

BYLAWS OF THE RIVERDALE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

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Board Review 3/2023; Final Board Approval 10/2023

ARTICLE I. NAME

This organization shall be called "The Board of Library Trustees of the Riverdale Public Library District, Riverdale, Illinois," existing by virtue of the provisions of Chapter 75 of the Illinois Compiled Statutes, Act 16, (Public Library District Act of 1991), and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Any guidelines adopted by the Board of Trustees that may be discovered at a time in the future to be contrary to this statute, shall be declared null and void.

ARTICLE II. MISSION STATEMENT & PURPOSE

The Riverdale Public Library District is a unit of Local Government incorporated and organized under the laws of the State of Illinois for the purpose of providing its residents with library services.

Mission Statement:

The Riverdale Public Library District shall focus its resources on providing services for its residents through informational, educational, and recreational ideas and invest in the lifelong learning of a diverse community. We will provide the most current technological applications, innovative ideas, and programs for all residents.

The public library has a unique role: it is the only educational institution in America accessible to all citizens regardless of age, sex, race, occupation, or interest. It is an indispensable link between each person and the intellectual, social, and cultural growth, as an individual and as a participant in the community, state, nation, and world.

In general, the Board of Trustees of the Riverdale Public Library District shall set policies for the Library in conformance with the following general objectives:

- To promote enlightened citizenship;
- To enrich personal lives;
- To encourage continuous self-education;
- To seek to identify community needs;
- To assume a leadership role in the community;
- To support the Library Bill of Rights and the Freedom to Read statement;
- To assemble, preserve, and distribute books and other material;
- To serve the community as a center of reliable information; and
- To serve the leisure and recreational needs of the community.

Resource development at the local level must be designed to respond to what the local users need to meet the recurring educational, and intellectual needs. Local services shall be enhanced by participation in the Library systems, the Illinois informational network and regional library cooperatives.

The Trustees of the Riverdale Public Library District shall be responsible for holding and administering Library property, intellectual property, and funds and the formulation of policies to guide the direction of Library services in keeping with the stated objectives of this Library.

ARTICLE III. BOARD MEMBERS' AND LIBRARY DIRECTOR'S DUTIES

Section I. BOARD MEMBERS.

The Board shall consist of seven Trustees.

Trustees shall be elected for six-year terms, or as provided by law, to fill an unexpired term.

Vacancies shall be declared by the Board when a Trustee resigns or is unable to serve, moves from the District, is convicted of a misdemeanor, by failing, neglecting, or refusing to discharge any duty imposed upon him by this Act, or by failing to pay the library taxes levied by the District. Vacancies must be reported to the Illinois State Library and Cook County Board of Elections.

Vacancies may be filled by the Board until the next election with the approval of the majority of all the remaining Trustees. Vacancies may be published in the local newspapers.

All new Trustees shall be provided with current copies of Library laws, Bylaws, policies, and such material to assist the Trustee in becoming familiar with the procedures and policies of the Library District.

Board members shall be considered customers of the Library except during called Committee or Board meetings. Board members shall not act as individuals, but rather in terms of official decisions by the majority of the Board.

- All disagreements should be expressed in Board meetings, and not individually to the public.
- Customary business practice dictates that appointments must be made to conduct Library business with either the Library Director or other Staff members.
- The staff room shall be restricted to use by the Staff.
- Board members have no access to registration, circulation, or personnel files.
- The Library Board's relationship with Staff members should be exactly that of a corporate board of directors with employees: one of cordial and friendly interest, entirely free from personal intervention between staff member and supervisor. Policy governing job specifications, salaries, and other terms of employment is the responsibility of the Board; selection and supervision of the personnel are part of the Librarian's administrative duties.

Board members shall represent the needs of the community.

Board members shall act as a liaison to the community to promote Library activities and needs.

If a complaint is presented to a Board member, they will not attempt to interpret Library policies to the patron. The patron shall be referred to the Library Director to fill out a Library Complaint Form and/or a Hearing Request Form. The Library Complaint Form is used to bring a matter to the attention of the Library Board for consideration. The Hearing Request Form is used when a patron wishes to address the Library Board on an issue. The complaint will be assigned to an agenda based on complying with Illinois State laws and permitting sufficient time to allow Library Staff time to gather information.

Board members shall act in good faith with all written policies adopted by the Board. The Board shall review approximately one-fourth of the Public Policies during the year.

The Riverdale Public Library District Board of Trustees shall always tax at the maximum allowable in order to offer the best possible service to Riverdale residents. The Board of Trustees will hold tax referenda as the need requires.

A special committee may be appointed at the request of the Library Director, to meet without the Library Director, to explore areas of misunderstanding concerning individual members of the Board. The committee should consist of three members and should serve to increase communication and understanding between the Administrator and the Board.

The Board is charged with the responsibility of approving the job specifications and salary scale for each position. Once these are adopted by the Board, the staff positions and the existing staff are supervised by the Library Director, and communication between the Board and Staff is properly carried on through the Library Director.

Expenses for travel and meal functions (except for liquor) for Staff and Trustees will be reimbursed for all occasions that Staff or Trustees are attending as representatives of the Riverdale Public Library District. Trustee reimbursements must be approved by motion and recorded in the minutes of a Library Board meeting prior to the event. No expenses will be reimbursed for spouses.

DUTIES AND RESPONSIBILITIES

What does a Library Trustee do? Duties and responsibilities of the Library Trustee are manifold and, at first glance, may seem to overlap those of the Library Director. The Library Board, however, was created by law to act as citizen control or governing body of the Library, while the Library Director's training and experience are pointed toward the administration of the Library.

If this difference of function is not clearly defined and understood, efficient Library operation is handicapped. The following lists will help clarify the separate powers and obligations of the Library Board and the Library Director.

From Virginia Young, *The Library Trustee*

DUTIES AND RESPONSIBILITIES OF THE LIBRARY BOARD

- 1 Employ a competent and qualified Library Director.
- 2 Determine, review and adopt written policies to govern the operation and program of the Library.
- 3 Determine the purposes of the Library and secure adequate funds to carry on the Library's program.
- 4 Know the needs of the library in relation to the community and keep abreast of standards and library trends.
- 5 May establish, support, and participate in a planned public relations program.
- 6 Assist in the preparation of the annual budget. Approve the Budget and Appropriation and Levy Ordinances; review the financial reports of spending against the budget at each meeting.
- 7 Know local and state laws; actively support library legislation in the state and the nation.
- 8 Review and approve policies dealing with book and material selection.
- 9 Attend all Board meetings and see that accurate records are kept on file at the library and reported to the appropriate authority in a timely fashion.
- 10 Attend regional, state, and national Trustee meetings and workshops and affiliate with the appropriate professional organizations as allowed by budget.
- 11 Be aware of the services of the State Library, the RAILS Library System, and other regional cooperatives.
- 12 Keep the public informed of new programs, materials, and current events in the library.

