



**GAIL BORDEN PUBLIC LIBRARY DISTRICT
SPECIAL BOARD OF TRUSTEES MEETING**

October 23, 2025

7:00 PM

Sally Lee Rooms

270 N. Grove Ave

Elgin, IL 60120

AGENDA

1. Call to Order
2. Public Comment
3. Resolution and Procedures on Law Enforcement at the Library
4. Adjournment

2



Main Library
270 N. Grove Ave
Elgin, IL 60120

Rakow Branch
2751 W. Bowes Rd
Elgin, IL 60124

South Elgin Branch
127 S. McLean Blvd
South Elgin, IL 60177

Resolution No. 2025-10-A

A Resolution Affirming the Gail Borden Public Library District’s Commitment to Protecting Patron Privacy, Upholding Intellectual Freedom, and Establishing Guidelines for Interactions with Immigration Enforcement Officials

WHEREAS, the Gail Borden Public Library is committed to providing an inclusive, welcoming, and safe environment for all members of the community regardless of race, ethnicity, national origin, immigration status, religion, or background; and

WHEREAS, the Library upholds the principles of intellectual freedom as articulated by the American Library Association (ALA), including the **Library Bill of Rights** and related policies, which affirm the right of every individual to seek and receive information without fear, intimidation, or discrimination; and

WHEREAS, Illinois law, including the **Illinois TRUST Act (5 ILCS 805)**, places limits on local law enforcement and public agencies regarding cooperation with federal immigration enforcement, and provides important protections for immigrant communities; and

WHEREAS, libraries are not required to act as agents of federal immigration enforcement (5 ILCS 805/5; 5 ILCS 805/15(h); *Printz v. United States*), and immigration enforcement actions in sensitive locations such as libraries are discouraged under the U.S. Department of Homeland Security’s own policies; and

WHEREAS, the Library is legally obligated under state and federal law to protect the confidentiality of patron records (75 ILCS 70/1; 75 ILCS 16/1-25), including names, addresses, and use of library resources, except where disclosure is required by law through a valid court order; and

WHEREAS, the Library seeks to adopt clear procedures for staff regarding any encounters with Immigration and Customs Enforcement (ICE) or other immigration officials to ensure legal compliance, protect patron rights, and maintain a safe and welcoming environment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Gail Borden Public Library, Elgin, Illinois, that:



Main Library
270 N. Grove Ave
Elgin, IL 60120

Rakow Branch
2751 W. Bowes Rd
Elgin, IL 60124

South Elgin Branch
127 S. McLean Blvd
South Elgin, IL 60177

1. **Safe and Welcoming Space:** The Library affirms that all community members are welcome to use library services regardless of immigration status. Library staff shall not inquire about or record a patron's immigration or citizenship status.
2. **Confidentiality of Records:** The Library will fully protect the confidentiality of patron records and personal information to the fullest extent permitted by law. No patron information shall be disclosed to ICE or any other immigration enforcement agency without a valid court order, or as otherwise required by law. In addition to the foregoing, the Library will not disclose confidential patron information without direction from the Library's legal counsel.
3. **Verification of Legal Authority:** If immigration enforcement officials enter the library or request patron information, staff shall immediately refer the individual(s) to the Security Team and the Chief Executive Officer. The CEO and Security shall request proper identification and contact legal counsel before acting.
4. **Staff Training:** The Library will provide regular training to all staff on procedures for responding to requests from law enforcement, including ICE, and on legal protections for patron privacy under Illinois and federal law.
5. **Non-Participation in Enforcement:** Library staff will not assist or participate in immigration enforcement activities, such as questioning patrons, providing information, or granting access to non-public areas, unless required by a valid court order or as otherwise required by law.
6. **Community Reassurance:** The Library will publicly communicate this resolution and related policies to patrons and staff, reaffirming its role as a trusted and inclusive public space.
7. **Policy Review:** This resolution and related procedures will be reviewed annually or as needed to remain in compliance with applicable state and federal law.

