

# **WARREN COUNTY**

# **PUBLIC LIBRARY**

# **POLICY MANUAL**

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## INTRODUCTION

The Warren County Public Library is established and operated in compliance with the *Illinois Compiled Statutes*. The Warren County Public Library is in compliance with all other federal and state laws that affect Library operations including the Americans with Disabilities Act, the Fair Labor Standards Act, the Bloodborne Pathogen Standard, the Illinois Accessibility Code, the Open Meetings Act, the Freedom of Information Act, the State Records Act, the Library Records Confidentiality Act, and the Drug Free Workplace Act.

The Warren County Public Library does not discriminate, or tolerate discrimination, on the basis of race, religion, nationality, gender, disability, lifestyle, or age.

The Warren County Public Library is governed by a Board of Library Trustees created and maintained in compliance with Chapter 75 of the *Illinois Compiled Statutes*. The Board of Library Trustees has written bylaws that outline its purpose and operational procedures, and address conflict-of-interest issues. The Board of Library Trustees reviews these bylaws in May of odd numbered years. The Board of Library Trustees meets at least 12 times per year, on a regular monthly schedule and in compliance with the Open Meetings Act. Written or recorded minutes are kept of each meeting and, when approved, are available for public inspection and retained in compliance with the State Records Act. The Board of Library Trustees has exclusive control of all property owned by the Library, and of all expenditure of monies collected, donated, or appropriated for the Library fund.

The Board of Library Trustees has a Board-approved mission statement, a long-range plan, a disaster-prevention and recovery plan, and policies. The Library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing. The Library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling member library responsibilities. At least every ten years, the Board of Library Trustees determines if the physical facility is adequate to meet the needs of the community, and conducts a study to determine if the Library is providing collections and services appropriate to the community. If it is determined that the facility is inadequate, or the services are not sufficient or appropriate to meet the needs of the community, the Board of Library Trustees takes steps to correct any problems. The Board of Library Trustees reviews policies at intervals not greater than three years.

Members of the Board of Library Trustees participate in relevant local, state, regional and national decision making to effect change that will benefit libraries. Board members are encouraged to participate in at least one continuing education activity that focuses on libraries, trusteeship, or other relevant matters and to report to the full Board concerning the activity. New board members are encouraged to meet with the Library Director for orientation.

The Board of Library Trustees conducts an annual review of the Director.

The policies contained herein are meant to be statements which give clarity to the manner in which the Library is operated. They provide the framework within which decisions are made, and offer continuity as the Board, Director, and staff change over time. These policies intend to enhance the ability of the Library staff to best serve the community's needs. Policy topics are listed alphabetically in this manual.

## **ACCIDENTS AND UNSAFE WORKING CONDITIONS**

All accidents involving employees during working hours or while on Library premises, and all other accidents in which the Library or its property are involved directly or indirectly, including those involving patrons of any age, are to be reported immediately to the Director. The Incident Report Form, found in the appendix of this manual, should be used for reporting any accidents.

Any unsafe working conditions should be reported as soon as possible to the Director.

A first aid kit is available at the Library. The Library also has an automatic external defibrillator (AED). An AED is a computerized medical device that can shock heart attack victims. Eligible employees are trained regularly to use the device.

## **AMERICAN LIBRARY ASSOCIATION ETHICS STATEMENT**

The Warren County Public Library subscribes to the *ALA Ethics Statement for Public Library Trustees* as follows:

1. Trustees must promote a high level of library service while observing ethical standards.
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.
3. It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of conflict of interest exists.
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, applicable laws governing freedom of information.
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 appointment to a Library Board are expected to perform all of the functions of library trustees.

## **AMERICAN LIBRARY ASSOCIATION STATEMENT OF PROFESSIONAL ETHICS**

The Warren County Public Library subscribes to the *ALA Statement of Professional Ethics* as follows:

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitude and those of an institution or professional body.

Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

## **BLOODBORNE PATHOGENS POLICY**

While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Warren County Public Library complies with Illinois Department of Labor regulations and, therefore, the Federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

**Exposure determination:** No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated ... contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”); however, emergencies may occur with staff or patrons, particularly children or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Emergencies with “out-of-control” individuals (e.g., biting, spitting, etc.) could present an individual threat.

**Universal precautions:** All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other bodily fluids causing life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and bodily fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

**Exposure control plan:** At any time within the library environment that human blood, human bodily fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined even if the entire Library must be closed to accomplish this completely. Protective clothing, such as gloves, gowns, masks, etc., shall be provided and used in cleanup, and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g., Band-Aids, gauze, cotton, clothing, etc.) shall be carried out. If advisable, a professional hazardous/ contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

**Training and immunizations:** The Library shall provide directly, or through system, state, or association programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the Hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee, or employees, a confidential medical evaluation and follow-up as provided in the regulations.

Any incidents regarding bloodborne pathogens should be documented using the Incident Report Form found in the appendix of this manual.

## **BUDGET AND FINANCE POLICY**

The Warren County Public Library has a Board-approved written budget. This budget is developed annually as a cooperative process between the Board's finance committee and the Director. Each year the Board of Library Trustees determines if the Library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board of Library Trustees takes action to increase the Library's revenue.

The Warren County Public Library spends a minimum of 12% of its operating budget on materials for patrons. Materials include books, audio and video materials, and periodicals. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.

On a monthly basis, the Director presents a report on Library operations to the Board of Library Trustees. This report includes such areas as finance, library usage, matters of personnel, collection development, and programming, in addition to any other relevant and pertinent information.

The Library maintains adequate records of Library operations in a manner easily understood by the public as well as the Board of Library Trustees and Director. This record of Library operations is presented at each Board of Library Trustees monthly meeting and clearly indicates the financial position of the Library. In addition to the general financial position of the Library, this record clearly indicates the current position of each budgetary line item, including budgeted amount, receipts, monthly and year-to-date expenditures, and remaining budget.

### **Authority to Spend**

The Director of the Warren County Public Library is authorized to spend up to \$1,000 on any single item without prior Board approval. The Director is authorized to spend from \$1,001 to \$9999.99 on any single item only with the approval of the full Board. In case of extreme emergency, the Director may spend \$2,000 in addition to \$1,000 with the approval of any two Board members, so long as the amount does not exceed the threshold requiring a formal bidding process.

The Warren County Public Library may spend \$10,000 or more only after completing the formal bid process as described in Illinois law.

### **Investment of Public Funds**

All investment policies and procedures of the Library will be in accordance with Illinois law. The authority of the Board of Library 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, who is hereby designated as the "chief investment officer" of the Library acting under the authority of the Board of Library Trustees.

### **Delegation of Authority**

Management and administrative responsibility for the investment program is delegated to the Treasurer. The Treasurer, and by designation the Director, is responsible for establishing internal controls and written procedures for the operation of the investment program.

### **“Prudent Person” Standard**

All Library investment activities shall use a “prudent person” standard of care. This standard shall be applied in the context of managing an overall portfolio, and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

### **Financial Objectives and Guidelines**

**Legality and safety:** The security of monies, whether on hand or invested, shall be the primary concern in selecting depositories of investments. Investments will be made only in securities of the U. S. government, government agencies, or in FDIC Insured institutions, including SAIF of the FDIC. Deposit accounts in banks or savings institutions will not exceed the amount insured by FDIC coverage unless adequately collateralized. Authorized investments include, and will primarily consist of, Certificates of Deposit, Treasury Bills and Notes, Repurchase Agreements, and any other investments allowed under state law that satisfy the investment objectives of the Library district.

**Liquidity:** The investment portfolio shall remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated. In general, investments should be managed to meet liquidity needs for the current month plus one more month, and any anticipated special needs.

**Return:** The Treasurer shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, cash flow, and legal restrictions on investments. Within the constraints of Illinois law, considerations of safety, 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. The use of U.S. Treasury Bills, average Federal Funds rate, or other stable markets can be used to determine whether market yields are being achieved.

**Local considerations:** Preference shall be given to depositories located within Warren County, Illinois, provided that the aforementioned objectives are met, and that such investments would be in compliance with all other conditions and limitations of this investment policy; however, the Board of Library Trustees may approve qualified depositories regardless of location. All investments shall be selected on the basis of competitive bids.

**Diversification:** To avoid unreasonable risks, diversification of the investment portfolio shall be consistent with the objectives of investment policy.

**Simplicity of management:** The time required by Library administrative staff to manage investments shall be kept to a minimum.

**Amendment**

This policy may be reviewed from time to time and revised upon approval of the Board of Library Trustees.

**Bonding**

The Treasurer shall be bonded for the benefit of the Library for an amount determined by the Illinois State Statutes as applied to district libraries. The surety shall be a corporate surety company.

**Collateralization**

At all times, in order to meet the objectives of safety of capital, the Treasurer will require deposits in excess of the federally-insured amount to be collateralized to the extent of one hundred ten percent (110%) of the market value so long as maturity of collateral does not exceed 120 months or one hundred twenty percent (120%) of market value if the maturity of collateral is between 120 months and 180 months and is evidenced by an approved written agreement.

Eligible collateral instruments are as currently accepted by the State of Illinois (see Appendix, Exhibit A)

Maturity of acceptable collateral shall not exceed 180 months. The ratio of fair market value of collateral to the amount of funds secured shall be reviewed monthly, and additional collateral will be requested when the ratio declines below the level required. Third-party safekeeping is required for all collateral. To accomplish this, the securities will be held at a safekeeping depository as approved from time to time by the Treasurer or the Board of Library Trustees. Safekeeping will be documented by an approved written agreement. Substitution, exchange, or release of securities held in safekeeping may be done upon two days prior written notice to the Treasurer.

**Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

**Financial Institutions**

The Board of Library Trustees will have the sole responsibility to select which financial institutions will be depositories for the district Library. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for the Library. The Board of Library Trustees will take into consideration security, size, location, financial condition, service, fees, competitiveness and the community relations involvement of the financial institution when choosing depositories. The Treasurer will maintain a list of financial institutions authorized to provide depository services.

**Periodic Review**

Annual independent review which assures compliance within the investment policy will be accomplished with external auditors.

## **Reporting**

Investments, fund balances, and the status of such accounts will be reported at each regularly-scheduled meeting of the Library Board, and at least quarterly will include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date. At least annually, the Treasurer shall review this policy for any needed modifications and report to the Board on its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification and general performance. These reports will be available to the general public upon request.

## **Routine Banking Procedures**

The Director of the Warren County Public Library 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, grants, and tax receipts. The Director is also authorized to transfer funds from one Library account to another Library account for payment of monthly Library bills, but is not authorized to sign checks, or receive cash from Library accounts except with the additional signature of an appropriate Board member.

## **Security Controls**

At all times, two or more signatures, as designated by the Board of Library Trustees, are required for financial accounts of the office. Authorized signatories are not permitted to reconcile bank accounts at any time. In addition to these guidelines, the Treasurer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft, or misuse of funds.

## **CARRYING GUNS ON LIBRARY PROPERTY POLICY**

The Warren County Public Library follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property. In conformance with State Statute, the Library will post at all entrances to the building required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

## **CELL PHONE POLICY**

The use of cell phones in the library is discouraged. Cell phones are to be silenced before entering the library. No cell phone conversations are to be conducted while in the Library unless the conversation is business related and permission has been granted by a staff member.

## **CIRCULATION**

### **Registration Requirements**

The Warren County Public Library is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Warren County Public Library pay taxes to support the Library. Those people who live within the jurisdictional boundaries of the Warren County Public Library need pay no additional fee to be eligible to receive their first library cards. Library cards are renewed every three years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Warren County Public Library, and is a patron in good standing. There is a fee of \$1.00 to replace a damaged, destroyed, lost or stolen library card.

As a resident cardholder, the borrower identified on the valid borrower's card may physically take his or her library card to another Illinois library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library.

Individuals residing beyond the jurisdictional boundaries of the Warren County Public Library, and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Warren County Public Library may purchase a non-resident card for a price based on what the average Warren County family pays to the Library in taxes every year. This fee entitles the entire family to use the Warren County Public Library, but not neighboring libraries.

If one resides beyond the jurisdictional boundaries of the Warren County Public Library, but owns property within the jurisdictional boundaries of Warren County Public Library, upon presentation of a tax bill bearing his/her name, that person may have one library card for the exclusive use of the individual and his/her immediate family without additional payment.

An adult wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged or destroyed borrower's card at the Warren County Public Library must bring with him/her two forms of identification, at least one of which bears his/her name and address. These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card.

A child may receive her/his first library card upon entering kindergarten. Children under the age of 16 must have a parent's signature on any initial application for a library card. The application must be completed with both the child and adult present in the Library. Children under the age of 14 may use the proof of residency provided by a parent. Children 16 and over may choose to provide their own proof of residency, or to use that of a parent.

### **Borrowing Privileges**

An individual presenting his/her valid borrower's card (not a family member's or other patron's card) issued by the Warren County Public Library is eligible to borrow materials from the Warren County Public Library when no outstanding fines in excess of \$2.00 have accrued to that library card. The Library staff may not waive this regulation without the specific permission of the Director. However, the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron time to correct the situation which has resulted in the loss of eligibility to borrow.

An individual presenting a valid card from another public library in Illinois may borrow materials from the Warren County Public Library. The card must have the name of the individual presenting it, and an expiration date in the future.

### **Interlibrary Loan**

When patrons want material that is not available within the Warren County Public Library, another agency may be asked to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period of two weeks. Option for renewal will be decided by the lending library. The Warren County Public Library asks that patrons respect the date by which those materials must be returned to their home libraries.

When the Warren County Public Library is lax in returning materials borrowed through interlibrary loan, the Library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons. Any charges assessed by the lending library will be paid by the borrower. If a borrower loses an interlibrary loan item, that person is responsible for paying the fees charged by that library to replace the item.

### **Loans and Renewals**

The Warren County Public Library circulates materials in a variety of formats, including books, magazines, books on cassette and CD, VHS tapes, and DVDs. Each patron may have a maximum of 50 items checked out at one time. Additional limits apply for certain items. Patrons may call the Library to renew items, but renewals will not be allowed for any patron having total fines exceeding \$20.00.

The following terms of loan are applicable as indicated:

- **Books:** two weeks or seven days; no renewal limit unless seven day item or the item is on hold for another patron; checkout limit for a five-item limit on special occasion books (e.g., specific holiday books).
- **Books on cassette or CD:** two weeks; no renewal limit unless the item is on hold for another patron.
- **Videos and DVDs:** one week; no renewals; limit of six movies per household with a maximum of three DVDs at one time.
- **Music CDs:** one week; no renewal limit unless the item is on hold for another patron.
- **Magazines:** one week for magazines in the adult section; two weeks for children's magazines; no renewal limit unless the item is on hold for another patron.
- **Reference materials:** certain reference materials may be checked out under special circumstances, for a period not to exceed two weeks.

