

# Maroa Public Library District Regular Meeting Agenda

11/20/2023 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order
2. Roll Call
3. Board President Remarks
4. Recognition of Visitors, Delegations, etc
5. Public Comment Period

## Consent Agenda

6. October 16, 2023 Meeting Minutes
7. Director's Report & December 2023 Calendar
8. Accountant & Treasurer's Reports for October 2023
9. List of Paid Bills for October 2023

## Committee Reports

10. Personnel
11. Material Selection & Circulation
12. Building & Grounds
13. Finance Policy
14. Financial Development

## New Business

15. Selection, Anti-Censorship, and Reconsideration Policy
16. Reference Policy
17. Staff End of Year Bonuses

## Old Business

18. Trustee Training

## Approvals

19. Approval, Consent Agenda
20. Approval, Selection, Anti-Censorship, and Reconsideration Policy
21. Approval, Reference Policy
22. Approval, Staff End of Year Bonuses
23. Approval, Closed Session (requires roll call vote with applicable statutory citations)

24. December 18, 2023, 6:30pm Meeting Agenda Suggestions

# Maroa Public Library District

305 E. Garfield St., Maroa, IL 61756 | 217.794.5111 | maroalibrary@gmail.com



- a. By-Laws
- b. FOIA Policy

25. Adjournment

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# Maroa Public Library District Regular Meeting Agenda

10/16/2023 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order: Meeting called to order by board vice president, Audra Newton at 6:31pm.
2. Roll Call: Trustees in attendance included Audra Newton, Mason Ricketts, Cindy Manint, Jason Manint, Kim Wright, and Lindsey Hanes. Staff present included Sara Gentle, Randy Hatton, Leslie Irons, and Erin Norton. President, Tony Norton, was absent.
3. Board President Remarks: No remarks.
4. Recognition of Visitors, Delegations, etc: No additional visitors.
5. Public Comment Period: No public comments.

## Consent Agenda

6. September 18, 2023 Meeting Minutes: Included.
7. Director's Report & November 2023 Calendar: Included. Sara gave an update stating
  - a. The library has two regular volunteers working on cleaning all dvds.
  - b. Erin Norton has used middle school survey information has organize some exciting programs for the upcoming months, including a Uofl Extension cooking class, Scott State Bank investing class, and Uofl Extension zombie apocalypse survival class.
  - c. To better reach the public, librarians will set up booths at the city Halloween and Christmas events at city hall. In addition to having something fun for the kids, the staff will use these events to promote library activities and register patrons with library cards.
  - d. Three trees and a fourth picnic table have been ordered with Marilyn Gentle memorial funds.
  - e. Funds are currently being collected for a Joyce Holland memorial fund. Joyce was president when the library facility was constructed and was instrumental in the library's transition from a township to a district library.
  - f. Two winter projects will include modernizing the computer space and switching out the food pantry shelving to hold more staples.
8. Accountant & Treasurer's Reports for September 2023: Included.
9. List of Paid Bills for September 2023: Included.

Committee Reports: No committee reports.

10. Personnel
11. Material Selection & Circulation

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12. Building & Grounds
13. Finance Policy
14. Financial Development

#### New Business

15. Long Range Plan: The plan was updated to include Decennial Committee recommendations.
16. Decennial Committee Meeting #3: Meeting was held. Final report was read aloud and discussed.
17. Performance Reviews: In progress and will be given to the personnel committee before the next meeting.
18. Trustee Training: November's meeting will include training as part of the annual per capita grant application process.

#### Old Business

19. n/a

#### Approvals

20. Approval, Consent Agenda: Mason Ricketts motioned to approve the consent agenda. Kim Wright seconded the motion. All present, aye.
21. Approval, Long Range Plan: Motion to approve the revised Long Range Plan was made by Cindy Manint. Motion was seconded by Lindsey Hanes. All present, aye.
22. Approval, Decennial Report: Kim Wright motioned to approve the Decennial Report. Cindy Manint seconded the motion. All present, aye.
23. Approval, Disbanding of the Decennial Committee: Cindy Manint motioned to disband the Decennial Committee. Mason Ricketts seconded the motion. All present, aye.
24. Approval, Closed Session (requires roll call vote with applicable statutory citations): No motion made.
25. November 20, 2023, 6:30pm Meeting Agenda Suggestions
  - a. Selection and Reconsideration Policy
  - b. Reference Policy
  - c. Staff End of Year Bonuses
26. Adjournment: Meeting adjourned at 7:17pm by Audra Newton.

# Maroa Public Library District

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# Librarian's Report

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October 2023 Statistics | November 20, 2023

## Circulation and Patron Statistics

Total Check Outs	513	New Items	141
People Count	559	New Patrons	5
Computer Users	28	MPLD checkouts to MPLD patrons	352
Computer Users	57	OCLC	7
LOTG (Libby)	175	3M Cloud	6
Hoopla	30	Kanopy	14
Creative Bug	4	Self-Directed Program Attendance	79
Adult Program Attendance	120	Adult Program Count	24
Youth Program Attendance	0	Youth Program Count	0
Children's Program Attendance	36	Children's Program Count	7
General Program Attendance	201	General Program Count	34

### Materials & Selection:

- Library volunteers are working to clean all DVDs.
- JF and YA weeded.

### Programming & Events:

- Several holiday programs scheduled for December.

