



Sandwich Public Library District
Policy Committee Meeting
Tuesday, February 6th, 2024 at 3:00pm

AGENDA

Library Mission: The mission of the Sandwich Library District is to engage the community by stimulating curiosity and enhancing knowledge.

Library Vision: To be the hub for a highly engaged community where all residents participate fully in civic life and satisfy their needs for personal growth and knowledge.

- I. Call to Order/Roll Call
- II. Additions/Deletions/Changes to Agenda
- III. Public Comment
- IV. Review Policy Calendar Update
- V. Policy Review
 - a. Authority to Spend Policy
 - b. Budget & Finance Policy
 - c. Public Comment Policy
- VI. Policy Proposal
 - a. Inclement Weather Policy
- VII. Establish next meeting date
- VIII. Adjournment

All Items on the agenda are potential action items.

POLICY REVIEW CALENDER

Updated 02/02/2024

Review	Policies	Date Est.	Date Reviewed	Date Updated
Jan / Feb	Authority to Spend	1/2014	1/2016	1/2016
	Budget & Finance	3/2014	3/2016	3/2016
	Bylaws	10/2005	6/2021	6/2021
Mar / Apr	Calendar of Closings	Annual Recreation	6/2023	6/2023
	Collection Development Policy	11/2021	12/2023	12/2023
	Confidentiality of Records Policy	5/1/2019 (?)		
May / Jun	Coronavirus Employee Safety Policy	9/2020		
	Disaster & Emergency	10/2007		
	Display Space Policy	10/2013		
Jul / Aug	Donation Recognition	10/2013	8/2023	1/2016
	Freedom of Information Act (FOIA) & Form	9/2014	5/2019	5/2019
	Guidelines for Database and Internet Use by Library Staff	10/2013	10/2013	10/2013
Sep / Oct	Indemnification & Insurance	1/2015	3/2016	3/2016
	Internet & Computer Use Policy	10/2012	5/2019	5/2019
	Investment of Public Funds	11/2013	1/2014	1/2014
Nov / Dec	Laminating Policy & Application	9/1/2018 (?)	10/2021	11/2021
	Library Services Policy	4/2010	5/2019	5/2019
	Lightning Detection Policy	9/2016		
Jan / Feb	Loan Regulations & Fees Policy	5/1/2019 (?)		
	Maintenance Plan	8/2009		
	Notary Policy	8/2023		

Mar / Apr	Patron Conduct Policy	1/2014	8/2023	8/2023
	Personnel Policy	4/2010	8/2021	8/2021
	Photo & Recording Policy	1/2020	7/2023	8/2023
May / Jun	Public Comment Policy	5/2015	5/2015	5/2015
	Purchasing Policy	4/2014		
	Room Use Policy	12/2015	7/1905	
Jul / Aug	Safety (masks) Policy	7/2020	9/2021	9/2021
	Security Camera Policy	9/2016		
	Sexual Harassment Resolution & Policy	5/2019 (??)	3/2020	3/2020
Sep/Oct	Unattended Children Policy	4/2014	5/2019	5/2019
	Whistleblower	8/2023		
Nov / Dec				

ALA Library Bill of Rights	n/a	Pers. Policy	Pers. Policy
ALA Freedom to Read Statement	n/a	Pers. Policy	Pers. Policy
Social Media Policy	n/a	Pers. Policy	Pers. Policy

EXPIRED POLICES

Policies ²	Date Est.	Date Reviewed	Date Updated	Expired?
Division of Responsibility	8/2014	3/2016	3/2016	9/12/23
FMLA Leave Expansion and Emergency Paid Sick Leave Policy	9/2020	9/2020		Yes
Materials Selection Policy	5/2019 (??)			11/9/21

Sandwich Public Library District

Authority to Spend

Approved January 12, 2016

January 13, 2015

January 14, 2014



The library director of the Sandwich Public Library District is authorized to spend up to \$2,500.00 on any single item without prior board approval.

The Sandwich Public Library District may spend in excess of \$19,999.99 only after completing the formal bid process as described in Illinois Law.

Further, the library director of the Sandwich Public Library District is authorized to pay library utility bills electronically from the general checking account.



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Policy Adoption & Revisions by the Board of Trustees:

Est. January 14th, 2014 January 13th, 2015 January 12th, 2016

Sandwich Public Library District

Budget & Finance Policy

Approved March 8, 2016

March 11, 2014



The Sandwich Public Library District has a board-approved written budget. This budget is developed annually as a cooperative process between the board and the library director. Each year, the board of trustees determines if the Library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the board of trustees takes action to increase the Library's revenue.

