



# WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees  
**POLICY MEETING**  
September 12, 2024

Study Room 1 – 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](mailto: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. July 18, 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
  2. Closed Session Policy and Closed Meeting Minutes Procedures ACTION
  3. Freedom of Information Act Policy ACTION
8. New Business
  - A. Policy Review
    1. Public Comment ACTION
    2. Exhibits, Displays, and Artwork ACTION
    3. Policy Audit and Review Procedures ACTION
    4. Service to Patrons with Disabilities ACTION
    5. Display or Distribution of Notices, Pamphlets, or Other Printed Materials ACTION

9. Recommendations

A. The Policy Committee makes the following recommendations to the Board of Library Trustees for its September 23, 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  
July 18, 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 6:03 p.m.*

### 2. Roll Call

*Committee members present: Frank Fokta, Richard Bloom; Pat Weninger, ex officio*

*Committee members absent: Scott Grotto*

*Staff present: Benjamin Weseloh*

### 3. Approval of the Minutes:

#### A. June 17, 2024

#### ACTION

*Pat moved to approve the minutes as presented, seconded by Richard. A correction was made and the motion to approve the minutes was revised to approve the minutes as corrected. The vote to approve the minutes as corrected 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

*Richard moved to table the Outstanding Check policy until further research is completed to determine if the policy is mandated by statute or simply a recommendation from the auditing team. Pat seconded the motion. The motion to table the Outstanding Check policy was unanimous. Motion carried.*

## 8. New Business

### A. Policy Review

#### 1. Bloodborne Pathogens

*Richard moved to recommend the Bloodborne Pathogens policy to the Board for approval, seconded by Pat. Following discussion and a correction, the motion was revised to recommend the Bloodborne Pathogens policy to the Board as amended. The vote to recommend the Bloodborne Pathogens policy as amended was unanimous. Motion carried.*

#### 2. Bylaws

*Richard moved to recommend the Bylaws, seconded by Pat. Following discussion and recommendations made, the motion was revised to recommend the Bylaws to the Board for approval as amended. The vote to recommend the Bylaws to the board was unanimous. Motion carried.*

#### 3. Closed Session Policy and Closed Meeting Minutes Procedures

*Richard moved to table the Closed Session Policy and Closed Meeting Minutes Procedures until the next meeting, seconded by Pat. Following discussion, the vote to table was unanimous. Motion carried.*

#### 4. Electronic Communications

*Richard moved to recommend to the board the removal of the Electronic Communications policy from the library's policy review because of obsolescence, seconded by Pat. The vote to recommend to the board the removal of the Electronic Communications policy from the library's policy review was unanimous. Motion carried.*

#### 5. Freedom of Information

*Richard moved to table the Freedom of Information policy until the next meeting, seconded by Pat. Following discussion, the vote to table was unanimous.*

#### 6. Identity Protection

*Richard moved to approve the Identity Protection policy, seconded by Pat. Following discussion and a correction, the motion was revised to recommend to the board approval of the Identity Protection policy as corrected. The vote to recommend the Identity Protection policy to the board for approval was unanimous. Motion carried.*

#### 7. Video Surveillance

*Richard moved to recommend the Video Surveillance policy to the board for approval as presented, seconded by Pat. There was no discussion and the vote to recommend the Video Surveillance policy to the board for approval was unanimous. Motion carried.*

## 9. Recommendations

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

- i. Bloodborne Pathogens policy as corrected*
- ii. Bylaws as amended*
- iii. Removal of the Electronic Communications policy*

- iv. Identity Protection policy as corrected*
- v. Video Surveillance policy*

**10. Adjournment**

**Frank Fokta, Chairman**

*Chairman Fokta adjourned the meeting at 7:14 p.m.*

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



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

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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 Statue.

1 WEST CHICAGO PUBLIC LIBRARY DISTRICT

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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.

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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 3.2.3.4. 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

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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.

