

Winnebago Library Board Policy Manual

**Winnebago Public Library District
Board of Trustees**

Policy Manual

February 23, 2026

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ACCESS TO LIBRARY SERVICES

Adopted: October 1984

Revised: October 2024

Last Reviewed: October 2024

All residents within the Winnebago Public Library District are eligible to apply for a free, three-year library card which is non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued. If a non-resident owns a business or property within the library district, they are eligible to apply for a free resident card as they are taxpayers who attain this privilege.

A non-resident is defined as "an individual residing in Illinois whose principal residence is not within the public library service area" [23 Ill. Adm. Code 3050.10]. Non-residents have the option to annually purchase a library card in order to obtain public library service. Non-residents are able to utilize services and apply for a library card for an annual fee which is determined by the board. Once non-resident cards are purchased, the card is recognized as a valid public library card and can be used at other public libraries.

Applying for a Non-Resident Library Card

A non-resident will apply for a non-resident card at the closest public library approximated by their current address. "Closest public library" means a participating public library that issues non-resident cards that meet the conditions of the law and will be determined by the location of the participating public library.

Intergovernmental Agreement - Student Library Cards

The Winnebago Public Library has an Intergovernmental Agreement (IGA) with the local school district to provide library cards for non-resident students. Students living outside the Winnebago district boundaries who are registered to attend the local school district or are homeschooled and who are not served by other local libraries, are eligible for a Winnebago Public Library card at no cost. The IGA agreement covers students only, not other household members.

Non-Resident Property Owner and Leasee

The non-resident fee shall not apply to a non-resident who, as an individual or as a partner, principal stockholder, or other joint owner, owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill on that taxable property. [75 ILCS 5/4-7(12) and 75 ILCS 16/30-55.60(3)] The library card will accord the non-resident property owner or non-resident leasee cardholder all the services the issuing public library provides its residents, including reciprocal borrowing privileges.

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Youth (under age 18) registrations must be signed in person by a parent or guardian. Signatures indicate an acceptance of responsibility for:

- the youth's use of all library resources including access to the Internet
- supervision of the youth's choice of materials
- return of all materials when due
- all losses and damages to materials and equipment borrowed

Patrons whose taxes go to other libraries are considered reciprocal borrowers. They will be issued a library card that will expire at a time based on the home library expiration date.

Library Card Registration and Responsibility

- At least two documents with acceptable proof of current residency and identification must be presented upon application for a card and may include, but are not limited to:
 - Photo Identification
 - Driver's License or State ID
 - Firearms ID
 - Non Photo Identification
 - Bill (current or last month's credit card or utility)
 - Auto Registration
 - Checkbook (with imprinted name and current address)
 - Driver's Permit
 - Lease
 - Recent Post Office-Forwarded Mailing Label
 - Mortgage
 - Voter's Registration Card
- Patrons must use their own card to check out materials.
- There is a \$1.00 fee for the replacement of lost cards which are not yet expired.
- Minors less than 18 years old, with written parental permission, may check out R-rated or unrated materials.
- Due dates for materials requested through inter-library loan may vary. Books may be placed on reserve in the case of a school assignment where it is evident to the library director that several students may wish to study the same subject.
- Requested materials from our library will be held for the patron for ten days after notification.

Length of Checkout for Library Materials

- 1 Week - DVD - 1 Renewal
- 2 Weeks – Multi Disc (3 or more) set/series – 1 Renewal
- 2 Weeks - Materials classified by WPL as "NEW" (3 months) – No Renewal
- 3 Weeks – Telescopes, Microscopes – 1 Renewal (if there are no holds)
- 3 Weeks - Books, Audio Books, Magazines, Music CD, STEM Kits – 1 Renewal

Limits of Checkout for Library Materials

- Unlimited - Books, Magazines

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- 5 Titles - DVD, Audio Books, Music CDs
- 5 Titles - Materials classified by WPL as “NEW” materials
- 2 – STEM Kits, Telescope*, Microscope*
*(limit of one scope of each variety but can check out both kinds)

The library maintains an outdoor bookdrop for our patrons’ convenience. Items returned after the library is closed will be considered returned the next day. Materials returned in the book drop while the library is open are checked in on the same day. The bookdrop is not checked on Sundays or on holidays.

Renewals

Upon request, material may be renewed via a phone call, email, or online using PrairieCat.

STEM Kits

The primary purpose of the STEM (science, technology, engineering, math) kits is to provide educational resources while exposing individuals to the STEM fields. STEM kits assist individuals in developing critical thinking and deductive reasoning skills. The library encourages people of all ages to explore the STEM fields with a variety of STEM kits for checkout. Because of this, a limited number of items are available for checkout. Exceptions may be made at the discretion of the library administration.

- Kits are available at the service desk on a first-come, first-serve basis. To reserve a kit in advance, contact the library service desk.
- Borrowers must have their own active library card and be in good standing at time of checkout.
- Library staff reserve the right to refuse service to anyone who abuses the kits or is repeatedly late in returning them.
- If a kit is lost, returned in parts, stolen, damaged, or otherwise not returned, the patron will be responsible to pay, repair or replace the item. Users are required to report any problems experienced with the equipment during their borrowing period. The condition of the kit will be assessed before checkout and upon its return.

Telescope and Microscope Equipment – Lending Procedure

Use your library card to discover the universe. Telescopes and microscopes are available at the service desk for circulation. A patron in good standing and 16 years of age or older can check out this equipment. Borrowers will be asked to sign a lending agreement and show a valid driver’s license or other photo ID. Contact the service desk to reserve the equipment. Borrowers will have two days to pick it up before it will be made available to the next person. This equipment is eligible for one renewal if there are no holds. Borrowers are encouraged to use the equipment with friends, family members, classes and clubs. Staff will introduce you to the contents of the kit, review safety instructions, and have you sign a loan agreement.

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The borrower is responsible for reading the instruction manual for proper care and use of the equipment. The borrower agrees by signing a lending agreement to assume all risks with use of the equipment and not to hold the library liable for any damages to the borrower or others as a result of use. Borrowers must return all items in good condition to the service desk. Damage and replacement charges will be assessed based on the cost of repair and/or replacement.

Interlibrary Loan

Interlibrary loan transactions, in which materials are made available from the Winnebago Public Library District to another library outside of the district (or vice versa), are an essential service to patrons. The library agrees to participate in interlibrary loans to and from other libraries. Certain types of materials may not be available through interlibrary loan.

The library will lend all materials to other libraries through the interlibrary loan system with the exception of new, reference, local history material and/or kits. Our library accepts responsibility for the safe return of borrowed material and agrees to pay for lost or damaged material. We agree to abide by the rules of the interlibrary loan code.

Reference and Readers' Advisory Services

Reference service and access to the reference collection are available to all library patrons within the jurisdictional boundaries of the library regardless of age, race, sex or social or economic status of the patron, or purpose of inquiry. The library adopts and adheres to the American Library Association's Code of Ethics. All patron requests and the answers they receive are held in strict confidence.

All staff providing reference service shall receive continuing education on a regular basis. Such training consists of workshops and classes conducted in-house, at other libraries, via webinars, or via other library organizations such as RAILS (Reaching Across Illinois Library Systems). A library assistant is available to handle reference requests during all hours in which the library is open. The use of several public access computers, including the On-Line Access Catalog (OPAC), and some on-line reference resources is available free of charge to all patrons.

Reference service is provided for all in-library and telephone requests as well as for those received by mail, fax, social media or email. Questions will be answered as quickly as circumstances allow. All requests/inquiries are treated with uniform diligence and thoroughness and will receive an answer or status report within one working day.

Patrons with income tax, medical, legal, advanced technical or appraisal requests may have to be referred to professional sources. The library's liability insurance precludes answering in-depth questions. Such referrals are verified and/or mediated by staff.

Homework/School Assignments and/or Staff Assistance to Patrons

Students with broad questions and research projects are frequent users of the library. With the assumption that learning to do research is part of the teacher assignment, we assist students in their searches rather than providing specific answers for the project. The help provided is dependent on the nature and purpose of the assignment, the difficulty of the search, and the age and sophistication of the student. As appropriate, staff will assist students to find sources, instruct them in the use of the sources, and assist in the search. We suggest basic reference sources, indexes, bibliographies and sources in the general collection. We show students how to use all the suggested sources. When appropriate, books will be pulled and placed on in-house reserve to insure that adequate resources are available for all students.

Telephone Use

Patrons who visit the library take priority over the patron who telephones, faxes, messages via social media or emails, especially at times of heavy in-library use. In such cases, a return contact may be necessary.

Public Use of Library Telephone

Library telephones are for library business only. However, there are situations where the public is allowed to use library telephones. These situations include:

- Contacting parents or family members of patrons to inform them of injury or illness due to an emergency occurring in the library.
- Children calling to be picked up from the library or to inform parent/guardian of the child's location.

Patrons are reminded to ask an employee to use the library's telephone. Patron calls may only be made via the phone located at the circulation desk. All patron calls on the library telephone must be limited to no more than two minutes. If a patron presents a rare and extenuating situation, staff should bring that request to someone in management who will decide whether or not an exception should be made.

Cell Phone Usage in the Library

Cell phone use is prohibited in the library and should be turned off or set to "vibrate" when entering the building. The vestibule area may be used to make short, quiet phone calls. Loud or extended conversations should be taken outside the library building. The staff will ask patrons to leave the library if the patron does not comply with this policy.

Loan of Reference Materials

At the discretion of management, up to five reference materials may be checked out for up to one week to anyone with a Winnebago Public Library card in good standing.

Items in the local history collection will not be circulated.

Readers' Advisory Service

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Readers' advisory service is one of the most important functions of the library and covers a wide range of services including research assistance, homework help, computer assistance, bibliographic verification, inter-library loan assistance, and referral services. This policy is designed to ensure that all patrons receive the highest possible level of this service.

Goals

The goal of readers' advisory service is to provide accurate answers to patrons' questions by trained staff during all hours of operation of the library.

- To provide materials and services to meet users' needs for timely, accurate, and useful information.
- To provide trained staff to assist patrons and to facilitate access to the library's collections and cooperative resources.
- To assist patrons in the use of information resources, library materials, and in the development of research strategies in multiple formats.
- To provide readers' advisory service in multiple formats.
- To provide efficient referral and effective follow through including interlibrary loan, resource sharing, and supplementary information services.
- To keep the community informed about the services and resources available and encourage their use.

Ethics and Standards

Advisory service shall be provided to all users on an equal, nondiscriminatory and nonjudgmental basis. All requests are treated confidentially, courteously, and without regard to age, race, national origins, gender, sexual orientation, background, appearance social or economic status of personal view of the patron making the inquiry. Names of users and the transactions which occur between users and the staff are confidential and except as may be required by law, not discussed outside a professional context.

Service is provided in a manner consistent with the Library Bill of Rights, the American Library Association Code of Ethics and copyright law.

Availability of Service

The library provides information and readers' advisory service to any patron requesting it, regardless of residency. Readers' advisory service is provided by trained staff during all hours that the library is open. Inquiries for information and readers' advisory service are accepted in person, by telephone, through the mail, and digitally. If information appropriate to the patron's need is not available in the library, a referral will be made to local or regional resources. Staff will verify that the needed information is available from the source referral.

Whenever possible, answers to questions will be provided during the patron's visit or telephone call. Staff will attempt to answer a question within a patron's required deadline. If necessary, staff will inform the patron that a longer response time is needed or that assistance should be sought from another library or agency.

Providing Service

Staff will use available sources of information to answer questions. This includes but is not limited to books, periodicals, electronic databases, the Internet, and government agencies. Citations to sources of information will be given when questions are answered. The producers of a resource, not the library, are responsible for resource accuracy.

Staff will provide sources of information, not interpretation. Staff will not offer legal, medical, or tax advice or provide opinions, advice, or interpretation of information beyond the scope of their training in library reference work. Staff will not provide the following kinds of assistance, which is deemed to be beyond the scope of the library's service responsibilities such as:

1. Critiquing or editing patron documents, including resumes for job seekers;
2. Completing forms (including online forms) for patrons, or assisting patrons in completing such forms;
3. Solving or troubleshooting problems with patron's personal computers or other electronic devices. (In such instances, staff is permitted to assist by attempting to locate relevant instructions and similar kinds of information for patrons); and
4. Translations will not be provided except in response to a patron's request for reference service when the patron does not speak English. This will only be provided if a person on staff with appropriate expertise is available. For all other transactions, staff will refer patrons to other appropriate resources to obtain information regarding translators.

Questions will be referred to another agency, when appropriate. Staff will guide people doing extensive research or compiling large amounts of information to appropriate sources. Reading and interpretation of materials is the patron's responsibility.

Limitations

- Information, particularly in the subject areas of law, medicine, consumer information, religion, politics, and personal finance/tax information, is presented without interpretation, advice, analysis, or personal recommendation.
- Staff will not engage in conversation or debate of a personal nature, including but not limited to religious beliefs or political positions, or from their personal viewpoints.
- Patrons may not request to work exclusively with a particular staff member.
- Staff will set reasonable limits on the amount of time and level of response given to patron requests for information in order to ensure equal and fair access to services for all patrons.
- When it is not possible to answer a question by traditional means, staff may refer questions to another agency when appropriate.
- Patrons must comply with the Library Conduct policy when engaging in services.
- Staff do not provide editorial, typing, tutoring or translation services.

ADA COMPLIANCE

Adopted: October 2004

Revised: September 2025

Last Reviewed: September 2025

The library is committed to complying with the Americans with Disabilities Act (ADA) in all aspects of its facilities and services.

Any patron who believes the library is not in compliance with ADA regulations is encouraged to submit a written complaint to the library director, who serves as the designated ADA compliance officer.

Within ten business days of receiving a complaint, the ADA compliance officer will respond to the complainant regarding any findings and outline the procedures to be implemented if a violation is confirmed. The board of trustees will be informed of all ADA-related complaints and any actions taken in response.