### Building/Safety:

- Joyce Holland library memorial donations will be used to update the food pantry.
  - Outside winterized and ready for the cooler temps.
  - New 3D printer is currently having a heating issue. Currently working to resolve.
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# Statistical Summary

10/1/2023 12:00:00 AM - 10/31/2023 11:59:59 PM

## Maroa Public Library District (MARP-ZCH)

### Record Counts - As of 11/14/2023 12:39 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,622,162	42,450	767,309			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	18,459	18,527	0	694	8	26

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
513	93	440	105	0
Holds Placed	Holds Satisfied	Holds Cancelled		
183	160	28		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	0	0	141	5
Added by Other	5,810	4,026	0	0
Deleted by Branch	0	0	52	73
Deleted by Other	24,145	3,900	25	0

### Financials

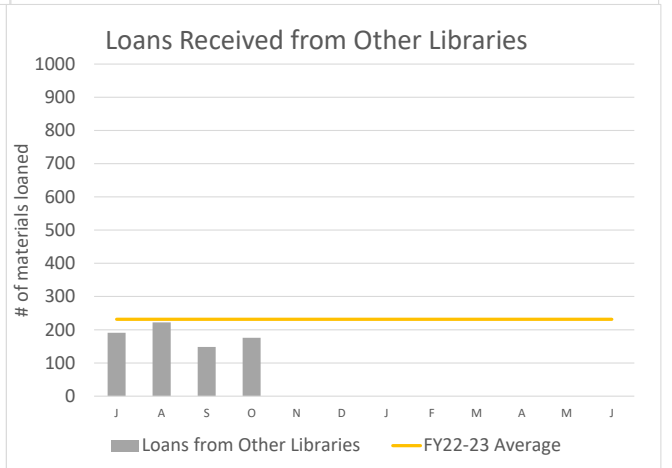
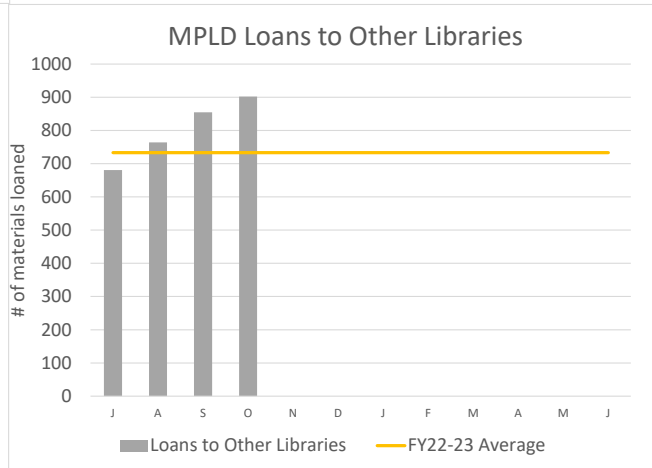
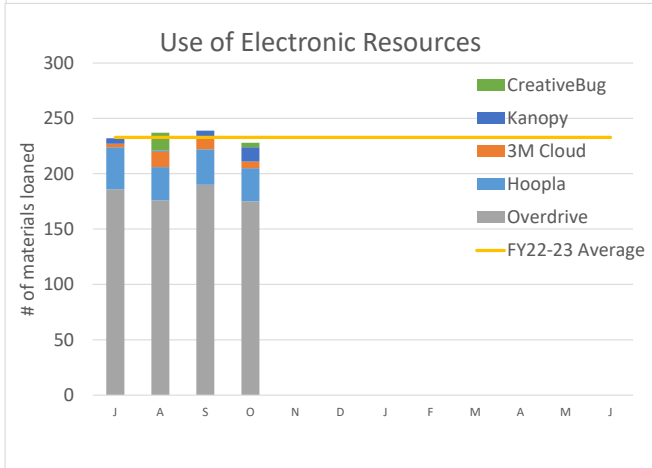
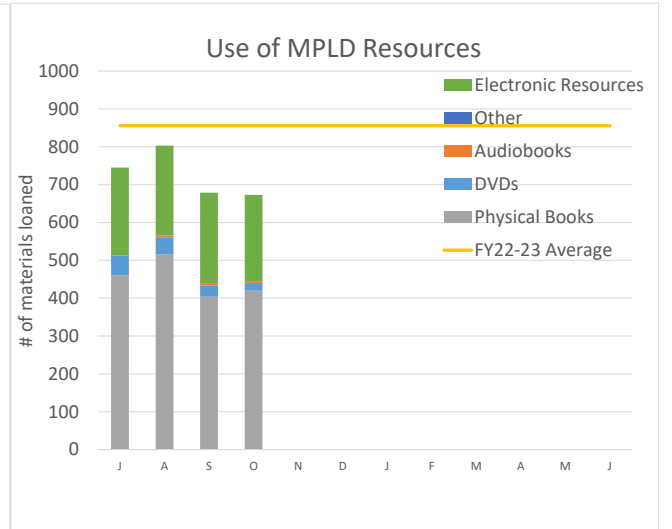
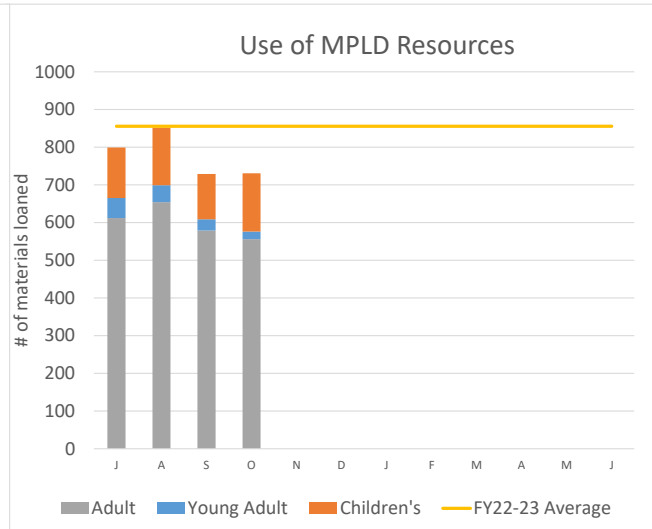
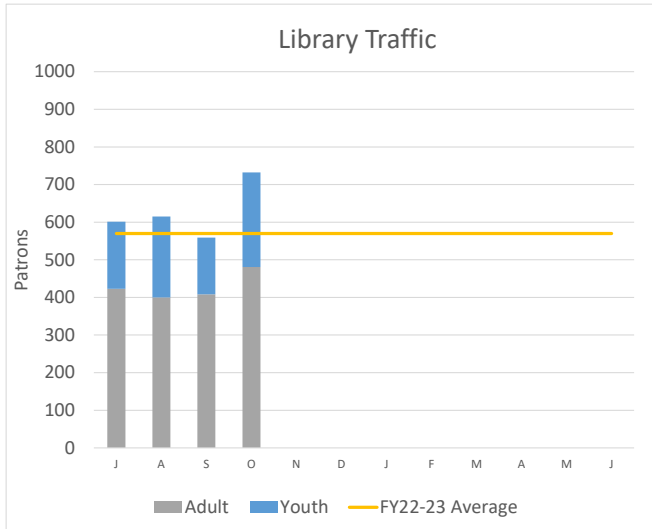
New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$30.30	\$10.30	\$0.00	\$10.30	\$20.00	\$0.00

