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BOARD OF TRUSTEES
Policy Committee Agenda
201 S Kankakee St, Wilmington IL 60481
January 16, 2023
6:30 P.M.

1. Roll Call
2. Call to Order – Action
3. Policy Review
 - A. Confidentiality of Library Records
 - B. Corporate Credit Card
 - C. Disposal of Surplus Materials
 - D. Exhibits
 - E. Finance
 - F. Freedom of Information Act
 - G. Gifts to the Library
 - H. Identity Protection
 - I. InterLibrary Loan
 - J. Laminating
 - K. Materials Selection
 - L. Non Resident Fee
4. Adjournment



Confidentiality of Library Records Policy

Wilmington Public Library District circulation and registration records are confidential in accordance with the Library Records Confidentiality Act (copy attached).

Library records are maintained for the purpose of protecting public property and gathering information for administrative decision making. Library records are not to be used to identify specific materials or types of materials used by individual library patrons. Subject to the Library Records Confidentiality Act, no circulation or registration records will be provided to third parties except as prescribed in 75 ILCS 701

Adopted this day 3/21/94
Amended 7/16/01, 4/15/2013, 6/20/16
Reviewed 3/16/98, 4/21/03, 7/16/04, 11/21/05, 11/20/06, 3/17/08,
3/15/10, 11/15/10, 5/21/12, 7/21/14, 7/20/15, 6/20/16,
11/20/17, 3/19/18, 9/16/19, 9/21/20, 2/21/22, 1/16/23

(75 ILCS 701) Library Records Confidentiality Act.

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

(1) required to do so under a court order; or

(2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section. This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95-40, eff. 1-1-08.)

(75 ILCS 70/2) (from Ch. 81, par. 1202)

Sec. 2. This Act may be cited as the Library Records Confidentiality² Act.



CORPORATE CREDIT CARD POLICY

Purpose

The purpose of this policy is to establish methods of card approval, control requirements, and accounting practices for the purchase of library goods and services with a corporate credit card.

Scope

This policy applies to all library employees who use the corporate credit card to order goods and services.

Description

The corporate credit card provides a cost effective and efficient means for ordering goods online and services from vendors with whom the library does not do business on a regular basis.

Eligible Staff

The library director shall maintain a corporate credit card account. The department heads may request a corporate credit card. Credit cards are distributed at the discretion of the library director. At no time shall there be more than four (4) corporate credit cards in use. The bookkeeper/Admin Assistant is expressly precluded from having a corporate credit card.

Purchasing

The corporate credit card can be used to purchase goods and services from vendors approved by the library director. The card can be used to purchase books, audio/visual materials, and supplies from occasional vendors that are not regular vendors of the library.

Examples of these vendors are small presses and distribution centers that handle hard-to-find materials. The card may also be used to register for conferences and for hotel/motel rooms and meals associated with the conferences.

Restrictions

The corporate credit card cannot be used for cash advances.

The credit card will be used only for approved purchases made only by the named cardholder. The library director and/or treasurer will audit the use of the credit card and take appropriate action on any discrepancies.

Responsibility

The corporate credit cardholder is responsible for signing the credit card and keeping it safe. The cardholder is responsible for keeping records of each transaction, including receipts and packing slips, which will be forwarded to the library director. Cardholders are responsible for making sure that vendors do not charge sales tax.

Each month, cardholders must reconcile the monthly statements with receipts to ensure that all purchases on the statement are correct. The reconciled statement and relevant receipts are to be forwarded to the Administrative Assistant for inclusion in the monthly bills. Cardholders are responsible for resolving any discrepancies directly with the vendor. Any receipts not provided

and purchases not proven with receipt can and will become the responsibility of the employee who purchased the item.

It is the responsibility of the cardholder to report lost or stolen cards immediately to the credit card's card member services and to the library director.

Cardholders are responsible for payment of any unauthorized charges. Any unauthorized use of the library credit card by an employee shall constitute consent for charges to be deducted from any money owed to the employee and are grounds for dismissal.

Cardholders must follow the policy and procedure established by the Wilmington Public Library District for the use of the credit card. Failure to do so may result in revocation of the employee's privileges and other disciplinary action, up to and including termination.

All cardholders are required to sign an Employee Agreement Form (Appendix A), which is part of the Corporate Credit Card Policy. The acknowledgement form outlines the privileges and responsibilities for the corporate credit card. A signed copy of the Employee Acknowledgement Form is to be filed in the employee's personnel file.

