

BYLAWS PALATINE PUBLIC LIBRARY DISTRICT

ARTICLE I—ESTABLISHMENT

—The Palatine Public Library District (the “Library”) is established and conducted as a Library District in accordance with the Illinois Public Library District Act of 1991, Illinois Compiled Statutes, Chapter 75, Act 16 (the “Act”). The Library District was established pursuant to conversion of the Palatine Village Library by referendum dated September 10, 1974, for the use and benefit of eligible residents of the District.

—The District Library is financed primarily by property taxes levied by the Library District and collected by Cook County on taxable property within the District, pursuant to said statutes, 75 ILCS 16/35-5 and 16/35-25, et seq. Unless indicated to the contrary, where reference is made to state statutes, these bylaws merely repeat the requirements of the statute for reference and it is the intent of this Board that any future amendments to state statutes are incorporated herein by present reference to such statutes. All statutory references are to 75 ILCS Act 16 unless indicated otherwise.

ARTICLE II--BOARD OF LIBRARY TRUSTEES

Section II-1: Definition

—The Board of Library Trustees shall consist of seven members elected to staggered terms in accordance with the Act.

Section II-2: Qualifications

—A trustee must be a resident of the Library District for at least one year and a registered voter ~~of the Library District~~. Complete requirements are specified in 75 ILCS 16/30. Persons who are elected, appointed, ~~and/or~~ candidates for election to the Board of Trustees must file an annual written Statement of Economic Interest.

Section II-3: Elections

—All elections for Trustees shall be conducted in accordance with the provisions of the Election Code of the State of Illinois and the Act.

Section II-4: Organization of the Board

—Within 74 days after their election, and following certification thereof by the Cook County Clerk, the incumbent and new Trustees shall meet in public session to take their oaths of office and organize the Board. The first order of business shall be to elect a President pro tem and Secretary pro tem. The Secretary shall

certify the membership of the Board and administer the oath of office to newly elected Trustees. The Trustees shall elect from their membership a President, Vice President, Treasurer, and Secretary. These officers shall serve terms of two years ending on the third Monday of the month following each regular election or until their successors are duly elected by the Board.

Section II-5: Terms of Office

The full term of office for a Library Trustee shall be four years, from the third Monday of the month ~~next~~ following the election.

Section II-6: Vacancies

— Vacancies shall be declared in the office of Trustee in conformance with Section 30-25 of the Act. Vacancies shall be filled by appointment by the remaining Trustees until the next regular library election, at which time a Trustee shall be elected to fill the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regular scheduled election for this office, then the person appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held.

Section II-7: Compensation and Expenses

— Trustees shall serve without compensation but shall be reimbursed from Library ~~District~~ funds for actual and necessary expenses incurred in the performance of their duties.

Section II-8: Powers

— The Board shall have such powers as are set forth in Section 30-55 of the Act and other relevant statutes. The Board shall have authority only when acting as a Board in legal session. The Board shall not be bound in any way by any statement or action on the part of an individual member except when acting on specific instructions from the Board.

Section II-9: Conflicts of Interest

No member of the Board shall vote on any matter in which the Trustee, an immediate family member, or household member has a potential conflict of interest due to having material economic or other material conflicting involvement regarding the matter being discussed. When such a situation presents itself, the Trustee shall announce the potential conflict and disqualify him or herself from voting, although he or she may participate in the discussion. If any Trustee believes that a conflict may exist with another Trustee, the first Trustee should bring it to the attention of the Board.

Members of the Board shall not participate in any discussion or vote on any matter in which they or a member of their immediate family has potential conflict of interest due to having material economic or other material conflicting involvement regarding the matter being discussed. When such a situation presents itself, the Trustee shall announce his or her potential conflict, recuse himself or herself from discussion of the matter, and disqualify himself or herself from voting on the matter involved. The President is expected to make inquiry if such conflict appears to exist and the Board member has not made it known. The Vice President is expected to make inquiry if a conflict of interest appears to exist for the President. Any Trustee may bring up the appearance of a conflict of interest.

ARTICLE III ~~LIBRARY~~ OFFICERS AND DUTIES

Section III-1: Officers

—The officers of the ~~Library~~ Board shall be a President, Vice President, Treasurer, and Secretary. The officers are elected by members of the ~~Library~~ Board from its own membership at the organizational meeting following the biannual election.

Section III-2: The President

—The President shall preside at all meetings. The President shall execute all documents authorized by the Board; shall appoint all necessary committees and serve ex-officio as a member of all committees; shall have authority to sign all checks for expenditures; and shall perform such duties as are imposed upon the office by law or by regulations, ordinances, or other appropriate action of the Library Board. The President shall not have nor exercise veto power. (75 ILCS 16/30-45(b)). The President shall be the official voice of the Board to the news media and for responding to written comments from patrons. The President may delegate responsibility for responding to written comments from patrons to the Executive Director.

Section III-3: The Vice President

—In the absence of the President, the Vice President shall preside at all meetings and perform such duties as are imposed upon the office of the President by law or by action of the ~~Library~~ Board. The Vice President shall assist the President with the duties as requested by the President and may be the representative for the Board at public events or in associate bodies.

Section III-4: The Treasurer

—The Treasurer shall keep and maintain all financial accounts and records of the ~~District~~Library, indicating therein a record of all receipts, disbursements,

and balances in any funds. The records shall be subject to audit each fiscal year by a professional accountant licensed to practice in the State of Illinois. The audit shall certify:

1. ~~(1)~~ cash on hand as of July 1;
2. ~~(2)~~ total cash receipts from all sources;
3. ~~(3)~~ total disbursements;
4. ~~(4)~~ discrepancies;
5. ~~(5)~~ any other information deemed pertinent by the Board ~~of Library Trustees~~.

Such audit shall be accompanied by a professional opinion by the auditor regarding the financial status of the District Library and the accuracy of the audit, or, if an opinion cannot be expressed, a declaration that such accountant is unable to express such an opinion and an explanation of the reasons ~~therefore~~.

———The Treasurer shall give bond to the District Library to faithfully discharge the duties of the office and to account to the District Library for all District Library funds coming into the Treasurer's hands. The bond shall be in such amount and with such sureties as approved by the Board. The minimum bond shall be ~~50%~~50 percent of the total funds received by the District Library in the last fiscal year. The cost of the bond shall be borne by the District Library. (75 ILCS 16/30-45)

Section III-5: The Secretary

———The Secretary shall keep and maintain appropriate records for the term in office, including a record of the minutes of all meetings_; the names of those in attendance_; the ordinances enacted_; resolutions, rules_, and regulations adopted_; and all other pertinent written matter as affect the operation of the District Library. The records shall be subject to an audit by two ~~(2)~~ other Trustees appointed by the President and shall be conducted each fiscal year_; ~~and t~~he report shall be filed and submitted as part of the Illinois Public Library Annual Report not later than the 90th day following the completion of the fiscal year. Such report shall certify as to the accuracy of the records of the Secretary, their completeness, and list the discrepancies, if any. The Secretary shall have the power to administer oaths and affirmations for the purposes of the Act.

Section III-6: Absences of Officers

———In the absence of the President from a legally called meeting, the Vice President shall preside and perform the duties of the office. Should the Secretary be temporarily unable to perform the duties of the office, a Secretary pro tem shall be appointed from the Board by the presiding officer. Should the Treasurer be temporarily unable to perform the duties of office, the presiding officer shall designate an Acting Treasurer who shall perform the duties of the Treasurer.

ARTICLE IV—MEETINGS

Section IV-1: Open Meetings

—All meetings of the Board ~~of Library Trustees~~ shall be public meetings except those specifically excepted in the Open Meetings Act (5 ILCS 120). Executive sessions or closed meetings shall be held only upon a roll call vote of the ~~Library~~ Board and only as authorized by statute.

Section IV-2: Regular Meetings

—Prior to the beginning of each calendar or fiscal year, the Board shall give public notice of the schedule of its regular meetings, which notice must state the regular dates, time, and places of these meetings for the coming year, as provided by statute. The date, time, or place of a regular meeting may be temporarily rescheduled by a roll call or voice vote at the regular meeting prior to the meeting affected. If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the District. (5 ILCS 120/2.03)

Section IV-3: Special Meetings

—Special meetings of the Board may be called by the President or Secretary or by any four ~~(4)~~ Trustees. All meetings shall comply with the provisions of the Open Meetings Act.

Section IV-4: Quorum

As provided by statute, a quorum shall consist of four ~~(4)~~ Trustees, and a majority of those present shall determine the vote taken on the question unless a larger majority is specified in the Act.