Total Outstanding Fines - As of 11/14/2023 12:39 PM

\$3,224.66

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
98	0	84	5



Totals FY2223	Synchronous #	Attendance	Self Directed	Attendance
Children (0-5)	3	31	0	0
Children (6-11)	29	260	0	0
Young Adults (12-18)	6	46	0	0
Adults (19 and older)	173	1272	0	0
General Interest	12	685	11	477
<b>Totals</b>	<b>223</b>	<b>2294</b>	<b>11</b>	<b>477</b>
<b>Grand Totals</b>			<b>234</b>	<b>2771</b>

July-22	In Person	Attendance	Self Directed	Attendance
Children (0-5)				
Children (6-11)	5	68		
Young Adults (12-18)	2	20		
Adults (19 and older)	14	192		
General Interest	3	129	2	68
<b>Totals</b>	<b>24</b>	<b>409</b>	<b>2</b>	<b>68</b>
<b>Grand Totals</b>			<b>26</b>	<b>477</b>

August-22	In Person	Attendance	Self Directed	Attendance
Children (0-5)				
Children (6-11)				
Young Adults (12-18)				
Adults (19 and older)	14	82		
General Interest				
<b>Totals</b>	<b>14</b>	<b>82</b>	<b>0</b>	<b>0</b>
<b>Grand Totals</b>			<b>14</b>	<b>82</b>

September-22	In Person	Attendance	Self Directed	Attendance
Children (0-5)				
Children (6-11)	5	5		
Young Adults (12-18)				
Adults (19 and older)	13	75		
General Interest				
<b>Totals</b>	<b>18</b>	<b>80</b>	<b>0</b>	<b>0</b>
<b>Grand Totals</b>			<b>18</b>	<b>80</b>

October-22	In Person	Attendance	Self Directed	Attendance
Children (0-5)				
Children (6-11)				
Young Adults (12-18)				
Adults (19 and older)	14	80		
General Interest	1	132	1	42
<b>Totals</b>	<b>15</b>	<b>212</b>	<b>1</b>	<b>42</b>
<b>Grand Totals</b>			<b>16</b>	<b>254</b>

Totals FY2324	Synchronous #	Attendance	Self Directed	Attendance	Total #	Total Attendance
Children (0-5)	1	4	0	0	1	4
Children (6-11)	16	76	16	133	32	209
Young Adults (12-18)	0	0	0	0	0	0
Adults (19 and older)	94	507	0	0	94	507
General Interest	10	405	3	182	13	587
<b>Totals</b>	<b>121</b>	<b>992</b>	<b>19</b>	<b>315</b>	<b>140</b>	<b>1307</b>
<b>Grand Totals</b>			<b>140</b>	<b>1307</b>		