Credit Limits

Cardholders are responsible for remaining within their credit limits and may not directly request a credit increase with the credit card issuer. The Library Director shall set the limits based on need for increases for all cardholders and which will abide by the spending limits set forth in Finance Policy. The Library Director will monitor card limits that have been increased by the issuer and adjust them accordingly. The Finance Committee will review the Library Director's limit annually and adjust accordingly.

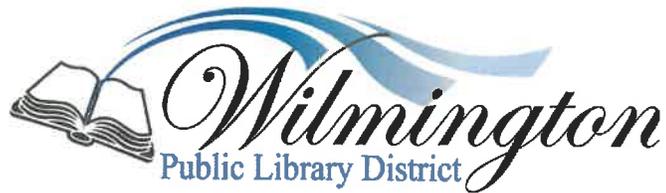
Credit Card Reward Programs

All corporate credits will be enrolled in available rewards programs and any points/rewards earned will be used for the library's needs and cannot be used for individual gain. When a staff member leaves the library, the director will redeem the points and then terminate the card.

Adopted: 6/17/13

Amended: 3/16/15,06/20/16

Reviewed: 7/21/14, 11/20/17, 3/19/18, 9/16/19, 9/20/20, 2/21/22, 1/16/23



CORPORATE CREDIT CARD EMPLOYEE AGREEMENT FORM

Use of the corporate credit card issued to you is subject to the following terms and conditions. You must comply with this policy as part of the terms and conditions of your employment.

1. You are being entrusted with a valuable tool (a corporate credit card) and you will be making financial commitments on behalf of the Wilmington Public Library District. You must strive to obtain the best value for the District by using preferred vendors and comparing prices.
2. You understand the Wilmington Public Library District is liable to the credit card company for all charges made on the credit card.
3. You must use the credit card for approved purchases only. The library director and/or treasurer will audit the use of the credit card and take appropriate action on any discrepancies.
4. You must follow the policy and procedures established by the Wilmington Public Library District for the use of the credit card. Failure to do so may result in revocation of your use privileges and other disciplinary action, up to and including termination. You are responsible for payment of unauthorized charges. Any unauthorized use of the corporate credit card shall constitute consent for charges to be deducted from any money owed to you.
5. You have been given a copy of the Corporate Credit Card Policy. You are required to read and understand the requirements for the card's use.
6. You must return the corporate credit card immediately upon request or upon voluntary or involuntary termination of employment. Should there be any organizational change, which causes your department to change, you must return the credit card and arrange for a new one, if appropriate.
7. The corporate credit card is not transferable between Wilmington Public Library District employees. It is the responsibility of the cardholder to maintain physical possession of the credit card.
8. If the credit card is lost or stolen, you must notify the library director and the credit card company immediately.

9. The Wilmington Public Library District will notify you if these terms and conditions or its policy and procedures concerning the use of the credit card change and you must comply with those changes.

I, _____, have received a copy of the Wilmington Public Library District Corporate Credit Card Policy and hereby acknowledge that I have read and agree to comply with the above terms and conditions.

Employee Signature Date

Title Department

Library Director's Signature Date



Disposal of Surplus Materials Policy

Library property, which in the judgement of the Library Director, as agent for the Board, is deemed no longer necessary or useful for library purposes may be disposed of in the following manner:

- A. Books and nonprint materials from the Library's collections or gift materials, if unusable or unsalable, may be discarded, given to other libraries in need, or sold, by the Wilmington Friends of the Library in their book sales.
- B. Whenever possible, items deemed unusable or unsalable should be disposed of in an ecologically friendly manner.
- C. Personal property having an individual value of less than \$250 may be disposed of by the Library Director following the standard procedures for disposal of all library surpluses. Preference is to be given to local agencies which serve Wilmington.
- D. Any personal property with a current market value of more than \$250 and less than \$1000 may be displayed at the Library, and a public notice of its availability may be posted with the date and terms of the proposed sale.
- E. Any computer equipment, regardless of value, may be traded in on new equipment or recycled if no longer in working order. Any outdated computers or computer equipment containing installed software that is restricted due to its original license agreement may have the hard drives erased, so as to prevent future unlicensed use. Any other technology may be disposed of following the same guidelines as personal property.
- F. In the case of individual surplus items having a current value of \$1,000 or more, the Library Board may authorize trade-in of such items on new equipment or sale of such items in accordance with the provision of the Illinois Library Act.
- G. Personal property of any value may be sold or donated to any tax-supported library or to any other library system operating under the terms of ACT 75 ILSC 10/16, under such terms or conditions as the Board may determine.