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18 Procedures

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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~~ may 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, **if necessary**.  
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, or his or her designee, may retrieve and/or copy records. The FOIA  
43 Officer of the Library shall notify the Board President by telephone of the request for  
44 records within twenty-four (24) hours of receipt of the request for records. The Board  
45 President shall provide 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.
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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

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98 Board of Trustees Records

- 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

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108 Library Administrative Records

- 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

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**ORGANIZATIONAL DIRECTORY**

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~~I. A brief description of our public body is as follows:~~

~~A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.~~

~~B. An organizational chart is attached to this policy.~~

~~C. The total amount of our operating budget for FY 2024-2025 is: \$3,009,309. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:~~

- ~~1. Corporate purposes (for general operating expenditures)~~
- ~~2. IMRF (provides for employee's retirement and related expenses)~~

~~D. The office is located at this address:  
118 West Washington Street—West Chicago, IL 60185~~

~~E. We have the following number of persons employed:~~

<del>1.</del>	<del>Full-time</del>	<del>18</del>
<del>2.</del>	<del>Part-time</del>	<del>17</del>

~~F. The following organization exercises control over our policies, hiring and oversight of the Library Director, and financial operations: *The West Chicago Public Library District Board of Library Trustees*, which meets monthly on the 4<sup>th</sup> Monday of each month, 7:00 p.m., at the library.~~

~~H. We are required to report and be answerable for our operations to:  
*Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, Greg McCormick; and various other staff.~~

~~II. Any person requesting records of the West Chicago Public Library District may make such a request either in person or in writing. All requests are governed by the Library's Freedom of Information Act Policy.~~



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

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

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Disclosure of records:

Format requested:

\_\_\_\_\_ Inspection (supervised)  
\_\_\_\_\_ Copy  
\_\_\_\_\_ Certification

\_\_\_\_\_ Paper  
\_\_\_\_\_ Electronic (if available)  
\_\_\_\_\_ Other

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

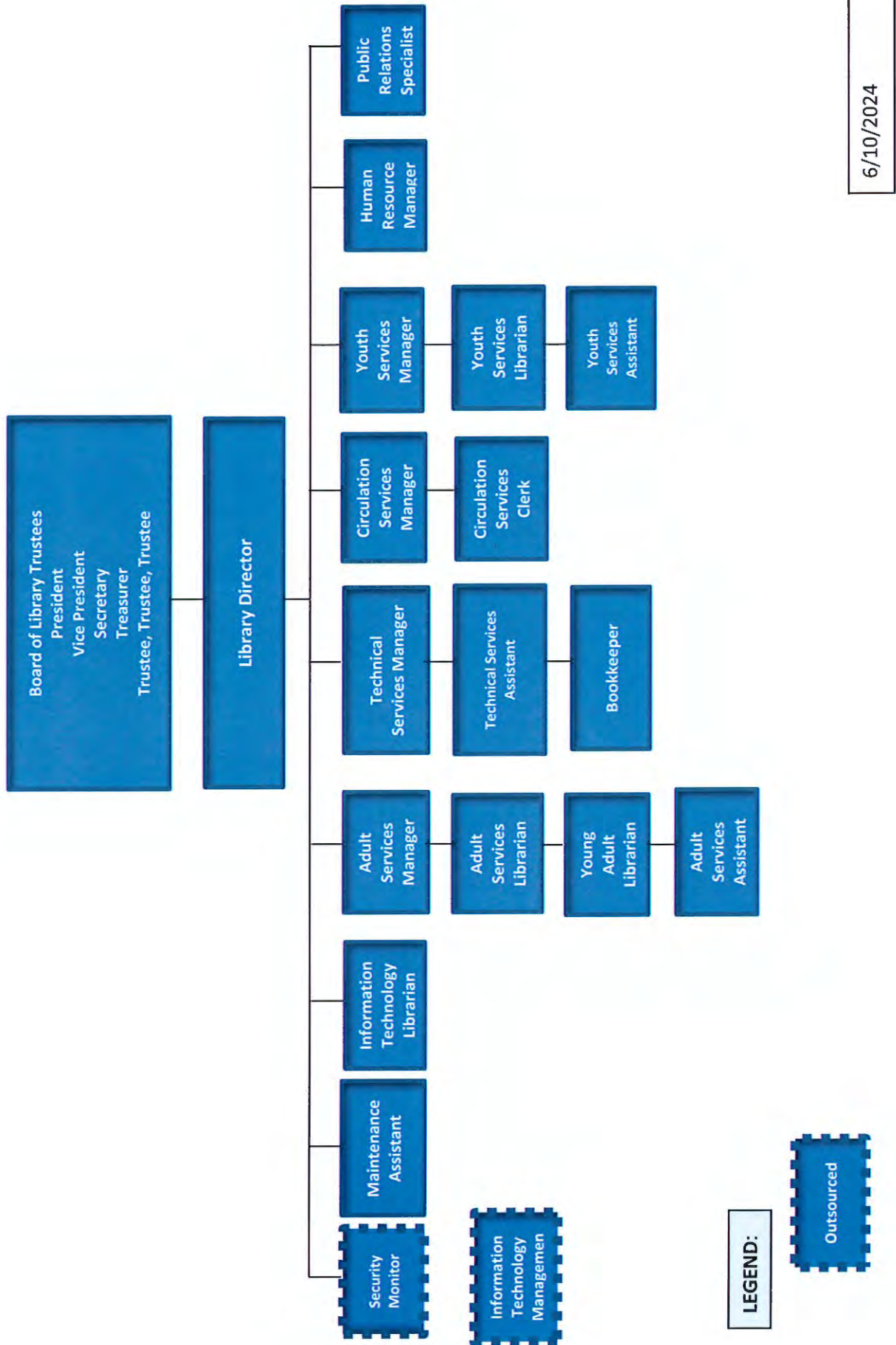
Signature: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Request Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date of Response to Request: \_\_\_\_\_



