

# **Board Meeting Agenda**

January 8, 2017

## **Call to order**

## **Minutes**

## **Correspondence, communications, and public comments**

## **Committee Reports**

- Finance – Finance Report, Checks Report
- Book
- House – roof repaired

## **Librarian's Report**

- Statistics report
- Month's review
- Friends

## **Old business**

- Review our policy for compliance with the new statutory requirements for sexual harassment policies and take formal action to adopt or ratify policy. *Must be adopted by Jan. 15, 2018.*

## **New Business**

## **Miscellaneous**

**Next Meeting:** February 12, 2018

**Paris Public Library  
Board of Trustees  
December 11, 2017**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President George Griffin. In attendance were Cherie Lehman, Susan Punzelt, Roxanne Michels, Evie Gill and Librarian Teresa Pennington. Absent were Trustees Karen Earlywine, Bruce Young and Ginny English.

**Minutes of Previous Meeting:** MOTION: Lehman, second by Punzelt to approve November minutes as written. Motion carried.

**Committee Reports:**

**\*Finance:** The finance and checks report were usual for the month. MOTION: Michels, second by Gill to approve finance report. Motion carried.

**\*Book:** None.

**\*House:** Librarian Pennington reported that a light fixture in the men's restroom needed a new ballast. It has been replaced.

**Librarian's Report:** Statistics are normal for this time of year. MOTION: Lehman, second by Michels to approve statistics report. Motion carried.

42 Crestwood students visited the Library during their study of Andrew Carnegie. The students drew a floor plan of the library and compared it to other Carnegie libraries. Many took selfies with the portrait of Carnegie that hangs in the library. The Madison Street door does not always unlock, and the staff often enters through another door. At some point, the door will need replacing. Shakespeare in the park has been confirmed with the Park Board. Larkfield Glass has finished the artwork and needs to find help to hang the piece.

**\*Friends:** Christmas at the Library was held on December 7th. There were 96 in attendance including Santa and Mishka the husky. Each child received a book, puzzle, crayons and candy. It was enjoyed by all.

**Old Business:** The Trustees reviewed and approved the Library Safety Checklist. The floor plan will be posted at the desk. All items complied.

**New Business:** Librarian Pennington announced the schedule of meetings for 2018. MOTION: Punzelt, second by Lehman to adopt the 2018 schedule. Motion carried. Sexual harassment policy will be reviewed again and ratified at the January meeting.

**Miscellaneous:** Holiday closings: Saturday December 23, Monday December 25 and Monday January 1, 2018.

Meeting adjourned at 5:11 p.m. Next meeting is Monday, January 8, 2018.

Respectfully submitted,  
Evie Gill, Secy.