BUDGET AND APPROPRIATIONS ORDINANCE, LEVY ORDINANCE, REPORTS AND AUDITS

Adopted: March 2010

Revised: September 2025

Last Reviewed: September 2025

Budget and Appropriation Ordinance (current fiscal year-01); Levy Ordinance (current fiscal year-02)

- (a) The board will, within the first quarter of each fiscal year and no later than the fourth Tuesday of September, prepare and adopt a budget and appropriation ordinance in accordance with the Illinois Municipal Budget Law. A certified copy of the ordinance will be published.
- (b) The board will adopt an ordinance to levy an additional tax for certain operation, building, and maintenance purposes (current fiscal year-02) no later than the fourth Thursday of November. This ordinance will be posted in a public area of the library within 3 days of its enactment, and shall remain so posted for a period of 14 days.
- (c) By the first Tuesday in December, the board will adopt an ordinance for the levy and assessment of taxes for corporate purposes within the district (current fiscal year-03). This ordinance will levy no more than the total amount appropriated (taking into account funds expected from non-tax sources) on all taxable property within the district, as assessed and equalized for state and county purposes for that year.
- (d) On or before the last Tuesday in December, the treasurer will file a certified copy of the levy ordinance with the county clerk of each county affected by the levy.
- (e) The county clerk will determine the tax rate percentage that, when applied to the full, fair cash value of all taxable property within the district (as assessed or equalized by the Department of Revenue), will yield the required net amount. The clerk will also include an additional amount of collection loss and costs, and will extend the tax in a separate column on the tax books maintained by the collector of state and county taxes within the district.
- (f) On or before the last Tuesday of December, the treasurer will also file certified copies of the budget and appropriation and levy ordinances with the library operated by the district. These documents will be made available for public inspection at all times.
- (g) The board will approve the next year's fiscal budget no later than the end of the current fiscal year (June 30th).

Reports and Audits

- (a) The secretary will file certified copies of the report within 60 days, or by September 1st, with both the Illinois State Library and in the library, where it will be available for public inspection.

The report will include the following:

- (1) A report of the audit of the secretary's records. The report will certify the accuracy and completeness of the records and list any discrepancies identified. The secretary's records will be audited annually by two trustees appointed by the president and/or secretary at the end of each fiscal year. The report will become a permanent part of the secretary's records.
- (2) A statement regarding any changes in the limits and boundaries of the district.
- (3) A statement listing any property acquired by the district, whether by purchase, legacy, gift, or other means.
- (4) A statement detailing any financial accumulations and their intended purposes.
- (5) A statement of any outstanding liabilities, including bonds still in effect.
- (6) Any additional information requested by the Illinois State Library.
- (b) In the event of an approved dissolution of the district, the board will prepare and file a final report.
- (c) The board will take appropriate action to address any discrepancies identified in audit reports.

CHARGES, FEES AND APPEALS

Adopted: October 1984

Revised: March 2025

Last Reviewed: March 2025

Fees

In accordance with national trends, the library went fine free on September 1, 2023.

- Patron accounts are not fined for overdue items checked out at the library. This includes items from other libraries that are sent through the interloan library system unless the item is not returned.
- Checkouts at other libraries are subject to their policies, including overdue fines.

The library will assess charges for items that are not returned (lost items) and for damages beyond normal wear that clearly occurred during the checkout term.

- Items are charged a lost/damaged fee based on the cover price of the item when it was new, even though the actual cost to the library may be less. In addition, a processing fee of \$5 will be charged to cover costs (i.e., acquisition, labels, tape, staff time, etc.). In cases where damages pose a potential health or contamination risk (e.g. mold), materials will be immediately discarded.
- If one of the library's items is lost and paid for and then later found, a reimbursement will be issued if the item is in good condition and returned within 90 days of its lost status.
- Patrons who return items with minor damage (e.g. torn pages, stains, etc.) will be charged nominal fees. There is no reimbursement for charges less than \$5.
- If it is discovered that an item was lost or misplaced due to library error, charges will be cleared and appropriate refunds issued.

A library card may be blocked to further checkout material until unresolved charges are resolved. Unpaid fees totaling more than \$50 may be submitted to a collection agency. Returned check fees will be added to a patron's record, along with the reinstatement of correlating fees. Payment plans may be made at the director's discretion.

Upon specific, written request from a patron and at the director's discretion, financial obligations to the library may be shared with a third party (i.e., executor, financial institution). Only a statement of fees will be reported with no further detail.

Reminders for Material Due

- a) A reminder is provided for material due about two weeks after the due date. Reminders may include phone calls, email and texts.
- b) A letter is sent when 28 days are past due. This letter will include a bill for the cost of the material(s) plus processing fee(s).
- c) If materials are returned within 90 days from the billing date, this bill will be voided.

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Appeals

The library will consider all submitted appeals and decide whether or not to waive or reduce the charges. The Appeals and Claim form may be submitted by mail, email, fax, or in person. Charges may not be appealed on the basis of ignorance of the rules. Supporting documentation such as library notices, police reports, physician's certificate, or other pertinent documentation should be included with the Appeals and Claim form. All decisions are final.

The library will include an Appeals and Claim form with each billing statement. The appeal must be submitted within 21 days of the date the billing statement was issued.



**Winnebago Public Library
APPEALS & CLAIM**

Please use this form to appeal any fines you feel were assessed in error, to claim that you've already returned or never borrowed an item checked out to your account, to report a lost or damaged item or for fines that you believe should be waived due to special circumstances (such as prolonged illness). Supporting documentation such as library notices, police forms, physician's certificate, or other pertinent documentation should be included. The appeal must be submitted within 21 days of the date the billing statement is issued. Management will review your appeal and grant or deny it based on surrounding circumstances, including your overall library record, and decide whether or not to waive or reduce the fee.

This form may be submitted by mail, email, fax, or in person. Fines may not be appealed on the basis of ignorance of the rules.

DO NOT include sensitive information such as SSN, Credit Card # or Bank Information.

Patron's Full Name:

Patron's Library ID Number:

Current Phone Number:

Current Mailing Address:

Reason For Appeal:

COLLECTION MANAGEMENT AND DEVELOPMENT

Re-adopted: April 2010

Revised: February 2026

Last Reviewed: February 2026

The ultimate responsibility for selecting library materials rests with the library director operating within the policies set by the board of trustees. Recommendations from staff and patrons are welcomed and given careful consideration. When possible, reviews of proposed acquisitions are consulted from reputable, professional journals and recognized reviewing sources. Additional sources may be used as appropriate.

The library's responsibility is to present as wide a spectrum of useful and significant reading and informational materials as its budget allows. The library endorses and abides by the principles outlined in the American Library Association's *Freedom To Read Statement* and the *Library Bill Of Rights*.

Selection Criteria

The library director considers the following criteria in selecting materials:

- Educational significance.
- Favorable reviews from standard selection sources (e.g., *Booklist*, *BookPage*, *Goodreads*, *New York Times Book Review*, *Publishers Weekly*, *Shelf Awareness*, and others as recommended by the American Library Association.)
- Staff and patron recommendations based on preview and examination.
- Reputation and significance of the author, producer and/or publisher.
- Validity, timeliness and appropriateness of material.
- Contribution to balanced reputation of viewpoints on controversial issues.
- Potential appeal to users.
- Artistic quality and/or literary style.
- Quality and variety of format.
- Value relative to cost and/or need.
- Relevance and long-term usefulness.
- The library's existing holdings.

Selection is limited by space, funding, availability of specialized materials through neighboring libraries and suitability of format.

Specialized Materials

The library generally collects broad or introductory works rather than highly specialized resources. Specialized or infrequently requested items may be obtained through interlibrary loan. Specific limitations include:

- Textbooks are not provided. The library does not purchase materials required for coursework at schools or higher education institutions. Supplemental or correlative materials may be provided.

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- Genealogy. Specialized genealogy sources are not collected but general guides to tracing ancestry are provided.
- Foreign Language. Some foreign language materials may be purchased.
- Religious Material. The library collects a broad spectrum of works on texts, doctrines, histories, and leaders of major religions and philosophies. Materials of general interest are purchased or accepted as gifts.

Weeding

To maintain a dynamic and relevant collection, systematic and ongoing weeding is essential. Items considered for withdrawal include: duplicates, outdated or inaccurate materials, superseded editions, worn or damaged items, unused materials not recommended by standard sources, and unindexed back issues of periodicals.

Disposal of Surplus Materials

Library property no longer useful for library purposes, may be disposed of as follows:

- Books, media, or gift materials may be discarded, sold or—upon board approval donated to local cultural, governmental or nonprofit organizations.
- Items valued under \$200 may be discarded, exchanged, or sold at the director's discretion. Items valued at \$200 or more require board approval.
- Trustees and their immediate families may bid on or purchase surplus items, but no favoritism is shown.
- Lost-and-found items are held for six months before being discarded or donated.

Donations

The library welcomes material and monetary donations that support its mission.

Donations may include gifts or memorials for individuals. Examples include: books, media, supplies, furnishings, artwork, or financial contributions such as cash, stocks, bonds, or estate bequests. The library reserves the right to decline gifts that cannot be effectively used. Materials that are not suitable may be sold or donated.

Monetary donations may be restricted (designated for a specific purpose in consultation with staff) or unrestricted (allocated at staff discretion).

All donations are acknowledged in writing by the library director. The library does not provide appraisals. All donations are tax-deductible to the extent allowed by law and are recorded in the library's official registers. Donors may request anonymity. A library wish list of potential donations is maintained for interested contributors.

Receiving and Processing Donations

1. A Donation Record form is completed for all donations (in person, by mail, telephone, or email).
2. In-person donors receive a copy of the form.
3. Completed forms and donations are forwarded to the director.
4. The director or designee:
 - Prepares deposits
 - Records transactions
 - Determines use of the donation

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- Prepares acknowledgment letters
- Updates donation records
- Reports donations to the board

Significant or complex donations may require consultation with the board president or designated trustee.

Diversity of Resources

The library provides a diversity of viewpoints to enable informed choices. Materials are selected to reflect the wide interests of the community, even when content is controversial or offensive to some. Materials are not excluded or removed based on anticipated approval or disapproval but on established selection criteria. Individuals may reject materials for personal use but may not restrict access for others.

The library upholds the ALA's Freedom to Read, Freedom to View, and the Library Bill of Rights. In particular:

- Resources are provided for the interest, information, and enlightenment of all people.
- Materials representing all points of view are included.
- The library actively challenges censorship.
- Privacy, confidentiality, intellectual property rights, and open access are respected.

Procedures for Questioned Materials

The library provides a formal process for patrons who question materials in the collection. This includes:

1. **Inquiries** – All inquiries to be considered must be documented using the *Questioned Library Resources* form that is available at the front desk.
2. **Acknowledgement** – Once received, the director acknowledges the form in writing, including this policy.
3. **Evaluation** – The director and/or designee reviews the item and makes a decision pursuant to the 75 ILCS 10/1 et seq. and library policy.
4. **Notification of Decision** – The board receives a copy of the written decision from the library director. The petitioner is informed in writing of the decision and next steps.
5. **Board of Trustees Involvement** – If dissatisfied, the petitioner may request board consideration by submitting a written request at least ten days prior to a board meeting.
6. **Review Panel** – If the board votes to consider the request, an ad hoc panel of trustees reviews the material and makes a recommendation. A public hearing may be held.
7. **Final Decision** – The board votes on the disposition of the item. A majority vote of the full board is required to restrict access or relocate materials. The board's decision is final.

Winnebago Public Library District Donation Record

All donations to the Winnebago Public Library District are tax deductible. No goods or services were provided by the organization in return for the contribution.

DONATION INFORMATION

Date Received _____ Received by _____

____ Monetary Donation

Cash Amount _____ OR Check Amount _____
Check Number _____

Gift
____ Unrestricted _____ Restricted

Specify purpose _____

OR

____ Memorial In memory of _____

____ Unrestricted _____ Restricted

Specify purpose _____

OR

Material Donation Description _____

DONOR INFORMATION

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email address _____

____ Donor wishes to remain anonymous in the public donor registers

STAFF FOLLOW-UP

Funds Deposited By _____ Date _____

Bookkeeper Notified By _____ Date _____

Required Action
Completed By _____ Date _____

Thank You Letter sent By _____ Date _____

Added to Donations Log By _____ Date _____

Added to Public Gifts or
Memorials Register By _____ Date _____

Board notified By _____ Date _____

NOTES

QUESTIONED LIBRARY RESOURCES

AUTHOR: _____

TITLE: _____

PUBLISHER: _____

REQUEST INITIATED BY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

CITIZEN REPRESENTS (CHECK ONE)

INDIVIDUAL _____ OR GROUP/ORGANIZATION _____

NAME OF GROUP/ORGANIZATION: _____
(IF APPLICABLE)

What concerns or objections do you have about the material? (Please be specific and cite page numbers, time stamps, or sections where applicable.)

What action would you like the library to take regarding this material? (Please check one):

Do not lend to my child _____ Re-evaluate placement _____

Signature of Petitioner: _____

CONFIDENTIALITY OF LIBRARY RECORDS

Adopted: October 1984

Revised: October 2025

Last Reviewed: October 2025

The Library Records Confidentiality Act (75 ILCS 70/1).

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

- (1) required to do so under a court order; or
- (2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95-40, eff. 1-1-08.) (75 ILCS 70/2) (from Ch. 81, par. 1202)

EMERGENCY PROCEDURES

Adopted: October 1984

Revised: February 2026

Last Reviewed: February 2026

Staff should be familiar with the following procedures in order to respond promptly and effectively during emergencies. The library director has primary responsibility for organizing the library's response. In the director's absence, the staff members on duty assume this responsibility. In the case of an emergency, the president of the board of trustees should be contacted immediately; if unavailable, the vice president should be notified.

Medical Emergency

Life-threatening injury, illness, or death

Library staff are now permitted to administer medication after undergoing training that includes how to recognize the signs of an overdose, how to properly dispense the reversal agent, and the need to call 911 for continued care of the overdose victim. Additional information about the standing order can be found at Illinois Opioid Overdose Reversal Agents Standardized Procedure on the Illinois Department of Public Health (IDPH) website.

In the event someone shows signs of a possible overdose, staff who have undergone appropriate training may administer the FDA-approved opioid reversal agent that is stored in the first aid kit. Staff should also call 911 and follow the below procedures.

In the event of any other medical emergencies:

1. Call 911, remain on the line until emergency personnel arrive, and follow all directions given.
2. Another staff member should attend to the victim(s).
3. Do not move the person unless they are in immediate danger.
4. If possible, isolate the affected individual, disperse onlookers, and prevent crowding.
5. Use gloves and protective equipment from the first aid kit and AED case.
6. Provide first aid as trained. Staff are trained in CPR (Cardio Pulmonary Resuscitation), AED use (Automatic Electronic Defibrillator) and basic first aid. An AED is located behind the service desk.
7. Remain to assist emergency personnel with relevant information.

Fire

1. Call 911.
2. Evacuate the building immediately when the alarm sounds. Assemble across the street in front of the library. The staff members on duty should account for all known persons and notify the fire department if somebody may still be inside.
3. Do not attempt to extinguish a fire unless properly trained.
4. The fire department will handle medical care, fire suppression, and patron relocation.