Section II. LIBRARY DIRECTOR.

DUTIES AND RESPONSIBILITIES OF THE LIBRARY DIRECTOR

1. Oversees the organization and implementation of all library services and programs.
2. Establishes and implements procedures that support Library policies as approved by the Board.
3. Recruits and appoints employees, and recommends all personnel related action. Responsible for training, supervision, evaluation and scheduling of staff and for providing a personnel program for job enrichment.
4. Responsible for coordination of collection development plan, delegating selection of specific areas to qualified staff.
5. Prepares a recommended budget for approval by the Board. Administers the budget as approved by the Board. Manages financial and business transactions of the library.
6. Oversees the care and maintenance of the library building, equipment, and grounds. Identifies problems and needs and recommends solutions.
7. Prepares agendas and information for Board and committee meetings. Attends meetings and serves as a technical advisor to the board. Reports on library operations and concerns at regular monthly Board meetings. Recommends and participates in the development of policy and long-range planning. Prepares annual reports, grant proposals, and other documents as needed.
8. Develops knowledge of and sensitivity for community and its service needs. Establishes and maintains good working relationships with village, schools, park district and other governmental bodies. Publicizes library's resources and programs. Cooperates with community organizations to foster understanding of and support for the library's role in the community.
9. Acts as liaison on behalf of the Board with regional library system. Participates in professional organizations and cooperative library programs on local, state and national levels.
10. Performs other duties as directed by Library Board.

Library circulation, registration, and personnel files shall be used only in the confidential framework of Library functions.

Personnel records shall be under the care of the Library Director who shall be responsible for maintaining their confidentiality. Each employee may examine his/her personnel records upon request. As the legal employer, the Library Board of Trustees ultimately has control of the personnel records but shall normally limit its access to those portions of the records that are necessary to satisfy an obvious need. Such access to personal records by the Library Board of Trustees shall be by majority vote of the Board on a motion which shall include written notification to the employee whose records are to be examined.

The Library Director encourages all Staff members to further their skills in keeping with the funds available.

All general mail will be opened as a normal business practice by the staff. Any mail marked "PERSONAL" will be held for the addressee.

Reviewed 3/2023; Adopted 7/2023

The Library Director shall sign the following types of checks between board meetings:

- Payroll. The Director shall not sign their own paycheck. (*Ref. Financial Controls document, page 4.*)
- Payroll-related expenses (*Ref. Financial Controls document, pages 1& 2 supporting the following bullet points*)
- Programs
- Contractors, as authorized
- Petty cash
- Discounts for library materials or services
- Reimbursement for conference/workshop expenses
- Two signatures are required on all Payroll and Vendor checks.

A list of such checks shall be provided monthly for the Board's information.

In cases where a Board meeting cannot be held due to inclement weather, lack of a quorum, or other such emergencies, the Library Director along with another library board signatory shall be authorized to sign all checks which do not exceed the budget total approved for any specific line in the Budget.

The Library Director shall be bonded.

Section III. SUMMARY

A Library Director should be expected to interpret professional trends to the Board. The Board should be expected to interpret the community picture to the Library Director. Each should welcome the other side of the story as completing the full picture.

Reviewed 3/2023; Adopted 7/2023

ARTICLE IV. OFFICERS AND DUTIES

Section I. OFFICERS.

The officers of the Board shall consist of a President, Vice- President, Secretary, and Treasurer, elected from among the Board members. They shall be elected at the first meeting of the Board following the Trustee election for a term of two years and shall remain in office until their successors are elected. Officers may only hold one office at a time. Officers may serve successive terms.

Officers, as determined by vote at the board meeting, and the Library Director shall be authorized to sign on all accounts.

Section II. PRESIDENT.

- The President of the Board shall preside at all meetings, appoint all committees, and generally perform the duties of the presiding officer. The President shall conduct meetings in compliance with the guidelines adopted by the Board.
- The President may serve ex-officio at all committee meetings.
- The President can cast a vote on all ballots. The President's name shall be called last on a roll call vote.
- The President shall not have nor exercise veto powers.
- In the absence of the President, the Vice- President will act as the presiding officer.
- The President shall be called first for permission to close the Library due to inclement weather conditions.
- The President shall participate in the orientation of new Trustees.
- The President shall serve as chair of the Evaluation of the Library Director Committee.

Section III. VICE-PRESIDENT

- The Vice-President of the Board shall serve as chair in the absence of the President and generally perform the duties of the presiding officer.
- The Vice-President shall serve on the Evaluation of the Library Director Committee.
- The Vice-President, or delegate, shall chair the Audit of the Secretary Committee.

Section IV. SECRETARY.

- The Secretary shall supervise the maintenance of all records for the Library Board including: the Illinois Public Library Annual Report, the State Comptroller's Annual Report, the Alphabetical List of Disbursements, Audits of the Secretary and Treasurer, etc.
- The Secretary shall serve as election clerk, and shall have direct access to the attorney in that capacity. The Secretary may deputize any one to perform all duties related to the election.
- The Secretary's records shall be audited annually by two Trustees other than the Secretary.
- The Secretary shall serve on the Evaluation of the Library Director Committee.

Section V. TREASURER.

- The Treasurer shall be the disbursing officer of the Board, responsible for an accurate record of all receipts, disbursements, and balances in all funds.
- The Treasurer shall be bonded as required by the Public Library District Act.
- There shall be a professional audit by an accountant certified to practice in the State of Illinois.
- The Treasurer shall serve on the Evaluation of the Library Director Committee.

Section VI. VACANCIES.

Upon notice of a vacancy, the Board shall immediately elect a new officer for the remainder of that term.

ARTICLE V. COMMITTEES AND DUTIES

Section I. COMMITTEES.

- The President shall appoint standing committees to include the Evaluation of the Library Director and Audit the Secretary. The officers shall serve as the committee to evaluate the Library Director.
- The President shall appoint special committees of one or more members each for such specific purposes as the business of the Board may require from time to time.

Section II. SPECIAL COMMITTEE MEETINGS.

- Committee meetings shall be announced at the regular Board meeting if possible.
- Special meetings may be called by the President, the Chairman of committees, or two members for the written stated purpose in the public notice. The notice must be delivered at least 48 hours preceding the special meeting, or by oral notice in the case of a stated emergency.
- The report of the meeting shall be written and filed with the regular Board minutes. The Chairman shall present a written resolution for action at the conclusion of the report.
- The Board President is an ex-officio and a non-voting participant of any committees.
- The Board shall not meet without the Library Director or an appointed Staff member present.
- The Library Director shall actively participate.
- All meetings shall be held at the Library.

