



To: Board of Library Trustees  
From: Anthony Auston, Director  
Date: Tuesday, March 18, 2025  
Re: Proposed Updates and Amendments to Policy

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## **Overview**

This spring, library management is evaluating a series of updates and improvements to policy and will present these materials for review and discussion with the Policy Committee. In the meantime, there are 4 smaller policy-related items that we'd like to advance as part of our review/reapproval process.

The library's change in style for official documents has also been applied to these updated policies, including implementation of our new font families.

## **Appendix 0 - Rules of Procedure for Public Meetings and Hearings**

In an effort to support our goal of clarity and concision in the board's meeting minutes, and to reflect that the board's minutes are a record of what was action was completed at a meeting and not a verbatim record of what was said during discussions or public comment, counsel suggests the proposed addition of the "Public Comments in Meeting Minutes" section in our Rules of Procedure.

## **Policy 5 – Financial Management**

Policy 5 is presented for re-approval with no changes since it was last reviewed and approved on March 16, 2021. The newest sections of this policy (5-13 Outstanding Checks and 5-14 Capital Assets) were proposed by our prior auditor and remain unchanged since board approval on January 18, 2022.

## **Policy 6 – Library Facilities**

Policy 6 is presented for re-approval with no changes since it was last reviewed and approved on January 18, 2022. The newest sections of this policy (6-11 Sustainability and 6-12 Security Cameras) remain unchanged since board approval on April 16, 2024. "Policy 6-13 Flags" is presented as a new policy and establishes basic facts and expectations for displaying flags on our flagpole.

## **Policy 7 – Collection Management**

Policy 7 and its associated appendices are presented for re-approval with no changes since they were last reviewed and approved on February 21, 2023.

## **APPENDIX 0 - Rules of Procedure for Public Meetings and Hearings**

The Board of Library Trustees of the Wilmette Public Library District (the Board) encourages and welcomes public participation and input and will allow public comment at open meetings pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that individuals are allowed time to address the Board while permitting the Board to conduct its meeting or hearing in an efficient and effective manner.

During each public meeting or scheduled hearing, a period of time not to exceed 30 minutes will be allotted to comments presented by the public. If there are no members of the public wishing to address the Board, the Board will continue with the meeting or hearing.

### **Open Meetings Act**

All public meetings and hearings are subject to and conducted in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 et seq.).

### **Registration of Public Participants**

Anyone who wishes to comment in a public meeting or hearing is asked to sign-in at the public meeting or hearing, providing full name, noting topic on which they wish to speak, and listing any organization(s) represented, if applicable.

### **Public Comment Procedures**

Public comment will be permitted during the "Public Comment" portion of the agenda.

The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. Groups are asked to designate a single spokesperson.

When called upon, the person should come to the designated speaking area. Before speaking, the speaker is asked to state their name; state the topic of comment and, if speaking for an organization or other group, identify the group represented. No person may speak without first being recognized by the presiding officer.

All remarks should be addressed to the Board as a whole, not to individual trustees or staff.

Questions, if any, should be directed to the presiding officer who will determine whether, or in what manner, a response will be provided.

### **Time Allocation for Comments**

Each individual will have three minutes to present their comments. If a person is unable to complete comments in the allotted time, they may submit comments in written form.

A majority vote of the Board may alter the time allocation for individuals or for the cumulative time allocation for all speakers based on the number of persons wishing to speak.

### **Questions of Speakers**

Members of the Board who wish to ask clarifying questions of the speaker or each other during the public meeting or hearing may do so, but only after first being recognized by the presiding officer. Interaction with the speaker is limited to a question or questions, rather than an ongoing dialogue.

### **Recording of Meetings**

While persons attending an open meeting are permitted to record the proceedings, recording may not interfere with the overall decorum and proceeding of the meeting.

### **Orderly and Civil Meeting or Hearing**

The library's General Rules of Conduct apply to public meetings. The presiding officer may take such actions as are required to maintain an orderly and civil meeting or hearing. Discourtesy or disorderly conduct will be deemed a breach of order, and such misconduct will be dealt with as appropriate.

The presiding officer has the authority to determine procedural matters regarding public participation not otherwise defined here.

### **Public Comments in Meeting Minutes**

Meeting minutes represent a summary of the Board's (or Committee's) discussions and actions. Requests by speakers or visitors to have written statements, correspondence, or other documents appended to the minutes will be rejected. Suggestions that the minutes allude to such documents and that these documents be made available by the library for public inspection will be considered.

(Adopted February 19, 2019; revised April 16, 2024)

## **5 - Financial Management**

Adequate financial support is necessary to operate and fulfill the mission of Wilmette Public Library District (the District), and to provide a quality program of service to the community. Sound budgeting, accounting, and reporting procedures contribute to the effective use of District funds.

Efficient methods of business management and effective controls are employed by the director for business practices and support services. Complete and accurate records of all transactions are kept for audit purposes.

### **5-1 Fiscal Authority**

#### **5-1.1 Board Authority**

The Board of Library Trustees (Board) makes disbursements and investments as necessary or appropriate for the provision of public library services and programs; library collection development; construction, purchase, maintenance, and repair of library facilities and equipment; employment of a competent library director and staff; and other expenditures for the operation of a public library, as authorized by the Public Library District Act, 75 ILCS 16/1-1 et. seq.; the Public Funds Investment Act, 30 ILCS 235/0.01 et seq.; and other applicable laws and regulations.

Responsibilities of the Treasurer are identified in 75 ILCS16/30-45(d), (e), (f) and Section III-4 of the library District's Bylaws.

#### **5-1.2 Director Authority**

The director is authorized to sign contracts on behalf of the District and to disburse budgeted-for library funds. The Board hereby delegates administrative responsibility for the District's investment program to and designates the director as its chief investment officer responsible to establish internal controls and written procedures for the program.

#### **5-1.3 Staff Authority**

Management and staff members are authorized to spend library funds within budget and as authorized by the director. The finance manager will assist the director in requesting and maintaining records of disbursements and investments.

#### **5-1.4 Investment Advisor**

An investment advisor may recommend and facilitate investments of District funds in accordance with Board directions, applicable legal requirements, and the District's Investment Policy.

(Approved March 16, 2021)

## **5-2 Working Budget**

The director and staff develop a Working Budget for the District prior to the start of each fiscal year (July 1-June 30). The Working Budget clearly identifies each operational category to support library operations in the amount requested. The Board will review and discuss drafts of the proposed budget in a series of committee and regular meetings, all of which are open to the public. The Board approves the final draft of the Working Budget in the spring.

After adoption of the budget, the director may make purchases according to the spending plan indicated in the budget without specific approval for each purchase, provided that the expenditures are within limits allowed by Section 5-10 of this Policy. The Board may transfer funds in the established working budget from one line item to another.

Legal spending authority is set by the Budget and Appropriations Ordinance, which is prepared and reviewed in the summer, and adopted following a public hearing.

(Approved March 16, 2021)

## **5-3 Budget and Appropriation Ordinance**

The Board will, within the first quarter of each fiscal year (July 1-June 30), and no later than the fourth Tuesday of September, prepare and enact a budget and appropriation ordinance pursuant to the provisions of the Illinois Public Library District Act (75 ILCS 16/30-85). The appropriation ordinance acts as a ceiling to the legal maximum amount of money that a public body may spend during its fiscal year if sufficient funds are available to fully fund line items contained and adopted within the budget.

A certified copy of this ordinance will be published once, and the Board will then ascertain the total amount of the appropriation made for all purposes permitted by this Act, and the total amount of moneys necessary to be raised. The Secretary files a certified copy of the Budget and Appropriation Ordinance with the County Clerk within 30 days of its adoption (along with the Treasurer's Estimate of Revenues).

