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## **Introduction**

This explanatory material for employees does not constitute a contract of employment with the Library, and does not change or modify any agreement between the Library and the employee. The sole purpose of the handbook is to provide general information regarding the personnel program, and the information provided may not apply in any particular case. In particular, unless otherwise indicated in a written contract between the employee and the library, all personnel are considered employees at will, and any or all language which might be construed to the contrary is hereby specifically disclaimed. Nothing in this explanatory material shall be interpreted as an offer of employment or promise of continued employment. Continued employment of all employees is subject to the general discretion of the Board of Trustees with respect to all aspects of employment and benefits.

## **Organization and Administration**

### **HISTORY**

The Kankakee Public Library was established in 1899. It currently occupies the first four floors of the Executive Centre on the corner of Merchant Street and Schuyler Avenue. The library moved to its current location January 5, 2004 after 105 years in the landmark building on Indiana Avenue. The historic lions guard the front entrance to the modern facility that provides the latest in information services to the people of the city of Kankakee. The library is easily accessible in the center of the city, serving as an anchor point in the thriving downtown business corridor.

### **GOVERNMENT**

The library provides service to all persons living within the corporate limits of the City of Kankakee. The library is governed by a Board of Trustees consisting of nine (9) voting members appointed by the Mayor for a term of three (3) years each; three being appointed annually. The Trustees serve without remuneration. The Director shall be a non-voting member of the Board. The Board of Trustees shall employ a competent and qualified librarian. Includes recruiting, hiring, and annually evaluating the director based upon a well-defined job description and expectations. The Board of Trustees, subject to existing statutes and ordinances, has the power to determine the rules and regulations governing library service and personnel.

## **Support**

The library is supported by taxation; the appropriation being made annually by the Corporate Authority. In addition, the Library receives income from fines, fees, grants, and gifts.

## Mission Statement

We strive to inform, enrich, and empower all people in our community by providing equal access to information and programs. We believe in the freedom to read, to explore and to discover.

## Vision of Library Service

The intention of the Kankakee Public Library is to provide the best library service possible, with collections of depth and breadth, and services provided by an expert and caring staff. The Library Board and staff recognize that the achievement of this vision can only be realized through creative partnerships between the public library and the communities and people it serves. Toward that end, the Board is striving to define the role of the public library in the community.

## Goals

### *Commons:*

People in the Kankakee community will be able to meet and interact with others and to participate in public discussions in a neutral location.

### *Formal Learning Support:*

The people of Kankakee will find in their library informational resources, educational tools such as computers, library activities, and materials that will support the curricular objectives of area teaching institutions.

### *Current Topics and Titles:*

Library staff works hard to supply the community with the most current and relevant materials and information in our collection. When not available in our building, staff will seek the needs from another source.

### *General Information:*

The people of Kankakee will find in their library print, non-print, and electronic resources that cover a broad variety of topics, as well as skilled staff to assist in the use of such material.

### *Cultural Awareness:*

Residents of Kankakee will celebrate the diversity of our city.

## **By-Laws**

### **MEETINGS OF THE BOARD**

The regular monthly meeting of the Library Board shall be held on the third Tuesday of each month at 5:30 p.m. at the Library. Special meetings may be held at any time at the call of the President, Vice-President, or any two members of the Board provided that notice and the purpose of the meeting be given at least 48 hours in advance. Notice of all regular meetings shall be mailed by the Secretary to all members at least four days before the meeting. Public notice is to be given to all local media and public notice will be posted on the library web site and in the Library. A quorum for the transaction of business shall consist of five members of the Board. A quorum of any committee consists of a majority of said committee. Board members unable to attend a meeting should notify the Director or the Assistant Director of Library Resources.

Public notice and conduct of meetings will be pursuant to the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1.01 et seq.

### **OFFICERS**

The officers of the Board shall be a President, a Vice-President, and a Secretary. They shall be elected at the first regular meeting of the Board following the April appointments and shall serve for a term of one year. The President of the Board shall preside at all meetings, appoint all committees, shall be ex-officio on all committees, and generally perform the duties of a presiding officer. In the absence of the President, the Vice- President shall preside. It shall be the duty of the Vice-President to perform the duties of the President in the absence of the President. The Secretary of the Board shall keep a true and accurate account of the Board meetings, shall issue notice of all regular meetings, and, on proper authorization, of all special meetings called, and shall perform such duties as may properly belong to the office or be delegated by the President by action of the Board.

### **COMMITTEES**

Committees are an essential practice for keeping the library running smoothly and fairly. Committees such as; diversity, equity, and inclusion (DEI), wages, policies, and Morale Boosters meet regularly. Other committees may be created based on needs as they arise. Some may meet regularly, while others may consist of only several meetings. Meetings may be in person or electronic communications.

When possible, committees will be comprised of staff from all departments, both full-time and part-time, and include diverse background of ages and ethnicities.

## **ORDER OF BUSINESS**

The order of business of all regular meetings of the Board shall be:

Call to Order/Roll Call

Minutes (Approval)

Public Comment

Communications

Bills and Invoices (Approval)

Financial Report

Director's Report

-Budget

-Personnel

-Building and Grounds

-Policies

-Programs

Unfinished Business

New Business

Executive session as needed

Adjournment

Any new business may be taken out of its above order, or the order of business may be suspended at any meeting by a two-thirds majority vote of the members present.

Robert's Rules of Order shall govern in the parliamentary procedure of the Board. In voting on expenditures of money, other than budgeted items, the Secretary may call the roll of the Board members, including the President.

As soon as is practicable, upon receipt of the moneys from any source whatsoever, the Director shall deposit the sum of money in the Library's account.

Bids shall be submitted to the Board for equipment, furniture, repairs, labor, etc. They shall be made under seal where the estimate is \$2,500 or over.

## **DUTIES AND RESPONSIBILITIES**

- The Board is the legal policy making body.
- The Board shall select and employ the Director.
- The Board shall encourage, support, and participate in public relations programs.
- The Board shall determine the goals and priorities which underlay the budget preparations, study and make necessary changes to the Director's prepared budget, and officially endorse the budget before it is submitted to the City Council.

- The Board shall periodically develop, review, and evaluate goals and purposes of the Library.
- The Board shall develop, review, and evaluate Library and personnel policies.
- The Board members shall attend all Board meetings.

### **EXPENDITURES**

Salaries of all Library personnel shall be paid automatically every other Friday. No committee shall authorize or be authorized to spend Library funds without Board approval. The Director may spend funds not exceeding \$500.00 for library purposes without Board approval with the exception of items that are specific to existing budget lines. All payroll reports, City of Kankakee Purchase Orders, and library checks shall have two signatures. One will be the signature of the Director and the other that of a Board officer. The Director will prepare for the monthly Board meeting whatever financial reports are needed by the Board of Trustees.

### **AMENDMENTS**

Amendments hereto shall be made only at regular meetings of the Board and must be proposed at least one month prior to final action on the same.

### **INVESTMENT POLICY**

The Kankakee Public Library is a component unit of the City of Kankakee, and while it functions independently, it is financially dependent on the City. The Library Board has therefore reviewed and adopted the City of Kankakee's Investment Policy.

### **PUBLIC COMMENT**

Members of the public shall be permitted to make comments or ask questions of the Board at each meeting, subject to the following time limitations:

- Each speaker will be allowed a maximum of 3 minutes per meeting.
- No more than 6 speakers will be heard per meeting.
- The president of the Board, upon the request of any member of the public seeking to make comments or ask questions, may reasonably extend either or both of the foregoing time limitations. Any such extension of the time limitations shall not constitute a standing precedent.
- The Board shall permit any member of the public to comment to or ask questions of the Board during that portion of the meeting designated for public participation. The Board shall not respond to any questions during the meeting. Any actions or response will be made according to established library board policy. The Library Director shall inform the questioner of the result.
- Any person seeking to make comments at a Board meeting shall notify the Library Director by submitting a written notice immediately prior to the meeting at which they intend to comment. The notice shall include the speaker's legal name, address, and topic. At his/her discretion, the president may recognize such persons in any sequence or order. Any speaker who diverges from the topic described on the request form will forfeit his/her remaining time.