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

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### PUBLIC COMMENT POLICY

#### Policy

The Board of Trustees of the West Chicago Library District is interested in hearing from the public and provides the opportunity for the public to speak during the Public Comment section of the meeting. In order for the Board of Trustees to fulfill its obligation to complete the scheduled meeting agenda in an effective and efficient fashion, a maximum of 15 minutes of public participation will be permitted at each meeting when the public is present.

#### Procedures

The following rules shall govern speakers who address the Board:

1. Speakers wishing to speak must be present at the meeting. Public comment by use of any telecommunications device to speak at any regular or special meeting will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and /or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.
2. Members of the public wishing to speak are urged but not required to sign in with the Library Director or Board President prior to the commencement of the Board Meeting and provide their name, address and topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated.
3. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.
4. The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. In order to promote effective and efficient "Public Comment," preference will be given to speakers who sign in.
5. The time allowed for each person to speak will be three (3) minutes. Speakers are asked to strictly adhere to time allocated and to be brief and to the point.



6. Speakers are urged to identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.
7. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be honored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board may be included in the Board's files, but will not be attached to the meeting minutes.
8. Groups are asked to designate a single spokesperson.
9. Any individual may record statements made during the Public Comment Period, however, recordings should be conducted in such a manner so as not to interfere with the business of the Board.
10. Board members will generally not respond to comments from speakers. The Board President or other presiding officer may respond as appropriate and, for example, ask questions for clarification or direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.
11. Individuals addressing the Board must at all times adhere to the library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
12. The fifteen (15) minute time limit and/or three (3) minute maximum per speaker may be extended at the discretion of the Board President or presiding officer for a specific meeting.
13. Members of the public should not discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to library business. Comments on the performance of specific library employees must be addressed to the Library Director separate from the Board meeting. When needed, discussion with the Board about an employee will be held in closed Executive Session.
14. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.
15. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other presiding officer.

16. The Board vests in the Board President or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules. Failure to adhere to the above rules or other Library policies may result in removal of the speaker from Library property.

The Board of Trustees appreciates all who participate in open and orderly meetings.

Revision Approved by Board of Library Trustees: February 28, 2005

Revision Approved by Board of Library Trustees: January 28, 2008

Revision Approved by Board of Library Trustees: October 24, 2011

Reviewed by Policy Committee: October 20, 2014

Revision Approved by Board of Library Trustees: October 27, 2014

Approved by Board of Library Trustees: August 28, 2017

Approved by Board of Library Trustees: October 23, 2017

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

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### EXHIBITS, DISPLAYS, AND ARTWORK Waiver and Release from Liability Form

#### Policy

The West Chicago Public Library District's (WCPLD) exhibit and display spaces are available to organizations and individuals engaged in cultural, recreational, educational, historical, civic, or charitable activities.

