

**Rolling Meadows Library
Policy Manual
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The Library contracts on an annual basis with the **Northwest Cultural Council** (NWCC) to provide artwork to display in the upper level art gallery of the library. This area comprises the wall space from the Administrative Offices to the elevator to the Board Room and on to the Community Room.

Some of the terms of the contract include, but are not limited to:

- The Library does not insure the artwork supplied;
- The existing “Walker System” will be used to display the artwork;
- The Library does not facilitate the sale of artwork or allow prices to be displayed on the artwork; however, contact information and a price list will be available upon request at the Welcome Desk;
- When the Library is used as a local, state or federal polling place, any artwork which does not comply with election laws may be removed by the Library at the request of election officials;
- Coordination of NWCC artwork will be done by the Director of Special Services;
- While the Library retains the right to preview all artwork before installation, for practical reasons, the usual process may involve review by the Director of Special Services during or after installation;
- The determination that artwork is not acceptable for exhibit in the Library will be made by the Executive Director;
- If the artwork is not acceptable for display in the Library, seven days will be allowed to remedy compliance issues. During this time, the Library may choose to remove any non-complying artwork from view.

Board Professional Development

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Amended February 19, 2024

Thoughtful and informed governance of a public library obligates each Board member to be familiar with the legal, technological, and budgetary issues now facing public libraries. Although staff is trained to deal with questions specific to public library administration, Board members, as ultimate decision makers for the institution, will benefit from the opportunity to expand their knowledge of increasingly complex library issues. The Board recognizes that it can benefit greatly from professional development opportunities offered by organizations such as the American Library Association and the Public Library Association. The guidelines below will help the Board Development Committee allocate available professional development funds and provide adequate funding for future budget requests.

1. An amount not to exceed 1.25% of the Library's annual operating budget should be allocated for Board / Staff professional development.
2. The purposes for which professional development funds are to be used for the Board are ranked in order of importance as follows:

Priority 1: development of skill sets necessary for core Board responsibilities (ex: a financial management seminar for the Treasurer or a seminar on the Open Meetings Act for the President or Secretary)

Priority 2: meetings that deepen the Board Members' understanding of and connection to the library profession as a whole (ex: attending Public Library Association meetings or the annual meeting of the American Library Association)

Priority 3: development of skill sets not currently present or fully developed on the Board (ex: a seminar on legislative lobbying, marketing, or public relations)

Board Room and Community Room Meeting Reservations

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Amended July 10, 2024

Board Room and Community Meeting Room Policy

The Rolling Meadows Library has two meeting rooms available to support the Library's mission. When not in use for Library activities, these rooms may be made available for use for meetings of Rolling Meadows community groups and organizations whose aims are for educational, cultural, or civic purposes and not for profit.

Availability and Use

The Board Room and Community Room may be reserved by Rolling Meadows Library cardholders for not-for-profit use only.

Because the Library's Board Room and Community Room constitute a limited resource and demand for their use is high, priority for their use will be given in the following order:

1. Rolling Meadows Library meetings and programs
2. Friends of the Rolling Meadows Library meetings and programs
3. Not-for-profit organizations located in Rolling Meadows*
4. Not-for-profit organizations located outside the city of Rolling Meadows*

**A Rolling Meadows Library cardholder age 18+ must make the reservation and serve as the responsible party for the meeting. Proof of not-for-profit status may be required.*

Political activities that provide information to the community can be held in the Library meeting rooms.

- Town Hall Meetings: current elected officials for the wards in which Rolling Meadows is located may hold informational town hall meetings
- Candidate Forums: candidate forums in which all candidates are invited to attend and is sponsored by a non-partisan group (e.g. League of Women Voters)

The use of rooms for hosting private or social functions is prohibited.

Rooms Available

Community Room: Seats up to 100 people theater style. (Other setup styles may reduce the capacity of the room).

Board Room: Seats up to 12 around a large conference table. Six additional seats are available along the wall of the room.

Board Room and Community Room Meeting Reservations

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Amended July 10, 2024

Fees and Equipment

Community Room	\$25
Board Room	\$10
Kitchenette	\$10
Grand Piano	\$50

The following equipment is free to use and available upon request

Projector with Kit	
Cart	
Microphone (Corded or Wireless)	
Lectern	
Music Stand	
White Board Markers	

Reservations

In order to reserve a meeting room, an application and check for the required fees must be submitted at least 30 days prior to the meeting. No rooms will be reserved until the application and all of the fees have been received. Groups will be booked in order of priority and then by the date the application and fees are submitted. Additions or changes to your reservation should be made at least 3 business days prior to the date of the meeting.

Reservations for the next calendar year will be taken on August 1 of the current calendar year. No individual or organization will be allowed to reserve either room more than once per month without prior approval by the Library Executive Director.

Food and Drink

The kitchenette must be reserved when any refreshments are served. Only light refreshments (beverages, cookies, cake, or snacks) are allowed. The kitchenette must be left clean. All equipment and supplies shall be provided by the user. A sink, refrigerator, and microwave are available for use. Food and/or drink are not permitted outside the Board Room or Community Room. Carry-outs may not be ordered for delivery to the Library. Alcoholic beverages are prohibited.

Technology

Wireless internet access is available. The Library is unable to set up virtual meetings for outside groups. If a group would like to meet virtually, it will need to bring its own equipment. The only equipment available for virtual meetings is a projector and kit. Troubleshooting is limited to the items provided by the Library.

Board Room and Community Room Meeting Reservations

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Grand Piano

A grand piano is available for use by organizations using the Community Room. The piano is kept in reasonably good tune by having a piano technician tune it several times each year. However, if an individual or organization requests a special tuning, the Library will attempt to have it tuned by the technician in time for the meeting and will charge the individual or organization making the request.

Cancellation of Meetings

The Library shall be notified as soon as possible if a cancellation becomes necessary. Any fees paid will be refunded only if the cancellation is made at least 48 hours in advance of the meeting. Failure to provide such notice may result in the denial or cancellation of future reservations and the forfeiture of fees already paid. The Library reserves the right to cancel or relocate meetings if necessary. If possible, the Library will provide notice of meeting room cancellations or relocations at least 30 days before the meeting.

All meetings will be held during regular Library hours. Meetings will not start sooner than 30 minutes after the Library opens and must end no later than 30 minutes prior to the Library's closing.

General Rules

1. **Programs and Meetings** - The Library makes a distinction between programs and meetings. Outside groups are permitted to have meetings. Programs are only permitted when Library sponsored. If an outside group wishes to host an educational program at the Library, an application may be submitted to the Library's Special Services Department for consideration.
2. **Free Access, No Admission Fees** - All meetings must be open to the general public. Groups may not block off windows or lock Board Room or Community Room doors. Library personnel must have free access to the Board Room and Community Room at all times. Fees may not be charged for admission.
3. **Not-For-Profit Use** - Use of the Board Room and Community Room is subject to all other Library policies including, but not limited to, Library policies dealing with canvassing, peddling, and soliciting. Sales and fundraising are not allowed on Library property or at meetings not sponsored by the Library.
4. **Endorsement by Library** - Use of the Board Room and Community Room does not constitute an endorsement by the Library of the beliefs or viewpoints expressed at such meetings. A disclaimer to this effect may be used by the Library in any form and at any time and place it deems necessary.