- Speakers shall be limited to speaking on the same topic not more than two times in 12 months.
- Residents of the City of Kankakee shall be heard before non-residents.
- The Board also will accept written comments in addition to or in lieu of spoken comments at a board meeting. Written comments must include the legal name, address, and phone number of the submitter. Written comments may be given to the Board at its monthly public meeting, mailed to the Board c/o the Library Director, or emailed to [board@lions-online.org](mailto:board@lions-online.org). Letters, emails or other written comments to the Board will be publicly acknowledged at the Board meeting at which they are received or at the next Board meeting if they are received between meetings.

### **FREEDOM OF INFORMATION ACT (FOIA)**

The Illinois Freedom of Information Act provides that “all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act. Such access is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest.” 5 ILCS 140/1 Section 1.

The Kankakee Public Library is committed to providing citizens and taxpayers access to applicable public records under the Act.

The request must be in writing and may be submitted by fax, U.S. mail, special carrier, or email.

Director of the Kankakee Public Library Allison Beasley is our FOIA Officer, and she can be reached at 815.939.4564, fax 815.939.9057 or [abeasley@lions-online.org](mailto:abeasley@lions-online.org).

## **MATERIAL SELECTION**

### **PURPOSE**

The purpose of the Material Selection Policy is to guide the Library's staff and to inform the public of the principles that govern the development of the Library's collection. Library staff members select material based upon their training and experience with the assistance of the guidelines set forth in this document.

### **SELECTION AUTHORITY**

The responsibility for material selection is vested with the Library's Board of Trustees. This responsibility has been delegated for administrative purposes to the Director. Day to day responsibility for the selection of library materials is shared by the Library's staff.

## **SELECTION GUIDELINES**

Materials are added to the Library's collection when they meet one or more of the following standards:

- The item will assist in meeting community or user needs.
- The item is necessary for the completeness or usefulness of a portion of the collection.
- Critical opinion or popular demand is such that the item will receive sufficient use to justify its addition to the collection.
- The item is in an appropriate format for use in the Library collection.
- The item is of sufficient currency as to provide accurate and up to date information or ideas.
- Selection of an item for inclusion in the Kankakee Public Library collection does not imply endorsement of the content of such item by the Kankakee Public Library staff, Board of Trustees, Administration, or by the City of Kankakee.

## **DESELECTION GUIDELINES**

Selected materials are regularly assessed for their physical condition, currency and accuracy of information, relevance to library users, and performance within the context of the Library collection in which they are located. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff as a necessary means to maintain collection vitality, size, and scope.

## **GIFTS AND DONATIONS**

The Library accepts donations of books and other library materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to the purchase of library materials. Donations may be added to the collection, sold, or discarded. The Library cannot accept any reference materials older than 5 years old. The Library does not accept text books, encyclopedia, or magazines. For any donor requesting a receipt, one will be provided stating the number of items donated. Staff will not provide an appraisal for any donations. Provision of a receipt does not imply that donated materials are tax deductible. No conditions may be imposed on the Library in its acceptance of any material. All donated material becomes the property of the Kankakee Public Library.

## **CHALLENGING MATERIALS**

The Library Board of Trustees believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. Material selectors consequently strive to provide the widest possible range of resources within Kankakee Public Library collections. The content or manner of expressing ideas in material that is purposely selected to fill the needs of some library users, may, on occasion, be considered to be offensive by other library users. The library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material. Library users who object to materials located in a library collection are asked to complete a written request for the reconsideration of the materials. Request forms are available for this purpose at the Library. Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review.

## **FREEDOM TO READ**

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

## **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community that the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas. A person's right to use a library should not be denied or abridged because of origin, age, background, or views. Libraries which make

exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

## **BORROWING**

### *Without fee*

Residents within the City of Kankakee are eligible for a library card with full borrowing privileges, including Reaching Across Illinois Library System reciprocal borrowing of material, without a fee (some items may require a deposit). Resident cards will be renewed every two years. Non-residents who are owners of real estate within the City of Kankakee must present a tax bill showing that they pay taxes to the City of Kankakee to receive a card without paying a fee. Non-resident real estate cards are limited to one per household. Veterans of the United States Army, Navy, Marine Corp, and Coast Guard are exempt from any non-resident fees.

### *Cards for Kids*

In accordance with the Illinois Cards for Kids Act, Pre-K through 12th grade students who reside outside of the City of Kankakee limits can obtain a free library card at the Kankakee Public Library if it is the closest public library to them geographically. Children under 18, including homeschool students, must have a parent or guardian present to sign the borrowing contract on the back of the library card. All policies that apply to a standard library card shall apply to the Cards for Kids cards, including the presentation of the required identification at the time of application and rules concerning the use of the card. The library card will expire at the end of the school year, and can be renewed as long as the child is still in the Pre-K through 12th grade and is 21 years old or under.

### *Cards for Veterans*

Veterans of the United States Army, Navy, Marine Corp, and Coast Guard are exempt from any non-resident fees. Veteran's status may be proven by presenting a Military ID Card (active duty, National Guard, Reserves, IRR, or retiree), VA Issued ID Card for Health Care, Veterans ID Card (starting Nov. 2017), Veterans Designation on Driver's License or State Veterans ID Card.

### *With fee*

Non-residents may acquire borrowing privileges upon payment of a non-resident fee which is at the present time \$225.00 per year per household. It entitles a non-resident and any member of his or her household to one (1) year of library privileges. The amount of the fee is subject to change. A senior citizen, age 65 and over, may obtain a non-resident card for a fee of \$158.00 per year per household. The amount of this fee is subject to change. Resident cards will be renewed every two years. Non-resident cards will be renewed upon payment of the fee in effect at the time of renewal each year.

## **BORROWERS' CARDS**

### *Eligibility*

Library cards may be applied for at the Circulation Desk. Permanent residents of the City of Kankakee who are at least three (3) years of age or older are eligible to apply for a library card. The signature of a parent / legal guardian is required for all persons under 18 years of age. Each individual signing the library card is legally responsible for all materials borrowed on that card.

### *Proof of Identity*

All applicants must present two forms of proof of identity and residency. One must be a picture ID, such as: a valid driver's license, student ID, or military ID card. The other must be mail sent to the applicant within the last 30 days by a corporation or governmental agency, such as: a utility bill, official school correspondence, rent receipt or tax bill. The Circulation Supervisor is empowered to determine the acceptability of any form of identification. All cards must be signed in the presence of an authorized staff member.

### *Replacement Cards*

If a Kankakee Public Library Card is lost or damaged, a replacement card will be issued to the patron with proper id and proof of residency. Replacement cards are currently \$3.00 per card. The amount of the fee is subject to change.

## **RECIPROCAL BORROWING**

Interlibrary loan services are available to Kankakee Public Library card holders. Others are encouraged to use their home library for this service.

## **LENDING POLICIES**

- All library print materials have a loan period of three weeks.
- All audio visual items such as DVDs and compact discs have a seven-day loan period with the exception of a series which is 14 days. A one-day grace period will be granted on all library materials. Fines will not be collected on library material that is returned within two days of its due date. If materials are returned after the grace period has ended, fines will not be pro-rated, and will

accrue from the original due date.

