

## **8 - Community Relations**

### **8-1 Media Relations**

Wilmette Public Library District (the library) recognizes the important role of the media for communicating timely information to the public regarding the library. To facilitate such communication, the library provides information regarding library activities to appropriate media representatives on an impartial basis. All media releases relative to implementation of Board decisions will be reviewed by a Board member prior to release. Other publicity shall be under the direction of the director. The Board of Trustees complies with the Illinois Open Meetings Act and the Illinois Freedom of Information Act.

(Approved January 18, 2022)

### **8-2 Trustee Contact Information**

Names and library email addresses of current members of the Board of Trustees are posted in the library District buildings and on the library's website. Trustees may be contacted via library email or by U.S. mail (1242 Wilmette Avenue, Wilmette, IL 60091) .

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### **8-3 Solicitations and Sale of Goods or Services**

No person or entity other than the library or the Friends of the Wilmette Public Library may solicit funds or sell goods or services on library premises, property, or facilities, including the library's parking lot and entry areas. The Friends are library affiliates with the exclusive purpose of supporting the library District.

Presenters of library-sponsored programs may receive permission from the director or designee in advance to sell program-related materials at the program. The library will have no involvement or liability arising from such sales, and the presenter will indemnify the library for any claim or cause of action arising from or related to any such sales of materials.

No person may approach patrons or staff for solicitation purposes including petition signing on library premises, property or facilities including the library's parking lot and entry areas.

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## **8-4 Use of Library Bulletin Boards**

Bulletin board space is available for postings by local not-for-profit organizations engaged in educational, cultural, intellectual, civic, or charitable activities. All postings must be in the interest of the general community. Posters or announcements must be submitted to a library service desk for staff approval. Because space is limited, it may not always be possible to display all posters and announcements. The following priorities will be used to determine which posters and announcements can be posted:

1. Materials produced by the library and the Friends of the Wilmette Public Library
2. Materials produced by not-for-profit organizations headquartered within the library District
3. Announcements of events held within the library District's geographic boundaries
4. All other announcements

The library may also provide separate or limited bulletin board space for advertisement of products or services offered by local commercial organizations or individuals at staff discretion.

Library bulletin boards may not be used in any way that is deemed contrary to the library's mission. As such, the following items will not be accepted for posting:

1. Materials requesting contributions (with the exception of those that support the Library's mission, such as those from the Friends of the Wilmette Public Library)
2. Petitions
3. Electioneering materials

The determination that material is not acceptable for posting under the criteria for rejection contained herein will be made by the Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Director. Appeal of the Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final. Posters will be displayed for no more than thirty days and thereupon will be removed by Library staff. The Library is not responsible for the care or return of postings.

Permission to use bulletin boards does not imply Library endorsement or support of any organization using the bulletin boards or the ideas presented therein, nor should the organization imply Library endorsement or support.

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## 8-5 Distribution of Material

The library has a limited amount of space available for the distribution of announcements and literature by nonprofit organizations engaged in educational, cultural, intellectual, civic, or charitable activities within the District. All materials distributed or intended to be distributed must be in the interest of the general community. Announcements and literature for distribution must be submitted to a Library service desk.

Because space is limited, it may not always be possible to distribute all announcements and literature that are acceptable under the above guidelines. The following priorities will be used to determine which items will be distributed:

1. Materials produced by the library and the Friends of the Wilmette Public Library
2. Announcements of events to be held in library facilities
3. Materials created to promote a partnership event or endeavor between the library and another organization or entity
4. Materials produced by organizations headquartered within the library District
5. All other materials

Library material distribution space may not be used in any way that is deemed contrary to the Library's mission. As such, the following items will not be accepted for distribution:

1. Advertisements of products or services offered by commercial organizations or individuals
2. Promotions for fundraising events or requests for contributions with the exception of those from the Friends of the Wilmette Public Library
3. Petitions
4. Electioneering materials

The determination that material is not acceptable for distribution under the criteria for rejection contained herein will be made by the director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the director. Appeal of the director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final.

Signage posted on library property or handouts found anywhere in the library, including in the front entry area, which have not been approved for display or distribution will be removed and disposed of by library staff.