(Approved March 16, 2021)

#### **5-4 Levy**

By the first Tuesday in December, after publication of the appropriation ordinance, the Board will enact a levy ordinance incorporating the appropriation ordinance by reference, and will levy not to exceed the total amount of such appropriation, taking into consideration moneys to be raised from other than tax sources, upon all property subject to taxation within the District as that property is assessed and equalized for state and county purposes for that year.

The Secretary will file, on or before the last Tuesday in December, a certified copy of the levy ordinance with the Cook County Clerk. The Secretary will also file, on or before the last Tuesday of December, certified copies of the appropriation and levy ordinances with the library or libraries operated by the District and make such available to public inspection at all times.

(Approved March 16, 2021)

#### **5-5 Tax Revenues**

The proceeds of all taxes collected for District purposes, and all other moneys belonging to the District, are deposited with the Treasurer of the District and maintained in separate funds. The Treasurer will oversee all library funds as necessary and as may be required by law, but no part of any such fund or funds may be expended by the Treasurer except upon warrants certified as correct by the director and approved by the Board.

Funds involved in accumulations as herein provided, or donations to the District, may be kept in separate and interest bearing accounts in one or more banks or savings and loan associations in which public funds may be deposited, or invested as provided by law.

(Approved March 16, 2021)

#### **5-6 Fund Balance**

It is the District's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also establishing funds for future growth. It is essential to maintain adequate levels of fund balance to mitigate current and future risk, and to ensure stable tax rates.

The District's fund balance will be composed of three primary categories:

1. Non-spendable Fund Balance is the portion of a Governmental Fund's fund balance that are not available to be spent, either in the short term or long term, or

through legal restrictions (e.g. inventories, prepaid items, land held for resale, and endowments).

2. Restricted Fund Balance is the portion of a Governmental Fund's fund balance that is subject to external enforceable legal restrictions (e.g. grantor, contributor, and tax levies such as for IMRF and FICA).

3. Unrestricted Fund Balance is made up of three components:

- a. Committed Fund Balance is the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision-making through formal Board action. The same action is required to remove the commitment of fund balance.
- b. Assigned Fund Balance is the portion of a Governmental Fund's fund balance that denotes an intended use of resources but with no formal Board action.
- c. Unassigned Fund Balance consists of the available expendable financial resources in the General Fund that are not the object of a tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned, and unassigned). The library assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

In order for the library to maintain adequate fund balances for operational purposes and to provide residents throughout the service area with continuous, sustained library service, the Library maintains two major funds and three special revenue funds. The two major funds are used as follows:

- The General Fund is the library's primary operating fund. It is used to account for administrative, maintenance, library, and all financial resources except those accounted for in another fund. Unrestricted General Fund balance targets should represent no less than six months and no more than twelve months of operating expenditures.
- The Special Reserve Fund is used for capital expenditures including, but not limited to, maintenance and repair, construction, and renovation. The fund is financed by debt financing, grants, or inter-fund transfers.

Three special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Fund balances are derived from specific line items in the annual property tax levy and are therefore legally restricted to the purpose of the fund.

- The Audit Fund is used for the sole purpose of paying for the library's annual audit.
- The IMRF/Social Security Fund is used for expenditures resulting from the library's participation in the Illinois Municipal Retirement Fund, and for expenditures for payroll taxes required by the Federal Insurance Contributions Act.
- The Liability Insurance Fund is used for insurance expenditures related to library risk-management activities, and for expenditures for the employer's tax liability in relation to unemployment insurance.

Funds are held in reserve to avoid, insofar as possible, the need for short-term borrowing due to the known unpredictability of receipt of tax levy payouts.

The Board will seek to retain a reserve balance in the unrestricted general operating fund equal to an amount needed to continue library operations for a period one year. At the end of each fiscal year (June 30), the director will project the minimum amount needed to operate the library for a one year period and an assessment of the fund balance will be made at that time.

If the operating fund balance falls below the amount needed to operate the library for one year, any unexpended balance of the proceeds received from the previous fiscal year's public library taxes up to the amount needed to reach the one year operating figure will generally remain in the operating fund balance.

If the General Fund balance exceeds the amount needed to operate the library for one year, any additional amount of unexpended funds from the previous fiscal year may be transferred to the Library's Special Reserve Fund. The Board will consider any anticipated need for capital expenditures in the upcoming fiscal year when making a decision about retaining funds in the operating fund balance or transferring allowable funds to the special reserve fund [75 ILCS 16/40-50].

In any case of reduction in the amount of funding available to the library, funds will be allocated to cover operational expenses in order to make every attempt to fulfill the library's mission as stated in the Board-adopted mission statement. While the library seeks to maintain a one year general operating fund balance, unforeseeable expense increases may prevent attainment of that goal.

The library makes information pertaining to budget establishment and management available to the public and posts the library's working budget online.

(Approved March 16, 2021)



## **5-7 Grants**

Upon receipt, grant funds will be deposited in an approved financial institution. When appropriate, separate accounts for grants will be maintained. Disposal of items purchased with grant funds is subject to the specific grant provisions as well as to the provisions of the Library District Act (75 ILCS 16/30-55.32) relating to the sale or disposition of library property.

(Approved March 16, 2021)

## **5-8 Gifts, Memorials, and Bequests**

The District may, by action of the Board, accept gifts, grants, donations, memorials, bequests, and titles to property. Only those gifts that the Board, with advice from the director, deems consistent with the policies, programs, and interests of the District, and with applicable laws and statutes, will be accepted.

The responsibility for the selection of memorial materials rests with the director following consultation with the donor.

The Board, with advice from the director and staff, reserves the right to use any unrestricted donation received by the District in any manner it deems appropriate. Unless a donor requests anonymity, names of donors may be publicized.

With the exception of donations of library material, the District will provide a letter to the donor acknowledging the donation. In the case of memorial donations, a letter will also be provided to a representative of the honored individual, if possible. Generally, acknowledgement letters will be mailed.

If practical to do so, the library will place a plaque acknowledging a donation on or near the donated item or the item purchased with donated funds. When funds are donated for the purchase of library material in memory or honor of an individual, a bookplate will be applied to each item, if possible.

Once accepted, donations are the property of the Wilmette Public Library District. The District may replace any donation with an in-kind item or may dispose of any donation at any time it no longer remains consistent with policies, programs and interests of the District.

(Approved March 16, 2021)

## **5-9 Investments**

### **5-9.1.0 Investment Policy**

Under this instrument, Wilmette Public Library District's Investment Policy, it is the policy of the District to invest all funds under the District's control in a manner which will provide the highest investment return using authorized instruments, while meeting the daily cash flow demands of the District in conforming to all state and local statutes governing the investment of public funds. In addition, and consistent with the Illinois Sustainable Investment Act, material, relevant, and decision-useful sustainability factors have been or are regularly considered by the library, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act (Public Act 101-0473).

This policy applies to all investments entered into on or after the effective date of this instrument. Until the expiration of investments made prior to the effective date of this Policy, such investments will continue to be governed by the policies in effect at the time such investments were made.

The library will comply with the Illinois Public Funds Investment Act (30 ILCS 235).

### **5-9.2.0 Investment Guidelines**

The primary objective in the investment of District funds is to ensure the safety of principal, while managing liquidity to pay the financial obligations of the District, and providing the highest investment return using authorized instruments.

#### **5-9.2.1 Safety**

The safety of principal is the foremost objective of the investment program. District investments will be undertaken in a manner which seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Section 5-9.9.0 of this Policy, is required to ensure that the District prudently manages market, interest rate and credit risk.

#### **5-9.2.2 Liquidity**

The investment portfolio must remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably projected.

#### **5-9.2.3 Return on Investment**

The investment portfolio will be designed to obtain the highest available return, taking into account the District's investment risk constraints and cash flow needs

and the District's desire to promote fiscal responsibility. The portfolio will be structured to obtain the highest investment return using authorized investments during budgetary and economic cycles as mandated in Section 5-9.1.0 of the Investment Policy.