- Overdue fines for all items except DVDs are \$.10 per day, per item to a maximum of \$10.00 per item. DVDs are \$1.25 per item for each day overdue to a maximum of \$10.00 per item. If an item is more than five weeks overdue, and sent to collections, a \$10.00 administrative fee will be added to the overdue fines.
- Patrons with fines under \$10.00 will be allowed to check-out or renew items. A patron will be considered delinquent and therefore unable to check-out items when he or she has \$10.00 or more in outstanding fines and/or long overdue items.
- Reference books and newspapers are not allowed to circulate.
- In order to ensure availability of materials for all patrons there is a limit on items.
  - 4 DVDs or TV Series
  - 5 CDs
  - 10 audiobooks
  - 100 books
- Renewals of print materials are permitted unless the item is being reserved for another patron. Items may be renewed over the phone, online, or library app. DVDs and TV series may not be renewed. Renewal of interlibrary loan items is subject to the rules of the lending library.
- Any item that is checked out may be reserved.
- Loan periods and fine schedules may be changed at any time.
- If requested, fines may be waived in \$5.00 increments up to twice in a calendar year for a total of \$10.00. Any patron requesting more than \$10.00 in fines be waived in a calendar year must make a written petition to the Kankakee Public Library Board of Trustees. Book replacement costs and associated fees may not be waived. Fines on material not owned by the Kankakee Public Library may not be waived. The Board of Trustees will vote to deny or approve petition for the waiving of additional fines. A person who is in the process of having their fines reviewed by the Board may have a maximum of two print items checked out to them. If a written petition to the Board has not been made within 60 days of the request for fine waiver, the fines will remain in force and check-out privileges will be revoked. (10/18/2011)
- Valid cardholders who are unable to present a library card at time of checkout may present a Driver's License or State ID to charge materials. This transaction may take place no more than 3 (three) times each calendar year (January 1st – December 31st). Added (11/15/11)

### **BOOK AND LIBRARY MATERIAL RETURN**

Library materials may be returned in the outdoor book drop or inside at the Circulation Desk. Audio and video materials need to be returned to the proper bin in the outside book drop or risk incurring a \$10.00 fine per item.

### **LOST AND DAMAGED MATERIAL**

Material that is lost by a borrower shall be paid for at the current list price. If a current price of an item cannot be found the patron will be charged the list price for a similar replacement item. In addition, a

service charge of \$5.00 for each item will be added to the cost of the item. A full refund for material lost and paid for shall be made if the material is returned in good condition together with the receipt for payment within ninety days of the date of payment for the loss. Refunds shall be made by check and mailed after approval by the Library Board at their next regularly scheduled meeting. The service charge is non-refundable.

Replacement material purchased by a patron may be accepted at the discretion of the Library Director if such material is deemed an appropriate replacement of the material that was lost or destroyed. If the patron provides an acceptable replacement, the \$5.00 service charge will be applied. Once a replacement item has been accepted by the library it is the property of the Kankakee Public Library and will not be returned to the borrower should the borrower find the original lost item.

Lost and/or damaged materials that are the property of another library will be invoiced at an amount determined by the owning library. Items that have been claimed as stolen or damaged in an accident, with proof of police report or official documentation, may be waived and forgiven at the discretion of the supervisor.

## **VIOLATION OF RULES**

Violation of the rules and regulations regarding the use of library cards will result in the revocation or suspension of said library card.

## **LIBRARY OF THINGS AND HOTSPOTS**

### *Library of Things*

See Appendix B for Library of Things Waiver and Indemnification Form

- Patrons must be age 18 or over to borrow tools and equipment from the Kankakee Public Library's Library of Things ("Library").
- Prior to borrowing tools and equipment, all Patrons must (a) sign the Waiver and Indemnification Form; and (b) sign this Borrower's Agreement & Use Policy.
- By taking possession of any item, the Patron is certifying that he or she is capable of using that item in a safe and proper manner.
- Only the Patron is authorized to use Library tools and equipment. The Patron shall not permit the use of items checked out to him or her by any other person unless by the express permission of the Library.
- Patrons may borrow up to two tools or pieces of equipment at a time.
- All tools and equipment have a lending period of 7 days.
- All tools and equipment borrowed are to be returned to the Library by close of business on their due date. Tools and equipment may only be returned during the Library's open hours, and may not be returned in the book drop. A \$5.00 fee will be assessed for tools and equipment returned in the

bookdrop. Tools and equipment must be picked up and returned at the Kankakee Public Library. Tools and equipment may not be sent or returned via inter-library loan. Tools and equipment returned to other libraries will incur a \$10.00 on the borrower.

- If a tool or piece of equipment is returned late, the Patron will be responsible for a late fee. This late fee will be assessed in accordance with the late fee schedule (\$5.00/day) for every day the Library is open until the tool is returned. Fines in excess of \$10 will prevent a patron from borrowing additional items. The maximum fine will vary depending on the value of the overdue item.
- The Library may replace severely delinquent (i.e. unreturned) tools and equipment, holding the Patron responsible for the full replacement cost, in addition to the accrued late fees. The Library reserves the right to use appropriate steps to retrieve delinquent tools and equipment or unpaid fines and fees.
- Tools and equipment may be reserved or checked out by any bearer of a valid public library card. Kankakee Public Library Patrons will be given preferential status when reserving an item. Patrons will be notified when reserved tools and equipment become available and have five days to pick them up.
- Patrons may renew tools and equipment one time.
- The Patron agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools and equipment.
- The Patron agrees that if any borrowed tool or piece of equipment becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the tool or equipment and notify the Library of the issue on return, if not earlier.
- All tools and equipment are to be returned in the same (or better) condition as they were issued, barring normal wear and tear. All tools must be returned clean.
- The Patron agrees to report any damage to the Library immediately. The Patron also agrees to pay for the loss of or damage to any item and further agrees to accept the Library's assessment of condition of items and to further agree to the Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item plus a \$5 administrative fee.
- The Library reserves the right to refuse the loan of any item at its discretion. The Library reserves the right to make exceptions to this policy due to special circumstances.

### *Hotspots*

See Appendix C for Mobile Hotspot Patron Agreement Form

- Checkouts require a refundable cash deposit of \$20.
- Hotspots may be checked out to holders of a Kankakee Public Library card only.
- New cardholders are subject to a 30 day waiting period before a hotspot checkout is possible.
- The overdue fee for hotspots is \$10 a day and is capped at \$50.
- Hotspots must be returned to the third floor desk. Any hotspot damaged by return in the bookdrop

will incur replacement fees.

- Only one hotspot is available per household at one time.
- Internet service to a hotspot that is not returned on time will be turned off until it is returned. The second time this happens, the offending patron will be required to put down a \$50 cash deposit to borrow a hotspot. The deposit will be returned to the patron in full if the hotspot is returned on time. The offending patron will be required to pay the \$50 deposit for all subsequent hotspot checkouts. If the hotspot service is turned off a third time due to lateness, the offending patron will lose hotspot borrowing privileges permanently.

### **HOME LIBRARY VISITS**

The Kankakee Public Library provides select services for City of Kankakee residents who have a disability, or a long or short-term medical condition that prevents them from visiting the Library. Patrons who seek these services are required to fill out an application form requesting the service. Medical information disclosed on the form will be kept strictly confidential. The Circulation Supervisor has authority to determine who is and is not eligible to receive this service. This is a door-to-door service. Employees will not enter the patron's residence. Services are provided by two staff members at all times. *(Passed 1/21/2020)*

### **NOTARY SERVICES**

Notary service is offered at the Kankakee Public Library as a free service to the community. It is suggested to call ahead to be sure a notary is available. The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of persons who come before the notary for a specific purpose. Notaries do not have authority to provide legal advice.

Notary services will be provided under the following conditions:

- A current government issued ID with a photo and signature is required to verify identity.
- Patrons cannot sign documents before seeing the Notary. Notaries are required to see the documents being signed
- Documents need to be filled out before seeing the Notary. Notaries will not notarize anything with blank spaces.
- Notaries will not sign I-9 forms, deeds, wills, trusts, or any other real estate forms as these may require legal knowledge.
- Notaries have the right to refuse to sign any document that they deem questionable. They may refuse to perform notary services when the identity of the person requesting notarization has not been positively established using acceptable IDs.
- Illinois law requires that a notary and the patron seeking notarization be able to communicate directly with each other. Notaries are not permitted to make use of a translator to communicate with the patron. This means that only documents that are in a language in which both the Notary and the patron are fluent, can be notarized.

