

**— SECTION III —**

**ADMINISTRATIVE AND SERVICES  
POLICIES**

1. General Statement of Policy

The term “records” as used in this policy shall include any official documentary material, regardless of physical form or characteristics, made, executed or received by the District pursuant to law or in connection with the transaction of public business, and preserved by the District as evidence of its activities, or because of the informational data contained therein. This definition excludes all information covered by the Illinois Library Records Confidentiality Act. Access to such records by any member of the Board of Trustees shall be in accordance with this policy.

2. Record Custodian

The Library Director or his/her designee shall serve as the official records custodian. He or she shall be responsible for maintenance, care and security of records. The duties of the custodian shall include, but not be limited to, the following:

- a. prevent unauthorized access to or dissemination of records;
- b. record name, signature and date of whomever requests access to any records;
- c. provide a copy of any record requested to the Board.
- d. assure compliance with the applicable provisions of the Illinois Freedom of Information Act and the local Records Act.

3. Request for records

A member of the Board of Trustees who wants access to District records shall submit a written request to the records custodian. The records custodian shall then either immediately provide a copy of the requested record or, when in his or her discretion circumstances warrant, appoint a staff member to compile all requested records.

4. Copies to Board of Trustees

When the records custodian has fulfilled a Board Member’s request for records, he or she shall also provide a copy of any requested record to the Board for distribution to all Board Members for review prior to the next scheduled Board meeting.

75 ILCS 70/1 et seq.

5 ILCS 140/1.1 et seq.

Leg. Ref: 50 ILCS 205/1 et seq.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92; Revised 8.20.08*

### 3.02 LIBRARY RULES

1. The use of the Library or its services may be limited when excessive demands of groups or individuals tend to curtail services to the general public.
2. The use of the Library or its services may be denied for due cause. Such cause includes but is not limited to disturbance of other patrons or any other objectionable conduct on Library premises.
3. No person shall create or cause noise, distraction, nuisance or other disturbance to Library patrons or staff, or interfere with or impair the normal operations of the Library. In dealing with disturbances, the staff will take appropriate action under the circumstances and follow the below procedure:
  - a. issue an initial warning to tone down the level of talking or stop the disturbance;
  - b. issue a second warning including a statement that any further disturbances will be grounds for ejection; and
  - c. if necessary, request that the patron(s) leave the premises. An incident report will be filed whenever this action is taken (*see Appendix C: Forms*). Library personnel will take into consideration the health and safety of all patrons when implementing this policy.

If patrons do not comply with a request to leave, the Person-In-Charge of the Library shall be contacted and the Police Department called to handle the situation.

4. The Library Director will file a report with the Library Board in cases of continued, wanton or severe violations of Library policy and when all Library services are denied in excess of twenty-four hours to a patron for such violations.
5. The staff on behalf of the Library Board shall have the authority to exclude from the use of the Library any person or persons who willfully violate an ordinance or regulation prescribed by the Library Board.
6. No portion of the Library premises shall be used as a place of and/or for the conduct of private for profit activities, enterprise and/or business. Exceptions to this policy are subject to Board approval.
7. The Library District will not display literature of individual candidates for office, but may allow display of published materials that provide an overview of all sides in an upcoming election, such as the *Voters Guide* from the League of Women Voters.
8. Display of any material does not constitute an endorsement by the Library District Board or staff, and the Library District makes no claim as to the accuracy of the material.
9. The Library District will not be responsible for acquiring materials, replacing them, or seeing that all issues are represented.

### Section III— ADMINISTRATIVE AND SERVICE POLICIES

### **3.02 LIBRARY RULES (cont'd)**

10. No campaign signage may be posted outdoors on the Library District building, grounds, or property.
11. No candidacy or issue petitions, campaign literature, position papers, solicitations or surveys will be circulated or posted on Library District property.
12. Public presentations by candidates for office or supporters of ballot issues are permitted in the Library District's meeting room only if they are sponsored by a non-partisan organization and all candidates or sides of an issue are invited to participate. Otherwise, public presentations by individual candidates or supporters or opponents of a ballot issue will not be held on Library District property.
13. The Library District's facilities may not be used as a campaign headquarters or meeting site for campaign committees."

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 7.20.94; 3.17.04; 4.16.08; 8.20.08*

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

### 3.03 SERVICES OF THE LIBRARY

1. The Library provides service to District residents of all ages. Service will not be denied or abridged because of religious, racial, social, economic or political status.
2. Within the limits of the budget and in accordance with the Library's Collection Development Policy, the Library staff will select and acquire materials which best meet the needs of the community, and will organize these materials for easy access.
3. The Library will loan materials in the general collection according to Library regulations and procedures. Materials in reference and special collections may be circulated only at the discretion of the reference staff, weighing the individual need against demand by others and the condition, value and the ability to replace the material.
4. The Library staff will provide guidance and assistance to the public in finding materials or information. In addition, the library will provide access to materials or information beyond its own resources by making referrals to other organizations or individuals, and by borrowing requested materials not owned by the Library.
5. The Library will reserve print and audio materials from its collection upon request.
6. The Library participates in the North Suburban Library System interlibrary loan program and will loan library materials to other libraries upon request. Interlibrary Loan Service is not available to Chicago residents.
7. The Library will initiate programs, exhibits, story hours, booklists, etc. to stimulate the use of the library.
8. The Library permits patrons from all areas to use materials in the Library. Reference assistance is provided to patrons whether or not they are Niles Public Library District residents or have a Niles Public Library District card.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 3.17.93; 8.20.08*