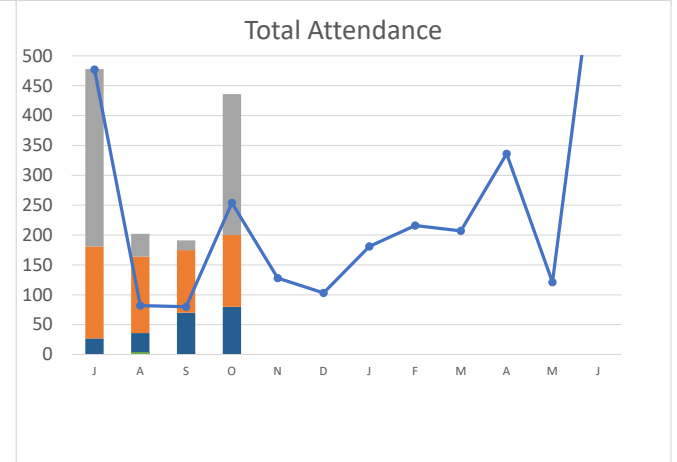
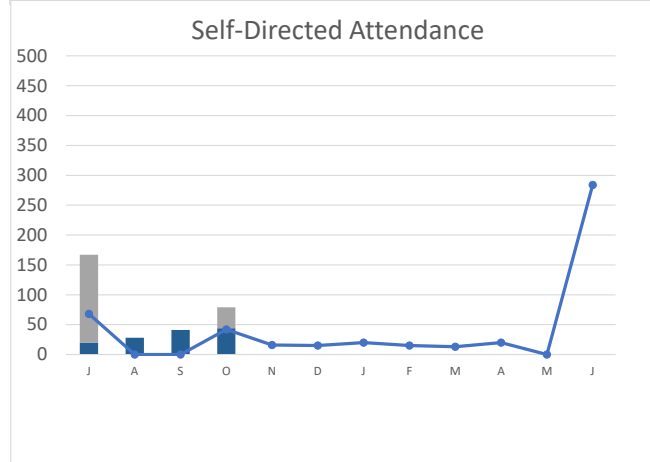
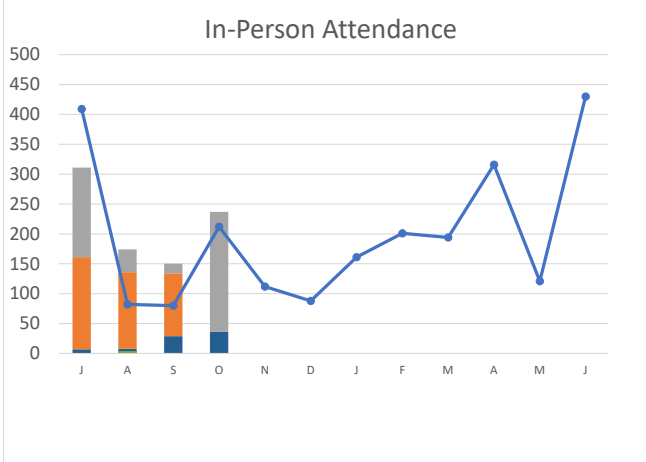
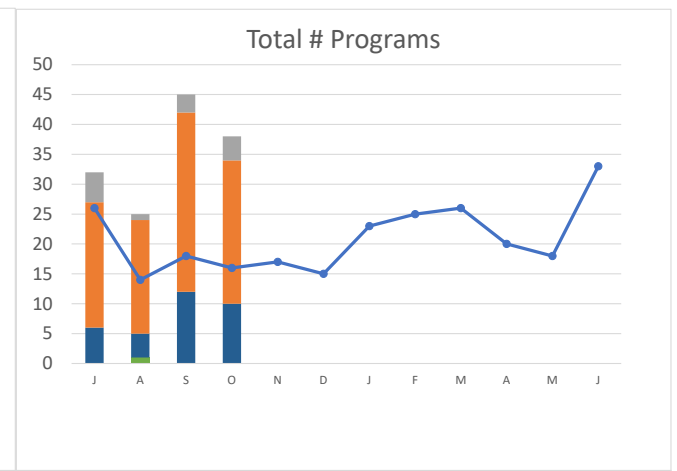
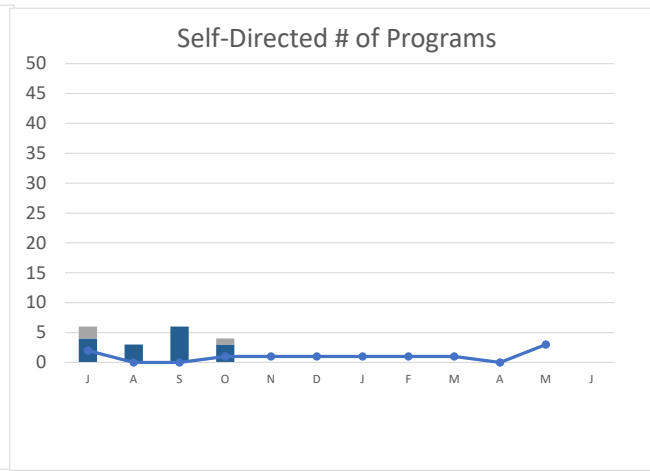
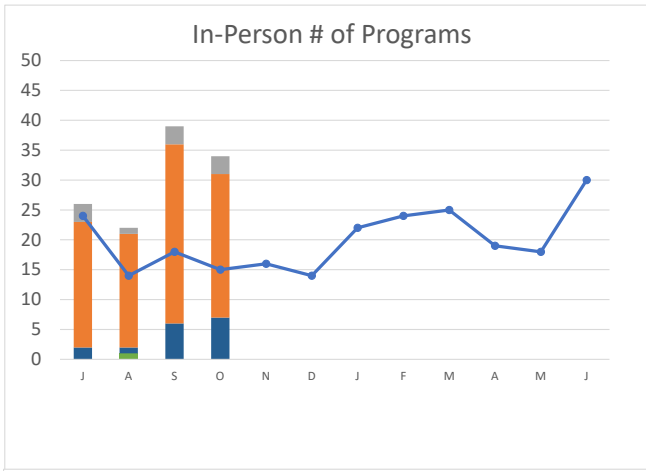
July-23	In Person	Attendance	Self Directed	Attendance	Total #	Total Attendance
Children (0-5)					0	0
Children (6-11)	2	7	4	20	6	27
Young Adults (12-18)					0	0
Adults (19 and older)	21	154			21	154
General Interest	3	150	2	147	5	297
<b>Totals</b>	<b>26</b>	<b>311</b>	<b>6</b>	<b>167</b>	<b>32</b>	<b>478</b>
<b>Grand Totals</b>			<b>32</b>	<b>478</b>		