- The Library will not provide witnesses, and the patron may not solicit witness services by anyone in the Library.

Notary services are a courtesy provided by the Library and not the Notary's primary duty; therefore, the notary may ask the patron to wait while the Notary attends to other library matters. The library cannot guarantee notary service will be available at all times the library is open. *(passed 1/21/2020)*

## **Building and Equipment Use Policies**

### **HOLIDAYS**

The Library is closed and full-time staff members shall be paid for the following holidays:

#### *Closings (paid holidays for full-timers)*

- New Year's Day
- MLK Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Veterans Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Closing dates are subject to change pursuant to federal orders

#### *Early closings that don't impact full-timers' hours*

- Saturday of Merchant Street MusicFest – open 9am to noon (full-timers must work 37.5 hours that week or take vacation or personal time)
- Thanksgiving Eve – open 9am to 5pm (full-timers must work 7.5 hours that day or use vacation or personal time)
- New Year's Eve – (when it falls between Monday-Friday) 9am to 5pm (full-timers must work 7.5 hours that day or use vacation or personal time)

When a holiday falls on a full-time employee's day off, they earn 7.5 hours of discretionary time to be used the same week. The discretionary time will be scheduled with the approval of the employee's immediate

superior.

### **PROBLEM BEHAVIOR POLICY**

Problem behavior is any behavior which either knowingly or unknowingly violates or restricts the rights of others to use the Library comfortably. Disruptive behaviors include, but are not limited to:

- refusal to obey reasonable direction given by library staff
- offensive or obscene language
- inappropriate dress that may be disturbing or offensive to other patrons
- cell phones used loudly or outside designated areas
- the use of restroom sinks for personal hygiene other than the washing of hands and face
- any offensive odor (generally defined as any odor detectable 10 or more feet away)
- panhandling or soliciting
- verbally or physically threatening staff or patrons
- sleeping or loitering
- public intoxication
- consuming food or beverages in the Library outside designated areas
- smoking, e-cigarettes, e-cigars, e-pipes, e-hookahs, and vape pens within 15 feet of Library entrance or within the building as stated in Public Act 103-0272.
- stealing
- vandalizing or misusing library equipment and/or furnishings
- public indecency
- loud and/or excessive talking.

Every staff member has the responsibility to keep the Library as pleasant an environment for the public as possible, which includes discouraging disruptive behavior on the Library premises. Violations will be politely pointed out by staff members, provided that doing so will not place the staff member at physical risk. If the inappropriate behavior continues, the offender will be required to leave the Library premises. The Library assumes that all patrons are using the Library's materials and resources for legal purposes. We assume no responsibility for those users who may use Library materials or resources for illegal purposes. Illegal activities, whether observed by Library staff or patrons, occurring on Library premises will be reported to law enforcement authorities.

### **PATRON DRESS CODE POLICY**

To ensure a safe, respectful, and sanitary environment for all patrons, the following dress code rules apply:

- Beachwear or underwear may not be worn as outerwear
- Clothing with vulgar, offensive, or inappropriate language or imagery is not permitted

- Clothing must adequately cover the body. Visible nipples, genitals, or buttocks are not allowed.
- Footwear is required at all times. We appreciate your cooperation in helping us maintain a welcoming and appropriate space for everyone

## **WEAPONS**

### *Weapons Ban*

430 ILCS 66/65(5) *Firearm Concealed Carry Act* prohibits the carrying of firearms in a building controlled by a local unit of government. Therefore, no firearm may be carried into the library except by a deputized member of a law enforcement agency. 720 ILCS 5/24-1 prohibits the carrying in public of any knives with a blade 3 inches or longer or any switchblade, automatic knife or ballistic knife. Therefore, such prohibited knives may not be brought into the library except by a deputized member of a law enforcement agency.

### *Look-alike weapons*

Look-alike weapons are prohibited from library property. A look-alike weapon is defined as any object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. The library director shall judge if an object is sufficiently similar to a genuine weapon as to be a violation of this policy.

## **PERSONAL BELONGINGS**

### *Abandoned Personal Belongings*

The Kankakee Public Library does not take responsibility for the safekeeping of any personal belongings left unattended in the library. Personal belongings such as bags, backpacks, purses or any other container left unattended may be considered suspicious and is subject to a search to determine ownership or any potential threat. Any unclaimed property will be considered abandoned after 48 hours and may be discarded. Upon request, a department supervisor may decide to keep an item for a patron if the supervisor determines the situation warrants it. (10/20/21)

### *Bicycles, Skateboards etc.*

Bicycles may not be brought into the library and must be stored outside on the available bike rack. Additionally, skates, skateboards, or similar items may not be used inappropriately on library property.

## **YOUTH SERVICES**

### *Youth Services Department*

The Youth Services Department is an area where library patrons, generally ages birth to 12, can read, study, do homework, work on projects, use computers for appropriate educational and recreational purposes, and do other library appropriate activities with the accompaniment of an adult 18 years of age or older. An adult who is accompanying a child may use the second floor, including the Parent Computer. If an adult does not appear to be accompanying a child, they may be asked to move to another area of the

library.

### *Teen Zone*

The Roland B. Johnson Teen Zone is an area designated for patrons generally 13-18 years old where they can read, study, do homework, work on projects, use computers for appropriate educational and recreational purposes, and do other library appropriate activities. If a patron does not appear to be 13-18 years of age, they may be asked to move to another area of the library.

### **PEST CONTROL POLICY**

The Library actively works toward pest prevention and containment to ensure the safety of library materials, facility, staff and patrons. Pests may include, but are not limited to, bed bugs, fleas, roaches, and ants. Library staff is trained in pest detection, containment, elimination and prevention, and regularly examines and updates its procedures according to best practices.

Kankakee Public Library works proactively to:

- Reduce risk to staff and patrons.
- Monitor our detection, testing and response levels on an ongoing basis.
- Cooperate with health inspectors from the City of Kankakee and Kankakee County Health Department.
- Contract only licensed, accredited, and reputable pest detection and control companies.

### *Prevention Protocol and Procedures*

The Library recognizes all patrons and staff play a role in controlling pests in our community. Library staff must immediately report any sightings of live or dead pests to a supervisor. Patrons should immediately report any sighting of live or dead pests to library staff.

If the Library finds evidence of pests in materials or on library premises, we will contact a health inspector or other pest control specialist to determine if or where infestations may exist. Any materials or areas that are indicated to be problematic will be treated by a licensed, accredited, and reputable pest detection and control company. The materials or physical areas on library premises will be barred from public use until confirmed to be free of pests.

### *Staff Protocol*

Staff will routinely inspect all incoming materials, including those returned at the public desks, in book drops, and through interlibrary loan, for signs of pests. Signs include live or dead pests, eggs, nymphs, and feces and spotting associated with pests.

Materials returned to the Library with detected presence of live or dead pests will be treated or discarded at the Library's discretion. Discarded items will be considered as damaged items under the Library's Circulation Policy.

All items identified by staff as potentially containing live or dead pests in any stage will be promptly quarantined. Items with live or dead pests or other suspected signs will be promptly placed in a plastic re-sealable storage bag(s), sealed, and taped shut. They will then be placed and enclosed in a plastic tub until they can be inspected by a health inspector or pest control company.

*For first time offense, staff must:*

- Talk with the patron about what staff found in the books/materials.
- Put a note in the patron's record.
- Show the patron the bagged materials and bugs whenever possible.
- If bed bugs are suspected, give the patron a copy of the Illinois Department of Public Health's handout on the prevention and control of bed bugs. The PDF can be printed in English or Spanish (<http://www.idph.state.il.us/envhealth/pcbbedbugs.htm>).
- Suggest ways the patron can address the issue, giving at least two solutions (e.g. keep materials in closed containers at all times when not being used, inspect them before return, talk with landlord or management if they live in a multi-unit living facility etc.).
- Give the patron potential consequences: "If it happens again your borrowing privileges will be suspended until you can demonstrate that you have had your area treated."
- Treat items if possible.