PASSED AND ADOPTED this 23 day of October, 2025, by the Board of Trustees of the Gail Borden Public Library, Elgin, Illinois.

/S/ Jean Bednar
President, Library Board of Trustees

/S/ Tiffany Henderson
Secretary, Board of Trustees



Main Library
270 N. Grove Ave
Elgin, IL 60120

Rakow Branch
2751 W. Bowes Rd
Elgin, IL 60124

South Elgin Branch
127 S. McLean Blvd
South Elgin, IL 60177

Resolución No. 2025-10-A

Una resolución que afirma el compromiso del Distrito de la Biblioteca Pública Gail Borden con la protección de la privacidad de los usuarios, la defensa de la libertad intelectual y el establecimiento de pautas para las interacciones con funcionarios de control migratorio

CONSIDERANDO que la Biblioteca Pública Gail Borden está comprometida a proporcionar un entorno inclusivo, acogedor y seguro para todos los miembros de la comunidad, sin importar raza, etnia, origen nacional, estatus migratorio, religión o antecedentes; y

CONSIDERANDO que la Biblioteca defiende los principios de la libertad intelectual tal como los articula la Asociación Americana de Bibliotecas (ALA), incluyendo la **Declaración de los Derechos de la Biblioteca** y políticas relacionadas, que afirman el derecho de cada individuo a buscar y recibir información sin temor, intimidación o discriminación; y

CONSIDERANDO que la ley de Illinois, incluyendo la **Ley TRUST de Illinois** (5 ILCS 805), establece límites a la cooperación de las fuerzas del orden locales y agencias públicas con la autoridad federal de control migratorio, y proporciona protecciones importantes para las comunidades inmigrantes; y

CONSIDERANDO que las bibliotecas no están obligadas a actuar como agentes de control migratorio federal (5ILCS 805/5; 5ILCS 805/15(h); *Printz v. United States*), y que se les desanima tomar acciones de control migratorio en lugares sensibles, como las bibliotecas, según las normas del propio Departamento de Seguridad Nacional de los Estados Unidos; y

CONSIDERANDO que la Biblioteca tiene la obligación legal, conforme a la ley estatal y federal, de proteger la confidencialidad de los registros de los usuarios (75 ILCS 70/1; 75 ILCS 16/1-25), incluyendo nombres, direcciones y el uso de los recursos de la biblioteca, excepto cuando la divulgación sea requerida por la ley mediante una orden judicial válida; y

CONSIDERANDO que la Biblioteca busca adoptar procedimientos claros para el personal de la biblioteca respecto a cualquier encuentro con funcionarios de Inmigración y Control de Aduanas (ICE) u otros funcionarios migratorios, para asegurar el cumplimiento legal, proteger los derechos de los usuarios y mantener un entorno seguro y acogedor.

POR LO TANTO, SE RESUELVE que la Junta Directiva de la Biblioteca Pública Gail Borden, en Elgin, Illinois, acuerda lo siguiente:

1. **Espacio Seguro y Acogedor:** La Biblioteca afirma que todos los miembros de la comunidad son bienvenidos a utilizar los servicios de la biblioteca, sin importar su estatus migratorio. El personal de la Biblioteca no deberá preguntar ni registrar el estatus migratorio o de ciudadanía de ningún usuario.