### **Reserves**

A patron may reserve any library item which is not immediately available for patron use, but which is in the collection of the Warren County Public Library. When the reserved item becomes available, the Library will notify the patron via telephone. If the patron is not available to answer the telephone, a message will be left. The date of the message will be noted and the material will be held for the patron for a period of one week. After one week, if another patron is also waiting for the item, that patron will be notified of its availability. If no one else is waiting, and a week has passed since the initial notification of availability, the initial patron will be notified again. After one more week, if the reserved item has still not been picked up, the item will be reshelved.

A library patron may have up to five items on hold at a time.

### **Fees and Fines**

**Computer printouts:** 15 cents per page (B&W) 50 cents per page (Color); this fee applies to all material printed by Library printers, including, but not limited to, Internet downloads, CD-ROM product information, personal work, and graphics.

**Copies:** 15 cents per page; if enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

**Fax/receipt:** 50 cents per page; the Warren County Public Library will notify the recipient of the arrival of a fax. The fax will be held by the Library for one week and then discarded if not picked up.

**Fax/transmission:** \$1.00 per page; faxes are sent only within the continental United States. The cover sheet is excluded from the per page fee if the fax (including cover sheet) is more than one page in length.

**Lost and damaged items:** The charge to replace a lost library card is \$1.00. All library materials borrowed are the responsibility of the library patron. The purchase price showing in the circulation program will be charged to any patron who borrows and loses or damages beyond repair any library item. If the item is found by the patron after payment, the Library will refund the price that was charged for the item, but only with presentation of the receipt received at time of payment. In the case of children under the age of 18, it is the parent's responsibility to pay for lost or damaged items. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.

In the event that any person's failure to return any book or library item in an undamaged condition is determined to be willful, the Director shall report such violation to the State's Attorney for prosecution pursuant to the applicable terms of the Illinois Criminal Code and shall exclude such person from further use of the Library or any privileges attendant thereto until full restitution to the Library has been made.

Damaged material will be repaired, if possible. Otherwise, the patron responsible for the damage will be charged the replacement cost shown in the Cataloging Program. All fines and penalties for the commission of injury upon the Library, its grounds, or the property thereof, shall be paid into the general fund of the Library or the body enforcing this ordinance.

**Overdue materials:** There is a 10-cent/day fine for overdue materials. Fines can accumulate up to a maximum of \$5.00/item. Patrons with responsibility for material in any format which is more than 90 days overdue are also responsible for any and all collection and/or court costs incurred by the Library in its efforts to secure the return of the material.

## **COMPUTER AND INTERNET USE**

The Warren County Public Library is pleased to provide patrons with access to computers and the Internet. The policies and practices outlined in this section are intended to permit all patrons the opportunity to use these resources. Computer use is limited to one hour. More time may be allowed at the end of the hour if no other patron is waiting to use the computer.

Any patron having a library fine in excess of \$5.00 must pay at least \$1.00 toward the fine before he or she will be allowed to use a Library computer (each visit).

Libraries make it possible for citizens to have access to the information they need to make informed decisions. As a member of the Illinois Library and Information Network (ILLINET),

the Warren County Public Library is committed to networking which represents good public policy by maximizing the use of the resources of all types of libraries. Every library user benefits from expanded access to information beyond the four walls of a single library building.

The Warren County Public Library and all ILLINET libraries use electronic information networks such as the Internet for a variety of purposes:

- Access to shared automation systems that provide bibliographic access to the collections of the local library and libraries in the region and across the state.
- Access to the wealth of information resources available via the Internet.
- Access to general and specialized shared licensed databases available to ILLINET member libraries through regional and statewide cooperative programs.
- The Library does not directly provide e-mail.

Most resources available via the Internet and other electronic information networks are “global” resources rather than “local” resources. The Library does not and cannot control the information content available through global resources, such as information obtained from outside sources via the Internet. Internet resources enhance and supplement resources that are available locally within a library.

Library users must be aware that this Library does not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating information obtained via the Internet:

- Information obtained via the Internet may or may not be reliable and may or may not be obtained from a reliable source.
- Information obtained via the Internet may or may not be accurate.
- Information obtained via the Internet may or may not be current and up to date.
- Links to information on the Internet may not always be valid, and particular information sites on the Internet may sometimes be unavailable, and this unavailability often occurs unpredictably.
- Certain information obtained via the Internet may be considered controversial by some library patrons.

The Warren County Public Library urges library patrons to be informed consumers and to carefully evaluate information obtained via the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the Internet.

This Library is not responsible for damages, indirect or direct, arising from a Library patron’s use of Internet information resources.

### **Library Patrons’ Rights**

Library patrons have certain rights with respect to use of electronic information networks such as the Internet. This Library will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.

Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings. Library patrons have the right to equitable access to electronic information networks. Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

### **Patron Assistance and Instruction**

The Warren County Public Library's staff will try to assist patrons with Internet access as time allows, but are not authorized nor trained to offer extensive personal instruction. From time to time, special computer classes are offered at the Library to demonstrate Internet search basics to patrons.

The Library has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include the following:

- There is a one-hour time limit, unless there are no other patrons waiting. Computer games are restricted to one hour per day.
- There is a charge for printouts using the Library's computer equipment,
- A registration and use agreement form is posted on the side of each computer monitor. Violation of any aspect of this policy may result in the loss of library computer privileges

### **Use of Equipment and Networks**

The Warren County Public Library requires that patrons using the Internet do so within the guidelines of acceptable use.

The following activities are unacceptable:

- Use of electronic information networks for any purpose which results in the harassment of other users.
- Destruction of, damage to, or unauthorized alteration of the Library's computer equipment, software, or network security procedures.
- Use of electronic information networks in any way which violates a federal or state law,
- Unauthorized duplication of copy-protected software or violation of software license agreements.
- Violation of system security.
- Behaving in a manner that is disruptive to other users, including but not limited to, overuse of computer equipment which serves to deny access to other users.
- Storage of data to anything other than a personal storage device
- Sending, receiving, or displaying text or graphics that may be reasonably construed as obscene

The Library does not monitor nor have any control over the information accessed through the Internet, and cannot be held responsible for its content. A copy of the "Internet Computer Use Policies and Practices," which is posted near the Internet computers, can also be found in the appendix of this manual.

### **Children's Access to Electronic Information Networks**

The Warren County Public Library supports the right of all library users to access information and will not deny access to electronic information networks based solely on age. The Library

recognizes that the Internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. Library staff are unable to monitor children's use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety.

Patrons under the age of 18 who wish to access the Internet at library computers are required to sign an "Internet User's Agreement for Minors." The signature of a parent or guardian is also required on the agreement. A copy of the agreement may be found in the appendix of this policy manual.

## **CONDUCT POLICY**

The Warren County Public Library is dedicated to providing access to knowledge and information through reading, writing and quiet contemplation, and providing for patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees with a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing library services, and the specific power to "exclude from the use of the Library any person who willfully violates an ordinance or regulation prescribed."

If a patron is creating a disturbance or causing problems in the Library, the Library staff has the authority or right to tell that patron to leave the Library. If that patron refuses to comply and continues to cause problems, the police can then be contacted to eject that patron from the Library. Any action taken should be documented using the Incident Report Form found in the appendix of this manual.

The Board of Library Trustees of the Warren County Public Library establishes its conduct ordinance as follows:

**Section 1.** The Director will be empowered to exclude from the Library building any person found to have violated library rules or regulations. Such exclusion will be made known to the person excluded by written notice from the Director. The length of exclusion will be for that period of time deemed appropriate by the Director.

**Section 2.** No person shall behave in a lewd or otherwise inappropriate behavior while in the library, and any person so acting may be excluded from the Library for a period of time deemed appropriate by the Director.

## **CONFIDENTIALITY POLICY**

The Warren County Public Library abides by Illinois law, which states that the records of patron transactions, and the identity of registered library patrons, is confidential material. The Warren County Public Library does not make available the records of patron transactions to any party, except in compliance with the law. The Warren County Public Library does not make available lists of registered library patrons, except in compliance with the law.

### **Patron Requests**

A patron must present his/her patron ID number, either in person or on the telephone, before any information will be given concerning items checked out, items overdue, fine information, and hold information (either items on hold or those awaiting addition to the collection).

When speaking to a family member and not to the patron, information about the material should be limited so the information does not reveal the content.

Examples:

1. "A borrowed DVD is overdue and should be returned as soon as possible."
2. "A book that had been reserved is now in and can be picked up."

If information is requested by a person other than the patron, staff should state that they are only permitted to discuss specific information with the patron.

### **Patron Information**

Address, phone numbers or any other personal information from a patron's record may not be given out without direct consent of the Director.

## **COPYRIGHT RESTRICTIONS**

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material. Under certain conditions, public libraries are authorized to lend, lease, or rent copies of computer programs and videotapes to patrons for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of a computer program or videotape, or redistributes the loaned copy, or publicly performs or displays the computer program or videotape, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.

## **DISCIPLINE POLICY**

To insure that all patrons may have considerate use of the Warren County Public Library, appropriate behavior is expected. Violation of any of the following rules will result in a warning and/or expulsion from the property. Whenever necessary, the police will be contacted. Any action taken by staff will be documented in the Incident Report Form found in the appendix of this manual. The Director and supervisory staff have authority to carry out all powers of this policy.

1. No loud talking or boisterous behavior (running, excessive seat changing, etc.).
2. No food or drink may be consumed in the Library (except with prior approval of the Library Board).
3. No smoking indoors or within 15 feet of the Library building.
4. No destruction or mutilation of library property.
5. No parking bicycles or other vehicles in a manner that blocks or hinders entry to the Library.

6. No conduct which is disruptive to the operation of the Library, or threatening to patrons, staff, or library property.

### **DISPLAY SPACE AND EXHIBITS**

The Warren County Public Library maintains bulletin boards and display cases to promote the services and programs of the Library and of community organizations. Posters promoting community activities must show the date(s) of the activity and may be posted for no more than one month prior to the event. Exceptions may be made for organizations which list a year's worth of events.

The Library will not allow the posting, distributing, or displaying of items or petitions of a political nature. This includes those related to local, state or federal issues. Decisions regarding this will be made by the Director. Appeals of this policy may be made to the Board.

Occasionally, exhibits from sources within the community may be allowed in the Library. All exhibits considered for space within the Library must support the mission of the Library, and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than eight weeks, with setup and removal being the responsibility of the exhibitor. An exception to this is the Lincoln Exhibit, which is on loan indefinitely from Ralph Whiteman. The Library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the Library, and will take no extraordinary measures to insure its safety.

#### **Collection Boxes**

The Library will not accept collection boxes (such as those for eyeglasses, canned goods, etc.) from community organizations for display. However, the Library will accept and display a posting on which the organization states where such donations may be made elsewhere in town. Each such posting must be dated and replaced monthly.

### **DISPOSAL OF SURPLUS LIBRARY MATERIALS**

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property), which in the judgment of the Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the Library's collection, or gift materials, may be discarded, sold, or upon the approval of the Board of Library Trustees be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
2. Any other library property having a current value of less than \$100 may, at the discretion of the Director, be discarded, traded in for new equipment, or made available for sale.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
4. No favoritism shall be shown to members of the Board of Library Trustees, or members of their immediate families, who make bids on, or purchase, any library item declared surplus.
5. Any library property having a unit value of more than \$1000 but less than \$2500 will be displayed at the Library and a public notice of its availability, and the date and terms of the proposed sale, shall be posted.

## **DIVISION OF RESPONSIBILITY BETWEEN BOARD AND DIRECTOR**

Under the Illinois Public Library Law, the Board of Library Trustees is, among other functions, empowered to formulate “reasonable rules and regulations . . . in order to render the use of the Library of the greatest benefit to the greatest number” and to “appoint a competent Librarian and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed.”

Thus, in defining and delineating the division of responsibility between the Board and the Director, the Board recognizes that the ultimate responsibility to the community to provide “the greatest benefit to the greatest number” rests with the Board. Policy determination is the Board’s power and duty. Management is the administrative Director’s responsibility, for which he or she is responsible to the Board. The division and sharing of these responsibilities fall into various categories.

### **Governance and Policy Making/Goals and Objectives for the Library**

**Board responsibility:** It shall be the duty of the Board to determine the goals and objectives of the Library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.

**Director responsibility:** The Director shall provide assistance and direction in setting goals and objectives and in determining means of evaluation.

**Joint responsibility:** The Board shall relate the Library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the Director, who shall participate fully and prepare regular reports on current progress and future needs.

### **Written Policies**

**Board responsibility:** The Board shall determine and adopt written policies to govern operation, use, and programs of the Library, and shall adopt bylaws for Board procedures.

**Director responsibility:** The Director shall recommend needed policies to the Board and supply samples and sources of information. The Director shall carry out the policies as adopted by the Board, and shall administer the Library within the framework of the Library’s goals, objectives, policies and budget.

**Joint responsibility:** Both the Board and the Director shall know local, state, and national laws which affect libraries, and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the library system and make use of the consultants of the Illinois State Library; shall attend regional, state and national library association meetings and workshops when possible, shall join appropriate organizations working for improved libraries, and shall study library publications.

### **Governance**

**Board responsibility:** The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a Library Board. Board members shall attend all Board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.

**Director responsibility:** The Director shall prepare all library reports required by the government, the system, and the Illinois State Library. All reports should be signed by the Director, the Board President, and the Board Secretary. Copies should be available for

inspection by the public. The Director shall attend all Board and committee meetings except those meetings or parts of meetings in which the Director's salary and tenure are discussed.

### **Financial Status of the Library**

**Board responsibility:** The Board shall have up-to-date knowledge of the financial status of the Library.

**Director responsibility:** The Director shall provide a report of budget status and expenditure at each Board meeting. The Director shall supply facts and figures to the Board to aid in interpreting the Library's financial need.

**Joint responsibility:** The Director shall prepare two annual budgets in consultation with Staff and Board; first, the appropriation ordinance form which anticipates the needs for the coming year; and, second, an operating budget, once the available revenues are determined. The Board finance committee shall work with the Director to formulate these budgets, adequate to carry out the Library's goals and objectives, within any limitations of the state law.

### **Budget Presentation**

**Board responsibility:** The Board shall present the budget to the general public, shall explain and defend it, shall help to secure adequate funds and staff and services, and shall explore all ways of increasing the Library's income through tapping other sources and taking advantage of all available means of cooperating with other libraries.

**Joint responsibility:** The Director shall work with the Board in interpreting budget and financial needs to public officials and the public. The Board and the Director shall see that complete and accurate records concerning finances, personnel, property inventory, and annual reports are on file at the Library.