Section IV-5: Electronic Attendance at Meetings

The Palatine Public Library District may permit meeting attendance via video or audio conference at Board or Board Committee meetings to conduct Library business under the following circumstances:

1. A quorum of the Board or committee must be physically present throughout the meeting; and
2. A member requesting to attend by video or audio conference shall give 2two hours ~~advance~~ notice to the ~~Library~~ Executive Director or designee stating the reason for the inability to physically attend, unless advance notice is impractical; and

3. A majority of the Board or committee members physically present must vote at that meeting to allow a member to attend the same meeting by video or audio conference; and
4. The requesting member must publicly state for the Board at least one of the following approved reasons for attending by video or audio conference:
 - a. personal illness or disability; or
 - b. employment purposes or the business of the Library; or
 - c. a family or other emergency.

All meetings must comply with the provisions of the Illinois Open Meetings Act, including 5 ILCS 120/7. Any Board member attending a meeting in person or by electronic participation is entitled to vote on all issues before the Board or committee.

The Secretary will record in meeting minutes the names of those members who are physically present and those attending electronically. ~~The President (or President pro tem) and the Secretary (or Secretary pro tem) must be physically present at any meeting.~~

Section IV-6: Voting

—As provided by statute, all votes on any question shall be publicly voiced by ayes and nays and recorded by the Secretary. Absentees and abstentions from voting shall be noted.

Section IV-7: Order of Business

—The order of business for regular meetings shall include, but not be limited to, the following items ~~which that~~ shall be covered in the sequence shown so far as circumstances ~~will~~ permit:

- ~~1. (1) Call To Order;~~
- ~~2. Roll call/Trustee requests to attend meeting via electronic means~~
- ~~3. Approval of agenda~~
- ~~4. Introduction of visitors~~
- ~~5. Public comment~~
- ~~6. Liaison reports~~
- ~~7. (2) Roll Call; (3) Introduction of Visitors; (4) Unfinished business~~
- ~~8. New business~~
- ~~9. Approval of Minutes of Previous Meetings; (5) Financial Report and Authorization of Expenditures; (6) President's Report;~~

- ~~1. (7) Public Comment;~~
- ~~10. (8) Executive Director's Rreport;~~
- ~~11. (9) Other Committee Reportsreports;~~
- ~~12. Consent agenda~~
 - a. Approval of Mminutes of Pprevious mMeetings;
 - b. Financial report and authorization of expenditures
 - c. Other routine matters
- ~~13. (10) Correspondence;~~
- ~~2.14. (11) Unfinished Business; (12) New Business; (13) Adjournment.~~

Section IV-8: Public Participation

——All regular, annual, and special meetings shall be open to members of the public. Members of the public present, individually or as organized groups, who desiringwish to publicly comment or speak to the ~~Library~~ Board may do so in accordance with the Library's policy, Appendix 0: Rules of Procedure for Meetings and Hearings.

——Because the ~~Library~~ Board recognizes its responsibilities to conduct the business of the Library in an orderly and efficient manner, requests by members of the public to place a topic on a Board meeting agenda must be made 4-four business days (Monday-Friday, 9 a.m. to 5 p.m.) before the regular or special meeting so that it may be considered for inclusion in the Board agenda for that meeting. Requests should state fully the reason for the request and should give the name of the designated spokesperson, if any. Requests to add a topic to the meeting agenda may be made in person or by phone to the ~~Library~~ Executive Director or designee during business hours or via email to the President of the Board ~~of Library Trustees~~. In extraordinary circumstances, and at the discretion of the President, any matter may be raised even though not included in the agenda for that meeting.

——The ~~Library~~ Board reserves the right to confine the discussion to a definite period of time and to refer the matter to a future Board or Board committee meeting for further deliberation.

Section IV-9: Conduct of Meetings

——Proceedings of all meetings shall be governed by Roberts Rules of Order, most recent edition, and applicable laws of the State of Illinois.

Section IV-10: Suspension of Rules

——Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds ~~(2/3)~~ of the members of the Board (5-five or more) shall be present and

two-thirds ~~(2/3)~~ of those present (~~4~~four or more) shall so approve. Statutory requirements may not be suspended.

ARTICLE V—COMMITTEES

Section V-1: Standing Committees

~~————The Board shall have two standing committees, a Policy Committee shall be the only standing committee and a Finance Committee. The term of service of members of standing committees shall be until the end of the fiscal year in which they were appointed or until their successors are appointed.~~

Section V-2: Special Committees

~~————Special Ccommittees of the Board may be created for specific purposes as the Board may require from time to time. A Sspecial Ccommittee shall be considered discharged upon the completion of the purpose for which it was created and after a final report is made to the Board. The Chair and members of Sspecial Ccommittees shall be appointed by the President. No committee shall have other than advisory powers unless the Board grants it specific power to act which grant of authority may not include the power to legally bind the Board or would constitute a delegation of the Board's statutory authority.~~

Section V-3: Nominating Committee

~~————At a regular meeting of the Board of Library Trustees prior to the organizational meeting at which the officers of the Board of Library Trustees shall be elected, the outgoing President shall appoint a nominating committee. This committee shall be composed of two continuing members of the Board of Library Trustees. This committee's charge is to nominate a slate consisting of one candidate for each office and to present such slate at the organizational meeting of the Board of Library Trustees.~~

Section V-4: Committee of the Whole

~~————The Board members may meet from time to time as a Committee of the Whole. All Committee of the Whole meetings are subject to the provisions of the Open Meetings Act.~~

Section V-5: Policy Committee

The Policy Committee shall consist of two or more members appointed by the President at the first regular meeting of the fiscal year. The Policy Committee shall be charged with reviewing Library policies on an ongoing basis according to a schedule.

Section V-6: Finance Committee

The Finance Committee shall consist of two or more members appointed by the President at the first regular meeting of the fiscal year. The Treasurer shall serve as chairperson. The Finance Committee has supervision of all financial matters relating to the Library. Specifically this committee must:

1. Prepare the annual Library tax levy and review with the Board for submission to Cook County in December.
2. Prepare and present the annual budget for adoption by the Board.
3. Monitor the Library's investments and make investment decisions within the financial management policy and applicable state statutes.

ARTICLE VI—AMENDMENTS

Section VI-1: Procedure

—Amendments to these bylaws shall be in writing and may be proposed at any regular meeting of the Board ~~of Library Trustees~~. Such amendments shall be voted on at the next succeeding regular meeting and adopted by a majority but not ~~less fewer~~ than 4-four or more of all members of the Board. Statutory provisions shall not be amended.

PALATINE PUBLIC LIBRARY DISTRICT BOARD BYLAWS

Adopted December 9, 1992

~~Article II, Section 4, Revised July 14, 1993~~

~~Article V, Section 3, Revised July 14, 1993~~

~~Article V, Section 4, Revised July 14, 1993~~

~~Article II, Section 4, Revised May 10, 1995~~

~~Article IV, Section 2, Revised May 10, 1995~~

~~Article IV, Section 5, Adopted November 14, 2007~~

~~Articles I-VI Revised July 13, 2011, Effective July 13, 2011~~

~~Articles III-2, III-5, IV-8 Revised October 9, 2013, Effective October 9, 2013~~

~~Articles I, II, III-1, III-3, III-4, III-6, IV-1-7, IV-8-9, V, and VI Reapproved October 9, 2013~~

~~Articles I-VI Reapproved October 14, 2015~~

~~Article IV, Section IV-9, Revised October 11, 2017, Effective November 1, 2017~~

~~Article III, Section III-2, Article IV, Sections IV-4, IV-7 and IV-8~~Last Revised
December 13, 2017, Effective January 1, 2018

OPERATING POLICIES PALATINE PUBLIC LIBRARY DISTRICT

1 ~~Policy Development~~

The formulation and adoption of written policies constitute the basic plan by which the Board of Library Trustees (the Board) exercises its leadership in the operation of the Library District. In the absence of pertinent policy, the Executive Director has the authority to take appropriate action consistent with the Board's philosophy. Decisions will be subject to review by the Board. (Adopted 12-11-85; ~~Reapproved 8-10-08; Reapproved 3-9-11; Revised 3-13-13, Effective 3-13-13; Reapproved 3-11-15; Last~~ Revised 5-10-17, Effective 6-1-17)

1-1 Policy Drafting

Proposals for new policies, or the revision or repeal of existing policies, may be initiated in writing by any Trustee, staff member, or resident of the Library District. All proposals are referred to the Board or committee of the Board for consideration. The Policy Committee is appointed to consider and draft policy recommendations for presentation to the Board. In formulating policy, Board and sStaff will consider the "Guidelines for Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities" (Appendix 1A), as adopted by the American Library Association Intellectual Freedom Committee. The Policy Committee seeks and considers staff, trustee, and patron input in formulating proposed policy. (Adopted 12-12-73; ~~Revised 8-10-08; Revised 3-9-11, Effective 3-9-11; Revised 3-13-13, Effective 3-13-13; Reapproved 3-11-15; Last~~ Revised 5-10-17; Effective 6-1-17)