*For second time offense, staff must:*

- Tell the patron it happened again.
- Put a note in the patron's record.
- Show the patron the bagged materials and bugs whenever possible.
- Inform the patron his/her Library privileges are suspended, and, if applicable, the library privileges of any other patrons at the same residence are also suspended.
- Inform the patron that suspension will be lifted after the patron presents proof that his or her residence has been successfully treated for and eradicated of the pests by a licensed and accredited pest control company.
- Proof of treatment must be documented (management notice of treatment, bill from an exterminator).

*Patron Protocol*

Patrons must cease to borrow materials from the library if they are experiencing a pest infestation in their residence. In the event that a patron discovers a live or dead pest, eggs, nymphs, feces or spotting associated with pests in library materials, the patron must immediately do the following:

- ***If the materials are inside of the Library:*** Bring the materials to a staff member and inform the staff member of the problem.

- ***If the materials are outside of the Library and in the possession of the patron:*** Place the materials into a sealable plastic bag and add tape to cover the sealed opening. Return the sealed materials directly to a staff member and inform the staff member of the problem.
- Patrons must not use book drops to return materials suspected or with evidence of pests.
- Patrons are prohibited from self-treating materials that are suspected to contain pests. Patrons will be held responsible for any damages sustained to materials during an attempted self-treatment. Successfully eradicating pests requires professional procedures and equipment contracted by the Library.

## **LOSS OF LIBRARY PRIVILEGES (BANNING)**

### *Definition*

Banning means a patron is not allowed onto library premises during the period of the ban, including outside areas such as the parking lot or reading garden. Exceptions can be made for legitimate use of Executive Centre offices.

If a banned patron is seen on library premises during the banning period, the police will be called and the offender may be arrested for criminal trespass. A possible extension of the banning period, up to three months, could be added at the supervisor's discretion. All library user rights are suspended during the banning period.

### *Duration*

- Individuals engaging in the following behaviors in the library can lose their library privileges for the associated reasons and durations.
- Criminal activity in the library, theft of library property, drug use and/or sale in the Library shall result in a one year banning from the library.
- Willful destruction or damage to library property and aggressive behavior or language to staff or patrons shall result in a sixth month to one year banning from the library.
- Multiple petty offenses including but not limited to sleeping; disruptive talking; interfering with staff; failure to follow reasonable staff directions etc. shall result in a one to three month banning from the library. All banning durations are subject to the discretion of the Library Director based upon the severity of the offense.

### *Appealing the Ban*

A banning may be appealed to the Kankakee Public Library Board of Trustees in writing or in person. If a patron who is banned wishes to appeal in person, they may do so by requesting to be put on the agenda at the next regularly scheduled board meeting. Requests must be made at least 48 hours prior to the meeting which takes place on the third Tuesday of every month at 5:30pm. All rules regarding speaking before the board must be followed. (*see Chapter II By-Laws; Sec. Public Comment; Subsec. 4 & 7 of this policy*)

*manual*). Anyone appealing a ban will be allowed on library property to attend the meeting if the rules for appearing before the board have been followed. The ban will be sustained or overturned by a simple majority vote of the board of trustees.

#### *Expiration of the Ban*

After the term of the ban has ended, the patron may resume coming to the library premises without further action if the offense resulted in a banning of less than one year. If the term of the ban was one year, the patron must write a letter requesting that the board of trustees reinstate library privileges. Requests must be made at least 48 hours prior to the meeting which takes place on the third Tuesday of every month at 5:30pm. A simple majority vote of the board will determine if the ban will be lifted or continued for a period determined by the board. If a ban is extended by board action, the affected individual may request reinstatement at the conclusion of each extension using the method stated in this section. (7/19/16)

### **UNATTENDED CHILDREN POLICY**

#### *Children 0-12 years of age*

Parents, guardians, and caregivers are responsible for the safety, behavior, and wellbeing of their children in the Library. Children age 12 and under may not be left unattended in the library unless they have consent of staff and are participating in a library-sponsored program (such program not to exceed one hour). Library staff cannot provide active supervision to children or ensure they leave the building with a responsible caregiver.

Unattended children or those left under the supervision of 13-17 year olds, will be identified by library staff and guardians will be contacted. If the problem continues after guardians are notified, or if guardians cannot be reached, authorities will first be contacted to pick up the children.

#### *Teens 13-17 years of age*

Children age 13 or over are free to utilize the library's resources unattended, provided they demonstrate purposeful intent to use library resources, and that their behavior is not disruptive to other patrons or to staff members. Teens will be asked to leave the premises if their behavior does not meet staff's satisfaction. Teens (13-17) are not able to supervise minors under 13.

### **COMPUTER AND INTERNET USE** *(passed 8/18/2026)*

- Any reference to the internet includes Ethernet, Wifi, mobile data, etc.
- The Kankakee Public Library is committed to providing open access to informational, educational, recreational, and cultural resources for Library users of all ages and backgrounds.
- Parents are encouraged to guide their children when using the internet to avoid potentially dangerous sites and online interactions.
- Use of the public internet, whether on Library computers or personal devices, signifies that

individuals have read and agree to follow this policy. Those who do not agree may not use the internet in the Library. Users under the age of 18 are required to have a parent or legal guardian sign a user agreement.

- Individuals living within the City of Kankakee are encouraged to obtain a Library card before using a public internet computer; however, this is not required.
- Patrons 18 and over can log themselves in with their library card number or receive a guest pass from a public service desk.
- Time restrictions on public access internet computers are as follows:
  - *Adult Services (18+)* general use internet computers – A maximum of four hours of use per day.
  - *Teen (13-17) and Youth (0-12) Services* general use internet computers – A maximum of two one-hour sessions per day.
  - *Youth Services* parent internet computers – A maximum of one 30 minute session per day.
  - Under special circumstances, additional computer use time may be added at staff discretion.
- The user accepts full responsibility for all usage of the Library's computers and internet access. The Library is not liable for any damages or losses which may arise in connection with a patron's use of the computers or internet. The Library is not responsible for damage to any personal property while using the Library's computers or internet.
- The use of the Library's computers and internet is a privilege, not a right, and inappropriate use as determined by the library staff will result in a cancellation of those privileges. Inappropriate uses may include, but are not limited to: illegal activities; hacking into secured computer systems; damaging computer equipment or software; accessing material deemed by staff as inappropriate for viewing in a public place.
- Patrons who violate this policy may be given one verbal warning for minor infractions at the discretion of the staff. Patrons who have already received one warning or have committed a severe infraction will be banned from public computers for one year. At the end of ban, patron may submit a written petition to the Board of Trustees of the Library to request reinstatement of internet privileges.

### **DISC CLEANING AND REPAIR**

- The Library charges \$1.00 per disc cleaning and \$5.00 for damaged cases, which must be paid prior to cleaning. The Library will not refund any item that still does not work after a repair is made. The Library will charge the patron the regular price of item, if the disc(s) cannot be repaired.
- Library Staff will contact the patron via their preferred method of communication when disc(s) are

not repairable.