Board Room and Community Room Meeting Reservations

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5. **Publicity** - No organization or individual will publicize a meeting in any manner that suggests Library sponsorship or affiliation without prior written approval by the Library. The Library's telephone number will not appear on any promotional material concerning a meeting.
6. **Time, Place, and Manner Restrictions** - The Library regulates the time, place, and manner of all meetings and assures access to Library meeting rooms which is both subject and content neutral. The Library will not deny use of the Board Room or Community Room because some members of the community disagree with the views of the participants of the meeting.
7. **Interference with Library Operations** - Meetings which significantly interfere with library operations, such as those that produce excessive noise, a significant safety hazard, or a significant security risk, will not be permitted.
8. **Adult Supervision** - Groups composed of members under the age of 18 must have one adult sponsor in attendance at the meeting for each 25 persons. Babysitting service for children of persons attending meetings is not provided by the Rolling Meadows Library. Unattended children under seven years of age may not be sent to other areas of the Library during meetings.
9. **Storage Facilities** - The Library does not provide storage facilities to individuals or groups using the Board Room or Community Room.
10. **Animals** - Animals are not allowed in the Board Room or Community Room with the exception of service animals.
11. **Damage** - Damage to the Library or to Library furniture and/or equipment may result in a charge to the responsible party listed on the "Meeting Room Reservation Application" Form for replacement costs or repairs. If the Board Room, Community Room, or the kitchenette are not kept reasonably clean, a cleaning fee may be assessed. The cost of any damage will be determined by the Library Executive Director.

Failure to abide by these rules may result in cancellation of or refusal of future reservations.

The Library Board of Trustees reserves the right to change any or all of the foregoing provisions without notice.

Book & Other Material Displays

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Amended December 7, 2021

Book & Other Material Displays In The Library

Displays are marketing tools for the library. The purpose of displays in the library is to highlight materials that have the potential to significantly increase circulation while not distracting residents from our mission. Displays that hold the potential for a high level of controversy threaten the library's mission and non-partisan standing in the community. The library should avoid using displays to advance any political or social agenda of the Board, staff, or any outside organization.

The collection should contain all points of view, but that does not mean that all parts of the collection will result in displays. Again, displays in the library are marketing devices intended to significantly increase circulation and program attendance. This policy applies to Library display cases as well. For more information on Library Display Cases see the policy: Display Case (see *infra*).

Brochure Distribution

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Amended December 7, 2021

It is the policy of the Library to provide for brochure distribution near the Reference Desk and in Youth Services to distribute information of interest to patrons regarding area not-for-profit organizations, not-for-profit events, and information regarding matters of public health and safety. For the purpose of this policy, an event or organization is considered to be within the Library's "area" if it is within approximately 10 miles of Rolling Meadows.

Brochures or announcements concerning matters of public health and safety will be distributed. Examples of such a brochures or announcements include, but are not limited to, items concerning a missing child or pet, warnings from the Center For Disease Control, and alerts from the Department Of Homeland Security.

Brochures or announcements concerning not-for-profit organizations and not-for-profit events may be distributed. Examples of such a brochures or announcements include those concerning, but not limited to, area historical societies, senior centers, garden clubs, boy scouts and girl scouts, area bicycle associations, and area food depositories.

Individuals or organizations wishing to have items posted must submit them in advance to the Executive Director or the Executive Director's designee for approval. Unauthorized items will not be distributed. The Library will periodically rotate items to keep the distributable items current and to accommodate the greatest number of items in the limited space available.

Bulletin Board

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Amended December 7, 2021

It is the policy of the Library to provide bulletin board space to post information concerning matters of public health and safety and events of interest to Library patrons offered by area organizations. First priority for bulletin board space will be given to matters of public health and safety and to events from not-for-profit organizations.

An announcement concerning a matter of public health and safety will be posted on the appropriate bulletin board. An example of such an announcement includes, but is not limited to, an item concerning a missing child or pet, a warning from the Center For Disease Control, or an alert from the Department Of Homeland Security.

An announcement from a not-for-profit organization will be posted on the appropriate bulletin board if it:

- is for an event (as opposed to a general, permanent posting) and
- is to be held in our area (within approximately 10 miles of Rolling Meadows).

An announcement from a for-profit organization will be posted on the appropriate bulletin board if it:

- supports, in the Library's sole discretion, the Library's collection and programming. (examples of such for-profit items include, but are not limited to: career planning seminars & résumé writing seminars).

Individuals or organizations wishing to have items posted must submit them in advance to the Executive Director or the Executive Director's designee for approval. Unauthorized items will be removed from bulletin boards. The Library will periodically rotate items to keep bulletin boards current and to accommodate the greatest number of items in the limited space available.

Canvassing, Peddling and Soliciting

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Amended December 7, 2021

Canvassing, as defined by City Ordinance (Chapter 74), is prohibited in the Library building. Canvassing outside of the Library but on Library property requires the Executive Director's prior approval. Such canvassing will be approved if it is conducted at a reasonable distance from the front entrance of the Library and so long as it does not disrupt Library operations, impede patrons from entering or leaving the Library, or create unsafe traffic patterns on the Library's sidewalks or parking lots.

This policy does not apply to activities coordinated between the Library and the Friends of the Rolling Meadows Library or the Library and the City Of Rolling Meadows. In all such cases, however, prior approval must be obtained from the Executive Director.

Peddling & Soliciting

For-profit peddling and soliciting, as defined by City Ordinance (Chapter 74), by organizations or individuals is strictly prohibited on all Library property.

Not-for-profit peddling and soliciting of funds may only be conducted in the Staff Lounge of the Library after obtaining the approval of the Executive Director. In considering approval, the Executive Director will take reasonable steps to confirm the not-for-profit status of the individual or organization and ensure that the time, place, manner, and duration of the peddling or soliciting will not disrupt Library operations or the use of the Staff Lounge. Examples include, but are not limited to, Girl Scout Cookie Order Forms and Rotary Club Food Drive sign-up sheets.

This policy does not apply to programs or activities coordinated between the Library and the Friends of the Rolling Meadows Library, the Library and the City Of Rolling Meadows, or to speakers, authors, or performers appearing at the Library as part of a Library-sponsored program. In all such cases, however, prior approval must be obtained from the Executive Director.

Collection Development

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Amended October 8, 2025

The Collection Development Policy has been adopted by the Board of Trustees of the Rolling Meadows Library to guide library staff and to inform the public about the principles that shape the collection. This policy is rooted in and guided by the Library's mission statement:

To provide excellent customer service and information in a variety of formats, materials and programs that Educate, Inform, Enrich, Inspire, and Entertain. To serve the citizens of Rolling Meadows, linking them with resources throughout the world and providing equal access for all.

By aligning with this mission, the policy ensures that the selection of materials supports the Library's broader commitment to service, access, and lifelong learning.

1. Library materials are selected for their literary, educational, informational, recreational, and cultural value. The Library Executive Director holds ultimate responsibility for selection and purchase of materials within the framework established by the Board of Trustees and delegates this responsibility to professional staff across departments to ensure a consistent and well-maintained collection.
2. No title is excluded on the basis of racial, religious, or political prejudice. Materials are chosen within budgetary limits using professional reviews, recognized subject authorities, and patron input. Suggestions from Rolling Meadows residents and businesses are welcomed and given due consideration.
3. The Library approaches the selection process in a thoughtful and positive manner. Works are evaluated as a whole rather than isolated passages. The presence of objectionable language or vivid descriptions of sex or violence does not, by itself, warrant exclusion, provided such content is contextually appropriate within the work. However, materials that are primarily pornographic or obscene—based on local community standards as interpreted by the Library Board—will not be selected.
4. The Library participates in consortiums that allow it to share resources and reduce costs. Consortium membership broadens the Library's collection and provides access to a wider range of materials. The Library is not the sole selector of all materials. Selections are made collaboratively within the consortium, meaning that some materials are chosen by member libraries dictated by their own policies.
5. The same principles of selection applied to purchases are also applied to donations and gifts.

