



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees

POLICY MEETING

April 10, 2025

Main Program Room – First 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. November 14, 2024 **ACTION**
4. Recognition of the Public
5. Public Comment (Limited to 3 minutes)
6. Agenda – Additions / Deletions
7. Unfinished Business
 - A. Closed Session Policy and Closed Meeting Minutes Procedures **ACTION**
8. New Business
 - A. Library Card and Circulation Policy **ACTION**
 - B. Meeting Room Policy **ACTION**
9. Recommendations
The Policy Committee makes the following recommendations to the Board of Library Trustees for its April 28, 2025 meeting:
10. Adjournment Frank Fokta, Chairman

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



WEST CHICAGO PUBLIC LIBRARY DISTRICT

Board of Library Trustees
POLICY MEETING
November 14, 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 or in writing, not less than five (5) working days prior to the meeting.

MINUTES

1. Call to Order

The meeting was called to order by Chairman Fokta at 6:11 p.m.

2. Roll Call

Committee members present: Frank Fokta, Chair; Richard Bloom, committee member; Pat Weninger, ex officio

Committee members absent: Scott Grotto

Staff present: Benjamin Weseloh, Library Director

3. Approval of the Minutes:

A. September 12, 2024

Frank moved to approve the minutes as presented, seconded by Richard. There was no discussion and the vote to approve the minutes as presented 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

Frank changed item 7.2 under unfinished business from an action item to a discussion item. He wants to re-work the Closed Session Policy and Closed Meeting Minutes Procedures and bring it back to the next policy meeting for approval.

7. Unfinished Business

A. Outstanding Check Policy

Pat moved to approve the outstanding check policy as presented, seconded by Richard. A change was made in line 13 from six months to five months. The motion was amended by Pat to reflect

the change and seconded by Richard. The vote to recommend to the board as amended was unanimous. Motion carried.

B. Closed Session Policy and Closed Meeting Minutes Procedures

Discussion was had regarding the closed session policy and closed meeting minutes procedures policy and will be brought back to the next policy meeting for action under unfinished business.

8. New Business

A. Policy Review

1. Section 10.3 of the Personnel Policy Handbook: IL Paid Leave Act

Pat moved to approve Section 10.3 of the personnel policy handbook dealing with the Illinois Paid Leave Act as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

2. Gifts and Donations

Pat moved to approve the gifts and donations policy as presented, seconded by Richard. Following discussion, changes were made in lines 38-40. Pat amended her motion to approve the policy as amended, seconded by Richard. The vote to recommend to the board as amended was unanimous. Motion carried.

3. Sale or Disposition of Surplus Library Property

Pat moved to approve the sale or disposition of surplus library property policy as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

4. Immigration Compliance

Pat moved to approve the immigration compliance policy as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

5. Community Service Workers

Pat moved to approve the community service workers policy as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

6. Personal Auto Use while on Library Business

Pat moved to approve the personal auto use while on library business policy as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

7. Library Photography and Video

Pat moved to approve the library photography and video policy as presented, seconded by Richard. There was no discussion. The vote to recommend to the board as presented was unanimous. Motion carried.

9. Recommendations

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

- 1. Outstanding Check Policy*
- 2. Section 10.3 of the Personnel Policy Handbook: IL Paid Leave Act*
- 3. Gifts and Donations Policy*
- 4. Sale or Disposition of Surplus Library Property Policy*
- 5. Immigration Compliance Policy*
- 6. Community Service Workers Policy*
- 7. Personal Auto Use while on Library Business Policy*
- 8. Library Photography and Video Policy*

10. Adjournment

Chairman Fokta adjourned the meeting at 6:47 p.m.

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 to destroy the verbatim recording of the closed session meeting
 - 29 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.

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

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

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

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

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56 3.3. At the completion of the review, the committee returns to open session and reports its
57 determinations in open session before concluding the meeting after all business is
58 complete.

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59 3.4. Meeting minutes are prepared for the meeting and approved as per standard
60 procedure.

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

63
64 Policy approved May 21, 1984

65 Revised August 22, 1988

66 Revised September 26, 1988

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

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

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

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

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

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1
2 **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

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4 **LIBRARY CARD AND CIRCULATION**

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6
7 **POLICY**

8
9 It is the intent of the Library to make its collections as freely available as possible to patrons while still
10 carrying out its responsibility to safeguard them for future use. [75 ILCS 16/30-55.70] The West Chicago
11 Public Library District (WCPLD) affirms the "Freedom to Read Statement" and the Freedom to View
12 Statement."

