participate in associations for the benefit of the library district
 - 57 • Exercise other powers granted to it by law when necessary

58 **Section 4**

59 Vacancies declared by the Board shall be filled by appointment by the remaining Trustees until
60 the next Trustee election as provided by law. Interested persons submit a letter of application
61 to the President of the Board. Potential candidates are interviewed by the Board as a whole.
62 The selected candidate is sworn in at the following regular Board meeting.

63

64 **Section 5**

65 It is the responsibility of the Library Trustees to adhere absolutely to ethical standards in the
66 performance of their duties.

67

68 **Section 6**

69 The Board shall remove a Trustee for just cause and declare a vacancy as provided by law.

70

71

72 **Article IV. Oath of Office/Election of Board Officers**

73

74 **Section 1**

75 Within 74 days after their election or appointment, the incumbent and new trustees shall take
76 their oath of office as prescribed by law and meet to organize the board. The first action taken
77 at the meeting shall be the election of a president, a vice-president, a secretary, and a treasurer
78 from among the trustees. The secretary shall then record the membership of the board. Terms
79 of office shall be for one year or until a successor is elected.

80

81 Oath of Office:

82 Do you _____, solemnly swear or affirm that you will support the Constitution of
83 the United States, and the Constitution of the State of Illinois, and that you will faithfully
84 discharge the duties of the Office of Trustee of The West Chicago Public Library District to the
85 best of your ability.

86

87 **Section 2**

88 The president is the presiding officer of the Board of Library Trustees. The vice president is
89 empowered to serve in the absence or disability of the president. The secretary keeps the
90 official records of Board actions. The Treasurer keeps and maintains financial accounts and

91 records. A Parliamentarian assists the President and the Board on questions of parliamentary
92 procedure.

93
94 The President shall preside at all meetings, serve as executive officer of the Board, be an ex-
95 officio member of all committees, and serve as official spokesperson for the Board. The
96 President shall appoint members of committees. The President shall appoint the
97 parliamentarian. The President shall have the right to vote on all questions before the Board.
98 The President shall not have or exercise veto powers. The President or his/her designee shall
99 have the sole authority to consult with the Board attorney.

100
101 The Vice-President shall preside in the absence of the President and shall also serve as
102 chairman of the Policy Committee.

103
104 The Secretary keeps records of all the official actions of the Board. The Secretary shall maintain
105 permanent minutes of the Board's proceedings including the date, time and place of the
106 meetings, the names of those in attendance, the ordinances enacted, the resolutions and
107 regulations adopted, a summary of discussion, a record of any vote taken (showing the vote of
108 each member upon every question, or if absent or failing to vote, indicating the fact.) The
109 Secretary may administer the oath of office.

110
111 Within sixty days after the organization of the Board, the secretary shall file with the clerk of
112 the county and with the Illinois State Librarian, the names and addresses of the trustees and
113 officers and their respective terms of office. The Secretary shall report a vacancy to the County
114 Clerk and the State Librarian within sixty days after it occurs, and shall report the filling of a
115 vacancy within sixty days after it is filled.

116
117 The Treasurer shall be responsible for the maintenance of accounts and records of the Library
118 District including a record of all receipts, disbursements, and the balance of any funds. The
119 Treasurer is responsible for the receipt and accounting of all tax distributions and the
120 investment of Library funds. The Treasurer shall present monthly and annual financial reports.
121 The Treasurer shall, also, serve as Chair of the Finance Committee, and is the Chief Financial
122 Officer of the district.

123
124 The Parliamentarian shall advise the presiding officer on questions of Parliamentary procedure.
125 The presiding officer shall decide all questions of order.

126
127 Elections of officers shall be held annually. Before holding an election of officers the President
128 may call for nominations from the floor or use a nominating committee. Once a slate of
129 candidates has been nominated, an election will be held. An election takes effect immediately if
130 the candidate is present and does not decline.

131
132 If a Board member who holds an office resigns that office or is removed from the Board, the
133 President shall hold an election to fill the office for the remainder of the term of the vacant
134 office.

135
136

137 **Article V. Meetings**

138
139 **Section 1**

140 The Board of Library Trustees of the West Chicago Public Library District shall meet monthly to
141 conduct the business of the district.