Cracked or chipped disc(s) that have been damaged by deep scratches, heat, or chemicals cannot be repaired. *(passed 1/21/2020)*

## MEETING SPACES

### *Use of Meeting Spaces*

- Use of the meeting spaces may not interfere with the normal operation of the Library. Users of the meeting room may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- The Library does not assume any liability for groups or individuals attending meetings in the library, nor does the library assume responsibility for any loss, damage, costs and/or expense that may arise during the use of library facilities.
- Staff and library trustees may rent library space at 50% the usual rate, subject to availability. Each staff member may rent a space at the reduced rate no more than twice in a year. The staff member or library trustee must be present for the duration of the event including setup and cleanup. The staff member may not be on the clock during the event. Room setup is handled by the staff member. The Rental Coordinator will be in attendance when the event is after regular library hours. *(Passed May 2020)*
- Meetings must occur during regular library hours. Meetings must end 30 minutes before library closes and be out of the space no more than 15 minutes before library closes.
- Only prepackaged or catered food may be served. Organizations are responsible for bringing their own supplies and utensils. Use of the meeting rooms must abide by the Kankakee County Health Department requirements. The library does not provide space or equipment for food preparation.
- Groups using the meeting room are required to have adult supervision at all times.
- The applicant must be present at the time of the scheduled event and will be responsible for any damages to the meeting space and must be at least 18 years of age.
- No open flames are allowed in any library meeting space at any time.
- All advertising and public notices of events to be held in any library meeting space must carry a clear statement of organizational sponsorship and will not imply the endorsement by the Kankakee Public Library or the City of Kankakee. Publicity may not carry the library's telephone number, the address is permitted.
- The library does not provide childcare for individuals attending meetings. Children under the age of 13 must be accompanied by an adult while in the Library. "Accompanied" is defined as being in the immediate presence of the adult.
- Theater-style set-up will seat up to 65 in the Third Floor Meeting Room. Maximum and up to 34 in the third floor suite. Room shall be returned to original condition after each event. Time for set-up and take-down will be included in the schedule.
- Projects requiring paint, glue, glitter, or other materials that may damage the furniture or conference room are prohibited.

### *Fees*

- Rental fees will be assessed for meeting space use according to the table in Appendix D of this policy.
- A janitorial maintenance fee shall be charged if the meeting room is not left in its original condition. Items may not be hung on the walls, windows, molding, or from the ceiling.
- Any event scheduled will be cancelled if the library is forced to close due to weather or other emergency situation. The sponsoring organization will not incur any additional costs under these circumstances. The Library will not be liable for any costs incurred by the sponsoring organization under any circumstances.
- Any renter who has an outstanding rental invoice that is 45 days or more overdue will not be allowed to make further reservations until the invoice is paid. Any existing reservations also may be cancelled if the long-outstanding invoice is not paid.

### *Waiving of Fees*

See Appendix E for Room Fee Waiver Application.

- Any department of the City of Kankakee, any organization partnering with the Kankakee Public Library, or one-time waiver may schedule the use of the library meeting space free of charge.
- Tenants of the Executive Centre are entitled to one free usage, not to exceed 4 hours, of the third floor meeting room per month, during library hours.
- Fees for the 3rd floor meeting rooms may not be waived more than once a month.
- Fee waivers are on behalf of an organization not an individual.
- All activities taking place in a fee waived room must be free and open to the public. This restriction precludes any type of fundraising or other activity which requires a contribution by an attendee to fully participate.
- Fees may not be waived for religious services or political campaign programs.

Room fees may be waived for organizations at the discretion of the library director. The director will report all room waivers made to the library board at the monthly meetings. An organization may request waiving of room fees by filling out a room fee waiver application and submitting it to the library director at least 30 days before the date of the event. The following criteria will be used in deciding if a room fee shall be waived. This list is not all-inclusive. (Adopted 4/16/2019)

### **AVAILABLE MEETING SPACES**

#### *First floor meeting rooms A and B*

A meeting room may be reserved up to one calendar year in advance by contacting the Circulation Desk. Rooms may be used for a maximum of two hours a day per group.

Reservations will be forfeited after fifteen minutes if no one shows. The maximum occupancy of the first

floor meeting rooms is ten. Food is not allowed in the meeting rooms.

#### *Third floor suite*

The third floor suite may be used by any non-profit person or organization without charge for up to four hours in total per week. A non-profit is defined as any person who is not working for the financial gain of themselves or any organization for which they are employed. Reservations will be forfeited after fifteen minutes if no one shows. The maximum occupancy is 34. Food and drink are allowed in this room.

#### *Third floor meeting room*

Occupancy is 65 depending on room arrangement. Food and drink are allowed in this room.

### **LIBRARY PARTNERSHIPS**

The Kankakee Public Library may establish an ongoing partnership with another non-profit or government agency initiated by a majority vote of the board. The partnership will be based upon an exchange of equal services or goods and must be in support of the mission of the Kankakee Public Library. Partnerships will be reviewed at the beginning of each fiscal year to determine if they remain equitable. The board may discontinue any partnership at any time with a simple majority vote. Library partners must abide by all library policies and rules unless such rules or policies are specifically waived by the board at the establishment of the partnership.

See Appendix F for Partnership Application.

### **PUBLIC DISPLAYS**

#### *Bulletin Boards/Brochure Rack*

Use of the Library's Bulletin boards or brochure rack must be approved by a supervisor.

#### *Displays*

Library needs and activities take precedence; otherwise displays may be exhibited by community organizations. Displays may be cultural, educational, civic, or non-profit. Partisan political exhibit or anything portraying hate speech may not be displayed. Questionable displays will be approved at administration's discretion. Space is limited to one (1) community organization display per month. The library is not responsible for damage or loss of exhibit materials.

### **PHOTOGRAPHY AND VIDEO MONITORING**

#### *Security Cameras*

The Board of Trustees of the Kankakee Public Library strives to maintain a safe and secure environment for Library staff and patrons. In pursuit of that goal, video surveillance of Library property may be used. Video surveillance records are the sole property of the Kankakee Public Library. Cameras may be positioned to survey public areas. Signage disclosing use of video surveillance will be posted. Video surveillance may be

used to help identify person(s) who have violated library policies or help safeguard Library operations. Video surveillance will be monitored by authorized Library staff. Images may be shared with staff from time to time to assist staff in identifying persons suspended from Library property and maintain a safe and secure environment. Video surveillance records may be used to assist law enforcement agencies in accordance with applicable laws.

### *Photography in the Library*

Photographs or videos taken by staff in the library shall not be disseminated on the internet or by any other means except to promote the library and official library programs. Any photographs or videos taken during scheduled work hours by staff is the intellectual property of the Kankakee Public Library regardless if it was created on a personal or library owned device. Photographs or videos taken by the public will only be allowed if the photographer agrees to respect the privacy of other library users.

### **PROCTORING EXAMS**

Kankakee Public Library provides free proctoring of written and online exams. The library will provide space to take the exam and/or a public computer for online exams. Exams will be proctored on the Third Floor of the library. A Kankakee Public Library Adult Services staff member will serve as the exam proctor. The library does not guarantee constant supervision of the student or a completely quiet environment.

The student is responsible to provide all proctor materials and information. Exam materials and/or proctor passwords can be sent to the library via USPS, email, or fax.

Exams may be proctored during the library's regular hours and must be completed at least 15 minutes before the library closes.

The Library does not assume responsibility for the receipt of exam materials and/or passwords. The student must review all exam requirements with the proctor prior to the exam date.

Requirements vary by exam. For written exams, it is the student's responsibility to provide the stamped, addressed envelope for returning the exam. The Library proctor will return completed exams directly to the educational institution.

### **NOTIFICATION OF LAW ENFORCEMENT AND/OR EMERGENCY PERSONNEL**

Any incident that takes place in the Library with sufficient severity to require the notification of law enforcement, the fire department, or emergency medical personnel will be reported to a supervisor as soon as possible. The relevant staff member will prepare a written statement describing the incident, action taken, and individuals involved. The report will be submitted to the Director within 48 hours of the incident.

### **TORNADO WARNING**

In the event of a tornado warning that includes Kankakee County, all patrons and staff are to move to one of the small meeting rooms, Circulation workroom, or Fiction area on the first floor. Anyone who refuses to move to one of the designated safety areas must leave the Library. The library is considered closed for business for the duration of the Tornado Warning.

### **SEVERE WEATHER**

The library is a de facto warming/cooling center, meaning public spaces organically serve as centers during library operating hours only. The library will attempt to remain open for regular operating hours in extreme weather as long as there is enough staff to meet operational needs. Issues due to loss of power or water, severity of weather, etc may affect the decision to be open. An administrator or supervisor will contact an officer of the Board of Trustees to obtain approval for the closing of the Library.

### **UPDATING OF PROCEDURES**

Library administration shall undertake to review and update fire safety procedures as needed. Maps and information will be regularly circulated to the staff to keep them informed of proper procedures in the event of fire.