13
14 Library cards are issued without charge for a period of three (3) years to all residents or individual
15 property taxpayers of the WCPLD. Businesses located in incorporated West Chicago are eligible for a
16 business library card for a period of three (3) years. Non-residents of the Library District will be issued
17 library cards upon payment of a yearly fee. A valid non-resident library card shall afford the non-resident
18 library cardholder all the services the issuing public library provides to its residents including reciprocal
19 borrowing privileges. All cardholder information, including titles of items checked out or on reserve, is
20 confidential and will only be released to the persons named on the card or to the person who assumed
21 responsibility for the minor.

22
23
24 **Library Card Use**

25 An individual must be registered as a cardholder in order to borrow materials. Cards are issued to
26 individuals and are not to be used by another family member or person. Cards may not be honored, and
27 can be confiscated, if found to be used by someone other than the person named on the card. The
28 cardholder is responsible for all charges incurred through use of their library card.

29
30 Cardholders may borrow materials using a current photo I.D. instead of their library card. Parents or
31 guardians must notify the Circulation Services Department if they wish to restrict this privilege for their
32 child.

33
34
35 **Suspension of Privileges**

36 The Library will suspend borrowing privileges for the following reasons:

- 37
38 1. Unpaid fees for lost or damaged materials totaling \$10 or more on one card.
39 2. Delinquency of books for more than 42 days.
40 3. Excessive fines or fees (more than \$20) at another library.
41 4. Violation of library policy.
42 5. Defacing of library property.

43
44 The Library reserves the right to enforce its policies through collection agencies.

45 **PROCEDURES**

46

47 **Library Card Registration**

48 Library registration requires completion of an application form and verification of address.

49 There is no age requirement for a library card.

- 50 • Adults (age 18 and over) must register in person and provide proof of residency within the Library
51 District.
- 52 • Children (under the age of 18) receive library cards when registered in person by a parent or guardian
53 who provides proof of residency within the Library District.
- 54 • The parent or guardian assumes responsibility for all charges incurred through use of their child's
55 card, as well as the content of material the child checks out.

56

57 **Documents Considered Proof of Residency**

58 Two pieces of identification imprinted with the individual's name and current street address to verify
59 residency, as well as one piece of identification with the individual's name and photo to verify identity. All
60 documents used as identification must contain the individual's name.

61

62 Examples of acceptable identification proving residency (2 such documents from this list)

63

Driver's license or state ID

64

Consulate ID

65

Current property tax bill

66

Mortgage or lease documents

67

Certificate of Occupancy from the City of West Chicago

68

Current month utility bill (telephone, gas, electric, water, waste disposal)

69

Current month credit card, insurance, cable television or medical billing statement

70

Current bank statement, personal check, or pay check showing name and address

71

72 Examples of acceptable identification proving identity (1 such document from this list)

73

Driver's license or state ID

74

Military ID

75

Consulate ID

76

Passport

77

Naturalization Certificate

78

79 **Business Library Cards**

80 A business library card is available without charge to any business within the West Chicago Public Library
81 District. An application for a business card must be completed by an authorized agent of the business
82 presenting current documentation and identification. Business library cards are valid for a period of three
83 (3) years. Only one library card is issued per business and up to three employees may be authorized for
84 services and materials. The business is responsible for any overdue materials or charges that accrue on
85 the account.

86

87 **Non-Resident Cards (Out of District)**

88 Non-residents who live outside of the library district may purchase library cards using the tax-formula
89 method. The library rate or equivalent, including all special levies, is applied to the non-resident property
90 owner's principal residence's assessed valuation on an individual case-by-case basis. The property owner
91 will pay the same amount as would be paid if the property were in the library district. The non-resident

92 shall provide to the public library the most recent property tax bill. The formula is the net taxable value
93 times the current Library tax rate. [75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60]

94

95 Non-resident renters shall be charged 15 percent (15%) of the monthly rent as the annual non-resident
96 fee. The renter shall provide to the public library a current rent receipt or a cancelled rent check for
97 verification purposes.