August-23	In Person	Attendance	Self Directed	Attendance	Total #	Total Attendance
Children (0-5)	1	4			1	4
Children (6-11)	1	4	3	28	4	32
Young Adults (12-18)					0	0
Adults (19 and older)	19	128			19	128
General Interest	1	38			1	38
<b>Totals</b>	<b>22</b>	<b>174</b>	<b>3</b>	<b>28</b>	<b>25</b>	<b>202</b>
<b>Grand Totals</b>			<b>25</b>	<b>202</b>		

September-23	In Person	Attendance	Self Directed	Attendance	Total #	Total Attendance
Children (0-5)	0	0			0	0
Children (6-11)	6	29	6	41	12	70
Young Adults (12-18)	0	0			0	0
Adults (19 and older)	30	105			30	105
General Interest	3	16			3	16
<b>Totals</b>	<b>39</b>	<b>150</b>	<b>6</b>	<b>41</b>	<b>45</b>	<b>191</b>
<b>Grand Totals</b>			<b>45</b>	<b>191</b>		

October-23	In Person	Attendance	Self Directed	Attendance	Total #	Total Attendance
Children (0-5)	0	0			0	0
Children (6-11)	7	36	3	44	10	80
Young Adults (12-18)	0	0			0	0
Adults (19 and older)	24	120			24	120
General Interest	3	201	1	35	4	236
<b>Totals</b>	<b>34</b>	<b>357</b>	<b>4</b>	<b>79</b>	<b>38</b>	<b>436</b>
<b>Grand Totals</b>			<b>38</b>	<b>436</b>		





■ Children (0-5)     
 ■ Children (6-11)     
 ■ Young Adults (12-18)  
■ Adults (19 and older)     
 ■ General Interest     
 —●— 2022-2023 Totals

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1	2	3
	<ul style="list-style-type: none"> <li>Color Image Transfers - CreativeBug Sign-Up (All)</li> <li>God's Eye-CreativeBug Pick-Up</li> <li>9am - Sewing (Adults)</li> <li>5:30pm - Calming Zen-</li> </ul>	<ul style="list-style-type: none"> <li>10am - Exercise Class</li> </ul>	<ul style="list-style-type: none"> <li>4pm - Fun in the</li> </ul>	<ul style="list-style-type: none"> <li>10am - Exercise Class</li> </ul>		
4	5	6	7	8	9	10
	<ul style="list-style-type: none"> <li>9am - Sewing (Adults)</li> <li>5:30pm - Sugar Scrub</li> </ul>	<ul style="list-style-type: none"> <li>10am - Exercise Class</li> </ul>	<ul style="list-style-type: none"> <li>10am - StoryTime</li> <li>4pm - Fun in the</li> <li>6pm - VFW/AL Stoy</li> </ul>	<ul style="list-style-type: none"> <li>10am - Exercise Class</li> <li>11am - Book Club &amp;</li> </ul>		
11	12	13	14	15	16	17
	<ul style="list-style-type: none"> <li>Color Image Transfers - CreativeBug Pick-Up</li> </ul>					
	<ul style="list-style-type: none"> <li>9am - Sewing (Adults)</li> <li>4:30pm - Canning</li> </ul>	<ul style="list-style-type: none"> <li>10am - Exercise Class</li> <li>11am - Brain Games</li> </ul>		<ul style="list-style-type: none"> <li>10am - Exercise Class</li> </ul>	<ul style="list-style-type: none"> <li>10am - 3C Saturdays</li> </ul>	
18	19	20	21	22	23	24
<ul style="list-style-type: none"> <li>Color Image Transfers - CreativeBug Pick-Up</li> <li>6:30pm - Library Board</li> </ul>	<ul style="list-style-type: none"> <li>9am - Sewing (Adults)</li> </ul>	<ul style="list-style-type: none"> <li>10am - Exercise Class</li> </ul>	<ul style="list-style-type: none"> <li>10am - StoryTime</li> </ul>	<ul style="list-style-type: none"> <li>10am - Exercise Class</li> <li>1pm - Holiday Open</li> </ul>		
25	26	27	28	29	30	31
<ul style="list-style-type: none"> <li>Library Closed for Holiday</li> </ul>						
					<ul style="list-style-type: none"> <li>Room reserved</li> </ul>	

