

General Policy

POLICY SECTION 1

Vision Statement

Educate – Captivate – Connect

Mission Statement

We strive to educate, inform, entertain, and culturally enrich our community.

Functions of the Plainfield Area Public Library

Our Library provides:

- A welcoming and open environment to all who enter.
- Outreach services to engage and inform our growing community.
- Equitable access to programs, information and resources, which reflect and celebrate our diverse community.
- Opportunities for learning and personal growth at any and all ages.
- Expertise by trained professionals who connect our community with whatever information it is they seek.

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 they are responsible to the Board.

Standards of Library Service

The current standards of service as adopted by the Illinois Library Association in *Serving Our Public*, 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 of library services over the next three to five years. This Plan shall be reviewed on an on-going basis and is available on our website.

Hours of Operation

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

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|-----------|-----------------|
| 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 |

Occasionally, and in the case of unforeseen circumstances, the Director has discretion for deciding operational hour changes as needed.

The Library will be closed on New Year's Day, Memorial Day, Independence Day Eve at 5pm, 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.

- B. 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:
 - a. 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)
 - b. Are the school districts served by the Library closed?
 - c. Are surrounding area libraries closing?
 - d. Are other local entities such as colleges and universities closed?
 - e. Are there any extenuating circumstances such as wind chill below -30° or temperature in the building below 56° or above 85°?
- C. 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. The Library Board will be contacted as soon as possible.
- D. 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 Act (FOIA)

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

Records Retention

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

Volunteers

The Library welcomes volunteers to assist staff in supplemental areas when possible. Volunteers are not intended to take the place of paid staff. The Library does not facilitate court-mandated community service. Applications are available on the Library’s website.

Friends of the Plainfield Public Library

The Board of Library Trustees acknowledges that the Friends of the Library is an organization, separate and apart from the Plainfield Area Public Library, 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 Area Public Library.

The volunteers in the Friends of the Plainfield Public Library are separate from Library personnel. 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 their fund-raising activities on and off the premises. That individual shall attend the membership meetings, and provide updates to the Board on all projects as appropriate.

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. 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. In the event the Plainfield Area Public Library becomes the custodian of any Friends of the Library funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

The Library and the Friends of the Plainfield Area Public Library have each signed a Memorandum of Understanding outlining the roles of each organization.