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Severe or Inclement Weather

1. In a tornado or severe weather warning:
 - Direct everyone to safe areas (lower-level restrooms). Adults may choose to leave if they prefer.
 - Record names and phone numbers of children; call parents if time permits.
 - Upon approval, staff may leave with agreement among the staff members on duty.
2. The library may close early if conditions endanger staff or patrons. School closures in Winnebago are not automatically followed but serve as indicators. Decisions to close or delay will consider:
 - Road conditions
 - Weather forecasts
 - Parking lot and walkway safety
 - Staff availability
 - Local/state emergency declarations
3. The library generally remains open during extreme cold if heat is available.

Power Outage

1. Ask patrons to evacuate. Staff should ensure the building is empty.
2. If power is not restored within 60 minutes or by closing time (whichever comes first), close the library.
3. Notify the director.

Notification of Emergencies and Closures

1. The library director (or staff on duty) must notify the board president promptly. If needed, notify other trustees and key staff.
2. A current emergency contact list will be maintained by the library director, board president and board secretary.

Other Emergencies

1. The library director or staff on duty calls 911 to assess severity.
2. If evacuation is recommended, patrons and staff must move to a safe location as directed.
3. Do not reenter the building until cleared by emergency personnel.

Use of Library as a Shelter

1. Emergency personnel may request use of the library as a shelter.
2. The library director should call in additional staff, if necessary.
3. Follow emergency personnel instructions for safety and comfort.
4. Secure the library once the shelter is vacated.

Blood-Borne Pathogens

1. Refer to the OSHA Blood-Borne Pathogen Standard and cleanup kit instructions e (kept with the first aid kit).

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2. Supplies include nitrile gloves, biohazard bags, cleanup kit, and antibacterial soap.
3. Always wear gloves when handling blood or saliva. Dispose of contaminated materials in red biohazard bags (permitted in regular trash in Illinois or delivered to OSF St. Anthony's).
4. Only designated staff (director or janitor) handle cleanup.
5. Wash hands thoroughly after cleanup.
6. Complete an incident report and contact OSF Occupational Health if exposed.
7. Discard contaminated library materials.

Active Shooter (DHS Guidelines)

1. **EVACUATE:** If possible, escape and call 911. Keep hands visible.
2. **HIDE:** Lock doors, turn off lights, and silence cell phones, stay quiet, and away from windows and doors.
3. **TAKE ACTION:** As a last resort, if life is in imminent danger, attempt to incapacitate the shooter
4. **CALL 911:** When safe to do so.

Lockdown Procedures - *For threats outside the building*

1. Call 911 or use the panic button.
2. Lock doors and announce: "The library is going into lockdown. For your safety, please follow staff directions."
3. Guide patrons to the staff room, turning off lights along the way.
4. Silence phones and remain quiet.
5. Do not open doors until police enter to evacuate.
6. Notify administration and the board president once secure.

Media Procedures

1. All media inquiries must be directed to the library director or board president.
2. Statements should be coordinated with emergency personnel.
3. Establish a media area away from the affected site. Protect patron/staff privacy.
4. Never release names of victims.
5. Provide timely updates; avoid saying, "No comment."
6. Maintain a log of media contacts and inquiries.

Disaster Plan and General Emergency Rules

1. Staff and patron safety always comes first; materials second.
2. Use common sense in applying procedures.
3. Know exits, alarms, and emergency kits.
4. Report all incidents to the director and file an Incident Report within 48 hours.
5. Post emergency numbers (police, fire, rescue) by all telephones.

Emergency Equipment

Supplies should be checked every six months by maintenance to make sure items are fully stocked, unexpired, and in good working order. Supplies are kept in the main floor cabinet near the circulation desk and the designated shelter area on the lower level. The following emergency equipment is kept on hand:

Flashlights	Extra batteries	Emergency Manual
Basic first aid kit	Battery-powered radio	Weather Radio
Portable fire extinguishers		

Basic First Aid Kit Contents:

Quantity	Size	Supply
20	Various	adhesive bandages
1	5" x 9"	sterile dressing
1		conforming roller gauze
1		triangular bandages
1	3" x 3"	sterile gauze pads
1	4" x 4"	sterile gauze pads
1	3" roll	cohesive bandage
2		waterless alcohol-based hand sanitizer
6		antiseptic wipes
2	large	medical-grade, non-latex gloves
1	2"roll	adhesive tape
1		cold pack
1	small	pair scissors, personal
1		pair tweezers
1		CPR breathing barrier, face shield
1		box cotton Q-tips
1	package	assorted safety pins
1		tube antibacterial ointment
1		jar petroleum jelly
2	4 mg	Narcan nasal spray device (Opioid Reversal Drug)

Disaster Prevention

Leaky pipes, frayed electrical wires, unattended machinery, open windows, and structural damage can result in unnecessary destruction of materials and possible loss of life. Aisles and work areas should be kept free of unprocessed materials and trash. Non-essential, tagged equipment should be unplugged when not in use. Security checks should be made at closing time to ensure that all exits and windows are locked, all appropriate equipment and electronics have been turned off, all doors are closed, and no unauthorized persons are in the building.

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Be aware of all hazards (situations that have the potential for causing damage) and correct them before they develop into disasters. Staff should all be familiar with the layout of the building and possible danger areas. They should know the location of all fire extinguishers and alarms and how to operate them. Fire exits and alternate escape routes should be clearly marked. Evacuation procedures should be established and reviewed annually.

Upkeep Checklist:

Daily Procedures

- Locks on doors and windows secure, all keys accounted for
- No pipes, faucets, toilets or air conditioning units leaking
- Nonessential electrical equipment unplugged; no frayed wiring in evidence
- Computers automatically shut down
- No signs of structural damage

Periodic Procedures Date Checked:

- Emergency numbers posted by each phone
- Most recent inspection by fire department
- Fire extinguishers operable
- Smoke alarms operable
- Sprinkler system operable
- Water detectors operable
- Flashlights operable
- Transistor radio operable
- Most recent fire drill
- Most recent tornado drill
- Staff familiarized (by tour with no map) with location of fire extinguishers, flashlights, radio, storm shelter, and how to reach members of the board
- Most recent inventory

Locations of In-House Emergency Equipment (Please note: Map/Floor plans with locations marked/labeled located at service desk)

Cut-off Switches and Valves

Map/Floor plans with locations marked/labeled located at service desk

- Electric
- Gas
- Water—located at toilets, fountains, sink faucets, and cleaning/furnace room
- Fire alarms
- Fire extinguishers
- Smoke Alarms
- First aid kits
- Defibrillator

OTHER

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- Extension cords—drawer employee work room and furnace room
- Fans—rent in case of emergency, one in director's office
- Mops—cleaning room/furnace room
- Paper towels—downstairs men's restroom cabinet
- Plastic sheeting—in case of emergency purchase
- Plastic trash bags—cleaning room/furnace room
- Sponges, pails, brooms—cleaning room/furnace room
- Water hoses—changed seasonally, outside during warmer months; furnace room when colder
- Wet-dry vacuum or pump—rent in case of emergency

Management has a list of facility maps and vendor services and phones numbers that the library uses which is available at the service desk. Please refer to maps for emergency exits.

Inventory/Salvage Priority Lists

Category 1—Salvage at all costs

Materials that are used most often, essential for the library's operation, have significant monetary value, and support the library's mission. Staff will contact a representative from the Winnebago Community Historical Society to determine value and decisions regarding material to salvage. Example: Illinois room materials, especially materials in locked cases and all artwork.

Category 2—Salvage if time permits

Materials that could be replaced, but replacement costs would exceed salvage costs. Example: Administrative files in office and all reference materials at all locations.

Category 3—Salvage as part of general clean up

Materials that can easily be replaced in the original or another format, or those with a high monetary value, but low value by other measures. Example: Any circulating materials.

The director, board and staff should consider intrinsic value, research value, and historical value, value to the collection, replacement cost, and availability in different format when setting salvage priorities. The following questions may be helpful in determining priorities:

- Is the item especially important to the community, perhaps a piece of local history?
- Can the item be replaced? At what cost? Is it affordable?
- Would the cost of replacement be less or more than restoration of the item?
- How important is the item intrinsically? To the collection?

Disaster Recovery

If a disaster strikes when the building is occupied, the first concern should be for the safety of the individuals inside. Escape routes, alternate routes, and procedures for evacuating the building should be clear to all personnel and visitors. Do not enter the building until it has been declared safe to do so by emergency personnel.

The following steps are recommended for an effective recovery operation:

Assess the Damage

- How much damage has occurred? What kind of damage? (fire, smoke, soot, clean water, dirty water, etc.) Is it confined to one area or is the entire building damaged?
- How much of the collection has been affected? What types of materials have been damaged?
- Are the damaged items easily replaced or are they irreplaceable?
- Can the in-house recovery team salvage the items, or will outside help be required?

Seek professional guidance and follow guidelines for an effective recovery.

Activate Work Crews

Organize work crews and be sure their responsibilities are clearly defined. No salvage activities should begin until the team leader has determined a plan of action. Disaster and recovery areas should be inaccessible to the public.

Restore the Area

After the damaged items have been removed and the environment has been stabilized, professionals will be consulted to move forward and determine best practices.

GOVERNANCE AND ADMINISTRATIVE AUTHORITY OF THE BOARD OF TRUSTEES

Adopted: March 2010

Revised: May 2025

Last Reviewed: May 2025

Name and Designation

The official name of the organization shall be the Winnebago Public Library District, hereafter referred to as the district, or the board. The term "Act" refers to the Illinois Public Library District Act.

Board Name, Legal Status, and Headquarters

The Board of Trustees of the Winnebago Public Library District, Winnebago, Illinois is a legally recognized corporate and political entity. Under this designation, the board is authorized to enact ordinances, hold property titles, initiate and respond to legal proceedings, and take any lawful action in accordance with the Act.

The official mailing address of the district, to be used for all official notices, is: 210 North Elida Street, Winnebago, Illinois 61088.

Authority of the Board of Trustees

The board of trustees is responsible for the establishment, support, and maintenance of public library services within the district in compliance with the Act.

Ordinances, Regulations, and Resolutions

The board has the authority to enact, amend, and repeal ordinances, as well as adopt regulations and resolutions for its governance and the management of library operations, provided such actions are in alignment with the Act.

Financial Management and Expenditures

The board exercises exclusive control over the expenditure of all funds collected for the library, ensuring proper allocation and use in accordance with established fiscal policies.

Purchasing and Procurement

All purchases made under the Act must adhere to the Local Government Prompt Payment Act, ensuring timely and lawful financial transactions.

Supervision of Facilities

The board holds exclusive authority over the construction, maintenance, and supervision of library buildings, grounds, and any leased or designated library facilities.

Acquisition and Development of Property

The board is authorized to purchase or lease real and personal property and to construct appropriate library facilities. Payment for such acquisitions may be structured in installments not exceeding 20 years, with interest rates conforming to those permitted for municipal corporations in Illinois.

The board may refinance installment contracts through a refunding loan agreement, provided the total term for any single project does not exceed 20 years in aggregate.

Remodeling and Reconstruction

The board may remodel, renovate, or reconstruct any existing library building when deemed necessary for operational efficiency and community service improvements

Disposition of Property

The board has the authority to sell, lease, or otherwise dispose of real or personal property that is no longer necessary for library purposes. Terms of disposal will be determined at the board's discretion.

Sale or Disposal of Library Property

When the board determines that property is no longer needed for library operations, disposal will follow these guidelines:

- Donation or Sale to Other Libraries: Property may be donated or sold to tax-supported libraries or library systems under the Illinois Library System Act.
-
- Disposition of Low-Value Items: Items valued at \$1,000 or less may be disposed of at the board's discretion.
- Public Notification for Mid-Value Items: Items valued between \$1,000 and \$2,500 will be displayed at the library with public notification regarding their availability and sale terms.
- Public Sale for High-Value Items: For items exceeding \$2,500, the board will publish a public notice for two consecutive weeks in a newspaper within the district (or a county-wide publication if necessary). The board may accept the highest bid or reject inadequate offers and re-advertise.

In the case of a building received from a municipality due to the transition from a municipal library to a public library district, the board may authorize the sale back to the municipality. The sale price must be at least 80% of an MAI-certified appraisal value, with the final decision requiring a three-fourths majority vote of board members.

Personnel and Administrative Authority

The board may appoint a qualified library director to oversee the daily operations, including hiring, compensation adjustments, and staff management.

The board is also authorized to retain legal counsel and professional consultants as needed to support library operations and compliance.

Contracts and Collaborative Agreements

The board may enter into contracts with public or private entities for the purpose of providing or receiving library services, including but not limited to:

- Participation in library systems and interlibrary compacts.
- Agreements to supply library services to non-resident communities.
- Utilization of federal or state funds allocated for library development.

Contracts for non-resident library services must reflect the principle of equity in cost-sharing and include provisions for financial responsibility in cases of lost or damaged materials.

Shared Library Facilities and Services

The board may establish agreements with other public library boards in Illinois for the joint maintenance of library facilities or services, ensuring equitable access and cost distribution.

Property Ownership and Contractual Authority

The board may enter into legal agreements, acquire property titles, and manage assets in alignment with its operational needs and statutory authority under the Act.

HOURS OF OPERATION

Adopted: October 1984
Revised: January 2022
Last Reviewed: April 2024

The library will be open during the following times, 12 months a year:

Monday through Thursday: 10:00 am to 8:00 pm
Friday: 10:00 am to 6:00 pm
Saturdays: 9:00 am to 3:00 pm

The library will close on the following holidays:

- *New Year's Day
- Dr. Martin Luther King Jr. Day
- Memorial Day
- *Fourth of July
- Labor Day
- Thanksgiving Eve Day—10:00 am to 5:00 pm
- Thanksgiving Day
- Christmas Eve Day
- *Christmas Day
- New Year's Eve Day
- Any other holiday during the year as approved by the board

The library may close for special circumstances and/or during an emergency.

*When a holiday falls on a Sunday, the library will be closed the following Monday.

The bookdrop is available for the return of all materials during the hours the library is closed. The bookdrop is located on the east exterior wall of the library to the left of the front entrance doors.

INVESTMENT OF PUBLIC FUNDS

Adopted: October 1984

Revised: July 2023

Last Reviewed: July 2023

Responsibilities

All investment policies and procedures of the Winnebago Public Library will be in accordance with Illinois law. The authority of the library board of trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the treasurer, who is hereby designated as the "chief investment officer" of the library, acting under the authority of the library board of trustees. The chief investment officer is responsible for establishing internal controls and written procedures for the operation of the investment program.