Adopted this day 03/21/94

Amended 3/19/07, 3/16/09, 8/18/2014, 11/16/15, 6/20/16, 2/21/22

Reviewed 3/16/98, 10/15/01, 4/21/03, 3/21/05, 11/15/10, 8/20/12,
8/19/2013, 11/20/17, 3/19/18, 9/16/19, 9/20/20, 1/16/23



Exhibits Policy

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks without prior approval, with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the library and will take no extraordinary measures to insure its safety.

Adopted this day
Reviewed

3/21/94
3/16/98, 4/15/02, 3/15/04, 3/20/06, 3/17/08, 3/15/10, 11/15/10,
3/19/12, 2/18/13, 2/17/14, 3/16/15, 6/20/16, 11/20/17, 3/19/18,
10/21/19, 9/21/20, 2/21/22, 1/16/23



Finance Policy

AUDITS

The Wilmington Public Library District bookkeeping system is audited annually. The annual audit is prepared and submitted to the Will County Clerk's Office and the Office of the Comptroller on or before the deadline. The auditor presents the report to the Board of Trustees and is available for any questions. The auditor follows the requirements of GASB 34 while performing the annual audit and preparing the report.

BUDGET

The Wilmington Public Library District has a written budget that is approved by the Board of Trustees. This budget is prepared and submitted annually by the Director, with input from additional staff members with responsibility for budgetary elements. The Board of Trustees reviews the proposed budget 30 days prior to adoption.

Wilmington Public Library District maintains adequate records of operation in a manner easily understood by the public as well as the Director and Board of Trustees.

The Finance Report is prepared and reconciled to bank statements each month. The Director is responsible for budget implementation on a daily basis. A current budget report which clearly reflects the financial position of the library is presented to the Board of Trustees monthly. The Director immediately notifies the Board President and Chair of the Finance Committee of any discrepancies in the monthly budget report.

AUTHORITY TO SPEND

The Director has discretionary authority to spend up to \$500 for any item which is unanticipated and/or unbudgeted, as long as the funds have been appropriated. In this case the Director takes appropriate action when confident of Executive Committee support and approval.

The Executive Committee has the authority to approve an unbudgeted expenditure up to \$4999 for any purpose which enables appropriate management of the Library District.

The Director may spend in excess of \$25,000 only after completing the formal bid process.

CONTRACTS

Written proposals are required every two years for contracts over \$2,500. Written proposals are prepared and a Request for Proposal (RFP) or a notice to bid is published. Proposals are presented to the Board of Trustees for review and approval.

The Director signs all contracts. Contracts over \$2,500 may not be signed prior to obtaining Board approval. The Library District attorney reviews contracts at the discretion of the Board. Contracts under \$2,500 are awarded at the discretion of the Director. These contracts are reviewed annually for cost comparison before renewal.

CREDIT CARDS—See Corporate Credit Card Policy

Store Charge Accounts

Store Charge Accounts have been established for the convenience of tax exempt purchasing and billing of necessary Library District supplies by authorized personnel.

1. Store Charge Accounts are available at: Whitmore Ace Hardware, Valles, Lowes, Barnes and Noble, and Sam's Club/ Wal-Mart,
2. All Store Charge Account purchases must be documented with itemized receipts.

PETTY CASH

The Board authorizes a petty cash fund of \$150.00. The Director and Administrative Assistant have keys to the file cabinet which houses the petty cash fund. The sum of \$150 is kept on library premises in the petty cash fund. The sum of \$75 is used to open the cash register each morning and is locked in the safe at night.

An itemized receipt is necessary for petty cash disbursement. Any irregularities in the petty cash fund are immediately reported in writing to the Director and Board President. Loans are not made from petty cash funds. The Director conducts unscheduled audits of petty cash funds. At all times the petty cash box contains receipts and cash totaling the fund amount.

RECEIPTS AND DISBURSEMENTS

The Administrative Assistant and Library Director are authorized to make deposits into appropriate Library District accounts. Deposits in banks and savings and loan institutions exceeding the amount insured by FDIC or FSLIC coverage must be secured by collateral.