October 2023  
 Deposits Bills

Item	Deposit Type	Amount	Check Number	Company/Person	Sub	Description
1	Cash	\$76.75		Cash Drawer		
2	Check	\$30.00	1318	Individual		Room Rental
3	Check	\$25.00	1070	Individual	Donation	Marilyn Gentle Memorial Fund
4	Check	\$25.00	3191	Individual	Donation	Marilyn Gentle Memorial Fund
5	Check	\$25.00	3776	Individual	Donation	Marilyn Gentle Memorial Fund
6	Cash	\$200.00		Individual	Donation	Marilyn Gentle Memorial Fund
7	Check	\$50.00	501	Individual	Donation	Marilyn Gentle Memorial Fund
8	Check	\$100.00	322	Individual	Donation	Marilyn Gentle Memorial Fund
9	Cash	\$120.00		Individual	Donation	Marilyn Gentle Memorial Fund
10	Check	\$25.00	6610	Individual	Donation	Marilyn Gentle Memorial Fund
11	Check	\$50.00	7320	Individual	Donation	Marilyn Gentle Memorial Fund
12	Check	\$100.00	1042	Individual	Donation	Marilyn Gentle Memorial Fund
13	Check	\$20.00	4291	Individual	Donation	Marilyn Gentle Memorial Fund
14	Check	\$100.00	11467	Individual	Donation	Marilyn Gentle Memorial Fund
15	Check	\$50.00	11114	Individual	Donation	Marilyn Gentle Memorial Fund
16	Check	\$50.00	6208	Individual	Donation	Marilyn Gentle Memorial Fund
17	Check	\$40.00	10967	Individual	Donation	Marilyn Gentle Memorial Fund
18	Check	\$50.00	2491	Individual	Donation	Marilyn Gentle Memorial Fund
19	Check	\$50.00	1806	Individual	Donation	Marilyn Gentle Memorial Fund
20	Check	\$50.00	3895	Individual	Donation	Marilyn Gentle Memorial Fund
21	Check	\$100.00	12016	Individual	Donation	Marilyn Gentle Memorial Fund

October 2023  
Deposits Bills

22	Check	\$50.00	7036	Individual	Donation	Marilyn Gentle Memorial Fund
23	Check	\$20.00	8249	Individual	Donation	Marilyn Gentle Memorial Fund
24	Check	\$25.00	675	Individual	Donation	Marilyn Gentle Memorial Fund
25	Check	\$100.00	4486	Individual	Donation	Marilyn Gentle Memorial Fund
26	Check	\$200.00	3827	Individual	Donation	Marilyn Gentle Memorial Fund
27	Check	\$20.00	3173	Individual	Donation	Marilyn Gentle Memorial Fund
28	Check	\$100.00	1604	Individual	Donation	Marilyn Gentle Memorial Fund
29	Check	\$50.00	14654	Individual	Donation	Marilyn Gentle Memorial Fund
30	Check	\$25.00	8008	Individual	Donation	Marilyn Gentle Memorial Fund
31	Check	\$25.00	1687	Individual	Donation	Marilyn Gentle Memorial Fund
32	Check	\$250.00	5712	Individual	Donation	Marilyn Gentle Memorial Fund
	Total	\$2,201.75				

Item	Company	Amount	General	Sub	Specific	Description	Check Number	Billing Date	Due Date	Payment Mailed
1	Baker & Taylor	893.62	Corporate	Materials	Books		13963	9/16-10/2/23	10/16/2023	10/4/2023
2	Cengage	73.47	Corporate	Materials	Books		13965	9/20/2023	10/20/2023	10/4/2023
3	Vespasian Warner Public Library	80.40	Corporate	Materials	Periodicals	Book Pages 1 year subscription	13969	9/22/2023		10/4/2023
4	Lee Enterprises - Central Illinois	354.78	Corporate	Legal Notices	Publication	Budget Ordinance	13967	9/24/2023	10/14/2023	10/4/2023
5	MYHB	650.00	Corporate	Accounting Services		August Services	13968			10/4/2023
6	Ameren	452.03	Corporate	Utilities	power		13962	9/25/2023	11/24/2023	10/4/2023
7	GFL	\$37.84	Ins/Lia	Safety	Services	Trash Removal	13966	9/20/2023	10/20/2023	10/4/2023
8	ESS	325.00	Ins/Lia	Safety	Cleaning	October Services	13964	10/2/2023	11/1/2023	10/4/2023

