



To: Board of Library Trustees
From: Anthony Auston, Director
Date: Tuesday, June 18, 2024
Re: Library Administration Policy Re-Approval

As the staff prepares to create and post a dedicated policy page on the library website this summer, we are in the process of applying the update communications and style updates to all of our official documentation as discussed during the Policy Committee meetings earlier this spring.

As a matter of procedure, we're also reviewing the relevance of our policy set and we'll be bringing forward policy chapters for periodic review and re-approval, even when no new content or revisions are being proposed, to ensure their suitability and consistency with organizational goals.

This month's set of policies include Policy 2: Library Administration, and its associated appendices:

- Appendix 2A: Strategic Plan 2023-27;
- Appendix 2B: The Roles of the Board of Library Trustees;
- Appendix 2C: The Duties and Responsibilities of Trustees;
- Appendix 2D: Wilmette Public Library Trustees Ethics Statement; and
- Appendix 2E: The Duties and Responsibilities of the Director

There are no proposed changes to this policy set beyond the application of the style guidelines.

Once re-approved, staff will add the re-approval date to the policies and prepare them for posting.

2 - Library Administration

2A - Board of Library Trustees

2A-1 Goals and Objectives

The Board and staff of Wilmette Public Library District (the library) establish goals and objectives for each fiscal year. The Strategic Plan includes these goals, and is located in Appendix 2A.

2A-2 Powers of the Board of Library Trustees

The powers of the Board of Trustees are enumerated in Illinois Library Law (75 ILCS 16/30), and may be amended by the Illinois State Legislature. A list of these powers is located in Appendix 2B.

2A-3 Duties and Responsibilities of Trustees

Trustees represent the interests of the residents at large of the library. The duties and responsibilities of trustees as individuals, and as a Board, are detailed in Appendix 2C.

2A-4 Orientation and Development

Each new trustee receives an expedient orientation to procedures, functions, and Board activities. These include, but are not limited to: receipt and review of relevant documents and information; tours of the Library and introductions to staff members; opportunities to attend Illinois Library Association (ILA) and American Library Association (ALA) Conferences, workshops, and meetings conducted by the Reaching Across Illinois Library System (RAILS) and Illinois State Library (ISL), and other meetings appropriate for gaining information on library issues of a national, state, and local nature. The library will pay the membership dues for any trustee who elects to join ALA, ILA, and/or the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF). Trustee participation is encouraged.

2A-5 Board Communication

All communication between members of the Board outside a public meeting, including communication using electronic devices such as email, shall be governed by the Open Meetings Act (5 ILCS 120/1. et seq.).

Any communication outside an official open meeting among three or more trustees about substantive Library business constitutes a violation of the Open

Meetings Act. This includes electronic communications in which proposed Board action is discussed.

Use of electronic communications including, but not limited to, email, instant messaging or social media may not include deliberation, debate or decision-making concerning Library business. Electronic communications may be used for routine purposes such as:

- Dissemination of information
- Requests for available dates and times for meetings
- Meeting reminders
- Transmittal of agenda materials in advance of a meeting
- Transmittal of other documents for personal review or editing
- Communication with Library Staff

2A-6 Verbatim Records of Closed Meetings

The Secretary creates a verbatim record of closed meetings in the form of an audio recording. At the conclusion of the closed meeting the Secretary seals, dates, and identifies the recording. The Secretary deposits the recording in the library's safe deposit box within 14 calendar days of the recorded meeting. No access to the recordings is permitted except in accordance with the Open Meetings Act. The Board considers approving the destruction of the recordings after 18 months during the semi-annual review of closed meeting minutes and verbatim records.

2B - Library Director

2B-1 Duties and Responsibilities

The library director is responsible for the operation and management of the Wilmette Public Library District, in accordance with the laws of the State of Illinois and within the guidelines established by the Board of Library Trustees. The director's global duties are to hire competent personnel, to operate library facilities within the established budget, to achieve the greatest value while promoting patron satisfaction, and to advise the Board in all areas of responsibility. Appendix 2E contains a list of the duties and responsibilities of the director.

2B-2 Compensation and Benefits

The Board reviews the performance of the director annually. The first appraisal takes place six months after initial employment. The director's salary is reviewed

and established annually by the Board. The director is entitled to a 22-working day annual paid vacation. Any variation must be approved by the Board.