All Library District disbursements are made by means of checks or electronic debits drawn upon authorized accounts. The Director reviews and approves all library district invoices and payroll. Two signatures are required on each check, except those written on the petty cash account. One signature must be a Board member. Those authorized to sign checks are the Board President, Vice-President, Treasurer, Secretary and the Director. All disbursements are made with Board approval unless stipulated otherwise. No disbursement is made without proper documentation to support the release of funds.

The Board Treasurer is bonded.

Bills are paid within 45 days of receipt. Checks are written bi-weekly by the bookkeeping service. The Administrative Assistant may also cut a check if a payment made on this schedule would cause a late fee to be incurred.

TRAVEL AND MEETING EXPENSES

1. Staff attendance at workshops, library association conferences and other professional meetings which cost under \$300 is encouraged and may be approved at the Director's discretion. Board member attendance at workshops, library association conferences and other professional meetings are approved by the Board of Trustees prior to attendance. All out-of-state conference travel or travel with expenses totaling over \$300 is approved by the Board of Trustees at least one month prior to travel.
2. Within its budget limitations, the Library District provides assistance towards such expenses as registration, travel, and meals. Reasonable expenses are reimbursed upon presentation of receipts or bills. Reimbursement is not approved for anyone other than staff and Board members. Each person is expected to provide documentation for his or her own expenses, unless included in the Library Director's expense documentation. Conference or workshop registration is paid in advance by WPLD.
3. Airfare is reimbursed no earlier than three months prior to travel. Travel expenses are reimbursed at the lowest rate available.
4. Individuals traveling to conferences present a written report to the Board.
5. At the discretion of the Director, a cash advance of up to \$300 may be given to any employee not in possession of a corporate credit card for conference and workshop expenses. This advance must be accounted for upon the employee's return. Any money left over from the advance is returned to the Library District.
6. Any expenditure not properly documented is not reimbursed. Library District expense forms are used. All requests for reimbursement are submitted to the Director within 30 days after the event. Any request submitted after 30 days is not approved.
7. Appropriate telephone bills are reimbursed by the Library District, at the discretion of the Director.
8. Examples of proper documentation are:
 - Itemized bills and receipts issued in exchange of goods and services received
 - Photocopies of airline, bus, and train tickets
 - Itemized phone bills
9. Examples of allowable expenses are:
 - Hire of room, exhibition space, set-up, and such for official business
 - Parking fees and tolls
 - Mileage while on approved travel
 - Storage and handling of baggage
 - Taxis, shuttle, or limousine service including tips
 - Business telephone and postage
 - Authorized lodging

- Registration fee
- Meals and tips on approved travel
- Business lunches with colleagues when attending a meeting

10. Wilmington Public Library District will not reimburse for the following travel expenses:

- Personal telephone and postage
- Unauthorized, declined or forfeited travel
- Entertainment
- Coat check
- Alcoholic beverages
- Late checkout and room guarantee charges
- Purchases of a personal nature
- Losses of property, money or transportation tickets
- Traffic and parking fines
- Meals while en route from the Library District to a library/meeting or from one library to another

OUTSIDE FUNDS HELD BY WILMINGTON PUBLIC LIBRARY DISTRICT:

No funds of other library groups or entities are held by the Library District without prior approval of the Board following a detailed written agreement.

Adopted	10/16/00
Amended	11/18/02, 2/17/03, 5/19/03, 9/20/04, 11/15/04, 9/19/05, 3/20/06, 8/21/06, 3/19/07, 3/16/09, 3/15/10, 3/21/11, 6/20/11, 5/21/12, 9/17/12, 11/18/13, 06/20/16, 11/20/17, 10/21/19
Reviewed	3/18/08, 3/16/15, 9/21/20, 2/21/22, 1/16/23



Freedom of Information Act

1. A brief description of our public body is as follows:
 - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
 - B. An organizational chart is attached.
 - C. The total amount of our operating budget for FY 2022 is \$738,000. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations.
 - D. The office is located at 201 South Kankakee Street, Wilmington, IL 60481.
 - E. We have the following number of personnel authorized for employment:
 1. Full time 6
 2. Part time 12 to 14
 - F. The following organization exercises control over our policies and procedures: The Wilmington Public Library District Board of Trustees, which meets monthly on the third Monday of each month, at 7:00 P.M., at the library. The board does not meet in the month of December.