142
143 **Section 2**

144 The regular meetings of the Board of Library Trustees shall be held at 7:00 p.m. on the fourth
145 Monday of each month. Any exceptions shall be listed on the calendar of meetings posted at
146 the library.

147
148 Special meetings may be called by the President or the Secretary or by any four Trustees.
149 Notice of the special meeting and an agenda shall be posted in the Library, on the Library's
150 website, and delivered to any news media that has filed an annual request for such notice no
151 later than 48 hours preceding the special meeting. The best notice possible will be given in the
152 case of a stated emergency.

153
154 A quorum shall consist of four Trustees. A majority of those Trustees present and constituting a
155 quorum shall determine the passage of any motion, resolution or ordinance, unless a larger
156 majority is required by law.

157
158 **Section 3**

159 All meetings will be open to the public and conducted in accordance with the Illinois Open
160 Meetings Act.

161
162 **Section 4**

163 An agenda for each meeting of the Board of Library Trustees shall be prepared by the Library
164 Director in cooperation with the President. Board members who wish to have items included
165 on the published agenda for a regular meeting shall present such items to the President a week
166 in advance of the scheduled Board meeting.

167
168
169 **Article VI. Parliamentary Authority**

170 The latest edition of *Robert's Rules of Order* will be followed in matters of procedure not
171 specifically covered in these By-Laws. Failure to follow *Robert's Rules of Order* shall not
172 invalidate an otherwise valid decision.

173
174
175 **Article VII. Order of Business**

176 The Order of Business at the regular monthly meeting shall be as follows:

- 177 a. Call to Order
- 178 b. Roll Call
- 179 c. Approval of the Minutes
- 180 d. Recognition of the Public
- 181 e. Public Comments
- 182 f. Agenda – Additions/Deletions

- 183 g. Treasurer’s Report
184 a. Approval of Bills
185 b. Financial Statements
186 h. Communications
187 i. Reports
188 j. Unfinished Business
189 k. New Business
190 l. (Optional) Closed Session and Reconvening in Open Session
191 m. Adjournment

192
193
194 **Article VIII. Roll Call Voting**

195
196 All motions of the Board which concern cash expenditures shall be voted by roll call vote.
197 Privilege of calling for a roll call vote may be exercised by any Trustee.
198

199 **Article IX. Committees and Appointed Representatives**

200 **Section 1**

201 Committees are appointed by the President. Committees have advisory powers unless granted
202 specific power by Board action. There are two (2) standing committees of three (3) members
203 each: 1) Finance Committee (chaired by the Treasurer) and 2) Policy (chaired by the Vice-
204 President).

205
206 The President shall appoint special committees as needed.
207

208 **Section 2**

209 The Finance Committee shall establish and review the financial practices of the Library. The
210 Committee shall review and revise the operating budget, the Budget and Appropriation
211 Ordinance, and the Levy Ordinance.
212

213 The Policy Committee shall establish a schedule for reviewing the By-Laws and all policies. It
214 shall be responsible for the review and revision of By-Laws and policies subject to final approval
215 by the Board.
216

217 **Article X. Library Director**

218 The Board shall appoint and fix the compensation for a qualified Librarian to act as
219 administrator of the district’s daily operations. The Board is responsible for conducting an
220 annual performance review and appraisal. When appropriate, the Board is responsible for the
221 termination of the employment of an Library Director.
222

223 **Article XI. Policies**

224 The Library is governed by a set of policies adopted by the Board. The Board may amend and
225 enact policies from time to time as needed.
226

227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248

Article XII. Indemnification

The Library shall indemnify its trustees and officers for claims based on an injury allegedly arising out of an act or omission occurring within the scope of his/her duties as trustee.

Article XIII. Severability

If any provision of these By-Laws is held invalid after their effective date, such invalidity does not affect other provisions or applications of these provisions.

Article XIV. Amendments

Amendments to these By-Laws may be proposed at any regular meeting, but may become effective only after a favorable vote at a subsequent meeting. Any of the foregoing By-Laws may be temporarily suspended by unanimous vote of all the Trustees present at any meeting, and vote on such suspensions shall be taken by yeas and nays and entered into the official record.