2B-3 Resignation

A sixty-day written notice is required.

Adopted September 17, 2019



Mission

Wilmette Public Library welcomes everyone with collections, resources, and experiences that enrich the lives of individuals and our community.

Vision

Inspiring lifelong curiosity, exploration, and discovery

Values

At Wilmette Public Library, we:

- Champion intellectual freedom
- Advance inclusion, diversity, equity, and accessibility
- Promote literacy and a lifelong love of reading
- Curate vibrant collections and experiences
- Deliver specialized services and programming
- Cultivate strong community connections
- Establish and maintain valued partnerships
- Promote stewardship of sustainable practices
- Continuously evaluate, adapt, and innovate
- Act with courtesy, initiative, creativity, and flexibility



Welcoming Environment

Outcomes

- Reflect the diverse interests and needs of our community
- Enhance and simplify the library experience

Priorities

- Bridge gaps in services through outreach, digital resources, and partnerships
- Highlight the wealth of resources offered in our building and collections in more accessible and visually appealing ways
- Curate and promote quality collections in a variety of formats
- Provide welcoming spaces to meet the evolving needs of our community
- Foster a positive, collaborative work environment for all employees
- Prepare staff with professional development resources and leadership opportunities, and support individual paths for career growth

Initiatives for FY23-24

- Evaluate and maintain personnel and compensation policies to equitably recruit, retain, and recognize talented staff
- Digitize, preserve, and enhance access to rare and unique local history resources
- Reallocate spaces for patron computer services to accommodate implementation of emerging technologies in a flexible, creative space



Connected Community

Outcomes

- Empower individual growth and an expanded mindset
- Foster belonging and understanding

Priorities

- Increase awareness and use of the library and its programs, resources, and services using existing popular channels of communication
- Explore and facilitate opportunities to grow and strengthen strategic partnerships
- Participate in community events, committees, and service organizations to demonstrate and promote the library's role in the community
- Develop and present valuable, outcome-oriented programs and events
- Enhance early literacy, experiential, and lifelong learning opportunities
- Host and promote public forums for residents to explore and discuss topics affecting our community

Initiatives for FY23-24

- Develop and implement a unified branding and style manual to guide staff in creating library communications that are consistent, creative, and effective
- Develop and implement a framework for collecting feedback about services and programs
- Optimize accessibility to our collections and services through the website and app



Sustainable Future

Outcomes

- Meet and anticipate future needs
- Preserve and promote the assets of the district

Priorities

- Prepare trustees to represent the interests of stakeholders through comprehensive orientation and continued development
- Conduct responsive and informed long-range capital planning
- Maintain building, grounds, and physical operations with sustainable and environmentally responsible practices
- Revitalize and reimagine the first floor and lower level of the library

Initiatives for FY23-24

- Continuously evaluate technological assets to optimize efficient system solutions, including building automation, networked communication, and computing environments
- Complete responsive space needs assessment to inform and establish priorities for service design and capital planning

APPENDIX 2B - The Roles of the Board of Library Trustees

The powers of the Board of Library Trustees (the Board) are governed by the Public Library District Act (the Act) of the Illinois State Statutes (75 ILCS 16/30), including, but not limited to, the following summaries:

1. Enact, amend, and rescind ordinances and to make and adopt such bylaws, rules, and resolutions for their own guidance and for the government of the library as may be expedient, and not inconsistent with the Act.
2. Have the exclusive control of the expenditure of all moneys collected for the library and deposited to the credit of the library funds.
3. Have exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased, or set apart for that purpose.
4. Purchase or lease real or personal property, and to construct an appropriate building or buildings for the use of the library or libraries established hereunder, using, at the Board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals during a certain period not to exceed 20 years, with interest on the unpaid balance at any lawful rate for municipal corporations in this State, and to refund at any time any installment contract entered into pursuant to this paragraph by means of a refunding loan agreement, which refunding loan agreement may provide for installment payments of principal and interest to be made at stated intervals during a certain period not to exceed 20 years from the date of such refunding loan agreement, with interest on the unpaid principal balance at any lawful rate for municipal corporations in this State, provided that no installment contract or refunding loan agreement for the same property or construction project may exceed an aggregate of 20 years.
5. Remodel or reconstruct a building erected, purchased, or leased by the Board, when such building is in need thereof or is not adapted to its purposes and needs.
6. Sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes under such terms as the Board deems best but in no event on contracts extending over a period of more than 20 years, and to lease to others any real property not immediately useful to the district but for which plans for ultimate use have been adopted.
7. Appoint and fix the compensation of a qualified librarian to act as administrator of the District's operations and who shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such employees. The Board may also retain counsel and professional consultants as needed.
8. Contract with any public or private corporation or entity for the purpose of providing or receiving library service or performing any and all acts necessary and proper to carry out the responsibilities, the spirit, and the provisions of the Act. This contractual power includes, but is not limited to, participating in interstate