# PARIS PUBLIC LIBRARY FINANCE REPORT

	Budget	Dec 2017	YTD	
<b>Income</b>				
40-01-00-3110 Real Estate Tax	118,500.00	-	116,056.64	
40-01-00-3420 Replacemnt Tax	11,500.00	-	4,825.95	
40-01-00-3120 RE Tax-Dtown TIF	200.00	-	-	
40-01-00-3470 Grants	7,000.00	-	-	
40-01-00-3811 Interest on Cash	200.00	-	73.25	
40-01-00-3812 Investment Interest	3,500.00	-	771.19	
40-01-00-3820 Dividends Snap On	2,840.00	-	1,420.00	
40-01-00-3821 Loss/Restr FFF (IMET charge)	-	-	-	
40-01-00-3830 Gifts and Donations	4,000.00	1,338.40	3,386.50	
40-01-00-3890 Misc Income	15,000.00	985.95	8,018.31	
	162,740.00	2,324.35	134,551.84	
<b>Expenditures</b>				
				<b>Balance</b>
<b>Building</b>				
40-01-00-5110 Repair & Maintenance	24,000.00	45.54	18,272.96	5,727.04
40-01-00-5120 Equipment Maintenance	1,500.00	-	1,291.51	208.49
40-01-00-5170 Grounds Maintenance	1,800.00	250.00	920.00	880.00
40-01-00-5710 Utilities	8,500.00	397.19	4,688.44	3,811.56
40-01-00-5910 Liab. & Prop. Insurance	2,000.00	-	2,000.00	-
40-01-00-6540 Janitor Supplies	600.00	-	287.57	312.43
<b>Library Services</b>				
40-01-00-5370 Internet	2,600.00	232.00	1,914.60	685.40
40-01-00-5510 Postage	600.00	156.52	436.06	163.94
40-01-00-5520 Telephone	1,920.00	166.36	1,314.63	605.37
40-01-00-6590 Processing & Supplies	2,000.00	172.00	1,236.72	763.28
40-01-00-6840 Automation & Software	4,800.00	29.00	4,763.71	36.29
40-01-00-8300 Office Equipment	1,200.00	78.17	596.68	603.32
40-01-00-8330 Computer Equipment	500.00	-	679.36	(179.36)
40-01-00-9110 Programs & Publicity	1,900.00	-	1,650.30	249.70
40-01-00-9290 Misc.	950.00	38.79	478.30	471.70
<b>Materials</b>				
40-01-00-6710 Books & Periodicals	12,500.00	773.10	7,061.16	5,438.84
40-01-00-6810 Audiobooks	1,500.00	-	649.81	850.19
40-01-00-6820 Video	1,500.00	-	684.34	815.66
40-01-00-6830 Electronic Resources	3,800.00	-	1,951.79	1,848.21
<b>Personnel</b>				
40-01-00-4210 Salaries	93,000.00	7,057.55	59,101.26	33,898.74
40-01-00-4275 Bonuses	628.00	579.34	579.34	48.66
40-01-00-4510 Health Insurance	18,500.00	1,166.00	11,293.12	7,206.88
40-01-00-4511 Health Ins Reinsurance	-	-	0.00	-
40-01-00-4520 Life Insurance	345.00	30.40	243.20	101.80
40-01-00-4530 Unemployment	400.00	-	69.39	330.61
40-01-00-4540 Workers Comp	600.00	-	672.32	(72.32)
40-01-00-5620 Travel & Training	100.00	-	-	100.00
<b>Contingency</b>	<u>1,000.00</u>			<u>1,000.00</u>
<b>TOTALS</b>	188,743.00	11,171.96	122,836.57	65,906.43

**PARISPL**  
**Checks & Deposits**

Type	Date	Num	Name	Account	Amount
<b>Dec 17</b>					
Deposit	12/04/2017		Income	Gift Fund	1,000.00
Check	12/04/2017	2164	USPS	Daily Business	-54.47
Check	12/05/2017	1040	Baker & Taylor	Pear / Bishop checking	-88.88
Check	12/06/2017	1277	Gale/Cengage Learning	Gift Fund	-174.13
Deposit	12/07/2017		Income	Daily Business	356.84
Check	12/11/2017	2165	Ameren Illinois	Daily Business	-13.10
Check	12/11/2017	2166	Wal-mart	Daily Business	-19.84
Check	12/11/2017	2167	Unique Management Services	Daily Business	-8.95
Check	12/11/2017	2168	James C. Bennett	Daily Business	-45.54
Check	12/12/2017	2169	Blue Ridge Township Library	Daily Business	-10.00
Deposit	12/14/2017		Income	Daily Business	209.99
Deposit	12/16/2017		Income	Gift Fund	325.00
Check	12/16/2017	2170	Bayscan Technologies	Daily Business	-172.00
Check	12/20/2017	2171	Technology Management Revolvi...	Daily Business	-154.00
Deposit	12/21/2017		Income	Daily Business	304.38
Check	12/21/2017	2172	Gale/Cengage Learning	Daily Business	-50.03
Check	12/26/2017	2173	Frontier	Daily Business	-244.36
Check	12/27/2017	2174	USPS	Daily Business	-102.05
Check	12/27/2017	1278	Gale/Cengage Learning	Gift Fund	-90.71
Deposit	12/28/2017		Income	Daily Business	128.14
Check	12/28/2017	2175	Watts Copy Systems inc	Daily Business	-78.17
Check	12/28/2017	2176	Card Services	Daily Business	-84.51

**Dec 17**

**PARIS CARNEGIE PUBLIC LIBRARY**

Invoices for payment

January 8, 2018

**40-01-00-6710 Books & Periodicals**

Baker & Taylor	2033393899	50.87
PO Box 277930	2033366319	373.07
Atlanta GA 30384-7930		

<b>Total books</b>		<b>423.94</b>
--------------------	--	---------------

Payment authorized by:

John E. Tingley LLC  
13795 Grapevine Road  
Chrisman, IL 61924

# Invoice

Date	Invoice #
12/20/2017	127

Bill To
Paris Public Library 207 S. Main St. Paris, IL 61944

Due Date
12/20/2017

Quantity	Description	Amount
	Removed and disposed of damaged section. Torch applied Bitec modified bitumen over a fiberglass base sheet	2,464.00
	Repairs made to other areas	525.00
Thank you for your business.		<b>Total</b> \$2,989.00

# Paris Carnegie Public Library

December 2017

## New Cards Issued

	Resident	Nonresident
Adult	8	1
Young Adult (HS)	2	0
Children	4	1
Other	0	0
Property Owner	0	0
<b>Total</b>	<b>14</b>	<b>2</b>

## Circulation Breakdown

	Books	DVDs/VHS/Blu-Ray	Audios (incl music)	Periodicals	Other physical items	ebooks	e-audiobooks	Total
	2204	609	129	19	2	265	61	3289
Previous total	31145							
Volumes Added	33							
Volumes Withdrawn	6							
<b>Total</b>	<b>20974</b>					<b>1438</b>		<b>31180</b>
<b>DVDs</b>						<b>576</b>		
<b>Audiobks</b>							<b>237</b>	
<b>Microfilm</b>								

## Holdings

	Adult	Children	Total
20947	10198	31145	
33	21	54	
6	13	19	
<b>20974</b>	<b>10206</b>	<b>31180</b>	
<b>DVDs</b>		<b>1438</b>	
<b>Audiobks</b>		<b>576</b>	
<b>Microfilm</b>		<b>237</b>	

## Circulation Year-to-Date

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
checkout	3018	3452	3337	3403	3214	3592	3176	2963	26155				26155
MyMediaMall	241	211	220	239	217	211	210	187	1736				1736
Cloud Library	86	75	148	137	116	159	123	139	983				983
<b>*total circ</b>	<b>3345</b>	<b>3738</b>	<b>3705</b>	<b>3779</b>	<b>3547</b>	<b>3962</b>	<b>3509</b>	<b>3289</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28874</b>
<u>ILL &amp; Holds</u>													
ILL to other libraries	444	491	495	515	555	535	532	337	3904				3904
ILL from other libs	655	696	762	953	677	718	788	656	5905				5905
OCLC ILL loaned	17	14	6	12	19	14	7		89				89
OCLC ILL borrowed	24	23	30	32	19	43	36		207				207
reciprocal	132	127	116	123	95	82	110	128	913				913
PAC holds	272	332	330	350	249	264	314	233	2344				2344
staff-initiated holds	604	732	712	790	653	713	726	523	5453				5453

## Library usage stats

Computer	707	760	803	814	803	903	856	687	6333
Reference	771	886	936	949	839	892	824	733	6830
attendance	56	236	71	44	49	127	121	143	847
number of programs	5	13	6	4	8	15	6	5	62
"passive" attendance	10	84	12	0	0	0	0	0	106
meeting room use	9	11	21	24	20	13	18	7	123
<u>eResources usage</u>									
website visits	1170	1194	1207	1232	1139	1155	922	792	8811
Ancestry image/text	668	665	239	188	509	358	32	300	2959
ABC Mouse	1	0	2	2	0	2	3	0	10
Driving Tests	*****	*****	14	38	2	2	20	1	77

## December 2017 Review

Approximately 100 children/parents attended the Friends' Christmas at the Library on Dec. 7. In addition to visiting with Santa and Chris Clawson's dog Mishka, children received a bag with a small box of crayons (to color bag & puzzle) and a puzzle. They also chose a Golden Book, all compliments of the Friends group.

Received \$325.00 in donations in memory of Laura S. Dayton.

Roofers were on the library roof when we arrived on the 18<sup>th</sup>. The bill is included in this month's reports.

I finished setting up the new public laptop on Dec. 13. Purchased Microsoft Office 2016 from TechSoup (29.00) so all the public computers would have the same version.

I submitted the 2018 per capita grant application (due Jan. 15) to the state library on Dec. 20.