The rate of return achieved on the District's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

#### **5-9.2.4 Periodic Review of Investment Portfolio**

The Treasurer will make a periodic review, not less frequently than monthly of the District's investment portfolio, its effectiveness in meeting the District's needs for safety, liquidity, rate of return, and diversification, and the general performance of such portfolio. The finance manager will report to the Director on an as needed basis, and will report to the Board at least monthly.

#### **5-9.3.0 Prudence**

Investments are made with the judgment and care, under the circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable preservation of their capital as well as the probable income to be derived. This "prudent person" standard will be used by all investment officers of the District and will be followed in making investments for the District and in managing those investments.

#### **5-9.4.0 Ethics and Conflicts of Interest**

Authorized investment officers of the District and employees in policy-making positions must not engage in personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals must disclose to the District any material financial interests in financial institutions which conduct business with the District, and they must further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals must subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales. In any case, the Public Officer Prohibited Activities Act (50 ILCS 105 3 (a)) must be followed.

No person acting as Treasurer or financial officer for the District, or who is employed in any similar capacity by or for the District, may do any of the following:

1. have any interest, directly or indirectly, in any investments in which the District is authorized to invest.
2. have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
3. receive, in any manner, compensation of any kind from any investments in which the District is authorized to invest.

#### **5-9.5.0 Authorized Broker/Dealers and Financial Institutions**

The District Board has the sole responsibility to select which financial institutions (Illinois Funds, banks, savings & loan, credit unions, and other non-banks) will be depositories for the District. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for District funds. The District will take into consideration security, size, location, financial condition, service fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories along with any additional requirements of the Public Funds Investment Act (30 ILCS 235/6).

#### **5-9.6.0 Authorized and Suitable Investments**

As of the effective date of this policy, the list of authorized investments will include all those as authorized by Section 2 of the Public Funds Investment Act (30 ILCS 235/2).

#### **5-9.7.0 Investment Restrictions**

1. Authorized investment officers must not invest in tri-party repurchase agreements or derivative products, and will not leverage assets through reverse repurchase agreements.
2. Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, the District will not purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instruments and the transaction meet the requirements of Section 2(h) of the Public Funds Investment Act (30 ILCS 235/2(h)).
3. Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the District's established standards, which will include a mutual execution of a Master Repurchase Agreement adopted by the District.

#### **5-9.8.0 Collateralization**

Collateralization will be required above depository insured amounts on two types of District investments:

1. Deposit Collateralization: Collateral securities approved by the District with a market value equal to at least 110% of deposits in excess of \$250,000 (or the maximum amount insured by the FDIC) per institution will be required. The collateral will be marked to market and adjusted, if necessary, to the 110% level on at least a weekly basis. Insured certificates of deposit, share certificates, surety bonds and letters of credit with a value of at least 102% of deposits in excess of \$250,000 (or the maximum amount insured by the FDIC) per institution will be required.
2. Repurchase Agreement Collateralization: Direct treasury securities with a market value equal to at least 102% of the value of the repurchase agreement will be maintained at all times. Repurchase agreement collateral will be marked to market at the time of execution and daily thereafter.

#### **5-9.9.0 Diversification**

The investment portfolio will be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In order to properly manage any risk attendant to the investment of District assets, the portfolio will not exceed the following diversification limits unless specifically authorized by the District:

1. The District will seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers and broker/dealers;
2. The investment portfolio will not hold timed deposits constituting more than 10% of any single financial institution's total deposits;
3. No investment category will exceed 40% of the District's portfolio, with the exception of cash equivalents and treasury securities as defined in Section 5.0 of this Policy; and
4. The District will invest the majority of District funds in authorized investments of one year maturity. No investment will exceed two years maturity.

#### **5-9.10.0 Safekeeping and Custody**

Third party safekeeping is required for all collateral. To accomplish this, collateral will be held at a safekeeping depository as approved by the Board. Safekeeping will be documented by an approved written agreement. Substitution exchange or release of securities held in safekeeping may be done upon two days prior written notice to the Treasurer. When collateral is extended, the Treasurer will receive a

copy of the financial institution's board minutes, indicating the Board of Directors' approval as well as records and agreements documenting the nature of the collateralization.

### **5-9.11.0 Internal Controls**

The Treasurer along with the director and finance manager will establish internal controls, which will be documented in writing and filed with the Board for review. The controls will be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by Trustees, staff, or authorized investment advisors.

#### **5-9.11.1 Asset Allocation**

The allocation of assets within investment categories authorized under Section 5-9.5.0 of the Investment Policy will be approved by the Board of Library Trustees.

#### **5-9.11.2 Competitive Bidding**

Authorized Trustees and staff will obtain competitive bids from at least three (3) broker/dealers prior to executing the purchase or sale of any authorized investments.

Certificates of deposit will be purchased by authorized Trustees and staff on the basis of a qualified financial institution's ability to pay a required rate of interest to the District set on a daily basis. Such rate is generally determined on the basis of treasury or other appropriate market rates for a comparable term.

### **5-9.12.0 Limitation of Liability**

The standard of prudence to be used by authorized investment officers will be the "prudent person" standard as stated in Section 5-9.3.0 above, and will be applied in the context of managing an overall portfolio. Authorized Trustees and Staff acting in accordance with written procedures and this Policy and exercising due diligence will be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

### **5-9.13.0 Reporting**

All investment transactions are recorded by the finance manager. A report will be generated, at least monthly, listing all active investments, location of investments, maturity of investments, interest rate, and other pertinent information deemed

necessary and reviewed by the Treasurer. This report will be submitted monthly to the Board.

#### **5-9.14.0 Delegation of Authority**

The Board may employ one or more investment advisor(s) possessing superior capabilities in the management of assets of governmental bodies. The Board will require the investment advisor(s) selected and working on behalf of the District to meet the following conditions:

1. To take actions in the exercise of its discretion which in its best professional judgment are in the best interests of the District and in accordance with this policy. Such actions include but are not limited to (a) the allocation of District funds among alternative types of investments; (b) specific investment opportunities regarding the acquisition, retention, or disposition of investments; and (c) the recommendation of the addition, deletion, or modification of authorized investments.
2. To execute all investment transactions on behalf of the District at the best net price, utilizing such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the District.
3. Such additional responsibilities as are set forth in such investment advisor's written contract with the District.

The District's investment advisor(s) will be responsible for establishing the internal controls in written procedures for the operation of the District's investment program as set forth in this Policy.

In the absence of a contracted investment advisor, the Board retains responsibility for the implementation of the investment program set forth in the Investment Policy.

#### **5-9.15.0 Reservation of Rights**

The District reserves the right to amend this Policy at any time upon the advice and consent of its Board.

(Section 5-9 Approved March 16, 2021)

### **5-10 Sale of Real and Personal Property**

The Board is empowered to sell or otherwise dispose of real or personal property deemed no longer necessary or useful for District purposes under such terms as the Board deems best but in no event on contracts extending over a period of

more than 20 years (75 ILCS 16/30-55.30). The Board may lease to others any real property not immediately useful to the District for which plans for ultimate use have been adopted.

Such property may be sold or disposed of at a public sale as follows:

1. Personal property having a value of \$1,000 or less may be disposed of by the Director.
2. Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed on the Library's website and/or at the Library and a public notice of its availability and the date and the terms of the proposed sale will be posted.
3. In all other cases, the Board will publish public notice of the availability and location of the real or personal property and the date and the terms of the proposed sale, giving the notice once each week for 2 successive weeks.
4. On the day of the sale, the Board will proceed with the sale and may sell the property for a price determined by the Board, or to the highest bidder.
5. Where the Board deems the bids inadequate, it may reject the bids and re-advertise the sale.

