

# Bridgeview Public Library

Trustee Handbook

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# 1. MISSION, VISION, AND CORE VALUES

## Mission

The mission of the Bridgeview Public Library is to provide educational, informational, cultural and recreational resources to all the people of the Bridgeview community.

## Vision

Our vision is to continue to be an outstanding library and to become the center of community life and an active force for the benefit of the community.

## Core Values

- Reading continues to be a fundamental means for the enrichment of people's lives.
- Honesty and integrity are uppermost in everything we do.
- Commitment to quality is central to all our activities.
- Diversity of cultures, gender, background, abilities and age is a strength that benefits both our patrons and us.
- We will provide gracious and friendly service to all users of the library.
- We will fully utilize all available technology appropriate to our mission.
- The library will provide a venue for community interaction.
- We value the contribution to libraries of public authorities and other sources of support.
- Access to information is vital to a well-informed citizenry, which, in turn, is vital to democracy.
- We value personal and professional development of both board and staff for the benefit of the library

## 2. POLICIES & PROCEDURES

### Finances

#### **Credit Card**

The Library shall maintain a bank account with a debit card for the day to day expenses of the Library. The Debit card may be used by either the Director or the Assistant Director (if applicable) and should only be in those one or two names. The Debit Card should never be used by another employee of the Library or by any member of the Bridgeview Public Library Board of Trustees.

#### **Bidding Process**

The Bridgeview Public Library must follow the proper bidding procedure as required by Illinois law.

### Board Recognition Policy

It is the policy of the Bridgeview Public Library Board of Trustees to recognize the valuable contributions of trustees who have ended their terms of service.

Since the Board of Trustees does not receive any remuneration for their services, it is hereby resolved that their recognition shall be recognized according to their time with the Board and services rendered within the discretion of the current sitting Board of Trustees.

### Board Development

Trustees are encouraged to attend conferences, workshops, and professional or community meetings that will promote the Library or enhance the participant's ability to perform his/her duties.

The Bridgeview Public Library will pay expenses for Trustees who attend approved activities. Expenses will include all reasonable costs of registration and participation in the program, lodging (if necessary) and travel to and from the program. Cash advances of \$75.00 per day will be issued to cover the cost of meals (to exclude alcoholic beverages) and ground transportation. Mileage reimbursement for travel by private vehicle will be at the rate currently allowed by the IRS. An account of expenses shall be turned in along with all unspent monies.

The Library will enroll and pay for three trustees to attend any of the following: ILA, ALA, PLA or Legislative Day. Attendance at out of state conferences is limited to one per year. Exceptions to this limit must be approved by the Board in advance.

## Budget and Financial Policy

The Bridgeview Public Library has a board approved written budget. This budget is developed annually as a cooperative process between the Board of Trustees, the library director, with input from staff members with responsibility for budgetary elements.

The Bridgeview Public Library allocates a minimum of 12% of its operating budget to materials for patrons. Materials include books, audiovisual materials, CD's, periodicals and databases.

On a monthly basis the library director shall present a written financial report prepared by the accountant to the board of trustees. This report of library expenses is presented at each Library Board meeting and indicates the financial position of the library. In addition to the general financial position of the library, such report shall include the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenditures and remaining budget.

## Indemnification and Insurance

**Section 1:** The Bridgeview Public Library shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the library) by reason of the fact that he or she is or was a trustee, officer, employee, or agent of the library, or who is or was serving at the request of the library as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit, or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to the best interests of the library, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the library, or with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

**Section 2:** The library shall indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action or suit by or in the right of the library to procure a judgment in its favor by reason of the fact that such a person is or was a trustee, officer, employee, or agent of the library, or is or was serving at the request of the library as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the library, provided that no

indemnification shall be made in respect of any claim, issue, or matter as to which person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the library, unless, and only to the extent that the court in which such action or suit was brought, shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

**Section 3:** To the extent that a trustee, officer, employee, or agent of the library has been successful, on the merits or otherwise, in the defense of any action, suit, or proceeding referred to in Sections (1) and (2) of this policy, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expense (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

**Section 4:** Any indemnification under Section (1) and (2) of this policy (unless ordered by a court) shall be made by the library only as authorized in the specific case, upon a determination that indemnification of the trustee, officer, employee, or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this policy. Such determination shall be made (i) by the board of library trustees by a majority vote of a quorum consisting of trustees who were not parties to such action, suit, or proceeding, or (ii) by independent legal counsel in a written opinion.