### 3.04 BORROWERS AND BORROWERS' CARDS

1. A new Resident Adult Card or a replacement card will be issued to any adult upon presentation of one forms of identification verifying a current residential address within the Niles Public Library District. The card will be issued with a three year expiration.
2. A new Resident Youth Card or a replacement card will be issued to any youth under the age of 18 years upon presentation of one form of identification verifying a current residential address within the Niles Public Library District. Signature of parent or guardian accepting responsibility for any delinquencies and lost or damaged material is required. The card will be issued with a three year expiration.
3. A Business Card will be issued for business purposes only to any business or institution upon presentation of identification verifying a current business address within the Niles Public Library District. A statement of responsibility must be signed by the owner, president, or director and will be kept on file at the Library. The business is responsible for delinquencies and lost or damaged material. The card will be issued with a one year expiration.
4. A Teacher Card will be issued to any teacher who teaches in a school in the Niles Public Library District upon presentation of proper identification. The teacher will sign a statement indicating that he or she will be responsible for all delinquencies and lost or damaged material.
5. A Non-Resident Card for use by non-residents of the District may be purchased. The fee charged is determined by state formula. The card will be issued to family members, defined as those living at a single address. Identification as a member of the owning family will be required. The cards may be sold with expiration dates of three, six, nine, or twelve months.

The Library Director may issue non-resident cards at no charge to library employees who live outside the District. A card so issued will be canceled upon the employee's separation from the Library.

7. Any non-resident who owns taxable property within the Niles Public Library District, or any individual who is a senior officer of a firm, business or corporation owning taxable property within the District may be issued a card. This privilege will be extended to only one person for each parcel of property.

The most recent original tax bill must be presented upon application for a card. The bill will be marked to indicate a card has been issued and a photocopy will be kept for Library registration files. The signatory on the application will be responsible for any delinquencies, lost or damaged material. The card will be issued for one year.

8. Delinquency in returning overdue Library materials and/or in payment of fines or replacement charges may result in cancellation of a Library card and refusal of Library services. Extreme cases of delinquency will be brought to the attention of the Director and, at his/her discretion, to the Board of Trustees for consideration that may result in legal action.
9. The charge to replace a lost library card is \$1.00.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

*Revised 6.15.94; 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 11.15.00; 1.17.01; 8.24.01; 8.21.02; 6.18.03; 8.17.05; 4.16.08*

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

### 3. 05 LENDING REGULATIONS

The Lending Regulations for the Library are listed below. These regulations will be reviewed annually by the library staff and a report forwarded to the Board incorporating any recommendations for change.

A library card will be accepted only from an individual whose name appears on the card, or, in the case of a Business Card, from a representative of the business.

Where lending limits apply, the “limit number” refers to the number of those items checked out on a card. For example, if four of a certain item are checked out, four more of those items may not be checked out until the others are returned.

Exceptions to the regulations on checkout, loan periods and renewals will be handled on an individual basis by the Circulation Services Supervisor, or, in that person’s absence, the senior Circulation Services Clerk on duty.

At the request of Department Supervisors, and with the approval of the Library Director, certain high-demand items, such as new items, may be given a shorter loan period for a specified amount of time, or may be subject to reserve restrictions. Most material checked out to a Teacher Card may be given a six-week loan period, subject to certain restrictions.

Charges for any lost Niles material will be the replacement cost and a \$5.00 processing fee or the patron can purchase a new exact replacement and pay the \$5.00 processing fee. If lost material is returned within three months of date paid, the cost of material will be refunded.

MATERIAL	Loan Period	Reserve	Renewal	Restrictions	Vacation Loan	Fines
<b>Adult Services</b>						
Hot Picks	3 Weeks	No	No	Limit 3/NPLD Card	No	.15 per day /\$10.00
Books	3 Weeks	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	.15 per day /\$10.00
Reference			All Material at the Discretion of Librarian			
Maps	1 Week	No	Yes	Limit of 4 renewals	Yes	.15 per day/\$10.00
Magazines	3 Weeks	Yes	Yes	Not current issue; limit of 4 renewals; no renewals if on hold	Yes	.15 per day/\$5.00
Critical Notes	1 Week	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	.15 per day/\$10.00
Books On Tape/CD	3 Weeks	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	.15 per day/\$10.00
Compact Discs	3 Weeks	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	.15 per day/\$10.00
DVD’s: Non-Fiction	3 Weeks	Yes	Yes	Limit 15; Adult or Juvenile Card; limit of 4 renewals; no renewals if on hold	No	.15 per day/\$10.00
Video Games	1 Week	Yes- Niles only	Yes	Limit 3; Limit of 4 renewals; No renewals if on hold	No	\$1.50 per day/\$25.00
Hot Picks DVD	1 Week	No	No	Limit 1; no renewals	No	.15 per day/\$10.00
DVD’s: Popular	3 Weeks	Yes	Yes	Limit 15; Adult Card; limit of 4 renewals; no renewals if on hold	No	.15 per day/\$10.00
CD-ROMs	3 Weeks	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	\$1.50 per day/\$25.00
Book Discussion in a Bag	6 Weeks	Yes	Yes	Limit of 4 renewals.	No	.15 per book per day/ \$10.00

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**3.05 LENDING REGULATIONS (cont'd)**