#### Procedures

Preference will be given to exhibits and displays at the WCPLD subject to the following priorities:

1. Those created for Library-sponsored events or whose primary purpose is to benefit the Library or Library-sponsored activities
2. Those created by WCPLD residents
3. Those created by non-profit organizations
4. Those created by students attending West Chicago Schools
5. Those created by units of local government

Library staff will manage the exhibits and displays schedule.

Display of materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of the statements made in such materials.

Items from individuals or organizations advertising child care, tutoring, music lessons, items for sale, boutiques, garage sales, fundraising drives, or similar items, or for solicitation or recruitment will not be accepted for display.

Displays or exhibits of a proselytizing nature or those of individuals or organizations which are of an extreme or potentially offensive nature will not be accepted for display. Postings or display of notices, announcements, or materials will not be permitted or allowed that are in violation of any local, state, or other ordinance or statute. Only displays or exhibits consistent with the Library's mission to "promote lifelong learning by providing materials, programs, and services that are inspiring, enriching, and engaging to individuals of every age, economic status, and cultural background to meet the recreational and informational needs of the residents of the District" will be permitted.

If questions arise concerning acceptance criteria, the Library Director has final approval of any exhibits, displays, and artwork.

The Library provides a Waiver and Release from Liability form which must be completed by the exhibitor before exhibiting and filed in the Administrative Offices.

Approved by Board of Library Trustees: December 18, 1995

Revision Approved by Board of Library Trustees: February 2002

Approved by Board of Library Trustees: August 22, 2005

Revision Approved by Board of Library Trustees: August 25, 2008

Approved by Board of Library Trustees: November 28, 2011

Revision Approved by Board of Library Trustees: January 26, 2015

Approved by Board of Library Trustees: January 22, 2018

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



**WAIVER AND RELEASE FROM LIABILITY**

I have discussed with representatives from the West Chicago Public Library District (WCPLD) the display/exhibit on library premises of certain property belonging to me described as:

In connection with the display of said property, I understand, agree and acknowledge that:

1. I assume all risk and full responsibility for any loss or damage to the display property or Library property which may occur during the period of display.
2. Neither the WCPLD nor any employee or Board of Library Trustees of the WCPLD shall be liable for any loss or damage to the property.
3. I hereby and forever release and discharge the WCPLD and its employees and Board of Library Trustees from any and all claims, damages, demands, rights of action, causes of action, present or future, resulting from or arising out of display of the property.
4. I understand that obtaining insurance coverage, if any, concerning loss or damage to the property shall be my sole responsibility.
5. I assume full responsibility for any loss or damage to Library property which may occur as a result during the installation or removal of the display.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### POLICY AUDIT AND REVIEW PROCEDURES POLICY

#### Policy

Library Board policies will be reviewed as scheduled on the List of Policies maintained by the library staff.

#### Procedures

1. Policies mandated by law and those requiring annual review will take priority.
2. No later than January of each year the Chairman of the Policy Committee and the Library Director will agree upon the review schedule for the calendar year for those policies that have not been reviewed in the interim.
3. The Library Director shall solicit proposed revisions from the management team.
4. The Library Director will detail suggested policy changes in its submission for recommendations. The Policy Committee shall review all changes and resolve problems by:
  - sending the changes back to the Library Director for further consideration
  - by submitting the policy to the Board
5. Upon completion of the review of any policies or sections which correspond to a local, state, or other ordinance or statute or at the recommendation of the Policy Committee, that section with the changes clearly indicated will be forwarded for review to Counsel and then for approval by the Board. If the policy is declined by Counsel, or substantive changes need to be made, the Library Director will communicate this to the Chairman of the Policy Committee.
6. Upon approval by the Board at a regularly scheduled meeting, the staff liaison shall date and archive the superseded policy. The new policy shall be clearly dated and substituted into the appropriate section on the web site, saved to a network drive, and inserted into the Policies Binder in Administration. The List of Policies documenting which policies have been changed will be kept on file.
7. Nothing in this procedure shall preclude the Board of Library Trustees during their ordinary course of activities from considering changes to library policies. These procedures emphasize only the mandatory annual review of the library's policies.