"Prudent Person" Standard

All library investment activities will use a "prudent person" standard of care. This standard will be applied in the context of managing an overall portfolio and specifies that investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this policy and the written procedures of the library, and exercising due diligence, will be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Objectives

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

1. Legality (conforming with all legal requirements)
2. Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
3. Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
4. Yield (attaining a market rate of return on investment)
5. Simplicity of management

Guidelines

The following guidelines should be used to meet the general investment objectives:

1. Legality and Safety:

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- Investments will be made only in securities guaranteed by the US government, or in FDIC-insured institutions including SAIF of the FDIC. Deposit amounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to the regulations of the Federal Reserve regarding custody and safekeeping of collateral).
 - Authorized investments include and will primarily consist of: certificates of deposit, treasury bills and other securities guaranteed by the US government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under state law that satisfy objectives of the library district.
 - The treasurer will be bonded by the RLI Insurance Company for \$250,000.
2. Liquidity: In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.
 3. Yield-return on investments: Within the constraints of Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest-bearing deposit accounts.

Reporting

Investments, fund balances and the status of such accounts will be reported at each scheduled meeting of the library board and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date. The chief investment officer will review this policy annually for any needed modifications and report to the board on the investment portfolio, its effectiveness in meeting the library's need for safety, liquidity, rate of return, diversification and general performance. These reports will be available to the general public upon request.

Internal Controls

In addition to these guidelines, the chief investment officer will establish a system of internal controls and operational procedures designed to prevent loss, theft or misuse of funds.

Authorized Financial Dealers and Institutions

Any investment advisors, money managers and financial institutions will be considered authorized only by the action of the board of library trustees upon the recommendation of the chief investment officer.

Conflicts of Interest

Officers and employees involved in the investment process will refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

LIBRARY CONDUCT

Adopted: October 1984

Revised: January 2026

Last Reviewed: January 2026

To provide a safe and appropriate environment for all patrons, enabling full use of library facilities, the board of trustees has adopted the following rules and regulations. Patrons may expect the library to operate in the best interest of all users, to receive courteous service without unreasonable interference or disturbance from others, and to consult staff as needed regarding information of services. The library is intended for reading, studying, using library materials and resources, or participating in library-sponsored programs and events. Patrons using the library for purposes other than those stated may be required to leave the premises. The board of trustees authorizes staff and law enforcement officers to enforce this policy, up to and including suspension of library privileges, permanent exclusion from the library, or prosecution.

Security monitors are in place to assist staff in addressing disruptive behavior promptly and to enhance the physical security of the library, its property, staff and patrons. Immediate action is taken to address problematic behaviors to ensure the safety of all patrons and employees. The library does not permit weapons outside of law enforcement. Staff are required to notify the appropriate authorities if they have reason to suspect that there is evidence of abuse or neglect.

Disruptive Behavior

Disruptive behavior is prohibited in the library or on library property. This includes but is not limited to: inappropriate, abusive or loud language; fighting; running; failure to comply with staff requests; littering; loitering; jumping on furniture; offensive body odor; gathering in groups that disturb other patrons or staff; repetitive discussions of personal opinions; using personal audio equipment at a volume audible to others; and inappropriate or repeated entry into staff-only areas.

More serious disruptive behavior includes, but is not limited to: activating fire or emergency alarms without cause; theft; defacing or damaging library property; vandalism; threatening staff or patrons, operating under the influence of alcohol or controlled substances; violating public law; and acts of public indecency.

Cell phones must be turned off or silenced upon entering the library. If a call is necessary, patrons must exit the building or use the vestibule maintaining a reasonable volume. Violations will result in a request to leave the premises.

For children unable or unwilling to leave safely on their own, staff will attempt to contact a parent or guardian. Police assistance will be utilized if necessary.

Disruptive Behavior Procedures

A patron exhibiting disruptive behavior will receive up to two verbal warnings with a request to leave if non-compliant and therefore will result in police notification. Refusal to comply will require immediate departure and a ban for the remainder of the day. Violations may result in suspension of library privileges.

Procedure for Banned Patrons

The director may ban patrons for up to 30 days for disruptive behavior willful damage to property, or violation of public law on library premises. Multiple bans or serious offences will be referred to the board of trustees for consideration of a long-term ban.

The Public Library Act grants the board of trustees authority to carry out the act's intent in maintaining the library and providing services, including the power to exclude any person who willfully violates an ordinance or regulation.

Staff will document all instances requiring departure or banning in a ledger. Banned patrons are prohibited from library property and lose all privileges until the ban expires. For monetary damage to library or patron property, privileges are suspended until restitution is made.

Offenses resulting in banning on two occasions within 30 days, or bans with police involvement, will result in patrons receiving a 30 day ban. Attempted entry during a ban will prompt police intervention. A current day ban with attempted re-entry results in an immediate 30-day ban. A current 30-day ban with attempted re-entry will be referred to the board of trustees for a long-term ban. Two 30-day bans within one year will be referred to the board of trustees for further long-term action.

For minors, the parents/guardians will be notified immediately by phone and in writing within two business days. Appeals must be submitted in writing to the library director and the board of trustees. Notification of board of trustee action will be provided within two business days following the next scheduled regular board meeting.

Unattended Children

The library encourages children to use its facilities and services. As a public building with unmonitored entry and exit, the library cannot guarantee safety and does not provide childcare.

Children under age 10 must be supervised at all times by a parent or guardian. Staff are not responsible for monitoring or reporting children's presence or activities.

LIBRARY POLICY DEVELOPMENT AND REVIEW

Adopted: January 2011

Revised: May 2025

Last Reviewed: May 2025

Library Policy Framework

Library policies serve as the foundation for operational decisions and ensure that the director and staff can effectively address challenges, emergencies, and public inquiries. These policies are developed with the best interests of the community in mind, optimizing the delivery of library services.

The library director is responsible for ensuring that all staff members understand the policies relevant to their roles. Front-line staff should be prepared to clearly communicate policies to library patrons. Policies are accessible to staff both online and in a manual located at the front desk.

The board of trustees will review and maintain the policy manual by evaluating each policy every two years from its initial adoption or last review. The only exception is the Technology Use Policy, as outlined in *Serving Our Public: Standards for Illinois Public Libraries*, and the Per Capita Grant requirements, which require the policy to be reviewed annually.

Policy Updates and Revisions

Changes, revisions, or additions to the policy manual will follow this procedure:

- Any proposed modifications to the policy manual will be presented for review to all board members in attendance at a board meeting; this will serve as the first reading.
- The board may approve and formally adopt the proposed changes at the subsequent meeting.

This process must be followed without exception.

LOCAL HISTORY ROOM

Adopted: April 2000

Revised: October 2025

Last Reviewed: October 2025

The Winnebago Area History Collection has been housed in the Winnebago Public Library since 1988. Originally owned by the Winnebago Township, the collection was transferred to the Winnebago Community Historical Society in 2018. The collection is a separate entity, owned by the Winnebago Community Historical Society and represented by the Winnebago Community Historical Society Board. Its purpose is to make the local history information available to residents of the Winnebago community and other interested parties.

The library agrees to provide continued use of a dedicated room for housing the collection and will allow use of the copier for collection needs at no cost. The library will also include information about the Winnebago Area History Collection on its website and direct potential users to the town historian and/or the history collection assistant. The collection curator has responsibility for all matters related to the collection and associated collection purchases.

The local history collection will remain locked when not in use and will be accessible by appointment with the historian or a designated assistant. All materials housed in the history room are the property of the Winnebago Community Historical Society and are intended for internal use only. By contrast, materials available on the library floor, including reference materials, are the property of the Winnebago Public Library. Any exceptions to this will be documented in a list maintained by the library director.

Both the board of trustees and the Winnebago Community Historical Society agree to provide general support to the local history room and to collaborate on grant applications and related initiatives. Should the board of trustees discontinue this agreement, responsibility for housing the collection will revert solely to the Winnebago Community Historical Society Board.

MEETING ROOM USE

Re-adopted: April 2010

Revised: June 2025

Last Reviewed: June 2025

Meeting Room Availability and Use

The library provides meeting rooms for use by the community during library hours. The library director reserves the right to determine appropriate use of the facilities and may limit access to individuals or groups whose activities interfere with library operations, compromise public safety, or cause disruptions.

For the purpose of this policy, an established group is defined as a group that has met at the library regularly for five or more consecutive years. Established groups receive priority scheduling and may renew reservations for the upcoming calendar year between December 1 and December 15 of the current year. Established groups may submit a single reservation request covering the entire year.

Meeting Rooms and Furnishings

Community Room (1)

- **Size:** 900 square feet
- **Maximum Capacity:** 95 people.
- **Furniture:** 11 folding tables, 61 folding chairs, 8 cushioned board chairs, 14 child chairs, 1 large fixed board meeting table
- **Equipment:** 1 projector, 1 screen, 1 laptop with Internet access, 1 DVD/Blu-ray player
- 1 speaker system (available only for Community Room use)

Study Room (2 Available)

Size: 120 square feet each

Maximum Capacity: 5 people per room

Furniture: 1 table, 5 chairs per room

Library equipment availability is subject to demand and operational needs. Specific equipment requests must be noted in the reservation application.

Community Room Reservation Guidelines for Non-Established Groups & Individuals

- Meeting rooms are available on a first-come, first-served basis up to 30 days in advance.
- Reservations must be made by completing the Application for Use of Community Room form. This can be submitted at the library service desk or via email at director@winnebagopubliclibrary.org.

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- The applicant must be at least 18 years old, in good standing with the library, and responsible for the meeting and adherence to library policies.
- Reservations cannot be transferred to another individual or group.
- Groups composed of minors (under 18) must have an adult representative present throughout the meeting.

Prioritization of Meeting Room Use

Reservations are approved on a first-come, first-served basis, with priority given in the following order:

1. Library-sponsored programs and meetings.
2. Established groups requesting space outside their annual reservations.
3. Residents, local non-profits, and government agencies with a representative living within the library district. (Applicants must hold a valid WPL card.)
4. For-profit businesses located within the library district (limited to two uses per month).
5. For-profit businesses outside the WPL district (limited to one use per month)

The library director retains final authority over all reservations.

Reservation Procedure

- Upon arrival, study room users must check in at the library service desk.
- Meeting room users must notify staff upon completion of their session for inspection.
- Issues or disputes will be referred to library administration, who will refer to the library board of trustees as needed.

Cancellations and No Shows

- A 24-hour notice of cancellation is requested.
- If an applicant does not arrive within 10 minutes of the scheduled start time, the reservation will be forfeited.
- Failure to cancel at least 24 hours in advance may result in the loss of future booking privileges. Three no-shows within a calendar year will result in a one-month suspension from room use or further action at the discretion of library administration.

Damages and Liability

- Users are responsible for any damage to library property. Charges will be assessed for cleaning, repairs, or replacement. Failure to pay may result in permanent suspension from room use.
- The library is not responsible for personal items left behind.
- If a room is left in poor condition, a cleaning fee will be charged at the custodian's hourly rate. Repeated violations may result in loss of future privileges.
- The applicant is fully responsible for the actions of all attendees and for compliance with both this policy and the Library Conduct Policy.

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Meeting Room Use Guidelines

- Use of the library meeting rooms does not imply endorsement of the group's beliefs by the WPL. Advertising must not suggest library sponsorship unless approved.
- Rooms must be vacated at least 15 minutes before closing.
- The individual who made the reservation must remain present for the duration of the meeting.
- Set-up and cleanup are the responsibility of the group or individual using the room.
- Library furniture may not be rearranged or borrowed without staff approval.

Signage & Decorations

- Advertising for for-profit activities is not allowed.
- Directional signs are permitted.
- Decorations may not be stapled to walls or doors.
- Clean up all used materials (e.g., glue, markers, glitter) before leaving.
- The library does not store materials for groups.

Prohibited Items and Activities

- Weapons, alcohol, smoking, illegal substances, and flammable materials (e.g., candles, lighters).
- Loud or disruptive behavior that interferes with library operations.

The library does not guarantee a silent environment but asks all users to respect the Library Conduct Policy regarding noise levels.

TERMS OF USE AGREEMENT

I, _____, as an individual or a representative of a group or organization, accept full responsibility for the cost of any cleaning and/or repairs as a result of damage on the meeting date listed above.

I understand that I am ~~asked~~ expected to inform the staff if a room is no longer needed so that it can be reassigned to an available status. I understand that if I have not arrived within 10 minutes of the scheduled start time, this reservation will be considered a “no-show” and the reservation will be removed. Failure to cancel within 24 hours of reservation could result in the forfeiture of meeting privileges and that three consecutive sessions of “no-shows” will be suspended from use of the room for one month.

I understand that I/we must vacate the room at least 15 minutes before closing, or at the end of the scheduled session, whichever comes first.

I understand, as an individual or a representative of a group or organization, that by signing this form I accept responsibility for any damages resulting in my group’s use of the community room, accidental or otherwise.

By signing below, I am attesting that I have received and read the Meeting Room Use and Library Conduct policies and agree to fully adhere to it.

Signature of person in charge: _____ Date: _____

Signature of Administration/Staff:

_____ Date: _____

Library Staff Use Only:

Application has been: approved: _____ denied: _____

Library staff has notified person in charge of approval?: _____ Yes _____ No

MEETINGS OF THE BOARD OF TRUSTEES

Adopted: March 2010

Revised: May 2025

Last Reviewed: May 2025

The board meets once a month, usually on the third Thursday, and begins at 6:30 p.m. A task-oriented approach is employed where members or groups of members take ownership for specific tasks or projects to enhance efficiency and accountability.

Role of Board President

The board president is responsible for facilitating effective meetings. Meetings should begin with a review of the agenda to ensure adequate time for discussion and adjustments if necessary. A well-managed meeting maintains an appropriate pace, allowing for thorough discussion while ensuring that conversations remain focused and decisions are reached efficiently. The president is also responsible for:

- Preventing any one member from dominating discussions.
- Encouraging participation from all members.
- Ensuring accountability for follow-through on decisions.

Meeting Ground Rules

To maintain order and productivity, all meetings will adhere to the following principles:

- Start on time.
- Come prepared and ready to contribute.
- Listen respectfully without interruption.
- Consider and respect different perspectives.
- Question assumptions constructively.
- Make decisions based on clear and accurate information.
- Clearly identify action items resulting from decisions.
- Conclude discussions with decisive outcomes.
- Maintain professionalism and respect.
- Ensure 100% confidentiality when required.
- Focus on addressing issues rather than personal conflicts.
- Record all decisions and action items in the meeting minutes.