## **DRUG AND ALCOHOL-FREE LIBRARY POLICY**

The Warren County Public Library recognizes that the non-medical use of controlled substances is hazardous to the health of the patrons and library employees. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal; and the irresponsible use of alcohol by employees is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession or distribution of alcoholic beverages, marijuana and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any Library location.

"Library location" means in any Library building, on any Library premises, in any Library-owned vehicle, or at any Library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district, or is otherwise engaged in Library business.

Any employee who violates the term of the Library's drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may, at its discretion, refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed Library regulations and procedures. The Library's employees, as a condition of their employment agree to abide by the terms of this policy and to notify the Library, no later than five days after a conviction, of any criminal drug or alcohol statute conviction for a violation

occurring at a Library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities.

A patron who violates the terms of this policy may be expelled from the Library location involved or any Library location at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, at its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.

The Library shall obtain and make available materials from local, system, state and national anti-drug and alcohol abuse organizations and where appropriate, enlist the aid of community and state organizations with drug and alcohol information and rehabilitation programs to provide information to the library patrons and employees.

In order to make patrons and employees aware of the dangers of drug and alcohol abuse, notice of the Standard of Conduct imposed by this policy, and the sanctions imposed for violation of this policy, shall be distributed to all employees.

### **FREEDOM OF INFORMATION ACT (IL)**

Patrons may request information and records available to the public in the following manner:

1. A written request should be directed to the Director.
2. The records requested to be disclosed for inspection or to be copied must be specified. If it is desired that any records be certified, these must be specified.
3. To reimburse the Library for the costs for reproducing and certifying (if requested) the records, the following fees will be charged: 15 cents per page for employee-copied records and 15 cents per page for certification of records.
4. The office will respond to a written request within seven working days. An extension of an additional seven working days may be necessary to properly respond.
5. Records may be inspected or copied. While such records are being inspected, an employee must be present throughout the inspection.
6. A patron may appeal the decision of the Director to the Board.
7. Records will be available during normal Library operating hours.

The following types or categories of records are available for public inspection:

- Monthly financial statements
- Annual receipts and disbursements reports
- Budget and appropriation ordinances
- Levy ordinances
- Operating budgets
- Annual audits
- Minutes of meetings of the Board of Library Trustees
- Library policies, including materials selection
- Annual reports to the Illinois State Library

A brief description of the organization of the Warren County Public Library is as follows:

- The Library is located at 62 West Side Square, Monmouth, IL 61462.

- A copy of the Library's operating budget for any fiscal year is available at the front desk upon request. Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations.
- The Warren County Public Board of Library Trustees, which meets monthly on the 2<sup>nd</sup> Monday of each month, at 5 p.m. at the Library, and in each branch Library once during the biennium, exercises control over the policies and procedures of the Warren County Public Library. The Board consists of 15 members. No more than 10 members may be elected from any one township in Warren County.
- The Library is required to report and be answerable for its operations to the Illinois State Library in Springfield, Illinois, to the State Librarian (who is also the Secretary of State), to the Director of the State Library, and to various other staff.

### **FRIENDS OF THE LIBRARY**

The Friends of the Warren County Public Library exists to assist the Library in a variety of ways, including, but not limited to, fundraising, sponsoring and assisting at special events, and providing funds for projects. The Friends organization is not supervised by the Director nor the Board of Trustees of the Warren County Public Library, but it does coordinate activities and events in such a way as to benefit the Library.

The Friends of the Warren County Public Library exists as a separate entity from the Warren County Public Library and has its own officers and its own goals and purposes. Neither the Friends nor any member or participant may assume any liability or take or authorize any act on behalf of the Warren County Public Library.

Operating income of the Warren County Public Library is provided through allocation of tax monies and other sources such as fees and donations. Library income and expenses are audited annually by an independent auditor. Friends funds and Library funds shall not be commingled or integrated, except that gifts from the Friends may be accepted by the Library; such funds shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends.

### **GIFTS TO THE LIBRARY**

The Warren County Public Library is grateful for gifts, and its collection has been enriched by donations of materials, as well as monetary contributions. Through donors, the Library has been able to acquire materials which could not have been purchased otherwise. The Library staff can supply, upon request, a list of needed materials for consideration by the donor. For memorial books to the Library, the Library may place within the book the name of the donor, if desired.

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the Library. The Library cannot commit itself to perpetually housing a donation. No donation can be accepted unless it is given to the Library without restrictions, unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold or disposed of in the best interest of the Library. All donations are accepted only if in the opinion of the Director and the Board of Library Trustees they are in the best interests of the Library.

### **Donation of Books and Audio Visual Materials**

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

### **Gift Book Program**

The Library welcomes monetary contributions specifically for book purchases in memorial to, or in honor of, named individuals.

### **Donation of Art Objects and Other Types of Materials**

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Director and the Board of Library Trustees.

### **Donation of Money, Property, Stocks and Bonds**

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

### **Income Tax Statements**

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

### **Form**

A Gift Agreement Form must be signed by the donor and approved by the Director for unrestricted gifts and the Board of Library Trustees for restricted gifts. A copy of this form can be found in the appendix of this manual.

## **HOURS OF OPERATION**

The Warren County Public Library maintains consistent, posted hours of service during which all services of the Library are available to patrons.

**School year hours are:** 8 a.m. – 8 p.m. Monday – Thursday, and 8 a.m. – 5 p.m. Friday and Saturday. School year hours begin the second Monday in September.

**Summer hours are:** 8 a.m. – 6 p.m. Monday – Thursday, 8 a.m. – 5 p.m. Friday and Saturday. Summer hours begin after the last Thursday in May.

Branch Library hours are as follows:

**Alexis** – Monday, Wednesday, Thursday, Friday 2-5 p.m., Saturday 9 a.m. – noon.

**Kirkwood** – Monday, Tuesday, Thursday, Friday 2:30-5:30 p.m., Saturday 9 a.m. – noon.

**Roseville** – Monday, Tuesday, Thursday, Friday 1-4 p.m., Saturday 9 a.m. – 12 p.m.

## **INDEMNIFICATION AND INSURANCE**

[Abstract of this policy: Assets of the Library are available to Library trustees and employees to protect them from their own actions. The Library is also permitted to purchase insurance.]

**Section 1.** The Warren County 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 or (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) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested trustees so directs, 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 this policy.

**Section 8.** For the purposes of this policy, references to “the Library” shall include, in addition to the surviving Library, any merging Library (including any Library having merged with a merging Library) absorbed in a merger which, if the separate existence had continued, would have had the power and authority to indemnify its trustees, officers, employees or agents, so that any person who was a trustee, officer, employee or agent of such merging Library, or was serving at the request of such merging Library as a Director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, shall stand in the same position under the provisions of this policy with respect to the surviving Library as such person would have with respect to such merging Library if its separate existence had continued.

#### **LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

The Illinois General Assembly recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017. As required by the Act, it is Warren County Public Library District policy to

regulate the reimbursement of all Board member, management, and employee travel expenses as set forth below:

**1. Definitions.**

- a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- b. "Travel" means any expenditure directly incident to official Warren County Public Library District business travel by Board members, administrators, officers or employees of the Warren County Public Library District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

**2. Reimbursable Rates.** Warren County Public Library District shall reimburse permitted travel expenses as set forth.

**3. Reimbursement Request Form.** Warren County Public Library District shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on Warren County Public Library District's Reimbursement Request Form, as attached. All documents submitted to Warren County Public Library District for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

**4. Entertainment Expenses.** Warren County Public Library District shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

**5. Warren County Public Library District Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Warren County Public Library District:

- a. Any reimbursable expenses of a Warren County Public Library District administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.
- b. Any reimbursable expense of a member of the Board of Warren County Public Library District
- c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

- 6. Compliance with Act.** Warren County Public Library District shall comply with all other requirements of the Local Government Travel Expense Act and any Warren County Public Library District policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

## **MATERIALS SELECTION POLICY**

The purpose in building a collection is to provide a diverse, comprehensive selection of material, while considering budget limits and the needs of the community. An effort is made to include information representing all sides of controversial issues as such material becomes available. The criteria for the selection of controversial materials are the same as for any other materials. Controversial materials have no distinguishing labels and are shelved in the general collection. Responsibility for the reading choices of children rests with their parents or legal guardians. Selection for the adult collection will not be inhibited by the possibility that materials may inadvertently fall into the hands of children. An open shelf policy will be followed at all times.

### **Selection Responsibility**

The general objective in materials selection is to carry out the Library's goal of providing the community with a variety to meet their informational, educational, and recreational needs. Overall responsibility for collection development rests with the Director, who operates within this framework of policies determined by the Board of Library Trustees. Typically, the Director delegates or shares this responsibility with designated staff members. However, all members of the staff, the Board, and patrons may recommend titles for consideration. Recommendations for materials are encouraged, and all requests are given serious consideration. An attempt will be made to borrow through interlibrary loan any requested item which is out of print, or that the Library determines does not meet the criteria for purchase.

### **Criteria for Selection**

The general criteria considered in selecting materials include:

1. significance and permanent value to the existing collection,
2. qualifications of author or producer,
3. suitability of subject and style for intended audience,
4. quality of format,
5. currency or timeliness, if applicable,
6. demand by patrons,
7. price,
8. attention given to the item by reviewers and general news media,
9. availability of materials in other libraries, and
10. technical quality of non-book materials.

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

Because it is impossible for Librarians to examine all items being considered for purchase, they depend on reliable selection aids. Through careful selection, the Library strives to maintain a diverse collection of quality materials, including items of contemporary significance and permanent value, as well as a selection of materials concerning social issues and ephemeral

items. Circulating materials are supplemented by a variety of reference materials for in-house use. Because the Library serves a public embracing a wide range of ages, educational backgrounds, and reading skills, it will always seek to select materials of varying complexity.

### **Materials for Children and Youth**

The Warren County Public Library subscribes to the policy: “Free Access to Libraries for Minors: an Interpretation of the *Library Bill of Rights*” (as adopted by the ALA Council, 1981).

At the Warren County Public Library, children and young people have access to all parts of the Library; however, children and young people from preschool age through eighth grade are primarily served in the children’s section. Materials appropriate for the interests and needs of those ages are chosen for this collection.

Collections in the children’s section include picture books, beginning readers, junior nonfiction, junior fiction, young adult fiction, audiobooks, periodicals, and non-book materials. The young adult fiction collection is selected especially for the needs and interests of 7<sup>th</sup>- 10<sup>th</sup> graders. It contains some duplication of classic titles found in both the adult and junior fiction collections, but is also strongly stocked with those titles that deal with the contemporary scene as it concerns 12- to 16-year-olds. Young people in the 7<sup>th</sup>- 10<sup>th</sup> grades are expected to use non-fiction materials throughout the Library in preparing school assignments or for any other reason. To serve the needs of multi-speaking families in the community, a collection of bilingual materials for children is available in the children’s section.

### **Materials for Adults**

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

The fiction collection provides books for a wide range of interests for the general reading public, including classics, titles representing periods and styles of writing, current titles of a lasting nature, and those titles meeting popular demand for recreational reading.

The Library purchases reference materials as well as popular circulating items which are of interest to the general public. The Library maintains a small circulating collection of books on the basics of genealogical searching which are of value to the general public. The non-circulating collection is more extensive and consists primarily of indexes, bibliographies and verification tools. Histories of individual families are included only if they are of unusual national or local significance. Books and other special materials for this immediate geographical area are purchased as they become available.

Materials in foreign languages are considered as community needs change. Individual needs for foreign languages not purchased by the Library may be served by requests through interlibrary loan. Currently, there is a special section of books for adults in Spanish.

Non-book items purchased by the Library for in-house use or for circulation may include DVDs, pamphlets, art prints, computer software, microfilm, recordings of books on CDs, and book kits, games, toys, puzzles and puppets. The acquisition of a variety of non-book materials is under constant evaluation and is subject to change. Cost of items, budget, use, and availability of new items are the determining factors in selection.

## **Collection Maintenance**

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

**Weeding:** In order to maintain the best possible collection of materials, a continual weeding process takes place. Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than are needed, or if they are in poor physical condition. A complete weeding of the entire collection is accomplished every five years. Items discarded are plainly marked and stored for sale, the proceeds of which are placed in the Friends of the Library account.

## **Complaints**

Strong objection to any Library materials must be made in writing according to “Procedures for Handling Complaints About Library Materials” provided later in this section. Examination and reconsideration of materials, if necessary, will be handled as outlined in these procedures. A copy of these procedures, as well as forms for registering complaints, may be obtained at the front desk.

The Warren County Public Library subscribes to the provisions of the *Library Bill of Rights* and the *Freedom to Read Statement* as adopted by the American Library Association (found on the next two pages of this manual). These documents are considered a part of this policy manual. All individuals have the right to choose which Library materials they will use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

## **American Library Association Bill of Rights**

The Warren County Public Library subscribes to the *American Library Association Bill of Rights* as follows:

1. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
2. 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.
3. 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.
4. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
5. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
6. A person’s right to use a Library should not be denied or abridged because of origin, age, background, or views.
7. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affirmations of individuals or groups requesting their use.

### **American Library Association Freedom to Read Statement**

The Warren County Public Library subscribes to the *American Library Association Freedom to Read Statement* as follows:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the tastes of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or the author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

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

### **American Library Association Freedom to View Statement**

The Warren County Public Library subscribes to the *American Library Association Freedom to View Statement* as follows:

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

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

### **Procedures for Handling Complaints About Library Materials**

1. If patrons wish to file a complaint about library materials, the “Complaint About Library Material” form should be completed (see appendix). This form stays on file with the Director. The Library will examine the material, as well as critical reviews of the material. Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work and/or selection policies.
2. If patrons wish to have materials reconsidered (as opposed to filing a complaint without definite action), they may fill out the “Request for Reconsideration of Library Material” form (see appendix).
3. When the “Request for Reconsideration of Library Material” form is completely filled out and returned to the Library, the Director will review the complaint and the material to determine whether the item should remain or be removed from the collection.
4. The Director or Board President will write a letter to the patron who initiated the complaint, announcing the disposition of the material in question. The letter may also include a statement inviting the patron to the Library to discuss the matter further.
5. After an interview with the Director, a patron desiring further action can make a request in writing for a hearing before the Board of Library Trustees, who have final authority.

### **MEETING ROOM POLICY**

The Warren County Public Library welcomes the use of its rooms by organizations engaged in educational, cultural, or intellectual activities. Meeting rooms are available to the public without charge. Library-sponsored programs or meetings will have priority. Rooms may not be used for any commercial purposes. Under normal circumstances, groups may reserve a room for up to one year’s time, with a limit of twelve (12) meetings per year.