(Approved March 16, 2021)

## **5-11 Expenditures**

The Board will abide by all laws and regulations relating to purchases by the District. The purchases of goods and services will be accomplished in accordance with sound business practices.

The Board has the exclusive control of the expenditures of all District funds. Procedures for expenditures are as follows:

1. Funds may be disbursed for goods and services by check.
2. All outstanding bills must be checked by a member of the Board prior to the meeting at which the bills are presented for payment.
3. A warrant of bills and salaries to be paid is prepared by the Business Office for each monthly period.
4. Such warrant will be presented to the Board at its next regularly scheduled meeting.
5. The Director is authorized to make purchases deemed necessary for the fluent operation of the District. The Director is authorized to hire/purchase any goods and/or services needed to resolve an emergency (anything of a life-threatening nature, anything which requires immediate repair, anything which would bring considerable expense if delayed). Any such hire/purchase will be ratified and confirmed by the Board at its next regular



or special meeting. Should the expenditure not be an emergency or not be included in the approved budget, then the proposed purchase will be presented to the Board for approval.

6. The director will establish all staff salaries within the framework of the salary schedule and annual working budget as established by the Board.

(Approved March 16, 2021)

## **5-12 Purchasing Policy**

It is the duty and responsibility of the Board, with the assistance of the director, to establish and approve an annual working budget and ensure adequate funding for all expenditures. The director administers the budget established by the Board. In order to support the District's Mission and Strategic Plan, staff will seek to obtain quality products and services at the lowest possible cost while also considering durability, performance, compatibility, delivery, service, and vendor location.

### **A. Competitive Bids/Quotations**

Certain purchases of the District are governed by the State of Illinois statutes. It is the policy of the Board to follow the most responsible business practices when purchasing goods and services in addition to complying with any statutory requirements. Statutory requirements will supersede policy provisions (Local Government Prompt Payment Act (50 ILCS 505/1), and Bids For Construction, Improvements, or Equipment Purchases (75 ILCS 16/40-45)). Purchases, contracts, and expenditures of funds in the amount of \$25,000 or greater will be awarded following competitive bid procedures as required, including awarding such to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. However, bidding is not required in the following cases:

1. Where the goods or services to be procured are able to be obtained from only one source;
2. Where the services required are for professional skills or services;
3. In emergencies involving public health or safety or where immediate expenditure is necessary due to the situation at hand;
4. Contracts for the maintenance or servicing of equipment which are made with the manufacturers or authorized service agents of the equipment;
5. When the goods or services are procured from another governmental agency (Government Joint Purchasing Act, 30 ILCS 525/01 et seq.);
6. Contracts which by their nature are not adapted to award by competitive bidding, such as contracts for printing and for utilities;
7. Purchases of less than \$25,000;
8. Any other exception permissible under applicable law.

## B. Expenditures Not Requiring A Competitive Bid Process

1. Renewal or Extension of Contracts - Through the approval of the annual working budget, the director (or designee, in the director's absence) is authorized to renew or extend existing contracts for a term not to exceed 3 years. Contract renewals or extensions which would cause expenditures to exceed the budget line must come before the Board for prior approval. The director will notify the Board prior to renewal or extension of any contract.
2. New Contracts - Entirely new contracts for products or services requiring a new budget line, or in excess of the current budget line, or in an amount \$25,000 or more must come before the Board for prior approval.
3. Single Item Purchases of \$10,000 or More - A purchase of any single item in an amount of \$10,000 or more must come before the Board for prior approval.
4. Single Item Purchases Less Than \$15,000 and More Than \$10,000 - A purchase of any single item in an amount less than \$15,000 and more than \$10,000 may be made by staff acting pursuant to the director's authority and instruction in the open market and will, whenever possible, be based upon a minimum of three (3) competitive proposals received in writing from potential vendors. If three proposals cannot be obtained, a listing of all vendors contacted for proposal requests will be maintained noting price quotes from responsive vendors.
5. Single Item Purchases Less Than \$10,000 - A purchase of any single item in an amount less than \$10,000 may be made by staff acting pursuant to the director's authority and instruction without competitive proposals but will be made in consultation with more than one source whenever possible.
6. Government Pricing - Where a reputable vendor is able to provide established government pricing, competitive proposals are not necessary.
7. Emergency Contracts and Expenditures - A competitive proposal process is not required in an emergency situation (Policy 5-9.5). At the earliest opportunity, typically at the next regularly scheduled Board meeting, Trustees will ratify and confirm contracts and purchases as described in Policy 5-9.

## C. Qualifications of Contractors and Suppliers

It is the intent of the library to award contracts only to contractors or suppliers who furnish satisfactory evidence that they have the requisite capital, experience, ability, organization, and staffing to successfully perform and complete the requested work within the time set forth in the specifications. The library shall consider the following criteria:

1. Ability, capacity, and skill of the contractor or supplier to perform the contract;

2. Whether the contractor or supplier has performed work similar to that required under the contract within the past three years;
3. Whether the contractor or supplier has the organization and staffing to successfully perform the contract within the time specified and without delay or interference;
4. Character, integrity, reputation, judgment, experience and efficiency of the contractor or supplier;
5. Quality of the contractor or supplier's performance of previous contracts;
6. The contractor or supplier's safety record, including OSHA citations, in the past three years;
7. Previous and existing compliance by the contractor or supplier with laws and ordinances relating to public bidding generally and to this contract in particular;
8. Sufficiency of the contractor or supplier's financial resources and ability of the contractor or supplier to perform the contract in particular;
9. Information the Library obtains from references supplied by the contractor or supplier, or from inquiries by library as to prior work performed by the contractor or supplier;
10. A pre-award interview may be required at which the contractor or supplier would present its qualifications and project team and discuss this project with the library;
11. Any other factor that the library may legally consider in determining the proposal that is in the best interests of the library.

(Approved March 16, 2021)

### **5-13 Outstanding Checks**

To ensure accurate cash reporting and management, when a check is outstanding for more than six (6) months the finance manager, or their designee, will notify the payee by first class mail that the check was issued and is still outstanding. The letter will indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the finance manager, or their designee, will prepare a listing of all checks that have been outstanding for more than six (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be completed to deposit the funds into the library's unclaimed liability account.

Once a year, in September, the finance manager will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent (checks dated three (3) years or older) to the State of Illinois, Unclaimed Property Division, per State Statute.

(Approved January 18, 2022)

## 5-14 Capital Assets

To provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements, the library's capital asset policy is established to safeguard assets and to ensure compliance with GASB34 for governmental financial reporting.

Capital assets are major assets that benefit more than a single accounting period. They include land, construction in progress, buildings and improvements, furniture and equipment, and library materials. A capital asset is to be reported and, with some exceptions, depreciated in the library's financial statements. Assets that are not capitalized are expended in the year of acquisition.

For purposes of this policy, the Library will use the following capital asset categories:

- Land
- Construction in Progress
- Buildings and Improvements
- Furniture and Equipment
- Library Materials

### Capitalization Threshold

The library will capitalize all assets that have a useful life greater than one year and meet the following dollar thresholds:

<b>Asset Category</b>	<b>Threshold</b>
Land	\$ 1.00
Buildings and Improvements	\$ 25,000.00
Furniture and Equipment	\$ 5,000.00
Library Materials	No Threshold

Asset improvement costs over the appropriate asset category threshold will be capitalized if the estimated life of the asset is extended by more than 25%; the cost results in an increase in the capacity of the asset; or the improvement significantly changes the asset.