Meetings and Agendas

The board president and secretary are responsible for setting the agenda. Meeting minutes are recorded and approved by the board in accordance with the Open Meetings Act.

In order that trustees are well prepared, meeting materials—including the agenda, previous meeting minutes, financial reports, the director's report, and the president's report—are distributed via email prior to the meeting. Trustees are expected to:

- Review all materials in advance.
- Be familiar with the activities of their assigned committees.

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- Attend meetings regularly. If unable to attend, the board president or vice president must be notified in advance.

Meeting Procedures

1. Monthly meeting dates will be set and publicly posted at the beginning of each calendar year in compliance with state regulations.
2. The order of business for regular meetings will include:
 - Call to Order, Pledge of Allegiance, Roll Call
 - Additions or Corrections to Agenda
 - Public Comment
 - Approval of Previous Meeting Minutes
 - President's Report
 - Treasurer's Report
 - Director's Report
 - Task Reports
 - Unfinished Business
 - New Business
 - Scheduling of Future Meetings
 - Adjournment
3. Special meetings may be called by the president, secretary, or at the request of four board members. Notices will be posted at least 48 hours in advance. All meetings will adhere to the Open Meetings Act. Votes will be recorded via roll call, and absentees or abstentions will be noted but not counted toward the vote outcome.
4. The minutes of all regular and special meetings will undergo an annual audit conducted by two board members, (excluding the secretary), appointed by the president. The audit report will be filed no later than 90 days following the close of the fiscal year.
5. A quorum consists of a majority of trustees (four members). Decisions require a majority vote of members present. Motions or actions will not be taken without a quorum.
6. The bylaws may be amended by the majority vote of all members of the board, provided written notice of the approved amendment be given to all members at least ten days prior to the meeting at which such action is proposed to be taken. Amendments require a majority vote of all board members. Written notice of proposed amendments must be provided at least ten days before the vote.
7. The board will not make motions or take action without a quorum present.
8. All meetings shall be conducted according to Robert's Rules of Order.

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Public Participation and Petitions

Members of the public are invited to address the board during designated public comment periods, subject to the following guidelines:

1. Sign in on the Public Comment form.
2. Speak only when recognized by the board president and at the appropriate time.
3. Identify yourself and keep remarks brief (typically 3-5 minutes). Extended time may be granted with prior approval.
4. Respect time constraints to allow for maximum participation.
5. Conduct yourself with professionalism and adhere to board policies.

The board president reserves the right to conclude public comments if necessary. Petitions and written correspondence will be formally presented at the next board meeting.

ROBERTS RULES OF ORDER MOTIONS CHART

Purpose	You Say	Interrupt?	2 ND ?	Debate?	Amend?	Vote?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that (or "to")...	No	Yes	Yes	Yes	Majority
Enforce rules	Point of Order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None
Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	2/3 Majority with notice
Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority

MEMBERSHIP AND TRUSTEES OF THE BOARD

Adopted: March 2010

Revised: September 2025

Last Reviewed: September 2025

This policy is based on the provisions of the Illinois Public Library District Act, herein referred to as "Act."

Membership and Offices

The Board of Trustees of the Winnebago Public Library District consists of seven members elected by the voters of the district to serve staggered four-year terms. Trustee elections are held every two years during the consolidated general election in the spring. The board of trustees consists of four officers and three members at large.

To be eligible to serve, a trustee must be a qualified elector and must currently reside within the library district.

Nomination of Candidates; Ballot

- (a) Trustees are nominated by petition, signed by qualified voters residing within the library district, and filed with the board secretary within the timeframe prescribed by the Illinois Election Code. Petitions must not include any reference to political parties or affiliations.
- (b) The secretary of the board shall certify all candidates to the appropriate election authority, which will conduct the election in accordance with the Election Code.
- (c) Ballots for the election of trustees will not include any designation or reference to a political platform or principle.
- (d) A person is not eligible to serve as a trustee unless they are a qualified elector of the district for at least one year at the time of filing nomination papers, declaring write-in candidacy, or being considered for appointment.
- (e) Individuals are disqualified from serving as trustees if, at the time of nomination or appointment, they are in arrears on taxes or indebtedness to the district, or have been convicted of bribery, perjury, or any felony or infamous crime in a court of the United States.

Resignations

Trustee resignations must be submitted in writing, signed and dated by the resigning member, and delivered to the secretary of the board. Email and other informal communication methods are not acceptable for this purpose.

Vacancies

- (a) A vacancy on the board will be declared when a trustee:
 - Declines, fails, or is unable to serve;
 - Ceases to reside in the district;
 - Is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act;
 - Fails to pay taxes owed to the district.

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- (b) Absence without cause from three consecutive regular board meetings will be grounds for declaring a vacancy.
- (c) Vacancies will be filled as soon as possible by appointment by the remaining trustees until the next regular election. If the vacancy occurs with less than 28 months remaining in the term and less than 88 days before the next regularly scheduled election the appointee will serve the remainder of the term.

Compensation of Trustees

Trustees serve without compensation but may be reimbursed for actual and necessary expenses incurred in the performance of their duties.

Organization of Board, Qualifications and Oath

- (a) Within 74 days of election or appointment, all new trustees will take their oath of office and participate in an organizational meeting of the board.
- (b) Trustees will be deemed qualified upon certification by the election or appointing authority and upon taking the required oath before a notary or the board secretary.
- (c) Within 60 days of board organization, the secretary will submit a report listing the names, addresses, and terms of all trustees and officers to the county clerk and the Illinois State Library. Any changes in board composition must be reported within 60 days.
- (d) Officers serve terms established by ordinance not to exceed four years. Vacant officer positions will be filled by board election for the remainder of the term.

Failure to Fulfill Duties

Any trustee who fails or neglects to perform duties required under the Act may be found guilty of a petty offense and subject to the appropriate fine.

Board and Officer Responsibilities

President

- a. Collaborates with the director and secretary to prepare board meeting agendas.
- b. Presides over board meetings ~~serves~~ as discussion leader.
- c. Represents the board at public events and ensures public statements reflect board positions.
- d. Assigns responsibilities to board members as needed.
- e. Acts as a board representative in policy matters.
- f. Signs official documents and appoints liaisons to outside organizations.
- g. Oversees ethical compliance and addresses trustee conduct issues.
- h. Has one vote as a board member and does not hold veto power.

Vice President

- a. Acts in place of the president when absent.
- b. Assumes all presidential duties during prolonged absences, prompting the election of a new vice president if necessary.

Secretary

The secretary keeps and maintains appropriate records and performs the duties of that office, which include the following:

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- a. Prepares agendas in collaboration with the president and director.
- b. Records meeting proceedings and issues draft minutes before the next meeting.
- c. Ensures minutes are approved, archived, and published in accordance with the Open Meetings Act.
- d. Maintains all ordinances, resolutions, and official records.
- e. Administers oaths, serves as election official, and ensures timely filing of Statements of Economic Interest.
- f. Sees that the Statement of Economic Interest paperwork is filed with the Winnebago County by its annual due date.
- g. Maintains a board calendar accessible to all trustees and staff.

The Illinois Open Meetings Act requires that all board meeting minutes—including closed (or executive) sessions—be prepared and securely archived. Open session minutes must be made publicly available. In June and December, the secretary must review and report to the board all closed session minutes to determine whether they should remain confidential. (Closed session minutes must be reviewed every six months to determine whether the need for confidentiality exists 5 ILCS 120/2.06(d).)

Treasurer

The treasurer keeps and maintains appropriate records and performs the duties of that office which include the following:

- a. Reviews and authorizes bill payments.
- b. Signs checks as authorized.
- c. Presents monthly financial reports and reconciliations for board approval.
- d. Ensures payroll software is current to maintain federal and state compliance.
- e. Manages investments and tax levy filings.
- f. Files the annual financial report with the state within six months of the fiscal year end.
- g. Assists in budget development and execution of annual audits.
- h. Reviews bank and credit card reconciliations.
- i. Ensures timely payment of payroll taxes.
- j. Maintains appropriate insurance policy coverage.
- k. Provides a surety bond, approved by the board, equal to or at least 10% of the prior year's received funds. Bond costs are covered by the library.

Trustees

Trustees are expected to:

- a. Attend and actively participate in board meetings.
- b. Review meeting materials in advance.
- c. Support board decisions and serve on assigned committees.
- d. Dedicate time outside board meetings for board-related work as necessary.
- e. Participate in approved fundraising and public relations efforts.
- f. Represent the library at community events.
- g. Stay informed about library trends and legal requirements through professional development (such as ILA, ALA, etc.).
- h. Serve as advocates for library services and ethical leadership.

Ethics Ordinance

The board of trustees complies fully with the State Officials and Employees Ethics Act (5 ILCS 430/).

Ethical Responsibilities

- a. Remove yourself from decisions involving conflicts of interest.
- b. Foster respectful, collaborative board relationships; avoid disruptive behavior.
- c. Support board decisions publicly and maintain confidentiality regarding closed sessions.
- d. Refer patron and public inquiries and complaints to the library director.
- e. Avoid involvement in staff matters, referring grievances to the director.
- f. Refrain from unauthorized or ad hoc board meetings; comply with the Open Meetings Act.
- g. Participate fully and responsibly in board activities; resign if unable to fulfill duties.
- h. Uphold intellectual freedom and resist censorship efforts.

/jlo rev 9/19/2025

MISSION STATEMENT

Adopted: November 2002

Revised: June 2022

Last Reviewed: March 2023

Our Mission

The Winnebago Public Library provides all patrons access to a variety of well-organized resources, services, and technologies that enrich and empower the community and evolve with its cultural needs.

Our Values

The Winnebago Public Library (WPL) strives to meet the needs of the community and patrons that we serve by consistently holding our organization accountable to operate in a fiscally responsible manner, ensure transparency, and maintain high levels of professionalism at all times.

We are passionate about the service we provide to all patrons, striving for the highest levels of resourcefulness, helpfulness, and accessibility.

We value a strong connection to the community and ensure a welcoming, safe, and inclusive environment for everyone.

Our success is dependent on the collective and strong relationships between our community, patrons, and staff working together that value creativity, forward progress, and a commitment to continuously evolve through our initiative to encourage growth and learning.

/jlo 3/18/23

PERSONNEL

Adopted: 1983

Revised: April 2025

Last Reviewed: April 2025

Hiring and Employment

The library is committed to hiring qualified candidates who align with its mission, values, and operational needs. The hiring process is conducted in a fair and non-discriminatory manner, ensuring equal opportunity for all applicants. To maintain fairness and avoid conflicts of interest, immediate family members of the Library Board of Trustees may not be employed by the library.

Employees are classified into the following five categories:

1. Director – The director is the only full-time position and is paid a set salary regardless of the number of hours worked. The director does not need to make up time off for illness or appointments but is expected to work additional hours as needed to fulfill job responsibilities. This position includes IMRF benefits, paid time off (PTO), and holiday pay.
2. Full-Time Employee – An employee who works 40 hours a week and has completed the probationary period. This classification includes benefits described in this policy: IMRF, PTO, holiday pay, bereavement leave, jury duty, and emergency closure pay.
3. Senior Part-Time Employee – An employee who has a seniority of at least five years, works 600 hours or more per anniversary date, and has completed the probationary period. This classification includes benefits described in this policy: IMRF, PTO, bereavement leave, jury duty, and emergency closure pay.
4. Part-Time Employee – An employee who has a seniority of less than five years, works 600 hours or more per anniversary date, and has completed the probationary period. This classification includes benefits described in this policy: IMRF, PTO, and emergency closure pay.
5. Limited Part-Time Employee – A part-time hourly employee who works less than 600 hours per anniversary date and has completed the probationary period. This classification includes PTO and emergency closure pay and is not eligible for IMRF.

Probationary Period: All new employees are considered temporary during a three-month probationary period and are not entitled to PTO or holiday pay. However, upon successful completion of the probationary period, PTO will be applied retroactively. The Library Director is responsible for determining and formalizing in writing any updates to an employee's status.

Background Checks

The library is committed to providing a safe, welcoming and secure environment for its patrons, volunteers, and employees. To support this commitment, background checks are conducted on all prospective employees as part of the hiring process. This policy ensures that hiring decisions align with the library's mission, values, and legal obligations while maintaining fairness and transparency.

The library complies with all federal and state laws regarding background checks for employees. Under the Illinois Library Records Confidentiality Act (75 ILCS 70/1 et seq.) and the Illinois Child Care Act (225 ILCS 10/4.3), libraries are authorized to conduct criminal background checks, particularly for positions involving direct interaction with minors or vulnerable populations. In accordance with the Illinois Uniform Conviction Information Act (20 ILCS 2635/1 et seq.), the library may obtain conviction records through the Illinois State Police or other authorized agencies. All offers of employment are contingent upon the successful completion of a background check. A prior conviction does not automatically disqualify a candidate; each case is reviewed individually, considering the nature of the offense, its relevance to the position, and the time elapsed since the conviction. Background checks are conducted in compliance with the Fair Credit Reporting Act (FCRA) to ensure privacy and fairness in the hiring process.

Process For Background Checks

The library conducts background checks on prospective employees in compliance with all applicable federal and state laws, regulations, and guidelines. This process helps ensure a safe and secure work environment.

1. Authorization & Consent

Candidates selected for employment must complete and sign a background check consent form, authorizing the library or an authorized third-party entity to conduct the screening.

2. Screening Process

Background checks may include searches of local, state, and federal public databases, including but not limited to Winnebago County, the State of Illinois, and the Illinois State Police. Additional screening methods may be used as appropriate.

3. Employment Decisions

If a background check reveals findings that adversely impact employment eligibility, the applicant will be notified and withdrawn from consideration. If a criminal conviction is found that affects the candidate's ability to perform the specific job, the library will follow all legal requirements, including providing the applicant with the necessary notifications under the Fair Credit Reporting Act and applicable laws.

Use of Background Investigation Information:

Information obtained through a background investigation will be used solely for employment purposes in compliance with federal and state laws and in accordance with library policy. The information will be reviewed to assess:

- Whether an applicant or employee has provided false statements or omitted material information on an application, résumé, or during an interview.

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- Whether an applicant or employee, based on the responsibilities of the position, may pose a risk to the security of the library, the safety of patrons (including minors), or the well-being of employees.
- The applicant's or employee's suitability for the position and their potential for success and productivity in the role.

This process ensures that hiring and employment decisions are made with fairness, integrity, and a commitment to maintaining a safe and professional workplace.