Collection Development

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Amended October 8, 2025

6. The Executive Director will review written complaints concerning specific titles when necessary, and retention or removal of the title will be determined in accordance with Illinois law and collection development procedures.
7. The Library Board of Trustees has adopted the American Library Association's Library Bill of Rights and Freedom to Read statement, included in this policy as guiding resources. These documents affirm that materials should not be removed or restricted due to partisan or personal disapproval and provide direction for staff in selecting library materials.

SELECTION GUIDELINES

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies of the subject, and recognition of the needs of the community.

CRITERIA

Literary or artistic merit; enduring value; accuracy and authoritativeness; social or cultural significance; importance of subject matter to the collection; timeliness; popular demand; cost; scarcity of material on the subject and availability elsewhere; quality and suitability of the format; other considerations may be applicable in specific subject areas. Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet patrons' evolving needs.

TOOLS

Professional and trade journals; reputable review sources; curated bibliographies; vendor or publisher platforms. Data analytics are used to identify trends, track demand, and support evidence-based decisions. Patron purchase suggestions remain an important source of input, along with other forms of community feedback.

SCOPE

Materials selected for the Library collection are intended to meet the informational, educational, cultural, and recreational needs of the residents and businesses of Rolling Meadows. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual needs can be met and service given to individuals of all ages, within current budget parameters and constraints. The Library encourages the use of interlibrary cooperation to better serve the needs of its clientele by expanding available resources. The collection scope is intended to provide supplemental materials for individuals pursuing educational programs and a beginning point for those seeking more advanced information. The emphasis is on acquiring materials of wide-ranging interest to the general public.

FORMAT

Materials are acquired in the most appropriate format for library use, including print, audiovisual, digital, and nontraditional formats. Selections are made with consideration for cost, durability, and demand, with additional copies added as needed to meet patron use. The Library recognizes the value of nonprint and nontraditional resources as legitimate educational and recreational tools for the community and monitors new formats for possible addition within budgetary and technical limitations.

ARCHIVAL

Archival refers to the holding policies for part or all of the collection. The collection is not archival and is reviewed and revised on an ongoing basis to meet contemporary needs. At the Rolling Meadows Library, current usefulness is the determining factor in how long material is kept. There is no attempt to be complete in terms of historical coverage except with regard to the local history of Rolling Meadows. Old editions are withdrawn when new ones are received or when the contents are incorrect or out of date. No extraordinary effort is made to preserve or protect the last copy of any title in the collection.

WEEDING

In order to maintain a current, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection.

Titles are withdrawn from the library's collection through systematic weeding by selectors or because of loss or physical damage. Materials which are withdrawn because of loss or damage may be replaced using the same criteria as for selection. Other factors applicable when deciding on replacements include the number of copies of a title the library owns, the availability of newer materials on the subject, the availability of the material via consortium, the importance of the work in its subject area, its listing in standard bibliographies, its cost, and space limitations.

Weeding identifies low circulating items, damaged items, ephemeral, outdated materials, extra copies which are not being used, and materials which are no longer appropriate for the collection. Weeding also helps evaluate the collection by identifying areas where additional materials are needed; older titles and formats which need to be updated; and subjects, titles, or authors which are no longer of interest to the community.

Withdrawn materials will be released to the Friends of the Rolling Meadows Library for sale. Materials the Friends cannot sell or which they determine to be unsellable, will be disposed of by the Friends or donated by the Friends to other charitable organizations and educational

institutions of their choice. The Library requests that the Friends give local charities and educational institutions the highest priority.

MATERIAL DONATIONS

DONATIONS TO THE CIRCULATING COLLECTION

Items donated with a request to be added to the library's circulating collection may be accepted. These items will be reviewed by library staff prior to adding to the circulating collection. All accepted items are subject to the library's circulation, collection development, and weeding policies. Items not accepted will either be given to the Friends of the Library, or returned to the donor if requested.

MEMORIAL DONATIONS

Donations made in memory of a loved one can be monetary, or a specific item. If a monetary donation is made, library staff will select an item for the collection based on the donor's request. If a specific item is donated, it will be reviewed by library staff prior to adding to the circulating collection. In both scenarios, a gift plate can be affixed to the item, if the donor so chooses. All memorial donations that become part of the circulating collection are subject to the library's circulation, collection development, and weeding policies.

DONATIONS TO THE FRIENDS OF THE LIBRARY

The Friends of the Library accepts materials for their biannual book sales and book shop. Their specific donation acceptance policies can be found at www.rmlib.org/friends-donate.

RECONSIDERATION OF LIBRARY MATERIALS

A priority of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Rolling Meadows Library does not promote particular beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint.

Comments from members of the community about the collection or individual items in the collection frequently provide selectors with useful information about interests or needs that may not be adequately met by the collection.

Rolling Meadows residents who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form entitled "Request for Reconsideration of Library Materials". (attached)

Collection Development

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Amended October 8, 2025

Upon receipt of a formal, written request, the Executive Director will appoint an ad hoc committee including, but not limited to, the selector for the subject area of the item in question and the appropriate supervisory staff. The committee will make a written recommendation to the Executive Director who will then make a decision regarding the disposition of the materials. The Library will communicate this decision and the reasons for it to the person who initiated the request for reconsideration at the earliest possible date. The Executive Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Executive Director, he/she may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board of Trustees will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Rolling Meadows Library. On the basis of this determination, the Board of Trustees may vote to uphold or override the decision of the Executive Director.

THE *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 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.
- III. Libraries should **challenge censorship** in the fulfillment of their responsibility to provide information and 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.
- VII. All people, regardless of origin, age, background, or views, possess a **right to privacy and confidentiality in their library use**. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 29, 1996.

THE *Library* BILL of RIGHTS

& THE

Freedom to Read STATEMENT

BROUGHT TO YOU BY THE

ALA American
Library
Association

OFFICE FOR
Intellectual Freedom
American Library Association



OFFICE FOR
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American Library Association

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.

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.

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.

To read the full Freedom to Read Statement, visit ala.org/intellectualfreedom

Request for Reconsideration of Library Materials

The Rolling Meadows Library Board of Trustees has established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return this completed form to the Library Executive Director.

Rolling Meadows Library
3110 Martin Lane
Rolling Meadows, IL
60008

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____

Email _____

Do you represent yourself? ____ Or, an organization? ____

Name of Organization _____

1. Title _____

Author/Producer _____

2. What brought this resource to your attention?

Collection Development

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3. Have you examined the resource in its entirety? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Conference and Study Rooms

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Amended June 11, 2025

The Rolling Meadows Library provides conference and study rooms to support quiet study, collaboration, and a variety of educational and professional needs in a welcoming environment.

There are four rooms available for patron use during library hours: Conference Rooms A and B, and Study Rooms A and B. Conduct in these rooms is covered by the Public Conduct Policy.

Room Details

- Conference Rooms A and B each have a capacity of 10 people.
- Study Rooms A and B each have a capacity of 4 people.
- All rooms are equipped with a computer, webcam, and external display. Patrons are responsible for bringing any additional equipment or supplies they wish to use.

Rules of Use

Eligibility and Use

1. Patrons high school age and older may use the conference and study rooms. Library staff may request identification to verify age.
2. The patron who reserves the room must remain present for the duration of the reservation.

Making a Reservation

3. Rooms may be reserved through the Library's website, by phone, or in person.
4. Advance reservations are available only to library cardholders. Same-day reservations may be made by any patron.
5. Rooms may be reserved up to one week in advance. Patrons are limited to one advance reservation per day and two advance reservations per week.
6. Patrons must check in at the Reference Desk to use a room.
7. Reservations will be held for 10 minutes past the scheduled start time. After that, the reservation will be forfeited and the room made available to others.

Duration and Extensions

8. Rooms are available in two-hour sessions.
9. Additional time may be granted in one-hour blocks if there are no pending reservations or immediate requests for the room.