Its member are as follows: Mary Smith, President; Diana Zolecki-Browning, Vice President; Rebecca Quigley, Secretary; Pamela Clennon, Treasurer; Carrie Rezabek, Trustee; Christine Reigh, Trustee; Mary Fitzsimmons, Trustee
 - G. The following organization operates in an advisory capacity regarding our operation: Reaching Across Illinois Library System.
 - H. We are required to report and to be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are State Librarian (Secretary of State), Director of State Library, and various other staff.
2. You may request the information and the records available to the public in the following manner:
 - A. May request our FOIA form. (See attached).

- B. Your request should be directed to the following individual: Library Director Maria Meachum, 201 S Kankakee St, Wilmington IL 60481.
- C. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- D. Fees to reimburse Wilmington Public Library District for actual costs to reproduce and, if requested, certify the records, will be charged as follows:

First 50 copies are free
.15 per page thereafter
1.00 per page for certification of records

- E. The office will respond to a written request within five (5) working days. An extension of an additional five (5) working days, as allowed by statute, may be necessary to properly respond.
- F. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- G. You may appeal the decision of The Board of Library Trustees to the Circuit Court of Will County.
- H. The times and places where the records will be available are as follows:

Monday through Friday 9:00 A.M. - 5:00 P.M.
Wilmington Public Library District, Administrative Office

- 3. Certain types of information maintained by the Library District are exempt from inspection and copying pursuant to statute. However, the following types or categories of records are maintained under our control:
 - A. Monthly Financial Statements
 - B. Annual Receipts and Disbursements Reports
 - C. Budget and Appropriation Ordinances
 - D. Levy Ordinances
 - E. Operating Budget
 - F. Annual Audits
 - G. Minutes of the Board of Trustees
 - H. Library Policies, including Materials Selection
 - I. Annual Reports to the Illinois State Library
- 4. Total Compensation Package Disclosure (Public Act 97-609; 5 ILCS 120/7.3):

Wages and benefits for Wilmington Public Library District employees earning \$75,000 or more in total compensation, as defined by the Illinois Open Meetings Act, are posted here annually in compliance with the Open Meetings Act as amended in 2012.