1-2 Policy Adoption

The Board formally adopts all policies by a roll call vote at a scheduled Board Meeting. Policy approval is recorded in the minutes of the Board. The Board may seek the judgment and counsel of the Executive Director, the Library's attorney, and other appropriate personnel before adopting proposed policy. (Adopted 12-12-73; ~~Revised 8-10-08; Revised 3-9-11, Effective 3-9-11; Revised 3-13-13, Effective 3-13-13; Reapproved 3-11-15; Last~~ Revised 5-10-17; Effective 6-1-17)

1-3 Policy Dissemination

All policies adopted by the Board include the date the policy was approved or revised and the effective date. Policies are made available to trustees, the Executive Director, and all staff. All policies are available in the Library for public review and are posted on the Library's website. The Library

intends to be in compliance with applicable laws and statutes. (Adopted 12-12-90; ~~Revised 8-10-08; Revised 3-9-11, Effective 3-9-11; Reapproved 3-13-13; Reapproved 3-11-15; Last~~ Revised 5-10-17, Effective 6-1-17)

1-4 Policy Review

Trustees and staff review and evaluate policies no less than every two ~~(2)~~ years. (Adopted 12-11-85; ~~Revised 8-10-08; Revised 3-9-11, Effective 3-9-11; Reapproved 3-13-13; Reapproved 3-11-15; Reapproved 5-10-17~~)

APPENDIX 1A—Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities

[NOTE TO BOARD: ALA adopted a new version of this document in March 2014. The new version is below.]

The American Library Association has adopted the Library Bill of Rights and Interpretations of the Library Bill of Rights to provide library governing authorities, librarians and other library staff and library users with guidelines on how constitutional principles apply to libraries in the United States of America.

Publicly supported libraries exist within the context of a body of law derived from the United States Constitution and appropriate state constitutions, defined by statute, and implemented by regulations, policies and procedures established by their governing bodies and administrations. These regulations, policies and procedures establish the mission of the library, define its functions, services and operations and ascertain the rights and responsibilities of the individuals served by the library.

Publicly supported library service is based upon the First Amendment right of free expression. The publicly supported library is a governmental entity that provides free, equal, and equitable access to information for all people of the community it serves. When this purpose is confirmed in policies and practices, the library is a designated limited public forum for access to information. When library policies or practices make meeting rooms, exhibit spaces, and/or bulletin boards available for public use, these spaces are designated as limited public forums for the exchange of information.

Since the Library Bill of Rights "affirms that all libraries are forums for information and ideas," libraries that are not publicly supported are encouraged to observe these guidelines as they develop policies, regulations and procedures.

Libraries adopt administrative policies and procedures regulating the organization and use of library materials, services and facilities. These policies and procedures affect access and may have the effect of restricting, denying or creating barriers to access to the library as a public forum, including the library's resources, facilities and services. Library policies and procedures that impinge upon First Amendment rights are subject to a higher standard of review than may be required in the policies of other public services and facilities.

Policies, procedures or regulations that may result in denying, restricting or creating physical or economic barriers to access to the library's public forum must be based on a compelling government interest. However, library governing authorities may place reasonable and narrowly drawn restrictions on the time, place or manner of access to library resources, services or facilities, provided that such restrictions are not based upon arbitrary distinctions between individuals or classes of individuals.

GUIDELINES

The American Library Association's Intellectual Freedom Committee recommends that publicly supported libraries use the following guidelines, based on constitutional principles, to develop policies, regulations, and procedures.

All library policies, regulations, and procedures should be carefully examined to determine if they may result in denying, restricting or creating barriers to access. If they may result in such restrictions, they:

1. should be developed and implemented within the legal framework that applies to the library. This includes: the United States Constitution, including the First and Fourteenth Amendments, due process and equal and equitable treatment under the law; the applicable state constitution; federal and state civil rights legislation; all other applicable federal, state and local legislation; and applicable case law;
2. should cite statutes or ordinances upon which the authority to make that policy is based, when appropriate;
3. should be developed and implemented within the framework of the *Library Bill of Rights* and its Interpretations;
4. should be based upon the library's mission and objectives;
5. should only impose restrictions on the access to, or use of library resources, services or facilities when those restrictions are necessary to achieve the library's mission and objectives;
6. should narrowly tailor prohibitions or restrictions, in the rare instances when they are required, so they are not more restrictive than needed to serve their objectives;
7. should attempt to balance competing interests and avoid favoring the majority at the expense of individual rights, or allowing individual users' rights to interfere materially with the majority's rights to free, equal, and equitable access to library resources, services and facilities;
8. should avoid arbitrary distinctions between individuals or classes of users, and should not have the effect of denying or abridging a person's right to use library resources, services or facilities based upon arbitrary distinctions such as origin, age, background or views;¹
9. should not target specific users or groups of users based upon an assumption or expectation that such users might engage in behavior that will materially interfere with the achievement of substantial library objectives;
10. must be clearly stated so that a reasonably intelligent person will have fair warning of what is expected;
11. must provide a means of appeal;
12. must be reviewed regularly by the library's governing authority and by its legal counsel.
13. must be communicated clearly and made available in an effective manner to all library users;
14. must be enforced evenhandedly, and not in a manner intended to benefit or disfavor any person or group in an arbitrary or capricious manner;²
15. should, if reasonably possible, provide adequate alternative means of access to information for those whose behavior results in the denial or restriction of access to any library resource, service or facility.

Notes

¹ In the Library Bill of Rights and all its Interpretations, it is intended that: "origin" encompasses all the characteristics of individuals that are inherent in the circumstances of their birth; "age" encompasses all the characteristics of individuals that are inherent in their levels of development and maturity; "background" encompasses all the characteristics of individuals that are a result of their life experiences; and "views" encompasses all the opinions and beliefs held and expressed by individuals.

² Libraries should develop an ongoing staff training program designed to foster the understanding of the legal framework and principles underlying library policies and to assist staff in gaining the skill and ability to respond to potentially difficult circumstances in a timely, direct, and open manner. This program should include training to develop empathy and understanding of the social and economic problems of some library users.

~~The American Library Association has adopted the Library Bill of Rights and Interpretations of the Library Bill of Rights to provide library governing authorities, librarians and other library staff and library users with guidelines on how constitutional principles apply to libraries in the United States of America.~~

~~Publicly supported libraries exist within the context of a body of law derived from the United States Constitution and appropriate state constitutions, defined by statute, and implemented by regulations, policies, and procedures established by their governing bodies and administrations. These regulations, policies, and procedures establish the mission of the library, define its functions, services, and operations and ascertain the rights and responsibilities of the individuals served by the library.~~

~~Publicly supported library service is based upon the First Amendment right of free expression. The publicly supported library is a governmental entity that provides free, equal, and equitable access to information for all people of the community it serves. When this purpose is confirmed in policies and practices, the library is a designated limited public forum for access to information. When library policies or practices make meeting rooms, exhibit spaces, and/or bulletin boards available for public use, these spaces are designated as limited public forums for the exchange of information.~~

~~Since the Library Bill of Rights “affirms that all libraries are forums for information and ideas,” libraries that are not publicly supported are encouraged to observe these guidelines as they develop policies, regulations, and procedures.~~

~~Libraries adopt administrative policies and procedures regulating the organization and use of library materials, services and facilities. These policies and procedures affect access and may have the effect of restricting, denying, or creating barriers to access to the library as a public forum, including the library’s resources, facilities, and services. Library policies and procedures that impinge upon First Amendment rights are subject to a higher standard of review than may be required in the policies of other public services and facilities.~~

~~Policies, procedures, or regulations that may result in denying, restricting or creating physical or economic barriers to access to the library’s public forum must be based on a compelling government interest. However, library governing authorities may place reasonable and narrowly drawn restrictions on the time, place, or manner of access to library resources, services, or facilities, provided that such restrictions are not based upon arbitrary distinctions between individuals or classes of individuals.~~

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1. should be developed and implemented within the legal framework that applies to the library. This includes: the United States Constitution, including the First and Fourteenth Amendments, due process and equal and equitable treatment under the law; the applicable state constitution; federal and state civil rights legislation; all other applicable federal, state and local legislation; and applicable case law;
2. should cite statutes or ordinances upon which the authority to make that policy is based, when appropriate;
3. should be developed and implemented within the framework of the Library Bill of Rights and its Interpretations;
4. should be based upon the library's mission and objectives;
5. should only impose restrictions on the access to, or use of library resources, services or facilities when those restrictions are necessary to achieve the library's mission and objectives;
6. should narrowly tailor prohibitions or restrictions, in the rare instances when they are required, so they are not more restrictive than needed to serve their objectives;
7. should attempt to balance competing interests and avoid favoring the majority at the expense of individual rights, or allowing individual user's rights to interfere materially with the majority's rights to free, equal, and equitable access to library resources, services and facilities;
8. should avoid arbitrary distinctions between individuals or classes of users, and should not have the effect of denying or abridging a person's right to use library resources, services, or facilities based upon arbitrary distinctions such as origin, age, background, or views;