Room Conduct and Care

10. Rooms may not be left unattended. If a room is vacated for more than 10 minutes, the Library may remove any belongings and return the room to available status. The Library assumes no responsibility or liability for items left behind.
11. No additional furniture may be brought in or removed from rooms without approval from library staff.

Conference and Study Rooms

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Amended June 11, 2025

12. No canvassing, peddling, or solicitation is allowed in these rooms in accordance with the Canvassing, Peddling and Soliciting Policy.
13. In accordance with the Public Conduct Policy, covered drinks are permitted in the conference and study rooms. Light snacks are allowed unless a library computer is in use. Meals, hot foods, and items with strong odors are not permitted.
14. Patrons are responsible for any damage to Library property or equipment and must ensure the room is left clean upon departure.

The Library may adjust room assignments based on group size, availability, or operational needs to best accommodate all patrons. The Library reserves the right to terminate any room reservation at any time.

Patrons who violate this policy may be asked to end their use of the room at the discretion of library staff. Repeated violations may result in the suspension of room privileges.

Display Case

Page 1 of 1

Amended June 11, 2025

All Library display cases are used to promote awareness of the library's materials and program offerings. Staff will prepare exhibits to enhance circulation and program attendance. All displays will be approved by the Library Director and coordinated with the Director of Special Services. This policy is also subject to the "Book & Other Material Displays" policy (*supra*).

When appropriate, the Library may partner with a local not-for-profit organization to feature a display in a Library display case. Such partnerships are limited to one display per organization per calendar year, subject to availability and with prior approval by the Library Executive Director. All partner displays must support the Library's mission and shall be coordinated with the Director of Special Services.

General Reserve Fund

Page 1 of 1

Amended November 12, 2025

FUNCTION: In the event of the delay in receipt of the Library's tax revenues, our general reserves will allow the Library to continue to operate for six to twelve months at current budget levels or for a longer period at reduced levels. Maintaining this reserve ensures financial stability and uninterrupted public service during periods of revenue disruption.

COMPOSITION: to calculate the current level of general reserves, subtract Balance Sheet line item **1013 Capital Projects Allocation** from **TOTAL ASSETS**.

FUND BALANCE TARGETS: The minimum general reserve target is six months operating expenditures at current budget levels. The desired general reserve target is nine months operating expenditures at current budget levels.

FORMULA FOR DETERMINING TARGETS:

1. Start with the **Annual Operating Budget** (excluding:
 - Additions to reserve funds, and
 - Extraordinary, non-recurring capital expenditures such as major renovations or ILS upgrades).
2. Divide by 12 to determine the **Average Monthly Operating Budget**.
3. Multiply the monthly figure by 6 (minimum) and 9 (desired) to determine the reserve targets.

All users of the Internet are expected to use this library resource in a responsible and courteous manner and to follow all Internet-related rules, regulations, and procedures established for its use including, but not limited to, those of the Library.

- Patrons may not store any files to remain on the hard drive after their current session, change any settings, or otherwise alter the integrity of the Library's computer and/or computer network.
- Patrons may not download or use any malicious or illegal software while using library computers or the library wireless connection.
- Patrons are responsible for any damage to library equipment.
- Patrons who contact any fee-based services are responsible for any charges they may incur.
- Patrons must comply with all local, state, and federal laws, including, but not limited to, those concerning copyright, fraud, gambling, privacy, obscenity and harassment.
- Patrons must not transmit threatening, harassing, or abusive language or images.
- The Library is not responsible for the loss or corruption of data, or any damage that might result from such a loss, which may occur from use of the Library's equipment.
- With the exception of headphones, patrons may not disconnect any part of a library computer in order to utilize their own equipment.
- Use of library equipment to access, display, or disseminate obscene or pornographic images is prohibited.
- Youth Services internet terminals (known as the "Child Friendly Zone") will only be used by patrons in eighth grade or younger. Older patrons will only be allowed to use the Youth Services internet terminals if they do so with the permission of an eighth grade or younger patron and must sit with that patron during such use.

Violators of this policy may be required to terminate their use of library equipment or immediately leave the building at the discretion of the "Person In Charge". If repeated violations occur, the Library Director may revoke the patron's use of library computers or the Library Board may choose to revoke all library privileges and ban the patron from library property. Unlawful activities will be dealt with in an appropriate manner.

The Library reserves the right to terminate an Internet session at any time.

In keeping with the library's collection development policy, all computers use software that filters obscene and pornographic images; however, no software can completely block all objectionable material and parents/legal guardians are encouraged to guide their children in exploring the Internet while sharing with them the family's personal views about acceptable use of the Internet.

Investment of Public Funds

Page 1 of 2

Amended December 7, 2021

PURPOSE. The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Rolling Meadows Library.

RESPONSIBILITIES. All investment policies and procedures of the Rolling Meadows Library will be in accordance with Illinois law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Library Director acting under the authority of the Library Board of Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

OBJECTIVES. In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:

- Safety
- Maintenance of sufficient liquidity to meet current obligations
- Return on investment
- Simplicity of management

GUIDELINES. The following guidelines should be used to meet the general investment objectives:

A) Safety

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC or FSLIC insured institutions.
2. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library.
3. Any deposits exceeding FDIC or FSLIC insurance must be collateralized. At the City's discretion, the following may be accepted as collateral:
 - U.S. Government Securities
 - Obligations Of Federal Agencies
 - Obligations Of Federal Instrumentalities

Investment of Public Funds

Page 2 of 2

Amended December 7, 2021

- Obligations Of The State Of Illinois
- Obligations Of The City Of Rolling Meadows
- General Obligations Bonds Of Other Municipalities rated “A” Or Better
- Any Other Collateral Identified In Illinois Compiled Statutes As Acceptable For Use By The Treasurer Of The State Of Illinois.

The amount of the collateral will not be less than 110% of the fair market value of the net amount of public funds secured.

Collateral will be secured by the City to cover both City and Library deposits. Collateral levels will be reviewed quarterly by the City. Pledged collateral will be held in safekeeping and be evidenced by a safekeeping agreement. Pledged assets will not be released without an authorized signature from the City of Rolling Meadows.

- B) Maintenance of sufficient liquidity to meet current obligations in general, investments should be managed to meet liquidity needs for the **current month plus two months** (based on forecasted needs).
- C) Return on investment. Within the constraints on Illinois law and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.
- D) Simplicity of management. The time required by library administrative staff to manage investments shall be kept to a minimum.

Legacy Project Policy

Page 1 of 1

Amended December 7, 2021

The purpose of the Legacy Project is to identify and honor volunteers who have made a significant contribution to the growth and maintenance of the Rolling Meadows Library. A secondary purpose is to bring the library's history alive for the public through the works of its most significant volunteers.

Volunteers include past and current Friends Of The Library, Board Members, and individual volunteers assisting departments and committees within the library.

Anyone can nominate a volunteer to receive Legacy Project recognition. A form will be made available in both print and on-line formats.

The Heritage Committee may identify up to three candidates each year for possible induction. Inductions will be made at the annual Volunteer Luncheon. A simple majority vote of the Heritage Committee, followed by a majority vote of the Library Board, will secure induction of a candidate. Unsuccessful candidates may be reconsidered for induction if they are re-nominated at a future time.

A framed poster approximately 12" x 18" will be permanently displayed in the library to honor each Legacy Project Inductee. The poster will include a photo of the inductee, the word "Volunteer" and designation of their volunteer type as "Friend", "Trustee", or name of the department they worked with. An electronic version of the poster will also appear on the library's web page for viewing by family and friends not residing in the Rolling Meadows area.

Library Capitalization Policy

Page 1 of 1

Amended December 7, 2021

The Library will depreciate all purchases for individual capitalizable items equal to or exceeding \$5,000 in value. All book and audio visual purchases will be depreciated regardless of purchase cost.