## Appendix A: Fee Schedule

### Library Cards

Adult/Family...\$180.00 per household per year  
...\$90.00 per household per 6 months  
...\$45.00 per household per 3 months

Senior/Family...\$90.00 per household per year  
...\$45.00 per household per 6 months  
...\$22.50 per household per 3 months

### Overdues

Print/Audio.....10¢ per day with a 1 day grace  
Second day begins fees retroactively from first day  
Max fine is \$10.00

Video.....\$1.25 per day. Max fine is \$10.00

Replacement.....List price of lost or destroyed item plus \$5.00 service fee

### Circulation Fees

Replace Card...\$3.00 for an active card

Lost Security Tag or Bar Code...\$1.00

Book Sale...all items 50¢ (subject to change)

### Internet and Computers

Prints.....15¢ per page

Thumb Drives...Varies  
(Call Adult Services for pricing)

Paper.....5¢ for 3 sheets

Faxing...\$1.50 first page, \$1.00 additional pages (\$10.00 maximum)

### **Photocopies**

8.5X11

Black and White - 15¢ per page

Color - 50¢ per page

8.5X14

Black and White - 20¢ per page

Color - 75¢ per page

11X17

Black and White - 30¢ per page

Color - \$1.00 per page

### **Meeting Rooms**

See Meeting Room Fees sheet on next page.

### **Stamps**

First Class Stamp – the current rate of stamp-rounded up to the nickel

### **Electronic License Service**

The Library offers the service of purchasing your state vehicle sticker in our Adult Services Department. The pricing varies depending on renewal fees, however, a \$5 service fee is added to each transaction. If the patron chooses to pay by credit card, an extra \$3 fee is added for the convenience.

## Appendix B: Library of Things Waiver and Indemnification Form

### Kankakee Public Library - Library of Things Waiver and Indemnification Form

Name (print): \_\_\_\_\_

The tools and equipment in our Library of Things collection are for use by library patrons with a valid Public Library card, in good standing.

I, \_\_\_\_\_ (please initial), state that I am capable and experienced in using the tools and equipment I am borrowing, and that I will use the tools I am borrowing in a proper manner.

I, \_\_\_\_\_ (please initial), do hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools and equipment, waive any and all claims against the Kankakee Pubic Library and the City of Kankakee, its officers, agents, and employees for any injury or injuries of any nature that I may suffer or incur in the use of the tools and equipment that I am borrowing from the Kankakee Public Library.

I, \_\_\_\_\_ (please initial), hereby for myself, on behalf of my successors and assigns, in consideration of being permitted to borrow tools, agree to release and indemnify and hold harmless the Kankakee Pubic Library and the City of Kankakee, its officers, agents, and employees from any and all liability, loss, claims, and demands, actions or causes of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the use of tools I am borrowing from the Kankakee Pubic Library. I am aware that the Kankakee Pubic Library and the City of Kankakee, its partners, directors, officers, members, and employees claim no expertise and make no representation concerning the fitness of any tool for any particular use.

I affirm that I have read and fully understand the Library of Things Borrower's Agreement & Use Policy of The Kankakee Public Library and I understand that failure to comply with any of these rules may result in revocation of my borrowing privileges and/or legal action against me. I have read and understand this Waiver and Indemnification form, relinquishing any and all claims against the Kankakee Pubic Library and the City of Kankakee, its officers, agents, and employees.

**ITEM MUST BE RETURNED TO THE THIRD FLOOR**

Kankakee Public Library staff use only:



## Kankakee Public Library - Library of Things Borrower's Agreement & Use Policy

- Patrons must be age 18 or over to borrow tools and equipment from the Kankakee Public Library's Library of Things ("Library")
- Prior to borrowing tools and equipment, all Patrons must (a) sign the Waiver and Indemnification Form; and (b) sign this Borrower's Agreement & Use Policy.
- By taking possession of any item, the Patron is certifying that he or she is capable of using that item in a safe and proper manner.
- Only the Patron is authorized to use Library tools and equipment. The Patron shall not permit the use of items checked out to him or her by any other person unless by the express permission of the Library.
- Patrons may borrow up to two tools or pieces of equipment at a time.
- All tools and equipment have a lending period of 7 days.
- All tools and equipment borrowed are to be returned to the Library by close of business on their due date. Tools and equipment may only be returned during the Library's open hours, and may not be returned in the book drop. A \$5.00 fee will be assessed for tools and equipment returned in the bookdrop. Tools and equipment must be picked up and returned at the Kankakee Public Library. Tools and equipment may not be sent or returned via inter-library loan. Tools and equipment returned to other libraries will incur a \$10.00 on the borrower.
- If a tool or piece of equipment is returned late, the Patron will be responsible for a late fee. This late fee will be assessed in accordance with the late fee schedule (\$5.00/day) for every day the Library is open until the tool is returned. Fines in excess of \$10 will prevent a patron from borrowing additional items. The maximum fine will vary depending on the value of the overdue item.
- The Library may replace severely delinquent (i.e. unreturned) tools and equipment, holding the Patron responsible for the full replacement cost, in addition to the accrued late fees. The Library reserves the right to use appropriate steps to retrieve delinquent tools and equipment or unpaid fines and fees.
- Tools and equipment may be reserved or checked out by any bearer of a valid public library card. Kankakee Public Library Patrons will be given preferential status when reserving an item. Patrons will be notified when reserved tools and equipment become available and have five days to pick them up.
- Patrons may renew tools and equipment one time.
- The Patron agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools and equipment.
- The Patron agrees that if any borrowed tool or piece of equipment becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the tool or equipment and notify the Library of the issue on return, if not earlier.
- All tools and equipment are to be returned in the same (or better) condition as they were issued, barring normal wear and tear. All tools must be returned clean.
- The Patron agrees to report any damage to the Library immediately. The Patron also agrees to pay for the loss of or damage to any item and further agrees to accept the Library's assessment of condition of items and to further agree to the Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item plus a \$5 administrative fee.
- The Library reserves the right to refuse the loan of any item at its discretion. The Library reserves the right to make exceptions to this policy due to special circumstances.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (print): \_\_\_\_\_

## Appendix C: Mobile Hotspot Agreement Form



### KANKAKEE PUBLIC LIBRARY

#### Mobile Hotspot Patron Agreement Form

By signing this form, you are stating that you are responsible for returning **ALL** items associated with the Mobile Hotspot. If items are not returned, you are responsible for payment of items.

Further, the Mobile Hotspot must be returned to the **3<sup>rd</sup> floor Adult Services desk** at the Kankakee Public Library. Hotspots **CANNOT** be returned in either the outside or inside book drop or other libraries and must be handed to a staff member at the Adult Services desk for inspection.

#### Check-Out Policy

- \_\_\_\_\_ Check-outs for the Hotspot will be for 7 days.
- \_\_\_\_\_ Due to high demand, Hotspots are limited to one per family.
- \_\_\_\_\_ Late fees for Hotspots are \$10.00 per day.
- \_\_\_\_\_ There will be a \$5.00 fee charged for Hotspots returned in the book drop.
- \_\_\_\_\_ Hotspots damaged by putting in Drop Box will be charged a replacement fee for the total kit cost (see below).
- \_\_\_\_\_ If any part of the Hotspot kit is lost, user must pay the replacement cost of the lost item.
- \_\_\_\_\_ If the Hotspot is not returned on time, the following steps will be taken:
  - 1st offense: Service will be turned off.
  - 2nd offense: Service will be turned off and a \$50 refundable deposit will be assessed for all future checkouts.
  - 3rd offense: Service will be turned off and Hotspot borrowing privileges will be revoked permanently.