Meetings must be held during normal Library operating hours. If a meeting is expected to go beyond closing time, special arrangements must be made with the Director. Groups are required to be out of the meeting room at least five (5) minutes before the Library closes. The Library is a smoke-free building. If approved by the Director, food or non-alcoholic beverages are allowed. Meetings which would interfere with the work of the Library because of noise, hazardous materials, or other factors, will not be permitted. The Library has limited audio-visual equipment available for use; arrangements should be made in advance with the staff. If the group includes children under age ten, responsible adults must be present at all times.

Rooms must be used with care and left in an orderly condition. Groups are responsible for arranging the room and for cleanup. The group is responsible for any damages to Library-owned furniture, fixtures, or equipment, or to the room itself. The Library assumes no responsibility for damages to borrowers’ property or for lost items.

A written request for use of Library facilities should be filed with the Director as early as possible, preferably at least one week prior to the time when the room is needed. If cancellation of a meeting is necessary, the contact person should notify the Director as soon as possible, preferably at least 24 hours in advance of the scheduled meeting.

## **MISSION STATEMENT**

The Warren County Public Library District is a community connection to reading, life-long learning, and personal enrichment for a changing and diverse population.

## **PETS**

Animals, except those to aid patrons with disabilities or animals brought in as part of a program, are not permitted in the Library. Animals may not be left unattended on Library property. Any unattended animal left in the Library or on Library property will result in a call to animal control.

## **PREVAILING WAGE ACT**

In accordance with the State Statute and the Illinois Department of Labor Regulations, Warren County Public Library annually adopts and files an Ordinance which establishes the prevailing rates of wages. Certified copies of compliance are sent to the Secretary of State and Illinois Department of Labor. Newspaper publication notifying area residents is also made.

## **RECORDS TO BE RETAINED**

The Warren County Public Library retains records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 62756 (217.782.7075).

## **REFERENCE SERVICE**

The Warren County Public Library serves a diverse public with unique individual needs and levels of ability to conduct research independently.

The Board of Library Trustees and Director encourage staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the Library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions which occur between users and the staff are confidential and are not to be discussed outside of a professional context.

Reference service and materials are available to all persons regardless of the age, race, sex, and social or economic status of the patron. Reference service and materials are available during all hours the Library is open and are provided in response to all forms of inquiry, including but not limited to, patrons in the Library, the telephone, and fax machine. The reference questions of patrons visiting the Library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions which cannot be answered with on-site resources are referred to another agency. Such referrals are verified and/or mediated by Library staff.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms or serve as a surrogate for a professional in any of the fields listed above. If all materials within the Library are beyond the understanding of the patron, the patron will be advised to consult with his/her professional from the above listed fields for additional information or advice.

Reference materials, regardless of format, may be removed from the Library only with special permission from the Director.

### **SERVICE TO PATRONS WITH DISABILITIES**

The Warren County Public Library offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Library acts as facilitator between the patron and Services to the Blind and Physically Handicapped, and welcomes service animals in the Library.

### **SEXUAL HARASSMENT**

The Warren County Public Library strongly opposes sexual harassment in any form. Sexual harassment is against Library policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act as amended on January 7, 1993. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment.

It is the policy of the Board that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Director or Board President in accordance with the Sexual Harassment Reporting Procedure, found on the following page.

#### **Sexual Harassment by an Employee**

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and therefore such harassment will not be tolerated.

Sexual harassment of a patron by a Library employee means:

- Any sexual advance by an employee toward a patron.

- Any request by an employee to a patron for sexual favors.
- Any acceptance by an employee of a sexual advance or request for sexual favors from a patron.
- Any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any Library-sponsored activity, or (ii) such conduct has the purpose or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive Library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident as soon as possible. (Refer to the Sexual Harassment Reporting Procedure on the following page). Any employee who witnesses or has knowledge of sexual harassment by a Library employee against a patron shall immediately report it to the Director or to the Board President.

### **Sexual Harassment by a Patron**

Conduct commonly considered to be sexual harassment includes:

- Verbal harassment, such as sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender specific traits, sexual comments, threats, repeated requests for dates, or statements of a sexual nature about other employees or customers.
- Nonverbal harassment, such as suggestive or insulting sounds (whistling, catcalls, smacking, or kissing noises), sexually suggestive bodily gestures, leering, or obscene gestures, visual displays such as posters, signs, or slogans of a sexual nature.
- Physical harassment, such as touching, unwelcome hugging, or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

The following procedure shall be used by staff aware of the above misconduct:

1. Confront any patron observed engaging in activities that can be construed as sexual harassment in the Library or on Library property.
2. Tell the patron to stop the problem behavior.
3. Ask the patron to leave if the warning is disregarded.
4. Call the police if the patron refuses to leave.
5. Fill out the "Incident Report Form," found in the appendix of this manual, to document the event.

### **Sexual Harassment Reporting Procedure**

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment:

1. **Reporting by patrons:** Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron should report it to the Director or Board President as soon as possible.

**Reporting by employees:** A complaint by a Library employee that sexual harassment has occurred shall first be presented to either the Director or Board President. If the Director is the subject of the complaint, then the complaint should be presented to the Board President.

2. If the alleged perpetrator of sexual harassment is a Library patron, normal disciplinary procedures as defined in the Conduct Policy section earlier in this manual should be followed. In all other cases, the Director shall meet with the complainant within three days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the Director may also have a representative; such meeting, however, shall be informal. The Director shall issue a written decision within five days of the meeting.
3. If the complainant is not satisfied with the Director's decision, within five days of the date of that decision, an appeal may be taken to the Board President or his/her designee (hereinafter the words "Board President" shall include designee).
4. The appeal shall be in writing and shall state the reasons for appealing the Director's decision. Within five days of receiving the appeal, the Board President shall meet with the complainant, any representatives, and the Director to resolve the matter. The Board President shall issue a written decision within ten days of this meeting. Any employee found to have sexually harassed a patron or another employee, or retaliated against a patron or employee who alleges sexual harassment, will be subject to discipline, up to and including discharge.
5. If the complainant is not satisfied with the Board President's decision, then within ten days, an appeal of that decision may be made to the entire Board of Library Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting forth the reasons for the appeal. Within 20 days of receiving an appeal, the Board, or a committee thereof, shall meet with the complainant, the Director, and any representatives to discuss the allegations of discrimination. The hearing with the Board shall be informal; however, the complainant and the administration may present evidence, and call and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply; however, hearsay evidence shall not be presented for proof of any ultimate facts.
6. Within ten days after the hearing, the Board shall issue its written decision. All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as he or she deems appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

### **Retaliation**

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

### **Legal Recourse**

Any Library patron or employee may also use the legal recourse, investigative and complaint process through the Illinois Department of Human Rights and Human Rights Commission:

Illinois Department of Human Rights

222 S. College, Rm. 101A  
Springfield, IL 62700  
(217) 785-5100

### **THEFT OF LIBRARY MATERIALS**

According to Illinois Law, the Illinois Theft of Library Materials Law shall be posted at all circulation points in the Library. A copy of the law can be found in the appendix of this manual.

### **UNATTENDED CHILDREN IN THE LIBRARY**

Parents are responsible for the behavior of their children while they are in the Library. The Warren County Public Library staff is committed to helping children with activities related to the Library. However, library staff cannot, nor is it their responsibility to, serve as babysitters, teachers or disciplinarians. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent of incidents involving an unattended child.

Children under the age of ten must be accompanied and directly supervised at all times by a parent or other responsible caregiver. Children over the age of ten may use the Library unattended by an adult, subject to other library rules and policies concerning behavior, conduct and demeanor. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, library staff is authorized to call the police and stay with the child until the police arrive.

#### **Unattended Children After Hours**

In the event a young person is still at the Library 15 minutes after the Library closes to the public, the police will be called to pick up the young person. Attempts will be made during that 15 minutes to reach the child's parents, but in no instance will staff take young people home.

### **VOLUNTEERS**

The Warren County Public Library recognizes and appreciates the hard work and unique talents the volunteers of the community offer to the Library throughout the year. All work performed by volunteers is done without compensation, and at the risk of the volunteer. The Library does not carry special insurance to protect volunteers in case of accidental injury.

# APPENDIX

## Exhibit A

### To Collateral Agreement

#### List of Financial Assets Qualified for Collateral to Secure Deposits and Repurchase Agreements

Financial institutions receiving state and Illinois Funds deposits or repurchase agreements may collateralize from the following list of instruments, subject to the discretion of the Treasurer. Particular securities may be unacceptable due to the administrative difficulties in pricing

Please note the special pledging requirements for Illinois Funds time deposits are designated by \*\*\*. These are the ONLY types of collateral acceptable for Illinois Funds time deposits other than mortgage backed securities under the designated security type. At no time will mortgage backed securities (MBS's) be acceptable for Illinois Funds time deposits.

Please note that any security including a floating, variable, inverse, structured, or step-up feature is unacceptable.

#### **Repurchase Agreements - 102%**

Government Securities having the meaning set out in the Government Securities Act of 1986 which include but are not limited to:

Direct Obligations of the United State Government (Bills, Notes and Bonds); and Certain non-mortgage backed Securities issued by the Federal Home Loan Corporation, Federal National Mortgage Association, Government National Mortgage Association, Student Loan Marketing Association, Financing Corporation, Commodity Credit Corporation, Export-Import Bank, Farm Credit System, Federal Home Loan Bank Board, Federal Home Loan Banks, Tennessee Valley Authority and The U.S. Postal Service.

#### **Time Deposits**

#### **\*\*\*U.S. Treasury Obligations - 105%**

Direct Obligations of the United States Government (Bills, Bonds and Notes)

#### **\*\*\*U.S. Agency Obligations - 105% / MBS - 110%**

Agency for International Development (AID)  
Federal Housing Administration (FHA)  
General Services Administration (GSA)  
Government National Mortgage Association (GNMA)  
Private Export Funding Corporation  
Small Business Administration (SBA) Debentures (non-amortizing)  
Tennessee Valley Authority (TVA) Notes and Bonds

**\*\*\*U.S. Instrumentality Securities & Obligations - 105% / MBS - 110%**

Federal Farm Credit System  
Federal Credit Consolidated Systemwide Discount Notes  
Farmers Home Administration (FmHA) Insured Notes (non-amortizing)  
Federal Farm Credit Bank (FFCB) Consolidated Systemwide Bonds  
Federal Intermediate Credit Banks  
Banks for Cooperatives  
Federal Land Banks  
Federal Home Loan Banks (FHLB) Consolidated Notes and Bonds  
Federal Home Loan Mortgage Corporation (FHLMC)  
Federal National Mortgage Association (FNMA)  
Financing Corporation Bonds (FICO)  
Resolution Funding Corporation (REFCORP)  
Student Loan Marketing Association (SLMA) Notes  
U.S. Postal Service Bonds and Notes (No Bonds issued recently or currently outstanding)

**Obligations of the State and its Agencies rated "A" or better by Moody's unless otherwise noted - 105%**

General Obligations of the State of Illinois  
Revenue bonds of the State of Illinois or any authority, board, commission, or similar agency thereof  
Illinois Building Authority Notes or Bonds  
Illinois Environmental Facilities Financing Authority Pollution Control Revenue Bonds (if they are guaranteed by the U.S. Small Business Administration and if that guarantee is full faith and credit obligation of the United States)  
Illinois Housing Development Authority (IHDA) Bonds  
Illinois State Scholarship Bonds  
Illinois Toll Highway Authority Bonds  
Public Housing Authority Bonds or Notes  
Bonds issued by State of Illinois Colleges or Universities

**Local and Municipal Obligations rated "A" or better by Moody's unless otherwise noted - 105%**

Chicago School Finance Authority Bonds  
General Obligation Municipal Bonds (including school districts) within the State of Illinois rated Mig 1 or 2 by Moody's  
Public Building Commission Bonds  
Revenue and Special Obligation Bonds of Illinois Municipalities which are payable from an escrow consisting of direct U.S. Government Obligations and which are rated "AAA" by Moody's

**MBIA Certificates (issued by the Municipal Bond Investors Assurance Corporation), Letters of Credit (issued by Federal Home Loan Bank (FHLB)), and Share Certificates (issued by credit unions) - 102%**

As of 4/2008

**Bylaws of the  
Warren County Public Library District  
Board of Trustees**

These rules are supplementary to the provisions of the statutes of the state of Illinois, Chapter 75 Article 5, as they relate to the procedures of the Boards of Library Trustees.

**Mission Statement**

The Warren County Public Library District is a community connection to reading, life-long learning and personal enrichment for a changing and diverse population.

**Motto**

A Gateway to Knowledge

**Regular Meeting**

The regular meeting of the Board of Library Trustees of the Warren County Public Library District shall be on the second Monday of each month. The meeting shall be at the Library at 5:15pm. During each biennium, the Board shall meet once in each of the district branch libraries. The meetings shall be open to the public and noticed at least 48 hours in advance as provided by the Open Meetings Act. At the beginning of each fiscal year, the Board shall, by ordinance, specify regular meeting dates and times. This schedule of meetings for the ensuing fiscal year will be posted in the library and on the library's web site ([wcplibrary.org](http://wcplibrary.org)). Both notices shall have the dates, times, and places of such meetings.

The date, place, or time of a particular meeting may be changed by the affirmative vote of a majority of the trustees present and voting at the regular meeting prior to the meeting affected.

**Special Meetings**

Special meetings shall be held at any time when called by the president or secretary or by any three trustees of the Board, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to Board members and to any news medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the bulletin board near the door of the Board Room in the library except in the case of a bona fide emergency.

**Annual Meeting**

The regular July meeting shall be designated as the annual meeting. A summary of the year's work with detailed accounts of the receipts and expenditures, a budget for the following fiscal year, and other information according to statute will be reported at this meeting. A copy of this report shall be forwarded to the Illinois State Library in accordance with the law. A copy will also be on file in the library. At this meeting, the president shall appoint two board members to audit the Secretary's minutes of meetings held the previous fiscal year.

**Quorum**

A quorum at any meeting shall consist of four members.

### **Board of Library Trustees**

The Board of Library Trustees of the Warren County Public Library is charged with the responsibility of governance of the library. The Board will hire a skilled Director who will be responsible for the day-to-day operations of the library. The Board will meet at least once per month. These meetings will be open to the public, and noticed in advance.

The agenda and/or information packet for the meetings will be distributed to the Board by the Director during the week prior to the meeting. Any Board member wishing to have an item placed on the agenda will call the Director in sufficient time preceding the meeting to have the item included. Any Board member who is unable to attend a meeting will call or email the library to indicate that s/he will be absent. Because a quorum is required for each meeting, this notification should be done as far in advance as possible.