### Recording Capital Assets

All assets that meet the above definitions and thresholds will be recorded at historical cost or estimated historical cost. In the case of a donated asset, it shall be recorded at the estimated fair value at the time of acquisition. The following parameters further refine the recording of capital assets:

- Buildings will be recorded at historical cost and depreciated. Cost should include architectural and engineering fees, permits, etc., as well as actual construction cost.
- Building improvements will be recorded at historical cost and depreciated if they have an expected life span. If not, they are not depreciated.
- Furniture, computers, electronics, and equipment will be recorded at historical cost and depreciated. Cost should include purchase price as well as any charges related to acquiring the asset such as freight and getting it ready for operation.

An inventory record will be maintained on each capital asset that will include, depending on the type of asset, the following information:

- Description
- Type of asset
- Acquisition date
- Useful life
- Acquisition cost
- Date, method, and authorization of disposal

### Estimated Useful Lives

Estimated useful life means the estimated number of years that an asset will be able to be used for the purpose for which it was purchased. Estimated useful lives for the category of assets identified in this policy are as follows:

<b>Asset Category</b>	<b>Useful Life</b>
Land	N/A
Buildings and Improvements	10 - 40 years
Furniture and Equipment	5 - 40 years
Library Materials	7 years

### Depreciation

Assets subject to depreciation will be depreciated using a straight-line method. The cost of the asset will be written off evenly over the useful life of the asset. For purposes of depreciation, half of the annual depreciation will be recorded in the year of purchase and half in the final year of depreciation.

### Exceptions

This policy is intended to address those capital assets that must be tracked for external financial reporting purposes. There are other assets that do not need to be included in the external financial reports due to their relatively low value.

(Approved January 18, 2022)

## **6 - Library Facilities**

### **6-1 Disaster Plan**

Wilmette Public Library District (the library) maintains a Disaster Plan that is reviewed semi-annually and updated as needed.

(Approved January 18, 2022)

### **6-2 Emergency Manual**

The library maintains an Emergency Manual for employees and volunteers that is reviewed annually and updated as needed.

(Approved January 18, 2022)

### **6-3 Safety Drills**

The library has plans of action in case of various emergencies. To prepare staff for emergencies, the library will hold a minimum of two safety drills each calendar year.

(Approved January 18, 2022)

### **6-4 Bomb Threats**

The safety and well-being of visitors and staff are the primary concerns of the library if a bomb threat occurs. Administration and staff will follow procedures established with fire and law enforcement agencies. These procedures are located in the library's Emergency Manual.

(Approved January 18, 2022)

### **6-5 Smoking**

All library facilities are designated as smoke-free. No person may smoke or use a vaping device in any area of library facilities. Smoking and vaping are prohibited within 15 feet of any entrance.

(Approved January 18, 2022)

## **6-6 Building Cleaning**

Library property should be clean and well-maintained at all times. The director will see that the facilities and grounds are cleaned and maintained according to an established maintenance schedule. All damage and repair needs should be reported to the director.

(Approved January 18, 2022)

## **6-7 Equipment and Supplies**

All equipment and supplies owned and/or leased by the library, and not designated for public use, are limited to staff use.

(Approved January 18, 2022)

## **6-8 Bloodborne Pathogens**

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Normal library operations are not likely to involve circumstances exposing employees to bloodborne pathogens. However, the library recognizes that in extraordinary circumstances employees may potentially encounter bloodborne pathogens while fulfilling their duties. The Illinois Department of Labor has published minimum requirements for protection of employees in these instances. The library acknowledges these standards and directs managerial staff to implement adequate procedures and training designed to prevent and minimize the occupational exposure of employees to bloodborne pathogens and other potentially infectious materials.

(Approved January 18, 2022)

## **6-9 Airborne Pathogens**

Normal library operations are not likely to pose substantial risk to employees and visitors from airborne pathogens. However, the library recognizes that in extraordinary circumstances airborne pathogens, such as the coronavirus that causes COVID-19, may require extreme measures. During such times, the library will follow requirements and restrictions from the State of Illinois set forth by the Illinois Department of Public Health, the Illinois Department of Commerce and



Economic Opportunity, and other state agencies.

(Approved January 18, 2022)

## **6-10 Space Needs Assessment of Library Facilities**

Periodically, and not less than every 10 years, a professional assessment of the space needs of the library's facilities will be conducted to respond to the evolving needs of the community.

(Approved January 18, 2022)

## **6-11 Sustainability**

In a time marked by a changing climate and heightened concern for its impacts, libraries have the potential to play a pivotal role in promoting and fostering sustainability within their communities. Serving as centers of knowledge and community engagement, libraries are uniquely positioned to lead by example in the pursuit of environmental and social well-being.

Through conscious and intentional strategies designed to secure a balance between human beings and the natural world, Wilmette Public Library aims to minimize its environmental impact, promote social responsibility, and contribute to the long-term vitality of the community we serve. As part of our values to promote stewardship of sustainable practices, we aspire to create a library environment that supports the needs of today while ensuring the preservation of resources for future generations.

### **6-11.1 Land Use**

The library honors with gratitude the people who have stewarded this land throughout the generations and their ongoing contributions to this region. In maintaining its grounds, the library is committed to supporting our local ecology.

Native plants promote local biodiversity and stewardship of our natural heritage. The library grounds are currently comprised exclusively of native landscaping (plants that originally occur in this region as a result of natural process rather than human intervention). The library is committed maintaining this landscape and to further enhancing the environmental friendliness of its grounds maintenance practices in an effort to support pollinators, manage water, sequester carbon, cool the area, and contribute to the overall well-being of the local ecosystem. Efforts will be made to minimize the use of herbicides, pesticides, and other chemical agents on library grounds resorting to them only when absolutely necessary.

The library will continue to maintain its permeable paver parking lot, contributing to the reduction of stormwater runoff and the Urban Heat Island Effect.

### **6-11.2 Energy**

The library strives to promote the efficient use of clean energy in its operations. In its pursuit of energy efficiency, the library strives to optimize equipment settings and schedules to meet the needs of both staff and patrons. Comprehensive energy audits have been and will continue to be conducted at regular intervals. Appropriate weatherization methods have been implemented to maximize energy use, including LED replacements. Time-managed LED light fixtures are used throughout the building.

Four geothermal wells provide heating and cooling for a portion of the building; the wells circulate water that sheds heat into the earth in the summer, and pulls that same heat out of the earth in the winter.

The library employs a plug-in hybrid vehicle for collecting, transporting, and delivering materials, as well as conducting outreach services and staff carpooling to off-site professional development programs. Moreover, the library will continue to provide at least one EV charging station for patron use.

As the library progresses with building improvements and changes, it will place a high importance on energy-efficient products and systems, work to reduce dependence on fossil fuels, and retain LEED certified architects to advise future renovations and facility upgrades.

### **6-11.3 Transportation**

The library encourages the use of active transit (walking and cycling), public transportation infrastructure (trains and buses), and other forms of sustainable transportation (carpooling, ride sharing, and green vehicles) by patrons, employees, volunteers, and partners. Staff can allocate pre-tax dollars for public transportation, and the library will expand information provided to patrons on the Pace bus system, which operates two stops adjacent to the library.

### **6-11.4 Purchasing**

The library is committed to reducing its environmental impact by making informed purchasing decisions that prioritize sustainable practices. Employees will be actively trained to identify and select environmentally responsible

alternatives in their procurement processes, and will be asked to seek environmentally responsible alternatives when such viable options exist.

### **6-11.5 Waste**

The library remains steadfast in its commitment to minimizing waste generated on its premises. Employees will be regularly educated on the proper disposal methods for unique items, which helps to foster a culture of responsible waste management. In addition to disposal education, the library will promote the reuse of equipment and materials whenever feasible, emphasizing the importance of extending the lifecycle and investment of resources. The library also commits to exploring solutions for waste reduction, including composting programs for waste generated within the library.

### **6-11.6 Education**

The library is committed to continuing its role in connecting the community to valuable resources, and informational and educational materials. The library will seek additional sustainability education and resources to ensure both patrons and staff have access to current information, including reading materials, online databases, and in-person presentations.

