

<p><b>General Policy</b></p>	<p><b>Section 1</b></p> <p>Issued: 1/20/2010  Revised: 1/18/2017  Revised: 2/21/2018  Approving Authority: Plainfield  Public Library District Board of  Trustees</p>
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**MISSION STATEMENT**

Educate – Captivate – Connect

**FUNCTIONS OF THE PLAINFIELD PUBLIC LIBRARY DISTRICT**

Our Library provides an environment to meet and interact with others in our community, address the needs of people, and participate in public discourse about community issues.

Our Library provides materials in a wide variety of formats that help to fulfill community residents’ appetite for information about popular cultural and social trends.

Our Library offers general information on a broad array of topics related to work, school, and personal life, to help meet our community’s need for information and answers to questions.

Our Library provides opportunities for lifelong learning, self-directed personal growth, and development.

Our Library refers residents to other community agencies and organizations to help connect people to resources.

Our Library is a resource to the community.

**DIVISION OF RESPONSIBILITY BETWEEN BOARD AND LIBRARY DIRECTOR**

Under the Illinois Public Library Law (75ILCS16) the Board of Library Trustees is, among other functions, empowered to formulate “reasonable rules and regulations... in order to render the use of the library of the greatest benefit to the greatest number” and to “appoint a competent Library Director and necessary assistants, to fix their compensation, to remove such appointees and to retain professional consultants as needed.”

Thus, in defining and delineating the division of responsibility between the Board and the Library Director, the Board recognizes that the ultimate responsibility to the community to provide “the greatest benefit to the greatest number” rests with the Board. Policy

determination is the Board's power and duty. Management is the administrative Library Director's responsibility, for which he or she is responsible to the Board.

## **STANDARDS OF LIBRARY SERVICE**

The current standards of service as adopted by the Illinois Library Association shall be the criteria the Library will strive to meet in providing library service.

## **STRATEGIC PLANNING**

The Board of Trustees, with input from the Library Director, staff and when applicable, District residents, shall develop a Strategic Plan to establish the course library services should take in the next three to five years. This Plan shall be reviewed on an on-going basis.

## **HOURS OF OPERATION**

The Plainfield Public Library District maintains consistent, posted hours of service during which all services of the Plainfield Public Library District are available to patrons. Those hours are:

Monday	9:00am – 9:00pm
Tuesday	9:00am – 9:00pm
Wednesday	9:00am – 9:00pm
Thursday	9:00am – 9:00pm
Friday	9:00am – 5:00pm
Saturday	9:00am – 5:00pm
Sunday	Closed on Sundays

The Library will be closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Eve at 5pm, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve. The Board of Trustees may set other closings as necessary.

## **EMERGENCY CLOSINGS**

A. When it is determined by the Library Director or designee, in consultation with the Library Board President, or the next available officer of the Board that a general emergency situation exists or is impending (e.g., snowstorm, flood or adverse temperature conditions, electrical failure, improper air ventilation, etc.) and when it is determined best for the safety, health and welfare of the public and staff, an emergency closing of the Library may be authorized. Closings of local schools due to adverse weather conditions shall be a general guide in determining Library closing due to weather.

Library Director or designee will assess the situation and make a determination on whether or not to close based on safety and anticipated duration of the emergency situation. The following criteria will be used in determining if a situation warrants an emergency closing:

1. Will the situation endanger staff and public traveling to or occupying the library? (i.e., "white-out" conditions, blizzard warnings, blowing and drifting snow, widespread road closures due to flooding, ice accumulation)
2. Are the school districts served by the Library closed?

3. Are 12-month employees of the school districts not expected to report to work?
4. Are other local entities such as colleges and universities closed?
5. Are there any extenuating circumstances such as wind chill below -30° or temperature in the building below 56° or above 85°?

B. In cases of extreme emergency where an immediate decision needs to be made regarding the closing of the Library (e.g., tornado, bomb threat, fire, etc.), the Library Director or Person in Charge may close the Library. A board member (President) will be contacted as soon as possible.

C. For impending weather situations, a guideline of 4:00 pm for an early closing time or 1:00 pm for a delayed opening time will be used.

### **FREEDOM OF INFORMATION**

For individuals requesting documents, the Plainfield Public Library District conforms to the Freedom of Information Act. Procedures and forms are available on the Library's website.

### **RECORDS RETENTION**

The Plainfield Public Library District retains records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 62756. (217.782.7075)

### **PREVAILING WAGE ACT**

In accordance with the State Statute and the Illinois Department of Labor Regulations, Plainfield Public Library District annually adopts and files an Ordinance which establishes the prevailing rates of wages. Certified copies of our compliance are sent to the Secretary of State and Illinois Department of Labor. A newspaper publication notifying area residents is also made.

### **FRIENDS OF THE PLAINFIELD PUBLIC LIBRARY**

The Board of Library Trustees of the Plainfield Public Library District looks upon the establishment of the Friends of the Plainfield Public Library as worthwhile community endeavors which will benefit the Library.

The Board of Library Trustees acknowledges that the Friends of the Library is an organization, separate and apart from the Plainfield Public Library District, with its own Board, goals and purposes. Neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take action or authorize any act on behalf of the Plainfield Public Library District.

Because Friends of the Plainfield Public Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform

any duty or take any act on behalf of the Friends of the Library. Library staff members may act in an advisory capacity for Friends of the Library activities.

A representative from the staff shall be appointed by the Library Director to serve as a Liaison to the Friends of the Library. The Liaison assists the Friends of the Library with coordinating and organizing of their fund-raising activities. That individual shall attend the Executive Board meetings and general membership meetings of the Friends of the Library. The Friends of the Library may host events in the Library as well as solicit money and/or sell products on the premises.

Operating expenses of the Plainfield Public Library District are provided through allocation of tax monies which are audited by an independent auditor. Friends of the Library funds and Library funds shall not be commingled or integrated, except that gifts from the Friends of the Library may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends of the Library. In the event the Plainfield Public Library District becomes the custodian of any Friends of the Library funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

Complete advance information regarding all Friends of the Plainfield Public Library projects and public relations programs on behalf of the Plainfield Public Library District shall be provided to the Library Director and the Board of Library Trustees of the Plainfield Public Library District. The Board of Library Trustees acknowledges that it does not supervise the projects and public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any projects and public relations project or program in which the Board does not believe the best interest of the Library is being served. Projects and public relations programs adopted by Friends of the Library shall not be part of the budget of or funded by the Plainfield Public Library District.