**Section 5:** Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the library in advance of the final disposition of such action, suit, or proceeding as authorized by the board of library trustees in the specific case, upon receipt of an undertaking by or on behalf of the trustee, officer, employee, or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the library as authorized in this policy.

**Section 6:** The indemnification provided by this policy shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested trustees, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a trustee, officer, employee, or agent, and shall inure to the benefit of the heirs, executors and administrators or such a person.

**Section 7:** The library may purchase and maintain insurance on behalf of any person who is or was a trustee, officer, employee, or agent of the library, or who is or was serving at the request of the library as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the library would have the power to indemnify such person against such liability under the provisions of the policy.

## Investment of Public Funds

### **Purpose**

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

### **Responsibilities**

All investment policies and procedures of the Bridgeview Public 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:

1. Safety
2. Maintenance of sufficient liquidity to meet current obligations
3. Return on investment
4. Simplicity of management

### **Guidelines**

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

1. Safety
  - A. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC or FSLIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC or FSLIC coverage.
  - B. 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.
2. Maintenance of sufficient liquidity to meet current obligations: In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).
3. 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.
4. Simplicity of management: The time required by library administrative staff to manage investments shall be kept to a minimum.

## 3 BYLAWS

### Article I—Name

The Name of this organization shall be the Bridgeview Public Library Board of Trustees.

### Article II—Object

The object of this Board shall be to hold and administer library property and funds and formulate policies and guide the direction of the Library's affairs.

### Article III—Members

#### **Members**

Members shall be the duly- elected or appointed Library Board Trustees. Within 60 days after their election, the trustees shall take the oath of office and meet to organize the board. The required oath may be taken and subscribed to before the Secretary or the Secretary Pro Tem of the library board or the Village Clerk or any other person authorized to administer oaths.

#### **Swearing in Ceremony**

The swearing in ceremony for the newly elected Bridgeview Public Library Trustees shall take place at an organizational meeting convened prior to the regular May meeting, providing this is within sixty days after their election. If no regular meeting is scheduled within sixty days after their election, a special meeting shall be called by the President of the Board.

#### **May Organizational Meeting**

The first action taken at the May organizational meeting immediately after the swearing-in ceremony shall be the election of a President and a Secretary and such other officers as the board may deem necessary and the board shall further provide in the bylaws of the board as to the length of the terms in office. The organizational meeting shall take place immediately after the swearing-in ceremony. This meeting shall be presided over by the President of the Board and consist of the remaining Trustees and the newly elected Trustees. In the event that the President has retired, a President Pro Tempore shall be elected to preside at this meeting. The purpose of the organization meeting is to act on the recommendations of the Library Board.

#### **Oath of Office**

Oath of Office for Library Trustees: "I (name) do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will

faithfully discharge the duties of the office of Trustee of the Bridgeview Public Library to the best of my ability."

### **Vacancy**

Any vacancy occurring shall be filled by appointment, by the remaining Trustees until the next annual Village election, at which election a Trustee shall be elected to fill the unexpired term of the vacancy.

### **Officers and Duties**

The officers of the Board shall consist of a President, a Vice President, a Secretary and a Treasurer. No Trustee shall hold more than one office.

### **Nominations**

Nominations will be made from the floor. Consent of all nominees must be obtained before their name is placed in nomination. The election shall be held every two years at the odd numbered May organizational meeting, following election of Library Trustees. If there shall be more than one nominee for any office, a majority of votes cast shall be necessary for election.

### **Term of Office**

Officers of the board shall be elected for two year terms at the regular annual meeting of the board on the odd numbered years (starting on the regular annual meeting in May 2017) and shall be as follows: president, vice-president, secretary, and treasurer. The positions of secretary and treasurer may succeed themselves for an unlimited number of terms. However, a president or a vice-president shall not serve more than one consecutive term. A vacancy on the Bridgeview Public Library board of Trustees due to death, resignation or moving out of the village, shall be filled by the board, selecting a qualified citizen of Bridgeview to fill the vacancy until the next regular village election, at which time a trustee shall be elected to fill the unexpired term of the vacancy.