1. Employees earning \$75,000 or more in wages and benefits for FY 2022

One

2. Employees earning \$150,000 or more in wages and benefits for FY 2022

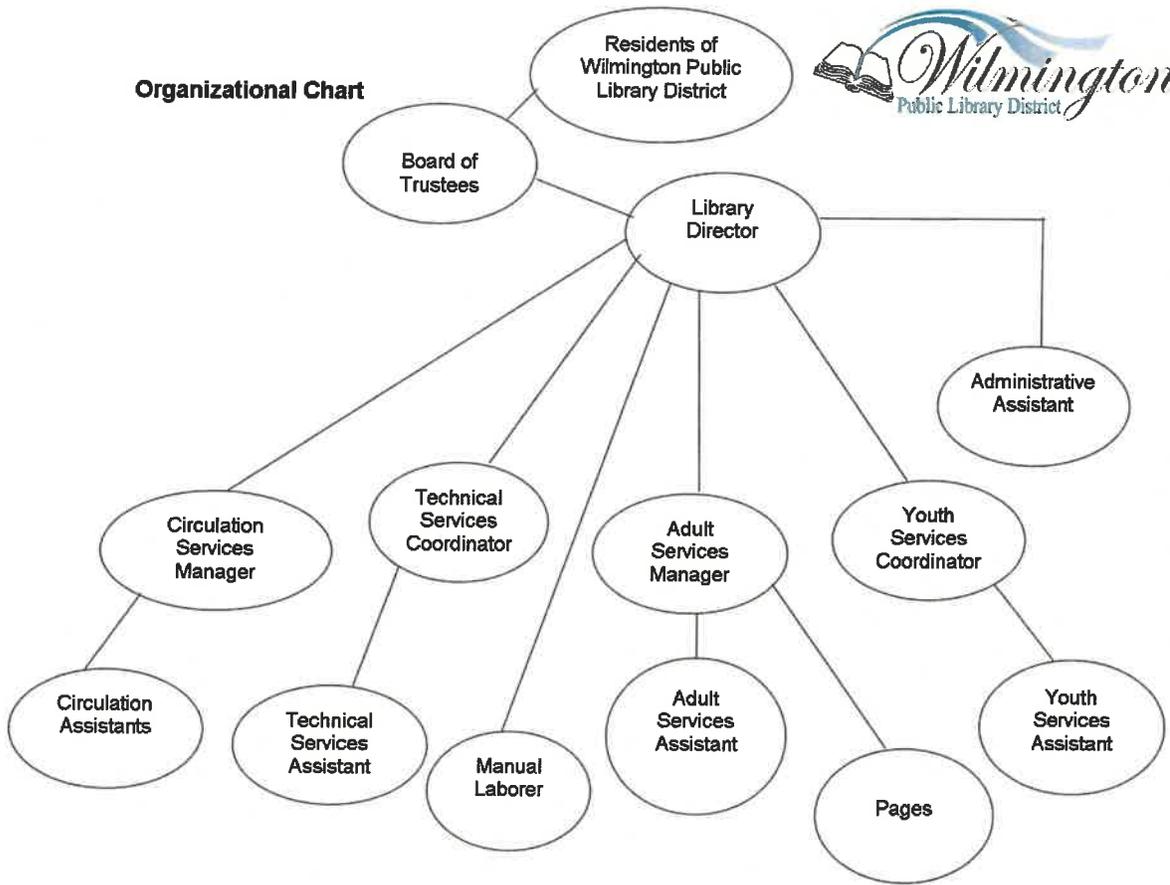
None

Adopted this day 7/21/97

Amended 3/16/98, 11/16/98, 9/20/99, 6/19/00, 7/16/01, 3/18/02,
4/21/03, 3/21/05, 11/21/05, 8/21/06, 3/15/10, 4/16/12, 3/18/13,
3/17/14, 5/18/15, 11/20/17, 10/21/19, 2/21/22

Reviewed 11/15/10, 9/19/16, 11/19/18, 9/21/20, 1/16/23

Organizational Chart





Gifts to the Library Policy

General. The Wilmington Public Library District is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. The library director can supply, upon request, a list of needed materials for consideration by the donor.

Donation of Books and Audio Visual Materials. In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a portion can be used. Some cannot, because the item, though of value in itself, may be: (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated—interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition--which would not justify the expense of processing it. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Wilmington Public Library District accepts gift books with the understanding that books which are useful to the library collection will be retained and other books disposed of in whatever manner the librarian deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Gift Book Program. The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that the Library can properly honor the generosity, a bookplate will be created with the approval of the donor and information verified before we add the book to the collection. The library will attempt to honor requests for specific materials.

Donation of Art Objects and Other Types of Materials. Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

Donations of Cash, Cash Equivalent, and Real Property. The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director with the concurrence of the Library Board of Trustees.

Use of Gifts. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

Income Tax Statements. The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

Restrictions. No donation can be accepted unless it is given to the library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and/or the Board of Library Trustees, they are in the best interests of the library.

Adopted	2/04/97
Amended	10/15/01, 3/21/16
Reviewed	3/15/04, 3/20/06, 3/17/08, 3/15/10, 11/15/10, 9/17/12, 10/21/13, 9/15/2014, 11/16/15, 9/19/16, 11/20/17, 11/19/18, 9/16/19, 3/15/21, 2/21/22, 1/16/23



Identity Protection Policy

Wilmington Public Library District adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers which agencies collect, maintain, and use. It is important to safeguard Social Security Numbers (SSNs) against unauthorized access as SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of SSNs. The Identity Protection Act was passed in part to require government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality of SSNs.

Social Security Number Protection

Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that individual with a statement of the purpose or purposes for which the Library is collection and using the SSN. The Library shall also provide the statement of purpose upon request. A sample statement of purpose is attached as Exhibit A.

The Library shall not:

1. Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method delivery, unless State or federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the Library shall not:¹

1. Collect, use, or disclose a SSN from an individual unless:

- (i) Required to do so under State or federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities;
 - (ii) The need and purpose for the SSN number is documented before collection of the SSN; and
 - (iii) The SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an Internet website;
 3. Use the SSN for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

The Library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. The Library shall redact SSN's from the information or documents before allowing the public inspection or copying of the information or documents.

¹These prohibitions do not apply in the following circumstance:

- (1) The disclosure of SSN to agents, employees, contractors, or subcontractors of a government entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.
- (2) The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of Social Security numbers in order to ensure the safety of; State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
- (4) The collection, use or disclosure of Social Security numbers for internal verification or administrative purposes.
- (5) The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- (6) The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits for a SSN are accessible as part of personal information.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

Adopted 3/21/11

Reviewed 1/21/13, 1/20/14, 3/16/15, 11/20/17, 11/18/18, 10/21/19, 3/15/21, 2/21/22,
1/16/23

STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each unit of local government to approve and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN).

