

**BY-LAWS OF THE TOWN OF TONAWANDA PUBLIC LIBRARY BOARD
WHICH WAS ESTABLISHED BY RESOLUTION OF THE NEW YORK STATE
EDUCATION DEPARTMENT - 26 FEBRUARY 1976**

Amended June 2, 2009
Amended August 12, 2014
Amended January 10, 2017

ARTICLE I

Name

The name of this organization shall be: "Town of Tonawanda Public Library Board".

ARTICLE II

Objectives

1. To provide library service to residents of Kenmore, the Town of Tonawanda and Erie County as a member library of the Buffalo and Erie County Public Library System.
2. To service the community as a general center of reliable information.
3. To provide the opportunity and encouragement for people of all ages for entertainment, enlightenment, and life-long learning.

ARTICLE III

Trustees

SECTION 1. The affairs of this library shall be managed by a Board of Trustees at least five in number but not to exceed fifteen (15) in number.

SECTION 2. Board members will be appointed for a five year term by the Town Board, with the approval of the Board of Trustees.

SECTION 3. The Board of Trustees shall meet and elect a board chairman, vice-chairman, secretary and treasurer each year during the annual meeting.

SECTION 4. In case of vacancy in the Board of Trustees, the Town of Tonawanda shall appoint a replacement, with the approval of the remaining trustees.

SECTION 5. All Trustees shall abide by the Conflict of Interest Policy and the Whistleblower Policy adopted by the Board and as amended from time to time. See Appendix A.

SECTION 6. A trustee accused of an infraction or disobedience cannot be suspended, or expelled without a hearing before the grievance committee; the grievance committee shall be the Town of Tonawanda Town Council.

SECTION 7. A vacancy of an uncompleted term shall be filled by a special election by the remaining members of the Board for the remainder of the term of that particular position.

ARTICLE IV

Duties of Officers

SECTION 1. The chairman presides at all meetings of the Board. He may appoint committees with the approval of the Board. He may call special meetings if necessary.

SECTION 2. The vice-chairman takes over duties of the chairman in the chair's absence.

SECTION 3. The secretary shall record the minutes of the meetings, and maintain the correspondence of the Board.

SECTION 4. The treasurer shall make disbursements from private funds of the library with the approval of the Board and shall prepare monthly financial reports consisting of actual revenues and expenditures compared to budgeted amounts and distribute this report to the Board.

ARTICLE V

Meetings

SECTION 1. The first meeting of the calendar year shall constitute the annual meeting.

SECTION 2. Regular meetings shall normally be held the second Tuesday of each month at the Town of Tonawanda Library, 160 Delaware Road, Kenmore, NY 14217 at 7:00 pm. The meetings may be held at alternate sites if deemed appropriate.

SECTION 3. Special meetings may be called anytime at the discretion of the board chairman, if the rest of the board members are notified.

SECTION 4. A majority of the Board of Trustees shall constitute a quorum.

ARTICLE VI

Eligibility

SECTION 1. Eligibility for Board membership shall be limited to adults residing or owning property within the geographical limits of the library district.

SECTION 2. Only members of the Board of Trustees in good standing shall be eligible for office. Any trustee absent from three (3) consecutive meetings without reasonable excuse shall be deemed to have vacated his office.

ARTICLE VII

Committees

SECTION 1. Committees for specific purposes may be appointed by the chairman. Such committees shall serve until the completion of the work for which they were appointed.

SECTION 2. All committees shall make a progress report to the Board at each of its meetings.

SECTION 3. A nominating committee shall be appointed by the chairman three months prior to the annual meeting who will present a slate of officers and names of candidates for new trustees. Additional nominations may be made from the floor.

SECTION 4. Each committee shall select its own chairman.

SECTION 5. The chairman shall be a member ex-officio of all committees.

ARTICLE VIII

Amendments

Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to the voting session. A two-thirds majority of the Board shall be necessary for the adoption of an amendment, which if approved shall take effect immediately.

ARTICLE IX

Authority

The authority of the Board of Trustees is such as described by the Board of Regents.