Main Library
270 N. Grove Ave
Elgin, IL 60120

Rakow Branch
2751 W. Bowes Rd
Elgin, IL 60124

South Elgin Branch
127 S. McLean Blvd
South Elgin, IL 60177

2. **Confidencialidad de los Registros:** La Biblioteca protegerá plenamente la confidencialidad de los registros y la información personal de los usuarios en la mayor medida permitida por la ley. Ninguna información de los usuarios será divulgada a ICE ni a ninguna otra agencia de control migratorio sin una orden judicial válida o según lo requiera la ley. Además de lo anterior, la Biblioteca no divulgará información confidencial de los usuarios sin la indicación del asesor legal de la Biblioteca.
3. **Verificación de la Autoridad Legal:** Si funcionarios de control migratorio ingresan a la biblioteca o solicitan información sobre los usuarios, el personal de la biblioteca deberá remitir inmediatamente a la(s) persona(s) al Equipo de Seguridad y al Director Ejecutivo. El Director Ejecutivo y el Equipo de Seguridad solicitarán la identificación correspondiente y se pondrán en contacto con el asesor legal antes de actuar.
4. **Capacitación del Personal:** La Biblioteca proporcionará capacitación regular a todo el personal de la biblioteca sobre los procedimientos para responder a solicitudes de las oficiales del orden, incluyendo ICE, y sobre las protecciones legales para la privacidad de los usuarios bajo la ley de Illinois y la ley federal.
5. **No Participación en la Aplicación de la Ley Migratoria:** El personal de la Biblioteca no asistirá ni participará en actividades de control migratorio, tales como interrogar a usuarios, proporcionar información o permitir acceso a áreas no públicas, salvo que sea requerido por una orden judicial válida o según lo exija la ley.
6. **Reafirmación a la Comunidad:** La Biblioteca comunicará públicamente esta resolución y las normas relacionadas a los usuarios y al personal de la biblioteca, reafirmando su papel como un espacio público confiable e inclusivo.
7. **Revisión de la Norma:** Esta resolución y los procedimientos relacionados serán revisados anualmente o según sea necesario para garantizar el cumplimiento de la legislación estatal y federal aplicable.

APROBADA Y ADOPTADA este 23 día de Octubre de 2025, por la Junta Directiva de la Biblioteca Pública Gail Borden, Elgin, Illinois.

/S/Jean Bednar
Presidente, Junta Directiva de la Biblioteca

/S/Tiffany Henderson
Secretario, Junta Directiva

Internal Procedures for Responding to Immigrations and Customs Enforcement (ICE) on Library grounds



Introduction: The Gail Borden Public Library is a welcoming space for all staff and members of our community. We welcome everyone at the Library, and we're committed to respecting the privacy of our customers.

Gail Borden Library cannot assist or collaborate with federal immigration enforcement authorities, including U.S. ICE agents, in any way, unless we are legally obligated to provide information in compliance with a valid court order or as otherwise required by law. Interactions with ICE officers on Library grounds or in buildings are handled like other law enforcement interactions.

Purpose: The purpose of this Procedure is to provide guidelines for Gail Borden Public Library District (Library) staff and patrons to respond to unannounced visits to Library facilities by U.S. Immigration and Customs Enforcement (ICE), U.S. Department of Homeland Security Investigations (HSI), or another federal immigration authority. This procedure ensures compliance with applicable laws while protecting the rights of Library staff and patrons.

Scope: These procedures apply to all Library officials, employees, volunteers, and contractors who may interact with ICE agents during an unannounced visit.

Please know that the safety and well-being of our staff remain our highest priority. We hear your concerns and are here to support you. If any situation (including the presence of law enforcement) makes you feel uncomfortable, you have the immediate option to step away to a staff-only space until the situation is resolved.

We recognize that other local entities such as school districts and community colleges may operate under different policies or procedures. The Gail Borden Public Library looks to the American Library Association (ALA), Illinois Library Association (ILA), and our legal counsel to gather accurate information and guidance that applies specifically to public libraries, staff and visitors.

Can ICE come into the Library?

Yes. ICE agents are authorized to enter publicly accessible areas of the Library. However, ICE is prohibited from entering private or restricted areas of the Library without a court

Internal Use Only

order or other valid legal process.

If an employee or volunteer sees or hears of ICE activity on Library property, what should they do?

- **Immediately notify Security** (10-25 on the radio or call office extension 4021).
- Stay calm and professional. Do not volunteer information to federal agents.
- Let agents know that you are not authorized to access or disseminate confidential information. If federal immigration enforcement agents request documents or answers to questions, let them know that you will immediately contact an authorized person to assist them.
- Request that agents remain in public spaces.
- Legally, you cannot obstruct or impede agents' business on the premises.