ARTICLE VI. MEETING REGULATIONS AND REQUIREMENTS

Section I. POSTING.

All meetings shall be open to the public and shall be publicly posted and found on the library website. The dates and times may be sent to the local newspapers if requested. Postings must be made 48 hours prior to the meeting.

Personal information about Trustees such as home address, home phone number, and e-mail address shall not be disclosed to the public. The official point of contact for Library Trustees is the Library, using the Library's address and phone numbers.

Section II. DATE OF MEETINGS.

Regular meetings shall be held at the Library the second Monday of each month at 6:00 P.M. If a regularly scheduled Board of Trustees meeting falls on a day that the Library is closed for a holiday, the meeting will be rescheduled.

Reviewed 3/2023; Adopted 7/2023

Section III. QUORUM.

A quorum shall consist of four Trustees, and a majority of those present shall determine the vote taken on any question unless a larger majority is specified in the Illinois Library District Act. If there is no quorum after 15 minutes from the called time of the meeting, the meeting will be rescheduled or canceled.

Section IV. ORDER OF BUSINESS

The Order of Business at all regular meetings of the Board shall normally be as follows:

1. CALL TO ORDER
2. ROLL CALL
3. PERSONAL REFLECTION AND MEDITATION
4. APPROVAL OF THE MINUTES
5. COMMUNICATIONS
6. FINANCIAL REPORTS
7. TREASURER'S REPORT
8. DIRECTOR, ASST DIRECTOR AND CIRCULATION REPORTS
9. ATTORNEY REPORT
10. REPORTS OF COMMITTEES AND OFFICERS
11. OLD BUSINESS
12. NEW BUSINESS
13. EXECUTIVE SESSION (IF APPLICABLE)
14. PUBLIC COMMENTS
15. ADJOURNMENT

SECTION V. DOCUMENTS FOR BOARD CONSIDERATION

All written documentation of any nature, including graphs, letters and/or proposals, that is intended for consideration by the Board or its Committees from a member or members of the public shall be submitted to the office of the Library Director at least 48 hours before the scheduled meeting(s) at which consideration of the documentation is sought.

Section VI. SPECIAL MEETINGS.

Special meetings may be called by the President, or the Secretary, or by any four Trustees for the written purpose in the public notice. The call of the meeting notice must specifically list all business to be conducted and must be the same as in the public notice.

The public notice must be delivered at least 48 hours preceding the special meeting. The dates and times will be publicly posted and found on the library website. Dates and times may be sent to local newspapers if requested.

Section VII. RECORDS

The records for the Board of Trustees of the Riverdale Public Library District shall be kept in compliance with the Illinois Compiled Statutes. Original copies of all records shall be kept in the Library and on the Library website. Such records shall include Illinois Public Library Annual Reports (IPLAR), policy manuals, ordinances, and the budget.

Reviewed 3/2023; Adopted 7/2023; Addition of 'Treasurer's Report' Adopted 10/2023

Section VIII. MINUTES.

The President, with the approval of the Library Director, shall appoint a recorder to take the minutes. This appointment should be made in keeping with good business practices.

Corrections to the minutes shall include spelling errors, as well as additions or deletions, and the corrections shall be made to the original copy of the minutes by the recorder.

The following guidelines shall be used as a form for the minutes:

- In general, minutes are to be prepared in accordance with Robert's Rules of Order, Revised.
- Minutes shall include "the names of those in attendance, the ordinances enacted, resolutions, rules and regulations adopted, and all other pertinent written information as it affects the operation of the District."
- Trustees will be referred to as " Trustee" and their last names (no first names are to be used) with the exception of the President and Secretary who will be referred to as Secretary _____ and President _____.
- If a member arrives after the opening roll call, the time of arrival must be noted in the minutes.
- The roll will be called in alphabetical order with the exception of the presiding officer, who will be called last.
- The minutes should contain a separate paragraph for discussion of each subject matter.

The minutes should show:

- kind of meeting (regular or special),
- official name of body meeting,
- date and time of meeting (also place if not the usual location),
- report of the roll as called (including late arrivals),
- corrections to and approval of previous minutes,
- all main motions, except those withdrawn, with wording as submitted and as carried or defeated,
- the disposition of all motions and a roll call record of the vote,
- the name of the mover of all motions (but not the seconder), and
- all points of order and motions not lost.

The minutes should contain a record of what was done at the meeting, not what was said by the members, and shall reflect the order of business as conducted.

The proper form of a motion is "Trustee _____ MOVED That _____."

The minutes should record the roll as called, the total Ayes, Nays, Presents, and Absents, whether the motions carried or failed, and the final outcome or action to be taken.

The recorder lists the original motion and the motion as adopted. All motions shall be underlined in the minutes. The recorder lists the main motion even if it is lost; amendments are not recorded if the main motion is lost.

When a question is considered informally (i.e., without a formal motion and vote), the matter is entered in the minutes with a note indicating if consensus was achieved.

Reports should be written and filed with the minutes. Only the reference to the report need appear in the minutes. Either the chairman of a committee can sign the report, or all members in agreement can sign.

All committee reports are to be in writing and placed on file exactly as submitted. The minutes will reflect any changes made.

All reports that are accepted shall be noted as follows: "The report is accepted and is placed on file for audit."

The staff shall prepare a list of motions stated in the positive to accompany the meeting agenda.

If there are no corrections to the minutes, they shall be "approved as distributed" without a motion. If the minutes are amended, the motion shall cite the change(s) and require a roll call vote. The minutes shall be signed and dated by the Secretary after they have been approved or corrected.

Minutes must be posted to the website within 7 days of approval.

Minutes of a Closed Meeting for the Riverdale Public Library District

Date:

Time:

Place of Meeting:

Members Present:

Members Absent:

Vote to close meeting:

Members voting Aye:

Members voting Nay:

Non-Members in Attendance:

Applicable Statutory Section:

(see next page for numbers and include all applicable)

Subject Matter Discussed:

(Enumerate all matters proposed, discussed, or decided)

Record any unofficial votes taken

Include presenters of motions

No final action may be taken in closed session.

Closed sessions must be recorded verbatim.

Secretary

Exceptions Permitting Closed Sessions

Citation

- 2 (c)(1) The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
- 2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- 2(c)(3) The selection of a person to fill a public office as defined in the Open Meetings Act, including a vacancy in a public office when the public body is given power to appoint under law or ordinance, or the discipline, performance, or removal of the occupant of a public office when the public body is given power to remove the occupant under law or ordinance.
- 2(c)(4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.
- 2(c)(5) The purchase or lease of real property for the use of the public body.
- 2(c)(6) The setting of a price for sale or lease of property owned by the public body.
- 2(c)(7) The sale or purchase of securities, investments, or investment contracts.
- 2(c)(8) Emergency security procedures and the use of personnel and equipment to respond to actual danger to the safety of employees, students, staff, or public property, provided that a description of the actual danger shall be made a part of the motion to close the meeting.
- 2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
- 2(c)(12) The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussions of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member.
- 2(c)(15) Professional ethics or performance when considered by an advisory body, appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.
- 2(c)(16) Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
- 2(c)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for the purposes of approval by the body of the minutes or semiannual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

The meeting of a public body to consult with their attorney on privileged matters.