- Reviewed by Board of Library Trustees: August 23, 2010
- Reviewed by Board of Library Trustees: October 25, 2010
- Revision Approved by Board of Library Trustees: November 22, 2010
- Revision Approved by Board of Library Trustees: April 28, 2014
- Revision Approved by Board of Library Trustees: June 26, 2017
- Revision Approved by Board of Library Trustees: July 26, 2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2
3 CLOSED SESSION POLICY AND CLOSED MEETING MINUTES PROCEDURES

4
5 Policy

6 All aspects of the Illinois Open Meetings Act (5 ILCS 120/2.06) shall be followed.
7 Minutes, material and discussions of a closed session are confidential until approved for
8 release.

9
10 CLOSED SESSION MEETING MINUTES & REVIEW

11
12 **Policy Requirements**

- 13 • The Board shall endeavor to approve closed session minutes at the next meeting of the
- 14 Board of Library Trustees and, if accurate, approve the closed session minutes. In
- 15 compliance with OMA, all closed session minutes shall be approved in open session.
- 16 • The Secretary of the Board of Library Trustees shall be responsible for maintaining an
- 17 accurate record of closed session minutes and corresponding actions taken pertaining to
- 18 the minutes. This record shall be kept in the locked Board file.
- 19 • All closed session meetings shall be recorded either by audio or video means and written
- 20 minutes shall also be kept. The written minutes and audio/video recordings of closed
- 21 sessions shall be kept in the locked board file and shall remain confidential until such time
- 22 as the Board determines that they no longer require confidential treatment and are
- 23 approved for release by majority vote.
 - 24 ○ Once closed meeting minutes are released, they become a matter of the public record.
- 25 • Both minutes and recordings shall be reviewed semi-annually.
 - 26 ○ Closed meeting recordings shall be kept at least 18 months after initial recording of the
 - 27 closed meeting, but may be destroyed after 18 months upon:
 - 28 ▪ ~~approval~~ Approval to destroy the verbatim recording of the closed
 - 29 session meeting by the Board of Library Trustees; and
 - 30 ▪ Approval of the closed session minutes by the Board of Library Trustees .
 - 31 ○ Approved closed meeting minutes shall be retained permanently.

32
33 **Procedure for the Semi-annual Review of Closed Session Minutes**

- 34 1. On a semi-annual basis, the President of the Library Board designates two or more Board
- 35 members to a Special Committee for the purpose of reviewing closed session meeting
- 36 minutes.
- 37 2. Members of the Special Committee coordinate with the library director to establish a
- 38 committee meeting time and place to perform the review.
 - 39 2.1. The Library Director prepares and posts the agenda and notification prior to the
 - 40 meeting.
- 41 3. The committee meets at the specified meeting place to conduct the meeting as per
- 42 standard procedure.

43 3.1. The Committee enters into closed session for the specific purpose of reviewing closed
44 session minutes as specified in the Illinois Open Meetings Act (5 ILCS 120/2.06) and
45 shall cite the statutory provision permitting entry into closed session.-

46 3.2. Once in closed session, the Committee shall review the closed session minutes and
47 make a determination as to the release of the closed session minutes for public
48 inspection, i.e., at such closed session meetings a determination shall be made (in
49 closed session) that:

50 o The need for confidentiality still exists as to all or part of the (closed session)
51 meeting minutes; or

52 o That the (closed session) minutes or portions thereof no longer require
53 confidential treatment and are available for public inspection.

54 3.2.3.3. At the completion of the review, the committee returns to open session and
55 reports its determinations in open session before concluding the meeting after all
56 business is complete.

57 3.3.3.4. Meeting minutes are prepared for the meeting and approved as per standard
58 procedure.

59 4. The Committee reports the findings of the Closed Session Meeting Minutes Review with
60 recommendations to the Board.

61
62 Policy approved May 21, 1984

63 Revised August 22, 1988

64 Revised September 26, 1988

65 Revision Approved by Board of Library Trustees: June 23, 2008

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

67 Approved by Board of Library Trustees: August 25, 2014

68 Approved by Board of Library Trustees: July 24, 2017

69 Revision Approved by Board of Library Trustees: August 23, 2021

70

1 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

2 **ELECTRONIC COMMUNICATIONS**

3
4
5 Sending or forwarding electronic communications discussing public business that eventually
6 reaches a majority of a quorum of the members of a public body falls under the restrictions of
7 the Illinois Open Meetings Act. Use of electronic communications by trustees shall be in
8 accordance with Illinois applicable statutes.