98

99 **Non-Resident Taxpayers Cards**

100 Library cards are available without charge for a period of three (3) years to all persons who own property
101 within the boundaries of the West Chicago Public Library District, but do not reside within the same
102 boundaries. Those eligible include any partner, principal stockholder, joint owner, or senior
103 administration officer of the owner or tenant. Based on the provisions of Illinois State law (75 ILCS 16/30-
104 55.60), non-resident taxpayers must present their most current property tax statement along with an ID
105 at the time of their request.

106

107 **Renewal of Library Cards**

108 West Chicago Public Library cards are automatically renewed every three years for cardholders living
109 within the Library District.

110

111 Non-resident patrons must renew their library card annually and shall present either the most recent
112 property tax bill, a current rent receipt or cancelled rent check, or a rental lease agreement/contract at
113 the time of renewal for verification purposes.

114

115 **Replacement Cards**

116 Lost or stolen library cards must be reported to the Circulation Services Department immediately.
117 Presentation of a photo I.D with current address are required for each replacement. Children under age
118 18 must be accompanied by a parent or guardian with a photo ID with current address.

119

120 **Reciprocal Borrowing**

121 Reciprocal borrowers must present an unexpired library card issued by their local public library as well as
122 a current government issued photo id with a current address. Privileges will be verified with their
123 sponsoring library. Library cards will be honored for one year or less depending on the reciprocal library's
124 expiration date.

125

126 **Loan Periods**

127 The general loan period is three (3) weeks, with the exception of certain high-demand items or otherwise
128 designated materials. If there is no hold on an item, it may be renewed twice (2 times). Reference
129 books, current issues of magazines, and newspapers must remain in the library.

130

131 **Extended Loans**

132 It is possible to check out three (3) week items with no holds for a loan of six (6) weeks.

133

134 **Videos/Videogames/Kits**

135 Videos, Videogames, and kits may be checked out for a period of one (1) week, and may be renewed
136 twice (2 times) if there are no holds on the item(s).

137

138 TV Series may be checked out for a period of two (2) weeks, and may be renewed twice (2 times), if there
139 are no holds on the item(s).

140

141 Renewals

142 Materials checked out will be automatically renewed twice (2 times), if there are no holds on the item(s).

143

144 Holds

145 WCPLD card holders may place a hold on most materials held in the System Wide Automated Network
146 (SWAN) consortium. Patrons from other SWAN libraries may place a hold, through their home library, on
147 most WCPLD materials.

148

149 Hardware Devices

150 Hardware devices will be checked out to WCPLD patrons aged 18 or older with a valid West Chicago Public
151 Library District card and less than ten dollars (\$10.00) of fees on their account. WCPLD patrons under 18
152 years of age may only check out hardware devices from the youth and young adult collections. Unless
153 otherwise noted below, the loan period for hardware devices is three (3) weeks with two (2) renewals, if
154 there are no holds on the item. Only one hardware device may be checked out at one time per
155 cardholder, except for items received from the Business & Libraries Grant. A patron may check out up to
156 three (3) items from the Business & Libraries Grant concurrently.

157

158 Reciprocal borrowers may not check out hardware devices.

159

160 The e-readers and tablets are pre-loaded with e-books according to genre and may or may not allow
161 patrons to download additional e-books based upon each device's specifications. The patron who checks
162 out an e-reader or tablet is solely responsible for any purchases made on the electronic device while it is
163 checked out to them. The Library is neither liable nor responsible for any personal information that may
164 be compromised during the use of Library equipment. Patron use of an electronic device implies consent
165 and agreement to abide by the terms of the Library's Internet and Electronic Information Network policy.

166

167 Library hardware must be returned in-person to a library staff member and the device will be checked
168 upon return for condition and to verify that it is in good working order.

169

170 Fines

171 The West Chicago Public Library District is a fine-free Library. Users checking out materials at WCPLD will not
172 be assessed overdue fines unless otherwise stated in the Circulation Policy. WCPLD users checking out
173 materials at other libraries will be subject to that library's circulation policies including any overdue fines.
174 Patrons will be billed for the replacement cost for any material(s) after 42 days of being overdue.