ARTICLE X

Library Director

The Board of Trustees shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The director shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions contained in the annual budget. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the director, will improve efficiency and quality of library service. The director shall attend all Board meetings except the portion of the meeting at which the director's appointment or salary is to be discussed or decided.

ARTICLE XI

Order of Business

The order of business at regular meetings shall be as follows:

1. Call to order and roll call
2. Approval of Agenda
3. Adoption of the Minutes of the previous meeting
4. Chairman's report
5. Secretary's report
6. Treasurer's report
7. Library Director's report
8. Report of standing committees
9. Report of special committees
10. Unfinished business
11. New business
12. Comments from the General Public (Non-agenda items)
13. Adjournment

ARTICLE XII

Preference of Motions

All procedures not specified herein shall be in accord with Robert's Rules of Order.

ARTICLE XIII

Statement of Ethics

The Board of Trustees subscribes to the following Statement of Ethics endorsed by the Board of Directors of the American Library Trustee Association and the Public Library Association, January 1989:

1. "Trustees must promote the highest level of library service while observing ethical standards with absolute truth, integrity and honor.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution. See Appendix A.
3. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interests exists. See Appendix A.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
5. A trustee must respect the confidential nature of library business while being aware of and in compliance with that particular state's freedom of information act.
6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
7. Trustees who accept appointments to a Library Board are expected to perform the duties and responsibilities of a Library Trustee."

ARTICLE XIV

Publicity

The chairman will have the power to release all items of news interest to the public, with the knowledge and approval of the rest of the board members, and will serve as the official spokesman for the Board.

APPENDIX A

CONFLICT OF INTEREST POLICY OF THE TOWN OF TONAWANDA PUBLIC LIBRARY (ADOPTED AS OF THE 1st DAY OF JULY, 2014)

ARTICLE I

Purpose

The purpose of this Conflict of Interest Policy is to protect the Town of Tonawanda Public Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, trustee, or Key Employee of the Town of Tonawanda Public Library, including situations that may give rise to Conflicts of Interest and Related Party Transactions.

ARTICLE II

Definitions

Section 2.1. Interested Person. An Interested Person is any trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

Section 2.2. Relative. A Relative of an individual means his or her spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren.

Section 2.3. Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

- (A) An ownership or investment interest in any entity with which the Town of Tonawanda Public Library has a transaction or arrangement;
- (B) A compensation arrangement with the Town of Tonawanda Public Library or with any entity or individual with which the Town of Tonawanda Public Library has a transaction or arrangement; or
- (C) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Town of Tonawanda Public Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 2.4. Substantial Financial Interest. A Financial Interest in a Related Party Transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

Section 2.5. Related Party. A Related Party includes:

- (A) any trustee, officer or Key Employee of the Town of Tonawanda Public

Library or any Affiliate of the Town of Tonawanda Public Library;
(B) any Relative of any officer or Key Employee of the Town of Tonawanda Public Library or any Affiliate of the Town of Tonawanda Public Library; or
(C) any entity in which any individual described in clauses (A) and (B) of this section has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

Section 2.6. Key Employee. A Key Employee is any person who is in a position to exercise substantial influence over the affairs of the Town of Tonawanda Public Library.

Section 2.7. Affiliate of the Town of Tonawanda Public Library. An Affiliate of the Town of Tonawanda Public Library means any entity controlled by, in control of, or under common control with the Town of Tonawanda Public Library.

Section 2.8. Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the Town of Tonawanda Public Library or any Affiliate of the Town of Tonawanda Public Library is a participant.

Section 2.9. Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the Town of Tonawanda Public Library.

ARTICLE III Disclosure

Section 3.1. Disclosure Statement. Prior to the initial appointment or hiring, and annually thereafter, a trustee, officer, member of a committee with powers delegated by the Board, or Key Employee shall complete, sign and submit to the secretary of the Town of Tonawanda Public Library, a written Disclosure Statement, attached as Appendix A, identifying, to the best of his or her knowledge, the following information:

(A) any entity of which such person is an officer, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Town of Tonawanda Public Library has a relationship; and
(B) any transaction in which the Town of Tonawanda Public Library is a participant and in which such person might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction. The secretary shall provide a copy of all completed Disclosure Statements to the Chair of the Overseeing Committee or, if there is no such committee, to the President of the Board.