What is ICE allowed and not allowed to do in a public space (such as the Library)?

According to the ACLU Illinois guidance given to us via ILA officials, if ICE were to enter the Library:

ICE May NOT*:

Enter private areas of the Library including Staff Only areas, behind enclosed checkout counters, or within locked areas.

Seize Library property.

Inspect or seize Library records.

\Without.valid.legal.documentation.and.
approval.from.Library's.legal.counsel;

ICE May:

- Enter public areas.

- Ask anyone questions (people have the right to not answer, per the Fifth Amendment).

- Make arrests (if they have a valid arrest warrant).

For more information on 8 USC 7913, Powers of immigration officers and employees, click [here](#);

Internal Use Only

Security Services Department Procedures

If you are notified ICE is in the building –

- Immediately contact Designated Supervisory Personnel (see below).
- Identify yourself to law enforcement and inform them that you are the best contact person for questions.
- Ask for the official's name, badge number, agency affiliation, and the purpose of their visit.
- Document all details of the interaction including date, time, location and details of the visit; You may record the entire interaction.
- Follow the agent(s) throughout the building.
- You may ask agents to remove masks.
- Do not provide any documents, access to records, property, or access to Staff Only – non-public areas until guidance is received from the Library's legal counsel.

If the agent has a search warrant? court order? or subpoena.-

- **It is the role of the Library's legal counsel and not the role of staff members to review any documentation federal agents provide to the Library.**
- Designated Supervisory Personnel will contact the library's attorney for guidance.
- Make photocopies of all documentation provided by federal agents, and transcribe any relevant information provided by federal agents (e.g. their name, badge number, business card, purpose and scope of visit, etc.), which will be sent to the attorney to ensure its validity and scope and assist the library with complying.
- Submit an Incident Report within 24 hours to the Library's Designated Supervisory Personnel including all information of the visit, and copies of any documentation provided by federal agents.

If the agent does not have a search warrant? court order? or subpoena.-

- Designated Supervisory Personnel will contact the library's attorney for guidance.
- Document all details of the interaction including date, time, location and details of the visit. You may record the entire interaction.
- Submit an Incident Report within 24 hours to the Library's Designated Supervisory Personnel including all information of the visit, and copies of any documentation provided by federal agents.

Internal Use Only

Ensure That Staff and Patrons Understand Their Rights –

- Federal immigration agents cannot enter non-public areas of Library facilities (e.g., bathrooms, locked rooms, private offices) without Library authorization, or a valid court order or warrant. However, the validity and scope of documentation provided by federal agents must be solely determined by the Library's designated supervisory staff members and the Library's legal counsel.
- Staff and patrons have a right to remain silent (do not have to answer questions or provide information).
- Staff and patrons are not required to disclose their immigration status.
- Important links and resources are available on the Library's website [here](#).
- 1-855-435-7693 - Family Support Network and Hotline [Illinois Coalition for Immigrant & Refugee Rights \(ICIRR\)](#)

Federal Agent Requests for Records of Information

- If agent makes a verbal request for information or records, summarize the request and immediately notify the Library's designated supervisory personnel and legal counsel.
- In no event should staff immediately disclose physical records or information (including I-9s or E-Verify information), or provide verbal information responsive to federal agent requests, without first notifying the Library's designated supervisory personnel and legal counsel.
- Regarding confidential Library staff or patrons records, the Library will require federal agents to present a valid court order, warrant, subpoena, or other documentation authorizing access to confidential records.
- Regarding non-confidential Library records, the Library will direct federal agents to submit a request for records pursuant to the Illinois Freedom of Information Act, or other applicable law.

Review and Follow-Up

- The Library's Designated Supervisory Personnel and legal counsel will promptly review the incident and determine any necessary actions.
- If necessary, the Library's designated supervisory personnel and legal counsel will communicate updates to staff and affected individuals while ensuring confidentiality.