175

176 Material Replacement

177 Borrowers are responsible for the replacement cost of library materials or devices declared or assumed
178 lost or damaged. The Library will not accept replacement of the actual item. If the materials are found
179 after replacement charges have been paid, there will be no refund of money or issue of credit. Once the
180 Library receives payment for lost or damaged materials, the item becomes the property of the patron.

181

182 Cost of the item is determined by its price as listed in the catalog record or a replacement cost provided
183 by the library vendor.

184 Approved by Board of Library Trustees: June 28, 1998, April 26, 2004, May 23, 2005; September 26, 2005;
185 November 28, 2005; October 22, 2007; May 28, 2008; August 25, 2008; September 26, 2011; October 24,
186 2011; October 28, 2013; October 27, 2014; August 24, 2015; January 23, 2017; June 25, 2018; April 26,
187 2021; February 27, 2023



WEST CHICAGO PUBLIC LIBRARY DISTRICT

APPLICATION FOR WEST CHICAGO PUBLIC LIBRARY DISTRICT BUSINESS LIBRARY CARD

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189
190

191 The West Chicago Public Library District offers Library cards to businesses owning or renting property
192 located within the Library District. The Business Library card may be issued upon presentation of current
193 documentation (dated within the last year) such as a business license, property tax bill, or utility bill by the
194 owner or manager of the business. Current documentation must show the name and address of the
195 business. The business owner/manager takes responsibility for materials checked out and any charges
196 assessed to the card.

197 **Business:**

198 Name: _____

199
200 Address: _____

201 City: West Chicago Zip Code: _____

202
203 **Business owner/manager:**

204 Name: _____

205
206 Address: _____

207
208 City: _____ Zip Code _____ Gender: ___ M ___ F

209
210 Phone Number: _____

211
212 **Authorized Employees:**

213 Name: _____

Name: _____

214
215 Email: _____

Email: _____

216
217 Name: _____

218
219 Email: _____

220
221 I understand the above named business assumes full responsibility for all materials checked out on this
222 card and any charges assessed to this card. By signing, I agree to comply with all West Chicago Public
223 Library policies and procedures. I will immediately report a lost or stolen card as well as authorized
224 employees who have left the company.

225 I understand the business card is valid for 3 years only. Current business documentation will need to be
226 presented upon renewal.

227
228 Signature of business owner/manager: _____ Date: _____

229 _____

230

231 **FOR STAFF USE**

232 Barcode: _____ Staff Initials: _____ Expiration Date: _____

40 **Limitations**

41

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

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

57

58

59 **Eligibility for the Meeting Room**

60

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

68

69

70 **Indemnification**

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

75

76

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79 **General Regulations**

80

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

85 1. Light refreshments may be served, provided the items are “dry,” such as cookies or crackers.
86 Beverages must be in individual containers with a lid. All food served must be commercially
87 prepared. Cooking is prohibited. All food and beverages must remain in the meeting room.

88 2. Smoking and consumption of alcohol and/or controlled substances are prohibited.

89 3. Any material that is deemed hazardous or dangerous is prohibited.

90 4. Children under nine (9) years of age must be supervised by a responsible caregiver at all times.

91 5. The Library is not responsible for items left unattended or forgotten.

92 6. No person or group may transfer a room reservation to another group.

93 7. An admission fee may not be charged by any person or group.

94 8. Organizations may not ask for personal information from program attendees.

95 9. Room fees are payable at the time of application.

96 10. The Library does not provide assistance in transporting supplies to the room or help with setup
97 beyond the initial setup, which is done by Library personnel. Library staff are not available to help
98 with meetings, take attendance or assist with registration.

99 11. Organizations may not reserve space more than one (1) time per month.

100 12. All meetings must be open to the public.

101 13. Room setup arrangements are required two weeks prior to the event.

102 14. Meeting room reservations are not allowed on Sundays.

103 15. All meetings must end thirty (30) minutes prior to the closing of the Library. Failure to do this may
104 result in the suspension of reservation privileges.

105 16. Rentals are not allowed before or after regular Library hours.

106 17. Behavior that disturbs others is not permitted. The Library has the right to cancel or interrupt the
107 use of the room at any time. All reservations must adhere to the Library’s Conduct Policy.

108 18. The person or group reserving the meeting room is responsible for ensuring that its meeting
109 complies with requirements of the Americans with Disabilities Act and compliance shall be at the
110 reserving group’s own cost and expense.