Section VIII. PARLIAMENTARY GUIDELINES FOR MEETINGS.

Motions.

- The only proper way to make a motion is I MOVE THAT....
- The Chairman can require all motions to be in writing.
- All motions should be stated in the affirmative.

Discussion.

- All remarks must be made after recognition by the President. When questions are directed to a specific individual, the Chairman shall immediately recognize that person for the answer to the question.
- Debate will be permitted after a motion has been made, seconded, and stated by the President. An exception is information for reaching a consensus.
- Each member should be allowed to speak once before a member is recognized for a second time.

Voting.

- The President shall ask for roll call votes. The roll shall be called alphabetically, with the Presiding Officer voting last.
- A majority vote is a majority of those voting. A "Present" vote is not counted.
- Any member can change his vote prior to the time that the Chairman announces the results of the vote.
- Attendance at workshops by Trustees must be approved by motion and recorded in the minutes at a meeting prior to the event.

Committees.

When a matter is referred to a committee, the motion should specify:

- to which committee,
- when the committee should report back
- Whenever possible, the written committee reports should be included in the Board packets received by Board members prior to the meeting.
- Committee meetings should be announced at a regular meeting whenever possible. Governmental bodies must give notice of all committee meetings.
- All resolutions should be listed at the end of the committee report and should be made by the chairman of the committee.
- The option for a minority report is at the discretion of the Board and need not be accepted.
- Committee activity requests should be approved by the Board.

Miscellaneous.

- If there is no further business, the meeting may be adjourned with a motion.
- Agenda items can be moved earlier or later in the same meeting, but they must be handled before the close of the meeting.

ARTICLE VII. AMENDMENTS TO BYLAW

These bylaws may be amended at a regular meeting by a majority vote of the entire Board. If adopted, the changes will become effective at the next regular Board meeting.

ARTICLE VIII. TAX EXEMPT STATUS

Section 1. INUREMENT OF INCOME.

No part of the net earnings of the Board of Trustees of the Riverdale Public Library District shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the Board of Trustees shall be authorized and empowered to pay reasonable compensation for services rendered.

Section II. LEGISLATIVE OR POLITICAL ACTIVITIES.

No substantial part of the activities of the Board of Trustees of the Riverdale Library shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Board of Trustees shall not participate or intervene in (including the publishing or distribution of statements) and political campaign on behalf of any candidate for public office.

Section III. OPERATIONS LIMITATIONS.

Notwithstanding any other provisions of these articles, the Board of Trustees of the Riverdale Public Library District shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section IV. DISSOLUTION CLAUSE.

Upon the dissolution of the Riverdale Public Library District pursuant to Section 2-10 of this act and the entry of the Circuit Court, the Board shall continue in existence for the sole purpose of winding up its affairs and for disposition of district property. Personal property of intrinsic value only to libraries may be donated to other public libraries. All other property, real or personal, is to be sold pursuant to Section 4-13 hereof, and the proceeds thereof applied first to debts of the district, and the balance, if any, paid to the County Collector. The Board shall then meet, prepare its final report and file the same, enact a dissolution ordinance and direct the filing of certified copies thereof with the County Clerk of each county affected and the Illinois State Librarian. The Board shall then dissolve.

Legal Review Completed 10/2023; Adopted 10/2023

ARTICAL IX. TRUSTEE VACANCIES

Section I. Replacing a Library Trustee

The Library Board is not required to post notice of any vacancies caused by the resignation/death of a Library Trustee. Board members may know of interested members of the public who wish to serve on the Library Board. If the Library Board decides to post notice of any vacancy, the Library Director will post a copy of the vacancy notice on the Library Bulletin Board and at the Village Administrative Center. A notice will be posted on the Library website and may be sent to local newspapers. Board members appointed to fill a vacancy serve until the next Consolidated Election. At that time, a Trustee is elected for the remainder of the term.

In the event that a notice of vacancy is posted or if more than one member of the public is identified as interested in the position, each applicant will be asked to submit a written statement indicating:

- why s/he would like to serve on the Board, and
- what, if any, experience, expertise, or community involvement s/he can bring to the Board.

The statements should be addressed to the Library Director so that copies may be prepared in advance for the Board's consideration.

If the Library Board decides to schedule interviews, they will be scheduled at the Library Board's pleasure based upon the statements received. The Board should ask each applicant about any knowledge or experience s/he has had in the following areas:

- Developing policies
- Planning
- Building maintenance
- Automation
- Budgeting and finance
- Personnel
- Fund raising
- Speaking in public

The Board should ask each applicant about his/her views on:

- Open access to materials
- Fee vs. free services
- Print vs. non-print materials
- Intellectual freedom
- Technology

Each applicant should be allowed an opportunity to ask questions during the interview.

The Library Trustees should evaluate the written statements and qualifications of each applicant. A motion should be made to extend an invitation to serve to the winning applicant.

Section II. Announcing Available Positions for Candidates for Election

The Library Board Secretary is the Local Election Official. The Library Director shall be named Deputy Election Clerk to handle the clerical duties associated with a Trustee Election. A written designation shall be sent to the Cook County Clerk.

A copy of the Pre-Filing Notice of Election shall be posted on the Library Bulletin Board and at the Village Administrative Center. The Notice will be posted on the Library website and may be sent to local newspapers. The Notice shall provide details in accordance with state law, including but not limited to:

- the number of positions open,
- the terms of the positions,
- the date of the Library Board meetings,
- the eligibility requirements,
- the requirements for petitions,
- the important dates relating to the election, and
- where and when petitions can be filed.

Candidates may pick up information packets at the Library or print off the Board of Elections website. Packets should include the Pre-Filing Notice, information about the State of Illinois Candidate Guide, and general information on serving as a Library Trustee.

Multiple candidate packets with all of the appropriate forms shall be assembled prior to the time to circulate petitions. Packets should be numbered and an accounting made of each packet distributed.

After providing potential candidates a disclaimer form, staff may offer assistance in filling out the forms. Other information of value to the candidate may also be distributed.

The Library Director as Deputy Election Clerk (or other Staff as designated) will receive completed election packets at the times and place designated in the Pre-filing Notice of Election. A receipt must be given for all packets filed. A lottery will be conducted if required.

