



Sandwich Public Library District
Policy Committee Meeting
Tuesday, August 22nd, 2023 at 4:30pm

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. **ACTION:** Approve Minutes from July 12th, 2023 Policy Committee Meeting
- V. Review Policy Calendar Update
- VI. Review Division of Responsibility Policy
- VII. Review Donation Recognition Policy
- VIII. Establish next meeting date
- IX. Adjournment

All Items on the agenda are potential action items.

POLICY REVIEW CALENDER

Updated 08/10/23



Review	Policies	Date Est.	Date Reviewed	Date Updated	Expired?
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			
	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	Division of Responsibility	8/2014	3/2016	3/2016	
	Donation Recognition	10/2013	1/2016	1/2016	
	FMLA Leave Expansion and Emergency Paid Sick Leave Policy	9/2020	9/2020		Yes
Sep / Oct	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	
	Indemnification & Insurance	1/2015	3/2016	3/2016	
Nov / Dec	Internet & Computer Use Policy	10/2012	5/2019	5/2019	
	Investment of Public Funds	11/2013	1/2014	1/2014	
	Laminating Policy & Application	9/1/2018 (?)	10/2021	11/2021	
Jan / Feb	Library Services Policy	4/2010	5/2019	5/2019	
	Lightning Detection Policy	9/2016			
	Loan Regulations & Fees Policy	5/1/2019 (?)			

Mar / Apr	Maintenance Plan	8/2009			
	Materials Selection Policy	5/2019 (?)			Yes as of 11.09.21
	Notary Policy	8/2023			
May / Jun	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	
Jul / Aug	Public Comment Policy	5/2015	5/2015	5/2015	
	Purchasing Policy	4/2014			
	Room Use Policy	12/2015	7/1905		
Sep/Oct	Safety (masks) Policy	7/2020	9/2021	9/2021	
	Security Camera Policy	9/2016			
	Sexual Harassment Resolution & Policy	5/2019 (?)	3/2020	3/2020	
Nov / Dec	Unattended Children Policy	4/2014	5/2019	5/2019	
	Whistleblower	8/2023			

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

Sandwich Public Library District

Division of Responsibility between the Board and
Library Director

Reviewed Biennially

Approved March 8, 2016

August 12, 2014



Under the Illinois Public Library Law, the Board of Library Trustees, hereafter the Board, 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” (75 ILCS 5/1-3) and to “appoint a competent librarian and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed” (75 ILCS 5/4-7). 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 rests with the Board. Policy determination is the Board’s power and duty. Management is the Library Director’s responsibility, for which he or she is responsible to the Board. The Library Director interacts with the Board of Trustees via the Board President. The division and sharing of these responsibilities fall into various categories.

Goals and Objectives of the Library

Board responsibility

It shall be the duty of the Board to determine the goals and objectives of the library, to review the goals and objectives annually, and to evaluate progress. The Board shall relate the Library and its program to the community.

Library Director responsibility

The Library Director shall provide assistance and direction in setting goals and objectives and in determining the methods of meeting goals and objectives and a means of evaluation.

Joint responsibility

The Board shall estimate the needs of the Library through systematic study of the community and through systematic analysis of the Library’s service with the assistance of the Library Director, who shall participate fully and prepare regular reports on current progress and future needs.

Written Policies

Board responsibility

The Board shall determine and adopt written policies to establish operation, use and programs of the Library and shall adopt bylaws for Board procedure.

Library Director responsibility

The Library Director shall recommend needed policies to the Board and supply samples and sources of information. The Library Director shall carry out the policies adopted by the Board and administer the library within the framework of the Library's goals, objectives, policies and budget.

Joint responsibility

The Board and the Library Director shall know local, state and national laws which affect libraries and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the library system and utilize the consultants of the Illinois State Library; shall attend regional, state and national library association meetings and workshops and join appropriate organizations working for improved libraries and shall study library industry publications.

Governance

Board responsibility

The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. Board members shall attend all Board meetings and meetings of committees of which they are members and shall carry out all special assignments promptly.

Library Director responsibility

The Library Director shall prepare all needed library reports to the government, the system and the Illinois State Library and shall provide copies to the Board. The Library Director shall attend all Board and committee meetings except those meetings or parts of meetings in which the Board discusses the Library Director's salary and/or tenure.

Finance

Board responsibility

The Board shall keep apprised of the financial status of the Library.

Library Director responsibility

The Library Director shall provide a report of budget status and expenditure at meeting of the Board. The Library Director shall supply data to the Board to aid in interpreting the financial need of the Library.

Joint responsibility

The Library Director shall propose two annual budgets in consultation with the Board; first, the appropriation ordinance form that anticipates needs for the coming year, and second, an operating budget once the available revenues are determined. The Board shall work with the Library Director to formulate these

budgets, adequate to carry out the Library's goals and objectives, within any limitations of state law.

Budget Presentation

Board responsibility

The Board shall present the budget to the general public, shall clarify and defend it, shall secure adequate funds, staff and services, and shall explore all ways of increasing the Library's income through other sources and by taking advantage of all available means of cooperating with other libraries.

Library Director responsibility

The Library Director shall assist the Board in cooperating with other libraries and shall bring ways of stretching the budget to the attention of the Board.

