

ST. JOSEPH TOWNSHIP – SWEARINGEN MEMORIAL LIBRARY  
POLICY MANUAL

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## **I. OBJECTIVES AND GOALS**

The objective of the St. Joseph Township - Swearingen Memorial Library is to provide for the informational, cultural, and educational needs of the residents of St. Joseph Township through the selection, organization, and promotion of as wide a range of materials as possible.

In order to fulfill this objective, the library has set the following goals:

1. To provide an appropriate and wide range of library materials following the guidelines outlined in the Material Selection portion of this manual.
2. To provide any requested information on any subject as it is within the ability of the library to do so.
3. To promote the library and its services, seeking to reach potential patrons as well as current patrons.
4. To provide adequate physical facilities where library materials may be used in a comfortable and pleasant environment.
5. To provide materials and services through the cooperation with other area libraries and library networks.
6. To enhance the library experience for patrons through appropriate programs, publications, displays, and activities.

## II. BOARD RESPONSIBILITIES AND BY-LAWS

### Article I. Name

This organization shall be called "The Board of Trustees of the St. Joseph Township - Swearingen Memorial Library" existing by virtue of the provisions of Chapter 81 of the Laws of the State of Illinois, exercising the powers and authority, and assuming the responsibilities delegated to it under the said statute. Any library building maintained by this board shall be called the St. Joseph Township - Swearingen Memorial Library.

### Article II. Officers

#### Section 1.

The officers shall be a President, a Vice-President, a Secretary, and a Treasurer, elected from among the elected trustees at the April meeting of the board, which are bonded positions.

#### Section 2.

Officers shall serve a term of one year from the April meeting at which time they are elected until their successors are duly elected.

#### Section 3.

The president shall preside at all meetings of the board, authorize calls for special meetings, appoint all committees, execute documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office.

#### Section 4.

The vice-president, in event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

#### Section 5.

The secretary shall keep a true and accurate record of all meetings of the board, shall execute documents authorized by the board, and shall perform such other duties as are generally associated with that office.

#### Section 6.

The Treasurer shall be the disbursing officer of the board, consign all checks, shall execute documents authorized by the board, and shall perform such duties as generally devolve upon that office. The Treasurer shall be bonded in an amount as may be required by a resolution of the board. In the absence or inability of the Treasurer, the duties shall be performed by such other members of the board, as the board may designate.

### **Article III. Meetings**

#### Section 1.

The regular meetings shall be held at the library on the third Thursday of each month beginning at 7:00 p.m.

#### Section 2.

The following business shall be conducted during these months:

February: staff is evaluated by librarian  
staff evaluations are presented to board by librarian  
presentation of yearly budget by librarian  
March: librarian is evaluated by the board  
librarian evaluation is presented to board by board president  
discuss, review, and approve budget  
April: elect officers  
elect committee members  
July: Library Policy Manual is reviewed

#### Section 3.

The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown, so far as circumstances shall permit:

- (a) Call to order and roll call of members.
- (b) Disposition of minutes of previous meeting and any intervening special meeting.
- (c) Financial report of the library.
- (d) Progress and service report of the librarian.
- (e) Committee reports.
- (f) Old business.
- (g) New business.
- (h) Public presentation to or discussion with the board.
- (i) Adjournment.

#### Section 4.

Special meetings shall be called by the secretary or by the librarian at the direction of the president, or at the request of three members, for the transaction of business as stated in the call for the meeting.

#### Section 5.

A quorum for the transaction of business at any meeting shall consist of four members of the board present in person.