Internal Use Only

Designated Supervisory Personnel (contact information is included in security procedures only)

The CEO will handle all requests to search for library records pursuant to a search warrant. In the CEO's absence, the individuals in the following order will handle the search warrant. In any event, the CEO should be contacted.

Chief Executive Officer, Carole Medal, Ext. 4699

Chief Operating Officer, Facilities Management, David Considine, Ext. 5989

Chief Operating Officer, Library Services, Sara Sabo, Ext. 5984

Director of Security, John Johnson Ext. 6794

Ancel Glink Attorney, Britt Isaly

Types of documents ICE typically use to carry out different types of enforcement actions

These are some of the most common documents that an ICE agent may give to staff. The list below helps you better understand what action the ICE agent is trying to accomplish.

- Federal Court Warrant
 - If ICE has an **arrest warrant**, the warrant must describe who ICE is looking for and the locations ICE can enter to find the individual. It does not allow ICE to meander through all private areas of your organization to find the individual, even if it is an employee they are looking for.
 - If ICE has a **search warrant**, the warrant must describe what ICE is looking for and the locations ICE can enter to find the items. It does not allow ICE to meander through all private areas of your organization to find the items.
- Federal Court Order
 - Carole Medal will immediately share this document with the library's attorney to determine the appropriate response.
- Federal Judicial Subpoena
 - This document lists records that the library must turn over by a specific date.
- ICE Administrative Warrants, also called "civil immigration warrants"
 - This document authorizes ICE agents to arrest or detain the individual listed on the document.

Internal Use Only

- If an administrative warrant is produced, which usually has an employee or employees' names on it, you are not required to produce the employee or even answer any questions regarding the employee.
- Notice to Appear (NTA)
 - This is a notice that someone is required to appear in court on a specific date. ICE would be looking for a specific person (possibly an employee or patron).
- Administrative Subpoena
 - A document issued by an immigration enforcement officer, not a court or judicial officer, that requests the production of documents or other evidence.

What Information is the library required to provide ICE if it requests patron records? This guidance comes from Ancel Glink Attorney, Julie Tappendorf.

Illinois public libraries are bound by the provisions of the Library Records Confidentiality Act (“**LRCA**”). Under the LRCA, all registration and circulation records of a library are confidential information and may not be published or made available to the public. 75 ILCS 70/1.

However, there are two exceptions under the LRCA when a library is allowed to release patron registration and circulation information: (1) when required to do so under a court order; and

(2) when a law enforcement officer represents that it is impractical to secure a court order because of an emergency where there is probable cause to believe that there is an imminent danger of physical harm.

Remember:

Do Not Answer Questions Without Legal Representation. Staff should refrain from answering any questions or providing any information without consulting legal counsel.

- If agents ask for staff or patron information, refer them to legal counsel or the designated supervisory staff member(s).
- Do not confirm or deny the presence of specific individuals.

Internal Use Only

Direct All Requests for Records to Legal Counsel.

- Do not provide employment or patron records without a formal review by legal counsel.
- If presented with any warrants, orders, or subpoenas, direct agents to the Library's legal counsel.

Protecting Staff and Patron Rights

Ensure That Staff and Patrons Understand Their Rights –

- Federal immigration agents cannot enter non-public areas of Library facilities (e.g., bathrooms, locked rooms, private offices) without Library authorization, or a valid court order or warrant. However, the validity and scope of documentation provided by federal agents must be solely determined by the Library's designated supervisory staff members and the Library's legal counsel.
- Staff and patrons have a right to remain silent (do not have to answer questions or provide information).
- Staff and patrons are not required to disclose their immigration status.
- Important links and resources are available on the Library's website [here](#).
- 1-855-435-7693 - Family Support Network and Hotline [Illinois Coalition for Immigrant & Refugee Rights \(ICIRR\)](#)

Adopted by the Board of Trustees. 76_89_81