#### Hotspot Kit

|         |                  |          |                |
|---------|------------------|----------|----------------|
| \$20.00 | Case & tag       | \$5.00   | AC Adapter     |
| \$4.00  | Micro USB Cord   | \$120.00 | Device         |
| \$5.00  | Instruction Card | \$154.00 | Total Kit Cost |

Print Patron Name \_\_\_\_\_

Patron Signature \_\_\_\_\_ Phone # \_\_\_\_\_

#### BELOW FOR OFFICE USE ONLY

Hotspot # \_\_\_\_\_ Pieces Inspected/Check-Out Staff Initials \_\_\_\_\_

Check-Out Date \_\_\_\_\_ Due Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Renewal Date \_\_\_\_\_ Due Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Check-In Date \_\_\_\_\_ Pieces Inspected/Check-In Staff Initials \_\_\_\_\_

## Appendix D: Room Rental Fee Schedule

# KANKAKEE PUBLIC LIBRARY ROOM RENTAL FEE SCHEDULE

### Room Rentals at the Kankakee Public Library

|                             | 3rd Floor Suite | 3rd Floor Meeting Room                       |
|-----------------------------|-----------------|----------------------------------------------|
| <b>CAPACITY</b>             | 34*             | 65*                                          |
| <b>INCLUDED<br/>IN ROOM</b> | Chairs, tables  | Chairs, tables,<br>TV, HDMI<br>cable, laptop |
| <b>PRICE</b>                | \$20/hour       | \$30/hour                                    |

\*Please note: capacity is dependent upon the room setup



## Appendix E: Room Fee Waiver Application

# KANKAKEE PUBLIC LIBRARY ROOM FEE WAIVER APPLICATION

We strive to inform, enrich, and empower all people in our community by providing equal access to information and programs. We believe in the freedom to read, to explore and to discover.

Room fees may be waived for nonprofit organizations at the discretion of the library director. The director will report all room waivers made to the library board at the monthly meetings. An organization may request waiving of room fees by filling out a room fee waiver application and submitting it to the library director at least 30 days before the date of the event. The following criteria will be used in deciding if a room fee shall be waived. This list is not all-inclusive.

### CRITERIA CONSIDERED FOR ROOM FEE WAIVERS

- Organizations located in Kankakee County
- Longstanding partnerships
- Organizations serving groups that are considered in crisis or dealing with trauma in our community
- Organizations that support the library's mission statement and initiatives
- Local government agencies
- Organizations without funding sources
- Organizations that would help the library initiate new services and programs

### RESTRICTIONS AND RESPONSIBILITIES

- Fees for the 3rd floor meeting room or 3rd floor suite may not be waived more than once a month.
- Fee waivers are on behalf of an organization, not an individual.
- All activities taking place in a fee-waived room must be free and open to the public. This restriction precludes any type of fundraising or other activity that requires a contribution by an attendee to fully participate.
- Meetings must occur during regular library hours. Meetings must end 30 minutes before the library closes and be out of the space no more than 15 minutes before the library closes.
- Event date(s) will be entered into our master calendar. KPL will not advertise events elsewhere.
- Only prepackaged or catered food may be served. Organizations are responsible for bringing their own supplies and utensils. Use of the meeting rooms must abide by the Kankakee County Health Department requirements. The library does not provide space or equipment for food preparation.
- Groups using the meeting room are required to have adult supervision at all times.
- The applicant must be present at the time of the scheduled event and will be responsible for any damages to the meeting space and must be at least 18 years of age.
- All advertising and public notices of events to be held in any library meeting space must carry a clear statement of organizational sponsorship and will not imply the endorsement of the Kankakee Public Library or the City of Kankakee. Publicity for non-library events may not carry the library's telephone number. The address is permitted.
- Time for set-up and take-down will be included in the schedule.
- All events must be eligible for participation by the public. **Planning meetings are not eligible.**
- Staff will provide tables and chairs. Applicant may rearrange furniture if necessary.
- Return the completed waiver to Adult Services supervisor Hannah Swale at [hswale@lions-online.org](mailto:hswale@lions-online.org)
- Waiver approval is at the discretion of the Library Director.



# KANKAKEE PUBLIC LIBRARY

## ROOM FEE WAIVER APPLICATION

For office use only:  
Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

### **Contact/Organization Info**

Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Organization/Group: \_\_\_\_\_ Year established: \_\_\_\_\_  
Gov501(c)(3): \_\_\_\_\_  
Source of income: \_\_\_\_\_

### **Event Info**

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_  
Event Title: \_\_\_\_\_  
Type of Event: \_\_\_\_\_ Number of Attendees Expected: \_\_\_\_\_  
Room requested: ☐ 3rd Floor Meeting Room ☐ 3rd Floor Suite  
Room Setup Information: \_\_\_\_\_  
Describe Your Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where does the served population reside? \_\_\_\_\_

\*Rooms may only be reserved during regular business hours (M-Th 9am-7pm, F 9am-6pm, Sat 9am-2pm)  
All events and/or meetings must end half an hour before closing.

Other: \_\_\_\_\_

What A/V needs will you have? \_\_\_\_\_

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



## Appendix F: Partnership Application

# KANKAKEE PUBLIC LIBRARY PARTNERSHIP APPLICATION

We strive to inform, enrich, and empower all people in our community by providing equal access to information and programs. We believe in the freedom to read, to explore and to discover.

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The Kankakee Public Library may establish an ongoing partnership with another non-profit or government agency initiated by a majority vote of the board. The partnership will be based upon an exchange of equal services or goods and must be in support of the mission of the Kankakee Public Library. Partnerships will be reviewed at the beginning of each calendar year to determine if they remain equitable. The board may discontinue any partnership at any time with a simple majority vote. Library partners must abide by all library policies and rules unless such rules or policies are specifically waived by the board at the establishment of the partnership.

### CRITERIA CONSIDERED FOR PARTNERSHIP

- Organizations located in Kankakee County
- Organizations serving groups that are considered in crisis or dealing with trauma in our community
- Organizations that support the library's mission statement and initiatives
- Local government agencies and City of Kankakee Departments
- Organizations with an educational purpose
- Organizations without funding sources
- Organizations that would help the library initiate new services and programs

### RESPONSIBILITIES

- Partner organization will plan and execute a minimum of two programs/events per calendar year that are free and open to the public.
  - In doing this, your organization is permitted the use of a 3rd floor meeting room once a month.
- Use of the 3rd floor meeting rooms by a library partner may not occur more than once a month. Use of rooms beyond once a week will require a rental fee.
- Library staff will provide tables and chairs. Representatives of library partner organizations may rearrange furniture if necessary.
- Meetings must occur during regular library hours. Meetings must end 30 minutes before library closes and be out of the space no more than 15 minutes before the library closes.
- **A library partnership will be considered for cancellation if the organization fails to hold a scheduled event or meeting without informing library staff beforehand two or more times. The partnership will also be considered for cancellation if the organization fails to hold and execute two public programs/events in the calendar year.**
- The number of attendees at public programs is to be reported to the Adult Services staff after the event takes place. These statistics are reported to the Library Board of Trustees each month.
- The library staff will consult with an organization representative to determine marketing needs including, but not limited to, flyer design, press release, email newsletter, and social media.
- Return completed form to [hswale@lions-online.org](mailto:hswale@lions-online.org) or the the Adult Services Department



Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Organization: \_\_\_\_\_ Year established: \_\_\_\_\_  
Address: \_\_\_\_\_

How will the library and its patrons benefit from this partnership? What needs do the citizens of the City of Kankakee have that will be satisfied by this event? Examples: guest speakers, meetings (support groups, clubs, learning/teaching opportunities), special events, expert volunteers, collection development assistance, etc. Please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will the partner benefit from having the support of the library? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the partner have a source of income? Please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where does the served population reside? \_\_\_\_\_

\_\_\_\_\_

Room requested: ☐ 3rd Floor Meeting Room ☐ 3rd Floor Suite

\*Rooms may only be reserved during regular business hours (M-Th 9am-7pm, F 9am-2pm)

All events and/or meetings must end half an hour before closing.

Other: \_\_\_\_\_

How frequently is the room needed? ☐ Weekly ☐ Monthly ☐ Annually ☐ Other

What A/V needs will you have? \_\_\_\_\_

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