#### Section 6.

Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

## **Article IV. Duties and Responsibilities of the Board of Trustees**

### Section 1.

The duties and responsibilities of the library board are as follows:

- a) to employ a competent and qualified librarian
- b) to determine the purpose of the library and to adopt written policies to govern the operation and program of the library
- c) to determine the program and needs of the library in relation to the community and to keep abreast of standards and library trends
- d) to secure adequate funds to carry on the library program
- e) to establish, support, and participate in a planned public relations program
- f) to assist in the preparation on the annual budget and approve the final document
- g) to know local and state laws and to actively support library legislation in the state and nation
- h) to establish among the library policies those dealing with book and materials selection
- i) to attend all board meetings and see that accurate records are kept on file at the library
- j) to attend regional, state, and national trustee meetings and workshops, and to affiliate with appropriate professional organizations
- k) to be aware of the services of the state library
- l) to report regularly to the governing officials and the general public
- m) to reside at least 9 months each year within the St. Joseph Township Library district.
- n) to abide by the ordinances of the St. Joseph Township.

### Section 2.

A Trustee who is unable to fulfill the duties and responsibilities outlined in Article IV, Section 1 may be removed from the Board of Trustees by a majority vote of the board members present at the time of the vote. The Board of Trustees will appoint a replacement within 60 days to serve the remainder of the term.

### Section 3.

A vote to remove a Trustee will not be held until the following actions have occurred:

- a) The President of the Board of Trustees will present the Trustee with a written document detailing the nature of the Trustee's inability to fulfill the duties and responsibilities. At the time of this presentation, objectives necessary to retain the position will be detailed by the President of the Board of Trustees.
- b) The Trustee will have a period of time, specified in the document presented by the President, to correct the delinquency.

- c) At the end of the specified time, the Trustee will be allowed a hearing before the full Board of Trustees. The vote to retain or remove the Trustee will be held at the end of the meeting, and the decision of the Board will be presented to the Trustee in writing. If the Trustee does not attend the meeting, the Board of Trustees will vote in his or her absence.

## **Article V. Committees**

### Section 1.

The president shall appoint committees of two or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the board.

### Section 2.

Standing committees, appointed by the president, shall consist of Building and Grounds, Budget and Investments, Policy and Planning, and others as necessity dictates. The standing committees shall serve a term of one year from the time they are appointed.

- (a) Building and Grounds committee: shall be responsible for overseeing the care of the library property.
- (b) Budget and Investment committee: shall be responsible for preparation and modification of the library budget and the management of the Township account and the investments from the Trust account.
- (c) Policy and Planning committee: shall be responsible for reviewing and revising the current library policy and also for preparing long-range plans and goals for better service of the library to the community.

### Section 3.

All committees shall make progress reports to the library board at each of its meetings.

### Section 4.

No committee will have other than advisory power unless, by suitable action of the board, it is granted specific power to act.

## **Article VI. Fiscal Year**

The fiscal year of the board shall be April 1 to March 31.

**Article VII. General**

Section 1.

An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The president may vote upon and may move or second a proposal before the board.

Section 2.

The by-laws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been presented to the members one month prior to the meeting at which such action is proposed to be taken.

Section 3.

Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the board shall be present and two-thirds of those present shall so approve.

### III. PERSONNEL POLICY

The purpose of the personnel policy is to act as a guide and general policy for all full and part-time employees of the St. Joseph Township - Swearingen Memorial Library. The board of trustees shall maintain the right to change policy procedures in accordance with the needs and benefits of the employees and of the library.

#### **Article I. Job Descriptions**

##### Section 1. The Librarian

The qualifications for the librarian shall be:

- 1) MLS degree from an ALA accredited school.
- 2) Experience working in a public library, desirable.
- 3) Desire to work with people of all ages and to maintain a pleasant atmosphere at all times in the library.