<b>MATERIAL</b>	<b>Loan Period</b>	<b>Reserve</b>	<b>Renewal</b>	<b>Restrictions</b>	<b>Vacation Loan</b>	<b>Fines</b>
Playaways	3 Weeks	Yes	Yes	Limit of 4 renewals.	No	.15 per day
<b>Youth Services</b>						
Books	3 Weeks	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	.15 per day/\$10.00
Hot Picks	3 Weeks	No	No	Limit 3/NPLD Card	No	.15 per day /\$10.00
Reference			All Material at the Discretion of Librarian			
Magazines	3 Weeks	Yes	Yes	Not current issue; limit of 4 renewals; no renewals if on hold	Yes	.15 per day/\$5.00
Books On Tape/CD	3 Weeks	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	.15 per day/\$10.00
Kits	3 Weeks	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	.15 per day/\$10.00
Compact Discs	3 Weeks	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	.15 per day/\$10.00
Videos: Non-Fiction	3 Weeks	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	.15 per day/\$10.00
Videos: Popular	3 Weeks	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	.15 per day/\$10.00
DVD's: Non-Fiction	3 Weeks	Yes	Yes	Limit 15; Limit of 4 renewals; no renewals if on hold	No	.15 per day/\$10.00
DVD's: Popular	3 Weeks	Yes	Yes	Limit 15; Limit of 4 renewals; no renewals if on hold	No	.15 per day/\$10.00
Hot Picks DVD	1 Week	No	No	Limit 1; no renewals	No	.15 per day/\$10.00
CD-ROMs	3 Weeks	Yes	Yes	Limit of 4 renewals; no renewals if on hold	Yes	\$1.50 per day/\$25.00
Preschool Boxes	4 Weeks	Yes	No	Limit 1	No	\$1.50 per day/\$25.00
Video Games	1 Week	Yes- Niles Only	Yes	Limit 3; Limit of 4 renewals; no renewals if on hold	No	\$1.50 per day/\$25.00
Book Discussion in a Bag	6 Weeks	Yes	Yes	Limit of 4 renewals.	No	.15 per book per day/ \$10.00

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

*Revised 2.21.96; 10.16.96; 3.19.97; 10.15.97; 12.10.97; 10.21.98; 12.16.98; 3.17.99; 9.15.99; 10.20.99; 9.20.00; 11.15.00; 3.21.01; 8.24.01; 6.19.02; 8.21.02; 4.15.03; 5.21.03; 11.19.03; 4.21.04; 7.21.04; 7.18.07; 3.19.08; 6.18.08; 2.18.09; 4.21.10; 5.19.10; 5.25.10; 11.17.10*

**Section III— ADMINISTRATIVE AND SERVICE POLICIES**

### 3.06 LIBRARY COLLECTION

1. The Library Board of Trustees recognizes that within the District there are groups and individuals with widely separate and diverse interests, backgrounds, cultural heritages, social values and needs. The Board further recognizes that the Library was created to serve all the residents within the service area regardless of age, sex, creed, race, national origin, political or social views. To fulfill this purpose, the Library endeavors to maintain a collection of selected value and current interest.

The Niles Public Library District strives to provide residents of all ages, backgrounds and persuasions with strong and diversified collections of recreational, educational, informational and literary materials. Effort is made to have available information on all sides of controversial issues.

2. In selecting materials for the collections, the Library will pay due regard to the special, commercial, industrial, cultural and civic enterprises of the community.
3. The ultimate responsibility for selection of materials rests with the Library Director, who operates within the framework of policies, goals and objectives determined by the Library Board of Trustees. This responsibility is shared by the various Department Heads of the Library and members of the staff. The Library Director may establish such procedures for the examination and review of Library materials as are necessary. Unusual problems will be referred to the Library Director for resolution.
4. The selection of Library books and materials is predicated on the Library patron's right to read, and, similarly, his/her freedom from censorship by others. The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval. Selection will be made on the merits of the work in relation to the building of the collection and to serving the interest of the readers. The addition of an item to the collection in no way represents an endorsement by the Library of any theory, idea, or policy contained in it.
5. Library materials will not be marked or identified to show approval or disapproval of the contents, and no cataloged book or other items will be set apart, except for the express purpose of protection from injury or theft.
6. The responsibility for children's reading and listening materials rests with their parents and legal guardians. The Library staff will aid any child in the selection of materials based on his or her age group. However, no responsibility will be accepted for a child, adolescent or teenager selecting or checking out materials from the collection.
7. A registered Library user may request reconsideration of any material as follows:
  - a. discussion with a senior staff member in the department the material is located;
  - b. if not satisfied, discussion with the Library Director; and,
  - c. if not satisfied, completion of a Request for Reconsideration which will be given to the Library Board of Trustees (*see Appendix C: Forms*).
8. The Library endorses the American Library Association's Library Bill of Rights and its Freedom to Read Statement (*see Appendix D*).

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

### 3.07 MAINTAINING THE COLLECTION

The same criteria will be used when removing materials from the collection as are used in their acquisition. The decision to withdraw Library material shall be based on:

1. accuracy of the contents;
2. community interest;
3. physical condition;
4. availability of the title for reorder;
5. cost of mending vs. the cost of replacement; and
6. number of duplicate copies in the collection.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

### 3.08 LIBRARY PROGRAMMING

1. Programs sponsored by the Library will support the stated Mission and Goals of the Library. Selection of Library program topics, speakers, courses, classes and resource materials shall be made by Library staff on the basis of interests and needs of the community. The Library attempts in its program planning to attract residents and businesses who are non-users as well as appeal to those that are traditional users.
2. The awareness of the needs and interests of residents and businesses, the knowledge of their community resources and programs, and consideration of the use of Library materials, funds, and staff help determine specific programs. The Library may sponsor cooperative programs with other agencies, organizations and educational institutions to better serve the community.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 4.16.09*