Section 3.2 Continuing Duty. All trustees, officers, committee members, and Key Employees have a continuing duty to disclose by oral or written statement the existence of and material facts surrounding any Financial Interest at the time an actual or possible Conflict of Interest or Related Party Transaction arises.

Section 3.3 Violations. Any trustee, officer, committee member, or Key Employee who fails to comply with the disclosure obligations under this Article III or otherwise violates this Conflict of Interest Policy, may be subject to appropriate disciplinary and corrective action, up to and including referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law section 226.

ARTICLE IV Procedures

Section 4.1. General Prohibitions. An Interested Person shall not:

(A) be present at or participate in any Board or committee deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction; nor

(B) directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict.

Notwithstanding the foregoing, the Board of Trustees or the committee may request that an Interested Person present information to the Board or committee prior to the commencement of deliberations or voting relating thereto.

Section 4.2. Initial Determination. After the disclosure required under Article III, the remaining Board or committee members shall decide and document in the meeting minutes whether the transaction or arrangement is a Related Party Transaction, including whether any such transaction involves a Substantial Financial Interest, or a Conflict of Interest.

Section 4.3. Consideration of Alternatives. If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the Board or committee must consider alternatives to the proposed transaction or arrangement. If the transaction or arrangement is a Conflict of Interest, then the Board or committee may, but is not required, to consider alternatives.

Section 4.4. Board or Committee Decision. The Board of Trustees or the committee shall compare the alternatives, if any, with the proposed transaction or arrangement and determine whether the Town of Tonawanda Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees or the committee shall determine:

(A) by a majority vote of the Board, whether the proposed transaction or arrangement is in the Town of Tonawanda Public Library's best interest, for the Town of Tonawanda Public Library's own benefit, and whether it is fair and reasonable; and if so, then

(B) whether to enter into the transaction or arrangement, in accordance with the Town of Tonawanda Public Library's bylaws. Note that if the transaction or arrangement

involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then at least a majority of the Board or committee members present at the meeting is required to approve such transaction.

Section 4.5. Documentation Required. The Board of Trustees or committee shall document in the minutes of the meeting at which such determinations are made the following:

(A) The existence of a Conflict of Interest or Related Party Transaction;

(B) The resolution of the Board or committee with respect to such Conflict of Interest or Related Party Transaction, including the determination as to whether the transaction

or arrangement is fair, reasonable and in the Town of Tonawanda Public Library's best interest.

(C) The basis for approving the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction, including consideration of any alternatives.

ARTICLE V Oversight

A designated Committee of the Board comprised solely of Independent Trustees, as defined in the New York Not-For-Profit Corporation Law (the "Overseeing Committee"), or if there is no such Overseeing Committee, then the entire Board, shall oversee the adoption of, implementation of, and compliance with this Conflict of Interest policy.

**APPENDIX A
DISCLOSURE STATEMENT
OF THE
TOWN OF TONAWANDA PUBLIC LIBRARY**

The undersigned, being a trustee, officer, Key Employee of the Town of Tonawanda Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the Town of Tonawanda Public Library's Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that the Town of Tonawanda Public Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) **Personal Interests & Relationships.** I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Town of Tonawanda Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership].*

(4) **Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren; great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which the Town of Tonawanda Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership].*

(5) **Transactions.** The Town of Tonawanda Public Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. *[If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]*

I certify that the above statements are true and correct to the best of my knowledge.

Name: _____

Position: _____

Signature: _____

Date: _____

**APPENDIX A
WHISTLEBLOWER POLICY
OF THE
TOWN OF TONAWANDA PUBLIC LIBRARY**

(Adopted as of July 1, 2014)

The Town of Tonawanda Public Library is committed to upholding the highest standards of ethical, moral and legal business conduct, and transparency through open communication. Accordingly, all trustees, officers, employees and volunteers are required to comply with applicable federal, state and local laws, and must faithfully implement and adhere to the Town of Tonawanda Public Library's own policies and procedures in conducting their duties and responsibilities.