Board members are not to be compensated pursuant to statute, but will be reimbursed for necessary and related expenses as trustees. To be effective, Board members must attend at least seven meetings per year and read materials presented for review. Trustees are encouraged to attend an occasional library-related workshop, seminar, or meeting. The Director will make the dates of these workshops known to the Board in a timely manner. Board members using their own vehicle will be reimbursed at the rate designated by the Board for travel to and from any library-related workshop, seminar, or meeting.

### **Officers and Elections**

The officers of the Board shall be a president, vice president, secretary, and treasurer. Those officers shall be elected by a voice vote except in the case of a contested race for two-year terms at the regular meeting in the month of May, to begin their term of office in July at the annual meeting. The president shall not serve more than two consecutive terms unless by unanimous Board consent. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

### **President**

The president shall preside at all Board meetings, and shall appoint such committees and subcommittees as may be necessary to carry out the purpose of the Board. The president shall be an ex-officio member of all committees and subcommittees so appointed. The president shall be the only spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

### **Vice President**

The vice president, in the absence of the president, shall assume all duties of the president. In addition, the vice president may oversee long-range planning for the Board and library.

### **Secretary**

The secretary shall keep minutes of all Board meetings, record attendance, and record all votes (except when a ballot vote is taken). The secretary shall perform all other such clerical duties as may be assigned by the Board or required by statute.

### **Treasurer**

The treasurer is authorized by the Board to sign checks, shall review and recommend for approval by the Board expenses for the library, and may draw up checks. The treasurer shall report at each meeting the state of the funds. The normal depository of all financial records shall

be the library. In the absence of the treasurer, or when s/he is unable to serve, the president or vice president may perform the duties of the treasurer. The treasurer, and any other member of the Board of Trustees authorized to sign checks or payment vouchers, shall be bonded in the amount to be approved by the Board and according to statute requirement.

### **Committees**

An ad hoc committee or committees of the Board may be created from time to time as the Board may decide and direct. All special committees shall be appointed by the president unless the Board shall otherwise direct. Members of special committees shall serve for a term of one year, or for the time needed to complete the special project.

### **Order of Business**

The following Order of Business shall be followed at regular meetings:

- Call to order, declaration of quorum
- Secretary's report, approval of minutes as received or corrected
- Financial report, approval of bills payable
- Correspondence, communications and public comments
- President's report
- Reports of committees and board members
- Unfinished business
- New business
- Director's Report
- Adjournment

### **Parliamentary Procedure**

*Robert's Rules of Order*, Revised shall govern the parliamentary procedure of the Board, except when such rules are in conflict with any of the rules provided herein.

### **Voting Procedures**

All votes relating to finances and personnel shall be by roll call. All other votes shall be by voice vote unless a paper ballot is requested by a member of the Board of Library Trustees. Any time a member of the Board has a potential conflict of interest in a matter before the Board, the trustee shall not vote thereon the issue and shall remove him or herself from any meeting or hearing at which said matter is under consideration, or that issue shall be referred to counsel.

### **New Trustees**

New trustees shall be seated at the May meeting immediately after election has been canvassed. The Director shall meet with new trustees to examine the property and review services, and shall present to new trustees a packet which includes the Library Policy Manual and other procedural materials, a list of trustees, minutes and financial reports for the previous two months, the Strategic Plan, and other pertinent information. The president and the treasurer shall also meet with new trustees to discuss procedures and answer questions. (For details, consult the New Trustee Orientation Checklist.)

### **Duties of the Director**

The Director shall administer the policies adopted by this Board. Among duties and responsibilities of the Director shall be those of hiring personnel, directing and supervising staff members; preparing monthly and annual reports, and recommending policy and procedural changes to promote the efficiency and quality of service of the library.

### **Amendments**

Amendments to these Bylaws, the Library Policy Manual, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those members present, providing they represent a quorum, and providing the item was listed on the agenda. If the item was not listed on the agenda, the vote will be held at a subsequent meeting.

### **Copyright and Copying**

The Library may copy for its own collection material that has been lost or deteriorated only if such material is not available at a fair cost. It will post prominently all required notices regarding the copying of any materials.

### **Administrative Records**

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public Board meetings, and actions and other such items as required by statute.

Confidential records of the Board, such as personnel records concerning the Director, shall be kept in the library, and only members of the Executive Committee of the Board shall have access to these records. Staff personnel records are confidential and shall be kept in a secure place in the library, and only the Director or any person authorized by the Director shall have access to these records.

An employee or his or her representative may see, review, or copy the employee's personnel file as provided in 820 ILCS Code 40/0.01 et. sec.

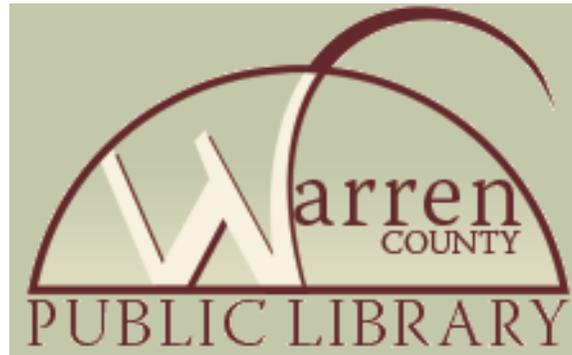
### **Circulation Records**

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff.

All library staff and employees are hereby advised that such records shall not be made available to casual members of the public, the press, or to any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal or state law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Library staff shall observe the following procedures: On receipt of any legal process, order, or subpoena, the library staff member in charge will immediately consult with the president of the Board and the library attorney to ensure that (a) the document is in proper legal form, and (b) there has been a proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the library attorney, the library will resist its issuance or enforcement until any such defects have been cured.

Adopted: August 11, 2003; amended June 14, 2004; amended December 13, 2004; amended July 10, 2006; amended November 12, 2012, amended November 13, 2017 by the Warren County Public Library District Board of Trustees



# WARREN COUNTY PUBLIC LIBRARY PERSONNEL POLICY

adopted: January 9, 1995

revised: April 13, 1998/July 9, 2001/December 9, 2002/January 10, 2005/October 13,  
2008/November 14, 2016

**Mission statement:** The Warren County Public Library District is a community connection to reading, life-long learning, and personal enrichment for a changing and diverse population.

These items are not a contract between the Board of Trustees and Library employees. All employees are employees at will, and this personnel policy does not give additional rights.

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## ADMINISTRATION

### Library Organization

The Board of Trustees of the Warren County Public Library District provides library services to residents of Warren County. The Board of Trustees is the governing body of the Library and determines policies.

The Director of the Warren County Public Library is employed by and reports to the Board of Trustees. The Director is the chief administrative officer of the Library and is responsible for its operation and maintenance. Following policies established by the Board, he or she establishes service standards, prepares a proposed budget, and administers an approved budget, employs staff members, recommends salaries, and supervises the maintenance of the building and grounds.

### Employees

Library employees include:

- **Professional** employees who have a master's degree in library science.
- **Support** employees who support the work of professional librarians or assist in providing library service.
- **Clerical** employees who hold positions in which the primary duties relate to common business practices of the Library.
- **Technical assistants** who provide library programs and services. They have some specialized library training or experience in one or more fields.

The Library employs both salaried and hourly employees. A salaried employee is one who works 32 or more hours per week in the Library. Salaried employees are entitled to sick leave, holiday time, and vacation time. Additionally, salaried employees receive health insurance. Full-time salaried employees work 40 hours per week. Part-time salaried employees work 32-39 hours per week. Salaried employees are overtime eligible; however, compensatory time off will be given in lieu of overtime pay.

Hourly employees work fewer than 32 hours per week. On average, hourly employees are not entitled to sick leave, holiday time, vacation time, or health insurance; however, hourly employees are entitled to holiday time when a holiday resulting in a full day closure falls on their normally scheduled work day.

Branch librarians are those employees who operate a branch library. Their hours vary with the hours of the library. Branch librarians are entitled to holiday time when a holiday falls on their normal working day.

### 90-DAY INITIAL EMPLOYEE REVIEW

Each new employee is reviewed and evaluated during the initial 90-day probationary period, and a written evaluation shall be prepared before the conclusion of the period. If the evaluation is unsatisfactory, the employment will be terminated at that time.

During the initial 90-day period of employment for a new salaried employee, the employee is not entitled to the benefits of vacation time or sick leave. Vacation hours and sick leave accrue

during this period, but they may not be used during the first 90 days.

## **BORROWING PRIVILEGES**

All staff members should register for a Library card. Staff and Board members do not have to pay fines, but this privilege should not be abused. Reminder notices are sent to staff or Board members if materials are kept overdue one month.

Staff members should use good judgment in their use of Library materials.

## **COMMUNITY RELATIONS**

The Library is important in the life of the community and cooperates with the local government and with other organizations interested in the welfare of the community. Not only does the Library take part in local activities as an organization, but it also encourages employees to take part in discussion and activities designed to solve community problems.

## **COMPENSATION AND BENEFITS**

### *Allowances*

**Car allowance:** Staff members must use insured vehicles for Library purposes. A staff member using his or her car for Library business must submit an accurate mileage account and record of toll and parking expenses. Such expenses must apply solely to the Library business for which the car was used. The Library will reimburse the employee per mile at the current deduction rate determined annually by the Board of Trustees for toll and parking expenses. This mileage report must be approved and signed by the Director, who will give it to the bookkeeper. This reimbursement represents the Library's entire payment for the use of the car.

Branch librarians are to be reimbursed for one round-trip drive per week to the Main Library.

For short trips within the city, a flat rate of \$2.00 per trip is given.

**Meal allowance:** When a staff member is out of town on a business trip, reasonable compensation for meals may be allowed based on actual costs. Guests of the Library, applicants for positions, or representatives of other libraries, and others are allowed meal compensation at the discretion of the Director.

### *Holidays*

The Library is closed all day on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. The Library is open on the following holidays: Martin Luther King Day, Lincoln's Birthday, Veterans' Day, the day following Thanksgiving, Christmas Eve (four hours), and New Year's Eve (four hours).

There are 88 total holiday hours.

### *Insurance*

The Library provides health insurance for employees who work 32 or more hours per week. When an employee becomes Medicare-eligible the library-provided health insurance will be replaced by a monthly stipend to substantially cover Medicare Part B and Medigap premiums. The employee must provide annual premium statements for audit purposes. The stipend amount will be reviewed annually. An individual may waive coverage but no alternative benefit or compensation is provided. An employee may purchase family coverage by payroll deduction.

### ***Retirement Plan***

The Library participates in the Illinois Municipal Retirement Fund (IMRF). Employees who work at least 1000 hours per year participate in the plan. For eligible employees, participation is required. Employees contribute 4.5% of their salaries, and the Library contributes a percentage (that may vary from year to year) as well.

### ***Salary and Wages***

Employees are paid every other Friday. Hourly employees are paid for the hours worked during the preceding (rather than the current) pay period.

Employees are required to sign up for direct deposit, so that their checks are deposited directly into their bank account. Certain deductions are made from salary checks as required by law in accordance with employee benefit plans, or as requested by the employee. These deductions are itemized on the employee's pay statement.

### ***Time Sheets***

Part-time hourly employees must keep a record of time worked on forms provided by the Library. These records are approved by the Director and sent to the bookkeeper at the end of the pay period.

### ***Vacations***

All salaried employees receive an annual paid vacation. For new employees, vacation time begins to accrue immediately, though no vacation may be taken during the first 90 days of employment.

Vacation schedules are arranged by the Director.

Vacation allowances for various categories of employees are as follows:

- The Director receives 20 days of vacation.
- All full-time salaried staff and branch librarians receive 10 days during the first nine years of employment, 15 days after ten years, and 20 days after 15 years.
- Part-time salaried staff receive vacation prorated on hours worked per week and based on years of service as described above.

Eligible employees receive their increased vacation allowances at the anniversary of their hire date.

After the first 90 days of employment, vacation time is available to be taken as it accrues. A negative vacation balance is strongly discouraged. However, emergencies do occasionally arise. For such circumstances, unearned vacation time may be used if the Director gives approval. If the employee ceases employment and has a negative vacation balance, the employee shall reimburse the Library for any unearned vacation time that was used.

Vacation/holiday time may only be accumulated up to 140 hours on December 31 each year. If the vacation/holiday time accumulation is more than 140 hours on December 31, the excess time over 140 hours is lost. The employee may have more than 140 hours accumulated during the year but only 140 hours on December 31. Vacation time and holidays are combined as total hours and as time off is taken, the hours are subtracted from the hours allowed. No salary payment shall be made to a current, continuing employee in lieu of vacation not taken.

If a staff member resigns in good standing and has completed at least one full year of service, the

unused vacation time is given in pay.

## **EMPLOYMENT POLICY**

All applicants for employment are considered on merit alone, without regard to race, gender, religion, age, disability, veteran's status, sexual orientation, national origin or any other legally protected status. Generally the most capable applicant available is selected based on established standards for the job, but not limited to an evaluation of the following characteristics: mental ability, education, experience, appropriate training, personality, and previous work record.

## **EMPLOYMENT PRACTICES**

All employees are employees at will. This manual does not give employees additional rights.

Relatives of employees may be hired to work at the Library if related individuals do not work in the same building or in direct supervisory relationships.

### ***Evaluation of Employees***

For purposes of determining raises or promotions, new employees may be evaluated annually and continuing employees biennially, using an instrument developed or purchased for the Library. These evaluations become a part of the personnel files.

### ***Promotions and Transfers***

It is the desire and practice of the Board to advance employees whenever possible and when practicable to make promotions from within the organization. However, applicants from outside the Library may be sought to find the best possible person for a position.

Requests for promotion or transfer to a pending vacancy may be made at any time by a member of the staff holding the requisite qualifications. Length of service unaccompanied by increased efficiency and interest in the profession is in no case a reason for promotion. Seniority is a determining factor only when two or more candidates have equal qualifications.

Promotions of non-professional personnel are provisional for six months. An employee who is promoted to a higher classification and fails to fill the job properly may be reassigned to the former classification. All promotions will include a salary increase.

Due to vacancies, transfers may become necessary. When a permanent transfer is made at the Director's discretion, the wage rate of the employee shall not be reduced because of said transfer, and the rate paid in the new classification shall not be less than the minimum rate for that classification.

### ***Resignation***

Employees should notify the Director by letter of their intention to resign. (If the Director intends to resign, he or she should submit a letter to the President of the Board.) The letter should state the employee's reason for resigning and the effective date of resignation. Clerical employees are expected to submit the letter of resignation a minimum of two weeks before the effective date of resignation. If possible, professional staff members should submit their resignation letter at least four weeks before the effective date of resignation. This will allow time for arranging to replace the employee.

### ***Termination of Employment and Dismissal***

It is the policy of the Warren County Public Library that all employment is on an "at will" basis which allows the employment to be terminated at any time by either the employee or the Library. Because each employee is an employee at will, the employer reserves the right to dismiss an employee for any reason with or without cause. The Director has the authority to dismiss an

employee. The Board of Trustees also has authority to dismiss an employee.