Photography and Recording Policy

Page 1 of 2

Amended July 10, 2024

The Rolling Meadows Library is committed to maintaining an environment where patrons can freely access library information and resources. To protect the privacy of patrons and staff, and to ensure a safe and welcoming environment, the following policy outlines the guidelines for taking photographs, videos, and audio recordings within the library premises.

General Policy

1. Personal, Noncommercial Use

- Photography and recording are permitted in public areas of the library for personal, noncommercial use, provided no tripods, lights, or specialized equipment are used.
- There are certain areas where photography and recording are prohibited, such as restrooms and any staff-only areas.
- Requests to use tripods, lights, or other specialized equipment must be made at least 24 hours in advance. Approval must be obtained from the Library Director or their designee.

2. Prohibited Conduct

Persons taking photographs or recordings must not:

- Compromise the privacy of patrons or staff.
- Harass, intimidate, or threaten any individual.
- Block aisles, walkways, stairwells, doors, or exits.

Exterior Photography and Recording

Photography and recording outside the library building and on library grounds do not require permission. This activity must not impede the ingress or egress of patrons or staff or block parking lots.

Commercial Photography and Recording

Use of library facilities for commercial photography or recording may be permitted if it aligns with the library's mission and policies. Requests must be made at least one week in advance, and a fee may be charged to offset costs. Approval must be obtained from the Library Director or their designee.

Performers and Contractors

Any contracted performer or programmer wishing to record their performance must submit a request in writing at least one week prior to the event. Approval must be obtained from the Library Director or their designee. The library reserves the right to deny the use of recording equipment and will determine where such equipment can be placed. Performers with recording equipment must provide a certificate of liability insurance listing the library as an additional insured.

Photography and Recording Policy

Page 2 of 2

Amended July 10, 2024

Photography and Videos of Materials and Resources

Patrons are allowed to take photographs and recordings of the library's publicly available collections. Responsibility for obtaining consent for photographing or recording copyrighted materials rests solely with the patron.

Library Photography, Videos, and Recording

- The library may document its services and the public's use of its building and grounds through photographs, videos, and audio recordings.
- This policy extends to photographs and recordings by library staff at any community outreach events in the immediate area where the outreach is taking place.
- These materials may be used in the library's publicity print or digital materials, website, and social media.
- No names will be utilized in conjunction with photographs without express written consent.
- Patrons who do not wish to be photographed or recorded should inform a library staff member before or during the event.

Library Board Meetings

In accordance with Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of Library Board meetings and other open meetings, provided that the recording does not disrupt the meeting or create a safety hazard.

Liability

Individuals taking photographs or recordings are solely responsible for any injuries to persons or property resulting from their activities. They must also obtain all necessary releases and permissions from identifiable persons or for copyrighted materials. The library assumes no responsibility for obtaining these releases or permissions.

Compliance with Policy

The library reserves the right to ask any individual or group violating this policy to cease taking photographs or recordings.

The Rolling Meadows Library is strongly committed to protecting the privacy of our patrons. Privacy means the right to open inquiry without scrutiny and confidentiality means keeping personally identifiable information private on patrons' behalf.

Grounded in both law and the ethics of librarianship, the Library protects each patron's right to privacy and confidentiality with respect to resources consulted, borrowed, or transmitted, and services sought or received, consistent with the ALA Code of Ethics, the Library Records Confidentiality Act [75 ILCS 70/1 et seq.], and applicable federal, state, and local law.

Notice of Information Gathered

Patrons have the right to be informed about how personally identifiable information is gathered, retained, and removed, and why it is necessary for library services. The Library may collect the following:

- Registration information (name, address, phone, date of birth, parent/guardian name and address)
- Circulation records (items checked out, on hold, lost, or damaged; fees incurred)
- Email address, if voluntarily provided, for notices and updates
- Borrower card number, for access to certain services
- Program registration and appointment contact information
- Meeting room booking details (requestor, purpose, profit/nonprofit status)
- Notary service records (name, date, document type)
- Other information reasonably required to provide library services

The Library avoids creating unnecessary records, regularly purges records no longer needed, and does not expose personally identifiable information to public view.

Disclosure

The Library keeps all personally identifiable information confidential and will not sell or license it to third parties without patron consent, except as required by law or court order. The Library may share information with other institutions to facilitate library services (such as reciprocal borrowing or interlibrary loan) or to protect library resources and collect fees owed (such as through a collection agency). The Library will grant custodial parents, legal guardians, and legal foster parents access to records for children under 18.

Access by Users

Patrons may view or request updates to their personally identifiable information upon verifying their identity. The Library may also offer patrons the option to create and manage voluntary lists of reading, viewing, and listening preferences, which are protected under this policy.

Data Integrity and Security

- **Data Integrity:** The Library takes reasonable steps to ensure collected data is accurate and secure, including using reputable data sources, providing patrons access to their own records, updating data when possible, and destroying data no longer needed.
- **Data Retention:** Personally identifiable information is protected from unauthorized disclosure and purged or shredded when no longer needed, including security and surveillance data.
- **Tracking Use:** The Library removes links between patron records and borrowed materials once the original purpose for collection is fulfilled, and permits access by authorized library staff to information without creating a data trail. The Library may retain a link between an item and its most recent prior checkout to protect against collection loss or damage. The Library regularly clears cookies, browsing history, cached files, and other temporary internet use records from its computers and networks.
- **Third-Party Security:** The Library requires that contracts, licenses, and offsite service arrangements reflect its privacy obligations. Third-party access to patron information is governed by agreements restricting its use, aggregation, dissemination, and sale. When patrons connect remotely to licensed databases, the Library releases only information needed to authenticate them as valid cardholders. Patrons are encouraged to review third-party privacy policies when using those services.
- **Security Measures:** The Library maintains managerial and technical safeguards to protect against unauthorized access, use, or disclosure of data, including internal procedures limiting who may access data and for what purposes. The Library complies with the Personal Information Protection Act (815 ILCS 530/1 et seq.; 815 ILCS 530/5).

Any suspected breach involving personal information will be investigated promptly by the Executive Director or designee, who may consult with legal counsel or law enforcement before determining whether to notify affected individuals. Notice, if warranted, will be provided in accordance with the Act. For purposes of this section, "personal information" means a patron's name combined with any unencrypted or unredacted PIN, access code, or password that would permit access to their account. All security incidents must be reported immediately to the Executive Director or designee.

Library Website Security

The Library is committed to protecting the privacy of its online patrons.

- **Type of Information Collected:** When identification is necessary, the Library collects only the minimum information needed and retains it only as long as required. This may include IP address, browser type, domain names, access times, and referring website addresses, as well as personally identifiable information transmitted in connection with online services.
- **How the Information Is Used:** Collected information is used to operate and maintain services and to compile general website usage statistics.
- **Third-Party Websites:** The Library's website links to licensed third-party resources, including databases and electronic journals. While the Library seeks to include privacy protections in its license agreements, use of third-party sites is governed by their own policies, not this one.
- **Security:** The Library employs authentication, monitoring, auditing, and other technical and operational measures to safeguard data integrity and prevent unauthorized access. Online payments, where available, are processed through a secure, encrypted connection via a third-party payment provider. No security measures can guarantee complete protection from unauthorized access.
- **Cookies:** The Library does not use persistent cookies. Non-persistent session cookies may be used to maintain a patron's active session and are invalidated when the session ends.
- **Acceptance of Terms:** Use of the Library's website and app constitutes acceptance of this policy.

Enforcement and Redress

The Library conducts privacy audits to ensure compliance with this policy. Patrons with questions, concerns, or complaints may file written comments with the Executive Director, who will respond in a timely manner and may conduct a review or investigation as appropriate.