111 19. The West Chicago Public Library District reserves the right to cancel a meeting room reservation
112 if a conflict arises with a Library-sponsored program or there is an unforeseen event, such as a
113 power outage or inclement weather. Staff will assist the individual in finding an alternate date or
114 will refund the reservation fees.

115 20. In the event there is damage to the meeting room during a reservation, the person or group reserving
116 the room must reimburse the Library for damages. Failure to reimburse the Library for the damages
117 incurred during use of the meeting room shall result in the suspension of Library and/or room
118 reservation privileges, and possible criminal charges.

119 21. Commercial entities may host informational and educational seminars, workshops, etc., but all such
120 meetings must be free and open to the public. Attendees may not be asked for contact information
121 as a condition of attending or participating.

122 22. By allowing use of its meeting room, the Library does not endorse the activities or viewpoints of
123 meeting room users. Individuals or groups using the Library's meeting room must:

- 124 a. Not state or imply that their activities are sponsored by the Library.
- 125 b. Not use the Library as a mailing address or list the Library's name, address, phone
126 number or web address as its headquarters.
- 127 c. Not publicize their meetings with posters, leaflets or other publicity on Library property
128 without prior approval by the Library Director. Directional signs and/or notices for day-
129 of events must be approved by the Person-in-Charge prior to posting and removed
130 immediately after use of the meeting room.
- 131 d. Include the following Disclaimer in all publications and advertisements:
132
133
134
135
136

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

140 23. The Library retains the right to monitor all meetings conducted on the premises to ensure
141 compliance with library regulations and policies. The Board of Trustees of the West Chicago Public
142 Library District or the Library Director shall reserve the option to pre-empt or cancel any meeting
143 or refuse meeting room reservations.

144 24. The person or group will be responsible for returning the meeting room to its original condition. If
145 the Library's Maintenance Assistant must perform clean-up activities, the group shall be billed an
146 hourly rate for the amount of time required to return the meeting room to its original condition.
147

148 The meeting room may be booked during the following periods:
149

150	Rental Month	Reservations Open
151	January	December 1
152	February	January 1
153	March	February 1
154	April	March 1
155	May	April 1

156	June	May 1
157	July	June 1
158	August	July 1
159	September	August 1
160	October	September 1
161	November	October 1
162	December	November 1

163
164

Rental Fees and Occupancy Limits

166

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

168

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

172

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

175

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

177

Equipment

179

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

180

1. Chairs

181

2. Tables

182

3. 70" Television & HDMI cable (for projection purposes)

183

4. Podium

184

5. Garbage cans

185

6. Sink/counter

186

2. Groups using the meeting room shall be billed at replacement cost for any damage to furnishings and/or equipment.

187

3. All fees for damage shall be paid within thirty (30) days of the meeting date. Failure

188

to do so shall result in forfeiture of the right to use the meeting room facilities.

189

to do so shall result in forfeiture of the right to use the meeting room facilities.

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Approved by Board of Library Trustees: 3/22/2004; 9/26/2005; 9/22/2008; 1/23/2012;

194

4/28/2014; 5/22/2017; 5/24/2021; 3/25/2024

195 ATTACHMENT 1

196
197 Application For Use of Meeting Room
198

199
200 Application Date: _____
201

202 Person responsible for room:

203
204 Name _____
205

206 Address: _____
207

208 _____
209
210 Telephone _____
211

212 Name of Organization: _____
213

214 Is this a 501(c) nonprofit organization? _____ Yes _____ No
215

216 Purpose of Meeting: _____
217

218 Equipment Needed: _____ Chairs _____ Tables _____ Projection Screen _____ Podium
219

220 Date of meeting: _____ From: _____ To: _____
221

222 Do you have a copy of the Meeting Room Policy? _____ Yes _____ No
223
224

225 I have read and will comply with the Meeting Room Policy. I understand that
226 there is a \$10.00 per hour reservation charge for the use of the room. I agree to
227 pay this charge before my reservation will be confirmed. The room reservation
228 fee is non-refundable.
229

230 Signature _____ Date _____
231

232 Amount Paid: \$ _____ Check # _____ Cash _____ EPay _____
233

234 Staff Initials: _____ Date: _____
235

236
237
238
239
240

ATTACHMENT 2

MEETING ROOM



241
242
243

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

248

249 **Equipment**

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