#### ***Terminating Pay***

Employees who are dismissed or those who resign with less than five years' service shall receive salary (or wages) to the date of termination and compensation for accrued vacation time.

Employees who resign after five years or more of service will be compensated for accrued vacation time, and they will also be paid for up to one-half of their accrued sick leave.

No dismissed employee will receive severance pay other than stated above.

#### ***Exit Interview***

Upon termination of employment, employees will be scheduled for an interview with the Director. The purpose of such an interview is as follows:

- To foster good relations with the departing employee by discussing his or her service with the Library.
- To bring out the real reason for the employee's resignation.
- To discover any Library policies or practices which might be improved.
- To discuss future plans of the employee and to offer assistance and recommendations in securing new employment.
- To make sure all termination papers are signed, and all benefits and salary payments are handled properly.

### **GRIEVANCE AND DISCIPLINE POLICY**

#### **Grievance**

An employee who has a matter of concern about his or her employment or relationship with the Library is encouraged to speak with the Director. If the employee feels that the matter has not been resolved, the employee may contact the President of the Board of Trustees who may address the concern or refer it to the Human Resources Committee.

After the committee has completed the investigation, it will then report to the Board at the next regular meeting. If the employee desires, he or she may present their case at the meeting.

The decision of the Board of Library Trustees is final.

#### **Discipline**

The Director may at any time warn, suspend, or dismiss any employee. Except in exigent circumstances where immediate action is required in the best interest of the Library, the Director shall inform an employee of any reason or consideration for his or her suspension or dismissal and give the employee the opportunity to respond to the allegations before taking action to suspend or dismiss.

### **IMMIGRATION-COMPLIANCE POLICY**

The Warren County Public Library complies with the requirements of federal immigration law and, for all employees hired after 1988, the Library shall have a properly completed Form I-9 which shall be kept as a part of its permanent personnel records.

#### **LEAVES**

##### ***Bereavement***

It is the Library's policy to allow employees to take time off without deduction of pay within a

two-week period in which the illness of a member of the family results in death according to the following requirements:

- One week's leave is granted, as needed, for the death of a parent, sister, brother, spouse, child, someone with whom the home is shared, or of someone who stands in place of one of these.
- Three days are allowed, as needed, for the death of a grandparent, grandchild, parent-in-law, son-in-law, or daughter-in-law.
- One day is allowed, as needed, for the death of a sister-in-law, brother-in-law, niece, nephew, cousin, aunt, uncle, or other close relative.
- No time off with pay is allowed for the funerals of friends, but the Director is encouraged to permit staff members to attend the funeral if the schedule permits.

#### ***Court Service***

A staff member who is required to be absent for jury duty will notify the Director immediately. He or she is paid the difference between jury duty pay and his or her hourly Library pay if jury duty pay is less and if it is a day he or she is scheduled to work. The employee is expected to return to work at the Library if excused from court service at 3 p.m. or before, in order to complete his or her eight-hour work schedule.

An employee who is summoned to court as a result of an infraction of the law on his or her part may use vacation time for the court appearance.

#### ***Leave of Absence***

Leave without pay for periods not exceeding one year may be granted for education, travel, or other purposes on the approval of the Director. Each case is considered on its merits. The particular position held by the employee will not be guaranteed upon his or her return. No benefits such as sick leave or vacation accrue while an employee is on unpaid leave exceeding 30 days.

All requests for a leave of absence should be made to the Director as much in advance of the requested leave as is possible to do so. Each request shall include a statement of the expected duration of the leave.

An employee may take up to ten days per year of unpaid leave to care for a parent, sibling, spouse, or child who is ill, or for a newborn. Eligible employees may take up to 12 weeks of unpaid leave under the Family and Medical Leave Act (please see "The Family and Medical Leave Act" document for details).

An employee on leave for six months to a year shall be required to notify the Director in writing, not less than 60 days prior to the expiration of the leave, whether he or she intends to return to employment.

A salaried employee who is a member of a Reserve Military Organization of the United States of America or a member of the National Guard and who attends a regular military training camp, will be given necessary time off for such training. This time off will not be considered vacation time.

#### ***Insurance Benefits While on Leave***

On a non-medical leave of absence, health insurance is covered until the employee's vacation time runs out. After that, employees may pay for their own health insurance through COBRA.

On a medical leave of absence, health insurance continues until sick leave and vacation time are used up. After that, employees may pay for their own health insurance through COBRA.

On a Family and Medical Leave, health insurance is maintained on the same terms as if the employee continued to work. An employee who does not return to work following a Family and Medical Leave is required to pay back the health insurance premiums that were paid on their behalf while on leave.

### **Marriage**

An employee who is expecting to get married should plan so that the wedding and honeymoon take place during the employee's vacation. If additional time off is needed, the Director must give permission for time off without pay.

#### ***Maternity and Paternity Leave, Including Adoption***

Leave will be granted, if requested by the employee, as stipulated by the law. Accumulated vacation and sick leave may be used for maternity and paternity leave. A Family and Medical Leave may also be taken by eligible employees.

#### ***Sick Leave***

Each year, ten days of sick leave with pay are provided to all salaried employees who work 40 hours per week. Salaried employees who work 32 hours or more per week are entitled to a prorated sick leave based on hours worked per week. Sick leave may accumulate to 240 hours, and overdrawn leave may be canceled by vacation time and payroll deductions or, if overdrawn at retirement or resignation time, may be deducted from the final paycheck.

New employees may use sick leave after 90 days of employment.

Sick leave applies to the illness of the employee, a parent, sister, brother, spouse, child, mother-in-law, father-in-law, grandchild, grandparent, stepparent, someone with whom the home is shared, or someone who stands in place of one of these. Sick leave may be used for emergency trips to the doctor, dentist, or for a series of treatments when time cannot be arranged outside work hours.

The number of days of sick leave allowed the first year is based on the number of months which will have been completed by the following January 1. On that date, ten days are added to the employee's account for the current year.

A staff member who will be absent because of illness should notify the Library before 8 a.m., and state an estimated time of return. The staff member who answers the call should notify the Director of these calls. Sick leave used must be reported in units of one-half hour or more.

Suspected abuse of the sick leave privilege may result in a request from the Director for a doctor's certificate. If the Director decides there has been abuse of sick leave, the time previously granted as sick leave will be considered vacation time.

### **OVERTIME COMPENSATION**

Employees are discouraged from working beyond 40 hours per week. However, at the Director's discretion, employees may work beyond 40 hours per week. A salaried employee who in any week works in excess of 40 hours may receive a credit for time off with pay in an amount equal to one and one-half (1.5) hours of compensatory time for each hour in excess of 40 per week. This credit is treated as compensatory so long as:

1. It is approved in advance by the Director, unless the extra work was required by an emergency or other unusual circumstance.
2. The amount of extra work is not less than 30 minutes.
3. It is granted in units of 30 minutes for each full 30 minutes worked.

A salaried employee may accrue up to 240 hours of comp time.

An hourly employee who works in excess of 40 hours in any week may receive payment at a rate not less than one and one-half their regular rate of pay.

## **PERFORMANCE EVALUATION**

Performance reviews are part of the permanent record of the employee in the Library's personnel records, and are considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action, and dismissal.

Performance evaluations are conducted by the Director, who may consider information from fellow employees, trustees and patrons. An annual evaluation of the Director is conducted by the Executive Committee.

Evaluations are conducted for all new employees within their initial 90 days of employment. Thereafter, performance reviews are conducted at least annually.

## **PERSONNEL RECORDS**

Personnel records are kept by the Library to document that the individual was employed at the Library and for how long. The files contain application forms and documents pertaining to hiring, rate of pay, performance, and attendance. These files are confidential. If an employee disagrees with something in the files, he or she can request a correction, and if no correction is made, he or she can add written objections to the file by contacting the Director.

## **PROFESSIONAL BEHAVIOR**

It is the aim of the Library to bring people and resources of the Library together. All Library processes and operations exist for the sake of the individual patron who comes in or whom the Library seeks to attract. A staff member must never be so engrossed in routines or other work that a patron is given only superficial attention. All requests are to be regarded as important to the patron. The same standard of service is to be granted to all patrons, regardless of social standing, nationality, race, gender, religion, lifestyle, or age. The employee's attitude is at all times to be one of intelligent, courteous, and interested service, and all conduct which would interfere with this standard must be avoided.

### ***Attendance and Absences***

Since every job in the Library is important to the efficient service of the whole, absence or tardiness is certain to cause hardship. Absence and tardiness are, naturally, sometimes unavoidable, but frequent or habitual absence or tardiness cannot be condoned. A staff member who finds it necessary to be absent or late will telephone the Library by 8 a.m. and, if the absence is prolonged, will continue to report in order that necessary changes may be made in schedules. The employee who can foresee lateness or absence should report it to his or her

supervisor beforehand.

All absence and tardiness will be reported in amounts of one-half hour or more. Tardiness may result in pay deductions in one-half hour units. Repeated tardiness or absence on the part of any employee may result in dismissal.

#### ***Charity Drives***

Employees will have the opportunity to participate in payroll deductions for contribution to the United Way, the only charity drive authorized among Library employees. Patron solicitations will not be allowed in the Library. Staff solicitations for their favorite charity or service organization should be done on their own time.

#### ***Collections***

Collections for a gift for an employee are always on a voluntary basis—never compulsory.

#### ***Dress Code***

Warren County Public Library employees are expected to be neat and well groomed. While formal business attire is not necessary, good taste should be the primary guideline. The Director can provide guidance about appropriate attire.

Examples of unacceptable attire:

- Shorts.
- Leggings (pants made of spandex and/or fit tightly around legs and ankles).
- Bathroom flip-flops.
- Hats or other casual headwear (except those worn for religious purposes).
- Overalls, fatigues, and athletic attire.
- Halter tops, shirts which reveal bare chests or midriffs, see-through blouses, tank tops and spaghetti strap tops.
- Clothing with inappropriate or offensive pictures, writing, or slogans.

#### ***Hours of Work***

Each full-time member of the staff works five eight-hour days a week. One hour is allowed for lunch and a 15-minute break is allowed for any four hours scheduled. Break time cannot be accumulated or used in any other way. Those on duty at public desks should wait until relieved by another staff member before taking their break. Employees are expected to return to their assignment at the end of the 15 minutes.

Rest periods are not the “right” of the employee. They are granted by the Library in expectation that the relief will permit the employee to operate at top efficiency throughout the entire workday. An employee who abuses the privilege may be denied rest period privileges for a temporary or indefinite period. Breaks must be taken so that at least two staff members remain on duty at all times. The Director shall arrange the work schedule to assure adequate staffing of the Library. Any variation in the scheduling patterns is subject to review by the Director.

#### ***Loans to Employees***

The Library is not able to make loans nor to issue salary advances to employees under any circumstances.

#### ***Personal Property***

Employees should not keep money in their desks or at their work stations. The Library cannot

assume responsibility for personal property of employees.

#### ***Personal Visits***

Staff members should not encourage personal visits by friends or relatives during working hours.

#### ***Telephone Calls***

Personal calls should be kept to a minimum, and personal cell phones should only be used in the staff lounge. No personal long distance calls may be charged to the Library telephone. Staff long distance business calls must be reported to the bookkeeper so an accurate record of all calls can be kept.

#### ***Visitors***

Official Library visitors or tour groups should be made to feel welcome by all staff members, even though they will not necessarily be introduced or asked to explain the work of their divisions. An acknowledgment of the visitors' presence by a smile or greeting is always in order.

### **PROHIBITED ACTIVITIES**

#### ***Alcohol***

Consumption of alcohol is not permitted on Library premises. Employees may not consume alcoholic beverages during work hours, or be under the influence of alcohol while working, or while on Library premises.

#### ***Drugs***

Use of illegal drugs is not permitted on Library premises or by Library employees. An employee whose work is adversely affected by the abuse of drugs may be subject to dismissal, after being given the opportunity to seek counseling.

#### ***Gambling***

The Library does not permit gambling in any form on its premises, nor may the Library facilities and equipment be used for the purpose of taking or placing bets of any nature.

#### ***Gifts and Entertainment***

Employees may not accept gifts (other than an inexpensive advertising novelty) from a person or firm that does business or seeks to do business with the Library. Except with the expressed prior approval of the Director, no employee may accept from any such person or firm any entertainment, other than an occasional social amenity.

#### ***Smoking***

According to Illinois law, no smoking is allowed inside the Library or within 15 feet of the building entrance.

### **SAFETY**

All staff should immediately report to the Director the existence of any hazardous condition or practice within the Library. Please see the "Library Emergency Procedures" for information about what to do in case of bomb threats and natural disasters.

#### ***Accidents***

All accidents, whether to the staff or to the public, should be reported immediately to the Director or to the staff person in charge, along with the names and addresses of witnesses. The patron should be consulted as to a preference concerning treatment, and if necessary, an ambulance should be called. If the patron is unconscious or unable to communicate, an ambulance should be called immediately and the patron taken to the appropriate medical facility. The patron's family must be notified if possible. An accident report should be filled out immediately by the appropriate administrator, or the staff member who is a witness. Report forms are available in the office.

All employees are covered by Workers' Compensation Insurance for injuries received on duty.

### ***Fire Procedure***

The Library is well equipped with fire protection equipment: fire extinguishers are located in all areas in visible, convenient locations; there are numerous exits and emergency lights if power should go off. However, each staff member is an important part of our fire protection system. Each should know where the fire extinguishers are located and how to use them. Each employee should know the nearest exit from all work areas so that he or she can direct patrons out and leave quickly in an emergency.

### ***First Aid and AED***

The Library furnishes minor items for first aid. Whenever first aid is insufficient, and whenever a doctor's care is required, a report of the injury must be sent to the Director's office.

The Library has an automatic external defibrillator (AED). An AED is a computerized medical device that can shock heart attack victims. Eligible employees are trained regularly to use the device.

## **SEXUAL HARASSMENT**

Sexual harassment will not be condoned (see more details in the Library Policy Manual).

### **STAFF DEVELOPMENT**

#### ***Conferences, Workshops, and Continuing Education***

Attendance at workshops, conferences, and demonstrations which keep staff members informed on better and up-to-date methods is encouraged. Staff members are encouraged to take courses offered locally which will upgrade their skills and knowledge; they may also be assigned to attend courses or workshops which are pertinent to their job responsibilities.

All employees may be granted time off with pay, at the discretion of the Director, to attend conferences of these organizations, provided the work schedules can be covered and service maintained.

In order to attend meetings related to Library work, or in connection with staff members' responsibilities in the Library, a written request should be made, giving dates and all relevant information concerning the conference, workshop, or seminar. This procedure should be followed for meetings lasting a full workday or longer. The written request must be signed by the Director.