The Library Director as Deputy Election Clerk will provide copy to the County Clerk for the ballot and proof copies of the ballot for certification.

Copies of all nomination papers will be maintained for a period of 6 months after the election. Destruction of materials will be in compliance with the Local Records Act (50 ILCS 205/1, *et seq*).

11-8-99; revised 12-13-04; revised 5/09; Legal Review Completed 10/2023; Adopted 10/2023

Appendix VI Orientation for New Trustees

Section I by the President/Library Director

- Trustee Bylaws
- Role and Responsibilities
- Mission Statement
- Meeting Regulations and Requirements
- Check Signatories
- Board Development
- Open meetings Act

Section II by the Assistant Director

- Library Funding/Rate Limit/Tax Rate/Tax Cap
- Reading the Financial Reports
- Current Budget/Fiscal Year
- Audit/Auditor
- Insurance Coverages
- How Funds are Invested
- Board & Staff Development and Travel Non-Resident Fee

Section III by the Library Director

- Trustee List
- Library Calendar/Staff & Trustee Names
- Personnel Manual
- History/Organization Chart/Work Week/ Riverdale Library Association
- Review of Other Policies including Material Selection Policy
- Legislative Requests & How are Responses Handled
- Use and Disposition of Library Materials
- Freedom of Information Act
- "Twenty Questions"

Section IV by the Maintenance Supervisor/Public Services Library Director

- Tour of the building
- Emergency Manual
- Disaster Manual

Twenty Questions for a Library Board Member

1. Does the Library have a policy manual? Yes, also a Personnel Manual, Emergency Manual, Disaster Plan, Technology Policy, and Freedom of Information forms
2. Who owns the property on which the Library building is situated? The Library Board of Trustees. The Library also owns both sides of the common wall between us and our neighbors.
3. How old is the Library Building? The building was originally built in the 1950's as a Jewel grocery store. The building was totally renovated in 1988-89. A new roof was applied in the early 1990's. Truss Reconstruction was completed in 2005.
4. Who is custodian of the library funds? The Treasurer of the Library Board
5. Who signs Library checks? Specified Officers of the Library Board and/or the Library Director in specific circumstances.
6. In what amount is the Treasurer bonded? 50% of total income.
7. Are Employees bonded? Yes.
8. What is the Library's full-time work week? According to policy, the work week is 35 hours. Who is the Library's attorney? Montana & Welch (a firm specializing in municipal law located in the Chicago area).
9. Who is the Library's auditor? Hearne & Associates
10. Where are the Library's meeting notices posted/sent? Notices are posted on the front door of the Library and added to the Library website. Newspapers are notified upon request. Legal notices are published in the *Daily Southtown*.
11. What limits of liability insurance does the Library carry? \$2,000,000/\$4,000,000.
12. Who is responsible for keeping abreast of current information on legislation? The Library Director.
13. Does the Library belong to ILA? Yes, To ALA? Yes. The Library does have an institutional membership.
14. When does the Library's fiscal year begin? July 1.
15. What is our rate limit? 40 mils with overages for specified funds such as retirement, audit, maintenance, etc. We formerly had building bonds which have since been retired.
16. How and where are excess funds invested? Currently the library does not have excess funds. The Library has an Investment Policy which specifies that funds not needed within 30 days must be invested in the Treasurer's Pool (currently called *Illinois Funds*).
17. When does work begin on the budget? With the information from Cook County coming later each year, Staff presents a very conservative budget for the Board's consideration in May and approved in June.
18. Who receives the Library budget? The Budget and Appropriations Ordinance and Levy Ordinance are formally adopted by the Board and are then filed with the County Clerk.
19. What is our Library's non-resident fee? \$187. (Figures calculated annually based on a formula provided by the IL State Library.)

Reviewed 3/2023; Adopted 7/2023

Employment of Court Supervised Personnel

The Riverdale Public Library is willing to work in cooperation with court systems to provided supervised employment for Public Service Workers.

Guidelines:

- The Public Service Worker must supply the Public Services Librarian with the cause of the court ordered public service which will be confirmed with the court appointed supervisor. The Library reserves the right to decide if the offense is compatible with its role in the community or whether it may compromise the safety of public or Staff. Work will be provided at the Library's discretion.
- The Public Services Librarian will interview the applicant to ascertain the worker's skill level and whether the applicant will benefit the Library. The Public Services Librarian will be responsible for the placement, supervision and administration of this program.
- *A court appointed supervisor (probation officer, social worker) must work closely with the Public Services Librarian.*
- The applicant must sign the work contracts provided by the courts and Library (attached). Workers will be terminated if the conditions of the contracts are not met. The court supervisor will be notified.
- Personnel files will be maintained for each applicant. For the purpose of confidentiality, these files will be kept in locked storage until 6 months aner the last court appearance. At that time, they will be discarded.
- Public Service Workers are not considered part of the Volunteer program and are not eligible for available benefits.
- Public Service Workers must supply their own transportation.

Contract for Court Supervised Personnel

date

I, _____ agree to follow the policies and rules of the
name
Riverdale Public Library District.

I agree to be at work at the assigned time and to complete any and all work assigned to me by my supervisor. I agree to call my supervisor if I am ill or injured and unable to work. I understand that excused absence(s) can be rescheduled. Unexcused absence(s) may result in the termination of my placement.

I understand that any breach of conduct will result in the termination of my work agreement with the Library.

I understand that my work agreement is for the period of time specified by the court. There is no expectation of any paid employment by the Riverdale Public Library District past my commitment to the court. My placement is of a voluntary nature, and I will not be compensated in any way by the Library.

I understand that the Riverdale Public Library District is not liable for any injuries I may sustain on the job.

Signature of Worker date

(if minor) Signature of Parent/Legal Guardian date

Public Services Librarian date

Materials Selection Policy

The Board of Trustees of the Riverdale Public Library District recognizes that within the Village of Riverdale there are groups and individuals with widely separate and diverse interest, backgrounds, cultural heritages, social values and needs. The Board further recognizes that the library was created to serve residents regardless of sex, age, race, religious creed, physical or mental disability, political or social views.

The Library selects, acquires, and provides access to appropriate materials regardless of format. As technology advances and the community changes and develops, the Public Library will be both a physical resource and a "virtual" presence in the lives of residents. The Library strives to meet the current requirements of the community and to anticipate future needs. Whenever the words "library materials" are used, they refer to all materials in all formats.

The Library cooperates as fully as possible with other libraries, community agencies, and educational institutions located within the State of Illinois whose purposes and activities are related to library objectives. Expanding techniques of interlibrary loans on a state level are utilized to improve service to Library customers. In order to avoid unnecessary duplication of materials, the Library considers the kinds of materials collected and available through other community institutions.