(Approved April 16, 2024)

## **6-12 Security Cameras**

Wilmette Public Library uses a security camera system to enhance the physical security of its property, staff, and community. The purpose of this policy is to regulate the security camera system and its recordings on library premises.

Information obtained through video surveillance will be used exclusively to assist with the investigation of relevant incidents, including theft, vandalism, personal injury or property damage, and for security and law enforcement purposes, which relate to the protection of library patrons, staff, and the public, or deterrence or detections of criminal activity. Video surveillance of the library premises will be conducted in a professional, ethical, and legal manner, in accordance with the following guiding principles:

- video surveillance will be conducted in compliance with the laws of Illinois;
- video surveillance will be used only by those library employees authorized by the director;
- appropriate signage and notice of video surveillance will be posted in areas subject to security camera monitoring.

### **6-12.1 Authority and Responsibility**

The director, facilities and safety manager, and IT manager will provide input on the placement of cameras on library premises. The director and facilities and safety manager are responsible for the surveillance systems. The IT manager is responsible for hardware and software specification, configuration, and maintenance. Staff will notify the facilities and safety manager or director of any equipment failures or other problems.

### **6-12.2 Access**

Access to live feeds and recorded data is limited to authorized library staff designated by the director. Only authorized library staff can view and/or export security footage to the extent required by their job responsibilities. Each user of the security camera system logs in with unique credentials and access is logged for audit purposes.

No unauthorized recording of security monitor footage through cell phones, portable devices, or any other means is permitted. Any library employee who becomes aware of unauthorized disclosure of a security camera recordings or a potential privacy breach has the responsibility to immediately inform the director or assistant director of the breach. Unauthorized access, exporting, or sharing of live or recorded security camera footage by an employee may be grounds for disciplinary action, including termination of employment.

### **6-12.3 Monitoring**

Security camera recordings of the library premises are conducted at all times, both when the library is open during normal business hours and after hours.

Periodically, cameras may be monitored in real time by authorized staff. However, there is no expectation that footage is monitored in real time by library personnel for security or other purposes.

### **6-12.4 Restrictions and Limitations**

All cameras have audio capture capabilities disabled. No audio will be recorded, streamed, or transmitted at any time. Cameras will not be installed or operated in areas where individual have a reasonable expectation of privacy.

### **6-12.5 Storage**

The security camera system is designed with a targeted retention range of approximately 28-45 days. However, retention times may vary widely since data storage usage depends on image quality settings, frame rates, scene traffic, and other variables. As video footage grows over time, the oldest recordings are automatically purged from the storage media to make space for newer recordings. Security camera recordings will be destroyed in accordance with the Local Records Act (50 ILCS 205 et seq.).

### **6-12.6 Public Notice**

The library posts and maintains signs giving notice of the use of security cameras for monitoring and recording activity in public areas on library property.

### **6-12.7 Notification to Employees**

Current employees have been informed, and new employees will be informed upon date of hire, that the library utilizes a security camera system.

### **6-12.8 Images and Recordings**

Security camera footage is protected under the same considerations of privacy and confidentiality as all other library records, and the same rules and guidelines for access apply.

Video surveillance records are not to be used directly or indirectly to identify the activities of individual library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of library policy, or incidents where there is reasonable basis to believe a claim may be made against the library. The director or authorized staff may use a still image or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

All requests to view or obtain any security camera footage by law enforcement, insurance companies, or persons will be referred to the director. All requests for disclosure of security camera footage will be made in accordance with the Freedom of Information Act (5 ILCS 140 et seq., "FOIA"), and submitted to the director. According to FOIA, requests must be made in writing and are subject to state and federal laws as related to confidentiality and dissemination of information related to minors. The director will review the requested footage to determine if it contains any information protected by the Illinois Library Records Confidentiality Act (75 ILCS 70/1-2).

All requests for security camera footage will be documented through the completion of a Wilmette Public Library incident report that will be filed and retained per the Illinois State Archives Record Management Division guidelines.

#### **Search Warrants**

The director will respond to search warrants, and will cooperate with law enforcement officials to allow access to items within the scope of the search warrant, while at the same time seeking to protect the rights of patrons in accordance with the Illinois Library Records Confidentiality Act (75 ILCS 70/1-2).

Authorization to release security camera footage without the permission of the director exists if “a law enforcement officer has probable cause to believe that there is imminent danger of physical harm to someone.” An example of this would be an abduction that occurred in the library. If this occurs, the recording should be made available to the law enforcement official immediately and without a subpoena.

### **6-12.9 Damages and Liability**

Any individual using the library will be held responsible for willful or accidental damage to the library’s building and property caused by the individual in accordance with the library’s Rules of Conduct.

### **6-12.10 Disclaimer of Liability**

The library disclaims any liability for use of security camera data in accordance with the terms of this policy, given that the library is a public facility and the security cameras are limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

(Approved April 16, 2024)

## **6-13           Flags**

The library maintains a flagpole located at the front entrance of the library’s property at 1242 Wilmette Avenue in Wilmette. The library will generally raise one or more of the following:

- United States flag
- State of Illinois flag

The library will follow provisions governing the display of the flags found in the United States Code, Title 4, Chapter 1, and the Illinois Flag Display Act 5 ILCS 465.

The library does not fly flags at the request of the public, any organization, or any individual. Use of the library flagpole is not intended to serve as or create a forum for free expression by the public.

(Approved \_\_)

## Policy 7 - Collection Management

### 7-1 Purpose of the Library's Collection

In support of its mission, Wilmette Public Library District (the library) selects, organizes, preserves, and makes freely available resources which inform, educate, entertain, and enrich persons as individuals and as members of society.

Since no library can possibly acquire and share all resources, every library must employ a policy of selectivity in acquisitions and collection management. The library provides, within its financial and spatial limitations, a general collection of quality resources reflective of many perspectives and lived experiences. Included are works of enduring value and timely resources on current issues. Within the framework of these broad objectives, selection is based on community needs, both expressed and inferred from study of community demographics, and evidence of areas of interest in all formats for adults and young people alike.

The Board of Library Trustees (the board) recognizes that there is a broad range of interests among district residents. Therefore, the library's collection includes a variety of resources that present varying viewpoints on a diverse range of topics, including items that may be viewed as controversial by some members of the community. The library and the board resolve to protect the right to freely access information and resources from censorship and book banning, and seek to provide our community the opportunity to read and access information freely, as guaranteed by the First Amendment of the Constitution of the United States.

The library and the board endorse the following American Library Association intellectual freedom statements, found in the Policy Appendices:

Library Bill of Rights, Appendix 3C  
Freedom to Read Statement, Appendix 7A  
Freedom to View Statement, Appendix 7B  
Labels and Rating Systems, Appendix 7C

The library's print and digital resource collections will meet or exceed the Illinois State Library Standards for Public Library materials in accordance with the library's strategic planning priorities.

Other community resources and area library collections are also considered when selecting resources. The library is a member of the Reaching Across Illinois Library System (RAILS), a multi-type system covering northern Illinois. Wilmette Public Library cardholders and Kenilworth residents holding cards from either the Wilmette or Winnetka-Northfield Public Libraries have access to resources in these libraries through cooperative agreement.

The library is a member of Cooperative Computer Services (CCS), a consortium of over 30 public libraries that share a computer system for circulation, cataloging, an online public access catalog, and interlibrary loan. Through interlibrary loan agreements, librarians may obtain resources for patrons from libraries in the metropolitan Chicago area, throughout the state of Illinois, and the United States. For digital resources, the library is also a member of the Electronic Content Consortium (ECC), which manages the Digital Library of Illinois, providing ebooks, eaudiobooks, and digital magazines to over 100 member libraries. Additional information may be obtained through electronic access of digital resources, including numerous specialized and technical databases.