In the Library Bill of Rights and all of its Interpretations, it is intended that: "origin" encompasses all the characteristics of individuals that are inherent

~~in the circumstances of their birth; “age” encompasses all the characteristics of individuals that are inherent in their levels of development and maturity; “background” encompasses all the characteristics of individuals that are a result of their life experiences; and “views” encompasses all the opinions and beliefs held and expressed by individuals;~~

~~9. should not target specific users or groups of users based upon an assumption or expectation that such users might engage in behavior that will materially interfere with the achievement of substantial library objectives;~~

~~10. must be clearly stated so that a reasonably intelligent person will have fair warning of what is expected;~~

~~11. must provide a means of appeal;~~

~~12. must be reviewed regularly by the library’s governing authority and by its legal counsel;~~

~~13. must be communicated clearly and made available in an effective manner to all library users;~~

~~14. must be enforced evenhandedly, and not in a manner intended to benefit or disfavor any person or group in an arbitrary or capricious manner;~~

~~Libraries should develop an ongoing staff training program designed to foster the understanding of the legal framework and principles underlying library policies and to assist staff in gaining the skill and ability to respond to potentially difficult circumstances in a timely, direct, and open manner. This program should include training to develop empathy and understanding of the social and economic programs of some library users;~~

~~15. should, if reasonably possible, provide adequate alternative means of access to information for those whose behavior results in denial or restriction of access to any library resource, service, or facility.~~

Adopted by the ALA Intellectual Freedom Committee June 28, 1994; revised January 19, 2005 ; and March 29, 2014.

(Appendix referenced in Policy 1. -Approved by PPLD Board of Trustees 8-12-08, Reviewed, no revisions 5-10-17)

10—Digital Resources

10-1 General Statement

Palatine Public Library District (the Library) provides and ~~utilizes~~ uses digital resources (including, but not limited to, computers, peripherals, websites, subscription databases, eReaders, tablets, digital equipment, and downloadable library materials) to fulfill its mission. Specific procedures for the use of digital resources are included in Appendix 10A: Use of Digital Resources and Policy 2-7: Computer Use and Program Cards. In offering these resources, the Board of Library Trustees recognizes that there exists an innate difference between the objective of providing the fullest possible access guaranteed by the First Amendment and the objective of maintaining a library setting that is comfortable and welcoming to all users and staff. In balancing these two objectives, the Board has sought to develop a policy that will best meet the needs of our community. The Board will review this policy on a regular basis in light of changes in technology and to address the development of legal and professional standards. (Adopted 10-8-03; ~~Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Revised 7-8-15, Effective 8-1-15; Revised 8-11-16, Effective 9-1-16; Reapproved 12-13-17~~)

10-2 Digital Resources

Specific procedures for use of ~~D~~igital ~~R~~esources are listed in Appendix 10A. Certain activities are prohibited. These include, but are not limited to, copyright violation, threats of violence or-endangerment, obscenity, child pornography, ~~gambling~~, harassing communications, attempting to install or execute unauthorized software applications, and other applicable laws. Deliberate tampering with any library computer equipment, network, or system is a crime and is strictly prohibited. Failure to comply with procedures and restrictions as noted in Appendix 10A may result in a user's loss of Internet access privileges, loss of library privileges, and/or legal prosecution.

The Library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of Library ~~D~~igital ~~R~~esources. The Library, Library staff, and affiliated entities are not liable for damages arising from, the use of, or the inability to use, the Library's ~~D~~igital ~~R~~esources or their related content and functions.

(Adopted 10-8-03; ~~Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Reapproved 7-8-15; Reapproved 8-11-16; Last Revised 12-13-17, Effective 1-1-18~~)

10-3 Internet Station Registration and Access

Registration is required for access to all Internet stations except designated guest stations. Some stations may be reserved for the exclusive use of Library ~~District~~ card-holders. [Registration for and use of](#) ~~Ccertain computers are reserved for children and teens under 14 years of limited by~~ age (see 10-7). An individual's own valid library card or a form of government-issued identification including a photo, which will be used to verify valid cardholder status, is required to schedule or begin a registered computer session. [See Appendix 10A for registration and access details.](#) (Adopted 10-8-03; ~~Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Reapproved 7-8-15; Revised 8-11-16, Effective 9-1-16; Last~~ Revised 12-13-17, Effective 1-1-18)

10-4 Wireless Access

The Library offers wireless access to the Internet for users with wireless-enabled devices at the Main Library. The Library's network is open to all visitors. No special encryption settings, user names, or passwords are required. The Library's Internet use policies apply to all Internet access in the building. (Adopted 1-11-12; ~~Effective 2-6-12; Reapproved 5-8-13; Revised 7-9-14, Effective 7-9-14; Reapproved 7-8-15; Reapproved 8-11-16; Reapproved 12-13-17~~)

10-5 Internet Content

The Internet offers access to many valuable sources of information, but not all sites are accurate, complete, or current. The Library does not monitor or control information accessed via the Internet. There are many sites with content ~~which that~~ some users may consider ~~to be~~ controversial, offensive, or inappropriate. Users are encouraged to evaluate the validity and appropriateness of information accessed via the Internet. (Adopted 10-8-03; ~~Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Reapproved 5-8-13; Reapproved 7-9-14; Reapproved 7-8-15; Reapproved 8-11-16; Reapproved 12-13-17~~)

10-6 Internet Filtering

To meet the diverse needs of our community, the Library provides access to the Internet via both filtered and unfiltered stations (see Appendix 10A). Filtering does not guarantee the appropriateness of material on the Internet for any particular age group or individual user. In choosing and implementing filtering software, the Library strives to provide full access under the First Amendment while maintaining a library setting that is conducive to ~~the delivery of library services~~ [a comfortable and welcoming space.](#)

Unfiltered Internet stations are clearly marked. Unfiltered stations are reserved for valid Palatine Public Library District cardholders. Wireless access within the Library is not filtered ~~for content~~. Laptops loaned by the Library provide filtered access. Staff Internet workstations ~~are may be~~ filtered differently in order to provide staff extended searching capabilities for serving the public. (Adopted 10-8-03; ~~Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Revised 7-9-14, Effective 7-9-14; Reapproved 7-8-15; Revised 8-11-16, Effective 9-1-16; Reapproved 12-13-17)~~

10-7 Internet Stations for Youth

The Library designates certain Internet stations to be reserved for children and teens ~~under 14 years of age~~ ages 13 and under. These Internet stations are filtered. Filtering does not guarantee the appropriateness of material for any age group or individual user.

Parents or legal guardians of children and teens ~~under the age of 14~~ ages 13 and under may permit their child's use of the unfiltered Internet computers at the Library by submitting a written request on the form available for such purpose (see Appendix 10B). Upon receipt of the completed form, staff will enable the child's card so that it will be accepted to access an unfiltered Internet station within 48 hours.

The Library affirms the right and responsibility of parents ~~and/or~~ guardians to make choices for their own children. Library staff will not monitor the age of children using Internet stations except for the purpose of managing age-designated computers. Parents ~~and/or~~ guardians are solely responsible for whether their children access the Internet through filtered or unfiltered Internet stations. (Adopted 10-8-03; ~~Rev. 12-13-06 effective 12-17-06; Rev. 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Revised 7-8-15, Effective 8-1-15; Reapproved 8-11-16; Reapproved 12-13-17)~~

10-8 Privacy and Security on the Internet

In keeping with Library ~~District~~ policies and state and federal laws, the Library strives to protect users' rights to privacy and confidentiality (see Policy 11—Privacy Policy). The Library avoids unnecessarily collecting or maintaining records that could compromise the privacy of users. However, electronic communication by its nature may not be secure or private. The Library cannot guarantee the security or privacy of online transactions. By using the Library's Internet stations, ~~W~~websites, and services, users signify acceptance of the Library's Privacy Policy. (Adopted 10-8-03; ~~Revised 12-13-06, Effective 12-17-06; Revised 10-7-08; Revised 1-11-12, Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Revised 7-8-15, Effective 8-1-15; Reapproved 8-11-16; Reapproved 12-13-17)~~

10-9 Use of the Library Websites

The Library has created and maintains www.palatinelibrary.org and certain related websites (~~Library Websites~~) in order to make information about its programs, collections, and resources available to the public via the Internet. Examples of such websites include subscription databases, downloadable library materials, social networking sites, and related mobile applications. By using the Library ~~W~~wbsites and their content, users agree to comply with and be bound by the following ~~T~~terms and ~~C~~conditions. These ~~T~~terms and ~~C~~conditions may change from time to time, ~~and we encourage users to review them periodically~~. Use of the Library ~~W~~wbsites signifies acceptance of the ~~T~~terms and ~~C~~conditions in effect at the time of use.