### **Officer Vacancy**

Any vacancy occurring between annual elections shall be filled by appointment by the President, with the approval of the Board. If the Presidency becomes vacant, the Vice President shall become President for the remainder of the term.

### **Compensation**

A trustee shall not receive a salary or other compensation for services as a Trustee. Necessary expenses actually incurred shall be paid from the library funds.

## Article IV—Officers and Duties

### **President**

1. Set the Agenda with the Library Director
2. Preside at meetings of the Board
3. Appoint all standing and special committees
4. With the Treasurer, or in the Treasurer's absence, approve and sign all vouchers authorizing payment from funds of the Library.
5. Communicate frequently with the Library Director on all matters of library operations and policy
6. Conduct and manage the annual review of the Library Director
7. Monitor the progress and performance of standing and special committees

### **Vice President**

1. Perform all duties of the President in his/her absence
2. Be responsible for submitting the annual report (IPLAR) required by state law
3. Perform such other duties as may be assigned to him/her by the President

### **Secretary**

1. Be responsible for accurate minutes of the proceedings of the Board
2. Answer correspondence as assigned
3. Notify Trustees and Library Director of meetings

### **Treasurer**

1. Be chief financial officer of the Board, with duties and responsibilities ordinarily assigned to a treasurer, including, but not necessarily limited to, the following:
  - a. Have custody of the general funds of the Library unless some other person is specifically named as Deputy Treasurer by the Library Board as permitted by Illinois Law
  - b. Have custody of funds received by the Library Board as gifts or as the result of sale of gifts received in kind and of any working cash fund authorized by the Library Board under Illinois Law
  - c. Be responsible for the maintenance of proper financial accounts and records either under the Treasurer's direct supervision or under the supervision of some other person designated by the Library Board
  - d. Be responsible for the preparation of payment vouchers and checks, where applicable. All bills of the Library shall be validated by the Library Director or some other person designated by the Board. Payment shall be made by draft or check signed by a person or persons designated by the Board.

## Article V—Committees

### Standing Committees

There shall be Standing Committees consisting of **one or more Trustee(s)** as follows:

1. Finance
2. Policy/Bylaws

### Term of Service

The term of service of members of Standing Committees shall start on the regular June meeting of the odd numbered years. The term of service shall last for two years.

### Special Committees

Special Committees may be appointed by the President. The term of Service shall be until the end of the fiscal year in which they were appointed.

### Duties of Committees

1. Finance
  - A. Have supervision of all financial matters relating to the Library.
  - B. Review regularly the financial reports prepared by the Treasurer, or other person designated by the Board and report to the Board on the budget.
  - C. Make a determination that the amount of library tax assessed is proper in relation to the Appropriation Budget adopted by the Board and to determine that the taxes received or credited are in agreement with the amounts disbursed by the Township or County Collector to the Library Fund.
  - D. Prepare and present the Annual Budget for adoption by the Library Board at its **October** meeting and for presentation, if required by Illinois Law, to the Village Board.
  - E. Determine the amount of property, public liability and other insurance which should be carried
  - F. Oversee the maintenance and disposition of records as prescribed by the regulations of the Local Records Commission of Cook County, Illinois, or by other authorities, or as required for Library purposes.
2. Policy/Bylaws
  - A. Make recommendations to the Board in consultation with the Library Director on the day-to-day library operation policy and review with the Library Director the printed policy sheets of patron service annually.
  - B. Review with the Library Director new services to be offered and promoted by the Library
  - C. Make recommendations to the Board in consultation with the Library Director for long-range planning (5 to 10 years)
  - D. Make other recommendations on policy for the well being of the Library

- E. Review policies on an ongoing basis according to a schedule determined by the Chairman and the Library Director.
- F. Study current Village survey information and needs and to report to the Board those which may affect demands for library service and recommend action to implement needed change.
- G. Consult with the Library Director and make a recommendation to the Board annually on the holidays and days of closing for the ensuing calendar year

## Article VI—Meetings

### Regular Meetings

The regular meetings of the Board shall be held on the second Monday of each month at 7:00 p.m., in the Bridgeview Public Library, unless otherwise ordered. All meetings shall be held in accordance with the Illinois Open Meetings Act and the Illinois Freedom of Information Act and any applicable law of regulation regarding meetings.