This statement of purpose is being provided to you because you have been asked by the Library to provide your SSN or because you requested a copy of this statement.

Why does the Library collect your Social Security Number?

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contract and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services; and/or
- Other _____

What does the Library do with your Social Security Number?

- We will only use your SSN for purpose(s) for which it was collected;
- We will not:
 - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
 - Publicly post or publicly display your SSN;
 - Print your SSN on any card required for you to access our services;
 - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
 - Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy to your SSN.

Questions or Complaints about this Statement of Purpose

Write to the Library, Attn: Library Director

Exhibit A
Identity Protection Policy



InterLibrary Loan Policy

The Wilmington Public Library District (WPLD) offers its patrons interlibrary loan (ILL) service for the purpose of providing them with library materials that are not owned locally, but which may be available through other libraries in our system or from other libraries in the state and nation.

ILL is a service that is available to WPLD library cardholders in good standing. Reciprocal borrowers, who have cards from other PrairieCat libraries, are encouraged to obtain ILL services through their home libraries. WPLD will extend this service upon request.

Charges incurred in the process of borrowing the materials (postage, fees, etc.) may be passed on to the borrower, who will be notified of such fees before the transaction is completed. Charges for lost or damaged materials are the borrower's responsibility.

Conditions of loan (loan period, in-library use, etc.) are set by the lending library. In some instances, renewals may be possible; renewals should be requested of WPLD staff prior to the material's due date. Interlibrary loans borrowed through OCLC should be returned only to WPLD. They should not be dropped off at another library for return to either WPLD or the library originating the loan.

WPLD reciprocates by loaning materials to the patrons of other libraries when requested. All materials in the WPLD collection are available for ILL except specified non-circulating reference materials, special collections for the schools, items specified in the Equipment policy and unique items of local history.

Adopted this day	5/17/96
Amended	2/16/98, 7/16/01, 4/21/03, 3/21/05, 11/21/05, 11/19/07, 8/20/12, 11/16/15, 9/19/16
Reviewed	3/15/10, 11/15/10, 8/19/2013, 8/18/14, 11/19/18, 9/9/19 3/15/21, 2/21/22, 1/16/23



Laminating Policy

Size of Laminating Film: Laminating film is 25 inches wide and will seal materials up to 24 inches wide. Items less than 2 inches by 2 inches may not be laminated unless backed onto a larger sheet of paper.

Cost for Laminating: The cost is \$1.00 per linear foot. Payment must be made when materials are left for lamination. The price for non-profit organizations is half or .50 cents per foot.

Laminating Schedule: Lamination is done once a week, staff time permitting. All materials must be picked up during regular business hours within 7 days after customer notification. Due to the heat process involved in lamination and the possibility of special coatings on the materials, the library assumes no liability as to its effect on the items being laminated.

The information that is to be processed may not represent treason or libel (as proven in court) or pornography.

Copyright Statement: The Library adheres to the copyright laws of the United States (Title 7 US Code) governing the making of copies of copyrighted materials.

Adopted 1/15/01
Amended 11/18/02, 3/15/04, 3/20/06, 3/19/12
Reviewed 3/17/08, 3/15/10, 11/15/10, 2/18/13, 2/17/14, 3/16/15, 9/19/16,
11/20/17, 11/19/18, 9/9/19, 3/15/21, 2/21/22, 1/16/23



Materials Selection Policy

Introduction

The purpose in building a collection is to make available to all people who enter the library as comprehensive an assemblage of recorded knowledge as possible within the limits of funds available and the needs of the community. The library recognizes that the needs of the community are of primary importance in selection and because the community is a conglomerate of individuals, each individual's needs will be considered in conjunction with the majority of the present and potential patronage. A diverse collection is important, but no more so than the individual's select needs within the whole of the community. An effort is made to include information representing all sides of controversial issues as such material becomes available. The criteria for the selection of controversial materials are the same as for any other materials. Controversial materials have no distinguishing labels and are shelved in the general collection. Responsibility for the reading choices of children rests with their parents or legal guardians. Selection for the adult collection will not be inhibited by the possibility that materials may inadvertently fall into the hands of children. An open shelf policy will be followed at all times.

I. Statement of Purpose

This selection policy defines the standards and outlines the responsibility for materials selection for the Wilmington Public Library District (WPLD). Within these guidelines, the library staff use their professional judgment to determine the materials which best meet the objectives of the Library and the needs of its patrons.