The Sandwich Public Library District spends a minimum of 12% of its operating budget on materials for patrons. Materials include books, audio-visual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.

On a monthly basis, the library director presents written reports on library operations to the board of trustees. These reports include such areas as finance, library usage, matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

The Library District maintains adequate records of Library operations in a manner easily understood by the public as well as the board of trustees and library director. This record of Library operations is presented at each board of trustees' monthly meeting and clearly indicates the financial position of the Library. In addition to the general financial position of the Library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget.



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Policy Adoption & Revisions by the Board of Trustees:

March 11th, 2014

March 8th, 2016

Sandwich Public Library District

Public Comment Policy

Approved May 12, 2015



The Sandwich Public Library District permits comments by members of the public at regular meetings of the Board of Trustees on current agenda items or other matters of public concern. These comments are permitted as they appear under the agenda item identified as "Public Comment". The Public Comment shall be limited to a maximum of thirty minutes.

No person shall address the Board without first being recognized by the Presiding Officer, usually the President of the Board of Trustees.

Each person wishing to address the Board shall sign in on the public comment form provided prior to the start of each meeting, giving his or her name and identifying the subject upon which he or she wishes to speak. Speakers will be called in the order in which they signed up on the form.

All remarks should be addressed to the Board as a whole rather than to an individual member thereof. In the event that speakers seek to pose questions to a member of the Board or Library administrative staff, they should be aware that those individuals may decline to answer when an answer requires research or deliberate consideration.

Comments shall not exceed five minutes per speaker unless limited to a shorter duration by the Presiding Officer, if numerous people wish to speak. In order to expedite Library business and avoid repetitious presentations, it shall be in order for the Presiding Officer to encourage that a spokesperson be chosen for individuals wishing to speak about the same subject matter.

Each speaker shall maintain civility and decorum. The Presiding Officer retains the right to stop or remove any speaker who uses profanity, makes threats or is otherwise abusive or disruptive.



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The Public Comment section shall be limited to three minutes per person and fifteen minutes per topic.

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Policy Adoption & Revisions by the Board of Trustees:

Est. May 12th, 2015



Sandwich Public Library District

Inclement Weather Policy

Making the Decision

The Executive Director (or in-charge person) will make the decision to close the library entirely, open late, or close early. The primary criteria when deciding to close is staff and patron safety. We consider weather reports that predict dangerous travel or severe injury due to exposure, along with library information like scheduled programs. Because we are a public facility, we try our best to stay open during our regular operating hours. Other organizations (like the Village and school districts) have their own criteria for closing, so just because someone else closes doesn't mean that we will automatically close too; we will evaluate the situation and make the best decision for staff and patrons.

How Will I Know?

Has a blizzard been predicted? Have there been dangerous or life-threatening alerts? Check before you head out to work! To find out if the library will be open or closed:

- **Staff Notices:** The Director will email and text a message to all staff as soon as a decision has been made. Procedure may follow emergency phone tree communication plan. Plan ahead and make sure you have an up-to-date copy of the staff phone list at home.
- **Public Notices:**
 - a. **Library Website:** www.sandwichpld.org Look for a Public Service Announcement (PSA) notice on the homepage.
 - b. **Library Social Media:** A Public Service Announcement (PSA) notice will be posted on the library's social media pages once a decision has been made.
- **SPLD Text/Email Alerts:** Sign up by texting "SPLD" to _____, click the link they send you, then fill in your name and preferred email (you can use a personal email if that's easier for you to access).
- **ECC:** Visit <https://www.emergencyclosingcenter.com/> (FYI: you used to be able to sign up for alerts, but that option is no longer available, you have to go to the website.)

I Can't Get to Work!

Even if the library is open, you may be unable to make it in for various reasons; i.e. your car is buried, you are concerned about the safety of driving, public transportation is unreliable, etc. Each one of us must take responsibility for ourselves, so if you are concerned for your personal safety, contact your supervisor as soon as possible and let them know you can't make it in. You can use benefit time or work out a scheduling arrangement with your supervisor. Some staff live 2 blocks away, some live 20 miles away, some have cars, some don't, so everyone's situation is different. Stay safe and make good decisions!

Do I Have to Do Anything?

Maybe! Depending on your position, you may be responsible for contacting people who are signed

up for a program, contacting other people like volunteers or the Friends, or posting the closed status to the website or social media. If we do close, check in with your supervisor to see if there's anything you need to do.

I Have Questions!

If you have any questions, now is the time to talk to your supervisor so that you know what to do. Your supervisor can give you a copy of your staff phone list if you need one.

Policy Adoption & Revisions by the Board of Trustees:

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