

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, March 18, 2025)

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, March 18, 2025)

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.

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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, March 18, 2025)

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, March 18, 2025)

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.

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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.

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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.

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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.

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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.

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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, March 18, 2025)

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, March 18, 2025)

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 March 18, 2025)