Payroll and Deductions

Employees are paid on a biweekly basis for work performed during the preceding two-week pay period. The library processes all required deductions, including federal and state withholding taxes and contributions to the Illinois Municipal Retirement Fund (IMRF), where applicable.

Work Schedule & Timekeeping

Employees must adhere to their assigned work schedules and may not modify their scheduled hours without prior approval from their supervisor. This includes arriving early, leaving early, or staying late without authorization.

Employees are not permitted to trade shifts or work hours without supervisor approval. Any approved schedule changes must be documented on the official employee calendar in the staff workroom.

Work schedules are established based on the library's operational needs and budget. Employees may be required to work evening and/or weekend shifts. Scheduling will follow a consistent structure Monday through Friday, with rotating Saturday shifts.

Breaks & Meal Periods

Employees working 4.5 hours or more in a workday will receive a paid 30-minute meal break. Employees working 6 or more hours in a workday are also eligible for a 15-minute break.

Overtime

Employees may not exceed 40 hours per week without prior approval from the library director. Approved overtime will be compensated at 1.5 times the employee's regular hourly rate.

Paid Time Off (PTO)

Employees are encouraged to submit PTO requests as early as possible, preferably before the next monthly schedule is finalized. Requests must be submitted using the official PTO Request Form, available in the staff workroom.

The library director will review employee requests for time off, whether using PTO or unpaid leave, in accordance with the Paid Leave for All Workers Act (PLAWA) and the library's staffing requirements during operating hours. Approved forms will be signed and submitted to the bookkeeper for payroll purposes. PTO requests are considered during the scheduling process and will be granted to the greatest extent possible while ensuring the library's operational needs are met.

Paid Leave for All Workers Act (PLAWA)

Effective January 1, 2024, the Paid Leave for All Workers Act grants all employees the right to accrue paid leave beginning on their first day of employment. Employees may utilize accrued paid time off (PTO) after 90 days of employment. Non-full-time employees who do not already receive paid time off benefits will accrue one hour of paid leave for every 40 hours worked within a 12-month period, up to a maximum of 40 hours annually. Paid leave may be used for any reason, and employees are not required to disclose the reason for their absence. Additionally, employers may not mandate that employees secure a replacement to cover their shift. Unused paid leave is not required to be paid out upon separation from employment.

In cases of unforeseen absences, employees must notify the library within a reasonable timeframe to use paid leave. Failure to report an absence in a timely manner will result in the absence being classified as a no-call/no-show, which will be documented in the employee's personnel file.

Employees attending approved trainings or conferences will be compensated at their regular rate of pay, with mileage reimbursed at the current IRS-approved nonprofit business rate.

Holiday Pay

Full-time employees will receive eight hours of holiday pay for designated holidays when the library is closed, as outlined in the Hours of Operation policy.

Emergency Closure Pay

In the event that the library is closed due to an emergency, such as severe weather or other unforeseen circumstances, employees scheduled to work during the closure will receive their regular pay as if they had worked their scheduled hours. However, if an employee calls in to report that they will not be coming to work before the library is officially closed, they will not receive emergency closure pay and must use available PTO to cover their absence. The library director or designated authority will determine and communicate closures as needed.

PTO Accrual & Usage

PTO is accrued based on hours worked and is calculated at the end of each pay period. Employees may use accrued PTO in one-hour increments for approved time off. Any PTO balance exceeding 40 hours that is not used by the end of the fiscal year will be forfeited and will not carry over into the next year. Upon separation from employment, full-time employees will be compensated for any unused accrued PTO.

All Part Time Employees	Rate (hours) of PTO per hour worked
Starting employment date*	0.0310
after two years of employment	0.0503
after four years of employment	0.0695

*PTO is paid retroactively for the first 90 days

Full Time Employees	Rate (hours) of PTO per hour worked
Beginning employment date*	0.0541
Beginning after two years of employment	0.0733
Beginning after four years of employment	0.0926

*PTO is paid retroactively for the first 90 days

Leaves of Absence

All requests for a leave of absence must be submitted in writing and include the anticipated start and end dates. Leave without pay requires approval from the director, and any request exceeding three months must also be approved by the board of trustees. If the director requests unpaid leave, the board of trustees will review and determine approval.

Family Medical Leave (FMLA)

The library complies with the Family and Medical Leave Act (FMLA), as amended. Full-time employees may be eligible for up to 12 weeks of unpaid leave within a rolling 12-month period for qualifying reasons, including the birth or adoption of a child, care of an immediate family member with a serious health condition, or the employee's own serious health condition that prevents them from performing essential job functions. Employees must submit a written request to the director (or the board president in the case of the director), detailing the reason for the leave, the start date, the expected return date, and any supporting documentation.

While the library will make efforts to reinstate employees to their previous position, reinstatement is not guaranteed. Employees must exhaust accrued paid time off (PTO) before beginning unpaid FMLA leave, and PTO does not continue to accrue during FMLA leave.

Bereavement Leave

Employees may receive up to five days of paid leave for the death of an immediate family member, compensated based on their average weekly scheduled hours.

Immediate family includes a spouse, children, stepchildren, domestic partner, parents, stepparents, grandparents, grandchildren, siblings, and legal guardians. For the loss of extended family members (such as aunts, uncles, nieces, nephews, or in-laws), employees may take one paid day off.

Jury Duty

Employees summoned for jury duty must notify the director as soon as possible. Employees serving during their scheduled work hours will receive their regular rate of pay upon submitting official jury attendance documentation from the Jury Commission. For jury duty that extends beyond two weeks, employees will receive leave without pay.

Military Leave

The library grants leave for military service in the U.S. Armed Forces, National Guard, or reserve components in compliance with federal and state laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees are entitled to re-employment rights and protections as outlined in applicable regulations.

Disability Leave

The library complies with all applicable federal and state laws regarding disability leave, including the Americans with Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA), where applicable. Employees who require leave due to a disability may be eligible for reasonable accommodations, including medical leave or modified work arrangements, in accordance with legal requirements. Requests for disability leave must be submitted in writing with appropriate medical documentation. The library will engage in an interactive process to determine suitable accommodations while ensuring compliance with all relevant regulations.

Illinois Municipal Retirement Fund

The library participates in the Illinois Municipal Retirement Fund (IMRF), a statewide public pension system that provides retirement, disability, and death benefits to eligible employees. In accordance with Illinois state law (40 ILCS 5/IMRF Article), employees who work 600 or more hours per year are required to participate in IMRF. Contributions to the fund are made by both the employee and the library, with deductions automatically taken from each paycheck. Upon retirement, vested employees may receive pension benefits based on their years of service and salary history. IMRF also provides disability benefits for qualified employees who become unable to work due to injury or illness. Employees can access their account details, estimate retirement benefits, and find additional resources through the IMRF website or by contacting IMRF directly.

Workers' Compensation

The library complies with the Illinois Workers' Compensation Act, which provides benefits to employees who suffer job-related injuries or illnesses.

Workers' compensation covers medical expenses, lost wages, and rehabilitation services for eligible employees who sustain injuries in the course of their employment. Employees must report any work-related injury or illness to the director immediately, and a formal claim must be filed in accordance with state law. The library's workers' compensation insurance provider will review claims and determine benefit eligibility. Employees are protected from retaliation for filing a legitimate claim. For more information, employees can contact the Illinois Workers' Compensation Commission (IWCC) or visit its official website.

Unemployment Insurance

The library complies with all federal and state laws regarding unemployment insurance. Under the Federal Unemployment Tax Act (FUTA) and Illinois Unemployment Insurance Act, eligible employees who lose their jobs through no fault of their own may qualify for unemployment benefits. These benefits are administered by the Illinois Department of Employment Security (IDES) and are designed to provide temporary financial assistance while the individual seeks new employment. To qualify, employees must meet state-specific requirements, including sufficient earnings history and active job search efforts. Unemployment benefits are not available to employees who resign voluntarily without good cause, are terminated for misconduct, or fail to meet eligibility criteria. Employees seeking more information or wishing to file a claim should contact IDES or visit its official website.

Drug-Free Workplace

The library is committed to maintaining a safe, healthy, and productive work environment for all employees. In accordance with the Drug-Free Workplace Act of 1988 and applicable state laws, the use, possession, distribution, sale, or being under the influence of illegal drugs, controlled substances, or unauthorized prescription medications while on library premises, during work hours, or while conducting library business is strictly prohibited. Employees are also prohibited from reporting to work impaired due to alcohol or drug use. Any violation of this policy may result in disciplinary action, up to and including termination. The library may require drug or alcohol testing when there is reasonable suspicion of impairment or as required by law. Employees struggling with substance abuse are encouraged to seek confidential support through available employee assistance programs (EAP) or external resources.

Performance Evaluations

The library conducts written performance evaluations for all employees on an annual basis. New employees will receive an initial evaluation after three months of employment, followed by annual evaluations thereafter, using a standardized evaluation form. Completed evaluations are maintained in a secure personnel file. These files are the property of the library, and access to their contents is strictly limited to authorized library officials and representatives with a legitimate business need.

Employees may request to review their personnel file up to twice per calendar year by submitting a written request with reasonable advance notice. File reviews must take place in the library office in the presence of the director or a trustee. If an employee disagrees with any content in their file, they may discuss their concerns with the director, who will determine an appropriate resolution. Any resolution will be documented and added to the file.

Employees have the opportunity to provide comments on their evaluation forms and may review their evaluations at any reasonable time.

Grievance

The library is committed to fostering a positive and professional work environment where employee concerns are addressed promptly and fairly. Employees are encouraged to resolve workplace issues informally whenever possible, but a formal grievance process is available when necessary.

Informal Grievance Process

Employees should first attempt to resolve concerns through direct communication with the individuals involved. Open discussion and early resolution help maintain a collaborative work environment and prevent escalation.

1. Employees should bring workplace concerns to the library director for discussion and resolution. If necessary, they may escalate concerns to the board of trustees.
2. The director is responsible for listening to employee concerns, providing guidance, and working to resolve grievances informally.
3. If an issue remains unresolved through informal discussion, the employee may proceed with the formal grievance process.

Formal Grievance Process

If an informal resolution is not achieved, an employee may file a formal grievance by following these steps:

1. The employee must submit a written grievance to the library director within 10 working days of the last informal discussion. The written grievance should:
 - Clearly state the complaint.
 - Identify it as a formal grievance.
 - Specify the desired resolution.The director will review the grievance and provide a written response within 30 working days. (If the grievance involves the director, proceed directly to Step 2.)
2. If the employee is not satisfied with the director's response, they may submit a written appeal to the board of trustees within 10 working days of receiving the director's decision. The board will conduct an objective and confidential review, considering all relevant facts in relation to library policies.
3. The board of trustees will issue a written decision within 30 calendar days, with copies provided to all relevant parties, including the director.

4. If the employee remains dissatisfied with the outcome, they may pursue arbitration or other legal recourse in accordance with applicable laws and regulations.

Additional Provisions

- Time limits for each step in the grievance process may be extended by mutual agreement.
- Employees involved in a grievance process must continue to perform their job duties at an acceptable level.
- Employees will not face retaliation or adverse consequences for filing a grievance in good faith.

/jlo rev 4/22/25

GRIEVANCE

This form may be used by patrons or employees, and submitted by mail, email, fax, or in person.

DO NOT include sensitive personal information.

Date:

Full Name of Person Filing Grievance:

Address of Person Filing Grievance:

City, State, Zip Code of Person Filing Grievance:

Phone Number/Email Address of Person Filing Grievance:

Date of Incident/Issue

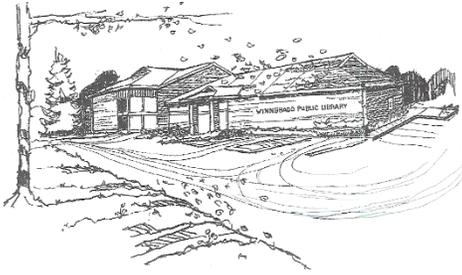
Person Grievance is Filed Against (if applicable):

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Reason(s) for Grievance:

Actions You Feel Would Resolve Grievance:

Please complete the form and mail, email, fax or submit in person. Winnebago Public Library, 210 North Elida Street, Winnebago, IL 61088 Fax: 815.335.7049



Winnebago Public Library District
Job Performance Evaluation

Name: _____ Title/Position: _____

Evaluation Period: _____ Date of Review: _____

Supervisor: _____

Job Description Review

Does the current job description properly describe the duties and responsibilities of this position? Yes / No
Are there significant duties or responsibilities that would materially change the job description that should be:

Added Deleted Rephrased Changes were reviewed with the employee on: __/__/__

If there are any necessary changes, please note them on the current job description and attach a copy with the performance appraisal.

Performance Review

- Rate the employee's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided using the definitions below as a guide.
- There must be supporting comments to justify ratings of "Exceed Expectations", "Needs Improvement" and

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency of overall ratings.

EE=Exceeds Expectations-Work performance is consistently above the standard of performance for the position.

ME=Meets Expectations-Work performance consistently meets the standard of performance for the position.

NI=Needs Improvement-Work performance does not consistently meet the standard of performance for the position.

NA=Not Applicable-Employee is not required to perform in a specific rating factor, and it cannot be measured.

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A. PERFORMANCE FACTORS

	EE	ME	NI	NA
<p>Knowledge of Work—Consider employee’s skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience.</p> <p>Additional Comments:</p>				
<p>Planning & Organization—Consider how well the employee defines goals for personal performance; how well work tasks are organized and priorities established; and the amount of supervision required to achieve it.</p> <p>Additional Comments:</p>				
<p>Customer & Work Relations—Consider how well the employee interacts in dealing with all constituents (patrons, vendors, friends of the library, board)</p> <p>Additional Comments:</p>				
<p>Quality of Work—Consider the accuracy and thoroughness in completing work assignments. Consider the individual’s ability to self-identify and correct errors. Take into consideration incomplete assignments.</p> <p>Additional Comments:</p>				
<p>Quantity of Work—Consider the volume of work completed in relation to assigned responsibilities. Consider the ability to meet and stay on schedule and the proper use of work time.</p> <p>Additional Comments:</p>				
<p>Dependability—Consider how well the employee complies with instructions and performs under unusual circumstances; consider record of attendance and punctuality.</p> <p>Additional Comments:</p>				

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<p>Acceptance of Responsibility—Consider the manner in which the employee accepts new and varied work assignments and assumes personal responsibility for completion.</p> <p>Additional Comments:</p>				
<p>Self-Initiative—Consider how well the employee demonstrates resourcefulness, independent thinking, and the extent to which employee seeks additional challenges and opportunities on their own.</p> <p>Additional Comments:</p>				
<p>Teamwork—Consider how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit.</p> <p>Additional Comments:</p>				
<p>Leadership—Consider effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively.</p> <p>Additional Comments:</p>				
<p>Communication—Consider effectiveness in listening to others, expressing ideas—both orally and in writing—and providing relevant information to management, co-workers.</p> <p>Additional Comments:</p>				
<p>Decision Making/Problem Solving—Consider effectiveness in understanding problems and making timely, practical decisions.</p> <p>Additional Comments:</p>				

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B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS. Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance. Provide explanation for any “Exceeds Expectations” rating.