Within limitations of the budget, registration fees, travel, hotel and meal expenses are paid for those staff members or trustees who officially represent the Library or who are participants (as speakers or members of working committees) who have had their requests approved. Claim vouchers for expenses incurred are to be turned in to the bookkeeper. Travel via transportation (car, train, etc) is considered work time. It is expected that whenever possible the travel period will coincide with free time.

Within two weeks after the staff member's (or staff members') return from the meeting, a written report may be required, or an oral report made to the staff, the Director, or the Board.

#### ***Library Associations***

Staff members are encouraged to join at least one of the professional organizations. One need not be a graduate of a library school to be a member. ALA and ILA dues for the Director are paid by the Library. Interested employees or trustees may request of the Board that their dues also be paid on a year-to-year basis.

### ***Tuition Assistance***

Staff members are encouraged to increase their knowledge and fitness for work by formal and informal methods.

As part of its employee-development program, the Library has established a Tuition Refund Plan to help with the cost of college study. This plan reimburses the employee for 50% of tuition costs within the limits set below. Thus, for all salaried Library employees, an added incentive is provided for off-duty study at either the undergraduate or the graduate level.

Formal application for this benefit may be made approximately three weeks before registering for college study through the Director's office by any salaried employee with at least one year of service. Employees who make application for the tuition refund shall be qualified for the selected courses of study at the accredited college of their choice. The field of study must, in the Director's judgment, be related to the employee's present position, or to a Library position to which he or she might reasonably aspire.

The Library will refund a total of up to \$1,000 per calendar year for the entire program. The refunds will be given upon satisfactory completion of the course. For any individual staff member, \$500 is the maximum allowed per year.

An employee who has furthered his or her education in any way should notify the Director. This is helpful in determining qualifications for promotion or transfer within the Library.

### **STAFF LOUNGE**

A lounge, with kitchen facilities, is provided for the staff.

### **WEATHER AND BUILDING CONDITIONS**

The decision to close the Library because of weather or other unforeseen circumstances is at the discretion of the Director. If the Library is closed, employees scheduled to work may be paid for the duration of the closure at the discretion of the Director.

When severe snowstorms or hazardous road conditions occur, staff members who are unable to report to work will not be paid.

**INCIDENT REPORT FORM**

Was there police involvement?                      Yes                      No

Type of incident (injury, harassment, trespassing, fire alarm, medical response, etc)

---

Location of the incident (floor, circ desk, computers, paperback room, etc)

---

Description of the incident

---

---

Individuals involved (staff and patrons)

---

Was there apparent injury?                      Yes                      No

If yes, please list the individual(s) injured, and medical response (e.g. taken to hospital, etc)

---

What actions we taken in response to the incident (e.g. called police, suspended, etc)

---

Please provide any other details necessary

---

---

---

Name of person filing this report \_\_\_\_\_

**GIFT AGREEMENT FORM**

Donation date: \_\_\_\_\_

Donor: \_\_\_\_\_

Address: \_\_\_\_\_

Description of material donated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Information concerning the material or donor which would be helpful in organizing and cataloging this material:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This Gift Agreement transfers legal title of the gift to the Warren County Public Library.

I have read the gift policy provisions of the Warren County Public Library and agree that they are acceptable.

Donor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted for the Library by: \_\_\_\_\_ Date: \_\_\_\_\_

Library Director signature: \_\_\_\_\_

**COMPLAINT ABOUT LIBRARY MATERIAL**

Material: \_\_\_\_\_

Date: \_\_\_\_\_

Name of complainant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Complaint represents: \_\_\_\_\_ Individual \_\_\_\_\_ Group

Reason for complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

For office use only:

Took form to request reconsideration of Library material: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, date second form returned: \_\_\_\_\_

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Request represents: \_\_\_\_\_ Individual \_\_\_\_\_ Organization (Name: \_\_\_\_\_)

1. Have you read or viewed the entire work? \_\_\_\_\_

If not, what parts have you read or viewed? \_\_\_\_\_

2. To what in the material do you object? (Please be specific; cite pages or sections.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What would you like the Library to do about this material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Can you recommend other material that would convey as valuable a picture and/or perspective of the subject matter?

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUEST FOR USE OF LIBRARY MEETING ROOM**

Date of meeting: \_\_\_\_\_

Time of meeting: from \_\_\_\_\_ to \_\_\_\_\_

Name of organization: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

\_\_\_\_\_

Number expected to attend: \_\_\_\_\_

Audiovisual equipment required: \_\_\_\_\_

\_\_\_\_\_

Person requesting room: (please print)

\_\_\_\_\_

Signature of requester:

\_\_\_\_\_

Telephone: day \_\_\_\_\_ evening \_\_\_\_\_

Date request was submitted: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Notes:

Groups meeting at the library need to comply with ADA and are responsible for providing qualified interpreters or auxiliary aids upon request.

**REQUEST FOR USE OF LIBRARY MEETING ROOM**

Date of meeting: \_\_\_\_\_

Time of meeting: from \_\_\_\_\_ to \_\_\_\_\_

Name of organization: \_\_\_\_\_

Purpose of meeting: \_\_\_\_\_

\_\_\_\_\_

Number expected to attend: \_\_\_\_\_

Audiovisual equipment required: \_\_\_\_\_

\_\_\_\_\_

Person requesting room: (please print)

\_\_\_\_\_

Signature of requester:

\_\_\_\_\_

Telephone: day \_\_\_\_\_ evening \_\_\_\_\_

Date request was submitted: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Notes:

Groups meeting at the library need to comply with ADA and are responsible for providing qualified interpreters or auxiliary aids upon request.

## INTERNET COMPUTER USE POLICIES AND PRACTICES

### Warren County Public Library

The Warren County Public Library is pleased to provide patrons with access to the resources available on the Internet. The policies and practices which follow are intended to permit all patrons the opportunity to use these resources.

Patrons' use of the Internet-connected computers will be on a first-come first-served basis. Patrons under the age of 18 who wish to access the Internet at Library computers are required to sign an Internet User's Agreement for Minors. The signature of a parent or guardian is also required on the agreement.

The Internet is a global collection of computer networks that connects computers all over the world. We at the Warren County Public Library believe that the valuable information and interaction available on the Internet outweigh the possibility that users may come across materials inconsistent with the goals of this Library or distasteful to individual patrons. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Parents are expected to monitor and supervise their child's use of the Internet.

Inappropriate use of the Internet-connected computers will result in suspension of the patron's use of the computers and cancellation of computer privileges with subsequent offenses. Inappropriate use includes, but is not limited to, the following:

*Violation of computer system integrity*

*Unauthorized tampering with hardware or software*

*Storage of data to anything other than a personal storage device*

*Violation of license agreements or copyright laws*

*Violation of another user's privacy*

*Unauthorized monitoring or entry to systems or networks*

*Sending, receiving, or displaying text or graphics that may be reasonably construed as obscene*

Illegal acts involving Library resources may be subject to prosecution by the relevant authorities.

The Warren County Public Library staff will try to assist patrons with Internet access as time allows, but are not authorized nor trained to offer extensive personal instruction. The Library does not directly provide electronic mail (e-mail).

**INTERNET USER'S AGREEMENT FOR MINORS (age 17 and younger)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

By signing this agreement, I acknowledge the following:

*I have read and understand the rules contained in the Warren County Library Internet Use Policies and Practices statement.*

*I agree to abide by those rules.*

*I realize that the Internet Use Policies and Practices statement is subject to change and that it is my responsibility to continue to be aware of the contents of this statement (which is posted on the side of all Internet-capable computers in the Library which are available to the public).*

*I realize that I will not be permitted to use Warren County Public Library computers for Internet access if I violate those rules.*

Signature of minor \_\_\_\_\_

*The following statement must also be signed in the presence of a Library staff member:*

As parent or guardian of \_\_\_\_\_, I give permission for him/her to access the Internet from Warren County Public Library with the understanding that there is a variety of information available on the Internet and that the Library, or agents of the Library, or not responsible for any materials to which this minor may be exposed on the Internet. I know that I am expected to monitor this person's use of the Internet, and to discuss with him/her issues concerning appropriate use and network safety.

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

**LIBRARY THEFT  
720 ILCS5/16B1-3**

**NOTE: The following should be posted at all circulation points in the library as well as near the front door (see the last section of the law). Also note that the criminal code is being rewritten so this citation may change within the next two or three years.**

**Article 16B. Protection of Library Materials**

**Section**

**5/16B-1. Definitions.**

**5/16B-2. Library theft.**

**5/16B-2.1. Criminal mutilation or vandalism of library materials.**

**5/16B-4 Continuation of prior law.**

**5/16B-5. Sentence.**

**Date Effective**

**Article 16B was added by P.A. 82- 603, § 1, eff. Jan 1, 1982.**

**5/16B-3. Posting of warning.**

**5/16B-1. Definitions**

**§ 16B-1. Definitions. As used in this Article:**

**(a) “Library facility” includes any public library or museum, or any library or museum of an educational, historical or eleemosynary institution, organization or society.**

**(b) “Library material” includes any book, plate, picture, photograph, engraving, painting, sculpture, statue, artifact, drawing, map, newspaper, pamphlet, broadside, magazine, manuscript, document, letter, microfilm, sound recording, audiovisual material, magnetic, or other tape, electronic data processing record or other documentary, written or printed material regardless of physical form or characteristics, or any part thereof, belonging to, or on loan to or otherwise in the custody of a library facility.**

**(c) “Premises of a library facility” means the interior or a building, structure or other enclosure in which a library facility is located and in which the library facility keeps, displays, and makes available for inspection or borrowing library material, but for the purposes of this Article, such premises do not include the exterior appurtenances to such building, structure or enclosure nor the land on which such building, structure or other enclosure is located.**

**(d) “Library card” means a card or plate issued by a library facility for purposes of identifying the person to whom the library card was issued as authorized to borrow library material, subject to all limitations and conditions imposed on such borrowing by the library facility issuing such card.**

**Laws 1961, p. 1983, § 16B-1, added by P.A. 82-603, § 1, eff. Jan. 1, 1982. Amended by P.A. 84-**

1308, Art III, § 23, eff. Aug. 25, 1986. Formerly Ill.Rev.Stat.1991, ch. 38, 16B-1

#### **5/16B-2 Library theft**

##### **§ 16B-2. Library Theft.**

**A person commits the offense of library theft when he or she:**

**(a) Knowingly and intentionally removes any library material from the premises of a library facility without authority to do so; or**

**(b) Knowingly and intentionally conceals any library materials upon his or her person or among his belongings, while still in the premises of a library facility and in such manner that the library material is not visible through ordinary observation although there may be some notice of its presence, and removes such library material beyond the last point in the premises of that library facility at which library material may be borrowed in accordance with procedures established by that library facility for the borrowing of library material; or**

**(c) With the intent to deceive borrows or attempts to borrow any library material from a library facility by (i) use of a library card issued to another without the other's consent, or (ii) use of a library card knowing that it is revoked, cancelled or expired, or (iii) use of a library card knowing that it is falsely made, counterfeit or materially altered; or**

**(d) Borrows from a library facility material which has an aggregate value of \$50 or more pursuant to an agreement with or procedure established by the library facility for the return of such library material of such library material so borrowed in accordance with such agreement or procedure, and further willfully without good cause fails to return such library material within 30 days after receiving written notice by certified mail from the library facility demanding the return of such library material. A person who violates this subsection (d) is liable to the library for the cost of postage and attorney fees.**

**Laws 1961, p. 1983, § 16B-2, added by P. A. 82-603, § 1, eff. Jan 1, 1982. Amended by P.A. 84-925, § 1, eff. Jan. 1, 1986; P.A. 87-898, § 1, eff. Jan. 1, 1993.**

#### **5/16B-2.1 Criminal mutilation or vandalism of library materials**

**§ 16B-2.1. Criminal mutilation or vandalism of library materials. A person commits criminal mutilation or vandalism of library materials when he knowingly tears, marks on, maliciously renders imperfect or otherwise damages or destroys library materials.**

**Laws 1961, p. 1983, § 16B-2.1, added by P.A. 84-925, § 1, eff. Jan 1, 1986. Amended by P.A. 84-435, Art. 3, § 3-8, eff. Sept. 10, 1991.**

**Formerly Ill.Rev.Stat.1991, ch. 38, 16B-2.1**

#### **5/16B-3. Posting of warning**

**§ 16B-3. Posting of Warning. Each library facility shall post a copy of this Act at a location adjacent to each entrance to the premises of the library facility and at each point in the premises of the library facility at which the borrowing of library materials occurs.**

**Laws 1961, p. 1983, § 16B-3, added by P.A. 82-603, § 1, eff. Jan. 1, 1982. Formerly Ill Rev.Stat. 1991, ch. 38, 16B-3.**

## THE FAMILY AND MEDICAL LEAVE ACT

“Balancing Work and Family”  
by: Gary Vikesland, MA LP CEAP

The following information covers the major points of the Family and Medical Leave Act. Refer to the complete Family and Medical Leave Act for more details.

### **FOR THE EMPLOYEE:**

The Family & Medical Leave Act (FMLA) allows “eligible” employees to take off up to 12 work weeks in any 12-month period for the birth or adoption of a child, to care for a family member, or if the employee himself has a serious health condition.

An “eligible” library employee is one who has been employed by the library for at least 12 months and has worked at least 1,250 hours. The 12 months do not need to be consecutive. FMLA can be taken on an intermittent basis allowing the employee to work on a less than full-time schedule.

The employee is entitled to have his/her benefits maintained, but (s)he must pay the cost of the health insurance after sick leave and vacation time is used up. The employee also has the right to return to the same or equivalent position, pay, and benefits at the conclusion of his/her leave.

The eligible employee must provide a 30-day advance notice for foreseeable events. The library is allowed to ask the employee to obtain a certification from a medical provider testifying to the need for the employee to take the leave for himself or for the family member. Upon completion of the leave the library is allowed to require the employee to obtain a certification of fitness to return to work when the leave was due to the employee’s own health concerns. The library can delay the start of FMLA for 30 days if the employee does not provided advance notice, and/or until the employee can provide certification from a medical provider.

If an employee and his/her spouse both work for the library, they are only allowed to take a combined total of 12 weeks off for the birth of a child, when adopting a child, or to care for a parent with a serious health condition.

### **FOR THE EMPLOYER:**

Since the library is a public agency, it is subject to provide FMLA regardless of the number of employees.

An “eligible” employee allowed leave under the FMLA is an employee that has been employed with the library for at least 1,250 hours during a 12-month period prior to the start of the leave. The 12 months do not need to be consecutive months. The burden is on the library to show records that the employee has not worked the required 1,250 hours. If the library cannot show record of work hours, the employee is eligible to use FMLA.