The intention of the Riverdale Public Library is to provide materials that communicate experience and ideas from one person to another. One of the Library's functions is to assemble, organize, preserve, and make available to all people materials in all formats that assist them in:

- educating themselves,
- learning about the past,
- keeping pace with current developments,
- forming an opinion on controversial subjects,
- fulfilling political, social, occupational and family obligations,
- developing individual skills and talents,
- stimulating spiritual and creative capacities,
- enjoying leisure time, and
- developing aesthetic and cultural appreciation.

Libraries have the responsibility to be inclusive not exclusive in selection, and efforts are made to represent the widest possible diversity of views. Each type of material will be considered in terms of its own kind of excellence and for whom it is intended. There is no single standard that can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; others are selected to satisfy the recreational and entertainment needs of the community. The selection policy is intended not only to provide for actual demand, but also to anticipate reasonable demands that may be made upon the Library's resources. There are several factors that have a direct impact on the selection of materials: budgetary and space restrictions as well as the current content of the Library's collection.

General Criteria

1. It is the general policy of the Riverdale Public Library to select materials for positive use. An item should not be simply "good," but good for something.
2. The library will not buy materials because they are "standard." Items must answer a demonstrable need.
3. The library does not intend to duplicate items owned by other libraries if these works are easily accessible to the public.
4. Extensive use of Interlibrary Loan is recommended for items of limited appeal.
5. Two types of selection are outlined in the following policy.
 - The first type of selection is collection development to supply information on a wide variety of topics of public interest.
 - The second type of selection is based on popular demand. This type of selection reflects the current, popular materials, with availability, not quality, as the important factor.

Budget

Realizing that there are various limitations placed on the library's finances, it is the intention of the Board of Trustees to allocate 12% of the working budget for the purchase of materials. Funds should be allocated between books, periodicals, audio-visuals and on-line services at the time the annual budget is prepared. Metropolitan Library System policies relating to budgeting and interlibrary loan of materials may cause revision of these figures.

Responsibility

The policy for selection and acquisition of library materials is determined by the Library Board of Trustees. Ultimate responsibility for materials selection rests with the Library Director who operates within the framework of that policy.

Materials selection is a privilege and responsibility that belongs to every Staff member. Based on the assumption that no one person can know enough about all subjects or the reading needs and desires of all people, all Staff members are qualified to assume some responsibility for selection.

The following Staff have general responsibility for collection development:

- The Library Director has the ultimate responsibility for every item included in the collection and administers the materials selection policy.
- The Public Services Librarian selects items for the adult, children, and AV collections.
- The Reference Librarian selects items for inclusion in the reference and pamphlet collections.

Selection for the Riverdale Public Library should be an orderly, coordinated process aimed at providing supply of new materials.

Selection Guidelines

Book rejection, as well as selection, presupposes acceptance of the principles of the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement, all of which have been adopted by the Board and are included as part of this policy. Collection Development guidelines suggest the following justifiable grounds for rejecting material for the collection:

- Legal--Materials that represent treason or libel (as proven in court) or pornography (as established by ordinance such as the Cook County Ordinance Prohibiting Child Pornography).
- Financial--The ability to purchase materials is largely governed by the funds available, thereby forcing rejection of items which otherwise meet the selection policy.

- Policy--If the subject is the responsibility of other types of libraries in the service area Riverdale Public Library shall not purchase materials to support the curricula of the community schools and colleges.

Librarians often reject materials as being "controversial" or "offensive." These are indefensible reasons. The fact that a work is controversial is, in the context of the Library Bill of Rights, the best reason for its' inclusion in a public library collection. Having an item on our shelves implies no automatic approval of the content, nor should the absence of a book imply condemnation.

The survival and growth of library service depends upon the ability of a library to provide needed resources and information readily. Having everything on all subjects is an optimum, but impossible, situation. The best approach for libraries today is to provide those items that are most frequently in demand by their primary clientele and to provide access to other resources and information through participation in ILLINET.

Selection Guidelines For Popular Demand

Resource development at the Riverdale Public Library must be designed to respond to what customers need to meet their recurring educational, recreational, intellectual, and personal needs. This does not mean that anything requested by a customer will be acquired. It does mean that when requests are made for materials at the Riverdale Library, the Staff will make a judgment as to whether the particular item should be added to the collection. Standards of literary quality will not be imposed. The simple fact that a customer desires the material will be sufficient for the material to be considered for purchase.

A balanced collection reflecting all points of view on any given issue should be made available to individuals who need or want information. All of this information does not necessarily need to be provided at the local library. Requesting and loaning items through SWAN and OCLC in state allows the collection at the Riverdale Public Library to remain flexible.

High-interest materials of questionable long-term value should be included in the collection and should be discarded when they have served their purpose. In general, the Riverdale Library will strive to purchase the best items that satisfy the customer requests within the budget limitations.

Selection Guidelines For Collection Development

In attempting to supply information on a wide variety of topics of public interest, it is necessary to establish some guidelines by which material may be included or rejected. The selector must strive to judge impartially and evaluate critically. Some standards that may be applied are the authority of the author, the reputation of the publisher, the clarity of presentation, the relative importance to the existing collection, and format. Variety of opinions is desired, but numerical balance is not required. Materials of sound factual authority should not be removed from the Library because of partisan or doctrinal disapproval. Care must be taken that some members of the community do not unduly influence the collection in a positive or negative way.

The judgment of experts, trained staff members, and book reviewers provide a variety of opinions that may be used as the basis of selection. The final decision for inclusion must be based on the value of the material to the residents regardless of the personal taste of the selectors. These standards apply equally to materials purchased and those accepted as gifts.

Material reviews and "basic lists" are a source of information, but they are not to be followed blindly. Some selection titles that may be regularly used are Library Journal School Library Journal and Booklist. Popular national magazines and online reviewing sources also give an indication of the reading interests of the public.

The library will not attempt to develop a complete research collection. Requests for materials not owned by the library, especially scholarly materials, will be referred to other libraries in the State through established channels. Students are part of the library's diversified clientele and are served by the purchase of reference and supplementary materials. However, purchases of multiple copies of an assigned title are not made.

Materials that are unsolicited or provided by alternative source such as local authors, must meet the materials selection criteria. Sources must be willing to provide a copy of the material at no cost for perusal. They must also be able to provide reviews of the material from reputable sources

If materials are of limited appeal, interlibrary loan will be used to meet patron demand.