Release of Information from the Patron Record to Courts or Sworn Officers

Only the Executive Director and designated Person in Charge may receive or respond to law enforcement requests. The Library will consult legal counsel before responding and will release records only upon a valid subpoena, warrant, or court order showing good cause, or where a sworn officer attests to probable cause of imminent physical harm and a court order is impractical. In the latter case, the officer must sign a form acknowledging the emergency and receipt of the requested information.

Information released to law enforcement is limited to identifying a suspect, witness, or victim and will not include circulation or registration records reflecting materials borrowed, resources reviewed, or services used.

The Rolling Meadows Library welcomes you and encourages all residents and visitors to enjoy our Library. It is the hope of the Board of Trustees and Staff that the Library proves to be a warm, inviting, and pleasant place to visit. To ensure that our patrons can use the Library without unnecessary distractions, we ask that visitors behave in a manner that respects the rights of others. The following rules are in place to help maintain an environment that supports learning and ensures all visitors can enjoy everything the Library has to offer.

Behavior that significantly disrupts or is likely to significantly disrupt operations, or other patrons' use of the library, or which poses a significant risk to the safety of patrons or staff will not be allowed. Examples of such behavior include, but are not limited to:

1. Smoking (this policy also prohibits vaping and the use of electronic nicotine delivery systems or electronic smoking devices anywhere that smoking is prohibited);
2. Use of cell phones or other electronic equipment in a way that disrupts other patrons' ability to use the Library;
3. Soliciting funds, peddling, or canvassing (see specific policies for time, place and manner restrictions applicable to each);
4. Use of loud, vulgar, abusive, or threatening language;
5. Misuse of Library equipment, furniture, materials, rooms or any Library property;
6. Lack of appropriate clothing such as shirt or shoes, (roller blades and cleated sports shoes are prohibited for reasons of safety, sanitation, and maintenance of the library);
7. Bodily hygiene, offensive odors, and strong scents which substantially interfere with patrons' use of the Library;
8. Use of alcohol, drugs, or other illegal or prohibited substances on Library property;
9. Trespassing in "staff only" areas or refusal to vacate an area when asked to do so by staff;
10. Possession of weapons of any kind on Library Property;
11. Disruptive behavior outside the Library but on Library property including, but not limited to, reckless driving in the Library parking lot;
12. Bringing animals into the Library unless they are service animals as defined by the ADA.

Public Conduct

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Amended June 11, 2025

Drinks in covered containers are welcome in the Library. Light snacks are permitted in most areas, but no food is allowed in computer areas. Meals, hot foods, or items with strong odors are not permitted. Patrons are expected to clean up after themselves and properly dispose of all trash.

Violations of the Library's public conduct policy may result in removal of the patron from the Library, denial of Library privileges, or, if appropriate, civil or criminal prosecution.

A. Procedures

The procedures of the Library regarding purchasing of goods and services, letting of contracts, soliciting bids for those goods and services shall be as follows:

(1) ***Purchases that do not exceed \$10,000 in value.*** The Executive Director shall have authority to make purchases not to exceed \$10,000 in value without prior approval by the Library Board.

(2) ***Purchases greater than \$10,000 but under \$25,000 in value.*** The Executive Director shall bring purchase requests greater than \$10,000 but under \$25,000 in value to the Library Board for consideration prior to committing the Library to such purchases. At least two written quotes (or three if practical) shall be obtained, but no formal newspaper notice or sealed-bid process is required.

Exceptions: This threshold does not apply to contractual obligations approved as part of the Library budget process for recurring services (such as cleaning and HVAC), or to book and non-book material purchases, electronic resource subscriptions, and standing orders.

(3) ***Public works construction projects \$25,000 and over.*** Contracts for public works construction projects in the amount of \$25,000 or more shall be awarded to the lowest responsible bidder following formal advertisement for bids, in accordance with state law. Notice of such bids shall be published on the Library's website and in a local newspaper at least ten (10) days before the bid opening, or in other appropriate trade publications if the goods or services are specialized

(4) ***Non-public works contracts.*** There is no statutory requirement for formal bidding on non-public works contracts. However, the Library may use a Request for Quotations (RFQ) or similar process, at the discretion of the Executive Director and Library Board, to ensure competition and fairness.

(5) ***Prevailing wages.*** In calling for bids of Library public works projects, the notice shall provide that the general prevailing rate of wages shall be paid for each craft or type of worker needed to perform such work, as provided by statute. The prevailing wage rate for Library projects shall be the schedule adopted as an ordinance by the Rolling Meadows City detailing the prevailing wage in June of each year, unless provided otherwise by state law.

B. Change orders

The Executive Director may approve through a written change order increases in public works construction contract amounts due to unforeseen environmental or manmade circumstances, not to exceed in total five percent of the awarded contract amount or \$10,000 without prior Library Board approval. The Executive Director shall provide a report to the Library Board at its next regularly scheduled meeting, summarizing the dollar impact and reasoning for the change order. However, no single change order shall exceed \$10,000, except where a delay in approving such change order would result in a financial penalty or would create a serious emergency for the Library that would endanger the health or safety of its patrons and staff. In such event, the provisions of the Library policy dealing with "Emergency purchases", *infra*, shall be used. The Executive Director shall report his or her actions in making such approvals at the next regularly scheduled Library Board Meeting.

C. Bidders' list and pre-qualification

For public works construction projects of \$25,000 or more, the Executive Director or his/her designee shall solicit sealed bids from all responsible prospective suppliers who have requested their names to be added to a "bidders' list," which the Library shall maintain, by sending them a copy of such newspaper notice or such other notice as will acquaint them with the proposed purchase or sale. In any case, invitations sent to the vendors on the bidders' list shall be limited to commodities or services typically provided by them.

D. Bid opening procedure

For public works construction projects of \$25,000 or more, the following procedures shall apply:

- (1) Bids shall be submitted sealed to the Executive Director or his/her designee and shall be identified as bids for the specific proposal or project submitted.
- (2) Bids shall be opened in public at the time and location stated in the notice inviting bids.
- (3) A tabulation of all bids received shall be made by the Executive Director or his/her designee and presented to the Library Board with a recommendation on award or rejection of the bids.

E. Award of bid

For public works construction projects of \$25,000 or more, the Library Board shall award the bid to the lowest responsible bidder. In determining "lowest responsible bidder," in addition to price, the Library Board shall consider the following:

- (1) The ability, capacity and skill of the bidder to perform the contract or provide the service required.

- (2) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (4) The quality of performance of previous contracts or services.
- (5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.
- (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- (7) The quality, availability and adaptability of the supplies, or contractual services to the particular use required.
- (8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
- (9) The number and scope of conditions attached to the bid.

F. Rejection of bids

The Library Board shall have the authority to reject any bids, parts of bids, or all bids for one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby.

G. Bid deposits

Unsuccessful bidders shall be entitled to the return of bid deposits immediately after action is taken on the bids by the Library Board or sooner if authorized by the Executive Director. The Library may hold the bid deposit of a bidder chosen as the alternate successful bidder until the successful bidder has signed the contract, but no longer than 30 days after the award of the bid. A successful bidder shall forfeit any bid deposit upon failure on his or her part to enter into a contract with the Library within ten days after receiving written notice from the Executive Director or his/her designee of the award of the bid.

H. Tie bids

If any bids are received for the same total amount or unit price, quality, service and all other pertinent facts being equal, the contract may be awarded by drawing lots in a public place.