### 3.09 DISPLAYS AND EXHIBITS

1. The Library welcomes displays of general interest to the community. Displays and exhibits offered by public entities, not-for-profit organizations serving the Niles Public Library community, and residents of the Library District may be permitted. The staff, as delegated by the Director, may arrange for displays and exhibits under these policies.
2. All materials displayed in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damage or loss suffered on its premises, nor of the costs of insurance coverage. Such costs, losses, damages, etc. are understood to be the responsibility of the organization or individual providing the display or exhibit. A signed statement of insurance coverage should be provided when the display is established. If it is uninsured, a statement releasing the Library from responsibility shall be provided.
3. The Library Director and the exhibitor must agree on the placement of exhibits.
4. Price tags shall not be placed on objects displayed in the display cases or on the walls. Information concerning the exhibit may be made available in the administration offices.
5. No staff member will handle or be associated with any transactions of exhibited items.
6. All permanent or semi-permanent exhibits offered for display in the Library must be approved by the Board of Trustees. The Library Board, through the Administrative Librarian, reserves the right to refuse paintings and other exhibit items offered for display.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92; 8.20.08*

### 3.10 BULLETIN BOARDS, POSTERS AND HANDOUTS

1. The Bulletin Boards are the domain of the Library. Information on local events will take priority over non-District activities. Items may be posted for no-charge events or activities of tax-supported and/or not-for-profit governmental, social, educational, arts and service organizations; for activities whose proceeds go to charity; and for theatrical and musical performances and art exhibits. Items will be posted for a period not to exceed four weeks.
2. Business or personal notices, political campaign materials, announcements of garage sales, rooms for rent, want ads and other similar items are not considered appropriate to the above guidelines and will not be posted.
3. Flyers, brochures, pamphlets, posters and other items accepted for placing on Library counters or tables must meet the same criteria as set forth in Paragraphs 1 and 2.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

### 3.11 UNATTENDED CHILDREN

1. The Library strives to be a pleasant place for all children to visit and use its many resources. The staff is always ready to help and be of service to any child. However, staff cannot be responsible for unattended children. For the welfare of all children who visit, parents must use the following guidelines when bringing children to the Library.
  - a. Children who are not yet in third grade should always be under the supervision of a responsible person. A responsible person is an adult or a child who is in sixth grade or higher. When a young child is attending a program, a responsible person must remain in the Library during the program.
  - b. Unattended children in third grade and up are free to utilize the Library provided their behavior is not disruptive to other patrons or staff members. Parents are responsible for their children's behavior on Library premises. It is not the Library's responsibility to provide child care.
2. When the Library is closing and a child of any age needs to telephone to be picked up and they do not have telephone change, the child may use the telephone at the Youth Services desk.
3. If a child under eighth grade is discovered to be unaccompanied at Library closing, an attempt will be made to contact the parents. If the parents cannot be contacted within fifteen minutes, a representative of the Library will contact the police department to assist in handling the situation.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92;  
Revised 12.18.02; 4.16.09*

### 3.12 COOPERATION WITH SCHOOL LIBRARIES

1. The Niles Public Library District recognizes the important role a public library can play in serving school children. Within the limits dictated by the responsibility of the public library to serve all residents, the Library considers such school service among its important functions. The Library tries to supplement and enrich the reference, research and recreational needs of student users of all ages and abilities.
2. The Library believes the responsibility for curriculum-related materials belongs primarily to the schools. The Library encourages the development of adequate school library facilities.
3. Specific services offered by the Library to the schools and school libraries in the community may include classroom visits by Library staff to the schools, classroom visits to the Library when arranged in advance by teachers, and visits to nursery schools, day care centers and elementary school classrooms for story- reading and book talks.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 4.16.09*

### 3.13 COOPERATION WITH OTHER LIBRARIES

The Board of Trustees recognizes that no single library can meet all demands in its community. The Library supports participation in networks of cooperating libraries to share resources and technology, exchange information and avoid unnecessary duplication of materials. The Niles Public Library District maintains an active membership in the North Suburban Library System (NSLS) in order to extend Niles Public Library District's ability to serve library users.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

### 3.14 MEETING ROOMS

1. Meeting Rooms A, B, and A and B are available for use under the conditions established by the Board of Trustees. The Library welcomes the use of its meeting rooms for civic, cultural and social activities. Such meeting places will be available on equal terms to all groups in the Niles community, regardless of the beliefs and affiliations of their members. The Library Board of Trustees does not endorse the views of any group or organization using the Library's meeting rooms. Profit organizations will be charged a non-refundable service fee of \$25 for Meeting Room A or B and \$50 for Meeting Room A and B per two hour time slot.
  
2. General conditions for use of the meeting rooms are as follows:
  - a. Priority for the use of the meeting rooms will be given in the following order:
    1. Library sponsored meetings or programs;
    2. Friends of the Library sponsored meetings or programs;
    3. Non-profit organization (located within the library district);
    4. Profit organization (located within the library district);
    5. Other meetings or programs.

Library activities have preference over all other activities in using Library meeting rooms.

All scheduled meetings held in the meeting rooms are considered to be open to the public. Closed or members-only meetings may not be held.

No sale of goods or services shall be permitted on Library property except by Library-affiliated organizations and with prior approval by the Board of Trustees.

No admission may be charged by any group for any meeting held in the meeting rooms. Library sponsored programs and programs and activities sponsored by the Friends of the Library are exceptions.

- b. The present schedule for the use of meeting rooms is:

Monday through Thursday	9:00 a.m.—8:45 p.m.
Friday and Saturday	9:00 a.m.—4:45 p.m.
Sunday (September—May)	1:00 p.m.—4:45 p.m.

All groups must be out at closing time for the Library.

- c. The sale, service, possession or consumption of alcoholic beverages is strictly prohibited in any Library meeting room.