Guidelines For Specific Subject Areas

- Genealogy: The Library will not purchase genealogy of specific families unless they are of local historical interest. Interlibrary loan is used for such requests.
- Fine and Rare Books: The expenditure of public or gift money in a medium-sized library for the purchase of rare books is not justified. An exception might be in the area of Riverdale history.
- Textbooks: The Library will select textbooks only as a source of concise, organized information. Textbooks will not be purchased to duplicate or supplement the local school curricula.
- Obscenity: Materials are not necessarily excluded from the collection because of the possibility that frankness of presentation might be offensive to some customers nor because they may not be suitable for all ages.
- Sex: Authoritative books on sex education and marriage are purchased. An effort is made to obtain reliable material.
- Medicine and Psychiatry: The Library will purchase materials for the layman only. Professional-level materials will be excluded. Physiology, hygiene, home nursing, and aids for understanding various illnesses by the family and patient will be included.
- Legal: Like medicine, materials will be purchased for the layman.
- Religion: Materials will be selected to provide authoritative and objective presentations and histories of the major religious faiths. Inspirational and devotional materials are included, but extreme emotional treatments of religious subjects are avoided.
- Maps: The Library shall strive to maintain a small, up-to-date collection of maps in a variety of formats which would be of interest to local customers.
- Audio Visual Materials: The Library selects A-V based on popular demand, space availability, and security considerations.
- Software: The Library purchases software for use on the Public Access computers, with a focus on basic productivity applications (word processing, spreadsheets, resume creation, etc.) The Library does not purchase software for use on the customer's personal computer.
- Periodicals: The selection of periodical titles is based on popular demand. Many titles are available full text on Ebsco Host and back files should be built only when not available in another format.
- Reference: Reference titles should reflect the informational needs of the community. A standing order for an encyclopedia is kept so that at least one new set is purchased every odd year. New editions of other titles should be purchased as needed and as funds allow. CDs and online versions may be purchased where practical. Reference materials may duplicate other sources available in the community based on demand.

- Local history: Acquire books and pamphlets relating to Riverdale. Local histories written by local people, community surveys, church histories, and local industry brochures should be acquired whenever possible.
- Juvenile materials: Selection of juvenile materials will be based on the recreational and informational needs of the child from infancy through junior high school. All material will be judged on its own merit and in relation to the children for whom it is intended. Price will also be a consideration. Inasmuch as the school libraries should provide books and related materials which support the teaching program of the institution, emphasis in the public library collection will be placed on materials for the child's independent enjoyment. Material will be carefully selected for young people of all ages and abilities.
- Specific grade levels will not necessarily be indicated on materials.
- Young adult: A permanent collection of young adult materials will be selected with the interest of young people grades 5 through 12. Inasmuch as young people progress at different rates and vary widely in their subject interests, titles will be selected at varying reading levels and areas of interest.

Gift Materials

Gifts to the Library will be judged on the same basis as purchased materials. The Riverdale Public Library Staff will accept materials as donations only with the understanding that they may or may not be added to the collection. Inclusion will depend upon whether the materials meet the Library Material Selection policy, whether their condition is satisfactory for library use, and whether additional copies of the materials are needed.

Neither the Staff nor any Board member is allowed to appraise or count any donation of materials. Thank-you letters on letterhead stationery will be provided to donors upon request.

The Library will offer no pick-up of donations or on-site evaluations of materials due to the limitation of Staff as well as the possibility of legal liability. Donations are accepted during normal Library business hours. The Public is asked not to leave donated materials in the book drop.

Gift plates will be placed in materials which have been purchased by the Library as a memorial.

Miscellaneous

The Illinois Library Association's Serving Our Public 2.0: Standards for Illinois Public Libraries is considered an integral part of this selection policy.

The Technical Services Department will oversee placing orders with vendors and the verifying invoices for payment. Timeliness of delivery and discount are 2 important factors when selecting vendors for the purchase of library materials.

The materials selection policy should be reviewed regularly to insure that it will meet the changing needs of the community and emerging technology

Adopted 5-11-98; revised 4-12-10

Revised 3/2023; Adopted 7/2023

List of Appendix

- Appendix 1 Library Bill of Rights
- Appendix 2 Diversity in Collection Development
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- Appendix 4 Evaluating Library Collections
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- Appendix 8 Material Complaint Form
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Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be prodded for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information und enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961; June 28, 1967; and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Reviewed 3/2023; Adopted 7/2023

Diversity in Collection Development: An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article II of the Library Bill of Rights: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Library collections must represent the diversity of people and ideas in our society. There are many complex facets to any issue, and many contexts in which issues may be expressed, discussed, or interpreted. Librarians have an obligation to select and support access to materials and resources on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials and resources legally obtainable should be assured to the user, and policies should not unjustly exclude materials and resources even if they are offensive to the librarian or the user. This includes materials and resources that reflect a diversity of political, economic, religious, social, minority, and sexual issues. A balanced collection reflects a diversity of materials and resources, not an equality of numbers.

Collection development responsibilities include selecting materials and resources in different formats produced by independent, small and local producers as well as information resources from major producers and distributors. Materials and resources should represent the languages commonly used in the library's service community and should include formats that meet the needs of users with disabilities. Collection development and the selection of materials and resources should be done according to professional standards and established selection and review procedures. Librarians may seek to increase user awareness of materials and resources on various social concerns by many means, including, but not limited to, issuing lists of resources, arranging exhibits, and presenting programs.

Over time, individuals, groups, and entities have sought to limit the diversity of library collections. They cite a variety of reasons that include prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual content and expression, and other potentially controversial topics. Examples of such censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting resources about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information or materials from or about non-mainstream political entities. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials and resources based on personal bias or prejudice.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians must not permit their own preferences to limit their degree of tolerance in collection development.

**Challenged Materials:
An Interpretation of the *Library Bill of Rights***

Libraries: An American Value states, "We protect the rights of individuals to express their opinions about library resources and services." The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged materials. Selection of online resources, including Web sites, should also be governed by this collection development policy and be subject to the same procedures for review of challenged materials. This policy reflects the *Library Bill of Rights* and is approved by the appropriate governing authority.

Challenged materials should remain in the collection during the review process. *The Library Bill of Rights* states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Supreme Court has held that the Constitution requires a procedure designed to examine critically all challenged expression before it can be suppressed. A hearing is a part of this procedure. Materials that meet the criteria for selection and inclusion within the collection should not be removed.

Therefore, any attempt, be it legal or extra-legal, * to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Evaluating Library Collections: An Interpretation of the Library Bill of Rights

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of each library and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials that might be viewed as controversial or objectionable. Such abuse of the evaluation violates the principles of intellectual freedom and is in opposition to the Preamble and Articles I and II of the Library Bill of Rights, which state:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

The American Library Association opposes internal censorship and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections.

Free Access to Libraries for Minors An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, nonprint, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.] Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians.

As *Libraries: An American Value* states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."

Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for

themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe

rather than what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
The Thomas Jefferson Center for the Protection of Free Expression

Freedom To View

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

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly Educational Film Library Association) and was adopted by the AFVA Board of Directors in February, 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Additional copies may be obtained for \$1.00 (to cover postage and handling) from: American Film & Video Association, 920 Barnsdale Road, Suite 152, LaGrange Park, IL, 60525. (630) 482-4000.

Expanded clarifications:

The Library will continue to participate and support community organizations to maintain the flow of information between agencies and from agencies to the public.

Programming:

Programs offer opportunities to highlight collections, promote other services, and share information and expertise. They are effective vehicles for outreach, allowing the Library to forge partnerships with external groups and enhancing the Library's stature in the community. Programs support the Library's role as a civil gathering place, help make the Library a destination and attract regular and new users of all ages and backgrounds. Programs are intended to further the mission of the Library and are consistent with its core values. See Programming Guidelines (attachment B) for more information.

Positioning Statement

The Riverdale Public Library District provides book and non-book materials, programs and services for learning and for fun. The Library serves residents living in Riverdale with materials to help children learn and to help adults with continuing education and career skills. Unlike the schools, the public library allows users the freedom to explore any areas of individual interest and use materials in whatever format they select and at whatever level they choose.

Standards of Service

The Riverdale Public Library District Board of Trustees is committed to providing the best possible service to Library users. Service to the customer is of the utmost importance and is prioritized far ahead of the behind-the-scenes tasks. All requests by customers are viewed as important, with no requests deemed trivial.

Riverdale Public Library Core Values Statement

The Library Board and Staff of the Riverdale Public Library appreciate the fact that we serve a diverse community. It is our belief that adherence to the following list of core values will help ensure that quality library service is provided in a fair and equitable manner. We believe that the most effective values are those we demonstrate through our behavior in our dealings with both Staff and members of the general public.

I. ACCESS

Equal access to library resources shall be available for all users without regard to race, color, national origin, ancestry, sex, ethnicity, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. A valid MLS/Riverdale Library card in good standing is required to check out materials.

II. MATERIALS

The control of selection, organization, preservation and dissemination of information is significantly influenced by Library Staff. We are committed to intellectual freedom and the continuing effort to ensure the free flow of information and ideas in an effort to help foster a community of informed citizenry. We shall strive to provide materials and information in a variety of formats and to present all points of view on current and historical issues. We believe that libraries must resist all efforts by groups or individuals to censor library materials.

III. RESPECT

All community members shall be treated in a manner consistent with fair and courteous library service without regard to race, color, national origin, ancestry, sex, ethnicity, religious beliefs, physical and mental handicap or disability, economic and social conditions or actual or potential marital or parental status. All requests by customers are viewed as important, with no requests being deemed trivial.

IV. INTEGRITY

Maintaining the highest levels of professional integrity and personal ethics in all our interactions is essential to the mission of the Library. Disclosure of a customer's reading history, reserved materials, reference questions or delinquencies will require a court order.

V. EMPLOYMENT

The workplace should represent people of diverse skills, backgrounds and perspectives who can work together to ensure quality Library service. Just as no candidate should be denied employment based on race, color, national origin, ancestry, sex, ethnicity, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status, likewise, no employee should be terminated based on the same factors.

The Riverdale Public Library District is an Equal Opportunity Employer, and complies with the Civil Rights Act of 1964, the Age Discrimination Act of 1987 and the Americans With Disabilities Act of 1990 and hires only qualified applicants as defined in the Federal Immigration and Reform Act of 1986.

Adopted 2/1999; 6:01; revised 5/09 page 1; *Reviewed 3/2023; Adopted 7/2023*

VI. STANDARDS

The Core Standards contained in the Illinois Library Association Serving Our Public are used to evaluate the performance of the Riverdale Library on an annual basis. The annual Per Capita Grant application also requires libraries to examine existing services and address a current topic of library concern. Materials consulted in preparation of this document include, but are not limited to the following:

Riverdale Public Library Mission Statement
Riverdale Public Library Positioning Statement
Riverdale Public Library Standards of Service
Riverdale Public Library Personnel Policy, including the Policy Against Sexual Harassment
Riverdale Public Library Trustee Bylaws
Riverdale Community Standards of Behavior
Dolton-Riverdale School District 148 Non-Discrimination Policy
Metropolitan Library System Membership Agreement
Illinois Library Association Serving Our Public: Standards for Illinois Public Libraries, revised edition, 1997
Illinois Compiled Statutes
Illinois Human Rights Act, 1979
Standards or the Services of Illinois Multi-type Library Systems, (1993)
American Library Association Bill of Rights, 1980
American Library Association Freedom to Read, 1991
American Library Association Freedom to View, 1990
American Library Association Code of Ethics, 1995
American Library Association Library. "Changing the Culture of Libraries, the Role of Core Values" in *Library Administration and Management* 14,4 (Fall, 2000): 197
U.S. Americans With Disabilities Act, 1990
U.S. Civil Rights Act of 1964
U.S. Age Discrimination Act of 1987
Federal Immigration and Reform Act of 1986.

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Riverdale Library Programming Guidelines

Attachment B

I. Scope

Library programs are designed for the various age groups, cultures, backgrounds and interests of the community. Programs may target a general audience or be tailored to an age-specific audience. Programming assists the Library to respond to emerging community interests as well as established interests and demand.

II. Objectives

Programs should meet one or more of the following objectives:

- To nurture appreciation for books and reading
- To promote literacy and lifelong learning
- To educate or inform on a variety of topics
- To provide a forum for exchanging ideas
- To promote cultural awareness
- To respond to current issues facing the community and society

III. Selection and development

- Program content is appropriate for group presentation.
- Space and physical arrangement are safe and conducive to effective program delivery.
- Programs are open to all, including non-district residents and non-cardholders; preregistration may be required; some programs are limited to age-specific
- Admission to the programs is free; fees for materials may be charged.
- Programs are non-commercial and non-political; presenters may have a business affiliation, but no solicitation or promotion for business/political purposes will be permitted.
- Sale of books/CDs/artwork by authors/performers/artists may be permitted as part of a library program when arranged in advance.
- The Library may co-sponsor programs with entities whose mission and goals are compatible. Co-sponsorship decisions are made on the basis of shared interest, responsibility and benefits.
- Program suggestions from the public and/or unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used to select library-initiated programs.
- Programs may be held in library facilities when possible and appropriate. Meeting room capacities and appropriate policies will be observed. Other locations will be considered when the library is not equipped to handle an event/program. Alternative venues will be used to encourage access or attendance.

Library Administration must approve program sites outside the library district. Individuals with disabilities must contact the Public Services Librarian at least 1 week in advance of the program for accommodation.

Adopted 5/11; Reviewed 3/2023; Adopted 7/2023