October 2023

Deposits Bills

Item	Company	Amount	General	Sub	Specific	Description	Check Number	Billing Date	Due Date	Payment Mailed
1	Baker & Taylor	710.13	Corporate	Materials	Books		13971	10/3/23-10/16/23		10/17/2023
2	American Express	17.52	Corporate	Materials	DVDs		13970	10/16/2023		10/17/2023
3	Visa - Sara	19.52	Corporate	Materials	Books	Guidepost	13981	10/10/2023	11/4/2023	10/17/2023
3	Visa - Sara	60.00	Corporate	Materials	Periodicals	Decatur Tribune	13981	10/10/2023	11/4/2023	10/17/2023
3	Visa - Sara	233.26	Corporate	Materials	DVDs		13981	10/10/2023	11/4/2023	10/17/2023
3	Visa - Sara	148.63	Corporate	Programs	Adult	cricut / 10/6 supplies	13981	10/10/2023	11/4/2023	10/17/2023
3	Visa - Sara	131.74	Corporate	Programs	Children	10/6 supplies	13981	10/10/2023	11/4/2023	10/17/2023
3	Visa - Sara	40.28	Corporate	Office Expense	Office Supplies	Laminate/Pencils	13981	10/10/2023	11/4/2023	10/17/2023
3	Visa - Sara	93.00	Corporate	Utilities	Telecommunication	Rise Broadband Bill	13981	10/10/2023	11/4/2023	10/17/2023
3	Visa - Sara	41.78	Corporate	Utilities	Water	City of Maroa	13981	10/10/2023	11/4/2023	10/17/2023
3	Visa - Sara	115.47	Ins/Lia	Safety	Supplies	Outdoor Trash Cans & Cleaning Supplies	13981	10/10/2023	11/4/2023	10/17/2023
3	Visa - Sara	166.09	Memorial Fund			Umbrella & stand	13981	10/10/2023	11/4/2023	10/17/2023
4	Visa - Erin	30.21	Corporate	Programs	Adult	3C & Paint Night Supplies	13980	10/10/2023	11/4/2023	10/17/2023
4	Visa - Erin	81.50	Corporate	Programs	Children	After School Supplies	13980	10/10/2023	11/4/2023	10/17/2023
5	Watts	115.76	Building	Equipment	Printer	copies	13982	10/10/2023	11/8/2023	10/17/2023
6	Lazerware	619.48	Building	Equipment	Computers	Lease and maintenance	13976	10/2/2023	11/1/2023	10/17/2023
6	Lazerware	87.48	Ins/Lia	Safety	Services	VirusProtection/Firewal	13976	10/2/2023	11/1/2023	10/17/2023
7	Priority Lawn Care	576.28	Building	Grounds	Mowing	Aug/Sept mowing & weed treatment	13973	10/3/2023		10/17/2023
8	Illinois Heartland Library Services	60.00	Corporate	Office Expense	Service Charges	Barcoding	13975	10/10/2023	12/9/2023	10/17/2023
9	The Library Store	124.57	Corporate	Office Expense	Office Supplies	Book Wrap	13979	10/13/2023	11/12/2023	10/17/2023
10	CR Consumer Reports	26.00	Corporate	Materials	Periodicals	1 yr subscription	13972	10/13/2023		10/17/2023
11	Menards	123.39	Ins/Lia	Safety	Supplies	Leaf blower	13977	10/6/2023		10/17/2023
12	Getz Fire Equipment	60.00	Ins/Lia	Safety	Supplies	Fire extinguisher check	13974	10/5/2023	11/4/2023	10/17/2023
13	Southern Living	17.00	Corporate	Materials	Periodicals	2 yr subscription	13978			10/17/2023



# Selection, Anti-Censorship, and Reconsideration Policy

2/20/2017 11/20/2023 | Revision 01 02

## A. Selection/Anti-Censorship Policy

The Board of Maroa Public Library, recognizing the pluralistic nature of this community and the varied backgrounds and needs of all citizens, regardless of race, creed, or political persuasion, declares as a matter of materials selection policy that:

1. Materials selection shall be vested in the Library Director, and, under the director's direction, such members of the staff who are qualified by reason of education or training. Any book or library materials so selected shall be held to be selected by the board.
2. The roles of the Maroa Public Library include Community Information Center, Popular Materials Library, Children's Library and Programming, and Reference Library. These roles shall be realized through providing free and open access to the ideas and information available on all subjects and in all media. Maroa Public Library shall select and make available material for the enlightenment, cultural development, and the enjoyment of its public of all ages and levels of ability and interest. All materials shall be available to all.
3. Recognizing that budgetary and space constraints limit the library's ability to purchase material, librarians shall evaluate material on the basis of their value of interest, information and enlightenment for all people of the community.
4. Qualitative standards shall be used, including recommendations from acceptable professional and commercial reviews. Popularity and community demand shall be among the major criteria for selecting material. Consideration shall be given to material which may be of interest to a few patrons as well as that of interest to many patrons.
5. No book or library materials shall be excluded because of the race, nationality, religion, political, or social views of the author.
8. (Was after 7.) The Maroa Public Library Board adopts and declares that it will adhere to and support the ALA Freedom to Read Statement, the ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film & Video Association.
6. The Maroa Public Library believes that censorship is an individual matter and declares that while anyone is free to reject for oneself materials, which do not meet with the individual's approval, one cannot exercise this right of censorship to restrict the freedom of others.
  - a) ~~7.~~The Maroa Public Library defends the principles of the freedom to read and declares that whenever censorship is involved no book or library material shall be removed from the library save under the orders of a court of competent jurisdiction, or by those vested with material selection authority based on personal, political, or religious beliefs, or on the grounds that the content is controversial or offensive to some.
  - b) The library does not endorse or promote the ideas, opinions, or viewpoints expressed in any materials in our collection. Rather, we believe that our patrons have the right to access a diversity of perspectives and to form their own opinions based on their own critical analysis.
  - c) The library will resist any attempt to censor or restrict access to our collection, whether it comes from individuals or organizations within or outside of the library.

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305 E. Garfield St., Maroa, IL 61756 | 217.794.5111 | maroalibrary@gmail.com



- d) We uphold the American Library Association's Bill of Rights, which states that "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment."
- e) The library board and staff reserve the right to place materials in the age section we deem appropriate based on the content of the materials. This decision will be made based on publisher recommendations, professional judgment, and consideration of age appropriateness of the content, as well as the potential interest and needs of our patrons.

9. Materials which are no longer useful will be weeded from the collection according to accepted professional practice. Such materials shall be disposed of at the discretion of the Library Director.