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- d. Smoking is prohibited in all Library facilities and grounds.
- e. It is expected that every group meeting in the Library will keep the meeting space clean. No items are to be affixed to walls or doors. All meeting room exits must be kept clear of obstacles. If a group does not keep the room in reasonable order, the group will be charged a \$10.00 custodial fee. A group which continuously leaves the meeting facilities in disorder will lose its meeting room privileges. It is not permissible for any group to rearrange Library furniture or to borrow furnishings from other parts of the Library without the permission of the Library. Modification of electrical units as well as any substantial change to Library facilities is not permitted. No group is permitted to store any materials in the library.
- f. Reservations for the use of the meeting rooms must be made on the form provided by the Library (*see Appendix C: Forms*). Such reservation forms along with payment must be received in the Administrative Office no later than the Thursday preceding the monthly Board meeting. Non-library groups may reserve space for dates that occur no more than thirty days following the next Board meeting. The Library Director shall have the authority to approve or disapprove meeting room requests based on the criteria set forth herein. The Library Director will report to the Library Board of Trustees regarding meeting room applications as part of each Board meeting on the third Wednesday of each month.
- g. When it is necessary to cancel a meeting, the Administrative Office should be notified. Failure to cancel within 24 hours of meeting time could result in the forfeiture of meeting room privileges. Under unusual circumstances such as severe weather, it may not be possible to cancel 24 hours in advance.
- h. No group meeting in the Library may use the Library as a mailing address. Any mail so received will be returned to the sender marked "addressee unknown."
- i. Groups composed of members under the age of 18 must have an adult sponsor in attendance at their meeting(s).
- j. Groups that have other meeting facilities should try to use their own facilities. Bookings are often tight and it is difficult to obtain space. Only under special circumstances should a group that has its own facility book space at the Library.
- k. As far as booking is concerned, different chapters of an organization are not allowed to book meeting rooms during competitive hours.
- l. Exceptions to these conditions must be approved by the Board of Trustees.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 3.16.94; 1.20.99; 3.17.99; 6.21.06; 8.20.08; 6.17.09 (effective 7.1.09)*

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### 3.15 PUBLIC AND COMMUNITY RELATIONS

1. The primary community relations goals of the Library are:
  - a. to inform the general public, including governmental officials and civic leaders, of programs and services offered by the Library; and
  - b. to promote active participation in the varied services of the Library by residents and businesses.
2. The Niles Public Library District is a public institution, serving all residents of the community on an impartial basis. Personal prejudices must have no part in this public service.
3. The Board recognizes that community relations involves every person who is affiliated with the Library.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

### 3.16 GIFTS AND SPECIAL DONATIONS

Gifts and special donations will be accepted by this Library under the following conditions.

1. In accepting a gift, the Library reserves the privilege of deciding if the donation should be added to the collection. Gift materials must meet the Library's criteria for material selection.
2. The Library will make an effort to dispose of all material which it does not add to its own collection. Materials will first be offered to the Friends of the Library Used Book Sale, and then to other institutions as gifts.
3. Gifts/donations will not be accepted if the donor requests the return of materials not added to the Library collection.
4. Collections of books will not be accepted with restrictions which necessitate special housing or which prevent integration of the gift into the Library collection.
5. The Library encourages gifts from individuals, organizations or businesses for purchase of materials in recognition of a person, group or special event. Library selection standards apply to such purchases. Staff will solicit from donors appropriate subject areas for such special purchases. Bookplates designating honoree and donor will be placed in all gifts.
6. Gifts of money, real property and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.
7. Personal property, art objects, portraits, antiques and other museum objects will not be accepted, unless approved by the Library Board.
8. The Library will not accept for deposit materials which are not outright gifts.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

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### 3.17 FRIENDS OF THE LIBRARY

1. The “Friends of the Niles Public Library District” were organized:
  - a. to represent the mutual interests of the Niles Public Library District and its residents;
  - b. to encourage and support any measures mutually beneficial to the Library and the District’s residents;
  - c. to focus public attention on the Library’s resources and services;
  - d. to encourage gifts to the Library; and
  - e. to maintain an association of persons interested in strengthening the Library, enhancing its collections and promoting its use.
2. The Friends of the Library organization will be governed by its Constitution and Bylaws. Activities of the Friends will be within the mission, policies and regulations of the Library. Friends are responsible for their own funds and fund accounting.
3. The Friends will keep the Library Trustees informed of all activities through the Library Director, who will assist the Friends in an advisory capacity.
4. The Friends organization is distinct and separate from the Library Board of Trustees, those elected to have legal responsibility of the Library, and members of the Friends must not assume duties of the Library Trustees.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

### 3.18 PARKING LOT

1. Use of the Library parking lot is limited to patrons and employees of the Library.
2. Any vehicle not displaying a valid handicapped permit or blocking a designated handicapped space will be subject to all penalties authorized by law.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

### 3.19 SMOKE-FREE FACILITIES

In compliance with the Smoke Free Illinois Act effective January 1, 2008, the Library District prohibits smoking in every portion of any building owned, operated or leased by the Library District for public use, including private offices and washrooms.

No smoking is allowed outside of the above-mentioned buildings within 15 feet from a door, window, or intake ventilation system.

Smoking is also prohibited in Library-owned vehicles.