- library compacts and library systems, contracting to supply library services and expending of any federal or state funds made available to any county, municipality, township, or to the State of Illinois for library purposes. However, if a contract is for the supply of library services for residents without a public library established under the provisions of the Act, the terms of that contract will recognize the principle of equity of cost of services to non-residents expressed in this section of the Act, and will provide for the assumption by the contracting party receiving the services of financial responsibility for the loss of or damage to any library materials provided to non-residents under the contract.
9. Join with the Board or Boards of one or more public libraries within this state, in maintaining libraries, or for the maintenance of a common library or common library services for the participants upon such terms and conditions as may be agreed upon by and between the participating library boards.
 10. Enter into contracts, and to take title to any property acquired by it for library purposes.
 11. Exclude from the use of the library, any person who willfully violates the rules prescribed by the Board.
 12. Extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the District. If the Board exercises this power, the privilege of library use shall be upon such terms and conditions as the Board shall from time to time by its regulations prescribe, and for such privileges and use, the Board shall charge a non-resident fee at least equal to the cost paid by residents of the district, with the cost to be determined according to the formula established by the Illinois State Library. The non-resident fee shall not apply to privilege and use provided under the terms of the district's membership in a library system operating under the provisions of the Illinois Library System Act or under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service; nor shall the non-resident fee apply to residents of an area in which the library is conducting a program for the purpose of encouraging the inclusion of the area in the library district; nor shall the non-resident fee apply to a non-resident who as an individual or as a partner, principal stockholder, or other joint owner owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property, provided that the privilege and use of the library is extended to only one such non-resident for each parcel of such taxable property.
 13. Undertake programs for the purpose of encouraging the addition to the District of adjacent areas without local tax supported library service and to expend funds for this purpose.
 14. Provide by ordinance, fines, and penalties for damage to any book or other library material, or to any real or personal property belonging to or in the custody of the library and for failure to return any book or other material or personal property belonging to or in the custody of the library. All fines and penalties for the

- commission of injury upon the library, its grounds or the property thereof shall be paid into the fund of the public agency or body enforcing such ordinances.
15. Invest funds pursuant to state statutes.
 16. Exercise the power of eminent domain.
 17. Accumulate and set apart as reserve funds portions of the unexpended balances of the proceeds received from taxes or other sources, for the purpose of providing self-insurance against liabilities of the District.
 18. The Board of every public library district may join the district as a member of the Illinois Library Association and the American Library Association, non-profit, non-political, 501(c)(3) associations, as designated by the federal Internal Revenue Service, having the purpose of improving library development and librarianship, and the Board may provide for the payment of membership dues, fees, and assessments to the associations.

Adopted September 17, 2019

APPENDIX 2C - The Duties and Responsibilities of Trustees

Trustees represent the interests of the residents at large of the library district.