The job responsibilities are:

- (a) To be directly responsible to the St. Joseph Township – Swearingen Memorial Library Board of Trustees. The Librarian is subject to an annual job evaluation. The librarian acts as an advisor to the board in relation to the hiring, dismissal, and yearly evaluation of staff members.
- (b) To be primarily responsible for the administration of the library including the selection, acquisition, and organization of materials;
- (c) administration of professional library services and programs;
- (d) supervision and training of employees and volunteers; maintenance of good community public relations; and the implementation of programs in the library and in the community within the framework of the library's goals, objectives, policies, and budget.
- (e) To act in an advisory capacity to the library board recommending policies, programs, and changes; attending all board meetings except those where salary or tenure are under discussion
- (f) and is an ex-officio nonvoting member of all library board committees.
- (g) To present a report of library activities to the library board at their regular meetings.
- (h) To prepare and submit reports and grant applications to government agencies, Illinois Heartland Libraries System, and Illinois State Library with the cooperation of the board whenever necessary or required.
- (i) To be responsible for implementation and administration of all policies established by the board of trustees.
- (j) To submit a recommendation of a working budget to the board of trustees. The Librarian is responsible for the administration of the approved budget and staying within the limitations of it.
- (k) To participate in professional organizations, keep informed about laws, regulations, and grants which affect the library and maintain a mutually beneficial relationship with Illinois Heartland Libraries System and the State Library.



- (l) To maintain a neat and orderly appearance of the library facilities at all times. The attitude of "What you see is what we are" must be maintained.
- (m) To develop and present, in conjunction with a board committee, an orientation program for new board members. The orientation program should be presented after the election and before their first board meeting.
- (n) To be responsible for other duties as assigned by the library board of trustees.

Section 2. Clerk I

The qualifications and skills for the Clerk I position shall be:

- (a) High school diploma or equivalent.
- (b) Three or more years of clerical or library experience.
- (c) Clerical aptitude in typing, filing, and alphabetizing.
- (d) Ability to meet and work with staff and patrons in a consistently intelligent, courteous, friendly, and cooperative manner.
- (e) Supervisory ability.
- (f) Basic knowledge of the Dewey Decimal system, card catalog, and general library and bibliographical materials.
- (g) Knowledge of Illinois Heartland Library System automated circulation system.
- (h) Knowledge of the public computers, including the ability to supervise and train patrons in the use of them.

Some desirable qualifications are:

- (a) Course work in clerical skills at the college or junior college level.
- (b) Course work in library science.

The job responsibilities are:

- (a) To perform, as needed, the responsibilities as defined in the Clerk II job description.
- (b) To maintain up-to-date overdue records: responsible for sending first, second, and final notices regularly.
- (c) To maintain circulation records.
- (d) To maintain card catalog: including filing new cards and pulling discarded records.
- (e) To train and direct clerical and volunteer student personnel.
- (f) To supervise circulation activities.
- (g) To accept responsibility for the smooth running of the library activities in the absence of the librarian.
- (h) To mend books and other materials.
- (i) To help with special projects, programs, and events as requested by the librarian.
- (j) To perform other duties as assigned.

Section 3. Clerk II

The qualifications and skills for the Clerk II position shall be:

- (a) High school diploma or equivalent.
- (b) Clerical aptitude including typing, filing, and alphabetizing.
- (c) Ability to meet and work with staff and patrons in a consistently intelligent, courteous, friendly, and cooperative manner.

Some desirable qualifications are:

- (a) Basic knowledge of the Dewey Decimal System, card catalog, and general library materials.

The job responsibilities are:

- (a) To work under the direction of the librarian. After training, the clerk may occasionally work alone at the library.
- (b) To man the circulation desk, including such tasks as:
  - (1) receive and discharge library materials.
  - (2) answer telephone.
  - (3) register patrons.
  - (4) shelve books and materials.
- (c) To answer reference questions.
- (d) To refer reference problems and program requests to the librarian.
- (e) To type catalog cards, registration information, and other items as needed.
- (f) To process new books and materials.
- (g) To file cards into the card catalog.
- (h) To help with special projects, programs, and events as requested by the librarian.
- (i) To promote services provided by the Illinois Heartland Library System to patrons as necessary; for example, interlibrary loan, films, pictures, reciprocal borrowing.
- (j) To perform other duties as assigned.