II. Objectives in Materials Selections

The general objective in materials selection is to carry out the Library's goals of providing the community with a variety of significant media to meet their informational, educational, and recreational reading needs.

III. Responsibility for Selection

Overall responsibility for collection development rests with the Library Director who operates within this framework of policies determined by the Board of Library Trustees. The Library Director may delegate all or a portion of collection development responsibilities to designated members of the staff. All members of the staff and patrons may recommend titles for consideration.

An attempt will be made to borrow through interlibrary loan any requested item which is not available locally.

IV. Criteria for Selection

Non-book items purchased by the library include a variety of different materials.

The acquisition of materials is under constant evaluation and is subject to change. Cost of items, budget, use, and availability of new items are the determining factors in selection.

The general criteria considered in selecting materials include:

1. Significance and permanent value to the existing collection
2. Qualifications of author or producer
3. Suitability of subject and style for intended audience
4. Quality of format
5. Currency or timeliness, if applicable
6. Demand by patrons
7. Price
8. Attention given to the item by reviewers and general news media
9. Availability of materials in other libraries
10. Technical quality of non-book materials.

In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

V. **Selection Tools**

Because it is impossible for staff to examine all items being considered for purchase, they depend on reliable selection aids such as the reviews found in standard sources. Other selection aids may also be used.

VI. **Scope of Collection**

Through careful selection, the Library strives to maintain a diverse collection of quality materials. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

VII. **Statement of Specific Policies in Selected Areas**

A. **Materials for Children and Youth**

The WPLD subscribes to the following policy: "Free Access to Libraries for Minors": an Interpretation of the Library Bill of Rights (as adopted by the ALA Council, 1981). At the WPLD, children and young people have access to all parts of the library. There are specific collections that serve children and young people from preschool through eighth grades and their parents and caregivers. Materials appropriate for the interests and needs of the ages served are chosen for these collections.

B. **Materials for Adults**

The materials in adult services are selected primarily to serve the needs of adults and high school students. The collection includes books and non-book materials.

VIII. Complaints [Reconsideration of Materials]

The Library District's philosophy is that censorship is a purely individual matter. While anyone is free to reject for oneself any material of which s/he does not approve, s/he cannot use this right of censorship to restrict the rights of others. No book or other material in question is automatically removed from the collection because of an objection to it. Requests for review of any material in the collection may be made by filling out and submitting to the Library Director a Request for Evaluation of Library Material (Appendix A).

- a. The request must be filled in completely.
- b. The complainant must be fully identified, a resident of the District and a registered borrower of the District.
- c. The Library Director shall then act upon the complaint and notify the complainant in writing of the decision reached. The Director will report the complaint and resolution to the Board at the next regularly scheduled meeting. The complainant may appeal the Library Director's decision in writing to the Board of Trustees. Final action upon this request rests with the Library Board of Trustees.

The WPLD subscribes to the provisions of the Library Bill of Rights and the Freedom to Read Statement as adopted by the American Library Association.

IX. Collection Maintenance

A. Duplicate Copies

The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

B. Weeding

In order to maintain the best possible collection of materials, a continual weeding process takes place. Items are discarded if they are outdated, no longer circulate, are in poor physical condition or if there are more duplicate copies than needed. Items discarded are plainly marked and may be placed in the book sale or discarded.

X. Revision of Selection Policy

Because the needs of the community change, this materials selection policy is revised as needed and/or is reviewed at least every two years.

Adopted	9/21/98
Amended	10/15/01, 3/15/04, 3/20/06, 11/17/08
Reviewed	11/15/10, 9/17/12, 10/21/13, 9/15/14, 9/19/16, 11/20/17, 11/19/18, 9/9/19 3/15/21, 2/21/22, 1/16/23



Non-Resident Fee

The WPLD Board of Trustees sets the Non-Resident fee currently at N/A annually. Purchasing a Non-Resident card entitles user to full patron services, including Reciprocal Borrowing. This rate is set to ordinance.

Adopted	4/20/98
Amended	4/15/02, 3/20/06, 6/18/07, 3/17/08, 9/17/12, 6/15/15
Reviewed	4/21/03, 3/15/04, 3/21/05, 3/16/09, 3/15/10, 3/19/12, 6/20/16 11/19/18, 9/9/19, 3/15/21, 2/21/22, 1/16/23