(Approved February 21, 2023)

## **7-2 Responsibility for Collection Development**

Authority and responsibility for library resource selection rests with the director, who operates within the framework of policies determined by the board. The library collection is managed by a team of professional librarians. The director may assign specific areas of the collection to staff for the selection, evaluation, maintenance, and withdrawal of resources. This delegation of collection management tasks does not remove collection management responsibilities from the director.

(Approved February 21, 2023)

## **7-3 Selection of Resources**

Staff select and evaluate resources using a variety of criteria. All criteria need not be met for acquisition and can vary based on individual titles, formats, languages, and age levels. The criteria include, but are not limited to:

- Accuracy, currency, and authoritativeness of information presented
- Artistic and literary merit, and awards of recognition
- Availability from library vendors and distributors
- Availability of cataloging records
- Existing and anticipated demand and relevance to the community
- General interest and appeal
- Holdings of other libraries in the north suburban Chicago area
- Physical limitations of space to appropriately house the resources
- Price of resources and budget for collections
- Relevance of format and compatibility with technological advances
- Representation of various interests and viewpoints
- Resources that fit the library's strategic plan and service priorities
- Suitability of subject, style, and format for the intended audience



Tools used in selection include, but are not limited to, professional journals, trade journals, online resources, publishers' promotional materials, and reviews from reputable sources. Purchase suggestions from patrons are welcome and given serious consideration.

In addition, the following guidelines are provided to aid staff in resource selection decisions:

- Personal biases must not influence acquisitions and collection management
- Resources will not be excluded from the collection due to the race, nationality, ethnicity, gender, sexual orientation, mental or physical ability, or political, moral, or religious beliefs of any author or contributor to a work, nor will resources be proscribed or removed from the collection due to doctrinal or partisan disapproval
- Resources are judged on the basis of their content and style as a whole, not by selected portions or passages
- Resources of contemporary significance and of long-standing value will be selected ensuring an overall balance in the collection
- The overall value of a resource must be considered in relation to all resources currently provided while serving the interests of patrons
- Selection will not be inhibited by the possibility that resources may come into the possession of children. It is the responsibility of a parent or guardian to monitor and oversee their children's reading, viewing, and/or listening
- The library does not actively acquire textbooks or other curriculum-related materials, except as such materials also serve the general public, and where few or no resources are available in any other form
- Medical, scientific, and legal works will be acquired only to the extent that they are useful to the general public
- The library routinely acquires commercially published resources, and may also acquire self-published books as appropriate to the library's selection criteria

In addition to the criteria used in selecting physical formats, additional considerations for databases, digital, and downloadable formats include: licensing, ease of use, technology requirements, and availability of remote access. Some digital resources include a range of content that is leased or purchased as a whole, while other platforms allow staff to select specific content.

(Approved February 21, 2023)

## **7-4 Evaluation and Maintenance of the Collection**

With the exception of resources related to local history, Wilmette Public Library is not a library of historical record. The collection is routinely reviewed and evaluated in order to maintain its usefulness, currency, and relevance. Items may be kept, redistributed, repurchased, withdrawn, or preserved.

Factors considered in the evaluation of resources include, but are not limited to:

- Anticipation of continuing and changing community interests and needs
- Availability of resources in other formats
- Budget and/or cost per use
- Holdings of other libraries in the north suburban Chicago area
- Inclusion in standard bibliographies or recommended lists
- Insufficient use or lack of patron demand
- Obsolete content that is no longer timely, accurate, or relevant
- Physical condition
- Physical limitations of library facilities
- Professional judgment and principles of collection management
- Publication date
- Student and local school curriculum support
- Suitability of subject, style, and format for the intended audience

Following evaluation by the above criteria, resources are regularly chosen to be withdrawn from the collection and information about those items is removed from the catalog of holdings.

Materials in acceptable physical condition with potential resale value are offered to the Friends of the Wilmette Public Library for inclusion in their used materials fundraisers or donated to help support library and literacy initiatives of partners. Other items are recycled or discarded.

(Approved February 21, 2023)

## **7-5 Local and Self-Published Authors**

The library maintains a “Local Authors Shelf” for resources written or created by residents of the Wilmette and Kenilworth area. Resources in this collection may not meet all of the selection criteria of our collection.

- Items will be accepted as donations from the author or publisher and evaluated for inclusion in the collection by the librarian responsible for that genre or subject area.

- Items will be included based on condition, appropriate format, and perceived demand or interest by the library's community.
- Items may be withdrawn depending on demand and established evaluation criteria.
- All donated items become the property of the library and will not be returned to the donor.
- Items that are not accepted into the collection will be given to the Friends of the Wilmette Public Library for inclusion in their used materials fundraisers or donated to help support library and literacy initiatives of partners.
- Staff may not be able to meet with individual authors, nor notify donors whether items are or are not added to the collection.

(Approved February 21, 2023)

## **7-6 Labeling of Resources**

The library encourages exploration of its collections and will not engage in labeling practices that discourage this exploration. Library labeling practices align with guidance provided in the American Library Association's Statements on Labeling and Rating Systems (Appendix 7C). Because labeling decisions can have broad-ranging and sometimes unanticipated impacts, staff should consult with the director whenever questions on labeling arise, and before initiating changes in labeling practice.

Labels can provide a convenient tool to assist the public in locating resources within the collection. While this convenience may be valuable to a particular group of users, it is also important to consider the impact of labeling practices on the community as a whole.

Some of the items in the physical and digital audiovisual collections have been assigned ratings by various external groups, such as the Motion Picture Association of America (MPAA). The producer or distributor of a particular item may or may not have chosen to receive a rating or include such rating on the item itself. To the extent that rating information is present on an item as acquired, the library neither obliterates such information nor adds an additional rating label. When such rating information is absent from an item, the library does not assign a rating or add a rating label, even when an MPAA or other rating appears to have been assigned through a ratings system. For example, an MPAA-rated film is often bundled with non-rated features and bonus materials for distribution. In such a case, the film rating can become misleading with respect to the entire contents of the item, causing the distributor to omit a rating on the item as sold or licensed.

The library remains committed to assisting patrons in obtaining information requested to aid with their own selection of resources, including access to rating information when available. However, such assistance shall not extend to altering an item's appearance

through a rating label or other means to reflect the judgment of others on the appropriateness of that item for any individual or group of patrons.

(Approved February 21, 2023)

## **7-7 Arrangement and Presentation of Resources**

A variety of factors influence the arrangement and shelving of resources within the library facilities. These factors include, but are not limited to, physical space and shelving restrictions, promotional considerations, security issues, user convenience, and logical and coherent presentation. Resources will be arranged and shelved in a manner that is viewpoint neutral and does not convey endorsement or disapproval by the library.

Arrangement and presentation of resources should not be used to restrict access or to suggest moral or doctrinal endorsement. Resources may be shelved in areas that are not accessible to the public to protect the collection or because of space considerations. However, the library will not place resources in areas that are not accessible to the public based on a value judgment that the content, language or themes of the resource, or the background or views of the author(s) of the resource render it inappropriate or offensive for all or certain groups of users. Young people under the age of 18 have free access to resources in the library's collections, and parents or guardians may choose to advise their children in making appropriate selections.

(Approved February 21, 2023)

## **7-8 Donations for Resources**

The library welcomes gifts to the collection, and accepts them with the understanding that it has the right to handle and dispose of them in the best interest of the library. Such material may be added to the collection provided that it meets the library's selection criteria and cataloging standards. Items without ISBNs or readily available cataloging may not be added to the collection.

Monetary gifts may be designated to purchase resources as memorials and honoraria. While donors of such funds may suggest subjects or specific titles to be acquired with their donation, the library reserves the right of final selection of titles that will enhance the collections and meet the library's selection criteria. An appropriate bookplate may be placed in items purchased from donated funds.