9 A meeting of a public body held for the purpose of discussion of public business includes any
10 gathering in person or by any electronic means of communication. Communication by video or
11 audio conference, telephone, electronic mail, electronic chat, instant messaging, or other
12 means of contemporaneous interactive communication, of a majority of a quorum of the
13 members of a public body will constitute a meeting.

14
15
16 **ELECTRONIC COMMUNICATIONS GUIDELINES**

- 17
- 18 1. Attempt to communicate about one item/issue per message.
 - 19
 - 20 2. Generally do not forward emails.
 - 21
 - 22 3. Generally do not reply unless requested.
 - 23
 - 24 4. Generally do not "reply to all".
 - 25
 - 26 5. Generally do not copy or blind copy to anyone.
 - 27
 - 28 6. Keep a copy of your message in your working file if possible.
 - 29
 - 30 7. State on your message that "This email is for information only".
 - 31
 - 32 8. State on your message that "This item/issue has been discussed in open session".
 - 33
 - 34 9. If needed, send a separate email to others (such as the Library Director).
- 35
36
37

38 Approved by Board of Library Trustees: June 28, 2010

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

40 Revision Approved by Board of Library Trustees: April 28, 2014

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

42 Reviewed by Policy Committee: June 10, 2021

43 Approved by Board of Library Trustees: June 28, 2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 FREEDOM OF INFORMATION ACT POLICY AND ORGANIZATIONAL DIRECTORY

3
4 Policy

5
6 It is the policy of the Board of Library Trustees of the West Chicago Public Library District to
7 permit access to and copying of its public records in accordance with the Illinois Freedom of
8 Information Act (the "Act") (5 ILCS 140/3.5), effective July 1, 1984, as amended, balanced,
9 however, by the limited exceptions recognized in the Act to safeguard individual privacy and
10 the efficient operation of the Library.

11
12 The Library Director is hereby authorized to serve as the Library's Chief Freedom of
13 Information Act Officer and directed to designate additional employees to serve as FOIA
14 Officers.

15
16
17
18 Procedures

19
20 Procedure for Requesting Records

- 21 1. Written requests may be submitted to the Library either by personal delivery,
22 mail, fax, email, or other means available to the Library. The Library may honor
23 oral requests for inspection or copying.
24 2. The request should be made at the Library District's Administrative Office at 118
25 West Washington Street, West Chicago, IL 60185 during normal working hours
26 (i.e., 9:00 AM to 5:00 PM, Monday through Friday).
27 3. All requests for inspection and copying received by the Library shall immediately
28 be forwarded to its Freedom of Information officer.
29

30 Fees Schedule

- 31 • The first 50 pages of black and white, letter or legal paper are free.
32 • After the first 50 pages, the library will charge \$.15 per page.
33 • Colored copies and copies sized other than legal or letter size will be charged
34 at the actual cost of reproduction.
35 • Cost of electronic records will be charged at the actual cost of the
36 recording medium.
37 • Certified copies are \$1.00 each
38 • Attachments to email are free of charge
39 • Fees may be waived or reduced if waiver is in the public interest.
40

41 Retrieval and Copying of Records and Board Notification

42 Only the FOIA Officer may retrieve and/or copy records. The FOIA Officer of the Library
43 shall notify the Board President by telephone of the request for records within twenty-four
44 (24) hours of receipt of the request for records. The Board President shall provide
45 guidance as requested by the designated employees of the Library.

46
47 Responses to Request for Records

48 The FOIA Officer must respond within five (5) business days after receipt of a request (twenty-
49 one (21) days if the request is for a commercial purpose. An extension of five (5) days may
50 be permitted under certain circumstances.