**ADULT FICTION****JANUARY 2018**

Alers	Breakfast in bed	9781496707321	9.95
Anderson	Spring forward	9780399586347	7.99
Benedict	Carnegie's maid	9781492646624	25.99
Burke	The wife	9780062390516	26.99
Burke, J.	Robicheaux	9781501176845	27.99
Cameron	Seeds of hope	9781683700555	14.99
Corry	Blood sisters	9780525522188	26.00
Finn	The woman in the window	9780062678416	26.99
Hendrichs	The wife between us	9781250130921	26.99
Hurwitz	Hellbent	9781250119179	26.99
Koontz	The whispering room	9780345546807	28.00
Krentz	Promise not to tell	9780399585272	27.00
Luna	Two girls down	9780385542494	25.95
McKinlay	Every dog has his day	9780399584763	7.99
Moyes	Still me	9780399562457	27.00
Perry	The bomb maker	9780802127488	26.00
Robb	Dark in death	9781250161536	27.99
Steel	Fall from grace	9781101884003	28.99
Woods	Unbound	9780735217171	28.00

**ADULT NONFICTION**

	Black & Decker Advanced Home Wiring	9780760353554	19.99
	Complete guide to wiring	9780760353578	24.99
Devi	The spectrum of hope	9780761193098	26.95
Six Sisters	Celebrate every season with Six Sisters' stuff	9781629723280	22.99

**YA**

Alifirenka	I will always write back	9780316241335	10.99
Gaiman	The sleeper and the spindle	9780062398246	19.99

**CHILDREN'S FICTION**

Banks	How to find an elephant	9780374335083	16.99
Cordell	Wolf in the snow	9781250076366	17.99
Fry	How to be a supervillain	9780316318693	13.99
Miles	Jake (The Puppy Place	9781338069273	4.99
Neal	I won't eat that	9780763679095	15.99
Tamura	Penguins don't wear sweaters	9781101996966	16.99

**CHILDREN'S NONFICTION**

Bray	Star Wars	9780374335083	21.99
NGS	United States encyclopedia	9781426320927	24.99
Roy	How to be an elephant	9781626721784	18.99
Zoehfeld	How deep is the ocean?	9780062328205	17.99

# RESOLUTION NO. 2018-1

## RESOLUTION ADOPTING A SEXUAL HARASSMENT POLICY FOR PARIS CARNEGIE PUBLIC LIBRARY

**WHEREAS**, Paris Carnegie Public Library is a local unit of government duly organized and acting pursuant to the powers as authorized under the Illinois Local Library Act, *75 ILCS 5/1-0.01, et seq (the "Library")*; and

**WHEREAS**, Public Act 100-0554 amended Section 70-50 of the Illinois State Officials and Employees Ethics Act so as to require local governmental units to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment, which must include, at a minimum: (i) a prohibition on sexual harassment; (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Right; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under this Act, the Illinois Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report; and

**WHEREAS**, all prior existing sexual harassment policies of Paris Carnegie Public Library shall be superseded by the Policy adopted by this Resolution; and

**WHEREAS**, if any section or provision of this Resolution or the adopted Sexual Harassment Policy be declared to be invalid, that decision shall not affect the validity of this Resolution or adopted Sexual Harassment Policy as a whole or any part thereof, other than the part so declared to be invalid;

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF PARIS CARNEGIE PUBLIC LIBRARY**, as follows:

Section1: The Sexual Harassment Policy, included as Exhibit A, is hereby adopted.

Section 2: This resolution shall be in force and effect on January 9, 2018.

ADOPTED this 8<sup>th</sup> day of January, 2018, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Trustees

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees

# SEXUAL HARASSMENT POLICY

Paris Carnegie Public Library

## **Working Environment**

It is the policy of Paris Carnegie Public Library that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

For purposes of this policy, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties and the prohibition of harassment does not require an employment relationship.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Library in accordance with the Sexual Harassment Reporting Procedure.

## **Library Employee/Patron Relationship**

The Board affirms its commitment to ensuring an environment for all non-employee patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and, therefore, such harassment will not be tolerated.

Sexual harassment of a patron by an employee means:

- Any sexual advance by an employee toward a patron,
- Any request by an employee to a patron for sexual favors,
- Any acceptance by an employee of a sexual advance or request for sexual favors from a patron, or
- Any conduct of sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a patron's participation in any library-sponsored activity, or (ii) such conduct has the purpose or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive library environment for the patron

Any patron who suspects that he or she has encountered sexual harassment should report the incident to the Library Director or, if not immediately available, to her as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by an employee against a patron shall immediately report it to their immediate supervisor or the Library Director.

## Examples

Sexual harassment prohibited by this policy includes verbal, non-verbal, visual, or physical conduct. The terms "intimidating," "hostile," or "offensive" as used above include conduct which has the effect of humiliation, embarrassment, or discomfort.