This policy provides an avenue for all trustees, officers, employees and volunteers to report any suspected or actual conduct contrary to these standards without the fear of intimidation, harassment, discrimination or retaliation.

**ARTICLE I
Reporting Responsibility**

Section 1.1. Duty to Report. It shall be the Town of Tonawanda Public Library's policy that all trustees, officers, employees and volunteers of the Town of Tonawanda Public Library have a responsibility to report known or suspected violations in accordance with this Whistleblower Policy. This includes reporting any action or suspected action taken by or within the Town of Tonawanda Public Library that is illegal, fraudulent or in violation of any policy of the Town of Tonawanda Public Library, which the reporter has either actual knowledge of or has a reasonable good faith belief that same occurred. Suspected or actual wrongful action(s) regarding Town of Tonawanda Public Library finances and governance, include but are not limited to the following:

- (A) Incorrect financial reporting;
- (B) Unlawful activity;
- (C) Activities that are inconsistent with Town of Tonawanda Public Library policies; and
- (D) Activities which otherwise amount to serious improper conduct.

**ARTICLE II
Procedure**

Section 2.1. Oversight. A designated Committee of the Board comprised solely of Independent Trustees, as defined in the New York Not-For-Profit Corporation Law (the "Overseeing Committee"), or if there is no such Overseeing Committee, then the entire Board, shall oversee the adoption, implementation of, and compliance with this Whistleblower Policy.

Section 2.2. Compliance Officer. The Compliance Officer shall be the Chair of the Overseeing Committee, or if there is no such Overseeing Committee, then the Chair of the Board. Should the Compliance Officer be the subject of the report, then the Overseeing Committee shall appoint another member of the Committee to perform the Compliance Officer's role regarding the allegations. The Compliance Officer shall be responsible for administering the Whistleblower Policy, overseeing an investigation, and reporting to the Overseeing Committee. The Compliance Officer shall report to the Board at least annually on compliance activity.

Section 2.3. Reporting Violations. All reports should be made using the *Whistleblower Reporting Form*, attached as Appendix A. Trustees, officers, employees and volunteers should promptly report alleged violations to the Compliance Officer. If reporter deems it inappropriate to file the report with the Compliance Officer, the report may be submitted to the Chair or Vice- Chair of the Town of Tonawanda Public Library Board of Trustees. Any such reports received by the Chair or Vice-Chair of the Town of Tonawanda Public Library Board of Trustees, or designee, including the completed *Whistleblower Reporting Form* shall be forwarded to the Compliance Officer, subject to the restrictions of Section 2.2.

Section 2.4. Anonymous Reporting. With the exception of a person's report of his or her own violation, the reporter shall not be required to provide his or her name on said form. However, anonymous reports must include sufficient information, including but not limited to, the name of the person against whom the report is being made, the date of the incident, and a description of the incident, in order that an investigation can be conducted.

Section 2.5. Handling Reports. The Overseeing Committee shall provide the reporter a timely acknowledgement of receipt of the report, whether submitted in person, electronically, or otherwise. All reports submitted will be placed on the agenda for the next scheduled meeting of the Overseeing Committee of Town of Tonawanda Public Library Board of Trustees. An appropriate investigation will be undertaken by the Overseeing Committee, or legal counsel or other designee if deemed appropriate by the Overseeing Committee. A report summarizing the findings will be given to the reporter within 10 business days of the Overseeing Committee's meeting, if a name is provided on the *Whistleblower Reporting Form*. If more than 10 business days from the date of the Overseeing Committee's meeting are needed to complete a thorough investigation, the reporter will be notified in writing of an estimated date when the investigation will be completed.

Section 2.6. Results of Investigation. If the investigation establishes that a violation of law, external regulation or Town of Tonawanda Public Library policy has occurred, then the Overseeing Committee shall determine the appropriate action based upon law and Town of Tonawanda Public Library policy and make a recommendation to the Board. Civil or criminal prosecution will be pursued when warranted. If the investigation establishes that no violation of law, external regulation or Town of Tonawanda Public Library policy has occurred, then the Overseeing Committee shall report to the Board its

findings and determination. The investigation is closed when the Compliance Officer has deemed the investigation is complete and the Overseeing Committee has approved a recommendation for a resolution and/or corrective action to the Board.