The library must give an employee requesting FMLA written notice, within two business days, if (s)he is not eligible for FMLA. If the library does not respond within two business days, the employee will

be eligible to take the leave.

A husband and wife who are employed at the library are only entitled to a combined total of 12 weeks for the birth of a child, when adopting a child, or to care for a parent with a serious health condition.

The employee is required to provide 30 days notice for foreseeable events that require FMLA. Foreseeable events would include scheduled surgery, adoption, or birth of a child. The library is allowed to delay the onset of FMLA without a 30-day notice.

The library can ask the employee to provide a medical certification from a healthcare provider that substantiates the need to use FMLA. FMLA can be delayed until the certification has been received. In addition, the library can ask for the employee to provide a fitness-for-duty certification prior to returning to work.

The employee can ask to use FMLA to care for a family member, for his/her own physical/ mental health care, and after the birth or adoption of a child. A spouse means a husband or wife as defined or recognized under Illinois law. A parent is either the biological parent or the person who acted as the parent when the employee was a child. A son or daughter is either biological, adopted, under foster care, a stepchild, a legal ward, or any child for whom the employee is assuming parental responsibility. The child must be under the age of 18 or 18 or over if a mental or physical handicap is present. The library is allowed to ask for documentation, i.e., birth certificate, court documentation, or a medical provider's certification.

The eligible employee is allowed to take 12 weeks of unpaid leave, unless (s)he has paid sick leave, in any 12-month period. The employee's leave can be taken on an intermittent basis; for example, an employee may drop to part-time status until the equivalent of 12 weeks has been obtained. During the 12 weeks of leave the library must continue the employee's benefits the same as if the employee were not on leave. The employee needs to pay the cost of the health insurance while on leave. After the 12 weeks have been used, the employee must return to his/her same position or equivalent position, similar benefits and working conditions, and same pay.

The library is allowed to periodically ask the employee on leave to report his/her status and intentions to return to work. If an employee informs the employer that (s)he does not intend to return to work, the employer may terminate the employment relationship and thus end the employee's FMLA. If an employee fraudulently obtains FMLA, he or she is not longer protected by FMLA in terms of job restoration and benefit maintenance.

Ordinary illnesses do not qualify for FMLA, such as common cold, flu, earaches, upset stomach, headaches, and routine dental care. Substance abuse is covered when the employee is seeking treatment, and not just impaired by its usage. To be eligible for FMLA an employee must have a condition that makes him or her unable to perform his/her essential job function.

Since the library is covered by FMLA this notice, outlining the Act's provisions, must be posted. The posting must be in a conspicuous place, whether or not the employer has any current eligible employees.

## TABLET AGREEMENT FORM

The use of this tablet computer was made possible by a Business and Libraries: Working Together grant awarded to the Illinois State Library. The Warren County Public Library has established a policy concerning the equipment and materials of this project.

Library card holders are welcome to check out the tablet for a period of one week (renewals allowed if no one is waiting). The borrower must be in good standing (no fines or overdue items), and must pay a \$50 deposit at the time of check out.

In addition, the borrower must agree to the following conditions and sign the contract below:

I agree to:

- \* keep plastic protective cover film on computer
- \*replace the item if lost, stolen or damaged while in possession of the tablet (Violators will be prosecuted).
- \*erase saved files or emails to the tablet before it is returned
- \*not use the tablet to view pornography
- \*have clean hands before use
- \*not use the tablet anywhere near a body of water
- \*not return the tablet in the book drop

If under 18, borrower will need to have his/her parent also sign the form agreeing to terms of use.

---

Signature of borrower

---

Signature of parent/guardian if borrower is under 18

---

Official Use Only:

Name of Patron and barcode number \_\_\_\_\_

Note any conditions/damage \_\_\_\_\_

Staff initials\_\_\_\_\_

**PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, Public Transportation or tolls, parking fees and tips	Actual reasonable rate

<b>Maximum Reimbursable Rates for Meals</b>	
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$25.00
Daily Maximum	\$60.00
Partial Day Maximum	\$30.00

<b>Maximum Reimbursable Rates for Lodging</b>	
Chicago and Suburban Cook County	\$220.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$175.00 / night
All other Illinois Counties	\$175.00 / night
Outside of Illinois	As approved by the Board

The following expenses shall not be reimbursable: alcohol  
 Additional expenses may be approved by the Director.

## TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under Warren County Public Library District Policy, the following minimum documentation must first be submitted, in writing, to the Board of Warren County Public Library District:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title/Office

- (2) The date or dates and nature of the official Warren County Public Library District business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official Warren County Public Library District business event or program.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board of Warren County Public Library District in considering your request for reimbursement. In the discretion of the Board of Warren County Public Library District, additional documentation relevant to the request for reimbursement may be required prior to action by Warren County Public Library District with respect to the reimbursement request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LIBRARY**

**EMERGENCY**

**PROCEDURES**

## **FIRES AND FIRE ALARMS**

### **POLICY**

Fires of any kind are not allowed on or in library property. People who start fires, no matter how small, will be prosecuted. The safety of all patrons is paramount.

### **PROCEDURE**

Staff members should execute the following responsibilities:

- 1) Determine extent and need for action.
- 2) If smoke detectors or fire alarm sounds, follow procedures for announcements in evacuating the building. (See “What To Say” below)
- 3) Call the Fire Department – 911.
- 4) Library staff has responsibilities for checking restrooms, offices, and other remote areas, and for helping everyone to leave quickly but safely. Staff shall identify and help any patrons with disabilities in need of assistance. Staff shall not assume that everyone will leave, making sure all patrons leave immediately without retrieving property or books. Staff should leave without taking particular or delaying safety precautions for the collection.
- 5) If there is evidence of smoke in an area, stoop as low as is possible to leave, cover your mouth and breathe in short breaths.
- 6) If a door or doorknob is hot to the touch, leave the door closed and use another exit. Open any other closed door slowly.
- 7) If possible, take the master key to inside doors.
- 8) Once outside, make sure people do not block exits, try to re-enter the building, or interfere with emergency personnel. They should be at a minimum of 200 feet from the building. They should be asked to assemble on the Courthouse lawn.
- 9) Do not return to the building until notified by the fire chief that it is safe to do so.
- 10) If someone indicates that he or she saw someone set a fire or act suspiciously, get the information and connect the person with a supervisor and/or law enforcement officer. File an incident report.

### **WHAT TO SAY**

“We have an emergency in the building. Please evacuate the building immediately. This is not a drill. Please leave the building now and meet on the lawn of the Courthouse.”

## **BOMB THREATS**

Bomb threats may be received in person, by mail, or by telephone call from either the person issuing the threat or from various law enforcement groups relaying a threat they have received.

### **POLICY**

Evacuate the building immediately. The staff member receiving the bomb threat will make the announcement or ask a co-worker to do it while he/she immediately calls 911.

## INITIAL PROCEDURE

- 1) When receiving a bomb threat call, get as much information as possible from the caller. (See telephone procedure below).
- 2) Alert another staff person to make the evacuation announcement.
- 3) Call the police, giving them all the information you have.
- 4) Calmly make an announcement to evacuate the library.
- 5) Assist with evacuation. Follow your library's normal evacuation procedures (see #4 in "Procedure" for Fire/Fire Alarms).
- 6) If the Director is not in the building, his/her designee will notify him/her.
- 7) When police arrive, staff **will not** accompany them into the building. The Director or Security Officer will escort them.

## WHAT TO SAY

We have a situation in the building. Please evacuate the building immediately. This is **NOT** a drill. There will be no check out. Please take all your belongings with you. Please leave the building now and go to the lawn of the Court House.

**A second announcement will be made after everyone is outside the building:** There is an emergency in the building, please leave the library immediately and go to the lawn of the Court House.

## PROCEDURE FOR BOMB THREAT BY TELEPHONE

Individual receiving the call should refer to the following:

1. **Do not** upset the caller. **Do Not** hang up.
2. Record the time the call was received and the extension number that was called.
3. Keep the caller talking by asking questions about the bomb, i.e.
  - What time will it go off?
  - What floor is it on? What department?
  - What does it look like, type of package? Size? Color?
  - Why did you do it?
  - What will cause it to explode?
4. Try to identify the caller. Make note of words, phrases, voice characteristics, accent, background noise, etc.
5. Immediately notify the Director. The Director will notify the police department.

### Caller's Voice (circle)

Male Calm Slow Crying Slurred Female Stutter Deep Loud Broken Young Giggling  
Accent Angry Rapid Middle-Age Stressed Nasal Lisp Excited Old Disguised Sincere  
Squeaky Normal

Tone of voice \_\_\_\_\_ Background noise \_\_\_\_\_ Is voice familiar? \_\_\_\_\_ If  
voice is familiar, who did it sound like? \_\_\_\_\_

Remarks: \_\_\_\_\_

ADDITIONAL INFORMATION: Did caller indicate knowledge of the library? \_\_\_\_\_

If yes, how? \_\_\_\_\_

What telephone extension did the call come in on? \_\_\_\_\_

Date of call: \_\_\_\_\_ Staff Member \_\_\_\_\_

## **PROCEDURE FOR BOMB THREAT BY LETTER**

1. If staff should receive a letter warning of a bomb in the building, immediately notify the Director. Do not handle the letter more than is necessary.

2. The bomb itself may be sent as a letter or parcel. Individuals responsible for opening mail should look for the following signs that might indicate a bomb:

- No return address
- Uneven thickness or uneven balance
- Excessive weight
- Small holes in the envelope
- Grease or oil stains, or strange odor (such as almond)
- Stiffness due to metal parts
- “Personal”, “Confidential”, or “To be opened by” written on package
- Misspelled names or incorrect addresses
- Envelopes addressed to “Library Executive”
- 

If enough of these signs are present, or there are additional reasons to believe that a letter bomb is present, the Director should be contacted.

## **PROCEDURE FOR BOMB THREAT THROUGH A THIRD PARTY**

1. Immediately transfer the call to the Director, if possible.

2. The Director (or senior staff member) will obtain the name, title, and telephone number of the person calling and the organization he or she represents.

## **FLOODING AND WATER LEAKS**

1) If there is flooding, stay out of the building.

A. Do not enter the flooded area until electricians have disconnected the electricity - there is extreme danger of shock.

B. Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.

1. Call AmerenIP - Emergency Service 1-800-755-7000

2. Call Fire Department - 911 or 734-8505

C. Salvage:

1. Find location to which water-soaked books and other materials can be transferred

2. Area should be adequately ventilated.

2) Water Leaks:

A. Move materials out of the area affected.

- B. Cover affected area with plastic and/or wastebaskets
- C. Contact the maintenance person or Director.

## **EARTHQUAKE**

During an earthquake, the “solid” earth moves or sways. The shaking is seldom the actual cause of injury or death. Most casualties result from falling objects and debris because the shocks can damage or destroy buildings. Landslides and fires can also be triggered by earthquakes.

Many hazards exist in the library. Some include:

- glass - such as windows, display cases, aquariums, which can shatter and be thrown at patrons
- anything stored above the head level which can fall or be thrown
- objects which may impede the orderly movement of people to exits
- cabinets without strong latches, or open-face shelving from which objects may fall
- water or gas pipes that may fracture
- suspended ceiling that can fall
- desks or tables that are not securely fastened to a floor or wall

The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of hanging plants or light fixtures or hear objects wobbling on shelves. The first indication of a strong earthquake may be a violent jolt (such as a sonic boom). You may hear a low rumbling noise such as thunder. After these preliminary indicators, the shaking is greatly amplified, and it may be difficult to stand up or move from one place to another.

During an earthquake the following events may happen:

- Objects may slide and crash together.
- Free-standing cabinets and bookshelves may fall over.
- Wall-mounted objects may shake loose and fly across the room.
- Suspended ceiling components may pop out, bringing light fixtures, ventilators, and many other ceiling fixtures down with them.
- Door frames may be bent and may jam doors shut. Window frames may bend and break, causing windows to shatter, and sending dangerous shreds of glass into rooms.
- The noise level may be extremely high and many unfamiliar sounds will be heard. This will cause great emotional stress on all involved, especially on children in the library.

### **In case of an earthquake, the Director could say:**

“Drop to the floor and cover your head. Face away from windows. Stay under shelter until the shaking stops.”

Patrons and staff members who are able, should crawl beneath desks or tables, place their heads between their knees and cover their heads with their arms. Individuals who are in hallways or large open areas should move to an interior wall, crouch down and cover their heads with their arms.

After a strong earthquake has passed, the following things need to be considered:

- Structural damage to the building needs to be assessed. Evacuation may be necessary

and may need to be accomplished promptly.

- First aid may need to be rendered.
- Fires of small origin need to be extinguished.
- Gas mains, water mains, and electrical service may need to be shut off by someone knowledgeable.
- Be sure all staff is accounted for.
- The library may be isolated from its surroundings because of damage to highways or telephone lines. It may be necessary for the library to be self-sufficient for hours or perhaps a few days.
- Aftershocks may also occur after the initial tremor. It may be necessary to take cover again while implementing recovery procedures.
- Monitor radio stations WMOI/WRAM for important information.

Calm, diligent actions will be the best way to assure safety and efficiency during and after an earthquake.

## **TORNADO**

Monmouth is located at the northeastern edge of the nation's tornado-prone region. The months of April, May and June account for more than 50% of all tornadoes.

A tornado's funnel-shaped cloud can carry rotary winds exceeding 300 miles per hour, and is usually accompanied by hail, severe thunderstorms and lightning.

### **Preparing for Twisters:**

A WATCH simply means that conditions are favorable for tornadoes to develop. This is an early warning given by the Weather Bureau and means you should prepare to go to a place of safety.

If a tornado watch occurs, you should:

- Monitor radio stations WMOI/WRAM or television stations WHBF/WQAD/KWQC for weather advisories. Warning sirens usually do not sound.
- Prepare to move to safety.

A WARNING means that a tornado has actually been sighted. If one is issued for your area, you should seek shelter immediately.

- The safest place at the library is the old furnace room in the basement under something sturdy, like a table. Entrance is through the large steel door east of the circulation desk.
- Stay away from outside walls, large open rooms and rooms with windows. Flying glass is a real hazard.
- Get under a heavy table or bench.
- Lie low with your hands covering the back of your head to reduce neck injury.

## **OTHER LIBRARY EMERGENCIES AND FIRST AID**

Taken from *Good Housekeeping Family First Aid*, Copyright 2004: “In general, an emergency involves an illness or injury that is life-threatening or that may cause severe or permanent damage to the victim.”

The above book lists 15 major injuries you might face at the library. It also lists 17 major illnesses that the Director might encounter at the library.

The book explains what to do in each case. It also gives the first aid necessary for staff members to know.

Each staff member should be given the time to read this book, so that he or she will know how to deal with these injuries and illnesses.