- **Verbal:** sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, use of sexually oriented "kidding" or "teasing," sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-verbal:** suggestive or insulting sounds, whistling, leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises, "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (such as email, text/picture/video messages, intranet/online postings, blogs, instant messages and social network websites like Facebook and Twitter).
- **Visual:** posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

## Duty to Report Sexual Harassment of Patrons by Fellow Patrons

All employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to their immediate supervisor or the Library Director.

## Reporting Procedure

The person experiencing what he or she believes to be sexual harassment must not assume that the Library is aware of the conduct. If there are no witnesses and the victim fails to notify the Library Director or other responsible officer, the Library will not be presumed to have knowledge of the harassment.

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

### Step 1:

- **Reporting by Patrons:** Any patron who suspects that he or she is the victim of sexual harassment by an employee or a fellow patron should report it to the Library Director as soon as possible.
- **Reporting by Employees:** A complaint by an employee that sexual harassment has occurred shall first be presented to either the employee's immediate supervisor or the Library Director. If the

immediate supervisor or the Library Director is the subject of the complaint, then the complaint should be presented to the President of the Board.

**Step 2:**

- If the alleged perpetrator of sexual harassment is a Library patron, the normal disciplinary procedures in the Library's Conduct policy should be followed. In all other cases, the Library Director shall meet with the complainant within five days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the Library Director may also have a representative; such meeting, however, shall be informal. The Library Director shall issue a written decision with five days of the meeting.

**Step 3:**

- If the complainant is not satisfied with the Library Director's decision, with five days of the date of that decision, an appeal may be taken to the Board President or his or her designee (hereinafter, the words "Board President" shall include such designee).
- The appeal shall be in writing and shall state the reasons for appealing the Library Director's decision. Within five days of receiving the appeal, the Board President shall meet with complainant, any representative, and the Library Director to resolve the matter. The Board President shall issue a written decision with ten days of this meeting.

**Step 4:**

- If the complainant is not satisfied with the Board President's decision, then within ten days, an appeal may be made to the entire Board of Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a written statement setting forth the reasons for the appeal. Within twenty days of receiving an appeal, the Board or a committee thereof shall meet with the complainant, the Library Director, and any representatives to discuss the allegations. The hearing with the Board shall be informal. The complainant and the administration may present evidence, call and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply; however, hearsay evidence shall not be presented for proof of any ultimate facts.
- Within ten days after the hearing, the Board shall issue its written decision.

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender.

Confidentiality will be maintained throughout the process to the extent consistent with the Library's legal obligations, reasonable investigation practices, and application of corrective action. The Library may need to disclose certain information when necessary to protect the interests of the Library, its employees, and the public.

### **Violations and Consequences**

An employee who violates this policy will be subject to disciplinary action, up to and including immediate discharge. A patron who violates this policy will be subject to a suspension or revocation of library privileges or services. Each case will be reviewed on an individual basis.

In addition to any and all other discipline that may be applicable pursuant to library policies, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge, and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the library shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

### **Knowingly Making a False Report**

A false report is made to accomplish some end other than stopping sexual harassment or retaliation for reporting harassment. It is not a report made in good faith which cannot be proven.

Malicious, false or misleading accusations, charges or statements of sexual harassment intentionally made by an employee or by a patron will be treated as a violation of the policy and will be subject to the same consequences.

### **Retaliation**

It is a violation of this policy to retaliate or to discriminate in any way against any person who has reasonably and in good faith reported sexual harassment or articulated any concern about sexual harassment.

It is also a violation of this policy to retaliate or to discriminate in any way against any person who has reasonably and in good faith testified, assisted, or participated in any investigation, proceeding, or hearing concerning any sexual harassment claim or charge.

Such persons also have the availability of whistleblower protections under the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1-1, *et. al.*, the Illinois Whistleblower Act, 740 ILCS 174/1. *et. al.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101, *et. al.*

### **Resolution outside the Library**

The purpose of this policy is to establish procedures for responding to complaints and incidents so that problems can be identified and remedied internally. However, any employee or patron may also use the legal recourse, investigative, and complaint process through the Illinois Department of Human Rights and the Illinois Human Rights Commission.

- Illinois Department of Human Rights, 222 S. College, Room 101-A, Springfield, IL 62704, (217)785-5100
- Illinois Human Rights Commission, William G. Stratton Office Building, 401 S. Spring St., Suite 802, Springfield, IL 62706, (217)785-4350