Any employee who violates the provisions of this policy shall be subject to disciplinary action as follows: first offense, written warning; second offense, suspension; third offense, discharge.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 4.16.08*

### 3.20 AMERICANS WITH DISABILITIES ACT

1. The Library Director is designated the staff member responsible for provisions of the Americans With Disabilities Act.
2. The Library establishes as policy the attached Americans With Disabilities Act Grievance Procedures. *(See Appendices A and B)*

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 6.19.96; 11.14.07*

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

### **3.21 INTERNET ACCESS**

1. The Library offers both filtered and unfiltered Internet access. The Library can not and does not guarantee that a filter will always block objectionable sites. Parents and guardians of minor children are responsible for their children's use of the Internet through the Library's connection.
2. The Library assumes no responsibility for the availability, content, quality, accuracy, or currency of Internet resources.
3. Library patrons will have access to an Internet browser, Telnet, and a File Transfer Protocol application.
4. The Library does not provide Internet dialup (access from home) or e-mail account services.
5. The Library prohibits the use of personal software on its computers.
6. The library also offers access to the Internet via an unsecured wireless network.

*Adopted by the Niles Public Library District Board of Trustees 4.26.00  
Revised 9.20.00; 11.14.01; 4.19.06; 11.14.07*

### 3.22 INVESTMENT POLICY

#### 1.0 POLICY:

Under this instrument, the Niles Public Library District's Investment Policy, it is the policy of the District to invest all funds under the District's control in a manner which will provide the highest investment return using authorized instruments, while meeting the District's daily cash flow demands and in conformance with all State statutes governing the investment of public funds.

This Policy shall apply to all investments entered into on or after the effective date of this instrument. Until the expiration of investments made prior to the effective date of this Policy, such investments shall continue to be governed by the policies in effect at the time such investments were made.

#### 2.0 INVESTMENT GUIDELINES:

The primary objective in the investment of District funds is to ensure the safety of principal, while managing liquidity to pay the financial obligations of the District, and providing the highest investment return using authorized instruments.

##### 2.1 SAFETY:

The safety of principal is the foremost objective of the investment program. District investments shall be undertaken in a manner which seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Section 9.0 of this Policy, is required to ensure that the District prudently manages market, interest rate and credit risk.

##### 2.2 LIQUIDITY:

The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably projected.

##### 2.3 RETURN ON INVESTMENT:

The investment portfolio shall be designed to obtain the highest available return, taking into account the District's investment risk constraints and cash flow needs and the District's desire to promote fiscal responsibility. The portfolio shall seek to obtain the highest investment return using authorized investments during budgetary and economic cycles as mandated in Section 1.0 of this Policy.

The rate of return achieved on the District's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

##### 2.4 PERIODIC REVIEW OF INVESTMENT PORTFOLIO:

The investment advisor or advisors appointed by the Board of Library Trustees pursuant to Section 14.0 of this Policy shall make a periodic review, not less frequently than weekly, of the District's investment portfolio, its effectiveness in meeting the District's needs for safety, liquidity, rate of return, and diversification, and the general performance of such portfolio. The investment

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

advisor shall report to the Administrative Librarian of the District on an "as needed" basis, and shall report to the Board of Library Trustees on a monthly basis.

3.0 PRUDENCE:

Investments shall be made with the judgment and care under the 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 preservation of their capital as well as the probable income to be derived. This "prudent person" standard shall be used by all investment officers of the District and shall be followed in making investments for the District and in managing those investments.

4.0 ETHICS AND CONFLICTS OF INTEREST:

Authorized investment officers of the District and employees in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the District any material financial interests in financial institutions which conduct business with the District, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

No person acting as Treasurer or financial officer for the District, or who is employed in any similar capacity by or for the District, may do any of the following:

- 1) have any interest, directly or indirectly, in any investments in which the District is authorized to invest.
- 2) have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
- 3) receive, in any manner, compensation of any kind from any investments in which the District is authorized to invest.

5.0 AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS:

Authorized investment officers shall utilize the District's approved list of financial institutions when selecting institutions to provide investment services. No public deposit shall be made except as authorized by the Illinois Public Funds Investment Act (30 ILCS 235/0.01 et seq.).

In addition, a list shall be maintained of approved security broker/dealers selected according to their creditworthiness, and their financial efficiency in serving the District, which shall be measured in terms of the location of the broker/dealer's corporate office, the number of full-time employees, the size of its payroll, and the extent to which the broker/dealer has an economic value to the District. The list may include "primary" dealers or regional dealers which qualify under Securities and Exchange Commission Rule 240.15c3-1 (Net Capital Requirements For Brokers Or Dealers).

**Section III— ADMINISTRATIVE AND SERVICE POLICIES**

All financial institutions and broker/dealers who want to qualify to bid for investment transactions must initially, and on a periodic basis upon request, provide to the District's authorized investment officers the following, where applicable:

- a) Audited financial statements;
- b) Proof of minority/female/disabled broker status;
- c) A trading resolution;
- d) Proof of State of Illinois registration;
- e) Completed Broker/Dealer Questionnaire;
- f) Certification of notice and knowledge of the District's Investment Policy;
- g) Published reports for brokers from rating agencies with investment grade ratings;
- h) Proof of emerging broker status; and
- i) Consolidated Reports of Condition and Income.

An annual review of the financial condition and registration of qualified bidders will be conducted by the District's authorized investment officers. More frequent reviews may be conducted if warranted.

A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the District establishes a depository, trading, or safekeeping relationship. Qualified bidders shall submit annual audited financial statements and shall submit financial statements when a material change occurs in the financial condition or registration of qualified bidders.

#### 6.0 AUTHORIZED AND SUITABLE INVESTMENTS:

The District shall comply with the provisions of applicable law as to authorized and prohibited investments. As of the effective date of this Policy, the list of authorized investments shall include the following as authorized by Section 2 of the Public Funds Investment Act (30 ILCS 235/2):

- a) Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- b) Bonds, notes, debentures or other similar obligations of the United States of America, or its agencies;

For purposes of this Policy, the term "agencies of United States of America" includes (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001 et seq.) and Acts amendatory thereto; and (ii) the federal home loan banks and the Federal Home Loan Mortgage Corporation; and any other agency created by Act of Congress.