Use of Content from Library Websites

The Library encourages users to access content from the Library ~~W~~wbsites, provided that these guidelines are followed:

- Content downloaded from the Library ~~W~~wbsites is owned or leased by the Library and may ~~only~~ be used only for personal, educational, or research purposes.
- Users are responsible for obtaining necessary permissions. Library ~~W~~wbsites contain a wide range of content. They contain information in the public domain as well as information protected by copyright. In cases where content on the Library ~~W~~wbsites is protected by third-~~party~~ rights, users are responsible for obtaining the necessary rights in order to use the content ~~in~~ question (see section 10-11 Copyright).
- The Library is not in a position to provide advice to users about which content is protected by third-~~party~~ rights and which content may be used freely. The following website has information about copyright, fair use, and other related topics ~~which that~~ may be useful:
<http://www.copyright.gov/>.
- It is the obligation of users to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing content from the Library's collections and Library ~~W~~wbsites. Users are solely responsible for determining whether the use of any digital object requires the permission of any other person or entity, and are responsible for paying any associated fees. Questions concerning legal issues surrounding the use of digital objects should be directed to the user's attorney.

Accessibility

The Library intends to ensure accessibility of its website for people with disabilities. All reasonable effort has been made to ensure that the pages of the Library's website comply with Section 508 of the Rehabilitation Act Amendments of 1998 (29 U.S.C. 794d). Section 508 requires that

individuals with disabilities, who are members of the public seeking information or services from a government agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Disclaimers

1. All content on ~~the~~ Library ~~W~~wbsites is provided "as is" without a warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular use, ~~and/or~~ non-infringement. The Library assumes no responsibility for damage to a user's computer, software, or other property resulting from use of the Library ~~W~~wbsites. Users understand and agree that any downloading or obtaining of material or data through the Library ~~W~~wbsites is done at the user's own risk. In addition, the Library disclaims any and all responsibility or liability for the accuracy, reliability, and legality of content found on the Library ~~W~~wbsites. In no event shall the Library or its employees or affiliated entities be liable for any direct, indirect, special, incidental, consequential, exemplary, or punitive damages arising from, or directly or indirectly related to, the use of, or the inability to use, the Library ~~W~~wbsites or the content and functions related thereto.
2. Some pages on the Library ~~W~~wbsites include links to other websites. The Library has not reviewed the entire content of these linked websites and is not responsible for their content. ~~The Library provides these links as a convenience only, and a link does not imply endorsement of, sponsorship of, or affiliation with the linked site by the Library~~ (See section 10-13 Linking to Websites).
3. The Library offers access to a broad range of information and content, including certain materials that may contain offensive language or negative stereotypes. Users should view such content in the context in which it was created. All media are presented as specific, original artifacts, without further enhancement to their appearance or quality, as a record of the era in which they were produced. Opinions expressed on the Library ~~W~~wbsites by others are not necessarily those of the Library Board or its staff.
4. All other Library policies apply when using digital resources.
(Adopted 1-11-12; ~~Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Revised 7-9-14, Effective 7-9-14; Reapproved 7-8-15; Revised 8-11-16, Effective 9-1-16; Reapproved 12-13-17~~)

10-10 User-Generated Content

The Library ~~W~~wbsites provide a means for the Library to communicate information to users, and a limited public forum for user discussion about books and other library materials, library services and events, and other library-related topics. All user-generated content is reviewed. The Library

reserves the right to remove content, as indicated below.

The Library will choose not to post or will remove communications ~~which~~ that contain: obscene or defamatory language; sexual content; incitement of, solicitation of, or threat to engage in violence or illegal activities; or promotions or solicitations for commercial goods or services. The Library encourages user communications to be respectful; communications and posts should not contain personal attacks.

Any text, artwork, photographs, or intellectual property that may be owned by or under copyright protection afforded to someone other than the posting user should not be submitted. Submission of content implies the copyright owner has granted permission to publish on the Library ~~W~~wbsites.

A posted comment is the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the Library.

Users who fail to follow these guidelines may be blocked from submitting content. (Adopted 1-11-12; ~~Effective 2-6-12; Reapproved 5-8-13; Reapproved 7-9-14; Reapproved 7-8-15; Revised 8-11-16; Effective 9-1-16; Reapproved 12-13-17~~)

10-11 Copyright

Content obtained or copied from the Internet may be subject to copyright laws. US Copyright Law (United States Code Title 17) prohibits the unauthorized reproduction or distribution of copyrighted content, except as permitted by the principles of "fair use." Patrons are responsible for determining legal use of copyrighted content. (Adopted 1-11-12; ~~Effective 2-6-12; Reapproved 5-8-13; Revised 7-9-14 Effective 7-9-14, Reapproved 7-8-15; Reapproved 8-11-16; Reapproved 12-13-17~~)

10-12 ~~Third~~ Third-Party Services

Among the many services offered by the Library is access to resources provided by third parties. These resources (such as subscription databases, downloadable library materials, social networking sites, and mobile applications) are subject to their own terms and conditions. Users should review the terms and conditions specific to each ~~third~~ third-party site accessed to ensure compliance with applicable rules. (Adopted 1-11-12; ~~Effective 2-6-12; Revised 5-8-13, Effective 6-1-13; Reapproved 7-9-14; Reapproved 7-8-15; Reapproved 8-11-16; Last~~ Revised 12-13-17, Effective 1-1-18)

10-13 Linking to Websites

The ~~Palatine Public Library-District~~ website provides a limited number of

links to websites not owned or managed by the Library. The Library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. The Library provides these links as a convenience, and the inclusion of any link does not imply endorsement by the Library or any association with their operators. The Library is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites.

Some of the criteria considered when ~~providing the Library provides~~ linked sites include:

- The primary intent of the website is to educate, inform, or entertain.
- The site's owner or sponsor is easily identifiable, and contact information is provided.
- The site does not charge for access.
- The site provides timely ~~current~~ information or information with historical perspective.
- The site's pages are well-organized and easy to navigate.
- The information and services provided are consistently of high quality.
- The site is in compliance with the Library's Mission Statement and Collection Management Policy (Policy 7).

The Library takes reasonable steps to assure data integrity but does not guarantee that its website, the server that makes it available, or any links from its site to other web-sites are free of viruses or other malware.

(Adopted 1-11-12; ~~Effective 2-6-12; Reapproved 5-8-13; Reapproved 7-9-14; Reapproved 7-8-15; Revised 8-11-16, Effective 9-1-16; Reapproved 12-13-17)~~

APPENDIX 10A—Use of Digital Resources

Access to Digital Resources

Resources with access to digital content (including, but not limited to, websites, subscription databases, downloadable library materials, and mobile or desktop applications) are provided by the Palatine Public Library District (the Library). Users must comply with Policy 10 (Digital Resources) and related procedures. It is the user's responsibility to review Policy 10 and Appendix 10A before using any of the Library's digital resources. The Library may revise User and Borrower Expectations as outlined in this policy at any time.

A patron's access to Library digital resources may be blocked, suspended, or terminated for reasons including, but not limited to, violation of the User Expectations, or Borrower Expectations, actions that may lead to liability for the Palatine Public Library District, disruption of access to other users or networks, and or violation of applicable laws or regulations.

No logins for timed sessions will be available 15-14 minutes prior to closing. Timed sessions will end 10 to-15 minutes prior to closing. Library laptops, tablets, gaming equipment, and digital media equipment must be returned 10 minutes prior to closing. Digital Mmedia Sstudios must be shut down 10 minutes prior to closing.

Library staff may temporarily modify the requirements and rules outlined in this document for evaluation purposes or for special events with approval of the Executive Director or designee.

Some computer stations and digital media studios may be reserved by valid DistrictLibrary cardholders up to two weeks in advance by contacting staff. Cardholders may reserve 4one session per day, and may reserve a station or studio for up to three3 days in a Sunday-to-Saturday week.

Digital Resources Available

Computer Stations—No Sign-in Required

Guest sStations are filtered, limited to 20 minutes, and have with no age restrictions. Guest computers are available on a first-come, first-served basis. Patrons may not extend their time. Only two persons may use the station at one time.

Catalog-rResearch sStations are filtered, and have with no time or age restrictions. Only two persons may use the station at one time.

Computer Stations—Sign-in Required

Filtered Internet ~~s~~Stations are available to ~~holders of a valid District card, Computer Use and Program card Only, and or~~ reciprocal cardholders. Use is limited to ~~two~~2 hours. Patrons may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. Certain stations are limited to patrons ages 14 and older. These stations may be reserved in advance.

Unfiltered Internet ~~s~~Stations are limited to ~~holders of a valid District card or computer use and program card valid District and Computer Use and Program Only cardholders~~ only and for use by patrons ages 14 and ~~older~~up. Use is limited to ~~two~~2 hours. Patrons may extend their time when no other user is waiting for a computer. Parents or legal guardians of children ~~under age 14 and teens ages 13 and younger may~~ permit their child's use of the unfiltered Internet computers at the Library by submitting the Request to Permit Child's Access to Unfiltered Internet form. ~~_(see Appendix 10B).~~ Only two persons may use the station at one time. These stations may be reserved in advance.