(Approved February 21, 2023)

## **7-9 Patron Requests for Additions to the Collection**

Patrons may request resources for the library to purchase by completing the *Suggest a Purchase* form on the library's website or a *Wilmette Public Library Comment Form* available at all library service desks.

All requests are evaluated by either the manager of the department in which the request would be placed and/or the selector of that subject area. Not all requested items will be ordered for the collection. All requests must meet the resource selection criteria. If a request is denied, the patron will be notified via a letter or email stating that the library will not be purchasing the item.

Items not currently available in the library's collections may be available by interlibrary loan.

(Approved February 21, 2023)

## **7-10 Patron Requests for Reconsideration of Resources**

The library and the board resolve to protect the right to freely access information and resources from censorship and book banning, and seek to provide our community the opportunity to read and access information freely, as guaranteed by the First Amendment of the Constitution of the United States.

It is not the policy of the board to exclude information and resources, or to arbitrarily remove resources from the collection due to pressure from any individual or organization.

Any resident or taxpayer of the Wilmette Public Library District has the right to question the inclusion of or exclusion of any title in the collections. Patrons may request that selection decisions be reconsidered in the following ways:

1. Informal comments may be made to staff in the appropriate department at any time. Such comments will be conveyed to the appropriate department manager and selector for the subject area of the item in question, but no formal action will necessarily be taken.
2. A patron may request to speak with the appropriate department manager. A meeting time will be arranged that is convenient for both the patron and department manager. The patron will be offered copies of the *Collection Management Policy* which details the use of the *Resource Reconsideration Form (Appendix 7D)*. No formal action will necessarily be taken.

3. If a patron wishes to express their comments in a formal manner, the following procedure will be used:
  - a. The patron will be given a copy of the *Collection Management Policy* and a *Resource Reconsideration Form*. The patron will fill out the form and return it to the Administrative Office of the library.
  - b. A copy of the completed form will be given to the appropriate department manager and the selector of that subject area for formal review. A copy will also be forwarded to the director.
  - c. Following formal review, the department manager will send the decision in writing to the patron within 60 days of receipt of the completed *Resource Reconsideration Form*.
  - d. If further review is requested by the patron, the patron will be invited to meet with a committee consisting of the director, the department manager, and appropriate selector(s). After the meeting, the committee will respond in writing to the patron explaining what actions are being taken with regard to the item in question.
  - e. If further review is requested by the patron, the board will handle the matter directly as a body or may refer the matter to an advisory committee for recommendation. This committee would consist of two board members appointed by the board president, and two staff members appointed by the director.

In making its decision, the board will carefully consider the principles articulated in the *Collection Management Policy* and will allow ample opportunity for both staff and patron input. The board's final decision will be conveyed in writing to the patron within 60 days of referral to the board.

(Approved February 21, 2023)

## **APPENDIX 7A - American Library Association Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.



3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free

flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

(Approved by WPLD Board of Trustees February 21, 2023)

## **APPENDIX 7B - American Library Association Freedom to View Statement**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

*This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989 and was endorsed by the ALA Council January 10, 1990.*

(Approved by WPLD Board of Trustees February 21, 2023)

## **APPENDIX 7C - ALA Statements on Labeling and Rating Systems: An Interpretation of the Library Bill of Rights**

### **1. Labeling Systems**

The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

Labels may be a library-sanctioned means of organizing resources or providing guidance to users. They may be as simple as a colored dot or strip of tape indicating reference books or fiction or as elaborate as the Dewey Decimal or Library of Congress call number systems.

Labels as viewpoint-neutral directional aids are intended to facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion. Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice, discourage, or encourage users to access particular library resources or to restrict access to library resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Directional aids can also have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling. Even well-intentioned labels may have this effect.

Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and

affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access.

Adopted on June 30, 2015, by ALA Council.

## 2. Rating Systems

Libraries, no matter their size, contain an enormous wealth of viewpoints and are responsible for making those viewpoints available to all. However, libraries do not advocate or endorse the content found in their collections or in resources made accessible through the library. Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles.

Creators of rating systems assume that individuals or groups exist who can determine what is appropriate or inappropriate for others. They also assume that individuals want or need direction in making decisions about the materials or resources they use. While the creation and publication of such systems is protected by the First Amendment's right to free speech, the American Library Association also affirms the rights of individuals to form their own opinions about the information that they consume.

Libraries' explicit or implicit adoption, enforcement, or endorsement of any of these rating systems violates the Library Bill of Rights and may be unconstitutional if used to prevent an individual's access to materials or resources. If enforcement of rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Libraries often acquire resources, such as DVDs and video games, that include ratings as part of their publication materials. Library workers should not endorse the inclusion of such rating systems; however, removing or destroying the rating placed on the original item by the publisher, distributor, or copyright holder could constitute expurgation.<sup>1</sup>

Because cataloging standards provide an opportunity for libraries to include ratings in their bibliographic records, many libraries have chosen to do so—some by acceptance of standard records containing such ratings and others by a desire to provide the maximum descriptive information available on a resource. Libraries are not required by cataloging best practices to provide this information. If they choose to do so, for whatever reason, they should cite the source of the rating and indicate that the library does not endorse external rating systems.

The inclusion of ratings in bibliographic records within library catalogs or discovery systems may be interpreted as an endorsement by the library. Therefore, without attribution, inclusion of such ratings is a violation of the Library Bill of Rights.

If libraries include information about rating systems on items or records, this information should not be used to restrict access to those materials based on the age of library users. Such a restriction may violate minors' First Amendment rights.<sup>2</sup>

That libraries do not endorse or advocate for the use of rating systems does not preclude them from answering questions about such systems. It is appropriate to provide access to sources containing information on rating systems in order to meet the specific information-seeking needs of individual users. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

<sup>1</sup> ["Expurgation of Library Resources: An Interpretation of the Library Bill of Rights,"](#) adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008; and July 1, 2014.

<sup>2</sup> *Engahl v. City of Kenosha*, 317 F. Supp. 1133 (E.D. Wis. 1970); *Motion Picture Association of America v. Specter*, 315 F. Supp. 824 (E.D. Pa. 1970); *Swope v. Lubbers*, 560 F. Supp. 1328 (W.D. Mich. 1983); and *Rosen v. Budco*, 10 Phila. 112 (1983).

Adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

(Appendix 7C is referenced in Policy 7. Approved by WPLD Board of Trustees February 21, 2023)

## APPENDIX 7D - Wilmette Public Library Resource Reconsideration Form

The Wilmette Public Library District Board of Trustees has established a Collection Management Policy (Policy 7) to manage its collections, and has endorsed the American Library Association's Library Bill of Rights and Freedom to Read and View Statements. The library's policies include this procedure for gathering feedback about resources:

Any resident or taxpayer of the Wilmette Public Library District has the right to question the inclusion of or exclusion of any title in the collections. Patrons may request that selection decisions be reconsidered by completing and returning this form to:

Resource Reconsideration Request  
Wilmette Public Library  
1242 Wilmette Avenue  
Wilmette, IL 60091

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent yourself? \_\_\_\_ or an organization? \_\_\_\_

Name and contact information of Organization \_\_\_\_\_

\_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book (e-book)    \_\_\_ Video    \_\_\_ Magazine    \_\_\_ Audio Recording  
\_\_\_ Digital Resource    \_\_\_ Game    \_\_\_ Newspaper    \_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

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3. Have you examined the entire resource? If not, what sections did you review?

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4. In your own words, what concerns you about the resource?

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5. What resource(s) do you suggest to provide additional information and/or other or similar viewpoints on this topic?

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6. What action are you requesting the committee consider?

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7. Is your requested action in conflict with the library's Collection Management Policy?  
If so, please explain why your request outweighs adherence to these principles.

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