Approved by Board of Library Trustees: October 25, 2004

Approved by Board of Library Trustees: November 26, 2007

Revision Approved by Board of Library Trustees: May 28, 2008

Revision Approved by Board of Library Trustees: October 24, 2011

Revision Approved by Board of Library Trustees: January 26, 2015

Approved by Board of Library Trustees: January 22, 2018

Approved by Board of Library Trustees: July 26, 2021

**WEST CHICAGO PUBLIC LIBRARY DISTRICT**  
**SERVICE TO PATRONS WITH DISABILITIES POLICY**

**Policy**

**Article I. General Guidelines**

The West Chicago Public Library District (Library) complies with the Americans with Disabilities Act of 1990, as amended (the "ADA") and offers alternative reasonable compliance to meet its requirements. Accordingly, the Library is committed to ensuring that Library communications with applicants, employees and members of the public with ADA disabilities are as effective as communications with others; makes reasonable accommodations in Library policies, practices and procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a Library program would result; and operates its services, programs and activities so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities. The Library provides equal access to persons with disabilities, including those individuals who use service animals.

**Procedures**

Any person needing an accommodation for a disability in order to access the benefits of the Library's services, programs, or activities under the Americans with Disabilities Act are encouraged to contact the Library Director or the Library's ADA Compliance Officer.

**Article II. ADA Compliance Officer**

The Library Director or his/her designee is the Library's ADA Compliance Officer. The ADA Compliance Officer may be contacted via telephone at: (630) 231-1552 x112 or via email at: admin@wcpld.info.

Implementation of this Policy is the responsibility of all Library staff.

**Article III. Method of Notification**

A copy of this Policy is included in the Library's policy handbook and is posted on the Library's website. If a person with visual impairment or other disability inquires about this Policy or about the Library's ADA services, staff will offer to read the Policy and to provide appropriate ADA services.

**Article IV. Service Animals**

The Library welcomes service animals, and service animals are permitted in any area of the Library where members of the public are permitted to go. Trainers are also permitted to accompany service animals in training in the Library. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of

such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack or performing other duties. The work or task that the dog has been trained to provide must be directly related to the person's disability.

Some service animals may wear special collars, harnesses, vests or capes and some are licensed and certified and have identification papers. However, special identification and certification are not required by the ADA. Employees may only ask an individual who accesses the Library with a service animal the following two questions: (1) whether the animal is a service animal and (2) what work or task the service animal has been trained to perform. Employees may not require identification documents for the animal and may not ask about the person's disability.

A service animal may be removed from the premises only if (1) the animal is out of control and the handler does not take effective action to control it, or (2) the animal is not housebroken. Service animals must be harnessed, leashed, or tethered, unless such devices interfere with the animal's work or the individual's disability prevents using such devices, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

When there is a legitimate reason to remove a service animal, staff will offer the person with the disability the opportunity to obtain Library materials or services without the animal's presence. Staff is not required to provide care, food or a special location for the animal.

#### **Article V. Programming & Meeting Accessibility**

All notices and advertising for Library-sponsored programming will contain an appropriate ADA notice (such as the following):

*Any person needing an accommodation for a disability in order to access the benefits of the Library's services, programs, or activities under the Americans with Disabilities Act should contact a Library manager by telephone at (630) 231-1552, by email at ask@wcpld.info or in writing, not less than five (5) working days prior to the program.*

All notices for library board or committee meetings will contain an appropriate Library notice (such as the following):

*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.*

#### **Article VI. Accommodations to Persons with a Disability**

Library staff will assist a patron with a disability in any reasonable way needed, including opening doors, carrying and retrieving library materials, and reading and/or completing library

forms. Library staff are available to provide ADA assistance and to assist a patron in filling out the forms, if needed.

The Library is committed to ensuring that communication with individuals with disabilities is as effective as with individuals without disabilities. In addition, in order to assist persons with visual, hearing, mobility, intellectual, or other disabilities, the Library provides materials in a variety of formats: conventional print, large type, DVD, CD, electronic download, streaming services. When materials are not available in all needed formats, the Library attempts to provide equivalent or similar items for use by persons with disabilities.