- 51
52 A. Upon receiving a request for a public record, the Freedom of Information officer shall:
- 53 1. Note the date the public body receives the written request;
 - 54 2. Compute the day on which the period for response will expire and make a
55 notation of that date on the request;
 - 56 3. Maintain an electronic or paper copy of a request, including all documents
57 submitted with the request until the request has been complied with or denied;
58 and
 - 59 4. Create a file for the retention of the original request, a copy of the response, a
60 record of communications with the requester, and a copy of other
61 communications.
- 62
- 63 B. If a request is denied:
- 64 1. Give a detailed factual basis and provide a citation to legal authority;
 - 65 2. Name the FOIA Officer responsible for the denial;
 - 66 3. Notify the requester that the requester has the right to appeal the denial to
67 the Attorney General's Public Access Counselor or the courts;
 - 68 4. Provide the Attorney General's Public Access Counselor's address and
69 telephone number to the requester.
- 70
71
72

73 Index of Available Public Records

74
75 The following list of public records available for inspection is not meant to be exhaustive but
76 to give assistance to the public as to the type of records which can be accessed. Each request
77 will be evaluated on its merits on a case-by-case basis in accordance with the "Open
78 Meetings Act" (Chapter 5 Act 120 Paragraph 1 – 6 Illinois Compiled Statutes). Guidelines and
79 criteria for responses to requests are stated in the Library District's "Freedom of Information
80 Policy Statement and Administrative Guidelines."

81
82 Financial Records

- 83 • Audit Reports
- 84 • Bank Statements

85	• Bills and Invoices
86	• Budget and Appropriation Ordinances
87	• Budget Worksheets
88	• Cancelled Checks
89	• Daily Cash Receipts Reports
90	• Levy Ordinances
91	• Monthly Bill Approval Lists
92	• Monthly Combined Statements of Assets, Liabilities, and Fund Balances
93	• Petty Cash Reimbursement Reports
94	• Receipts for Expenditures
95	• Receipts for Revenue
96	• Working Budgets
97	
98	<u>Board of Trustees Records</u>
99	• Agendas
100	• Legal Notices
101	• Open Meeting Minutes
102	• Monthly Meeting Packets
103	• Ordinances
104	• Policy Statements
105	• Resolutions
106	• Strategic Long-Range Plan
107	
108	<u>Library Administrative Records</u>
109	• Annual Reports
110	• Bid Documents
111	• Building and Equipment Maintenance/Service Contracts
112	• Correspondence from Library
113	• Correspondence to Library
114	• Employee Timesheets and Payroll Records
115	• Forms
116	• Insurance Policies
117	• Job Descriptions
118	• Memoranda
119	• Organization Chart
120	• Per Capita Grant Applications
121	• Personnel Files and Records
122	• Personnel Policy Handbook
123	• Salary Schedules
124	

125 ORGANIZATIONAL DIRECTORY

- 126
- 127 I. A brief description of our public body is as follows:
- 128
- 129 A. Our purpose is to provide materials and services for the recreational, social,
130 informational, and educational needs of the community.
- 131
- 132 B. An organizational chart is attached to this policy.
- 133
- 134 C. The total amount of our operating budget for FY 2024-2025 is: \$3,009,309. Funding
135 sources are property and personal property replacement taxes, state and federal
136 grants, fines, charges, and donations. Tax levies are:
- 137
- 138 1. Corporate purposes (for general operating expenditures)
- 139 2. IMRF (provides for employee’s retirement and related expenses)
- 140
- 141 D. The office is located at this address:
142 118 West Washington Street – West Chicago, IL 60185
- 143
- 144 E. We have the following number of persons employed:
- 145
- | | | |
|----|-----------|----|
| 1. | Full-time | 18 |
| 2. | Part-time | 17 |
- 146
- 147 F. The following organization exercises control over our policies, hiring and oversight of
148 the Library Director, and financial operations: *The West Chicago Public Library District*
149 *Board of Library Trustees*, which meets monthly on the 4th Monday of each month,
150 7:00 p.m., at the library.
- 151
- 152 H. We are required to report and be answerable for our operations to:
153 *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, [Alexi](#)
154 [Giannoulis](#) (Secretary of State); Director of State Library, Greg McCormick; and
155 various other staff.
- 156 II. Any person requesting records of the West Chicago Public Library District may make such
157 a request either in person or in writing. All requests are governed by the Library’s
158 Freedom of Information Act Policy.
- 159

WEST CHICAGO PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION REQUEST FORM (OPTIONAL)

160
161
162
163
164
165
166
168
168
171
173

Description of public records requested pursuant to the Illinois
Public Records Act:

Disclosure of records:

Format requested:

_____ Inspection (supervised)
_____ Copy
_____ Certification

_____ Paper
_____ Electronic (if available)
_____ Other

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

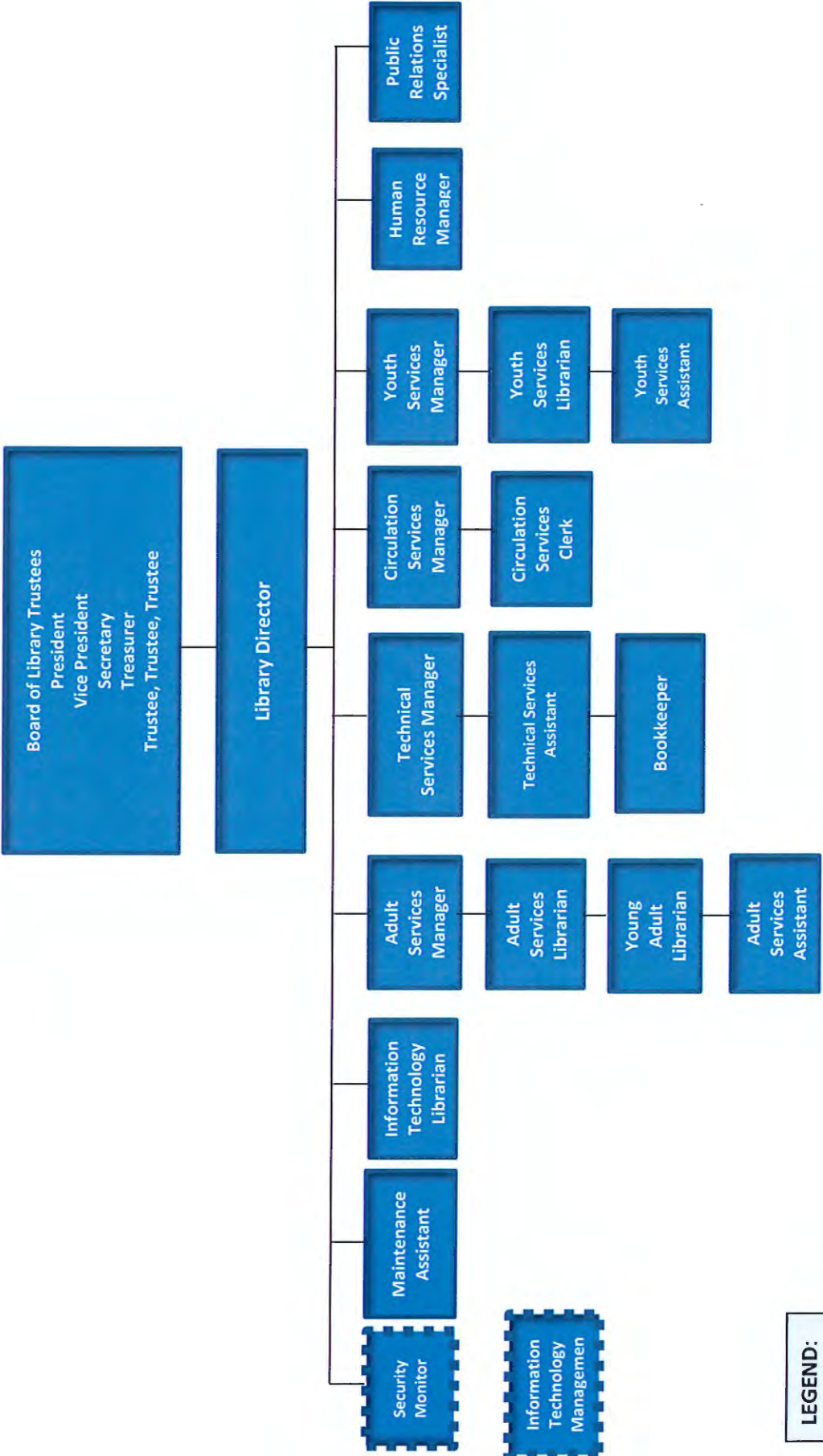
Signature: _____

Date of Request: _____

Request Received by: _____

Date Received: _____

Date of Response to Request: _____



LEGEND:



Outsourced

6/10/2024

Approved by Board of Library Trustees: December 18, 1995
Revision Approved by Board of Library Trustees: September 27, 2004
Revision Approved by Board of Library Trustees: August 27, 2007
Approved by Board of Library Trustees: August 24, 2009
Approved by Board of Library Trustees: January 25, 2010
Approved by Board of Library Trustees: September 23, 2013
Approved by Board of Library Trustees January 23, 2017
Revision Approved by Board of Library Trustees: July 26, 2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 IDENTITY PROTECTION POLICY

3
4 **Policy**

5
6 The West Chicago Public Library District (Library) will comply with the Identity Protection Act, 5 ILCS
7 17911 *et seq.* The Identity Protection Act requires units of government to approve and implement an
8 Identity Protection Policy to ensure confidentiality and integrity of Social Security Numbers which
9 agencies collect, maintain, and use.

10
11
12 **Procedures**

13
14
15 **Social Security Number Protections**

16
17 Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that
18 individual with a statement of the purpose or purposes for which the Library is collecting and using the
19 SSN. The Library shall also provide the statement of purpose upon request. A sample statement of
20 purpose is attached to this Policy.

21
22
23 **The Library shall not:**

- 24
25 1. Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly
26 display" means to intentionally communicate or otherwise intentionally make available to the general
27 public.
- 28
29 2. Print an individual's SSN on any card required for the individual to access products or services
30 provided by the person or entity.
- 31
32 3. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN
33 is encrypted.
- 34
35 4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal
36 Service, or any private mail service, electronic mail, or any similar method of delivery, unless State or
37 Federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications
38 and forms sent by mail, including but not limited to, any material mailed in connection with the
39 administration of the Unemployment Insurance Act, any material mailed in connection with any tax
40 administered by the Department of Revenue, and documents sent as part of an application or
41 enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the
42 accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a
43 postcard or other mailer that does not require an envelope or be visible on an envelope without the
44 envelope having been opened.
- 45
46
47
48

49 In addition, the Library shall not:¹

50

51 1. Collect, use, or disclose a SSN from an individual unless:

52 (i) Required to do so under State or Federal law, rules or regulations, or the collection, use or
53 disclosure of the SSN is otherwise necessary for the performance of the Library's duties and
54 responsibilities;

55 (ii) The need and purpose for the SSN number is documented before collection of the SSN; and

56

57 (iii) The SSN collected is relevant to the documented need and purpose.

58

59 2. Require an individual to use his or her SSN to access an Internet website;

60

61 3. Use the SSN for any purpose other than the purpose for which it is was collected.

62

63 Requirement to Redact Social Security Numbers

64

65 The Library shall comply with the provisions of any other State law with respect to allowing the public
66 inspection and copying of information or documents containing all or any portion of an individual's SSN.

67 The Library shall redact SSN's from the information or documents before allowing the public inspection
68 or copying of the information or documents.

69 When collecting SSN's, the Library shall request each SSN in a manner that makes the SSN easily

70 redacted if required to be released as part of a public records request. "Redact" means to alter or

71 truncate data so that no more than five sequential digits for a SSN are accessible as part of personal

72 information.

73

¹ These prohibitions do not apply in the following circumstances:

(1) The disclosure of SSN to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.

(2) The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.

(3) The collection, use, or disclosure of Social Security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government facility.

(4) The collection, use or disclosure of Social Security numbers for internal verification or administrative purposes.

(5) The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.

(6) The collection or use of Social Security numbers to investigate or prevent fraud, to collect background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

74 **Employee Access to Social Security Numbers**

75 Only employees who are required to use or handle information or documents that contain SSNs will
76 have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

77 **STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS**

78
79 The Identity Protection Act, 5 ILCS 179/1 et seq., requires each unit of local government to approve and
80 implement an Identity Protection Policy that includes a statement of the purpose or purposes for which
81 the agency is collecting and using an individual's Social Security Number (SSN). This statement of
82 purpose is being provided to you because you have been asked by the Library to provide your SSN or
83 because you requested a copy of this statement.

84
85 Why does the Library collect your Social Security Number?

