



WARREN COUNTY PUBLIC LIBRARY PERSONNEL POLICY

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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.

REGULAR FULL-TIME employees are those who are not in a temporary or part-time status and who are regularly scheduled to work at least 32 hours per week. Generally, they are eligible for the Warren County Public Library's full benefit package, subject to the terms, conditions, and limitations of each benefit program. Full-time employees are overtime eligible; however, compensatory time off will be given in lieu of overtime pay.

REGULAR PART-TIME employees are those who are not temporary or full-time status and who are regularly scheduled to work less than 32 hours per week. They may be eligible for some of the Warren County Public Library's benefit package, in addition to those benefits required by law, subject to the terms, conditions, and limitations of each individual benefit program. Generally, part-time employees are not entitled to 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. All branch librarians are part-time employees with the responsibilities of operating a branch library. Branch librarians are entitled to holiday time when a holiday falls on their normal working day and annual vacation time.

All employees are non-exempt.

Revised 03/10/2025

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. 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.
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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 Eve, New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas. The Library is open on the following holidays: Martin Luther King Day, President's Day, Veterans' Day, the day following Thanksgiving.

There are 104 total holiday hours.

Revised 12/11/2023

Insurance

The Library provides health benefits 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. Part-time employees that work 20 hours or more a week and have 1 year or more of service can participate at the employee's expense in the library's vision, dental, and or life plans. Administrative fees will be paid by the library.

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 strongly encouraged 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.

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Time Sheets

All employees must keep a record of time worked on forms provided by the Library. These records are sent to the bookkeeper at the end of the pay period, no later than the Tuesday after.

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Vacations

All full-time and branch librarians 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 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.

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

Vacation time is front-loaded at the beginning of the calendar year for employees. For new hires, after the first 90 days of employment, pro-rated vacation time is available. 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 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. 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, up to 160 hours, is given in pay.

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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 provide the Director written notice 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 notice should state the employee's 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 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.

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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 an adhoc 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.

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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 full-time 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.

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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.

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.

Paid Leave

All part-time staff (excluding Branch Librarians) receive Paid Leave in compliance with the Paid Leave for All Workers Act. An employee begins earning time on the first day of employment, and is eligible to take leave 90 days after employment begins. Paid leave is provided “up front” and is calculated based on the number of regularly scheduled hours worked per week. One hour is given per 40 hours worked. An employee is permitted to use the time for any reason. Advance notice for time off is strongly encouraged whenever possible. Unused paid leave is not eligible for carryover and is not paid out upon separation.

Adopted December 11, 2023

Sick Leave

Each year, ten days of sick leave with pay are provided to all full-time employees who work 40 hours per week. Full-time 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 at 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.

Revised 12/11/2023

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 full-time 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 full-time employee may accrue up to 240 hours of comp time.

A part-time 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.

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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-quarter hour or more. Tardiness may result in pay deductions in one-quarter hour units. Repeated tardiness or absence on the part of any employee may result in dismissal.

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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.

- Bathroom flip-flops.
- Hats or other casual headwear (except those worn for religious purposes).
- Overalls, fatigues, and athletic attire.
- Halter tops, muscle shirts, 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.

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Hours of Work

For each day worked, full-time staff is allowed one unpaid hour for lunch and a 15-minute break 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.

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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
(FOR WARREN COUNTY RESIDENTS ONLY)**

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: _____

Revised 04/08/2024

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL
(FOR WARREN COUNTY RESIDENTS ONLY)

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: _____

Revised 04/08/2024

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 the signature of a parent or guardian as 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).

Revised 03/10/2025

**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 lost items).

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 _____

Revised 03/10/2025

PERMISSIBLE TRAVEL EXPENSES

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

Maximum Reimbursable Rates for Transportation	
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

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

Maximum Reimbursable Rates for Lodging	
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.