Youth ~~s~~Stations are filtered and available to ~~valid holders of a valid District card, computer use and program card, or reciprocal card District, Computer Use and Program Only, and reciprocal cardholders~~ ages 13 and ~~younger~~under. Use is limited to ~~two~~2 hours. Patrons may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. These stations may be reserved in advance.

Digital Media Center Stations—Sign-in Required

~~**Digital Media Center Stations** (iMac Stations and Digital Media Studios) are available by reservation (valid District and Computer Use and Program Only cardholders only) or on a first-come, first-served basis when a station or studio is available and has not been reserved. Reservations may be made up to two weeks in advance by contacting staff in the Digital Media Center. Cardholders may reserve 1 session per day, and may reserve a station or studio for up to 3 days in a Sunday-Saturday week.~~

iMac Stations are filtered and available to ~~holders of a~~-valid District ~~card and c~~Computer ~~u~~Use and ~~p~~Program-Only ~~cardholders, or reciprocal card only and for patrons~~ ages 11 and ~~older~~up. Use is limited to ~~three~~3 hours. Patrons may extend their time when no other user is waiting for a computer. Patrons ~~under the age of~~younger than 11 may use these resources provided that they are accompanied by a parent or responsible adult at all times. Only two persons may use the station at one time. These stations may be reserved in advance.

Digital ~~mMedia~~ ~~sStudios~~ are filtered and available to valid District cardholders and ~~cComputer~~ ~~uUse~~ and ~~pProgram~~ ~~cardholders~~ ~~Only only~~ ~~and for patrons~~ ages 11 and ~~olderup~~. Use is limited to ~~three3~~ hours. Patrons may extend their time when no other user is waiting for a studio. Patrons ~~under the age of younger than~~ 11 may use these resources provided that they are accompanied by a parent or responsible adult at all times. A room capacity limit is posted on each studio door. These studios may be reserved in advance.

~~Circulating~~ Digital Resources ~~—~~ In-library use only

Video ~~gGame~~ ~~sStations~~ are limited to ~~two2~~ hours and items may be checked out to ~~patrons~~ valid District cardholders ages 11 and ~~olderup~~. Patrons may extend their time when no other user is waiting. ~~At least 1 player must be a valid District cardholder.~~ Use is not age restricted. Up to four persons may use the ~~vVideo~~ ~~gGame~~ ~~sStations~~ at one time.

Tablets are filtered, limited to ~~two2~~ hours, and may be checked out to valid District and reciprocal cardholders (except ~~cComputer~~ ~~uUse~~ and ~~Pp~~ ~~program~~ ~~Only~~ cards), ages 11 and ~~olderup~~. Patrons may extend their time when no other user is waiting. Use is not age restricted.

Laptops are filtered ~~and~~, limited to ~~two2~~ hours. Patrons may extend their time when no other user is waiting for a computer. Laptops may be checked out to valid District and reciprocal cardholders (except ~~cComputer~~ ~~uUse~~ and ~~pProgram~~ ~~Only~~ cards), ages 11 and ~~olderup~~. Use is not age restricted.

Circulating Digital Resources

~~Digital Media Equipment is available for checkout to valid District cardholders (except Computer Use and Program Only cards), ages 11 and up. Loan periods are defined by Appendix 2B: Schedule of Loan Periods.~~

~~Additional cCirculating digital resources, such as cameras, eReaders, and Rokus, are available. Loan rules for use of these items are defined in Appendix 2BC.~~

User Expectations

The Library will not be responsible for any damages, losses, or unauthorized access ~~thatwhich~~ may arise in connection with a patron's use of digital resources, or from the actions of other persons, ~~including staff~~.

The Library cannot assure access to all sites at any given time; sites may be busy, available only to authorized people, or otherwise unavailable.

It is the responsibility of parents or guardians to monitor their child's use of digital resources.

Use of digital resources for any type of illegal or inappropriate activity is prohibited. This includes, but is not limited to, ~~copyright violation~~, threats of violence ~~or~~ -endangerment, obscenity, child pornography, ~~gambling~~, harassing communications, and attempting to install or execute unauthorized software applications.

Hacking, deliberate tampering with, or damage of any library digital resources or network is ~~strictly~~ prohibited (see Policy 10-9).

Failure to comply with these procedures and Library ~~P~~policy may result in ~~legal prosecution or a user's loss of Internet access privileges, library privileges, and/or legal prosecution.~~

Additional Provisions for Wireless Users

Users must be familiar with their own devices and know how to set up wireless access. Technical support from library staff is limited.

The Library's wireless network is not secure, and the Library cannot guarantee the safety and security of Internet traffic across its wireless network. Information and files on, sent to, or sent from a user's ~~laptop or device~~ ~~tablet~~ can be viewed or extracted by anyone else with the necessary equipment ~~and/or~~ software.

Borrower Expectations

Borrowers accept full responsibility for all digital resources while checked out to them.

Borrowers may not leave digital resources unattended for any reason or lend them to another user. Users will not tamper with the digital resources' hardware or software or attempt to load any programs onto the devices.

Borrowers are to return the portable digital resources directly to a staff member at the desk promptly at the end of the session.

Borrowers may be billed for all or partial repair ~~or~~ -replacement costs resulting from damage or loss while digital resources are checked out to them.

| (Appendix referenced in Policy 10. -Approved by PPLD Board of Trustees 1-11-12; Last Revised 12-13-17, Effective 1-1-18)

Appendix 10B — Request to Permit Child's Access to Unfiltered Internet
(Appendix to Policy 10: Digital Resources)

[NOTE TO BOARD: Policy Committee recommends removing this form from the policy manual, as we have done with other forms.]

Parents or legal guardians of children and teens ~~under the age of 14~~ ages 13 and under may permit their child's use of the unfiltered Internet computers at the Library by submitting this written request. Upon receipt, staff will enable the child's library card so that it will be accepted to access an unfiltered Internet station within 48 hours.

The Library affirms the right and responsibility of parents and/or guardians to make choices for their own children. Library staff will not monitor the age of children using Internet stations except for the purpose of managing age-designated computers. Parents and/or guardians are solely responsible for whether their children access the Internet through filtered or unfiltered Internet stations.

By my signature, I affirm that I am the parent, legal guardian, or legal foster parent of the child named below and I grant permission for the child to use unfiltered Internet computers at the Palatine Public Library District. I acknowledge that I have read and agree to follow the Digital Resources Policy (Policy 10) of the Palatine Public Library District.

Child's Printed Name: _____

Child's Library Card Barcode: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Library Card Barcode: _____

Email address: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Palatine Public Library Staff ~~Witness to~~ Signature: _____

| **Appendix 10B** Request to Permit Child's Access to Unfiltered Internet
(Appendix to Policy 10: Digital Resources)

(Appendix referenced in Policy 10. Approved by PPLD Board of Trustees 5-8-13,
Reapproved 12-13-17)



INTERNAL MEMO

TO: Library Board of Trustees

FROM: Jeannie Dilger, Executive Director

DATE: February 1, 2019

SUBJECT: Integrated Library System Options

Trustees,

Our staff committee to review integrated library system (ILS) options is well underway, and I wanted to give you an update on our progress.

Software Options

The committee first reviewed software options. In recent years, many ILS vendors have merged or been bought out, leaving only a handful of viable options for public libraries.