10. The Board encourages gifts of money, real property, and/or stock to be used to improve library services. Items donated for the library's collection will be added or discarded at the discretion of the Library Director.

11. Complaints regarding any item in the collection will be handled according to the library's Reconsideration Policy.

## B. Reconsideration Policy

If patrons object to specific materials in our collection, we encourage them to express their concerns and engage in respectful dialogue with library staff. We will provide access to alternative materials that may address similar topics or themes.

If a patron remains dissatisfied, formal complaints only by registered card holders may be made about any item(s) in the library's collection and will be handled as follows:

1. The concerned patron will be offered the opportunity to discuss her/his concern with the Library Director and/or staff person responsible for selection. If the patron is dissatisfied with this discussion and wishes to pursue the issue, she/he will be required to complete and submit a Reconsideration Form.
2. The Director will review the complaint and Reconsideration Form and will respond in writing.
3. If the issue is still not resolved to the patron's satisfaction, the complaint will be taken to the Library Board, along with any supporting documentation from the patron and/or the Library Director.
4. The Board will prepare a written response to the patron.



## Request for Reconsideration of Library Materials

Your name:

Home address:

Title of Challenged Resource:

Author:

Call Number:

Date of Publication:

Type of media: (circle one)

book video audio online resource other (please specify):

Please describe why the above material is being challenged:

Why does this resource not fall within the collection development policy of the Library?

Did you read, view or listen to the entire resource?

Would you like this item to be removed, or balanced with another title?

In place of this item, would you care to recommend other materials that you consider to be of equal or superior quality to this work? Please specify.

# Reference Policy

~~11/19/2018 | Revision 00~~ 11/20/2023 | Revision 01

The Maroa Public Library District serves a diverse public with unique individual needs and levels of ability to conduct research independently. At times of peak activity within the library, it is mandatory that rules for providing reference assistance be established. The most recent standards document, *Serving Our Public: Standards for Illinois Public Libraries*, provides the standards for this reference policy.

The board of trustees and library director of Maroa Public Library District encourage staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions which occur between users and the staff are confidential and not discussed outside a professional context.

Reference service and materials are available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, social, or economic status of the patron. Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, fax, and TTY. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with onsite resources may be referred to another agency. Such referrals are verified and/or mediated by library staff.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with his or her professional from the above listed fields for additional information or advice.

The Maroa Public Library District strives to provide accurate and timely reference information and reference service to all who request it regardless of residency. The Library provides reference service to persons present in the library and via telephone and other media or means of communication such as email and social networking services.

Library staff are on duty to help customers with ready reference questions, in-depth questions, or research needs, all hours the Library is open. The Library staff treats all requests with respect and confidentiality to the extent authorized by law. Staff may decline any request if the request is intended to or has the effect of harassment. When staff makes the determination that the nature of the request is beyond the scope of the Library's reference mission or abilities, the staff member shall endeavor to direct the patron to appropriate resources.

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Library staff is not able to provide service in other areas of professional practice. Staff does not:

- Provide medical, legal, copyright, financial, or tax advice
- Recommend individual practitioners such as physicians or attorneys
- Provide appraisals of books, artwork, antiques, or other collectibles
- Provide editorial or translation services
- Provide career counseling advice
- Conduct genealogical, patent, trademark, or other in-depth research
- Handle confidential information such as social security numbers, account information, or medical information

The Library follows the ethical guidelines of the American Library Association, and the Library's Privacy and Confidentiality Policy in the provision of this service.

The Library disclaims any liability or responsibility arising from use of the Library's reference services, and any information provided.

**MINUTES OF CLOSED MEETING**

\_\_\_\_\_ Maroa Public Library District

**DATE:**

**TIME:**

**PLACE OF MEETING:**

**MEMBERS PRESENT:**

**MEMBERS ABSENT:**

**VOTE ON CLOSING: MEMBERS AYE:**

**MEMBERS NAY:**

**NON-MEMBERS IN ATTENDANCE:**

**APPLICABLE STATUTORY SECTION:**

[See reverse for numbers, include any applicable ones] 2(c)(1), 2(c)(2)

**SUBJECT MATTER DISCUSSED:**

[Description of all matters proposed, discussed or decided]

**RECORD OF ANY VOTE TAKEN:** [No final action may be taken in closed session]  
Specify movants and record tallies:

\_\_\_\_\_  
Secretary

## EXCEPTIONS PERMITTING CLOSED SESSIONS:\*

### Citation to Section

- 2(c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.
- 2(c) (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- 2(c) (3) The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
- 2(c) (4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
- 2(c) (5) The purchase or lease of real property for the use of the public body, including for the purpose of discussing whether a particular parcel should be acquired.
- 2(c) (6) The setting of a price for sale or lease of property owned by the public body.
- 2(c) (7) The sale or purchase of securities, investments, or investment contracts.
- 2(c) (8) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public or public property.
- 2(c) (9) Student disciplinary cases.
- 2(c) (10) Placement of individual students in special education programs and other matters relating to individual students.
- 2(c) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
- 2(c) (12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.
- 2(c) (14) Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities.
- 2(c) (15) Professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.
- 2(c) (16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
- 2(c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

\* The exceptions listed are those applicable to schools and libraries in the words of the statute. Other exceptions may apply to other forms of governmental bodies. Although stricken by statutory amendment, we believe a constitutional exception continues to exist permitting closed session to consult with an attorney on privileged matters.