C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT. Provide explanation for any “Needs Improvement” and “Unsatisfactory Performance” rating.

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D. PERFORMANCE IMPROVEMENT PLAN. Describe the coaching, training resources or development activities that would help improve performance in any

of the categories.

E. EMPLOYEE COMMENTS. (Optional)

F. SIGNATURES

I have read and discussed this review with my supervisor and I understand its contents. My signature does not necessarily imply that I agree with the review or its contents.

Employee Signature/Date:

Supervisor Signature/Date:

PUBLIC POSTING OF MATERIALS

Revised: July 2025

Last Reviewed: July 2025

Guidelines are established to display and distribute informational materials within the library, ensuring equitable access to community resources while maintaining a professional and orderly environment.

Eligibility To Post Materials

- Only nonprofit organizations, government agencies, educational institutions, and community groups may post materials.
- For-profit entities may request permission to post event-related flyers that have broad community relevance, subject to approval.
- All items must be approved by library administration prior to posting.

Materials That May Be Accepted

- Flyers, brochures, and pamphlets promoting community services, events, or resources.
- Public information from local government agencies or schools.
- Library-related announcements and collaborative initiatives.

Materials That May Be Denied

- Partisan political material
- Commercial advertisements for products or services not affiliated with a library program
- Content that is discriminatory, obscene, or violates laws or library values

Display Guidelines

- Materials must be dated and include the sponsoring organization's name.
- Items will be displayed in designated areas only and removed by staff when expired or at their discretion.
- Space is limited; priority is given to items with broad community interest and time sensitivity.
- Flyers may be displayed for a maximum of 30 days unless otherwise approved.
- Library staff will manage all placement and timely removal of materials.

Materials For Library Counters

- Limited space is available for brochures and pamphlets meeting the above criteria.
- Staff will not distribute handouts directly to patrons unless the material is library-produced.

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Liability

The library assumes no responsibility for preservation, protection, or return of any posted or displayed materials. Materials left past their expiration or event date may be discarded unless a prior retrieval arrangement has been made.

/jlo rev 08/18/25

PURCHASING

Adopted: October 1984

Revised: June 2025

Last Reviewed: June 2025

This policy governs all purchases and financial commitments made with funds under the authority of the Winnebago Public Library Board of Trustees. The intent is to ensure responsible stewardship of public resources through fair, transparent, and cost-effective purchasing practices. Purchases should be evaluated annually, or on another reasonable time basis, with similar goods or services grouped logically for evaluation and procurement. All purchases and financial commitments require prior board approval unless specifically exempted by this policy.

Informal Procurement for Purchases Up to \$3,000

Purchases up to \$3,000 may be made at the discretion of the library director and do not require board of trustee approval. Purchases that are not budgeted should, however, be communicated to the board president and treasurer as early as possible.

Informal Procurement for Purchases Between \$3,001 up to \$10,000

Purchases not subject to formal bidding due to the dollar threshold will be made with consideration regarding:

- Price
- Quality
- Supplier dependability

To the extent possible, at least three informal quotes from qualified vendors will be solicited and documented. If less than three vendors submit quotes, the board may move forward with the quote(s) that have been submitted. Approval by the board of trustees is required at this threshold.

Formal Bidding Process

When formal bidding is required, the following procedure will be followed in accordance with standard business practices:

1. The library director, acting as the purchasing agent, will prepare and issue a Call for Bids. Notice of the bid will be published in the local newspaper, on the library website and on the bulletin board in the library vestibule for 30 calendar days. Detailed bid packets will be available on the website as well as hard copies that may be picked up at the library. All bids will remain sealed and unopened until the date, time and location of the bid opening which will be duly noted in the bid specification. The board may designate additional publications as necessary.
2. The Call for Bids will include:

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- Detailed specifications for the goods or services requested, including the removal of any objects during construction
- Bidder qualifications
- Delivery terms
- Contractual requirements (if applicable)
- Insurance and performance bond requirements (if applicable)
- Whether product samples are required
- Submission format and deadline
- Date, time, and location for bid opening

Suppliers will be selected based on experience, reputation, and accessibility, in addition to cost considerations, and must be approved by the board of trustees.

Exceptions to Formal Bidding Requirements

Formal bidding is not required under the following conditions:

1. The total cost is under \$10,000.
2. The goods or services are available from only one economically feasible source, such as public utilities, proprietary material, or supply services.
3. The services involve professional, technical or artistic expertise.
4. Emergency situations, such as immediate repairs or equipment replacement necessary for the library's operation, or in response to local disasters or catastrophes.

Use of Library Funds for Expressions of Sympathy or Recognition

The Board affirms the use of library funds, not to exceed \$100, for the purchase of flowers in the event of the death of an employee, former employee, board member, or active Friend of the Library.

In cases of illness or death of an immediate family member, library funds may not be used for memorial gifts. However, cards expressing sympathy or concern may be sent on behalf of the library. A supply of appropriate cards will be maintained at the library for staff use. Cards may be purchased and sent using library funds.

Nothing in this policy prohibits individuals (Board members, staff, or Friends of the Library) from organizing a voluntary collection for additional memorials or gifts.

Automated Clearing House (ACH) Payments

ACH is used for direct deposit and electronic bill payments. The following rules apply:

- New payments exceeding \$2,000 must be approved by a roll call vote of the board prior to disbursement.
- Scheduled recurring payments (e.g., payroll taxes, mortgage, insurance) may be approved in advance on an annual or monthly basis.
- Credit card payments are permitted even if the total exceeds \$2,000, provided that individual charges are within approved budgetary limits.

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- Emergency payments require authorization at a special board meeting. If a meeting cannot be convened, the board president, vice president, and treasurer may jointly authorize payment if all three are in agreement.

Prevailing Wage Compliance

In accordance with the Illinois Prevailing Wage Act (820 ILCS 130/4), the Winnebago Public Library is responsible for notifying all contractors and subcontractors working on public works projects of any changes to the prevailing wage rates applicable to Winnebago County.

The library must investigate and determine the applicable prevailing wage rates for laborers involved in the construction of public works funded by the Library.

RECORDS RETENTION & CONTROL

Adopted: October 2016

Revised: January 2026

Last Reviewed: January 2026

Records are retained in compliance with the Local Records Act (50 ILCS 205), which governs the retention and lawful destruction of public records. Detailed guidance on records retention and destruction for local government agencies is available from the Illinois Secretary of State.

Records shall be retained only if they are necessary for the current conduct of library operations, required by statute or government regulation, or relevant to pending or reasonably foreseeable investigations or litigation.

Administration of Records Management

The responsibility for administering record retention management, in accordance with Illinois law, is assigned to the library director. The secretary of the board of trustees is responsible for the creation, maintenance, retention and, when authorized, the destruction of board records. The library director and the board secretary work together to ensure accurate and up-to-date files.

Retention and Disposal

All records shall be retained for at least the minimum period required under applicable state or federal laws or regulations. Destruction of specific records will be carried out only in accordance with the rules and procedures established by the State of Illinois.

The library first filed an Application for Authority to Dispose of Local Records in 1991. The resulting Local Records Disposal Certificate provides the basis for current library and board files. The most recent Disposal Certificate is filed in both the board of trustees' records and the library's operational files.

Retention Beyond Legal Requirements

The library director and the board of trustees may choose to retain records for a longer period than required by the Local Records Commission if they determine that the records have ongoing administrative, historical, or reference value.

Suspension of Destruction

The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigation or litigations, whether governmental or private.

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Freedom of Information Act (FOIA)

The library board of trustees complies with the Illinois Freedom of Information Act, (5 ILCS 140/1 et seq.), as amended. All requests of public records should be directed to the Freedom of Information Officer. The library director serves as the Freedom of Information Officer; or in the director's absence, the bookkeeper shall serve in this role.

General information about the library, including the organizational chart, policies and board meeting minutes, can be found on the library's website at www.winnebagopubliclibrary.org.

Additionally, a binder is available at the service desk containing the following public information:

- Monthly financial statements
- Annual receipts and disbursements reports
- Budget and appropriation ordinances
- Levy ordinances
- Operating budgets
- Annual audits
- Meeting minutes of the board of trustees
- Policies
- Adopted ordinances and resolutions of the board
- Annual reports to the Illinois State Library

SEXUAL HARASSMENT

Adopted: February 2018

Revised: February 2026

Last Reviewed: February 2026

Prohibition of Sexual Harassment

The library is committed to providing a workplace free from all forms of discrimination, including sexual harassment. Any behavior that meets the definition of sexual harassment is considered misconduct and will result in disciplinary action, up to and including termination or removal.

This policy is part of the overall compliance with federal and state nondiscrimination laws including Title VII of the Civil Rights Act of 1964 (as amended in 2009) and the Illinois Human Rights Act.

SEE Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.

Any library official, employee, or agent is prohibited from engaging in sexual harassment of any person, regardless of whether an employment relationship exists. No person should be subjected to unsolicited or unwelcomed sexual overtures or conduct in the workplace. A professional work environment free from sexual harassment, coercion, and hostility is expected and required. Reports of sexual harassment will be investigated promptly, thoroughly, impartially, and as confidentially as possible, consistent with the need to conduct an effective investigation.

All library officials, employees and agents are expected to be familiar with this policy and to abide by its requirements.

Definition of Sexual Harassment

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

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

Examples of Prohibited Conduct

Sexual harassment can occur in many forms, including but not limited to:

- Verbal: sexual innuendos, jokes, propositions, threats, repeated requests for dates, or comments of a sexual nature.
- Non-verbal: whistling, leering, obscene gestures, or sexually suggestive sounds.
- Visual: sexually explicit posters, signs, slogans, or viewing pornographic material.
- Physical: unwelcome touching, hugging, kissing, pinching, brushing against the body, coerced sexual acts, or assault.
- Textual/Electronic: “sexting” the use of sexually explicit language, harassment, cyberstalking, or threats through mail, text, video blogs, instant messages or social media.

Courts assess sexual harassment based on whether the conduct would offend a reasonable person in similar circumstances.

Reporting Procedures

Individuals who observe or believe they have been subjected to sexual harassment should address the situation directly by clearly communicating that the conduct is unwelcome. In addition, if the individual feels threatened or uncomfortable, the incident must be promptly reported to the library director or board president.

Reports may be made in the following ways:

1. Direct Communication: Clearly state to the offender that the behavior is unwelcome and must stop. Initial communication may be verbal; follow-up communication should be in writing if necessary.
2. Contact with Library Director/Board President: If direct communication is not feasible or effective, the behavior should be reported immediately to the library director or board president.

Individuals should not assume the library is aware of harassment without a report. Reports will be accepted and investigated regardless of whether they are verbal, written, or anonymous. However, the cooperation of the reporting individual is critical to ensuring an effective investigation and resolution.

Resolution and External Options

The library will promptly, thoroughly, and effectively respond to all reports of sexual harassment. In addition, individuals have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) to file a formal complaint.

- IDHR complaints must be filed within 180 days of the alleged incident.
- EEOC complaints must be filed within 300 days of the alleged incident.

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Individuals are encouraged to keep documentation of any incidents, including dates, times, places, witnesses, and descriptions of conduct.

Prohibition of Retaliation

Individuals will not face retaliation for making a good-faith report of sexual harassment or for participating in an investigation. Retaliation includes reprimand, discharge/removal, suspension, demotion, denial of promotion, or changes in employment terms or conditions as a consequence of reporting.

This protection is also reinforced by the State Officials and Employees Ethics Act (5 ILCS 430/15-10), the Whistleblower Act (740 ILCS 174), and the Illinois Human Rights Act (775 ILCS 5/6-101). Individuals who experience retaliation may also file complaints with IDHR or EEOC within the applicable timelines.

Consequences of Violations

Individuals who violate this policy or the prohibition of sexual harassment under 5 ILCS 430/5-65 may be subject to:

- Disciplinary action, up to and including termination or removal
- Fines of up to \$5,000 per offense
- Other applicable penalties under state and federal law

Each violation may constitute a separate offense.

While all reports will be investigated, knowingly making a false or frivolous report is itself a serious offense. Individuals who intentionally make a false report may be subject to disciplinary action, up to and including termination or removal. Additionally, under Illinois law, intentionally filing a false report with an ethics commission or law enforcement agency may result in criminal penalties and fines.

Training Requirement

In compliance with 775 ILCS 5/2-109 and the Illinois Human Rights Act, (IHRA), all employees and board members are required to complete annual sexual harassment prevention training. Documentation of training completion will be maintained by the library director (for staff) and the board secretary (for board members).

SOCIAL MEDIA

Revised: July 2025

Last Reviewed: July 2025

Guidelines are established to safeguard appropriate use of social media for staff, administrators, and the public to ensure professional and lawful communication across all digital platforms. Social media includes any website, app, or account created and managed by the library for public communication and engagement, including but not limited to Facebook, Instagram, X (Twitter), YouTube, and blogs.

Staff Use

- Only designated staff are authorized to post to library social media accounts.
- All content must be professional, accurate, grammatically correct, and respectful.
- Staff are prohibited from sharing confidential information.
- Personal social media activity must not imply official library endorsement.

Content Standards

The library welcomes public comments and interaction but reserves the right to remove or moderate content that:

- Includes obscene or pornographic material
- Promotes discrimination, harassment, or hate speech
- Contains threats, insults, or defamatory statements
- Shares personal information (e.g., addresses, phone numbers)
- Violates copyright or intellectual property rights
- Includes spam, irrelevant links, or commercial advertising
- Promotes political or religious agendas not affiliated with library programs

The library may ban or block users who violate these standards.

Legal And Ethical Compliance

- All posts are public records and may be subject to FOIA and records retention laws.
- Users should have no expectation of privacy when posting on library-sponsored social media.
- The library reserves the right to reproduce, edit, or share public comments for promotional or archival purposes.

Public Complaints

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Complaints regarding library services, staff, or policies should be directed to library administration. Social media is not an appropriate forum for resolving such concerns.