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## **8-6 Exhibits and Displays**

The library's exhibit and display space is a resource to be used in fulfillment of its mission.

Although space is limited, the library welcomes requests from persons and organizations wishing to use exhibit and display space in the library according to guidelines found in Appendix 8A. The library is unable to secure items in patron displays and cannot be responsible for lost or damaged personal property.

Library-sponsored displays always have the highest priority in the scheduling of exhibit and display space. Furthermore, District residents and organizations consisting of at least one District cardholder have priority over non-residents and organizations without a District cardholder in the scheduling of exhibit and display space. Permission to use exhibit and display space does not imply library endorsement of any ideas presented therein.

The library reserves the right to refuse to allow materials that it deems to be awkward to display, interfere with library operations, take up disproportionate space, be unsuited to the space, create a safety hazard, or potentially require the Library to incur expense.

The determination that material is not acceptable for exhibit and display space will be made by the director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the director. Appeal of the director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final.

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## **8-7 Tabling**

Elected local officials or their representatives may request a table to provide information and constituent services to the community. Campaigning and electioneering are not permitted in this space or anywhere on library property.

Only one official may have a table at any given time. Officials are permitted a maximum of 48 hours per year. The official must use the table provided by the library. The table will be located in the vestibule of the library, unless determined otherwise by the library.

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## **8-8    Volunteers**

Wilmette Public Library District endeavors to encourage volunteerism by providing opportunities for residents to perform a variety of tasks and functions. This policy does not extend to the Friends of the Wilmette Public Library; the Friends are governed by their own Board of Directors and Bylaws.

All new volunteers must have a valid Wilmette Public Library District card. Residents age 14 and over are eligible to apply for volunteer service. Youth ages 11-13 may only apply to serve as volunteers for designated youth programs and special projects, and must have written parental or guardian approval.

All new volunteers, 18 years of age or older, must sign a release for a criminal background investigation on a form provided by the Illinois State Police pursuant to the Illinois Uniform Conviction Information Act. The library cannot accommodate persons seeking to fulfill court-ordered community service or peer jury sentencing.

Staff may decline to assign an applicant based upon, but not limited to results of a background check, failure of the applicant to abide by Library policies, tasks available at any given time, ability of an applicant to perform available tasks, or ability of an applicant to be present on dates and at times specified by staff. Once assigned, volunteers will continue to serve by mutual agreement with staff.

Volunteers will be assigned to conduct specific tasks. Certain duties and tasks are performed only by staff and will not be assigned to volunteers.

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## **8-9    Partnerships**

The library recognizes that partnerships benefit District residents. The library will consider partnering with an organization, business, government entity, affiliate, or individual in order to provide or enhance programs or services in a manner consistent with the mission, policies, goals, programs and interests of the library.

Purposes of entering into partnerships include but are not limited to:

- To promote the library as a public resource in the community
- To support the library's Strategic Plan goals and mission
- To supplement the library's revenue or resources in order to provide or enhance programs and services.

The library and each partner will agree to act or contribute in ways that are mutually beneficial as outlined in a written agreement. Partners will be provided

a level of recognition commensurate with their contributions as set forth in the partner agreement.

The director or designee is responsible for final endorsement of the terms of any agreement with a partner.

At all times, the library protects the confidentiality of patron records and will not share any information about patrons or patron records with any partner under any circumstances.

Partnerships do not imply library endorsement of any products or services. Agreements with a partner will have no impact on and no conflict with the policies and practices of the library including those governing access to library programs, services, and collections.

Library staff or the Board reserves the right to terminate any agreement with a partner if for any reason it is determined that the agreement no longer supports the best interests of the library and its patrons.

Partners who terminate an agreement with the library will provide 30 days' written notice. Failure to provide adequate written notice of termination, or failure to meet the terms of the agreement, may disqualify the organization from future partnering agreements.

Intergovernmental agreements or long-term partnership agreements (longer than one year) may be subject to additional or different provisions than those included in this policy.

The word "partnership" as used in this policy or in the partnership agreement means a collaboration between the library and a participating person, firm, organization, or entity to expand and promote library services to the community and is not intended to and does not mean or create a "partnership" as defined by law.

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