### Special Meetings

Special meetings may be called by the President and must be called at the written request of any two of the Trustees. All notices shall state the object of the meeting.

### Quorum

A quorum for the transaction of business shall consist of four or more Trustees.

### Order of Business

The order of business shall be as follows:

1. Call to Order & Roll Call
2. Minutes Reading and Approval
3. Financial Report
4. Report of the Library Director
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Closed Session (if needed)
9. Adjournment

### Recording Meetings

The Open Meetings Act gives the public the right to tape record the Board's public meetings. Recording may take place subject to the following.

1. The Trustees or the Library Director can direct a reporter or an audience member to place their recording device in an unobtrusive position near the Library Board.
2. The person(s) recording the meeting may also use a directional microphone.

## Article VII—Library Director

The Library Director shall be chief administrator with the ultimate responsibility for all services, book selection, personnel management and physical facilities. It is the responsibility of the Library Director to follow the policies established by the Library Board.

### **Authority**

The Library Director shall report directly to the Library Board and shall be authorized to develop library programs, establish the organizational structure, purchase materials, and undertake such other activities as may be necessary for the Library's operation, subject to the policies established by the Library Board. The Library Director shall have the authority to hire and fire Library personnel subject to the approval of the Library Board.

### **Finances**

The Library Director of the Bridgeview Public Library is authorized to spend up to \$2,000.00 on any single item without prior board approval, however, if the item is valued over \$1,000.00, the Library Director must first inform the President of the Bridgeview Public Library Board of the purchase before it is made.

The Library Director is authorized to make deposits into appropriate Library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, and grants. Such receipts shall be deposited no less than twice a month.

The Library Director is authorized to transfer funds from the Illinois Funds account of the Library checking account for payment of bimonthly and monthly library bills, which have been approved by the Board of Trustees.

The Library Director is authorized to sign checks or receive cash from Library accounts.

Any documentation required by the bank as amended from time to time to give effect to this policy is hereby authorized.

### **Evaluation of the Library Director**

1. The Board of Trustees will meet no later than 30 days prior to the start of the fiscal year to discuss their evaluation using the form Board of Trustees Evaluation of the Library Director relative to the position description
2. The trustees will discuss with the director the results of their evaluation discussion and their recommendations. Any salary changes will be effective on the first payroll following the start of the fiscal year.

## Article VIII—Disbursements

### **Invoices**

Each disbursement shall be supported by an invoice or other evidence of the propriety of the disbursement. One copy of the invoice shall be filed at the Library.

### **Accounts Payable Approval Listing**

An Accounts Payable Approval Listing, itemizing all disbursements for each accounting period will be submitted to the Treasurer and all trustees for review prior to the regular meeting of the board. The Accounts Payable Approval Listing shall be approved by majority vote of a quorum of the board, **and filed at the Library.**

### **Checks**

Disbursements (other than petty cash) made from library funds, of which the Treasurer of the Library Board is custodian, shall be made by check signed by two persons, either the Treasurer, President of the Board or Secretary or the Library Director.

## Article IX—Amendments

These Bylaws may be amended at any regular meeting or at any special meeting called for that purpose by a majority vote of the entire Board. In order to vote to amend these bylaws, the amendment must have been placed on the agenda for two consecutive meetings.

## Article X—Rules of Order

Robert’s Rules of Order shall govern the parliamentary procedure of the Board.

### **Closed Session Minutes**

1. Confidential minutes of closed sessions must be held by the Board Secretary and are not available to the public.
2. Copies of the most recent closed sessions(s) should be handed out by the Board Secretary to the board members at a regular board meeting for the approval of their accuracy.
3. The Board Secretary will then hold a copy of the approved, confidential minutes.
4. Every six months or whenever necessary (or as state law requires) the Board shall review the confidential minutes to determine if they can be made available in the public domain.