Duties and responsibilities of trustees include, but are not limited to, the following:

1. Attend Board and committee meetings regularly and prepare in advance for the meetings.
2. Hire, supervise, and fix compensation of the director.
3. Work with the director to create developmental goals and review the performance not less than annually.
4. Develop, establish, and regularly review library policy.
5. Work with the director to prepare the annual budget. Approve the annual working budget, budget and appropriations ordinance, and annual levy.
6. Approve and ensure adequate funding for all expenditures.
7. Maintain accurate records of financial transactions and other Board decisions.
8. Retain counsel and professional consultants.
9. Obtain information necessary for an adequate appraisal and understanding of the library's assets, resources, programs, and services and assess how well the Library is meeting the needs of its patrons.
10. Direct observations or concerns regarding library operations to fellow trustees and/or director.
11. Evaluate library services and specific actions recommended by the staff.
12. Establish and approve plans, goals, and objectives based on the needs of the district.
13. Select architects and approve preliminary and final plans and specifications for all new buildings, additions, and major remodeling projects.
14. Encourage development of community awareness of library services by establishing methods of communication that keep the public informed of the purpose, needs, and status of library services in the district.
15. Keep informed of trends, standards, and innovations in library services and operations through outside meetings, administration reports, or consultants.
16. Affiliate with regional, state, and national library associations and maintain representative attendance at meetings of these associations as appropriate.
17. Orient new Board members.
18. Assume personal responsibility to know and comply with all applicable federal, state, and local statutes, ordinances, and regulations.

Adopted September 17, 2019

APPENDIX 2D - Wilmette Public Library Trustees Ethics Statement

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor, and integrity.

Trustees shall respect the opinions of their colleagues and not be disrespectful when they disagree or oppose a viewpoint different than their own.

Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.

Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism to the detriment of the library.

Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.

Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.

Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.

Trustees shall immediately disqualify themselves whenever the appearance of or a conflict of interest exists.

Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.

Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Based on the official ALTAFF Ethics Statement from United for Libraries, approved by the United for Libraries Board in January 2012.

Adopted September 17, 2019

APPENDIX 2E - The Duties and Responsibilities of the Director

The duties and responsibilities of the director include, but are not limited to, the following:

1. Reports to and provides professional counsel to the Board, and has sole responsibility for the administration of the library within the framework of policies and contracts approved by the Board. Recommends policies and contracts for Board action as occasion demands.
2. Attends all official meetings of the Board other than those in which the director's own salary or tenure is under discussion. The director may speak on all subjects under discussion but does not have the right to vote.
3. Oversees all properties belonging to the library and is responsible for the library's operational efficiency. Prepares the annual working budget and administers the budget as approved by the Board.
4. Maintains files of minutes, policies, statistical reports, and other resources useful to the Board, director, and staff. Prepares reports and legal documents pertinent to the library district.
5. Responsible for the direction and professional development of the staff. Exercises responsibility for the supervision, performance, evaluation, salary review, and compensation of all personnel, and hires and manages direct reports. May exercise the right and responsibility to readjust working hours and staff assignments from time to time as the needs of the library may require, and to re-assign employees to other departments and library facilities, or to remove an employee when necessary.
6. Acts as representative of the staff in matters pertaining to salaries, working conditions, or other areas concerned with the welfare of the staff. The director is the spokesperson for suggestions from the staff, which may lead to the improvement of library service.
7. Responsible for the selection and purchase of all books, materials, and other resources as set forth in the Collection Management Policy (Policy 7).
8. Suggests actions, develops goals and objectives, and carries out plans for extending and improving library services, and keeps up with changing conditions and new methods of library procedure.
9. Participates with the Board in maintaining an active public relations program. Coordinates with other governmental agencies, affiliates, and the community, and oversees promotion of library services to the community.
10. Reviews and responds to complaints, petitions, and suggestions from the public. If the situation is not resolved at that level, a written statement of the situation and a request for a Board hearing may be made by the person or persons involved. This procedure is to be made known to the individual by the director. The Board will then take whatever action is deemed appropriate.
11. Ensures that the library district complies with all applicable federal, state, and local statutes, ordinances, and regulations, and maintains awareness of current changes and developments in library legislation. The Board acknowledges the

right of the director in their official capacity to take a position on legislation directly affecting the library or the staff. The director will keep the Board informed of any such position taken.

12. Affiliates with local, state, and national library associations, and attends those professional meetings that may be beneficial to the library district. The director cooperates and maintains communications with the library community, including the Reaching Across Illinois Library System (RAILS), Illinois Library Association (ILA), and other affiliates.

Note: Financial duties and responsibilities of the director are set forth in the Financial Management Policy (Policy 5). Responsibilities regarding hiring and termination of employees are set forth in the Human Resources Policy (Policy 9).

Adopted September 17, 2019