Joint responsibility

The Library Director shall work with the Board in interpreting the budget and financial needs to public officials and the public. The Board and the Library Director shall see that complete and accurate records concerning finances, personnel, property, inventory and annual reports are available at the Library.

Administrative Review

Board responsibility

The Board shall present the Library Director the written criteria upon which the Library Director's performance is evaluated.

Library Director responsibility

The Library Director shall present the Board a monthly or per meeting report of pertinent library activities for a set period. The Library Director shall present the Board an annual summation of accomplishments and projects initiated. These documents will assist the Board in determining the Library Director's success in meeting the specified criteria upon which performance is evaluated.

Joint responsibility

The Library Director shall work with the Board to obtain local, state and national standards and performance criteria to be tailored to the needs of the specific needs of the community of Sandwich.

Sandwich Public Library District

Donation Recognition Policy

Approved October 8, 2013



Donor recognition is a crucial component of fundraising. Through proper recognition, the Sandwich Public Library District can acknowledge financial support in a consistent and meaningful way, steward existing donors, and cultivate new relationships. Visible and tangible recognition for gifts allows the Sandwich Public Library District to recognize its most generous donors and provides examples of generosity for others. The Sandwich Public Library District will, however, respect and abide by a donor's wish to remain anonymous.

The Library Director and his/her designees are responsible for all donor recognition, and for the consistent implementation of these policies.

The library administration and volunteers will use the donor recognition policy to guide recognition discussions with prospective donors.

Donor Recognition Objectives

- Provide appropriate, timely and donor-centered recognition of all charitable donations
- Cultivate future support among the current donor base
- Stimulate interest and support among potential donors

General Recognition Practices

Donors to Sandwich Public Library District will be offered the opportunity to name physical spaces, objects, programs and endowment funds. The level of gift required will be determined by the Board.

The period of time a donor's name will be attached to a specific space or program will be negotiated at the time the gift is made. This period may be in perpetuity, a designated number of years or the lifetime of the donor(s).

Sandwich Public Library District will take appropriate means to ensure that all programs and facilities are maintained at the highest standard of excellence through annual operating support, supplemented by endowment funds.

Recognition policies apply to gifts or pledges received or committed from individuals, corporations, foundations and/or selected government entities recognized as a single donor. Gifts from a group of family members may be recognized for the combined total of gifts from the individual family members. Individuals will be recognized for gifts received from corporations to match their

personal contribution. This may include a gift from a privately held company owned by the individual or a family foundation.

In cases where support is received from a corporation or government agency composed of numerous individuals, recognition will be given to the corporation or government agency rather than the numerous individuals in the organization, unless otherwise negotiated as part of the gift agreement.

Gifts received in full will be recognized for the amount received. Gifts pledged over a period of five years or less will be recognized at the full commitment amount upon receipt of appropriate gift documentation.

Due to the unique nature of donor relationships, exceptions to the stated recognition policy may be appropriate and may be approved by the Library Board. Considerations will include the programmatic and aesthetic standards of Sandwich Public Library District, needs of the Library's constituencies, the financial viability of the institution and the contributions and intention of donors, past and present.

Physical Space Recognition

Requirements for physical recognition of gifts to Sandwich Public Library District will be approved by the Library Board, based on factors including, but not limited to, the prominence, size and location of spaces and facilities, gift size and pledge payment period, and donor interests. Requirements may be revised as appropriate to reflect institutional priorities and to promote philanthropic support for Sandwich Public Library District's fund raising programs. Exceptions will be approved on a case-by-case basis by the Library Board.

The wording on physical recognition plaques will be developed collaboratively by Sandwich Public Library District staff and each respective benefactor to ensure consistency and appropriateness. The Library encourages consistency in plaque wording length and plaque size. Physical recognition may memorialize or honor an individual or individuals, or other entity, as desired by a donor and approved by Sandwich Public Library District.

Sandwich Public Library District will provide physical donor recognition for contributions upon receipt of a gift or appropriate gift documentation. Gifts of the level of name spaces may be recognized in an appropriate site-specific location. In addition, these gifts may be recognized on Library directional signage as appropriate.

Gifts from donors toward facilities may be recognized through plaques placed in appropriate site-specific locations, e.g. the Jane Smith Reference Desk or the Reference Desk - funded by a generous gift from Jane Smith.

Program Recognition

Benefactors of gifts to name programs or initiatives may receive recognition in the physical space of the Library and/or in the annual report.

Publications

Sandwich Public Library District may publish additional donor lists or rosters as deemed appropriate.

Publications, such as newsletters and brochures, may provide additional opportunities for donor recognition. When appropriate, donors may be recognized in publications that feature information on facilities or endowments they have supported.

All anonymous donors will be collectively listed as anonymous under their specific levels and areas of support.

Other Recognition

For gifts of particular significance, recognition in publications and media such as newspaper, magazines, television, etc. may be actively sought on behalf of Sandwich Public Library District and the donor with the permission of the donor. Both Sandwich Public Library District administration and the donor will approve press releases for gifts.

Awards and Gifts

Commemorative objects of minimum value may be distributed to donors and volunteers to reflect appreciation for their support.