I. Independent contractors' agreement

All contracts by independent contractors shall either contain therein approximately the following terms and conditions or shall, as a result of their enactment, have such terms and conditions made a part thereof as if they were contained therein:

"The independent contractor hereby agrees:

- (1) To comply with all laws, regulations and rules promulgated by any federal, state, county, municipal and/or other governmental unit or regulatory body now in effect, or which may be in effect during the performance of the work to which reference is made above. Included within the scope of the laws, regulations and rules referred to in this paragraph, but in no wise to operate as a

limitation, are all forms of traffic regulations, public utility and Intrastate and Interstate Commerce Commission regulations, Worker's Compensation Laws, the Social Security Act of the federal government and any of its titles, FEPC or FEOC statutory provisions and rules and regulations.

(2) To protect, indemnify, hold and save harmless and defend the Library against any and all claims, costs, causes of action and expenses, including but not limited to attorney's fees incurred by reason of a lawsuit or claim for damages arising in favor of any person, including the claims of the employees, officers and agents of independent contractors or subcontractors on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the independent contractor, its subcontractor, officers, employees or agents hereunder, whether such loss, damage, injury or liability is contributed to by the negligence of the Library.

(3) To keep in force, to the satisfaction of the Library, at all times during the performance of the work referred to above, public liability insurance and automobile liability insurance with bodily injury limits of not less than established by the Library's specifications, and property damage insurance with limits of not less than established by the Library's specifications. The independent contractor shall furnish proof of such insurance coverage and may be required to cause the Library, its officers, agents, and employees to be named as an additional insured prior to execution of any contract. The Library may, in specific bid documents, require higher levels of insurance coverage.

(4) To furnish any affidavit or certificate, in connection with the work covered by this agreement as provided by law.

(5) To indemnify the Library for any loss it may sustain by theft or other cause from the acts of negligence of the employees, officers or agents of the independent contractor or of its subcontractors."

J. Labor and material bond required for public works contract

In making contracts for public works of any kind to be performed for the Library, the contractor for such work shall furnish, supply and deliver a bond with good and sufficient sureties to the Library as required by state law.

Currently, state law requires such a bond for public works projects of \$50,000 or more. The Library reserves the right to require bonds on smaller projects if deemed in the Library's best interests.

K. Performance bond required

In making contracts for public works of any kind to be performed in the Library, the contractor for such work shall furnish, supply and deliver a performance bond in the full amount of the contract to the Executive Director. Such bond may be required to further stipulate such provisions as will

guarantee the faithful performance that the general prevailing rate of wages will be paid to all laborers, workers and mechanics employed by or on behalf of the Library engaged in the construction of library public works, as provided by statute.

L. Execution of contract

The Executive Director or his/her designee may execute any contract on behalf of the Library.

M. Library public works improvements contract without bid

Any contract for a Library public works or improvement may be entered into by the Library without advertising for bids as follows:

- (1) If authorized by a vote of two-thirds of all the Library Board Members then holding office; or
- (2) In the following manner, if authorized by a vote of two-thirds of all the Library Board Members then holding office: the Executive Director or his/her designee shall superintend and cause to be carried out the construction of the work or other Library improvement and shall employ exclusively for the performance of all manual labor thereon, laborers and artisans whom the Library shall pay by the day or hour; and all material of the value of \$25,000 and upward used in the construction of the work or other Library improvement, shall be purchased by contract let to the lowest responsible bidder in the manner to be prescribed by Library Policies and Bylaws.
- (3) Nothing contained in this section shall apply to any contract by the Library with the federal government or any agency thereof.

N. Sale of personal property

The Library shall dispose of personal property in compliance with Section 4-16 of the Illinois Local Library Act (75 ILCS 5/4-16). Whenever the Library owns any personal property which, in the opinion of the Library Board, is no longer necessary or useful to the Library, such property may be sold or otherwise disposed of as follows:

- (1) Personal property of any value may be donated or sold to any other tax-supported library or to any library system operating under the Illinois Library System Act, under such terms and conditions as the Board may determine.
- (2) Personal property having a unit value of \$1,000 or less may be disposed of as the Board may determine.
- (3) Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed at the Library, with public notice of its availability, the date, and the terms of the proposed sale posted.
- (4) Personal property with a unit value of \$2,500 or more shall be disposed of by public sale. Notice of such availability, location, and the date and terms of the proposed sale shall be published once each week for two successive weeks in a local newspaper (or, if none exists, in a newspaper of general circulation in the city or township). On the day of sale, the Board may sell such property for a price determined by the Board or to the highest bidder. The Board may reject inadequate bids and re-advertise if necessary.

The corporate authorities of the city shall have the first right to purchase such property for public or corporate purposes by meeting bids acceptable to the Library Board.

O. Records

The Executive Director or his/her designee shall keep a record of all bids submitted to the Library and such records shall be open to public inspection.

P. Emergency purchases

Where, in the opinion of the Executive Director, a serious emergency exists at the Library will endanger the health or safety of its patrons or staff, the Executive Director may make emergency purchases that exceed \$10,000 in value. Prior to making such a purchase, the Executive Director shall attempt to notify the members of the Library Board regarding the pending purchase. The Executive Director may not undertake such a contract or purchase if a majority of the members of the Library Board whom he or she is able to contact indicate that they would not confirm and ratify the action of the Executive Director in making this purchase under emergency circumstances. The Executive Director shall report his or her actions in making such an emergency purchase at the next regular scheduled Library Board Meeting and provide full details as to the purchase and the circumstances under which the purchase was made.

Q. Joint purchase agreements

The Library may enter into joint purchasing agreements for the purchase of supplies, personal property and services with other governmental units, as provided by the Illinois Governmental Joint Purchasing Act (30 ILCS 525/et seq.), when authorized by the Library Board, without individually undertaking the competitive bidding requirement set forth within this article, provided that the mechanism for the intergovernmental purchase provides for an equal or better opportunity for providers of goods and services to competitively bid for the furnishing of such goods or services to the governmental bodies.

Security Camera Policy

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SECURITY CAMERA POLICY

The Rolling Meadows Library maintains a security camera system to assist staff and local law enforcement in maintaining a safe and secure environment for library patrons.

SIGNAGE

A sign is posted at the Library entrance informing the public that security cameras are in use.

CAMERA LOCATION

Security cameras will be positioned to record only those areas specified by the Executive Director and Library Board. Camera locations shall not be changed or added without the permission of the Executive Director and after consultation with the Library Board. Cameras are located in selected interior and exterior locations where library users and staff have no reasonable expectation of privacy.

ACCESS TO DIGITAL IMAGES

Camera data is recorded and stored digitally. Access to recorded data and images is restricted to the Executive Director, staff and contractors designated by the Executive Director to assist in managing the security camera system, and the City of Rolling Meadows Police Department.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Unauthorized access to or disclosure of security camera data and images may result in disciplinary action up to and including dismissal. Any library employee or contractor who becomes aware of an instance of unauthorized access to or disclosure of security camera data and images must immediately notify the Executive Director.

Purpose:

The Rolling Meadows Library (RML) believes that by using Social Media we are more accessible to our users and can better promote library resources, services and events. This policy governs use of all Social Media for any purpose. Social Media are defined as any web application, web site, or web account created and/or maintained by RML which facilitates an environment for library staff and users to share information and opinions about library-related subjects. These tools include, but are not limited to: blogs, instant messaging tools, social networking sites, and wikis.

Scope:

This policy applies to all staff and patrons of the Rolling Meadows Library, whether registered with RML or not. RML regards Social Media in the same way as its other resources and communications. This policy does not replace, but rather supplements, existing library policies.

Content:

RML reserves the right to monitor content before it is posted on any of its Social Media applications, and to modify posts for space and content, while retaining the substance of the original post. The library reserves the right to remove posts that violate this Social Media Policy. Failure to comply with federal, state and local law and library policy, rules and regulations will be grounds for suspension of posting privileges.