Liability

By posting on library platforms, users agree to indemnify the Winnebago Public Library District and its staff from any legal claims arising from their content.

Teen Blog Content and Participation Guidelines

The library's teen blog provides a safe, moderated space for teens to express themselves, showcase creative work, and connect with peers through library-sponsored digital content. These guidelines ensure a respectful, appropriate, and inclusive environment. All submissions, posts and comments are subject to the same monitoring and review standards as outlined above. Participation is open to teens within the designated age range determined by the library.

Content Standards

- Submissions must be original work by the teen participant.
- Plagiarism, copyrighted material without permission, or impersonation of others is prohibited.
- Personal information such as full names, contact details, school names, or photos identifying individuals should not be included.
- Posts must be respectful, appropriate in tone, and relevant to the blog's purpose (e.g., book reviews, creative writing, library experiences, positive community topics).
- Hate speech, bullying, discriminatory language, and obscenity will not be tolerated.

Review And Moderation

- All blog content and comments are moderated by library staff before publication.
- The library reserves the right to edit for grammar, clarity, or length while maintaining the post's original intent.
- Staff may reject or remove content that violates the guidelines without prior notice.

Agreement To Participate

By submitting content to the blog, participants agree to:

- Abide by all content and conduct guidelines
- Acknowledge their submissions may be publicly viewable
- Allow the library to use posts in promotional or educational materials (with credit)

TECHNOLOGY USAGE

Adopted: March 2017

Revised: March 2025

Last Reviewed: March 2025

The Technology Usage policy covers the following:

- Copier, Printer, and Scanner Use
- Fax Machine
- Internet
- Computers
- Security Cameras

COPIER, PRINTER, AND SCANNER USE

The library provides copier, printer, and scanner equipment for public use. Patrons may access these services as needed and are responsible for paying any applicable fees at the front desk as outlined below.

To maintain service quality, patrons may not supply their own paper to reduce costs. Electronic scanning is offered free of charge.

\$0.10 per page – Black and White 8 ½ x 11 letter-size paper

\$0.15 per page – Black and White 8 ½ x 14 legal-size paper

\$0.20 per page – Black and White 11 X 17 tabloid-size paper

\$0.25 per page – Color 8 ½ x 11 letter-size paper

\$0.40 per page – Color 8 ½ x 14 legal-size paper

\$0.50 per page – Color 11 X 17 tabloid-size paper

FAX MACHINE USE

The library provides fax services under the following guidelines:

- The fax machine will only be used by staff.
- A notice is posted in the library indicating that fax service is available and informs users that the library is not responsible for confirming receipt of transmitted messages or notifying the addressee of received messages.
- Fax service fees are:
 - Transmission, \$1 for the first page, 25¢ for each subsequent page
 - 25¢ per page for a fax received
 - Overseas service is not available
- Staff and board members may use the fax service for personal business, including overseas, for the cost of associated telephone charges.

INTERNET USE

Because the Internet is not regulated by a single governing authority, the accuracy, completeness, and currency of online information cannot be guaranteed. Some content may be offensive or controversial. Users are responsible for evaluating the reliability, suitability, and acceptability of the information they access. Library staff do not monitor children's Internet use; it is the responsibility of parents or legal guardians to discuss appropriate usage and online safety with their children. Patrons are encouraged to critically assess online materials. The library is not liable for any damage or injury resulting from Internet use or related resources. Library computers and wireless access will automatically shut down 15 minutes before closing.

The library provides a wireless network for users with wireless electronic devices. This service should not be used as a permanent connection since wireless access is less secure than wired access. Signal strength may vary in the building. By choosing to use this free, wireless access, you agree to abide by this policy that prohibits abusive or illegal activity.

Most wireless, electronic devices will be compatible with the library's access points. However, the library cannot guarantee that a user's personal device hardware will work with the library's wireless network. If a user experiences a problem connecting to wireless access points, staff will verify that the library's wireless network is operational, but staff are not trained to configure or troubleshoot wireless electronic devices. Users with personal devices should refer to their owner's manual or other support services offered by their device manufacturer.

Users must comply with all local, state, and federal laws while using the Internet, including, but not limited to, those concerning copyright, fraud, privacy, or obscenity. Any illegal or illicit activity is forbidden and may result in your device being blocked.

Patron Assistance and Instruction

The library staff do not provide assistance or instruction and are not available to tutor patrons in the use of any computer programs. It is expected that users will have knowledge of the basic operation of computers. The library may offer formal instruction at designated times. Books and guides on computers and technology usage are available.

Use of Internet

The library provides access to electronic information networks to support research, learning, and communication. To ensure a safe and lawful environment, the following activities are strictly prohibited:

- Using electronic networks to harass, threaten, or intimidate others.

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- Violating the privacy of other users by accessing, sharing, or misusing their personal information.
- Misrepresenting one's identity or using another person's credentials. Attempting to gain unauthorized access to files, passwords, or data belonging to others (hacking).
- Creating, distributing, or accessing sexually explicit or pornographic material in violation of applicable laws, including the Children's Internet Protection Act (CIPA) (47 U.S.C. § 254), which mandates filtering obscene and harmful content for minors.
- Viewing materials deemed obscene or offensive under local community standards, as defined by federal and state laws, including 18 U.S.C. § 1460-1470 (regulating obscene material distribution).

Violations of this policy will be addressed in accordance with the Library Conduct Policy. Library staff reserve the right to take appropriate action, including restricting internet access and reporting illegal activity to law enforcement if necessary.

COMPUTER USE AND USER AGREEMENT

1. All computer users must check out a computer before use. A valid library card is required. Visitors will provide one form of identification. Computers will be assigned by the staff to one user at a time.
2. Anyone may use the computers; however, those in kindergarten and younger must be accompanied and supervised by an adult.
3. The user agrees to take proper care of all equipment, data storage media, manuals and other property that belongs to the library. When there is fault with any equipment or materials, the user will immediately report any difficulty or problem to the staff member on duty.
4. The user agrees to pay replacement costs of any equipment or materials lost or damaged as a result of negligence by the user, or failure to inform library employees of malfunction.
5. The user agrees to observe all copyright laws and not duplicate any computer program, documentation, audio or video provided by the library that is not in the public domain.
6. The library will not be liable for damages in connection with, or arising from, the use of any equipment, program or other library material.
7. The user will be scheduled in half-hour blocks of time during normal library hours. If no one is waiting to use the computer, the time may be extended in fifteen-minute increments. Decisions as to the use of the computers are at the discretion of the staff. Scheduling can be done in person or by telephone. Patrons who fail to show up within the scheduled first ten minutes will be considered a no-show and the scheduled time slot will be made available. The library clock is the official timepiece and will determine when computer appointments begin and end.
8. Only software owned by the library may be run on the computers. Patrons may use their personal flash/thumb drives. Private files may not be stored in the internal memory of the library computers.
9. Failure to observe any part of the above agreement may result in the suspension of the user's right to use computer resources. Other usual and ordinary library sanctions may also apply.
10. The user will read the Computer Use portion of the Technology Usage policy, sign the Computer User Agreement and agree to comply with the rules and regulations for using the computers.

Printed Name of User: _____

Signature of User: _____ Date: _____

Parent Signature for Users Under 18: _____

Telephone #: _____ Library Card #: _____

Security Cameras

The library has a significant interest in maintaining the safety and security of its patrons, staff, and property. The purpose of this policy is to govern the location of the security cameras, identify who may access live and recorded camera footage and for what purpose, provide guidelines for the retention of recorded footage, and protect individual privacy.

Location of Security Cameras

Security cameras are positioned in interior and exterior locations determined by the library director to best accomplish the purposes of this policy. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.

Signage

Signage will be posted at entrances to the library alerting patrons and staff to the use of security cameras for monitoring and recording on library property, both inside and out.

Viewing

Administration and the library board president will have access to live and recorded security camera footage. The library director may designate in writing one or more employees to also have access to live and/or recorded footage subject to any restrictions the director may impose.

Access to footage is allowed by law enforcement when pursuant to a subpoena, court order, as required by law such as situations involving imminent danger to public health and safety or as determined by the library administration. The library does not routinely monitor live or recorded footage.

Use

Security cameras are in use to:

1. Discourage illegal behavior and violations of policies.
2. Provide recorded footage to assist law enforcement and staff in enforcing policies and in prosecuting criminal activity.
3. Complete operational checks. The frequency and length of viewing will be based on the need to assure the system is operating or to ascertain if footage is available relative to a specific incident including occasional spot checks of the recorded data.

Cameras will not be used for the purpose of routine employee performance evaluations.

Controlled Access

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The recorded data is considered confidential and secure. Administration may use live and recorded footage solely for the purposes of enforcing and administering policies. Other employees with authority to view live and/or recorded footage may do so subject to restrictions imposed by the library director.

Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security/operational concerns. In the discharge of such duties, authorized staff are permitted to connect the recorded digital image with identification data available on the library's database.

Unauthorized Access and/or Disclosure

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.

A breach of this policy may result in disciplinary action up to and including dismissal. Any staff who becomes aware of any unauthorized disclosure of a video recording and/or potential privacy breach has a responsibility to immediately inform the library director.

Freedom of Information Act (FOIA)

Recorded footage is a public record subject to the Freedom of Information Act (5 ILCS 140/1, et seq., "FOIA"), and may be released subject to any applicable exemptions. All requests received by the library for inspection or copying of recorded footage should be forwarded to the library's FOIA officer for review and response.

Records Retention

Recorded footage is a public record subject to the Local Recorded Act (50 ILCS 205/1, et seq. "LRA") and will be retained pursuant to the library's approved records retention schedule.

Disclaimer of Responsibility

A copy of this policy may be shared with any patron or staff upon request. The policy is also posted on the library's official website. Questions from the public may be directed to the library director. The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras will be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

VOLUNTEER PROGRAM

Adopted: January 2012

Revised: May 2025

Reviewed: May 2025

Volunteer Guidelines

The library values and encourages community members to volunteer their time and talents to enhance and expand library services. Volunteers complement, rather than replace, library staff and contribute to special events, projects, and ongoing programs. Their service allows the library to maximize its fiscal resources while strengthening community engagement.

The library collaborates with local students who are required to complete service hours as part of an accredited school program for academic credit or advanced awards. Additionally, other community service groups may be eligible to fulfill service requirements through the library's volunteer program. Volunteer placement is based on the availability of suitable tasks that align with an individual's skills, interests, and schedule. Volunteer hours must be scheduled in advance, as drop-in volunteering is not permitted.

Volunteers under the age of 18 must provide written permission from a parent or guardian. All volunteers aged 18 or older must consent to a criminal background check in accordance with the Illinois Uniform Conviction Information Act.

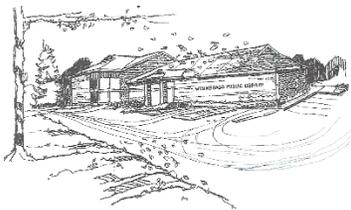
To be eligible, volunteers must hold a valid Winnebago Public Library card in good standing and must adhere to all library policies. Volunteers are selected and supervised by the library director and staff, who reserve the right to terminate volunteer service at their discretion.

How to Apply

Prospective volunteers can obtain an application at the library service desk. Completed applications should be submitted to the library, allowing a minimum of one week for processing. This time enables staff to assess the applicant's skills, experience, and availability to determine appropriate placement.

As part of the application process, volunteers may be required to participate in an interview, training, and orientation. Once assigned, volunteers will continue to serve at the mutual agreement of the library and the individual. Volunteers are assigned specific tasks; however, certain duties and responsibilities are reserved exclusively for library staff.

Participation in the volunteer program does not guarantee employment with the library, as volunteer service is intended solely to support library operations and community engagement.



Volunteer Application

Please print in ink and return to the library service desk.

Date: _____

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Email: _____ @ _____

Are you 18 years old or older? _____ Yes _____ No
(If no, your parent/legal guardian must sign the parental consent waiver at the end)

Are you volunteering as a part of court-ordered community service?
_____ Yes _____ No

Do you have any physical limitations?

_____ Yes (Please describe) _____

_____ No

AREAS OF INTEREST: (check all that apply)

_____ Assist Friends of WPL (*subject to their approval*)

_____ Assist at programs/special events (*subject to library background check*)

_____ Seasonal and special projects (*assist staff with projects*)

_____ Light cleaning

_____ Shelf reading (*Shelf reading duties may only be completed after passing the Shelving Test*)

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_____ Assist with community relations projects

_____ Assist with Winnebago Community Historical Society (*subject to their approval*)

AVAILABILITY: (*fill in all days and hours that apply*)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

PERSONAL REFERENCES: (*please list two non-family personal references*)

Name _____ Phone Number _____

Name _____ Phone Number _____

EDUCATION: (*check highest level completed*)

____ Elementary ____ Middle School ____ High School ____ Technical School

____ Some College ____ College Degree

SKILLS:

Computers (*check all that apply*)

____ Word ____ Excel ____ Power Point ____ Publisher ____ Internet

____ Some College ____ College Degree ____ Other

Other Skills: _____

CRIMINAL HISTORY:

Some volunteer positions at the Winnebago Public Library require criminal history information. All volunteers need to complete the following questions. You will be notified if further information is required.

Have you ever been convicted of a felony? ____ Yes ____ No

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BACKGROUND CHECKS:

“I hereby authorize the Winnebago Public Library to obtain my criminal history record information from the Illinois State Police under the Uniform Conviction Information Act, and to obtain any other information from any other source concerning my criminal convictions.”

“I also authorize the Illinois State Police to release my information to the Winnebago Public Library. The Winnebago Public Library will provide me a copy of the information. I understand that I have the duty to notify the Winnebago Public Library within seven working days of receipt if the information is inaccurate or incomplete.”

By signing and submitting this form, I certify that the answers contained in this application are true and complete to the best of my knowledge. My volunteer service is conditional upon the completion of this application, verification of the references, and a background check may be performed. I consent to a background check if needed. I am offering my services as a volunteer. If my offer of volunteer service is accepted, I will not be entitled to compensation for any services I provide. I understand that I am not covered by worker’s compensation if injured in the library. I have read the library’s policy on volunteers and conduct in the library.

Date: _____ Signature: _____

Date: _____ Parent/Guardian Signature: _____

(if applicant is under 18 years of age)

PARENTAL CONSENT WAIVER:

If the applicant is under the age of 18, a parent/guardian must sign this section.

I (print) _____, grant permission for (print name) _____

_____ to volunteer at the Winnebago Public Library.

Date: _____ Parent/Guardian Signature: _____