Despite the Library's best efforts, not all library materials may be available in accessible formats, not all areas of the Library are available to individuals with disabilities, and not every Library program, service and activity can be made accessible to every disabled person without fundamentally altering the nature of the service, activity or program. However, the Library does make every reasonable effort to provide assistance to individuals with disabilities upon request.

#### **Article VII. Threats to Health and Safety**

If an individual with a disability poses a direct threat to the health and safety of others the Library may refuse or revoke said individual's reasonable accommodation. However, in determining whether an individual with a disability poses a direct health and/or safety threat the Library will make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: The nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

#### **Article VIII. Meeting Room Users**

Groups using the meeting room and presenters are required to meet the requirements of the Americans with Disabilities Act. The Library offers the facility as a service to community groups, but has no responsibility for the groups using the room.

#### **Article IX. Grievance Procedures**

Any person who believes that the Library has discriminated against that person because of the person's disability may file a written complaint with the Library's Compliance Officer, or the Library Director. The complaint will provide information about the alleged discrimination, including the date, location, persons involved, and other particulars. The complaint will include the name, address, and telephone number of the person filing the claim. Upon request, the Library will provide alternate means for filing a complaint, such as a personal interview or tape or digital recording, to a person with a disability.

The Library's ADA Compliance Officer or Library Director will make every effort to work cooperatively with a complainant to resolve the issue forming the basis of the complaint. In the event the response of the Library's Compliance Officer or Library Director does not satisfactorily



resolve the problem, an individual may choose to file an administrative complaint with the following government agencies:

Employees may file an administrative complaint with the U.S. Equal Employment Opportunity Commission (EEOC) within 180 days of the alleged discrimination, or may file a lawsuit for injunctive relief and damages.

Members of the public may file an administrative complaint with the U.S. Department of Justice, Civil Rights Division, Disability Rights Section or with the U.S. Department of Education, Office for Civil Rights.

Any or all of these methods may be pursued at the same time.

Individuals are protected from retaliation or coercion when pursuing their rights or responsibilities under the ADA.

#### **For further information**

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the ADA Compliance Officer and also from the Disability Rights Section, Civil Rights Division, U.S. Department of Justice, 950 Pennsylvania Avenue, Washington, DC 20530. Telephone: (800) 514-0301 (Voice) or (800) 514-0383 (TDD).

To the extent that any existing policies, procedures or guidelines of the Library are inconsistent with this policy, this policy shall prevail.

Approved by Board of Library Trustees: February 28, 2005

Revision Approved by Board of Library Trustees: January 28, 2008

Revision Approved by Board of Library Trustees: October 24, 2011

Revision Approved by Board of Library Trustees: January 26, 2015

Approved by Board of Library Trustees: January 22, 2018

Approved by Board of Library Trustees: July 26, 2021

## WEST CHICAGO PUBLIC LIBRARY DISTRICT

### DISPLAY OR DISTRIBUTION OF NOTICES, PAMPHLETS, OR OTHER PRINTED MATERIAL POLICY

#### Policy

The West Chicago Public Library District (WCPLD) may provide bulletin board(s), display rack(s), or other display areas for all written or graphic announcements of upcoming events of a cultural, recreational, educational or community service nature consistent with the Library's mission, which is to promote lifelong learning by providing materials, programs, and services that are inspiring, enriching, and engaging to individuals of every age, economic status, and cultural background to meet the recreational and informational needs of the residents of the District.

#### Procedures

Library staff will manage the display or distribution of notices, pamphlets or other printed material. Materials not approved by the Administrative office may be discarded. Distribution of materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of the statements made in such materials.

Requests to post displays, notices and materials from outside agencies must be made through the Library Administrative Offices.

All such displays shall be governed by the following priorities:

1. Library Programs
2. Programs co-sponsored by the Library
3. Programs sponsored by other tax-supported agencies
4. Programs of a cultural, recreational, educational or community service nature sponsored by non-profit organizations
5. Programs of a cultural, recreational, educational or community service nature sponsored by for-profit organizations

Items from individuals or organizations advertising child care, tutoring, music lessons, items for sale, boutiques, garage sales, fundraising drives, or similar items, or for solicitation or recruitment will not be accepted for display.

Approved by the Board of Library Trustees: February 24, 1997

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