## 4 Trustee Duties, Functions, and Responsibilities

The following listing stems from library law but is essentially more closely allied to the traditions of service which have come to be generally agreed upon among library trustees. It is based on a study of the publications which constitute the basic literature of library trusteeship.

1. Attend Board meetings.
2. Employ a competent and qualified Library Director at an adequate salary.
3. Provide an adequate and qualified staff to work with the Library Director.
4. Establish conditions of employment and provide for the welfare of the staff.
5. Study the programs and needs of the library in relation to the community keeping informed on community changes, trends, needs and interests.
6. Determine the purposes and objectives of the library and re-examine them periodically.
7. Determine and adopt written policies to govern the operation and program of the library and assign their execution to the Library Director and the staff.
8. Study, adopt and implement a clear cut policy and procedure in the area of book selection and censorship.
9. Establish rules and regulations governing the use of the library upon the recommendation of the Library Director.
10. See that accurate records are kept on file at the library.
11. Secure adequate funds from the appropriating agency and from new sources if necessary, to carry out the library's program and to make the objectives for constantly improved service a reality.
12. Administer gifts of money and property according to the terms of bequests.
13. Assist in the preparation of an annual budget.
14. Establish, support and participate in a vital public relations program for the library.
15. Report regularly to the governing officials and to the general public.
16. Coordinate library activities with those of public officials, civic groups and other community organizations.
17. Contribute special knowledge of the community to library staff members so they can effectively serve the community which supports the library.
18. Know state, local and federal library laws.
19. Actively support state and national library legislation which improves and expands library service.
20. Know and understand the resources available through the statewide library development program and study the advantages of participation in the program.
21. Keep abreast of public library standards and library trends.
22. Arrange, aid, encourage and attend regional, state and national trustee meetings and workshops for a fuller utilization of trustee talent and experience.
23. Affiliate with professional organizations.

## 5 Acknowledgement of Receipt of Trustee Handbook

I, \_\_\_\_\_, acknowledge receiving a copy of the Bridgeview Public Library Employee Handbook (“Handbook”). I agree to read the Handbook and follow its policies and procedures.

I understand and acknowledge that I am employed at will, meaning that I may resign from employment for any reason at any time, with or without cause or notice, and that the Bridgeview Public Library may terminate my employment for any reason at any time, with or without cause or notice. I understand that this description of my employment relationship with the Bridgeview Public Library (employment at will) supersedes any earlier oral or written representations or statements that may have been made to me.

I understand that the Handbook replaces and supersedes any previous employee manuals and other similar documents that I may have received from the Library. I also understand that it is distributed as a guide and summary of the Library’s current policies, procedures, and guidelines, any of which may be changed or revoked by the Bridgeview Public Library at any time with or without notice to employees.

I understand that neither the Handbook nor any of the Library’s policies or procedures is or creates an express or implied contract.

Please acknowledge that you have received the Handbook by signing below and returning this Acknowledgement to the Library Director.

\_\_\_\_\_  
Trustee’s Signature

\_\_\_\_\_  
Trustee’s Name (print)

\_\_\_\_\_  
Date

## 6 Acknowledgement of Receipt of Revisions to Trustee Handbook

I, \_\_\_\_\_, acknowledge receiving a copy of the Revisions to the Bridgeview Public Library Employee Handbook (“Handbook”). I agree to read the Revisions and follow the policies and procedures.

I understand and acknowledge that I am employed at will, meaning that I may resign from employment for any reason at any time, with or without cause or notice, and that the Bridgeview Public Library may terminate my employment for any reason at any time, with or without cause or notice. I understand that this description of my employment relationship with the Bridgeview Public Library (employment at will) supersedes any earlier oral or written representations or statements that may have been made to me.

I understand that the Handbook, including these Revisions, replaces and supersedes any previous employee manuals and other similar documents that I may have received from the Library. I also understand that it is distributed as a guide and summary of the Library’s current policies, procedures, and guidelines, any of which may be changed or revoked by the Bridgeview Public Library at any time with or without notice to employees.

I understand that neither the Handbook nor any of the Library’s policies or procedures is or creates an express or implied contract.

Please acknowledge that you have received the Handbook Revisions by signing below and returning this Acknowledgement to the Library Director.

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Trustee’s Signature

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Trustee’s Name (print)

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Date