Examples of appropriate content include, but are not limited to:

- Notices of upcoming library meetings, programs, and events
- Content of all library press releases
- Library policies and procedures
- Information about library services, trends or technologies

Inappropriate content is subject to removal at the library's sole discretion. Examples of inappropriate content include, but are not limited to:

- Obscene or racist material
- Potentially libelous statements
- Abusive, derogatory, discriminatory, harassing, inflammatory, profane, offensive, threatening, or violent language
- Copyrighted, trademarked or plagiarized material
- Commercial promotions or "spam"
- Charitable solicitations, proselytizing and political campaigning

Social Media Policy

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- Private and confidential information about oneself or others
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion

Rolling Meadows Library reserves the right to reproduce posts submitted to its social media sites. Personally identifiable information will be removed. RML does not collect, maintain, or otherwise use personally identifiable information stored on third party social media sites other than to communicate with users on that site. Users should be aware that third party websites have their own privacy policies. All content posted on library social media sites is subject to the Illinois Freedom of Information Act (FOIA) and record retention laws.

Rolling Meadows Library does not endorse, monitor, or review the content of personal, non-Library related social media activity of its employees. The library, its employees and trustees assume no responsibility for any damages, direct or indirect, arising from participation in library-sponsored social media applications.

Suspension and Ban Policy

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March 12, 2025

The Rolling Meadows Library is committed to maintaining a welcoming and safe environment for all patrons and staff. Illinois law authorizes the Library Board of Trustees to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed by the Board” (75 ILCS 5/4-7(11)).

To enforce the Public Conduct Policy, the following process is in place for suspending/banning individuals who fail to comply:

1. Immediate Suspension (Day Ban):

The Person-in-Charge or designated staff may require a patron to leave the library premises for the remainder of the day if an incident occurs that violates the Public Conduct Policy.

2. Short-Term Suspension (Up to One Week):

In cases of more serious infractions or repeated violations, department directors are authorized to issue a suspension of up to one week.

3. Long-Term Bans (Up to One Year):

For ongoing issues or severe violations, the Executive Director may issue a ban for up to one year.

4. Extended or Permanent Bans:

The Rolling Meadows Library Board of Trustees may extend a ban beyond one year. This may also include revoking library card and online access privileges.

Reporting and Enforcement

Staff witnessing an infraction shall file an incident report, which will include details of the violation. Library staff are authorized to involve local law enforcement to ensure compliance with library policies and bans.

Violators will be provided with a copy of the Public Conduct Policy when informed of the suspension or ban. They will also be advised of the consequences of continued violations.

Library staff may request identification from any individual violating library policy. In cases of repeated offenses, a written notice detailing the violation and ban duration will be mailed and/or provided in person.

Appeal Process

1. Appeal to the Executive Director:

A banned patron may submit a written appeal to the Executive Director, as outlined in the ban notice. If the banned individual is a minor, the appeal must include the signature of a

Suspension and Ban Policy

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parent or guardian. The Executive Director will endeavor to respond to the appeal within 30 days, which may include modifying the ban's terms or duration.

2. Appeal to the Library Board of Trustees:

If dissatisfied with the Executive Director's decision, the banned individual may request in writing a hearing before the Library Board of Trustees. The Board will endeavor to schedule the hearing at the next regularly scheduled Board meeting. The Board will endeavor to provide a written decision within 10 days. The Board's decision is final.

Unattended Child and Vulnerable Adults

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Amended June 11, 2025

The Rolling Meadows Library is committed to maintaining a welcoming and safe environment for community members of all ages. To ensure the well-being of young visitors and vulnerable adults, the Library has established guidelines regarding their supervision while in the Library.

Children Under Age 7

Children under age 7 must be accompanied by a parent, guardian, or other responsible person age 12 or older. The responsible person must be present in the same department as the child.

If staff becomes aware of an unattended child under age 7 who cannot contact a parent, guardian, or other responsible person age 12 or older for transportation, the child will be detained and turned over to the police for their protection.

Children Age 7 Through 11

Children age 7 through 11 may use the Library alone but must be able to assist staff in contacting a responsible person age 12 or older if transportation is from the Library is needed.

If staff becomes aware of a child in this age group under who is alone in the Library and who is unable to make such contact the child may be detained and turned over to the police for their protection. Staff will consider factors such as the time of day, weather conditions, and distance to the child's home when making this determination.

Children Age 12 Or Older

Children age 12 and older are welcome at the Library without additional supervision.

Vulnerable Adults

Vulnerable adults are individuals who, due to physical or intellectual disability, are unable to safely use the Library on their own. They must be accompanied by a caregiver or responsible party in the same department. If a vulnerable adult is found alone and is unable to contact someone to assist them, staff may detain the individual and contact the police for their protection.

When Staff Intervene

If any individual, child or vulnerable adult, is detained for their protection, at least two staff members will remain with them until they are safely in the custody of the police. The Library will not transport any individual to or from the Library unless as part of a Library program approved in advance by the Executive Director.

Weapons On Library Property

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Amended December 7, 2021

Weapons On Library Property

The Rolling Meadows Library follows the Firearm Concealed Carry Act, 430 ILCS 66/65 (a)(18) which prohibits the carrying of firearms onto library property. The Library Board prohibits all weapons of whatever kind from library property. (see also, Public Conduct Policy, *supra*)

Weather and Emergence Closings

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Amended November 12, 2025

Rolling Meadows Library recognizes its responsibility to provide consistent service to the community, including serving as a safe and welcoming public space during severe weather. At the same time, the safety and welfare of patrons and staff is top priority. The Library will make every effort to remain open, closing only in conditions that present significant safety risks. This policy outlines the criteria and process used to determine whether the Library closes, opens late, or cancels programs due to weather or other emergencies.

Factors Considered

In making a decision, the Executive Director will evaluate:

- Safety and well-being of patrons and staff.
- Severity, type, and timing of weather events (snow, ice, flooding, extreme cold, storms).
- Road and travel conditions.
- The condition of Library facilities, including parking lots and sidewalks.
- Guidance from the National Weather Service and other official sources.

Monitoring Resources

The Executive Director (or designee) shall monitor:

- National Weather Service (www.weather.gov)
- Weather.com and other forecasting services
- Emergency Closings Center (www.emergencyclosings.com)
- RAILS Library Closings (www.railslibraries.info/membership/library-closings)
- Rolling Meadows Closings (City, Schools, Park District, Township)

Decision-Making Authority

The Executive Director, in consultation with the Library Board President when possible, will make the final determination regarding closures, late openings, or early closings. Decisions will typically be made by 6:00 a.m. for morning closures/late openings and communicated to staff promptly. Closings will generally be determined on a day-by-day basis.

Specific Conditions

Winter Storms

- The Library will generally close and cancel all in-person programs if a Winter Storm Warning or Ice Storm Warning is in effect during operating hours.
- A Winter Storm Warning typically indicates:
 - 5+ inches of snow/sleet in 12 hours, or 7+ inches in 24 hours, and/or
 - Significant ice accumulation causing damage to trees/power lines, and/or
 - Life-threatening combinations of snow, ice, and wind.
- If a warning is predicted for the following day, the Library may delay opening or close for the hours affected.

Weather and Emergence Closings

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Severe Cold

- The Library will generally close and cancel all in-person programs under a Wind-Chill Warning (typically -30°F or colder with wind speeds of 10+ mph, or actual temperature -15°F or colder).
- During a Wind-Chill Advisory (generally -20°F to -29°F wind chills), the Library may remain open, but in-person programs may be canceled based on severity.

Watches & Advisories

- Weather Watches: Library remains open but conditions will be monitored.
- Weather Advisories: A determination will be made by 6:00 a.m. whether to close, open late, or cancel programs.