Section 2.7. Documentation. The Compliance Officer shall document the investigation and explain the rationale for any recommended resolution and/or corrective action. All documentation relating to the investigation, including the *Whistleblower Reporting Form*, and the resolution and/or corrective action taken shall remain in the Town of Tonawanda Public Library's records in the Human Resources Department and/or Overseeing Committee records for at least five years.

Section 2.8. Confidentiality. All violations or suspected violations may be submitted on a confidential or anonymous basis. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and prevent or correct suspected action(s). The Compliance Officer shall disclose information relating to a report with those who have a need to know so that the Overseeing Committee can conduct an effective investigation and determine what action to take based on the results of any such investigation. In appropriate cases, the investigation documents will be shared with law enforcement personnel. Disclosure of reports to individuals not involved in the investigation shall be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal, termination or civil lawsuits.

Section 2.9. Protection against Retaliation. Any Town of Tonawanda Public Library trustee, officer, employee or volunteer who reports a suspected or actual violation(s), in good faith shall not suffer intimidation, harassment, discrimination or other retaliation or, in the case of an employee, adverse employment action.

ARTICLE III Regulations

Section 3.1. Discipline for Retaliatory Conduct. Retaliation is a serious violation of this policy and should be reported immediately to the Chair of the Overseeing Committee of the Town of Tonawanda Public Library Board of Trustees. Depending on the nature and seriousness of the offense, the Town of Tonawanda Public Library will impose appropriate discipline against any trustee, officer or employee found to have engaged in any form of retaliatory conduct against an individual reporting suspected or actual wrongful action(s) in accordance with this policy, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law Section 226. Volunteers that engage in any such conduct will not be permitted to volunteer in Town of Tonawanda Public Library activities.

Section 3.2. Good Faith Reporting. Any Town of Tonawanda Public Library trustee, officer, employee or volunteer who files a report concerning a violation or suspected violation must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation under this policy. The Town of Tonawanda Public Library will impose appropriate discipline against any trustee, officer or employee

found to have knowingly made a report/complaint in bad faith, up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law section 226. This includes, but is not limited to, giving false information or making a report in retaliation. Volunteers that engage in any such conduct will not be permitted to volunteer in Town of Tonawanda Public Library activities.

ARTICLE IV
Applicability and Distribution of Policy

This policy shall apply to and be distributed to all trustees, officers, employees, and volunteers of the Town of Tonawanda Public Library at the time of appointment or hiring and annually thereafter.

Adopted by Town of Tonawanda Public Library Board of Trustees at a public meeting
June 10, 2014

APPENDIX A

CONFIDENTIAL

Town of Tonawanda Public Library

WHISTLEBLOWER REPORTING FORM

Date of Report: _____

Reporter's Contact Information: *(Not required if being submitted anonymously)*

Name	Position/Title
Dept/Location	Work #
Home Address	Home/cell #
Best time to reach you	Email

Preferable method of communication:

Person Against Whom the Report of Actual or Suspected Wrongful Conduct is Being Made: (If more than one, please complete additional forms)

Name	Position/Title
Dept/Location (if applicable)	Phone # (if known)

Witness(es) to Actual or Suspected Wrongful Conduct: Attach additional sheets if necessary:

Name	Position/Title
Dept/Location	Phone # (if known)
Name	Position/Title
Dept/Location	Phone # (if known)

APPENDIX A

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Description of known or suspected wrongful conduct: (Please be as specific as possible including who, what, where, when and how?) Attach additional sheets of paper if necessary:

Return completed form to: Chair of Town of Tonawanda Public Library Board of Trustees

Compliance Officer Signature _____

Date Received _____

The Whistleblower Reporting Form provides an avenue for all trustees, officers, employees and volunteers to report actual or suspected wrongful conduct without fear of retaliation. Please refer to the Whistleblower Policy for additional information.