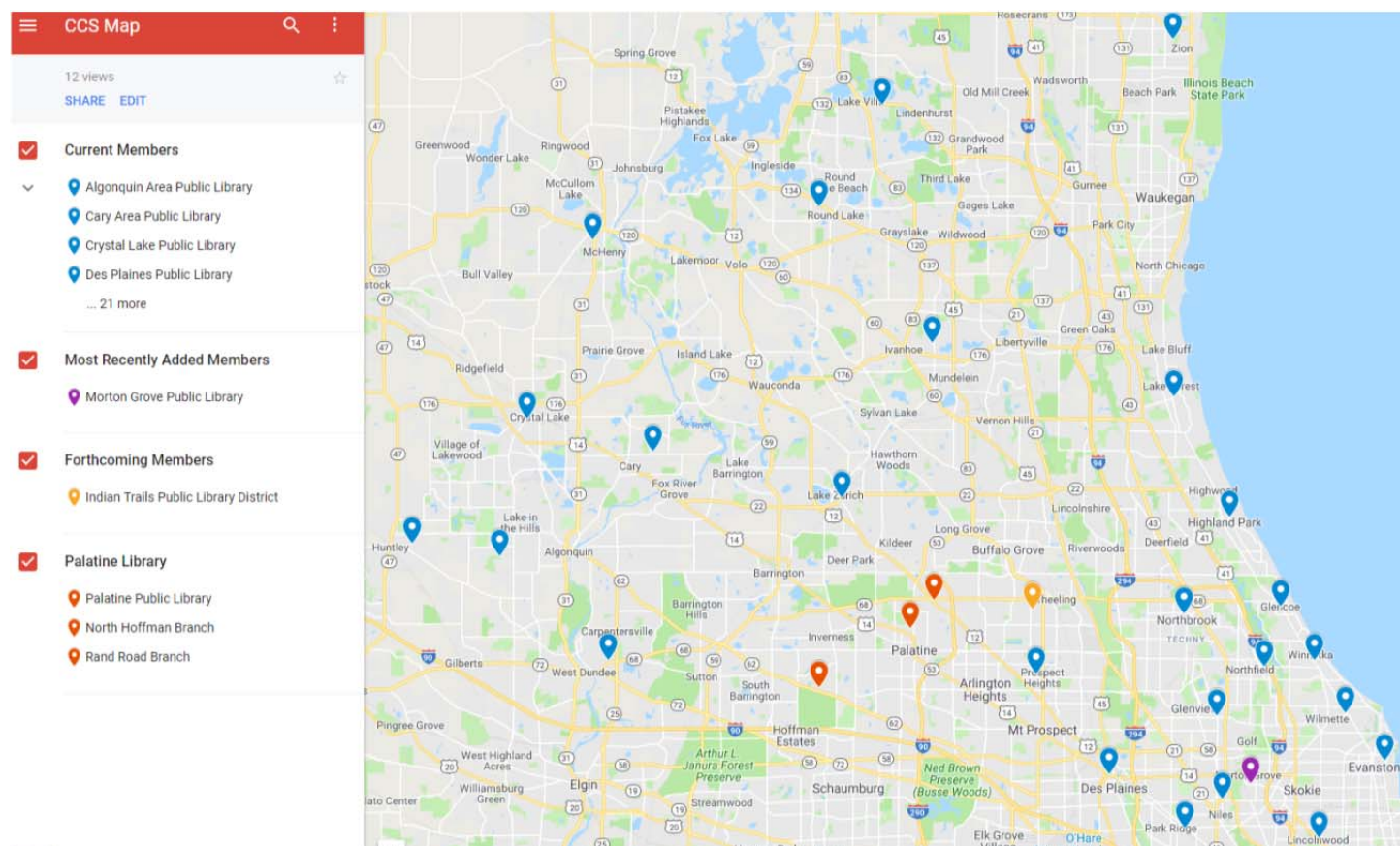
Vendor	Software (Web Catalog)	Current Clients
Innovative Interfaces, Inc. (III)	Sierra (Encore)	Palatine (stand alone)
		Skokie (stand alone)
	Polaris (PowerPac)	CCS Consortium
		Barrington (stand alone)
SirsiDynix	Sirsi Symphony (Enterprise)	SWAN Consortium
		Schaumburg (stand alone)
	Dynix Horizon (HIP) - no longer supported	Indian Trails (stand alone)

The committee had some initial discussions about features and functions we would want in a new ILS. While we were able to generate some ideas, we acknowledged that it's likely there are a lot of new features available that we aren't even aware of currently. We would need to request vendor demos to really get a sense of the full functionality of each ILS.

Joining a Consortium

You'll see that the chart above includes a couple of consortia as current clients. In a consortial situation, multiple libraries share costs for one ILS, paying an annual fee that covers staffing to run the consortium as well as software and maintenance fees for the vendor. There are two consortia near

us, CCS and SWAN. CCS serves north suburban public libraries (map below). SWAN serves mostly west and south suburban libraries, making it a little bit further from us geographically. When we queried both consortia for information, SWAN indicated that they are not interested in adding new libraries at this time.



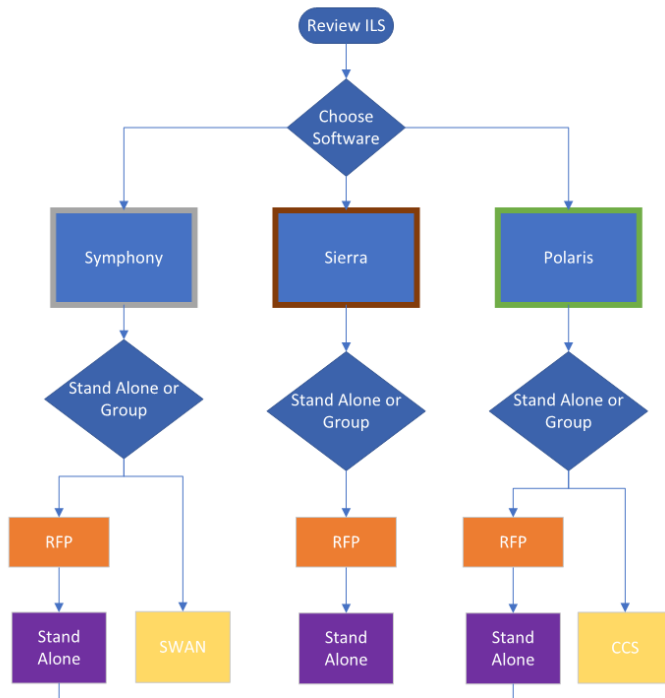
Another option, somewhere between stand-alone and consortium, is an ILL group. An ILL group is a group of affiliated libraries who all have stand-alone software but pay additional fees for a separate catalog that patrons can use to search all libraries. Options include the LinkIn group or a new RAILS group called Find More Illinois. LinkIn includes Arlington Heights, Cook Memorial, Deerfield, Elmhurst, Gail Borden Library (Elgin), Naperville, Poplar Creek (Streamwood), Skokie, Waukegan, and Wheaton Libraries. Find More Illinois has just started, so they are adding new members across the state.

Decision Process

The committee talked a lot about the decision process. Should we first decide what software we want, and then decide whether to join a consortium, or decide which consortium to join, which might make our decision for us? We explored two decision trees:

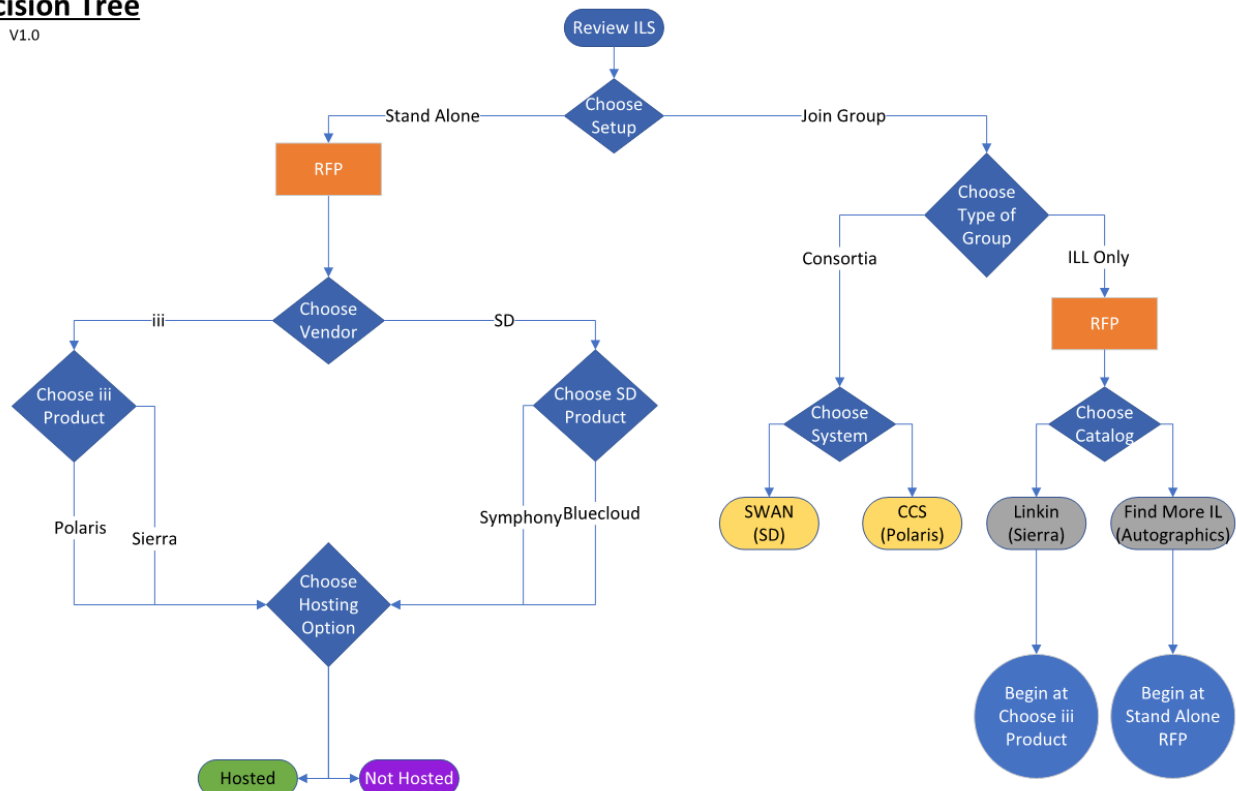
ILS Decision Tree

V2.0



ILS Decision Tree

V1.0



To help make our decision, we had a brainstorming session at the Management Team level to discuss the pros and cons of joining a consortium versus remaining on our own (“stand alone”). Here are our pros and cons.