- c) Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 et seq.), provided, however, that such investments may be made only in banks which are insured by the Federal Deposit Insurance Corporation; d) Short-

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature not later than 180 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the District's funds are invested in short-term obligations of corporations;

- e) Money market mutual funds registered under the Investment Company Act of 1940 (15 U.S.C.A. § 80a-1 et seq.), provided that the portfolio of the money market mutual fund is limited to obligations described in Section 2(a)(1) and (2) of the Public Funds Investment Act (30 ILCS 235/2(a)(1) and (2));
- f) Short term discount obligations of the Federal National Mortgage Association (established by or under the National Housing Act (1201U.S.C. 1701 et seq.)), or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other State or under the laws of the United States, provided, however, that the shares or investment certificates of such savings banks or savings and loan associations are insured by the Federal Deposit Insurance Corporation;
- g) Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States; provided, however, the principal office of the credit union must be located within the State of Illinois; and, provided further, that such investments may be made only in those credit unions the accounts of which are insured by applicable law.
- h) The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15 ILCS 505/17) or in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company, or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
- i) Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 (15 U.S.C.A. § 780-5) subject to the provisions of that Act and the regulations issued thereunder, provided, however, that such government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois; and such other repurchase agreements as are authorized in subsection (h) of Section 2 of the Public Funds Investment Act (30 ILCS 235/2). Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the District's established standards, which shall include mutual execution of a Master Repurchase Agreement adopted by the District.

#### 7.0 INVESTMENT RESTRICTIONS:

- a) Authorized investment officers shall not invest in tri-party repurchase agreements or derivative products, and will not leverage assets through reverse repurchase agreements.
- b) Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, the District shall not purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instruments and the transaction meet the requirements of Section 2(h) of the Illinois Public Funds Investment Act (30 ILCS 235/2(h)).

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

- c) Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the District's established standards, which shall include a mutual execution of a Master Repurchase Agreement adopted by the District.

#### 8.0 COLLATERALIZATION:

Collateralization will be required above depository insured amounts on two (2) types of District investments:

- 1) Deposit Collateralization: Collateral securities approved by the District with a market value equal to at least 110% of deposits in excess of \$100,000 per institution shall be required. The collateral shall be marked to market and adjusted, if necessary, to the 110% level on at least a weekly basis. Insured certificates of deposit, share certificates, surety bonds and letters of credit with a value of at least 102% of deposits in excess of \$100,000 per institution shall be required.
- 2) Repurchase Agreement Collateralization: Direct treasury securities with a market value equal to at least 102% of the value of the repurchase agreement shall be maintained at all times. Repurchase agreement collateral shall be marked to market at the time of execution, and daily thereafter.

The collateral shall be placed at a financial institution other than the one at which either of the investments described above is placed, pursuant to a separate safekeeping agreement approved by the District.

#### 9.0 DIVERSIFICATION:

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In order to properly manage any risk attendant to the investment of District assets, the portfolio shall not exceed the following diversification limits unless specifically authorized by the District:

- a) The District shall seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers and broker/dealers;
- b) The investment portfolio shall at no time hold time deposits constituting more than 10% of any single financial institution's total deposits;
- c) No investment category shall exceed 40% of the District's portfolio, with the exception of cash equivalents and treasury securities as defined in Section 5.0 of this Policy; and
- d) The District shall invest the majority of District funds in authorized investments of less than one (1) year maturity. No investment shall exceed three (3) years maturity.

#### 10.0 SAFEKEEPING AND CUSTODY:

All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) or receipt-versus-payment (RVP) basis. Securities shall be held by a safekeeping agent designated by the District, and evidenced by safekeeping receipts.

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

#### 11.0 INTERNAL CONTROLS:

The District's investment advisor(s) shall establish a District of internal controls, which shall be documented in writing and filed with the District's Board of Library Trustees for review. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by authorized investment officers.

##### 11.1 ASSET ALLOCATION:

The allocation of assets within investment categories authorized under Section 5.0 of this Policy shall be approved by the District.

##### 11.2 COMPETITIVE BIDDING:

Authorized investment officers shall obtain competitive bids from at least three (3) broker/dealers prior to executing the purchase or sale of any authorized investments.

Certificates of deposit shall be purchased by authorized investment officers on the basis of a qualified financial institution's ability to pay a required rate of interest to the District set on a daily basis. Such rate is generally determined on the basis of treasury or other appropriate market rates for a comparable term.

#### 12.0 LIMITATION OF LIABILITY

The standard of prudence to be used by authorized investment officers shall be the "prudent person" standard as stated in Section 3.0 above, and shall be applied in the context of managing an overall portfolio. Authorized investment officers acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

#### 13.0 REPORTING:

Financial reports shall be presented monthly to the District by the Investment Advisor. The monthly report shall contain the following:

- a) Performance as compared to established benchmarks;
- b) Asset allocation;
- c) Any circumstances resulting in a deviation from the standards established in Section 10.0 of this Policy;
- d) Impact of any material change in investment policy adopted during the month;
- e) The average days to maturity; and

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

- f) A listing of all investments in the portfolio marked to market value, including but not limited to information regarding securities in the portfolio by class or type, by value, income earned and market value as of the report date.

The District's investment advisor(s) shall develop performance reports in compliance with established industry reporting standards within six (6) months following the adoption of this Investment Policy. Such reporting standards may include those sanctioned by the Association of Investment Management Research ("AIMR") in accordance with Generally Accepted Accounting Principles("GAAP").