86
87 You are being asked for your SSN for one or more of the following reasons:

- 88
89 • Vendor services, such as executing contracts and/or payment for services;
90 • Background check for employment;
91 • Administrative services; and/or
92 • Other _____
93

94 What does the Library do with your Social Security Number?

- 95
96 • We will only use your SSN for the purpose (s) for which it was collected;
97 • We will not:

98
99 Sell, lease, loan, trade, or rent your SSN to a third party for any purpose; Publicly post or
100 publicly display your SSN; Print your SSN on any card required for you to access our
101 services; Require you to transmit your SSN over the Internet, unless the connection is
102 secure or your SSN is encrypted; or Print your SSN on any materials that are mailed to
103 you, unless State or Federal law requires that number to be on documents mailed to
104 you, or unless we are confirming the accuracy to your SSN.
105
106

107 Questions or Complaints about this Statement of Purpose:

108
109 Write to the West Chicago Public Library District
110 Attn: Library Director
111 118 W. Washington Street
112 West Chicago, IL 60185
113
114
115
116

117 Approved by Board of Library Trustees: April 25, 2011

118 Approved by Board of Library Trustees: August 25, 2014

119 Approved by Board of Library Trustees: July 24, 2017

120 Approved by Board of Library Trustees: July 26, 2021

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

2 VIDEO SURVEILLANCE POLICY

3
4 The use of video surveillance is intended to enhance the safety and security of Library users and
5 staff by discouraging violations of the Library District’s Code of Conduct, assisting Library staff in
6 preventing violations, and providing law enforcement assistance in prosecuting criminal activity.

7
8 GUIDELINES

- 9 1. Video surveillance may be conducted in public spaces of the Library.
- 10 2. Surveillance cameras may be installed in outdoor and indoor places where individuals lack
11 a reasonable expectation of privacy. Examples include public common areas such as
12 parking lots, entrances, seating areas, and service desks and areas where money is stored
13 or handled.
- 14 3. Surveillance cameras will not be installed in areas where individuals have a reasonable
15 expectation of privacy such as restrooms.
- 16 4. Notice of video surveillance may be posted on Library property informing the public and
17 staff that security cameras are in use.
- 18 5. Surveillance cameras may not be continuously monitored. The public and staff should
19 take appropriate precautions for their safety and for the security of their personal
20 property. The Library District is not responsible for loss of property or personal injury.
- 21 6. Recorded data is confidential and secured in a controlled area. The Library District has
22 discretion with respect to retention, disposal and/or destruction of recordings.
- 23 7. Surveillance cameras are not intended for the purpose of routine staff performance
24 evaluations.
- 25 8. Nothing in this policy alters the confidentiality of Library records under the Library
26 Records Confidentiality Act.
- 27 9. The Library reaffirms its support for Article III of the American Library Association’s Code
28 of Ethics, which states that librarians “shall protect each library user’s right to privacy and
29 confidentiality with respect to information sought or received, and resources consulted,
30 borrowed, acquired and transmitted.”

33 **USE/DISCLOSURE**

- 34 1. Access to archived video surveillance footage is restricted to the Library Director and his/
35 her designee(s).
- 36 2. Access to video surveillance footage by law enforcement will be provided pursuant to a
37 Subpoena, Court Order, and applicable law, or as determined by the Library District.
- 38 3. Video images may be maintained as determined by the Library District.
- 39 4. Video records and photographs may be used to identify individuals responsible for Library
40 policy violations, criminal activity on Library District property, or actions which are
41 disruptive to Library District operations.
- 42 5. In situations involving banned patrons, images may be shared with staff and images may
43 be posted in restricted staff areas for the duration of the banning period.
- 44 7. A breach of this Policy by staff may result in disciplinary action up to and including
45 dismissal.
- 46 8. Any Library District employee who becomes aware of any unauthorized disclosure of a
47 video recording and/or a privacy breach shall immediately inform the Library Director.
- 48 9. A copy of this Policy may be provided to any patron or staff member upon request.
- 49 10. This Policy is posted on the Library District’s website.
- 50 11. Questions from patrons may be directed to the Library Director or the Administrative
51 Office.

52

53 **DISCLAIMER**

- 54 1. The Library District disclaims any liability for use of video data.
- 55
- 56
- 57
- 58

59 Approved by Board of Library Trustees: February 25, 2019

60

61

62