Consortium	Pros	Cons	Consortium
	Patron discovery of materials at other libraries	lack of control over server	
	Built-in training for staff with advisory groups	less autonomy	
	larger collection	longer wait times?	
	wait times?		
	fewer purchase suggestions	public perception that items going elsewhere	
	broader collection	another monthly meeting for Jeannie	
	not hosting our own server	lack of control over server	
	resource sharing	control firewall	
	increased circulation	could be harder to identify what our patrons want	
	can restrict borrowing by item type	collection travels more	
	consortia training	change local cataloging practices	
	support network	Upfront costs	
	additional services like novelist select	More staff time in circulation	
	cost savings over time	upstart clean up, deduping records	
	group negotiating power		
	less staff time related to ILS, Tech tickets		
	site manager service model		
separate support staff out of Syracuse			
Leap & powerpac are mobile responsive			
offline circ updated automatically			
more circ equals more shelf space available			
Stand Alone	Pros	Cons	Stand Alone
	control over loan rules, still within a system	train on our own	
	no changes/less changes?	working with vendor	
	choose software independently	vendors less interested in small clients	
		harder to implement something new - zoobean	
	longer transition time		
	Time spent troubleshooting, opening tickets		

Costs

Right now, we pay an ongoing maintenance fee to III of \$80,800/year. While we haven't asked CCS for a formal quote, I have discussed ballpark figures with their director. Ongoing costs in the CCS consortium are likely to be about the same or less than we are paying now.

If we migrate to new software, there will be some one-time costs for data migration and staff training, regardless of whether we remain stand-alone or join a consortium. While actual migration costs should be about the same, RAILS offers grants to join a consortium that could cover a good deal of those costs.

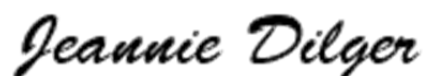
Most consortia also charge a "development fee," which goes into a fund for future development. This is typically a part of ongoing costs. CCS does require an upfront payment into the development fund equal to the past three years' contribution. This would not be covered by the RAILS grant, but it is possible we can request to pay it over three years.

To join an ILL group, we would pay an annual fee for software maintenance on top of our stand-alone software costs. LinkIn would cost \$20,000/year; Find More Illinois would be \$9,500.

Next Steps

You can see that there wasn't necessarily a clear decision from this discussion. However, the Management Team did feel that joining a consortium is an option worth pursuing. We would request a formal quote from CCS and have the vendor give us a demo of the software. Before we go further, I wanted to talk with the Board about joining a consortium, to be sure that you feel comfortable with this option.

Sincerely,

A handwritten signature in black ink that reads "Jeannie Dilger".

Jeannie Dilger
Executive Director

Amendment No. Eight to
Northwest Community Healthcare Medical Office Building Lease Agreement

This Amendment No. Eight to Northwest Community Healthcare Office Building Lease Agreement this "Amendment" is dated as of March 1, 2019 (the "Effective Date"), by and between Northwest Community Healthcare, an Illinois not-for-profit corporation ("Landlord") and **Palatine Public Library District** ("Tenant"). Landlord and Tenant may be referred to herein individually as a "Party" and collectively as the "Parties."

Factual Background

A. Landlord and Tenant entered into a certain Northwest Community Healthcare Office Building Lease Agreement effectively dated February 15, 2000 (the "Original Lease") and Amendment One dated September 23, 2002, Amendment No. Two dated February 28, 2005, Amendment No. Three dated February 29, 2008 Amendment No. Four dated February 28, 2011, Amendment No. Five dated February 25, 2014, Amendment No. Six dated March 1, 2017 and Amendment No. Seven dated March 1, 2018 are collectively referred to as the Amended Lease for office space consisting of 1,021 square feet located at **1585 Rand Road, Palatine, Illinois 60074** (the "Premises").

B. The Term of the Amended Lease No. Seven is set to expire as of **February 28, 2019**. The Parties desire to restate the Term and otherwise amend the Original Lease as provided in this Amendment.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by execution hereof, the Parties hereby covenant and agree as follows:

1. Incorporation of Factual Background. The foregoing Factual Background is incorporated herein as if fully set forth.
2. Interpretation. This Amendment shall supplement the Original Lease and together shall be deemed to be one instrument (the "Lease"). In the event of any inconsistency between the terms and provisions of this Amendment and those contained in the Original Lease, the terms and provisions of this Amendment shall, in all instances, control and prevail. Unless otherwise defined in this Amendment, initially capitalized terms in this Amendment shall have the same meanings as set forth in the Original Lease.
3. Revised Language.

(a) This Amendment shall revise the language in Section 18 of the Original Lease to read in its entirety as follows:

Tenant shall pay to Landlord an amount as Rent equal to 100% of Rent herein provided during each month or portion thereof for which Tenant shall retain possession of the Premises after the termination of the Term, whether by lapse of time or otherwise. At the option of Landlord, such holding over shall constitute a month-to-

month tenancy. Such month to month shall not exceed six (6) months. Notwithstanding the foregoing, the provisions of this Section 18 shall not be deemed to limit or constitute a waiver of any other rights or remedies of Landlord at law or as provided herein.

4 Extension Date. The Term is hereby extended to and through **February 28, 2022** and that all Original Lease provisions, terms and conditions in effect as of the Effective Date shall continue to be binding and enforceable against the Parties according-to their terms throughout the Term as extended, except as follows:

(a) Base Rent. Base Rent during the period of the restated Term shall be as follows:

<u>Lease Months</u>	<u>Monthly Base Rent</u>	<u>Total Rent</u>
3/1/19 to 2/28/20	\$590.00	\$7,080.00
3/1/20 to 2/28/21	\$590.00	\$7,080.00
3/1/21 to 2/28/22	\$590.00	\$7,080.00

5 Estoppel. Tenant makes the following statements pursuant to Section 19 of the Lease: (a) Tenant is in possession of the Premises and has accepted the Premises; (b) Tenant has: neither received nor given any notice of default pursuant to the terms of the Lease; and, to Tenant's knowledge, Landlord is not in default under the Lease nor is there a condition which with the passage of time or furnishing of notice, would ripen into a default under the Lease; (c) Tenant has not paid any security deposit under the lease and (d) Tenant has not assigned all or any part of its interest in the Lease and Tenant has not subleased all or any part of the Premises.

6 Broker. Tenant agrees to indemnify Landlord for any claim for commission or other compensation in connection with this Amendment by any broker, agent or finder, including reasonable attorneys' fees and disbursements incurred by the Landlord in defense of any such claim.

7 Miscellaneous.

(a) Entire Agreement. The entire agreement of the Parties is set forth in this. Amendment together with the Original Lease. No other agreement or understanding with respect to the Lease shall be valid or of any force or effect.

(b) Lease in Full Force and Effect. Except as amended by this Amendment, all the terms and provisions of the Original Lease shall remain in full force and effect, the Parties hereby ratifying the Lease.

(c) Representations. Each of the Parties represents and warrants to the other that this Amendment is a valid and binding obligation of such Party; that each of the terms of this Amendment is enforceable against such Party in accordance with its terms; and that the person signing on behalf of the respective Parties is fully and lawfully authorized and directed to execute and deliver this Amendment, Without the necessity of the consent or joinder of any other party.

(d) Counterparts. This Amendment may be executed in any number of counterparts and by each of the parties hereto in separate counterparts, all such counterparts together constituting but one and the same instrument.

8. Section 3.3 and 3.4 of the original Lease are hereby deleted in their entirety.

9. Option to Terminate. Tenant shall have the option to terminate (a) if for any reason for function or purpose of the Community Resource Center which houses the leased premises (Rand Road branch) changes to any function or purpose other than the provision of social services (b) if the Partners for Our Communities organization ceases operations or the Community Resource Center is sold at any time, the Tenant may terminate the Lease agreement without liability for further rent.

[Remaining portion of this page left blank]

The parties have signed this Amendment effective as of the date set forth at the top of the first page, which will be the date Landlord signs this Amendment.

LANDLORD:
NORTHWEST COMMUNITY
HEALTHCARE, an Illinois not-for-profit
corporation

By: _____

Name: Michael Hartke
Title: Executive Vice President/COO

Date: _____

TENANT:
PALATINE PUBLIC LIBRARY
DISTRICT, COOK COUNTY, IL

By: _____

Name: _____

Title: _____

Date: _____