#### 14.0 DELEGATION OF AUTHORITY:

The Board of Library Trustees shall employ one or more investment advisor(s) possessing superior capabilities in the management of assets of governmental bodies. The Board of Library Trustees shall require the investment advisor(s) selected and working on behalf of the District to meet the following conditions:

- 1) To take actions in the exercise of its discretion which in its best professional judgment are in the best interests of the District and in accordance with this Policy. Such actions include but are not limited to (a) the allocation of District funds among alternative types of investments; (b) specific investment opportunities regarding the acquisition, retention or disposition of investments; and (c) the recommendation of the addition, deletion or modification of authorized investments.
- 2) To execute all investment transactions on behalf of the District at the best net price, utilizing such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the District.
- 3) Such additional responsibilities as are set forth in such investment advisor's written contract with the District.

In selecting one or more investment advisors, primary consideration shall be given to the person(s) or firm(s) having demonstrated superior capability in the management of governmental assets. However, among such person(s) or firm(s), for ease of access and personal contact, the Board may give preference to investment advisor(s) located within the boundaries of the Library District.

The District's investment advisor(s) shall be responsible for establishing the internal controls in written procedures for the operation of the District's investment program as set forth in this Policy.

Until the Board of Library Trustees appoints one or more investment advisor(s), management responsibility for the investment program set forth in this Policy is delegated to the Administrative Librarian of the District.

#### 15.0 RESERVATION OF RIGHTS:

The District reserves the right to amend this Policy at any time upon the advice and consent of its Board of Library Trustees.

*Adopted by the Niles Public Library District Board of Trustees 4.26.00; 11.14.07;  
Revised 8.20.08*

### **Section III— ADMINISTRATIVE AND SERVICE POLICIES**

**POLICY OF THE NILES PUBLIC LIBRARY DISTRICT  
REGARDING VERBATIM RECORD OF CLOSED MEETINGS**

Pursuant to the applicable provisions of the Illinois Open Meetings Act, the Board of Library Trustees of the Niles Public Library District adopt the following policy concerning verbatim records of closed meetings. This policy applies to the Board of Library Trustees, all committees and subcommittees of the Board of Library Trustees, and all other boards and commissions of the Niles Public Library District which are subject to the provisions of the Illinois Open Meetings Act (hereinafter referred to in the aggregate as “public body” or “public bodies”).

1. A verbatim record of all closed meetings of the Board of Library Trustees of the Niles Public Library District, Cook County, Illinois (“Board of Trustees”) and other public bodies of the Niles Public Library District shall be kept in the form of an audio recording. The Board of Trustees shall provide the recording device and only one recording device will be allowed. Individuals shall not be allowed to bring their own recording device to closed meetings.
2. The Library Director, or his or her designee if he or she is unavailable, will be responsible for operating the recording device for all closed meetings of the Board of Trustees and all other public bodies of the Niles Public Library District, provided, however, that in the event that the Board of Library Trustees (or the person presiding over the public body meeting) has asked the Library Director not to attend or participate in the closed meeting or a portion thereof, then the Board Secretary of the Board of Library Trustees or his or her designee will be responsible for operating the recording device for that closed session or portion thereof for which the Director is not present.
3. Prior to the commencement of a closed meeting, the person responsible for operating the recording device shall test it and advise the person presiding over the meeting whether the recording device is operating properly. Upon being advised that the recording device is operating properly, the person presiding at the closed meeting shall call the meeting to order and request a roll call. After the roll call, all other persons allowed to be present shall state their names and positions. The person presiding shall then proceed to conduct the closed meeting.
4. The person responsible for operating the recording device shall maintain the audiotape in a safe and secure location under lock and key. That person shall properly label each tape and prepare and maintain a written index of the tapes. A copy of all indexes of tapes and their locations shall be given to and also maintained by the Board Secretary. Access to non-released tapes shall be limited to the person(s) designated as responsible for recording closed meetings, the attorneys for the Niles Public Library District, the public

### 3.23 VERBATIM RECORD OF CLOSED MEETINGS (cont'd)

body (i.e., committee) that conducted the closed meeting, and such others as are given prior written consent by the Board of Library Trustees. Individuals allowed access shall sign a log indicating the date and time they listened to a particular tape. Individuals allowed access shall listen to a tape only under supervision. No copies of any non-released tape shall be made.

5. The verbatim record of a closed meeting may be destroyed eighteen (18) months after the completion of the meeting if the public body which held the closed meeting approves the destruction of the particular recording and if it approves written minutes for the particular closed meeting that contain the following, as required by Section 2.06 of the Open Meetings Act:
  - (1) the date, time and place of the meeting;
  - (2) the members of the public body recorded as either present or absent; and
  - (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.
  
6. The Library Director and the Board Secretary, or his or her designee, shall, on a periodic basis, but not less frequently than quarterly, inspect and review the recordings in their possession to check their quality and completeness, and report any problems to the Board of Trustees.
  
7. Unless the public body which held the closed meeting has determined that a recording no longer requires confidential treatment, or otherwise consents to disclosure, the verbatim recordings of closed meetings made pursuant to Paragraph 1 above shall not be either open for public inspection or subject to discovery in any administrative proceeding other than one brought to enforce the provisions of the Open Meetings Act. In a civil action brought to enforce the provisions of the Open Meetings Act, a recording will be made available to the court for in camera examination for the purpose of determining whether a violation of the Open Meetings Act exists. In the case of a criminal proceeding, a recording will be made available to the court for in camera examination for the purpose of determining what portion, if any, must be made available to the parties for use as evidence in the prosecution.

*Adopted by the Niles Public Library District Board of Trustees 2.16.06;  
Revised 11.14.07; 8.20.08*

### Section III— ADMINISTRATIVE AND SERVICE POLICIES