**Article II. Contractual Services**

At the March meeting, the Board will review all contracts for continuation of service.

Section 1. Janitorial Service

The job responsibilities are:

- a) To work under the supervision of the librarian.
- b) To clean the premises once per week including vacuum all carpeted areas, wet mop tile floors, clean bathrooms completely, wash tabletops and backs of chairs, dust window sills, countertops, card catalogs, curio cabinet top (not inside), work area (not bookshelves), take out trash, wash outer and inner glass doors and entrance windows. At least twice a year: wash windows and shampoo carpet.

## Section 2. Accounting Service

The Bookkeeper is responsible for generating financial records while the Treasurer oversees financial operations and procedures. The Bookkeeper prepares a detailed check register, financial statements, and payroll tax returns. The detailed check register shall include the date, payee, amount, account code, budget title of monies expended, and current checkbook balance. The register shall include date, amount, source of income, budget title for monies received, and current checkbook balance. The check register and financial statements shall be prepared in time for distribution at the Board meeting following the month of the statements unless otherwise agreed upon by the Treasurer and the Bookkeeper. The Treasurer, with the assistance of the Bookkeeper, reviews financial statements and records, and prepares cash flow projections. The Treasurer supervises the Bookkeeper.

Disbursements: Time cards and invoices must be reviewed, approved, and prepared by the librarian. The Bookkeeper prepares checks on the 15th and the end of the month from approved invoices and time cards. Two officers, one which should normally be the Treasurer, must sign the checks after reviewing the supporting documents. Only emergency disbursements should be made at other times.

Receipts: The librarian will endorse all receipts. The Bookkeeper or clerk must make deposits of receipts as needed. The deposit slip and any supporting documents must be retained and available to the Bookkeeper.

Petty Cash: Supporting receipts must be kept for all expenses. Monthly, petty cash must be counted and reconciled by the librarian and made part of the financial statement each month.

Bank Reconciliations: Reconciliations are to be made on the same schedule as the financial statements. The Bookkeeper or Treasurer must compare the actual payee and amount of the cancelled checks with the cash disbursement book. Actual bank reconciliations will be made by the Bookkeeper.

Payroll Tax Returns: Payroll tax returns must be prepared on a timely basis by the Bookkeeper. They should be signed by the Treasurer, or other officer as necessary.

Subsidiary Income: The librarian must keep track of the source and the amount of subsidiary income daily. When needed, the librarian must deposit the subsidiary income and record the deposit. All deposit slips must be retained for the Bookkeeper. The subsidiary income must not exceed \$100.00 cash at the library.

Financial Statements: The general ledger and journals must be prepared by the Bookkeeper monthly. Financial statements must also be prepared by the Bookkeeper at this time using the format approved by the board of trustees. The Bookkeeper is responsible for providing a master copy of the monthly statements to be kept on file in the library.

Financial Reports: The Bookkeeper is responsible for the preparation of the financial data on various reports. The Treasurer is then responsible for reviewing these reports and data. The help of the librarian may be enlisted as necessary.

Outside Accounting Services: At times it may be necessary to employ outside accounting help. Their duties might include:

- a) Review of journals and any required adjusting entries; for example, investment income.
- b) Assistance on cash flow projections.
- c) Assistance in budget and levy preparation.
- d) Actual preparation of required financial reports for the township and/or trust accounts.
- e) Providing any other financial accounting or bookkeeping assistance as may be necessary.

### **Article III. Recruitment and Appointment**

#### Section 1. The Librarian

- c) The advertisement for a vacant librarian position will be advertised publicly for a minimum of one week. The application for employment must include a resume and three written references. A job description and salary range will be available for those applicants who respond.
- d) The president of the library board will appoint a three member search committee. The purpose of this committee will be to review submitted applications and to contact the most suitable applicants for an oral interview by all of the trustees. Each applicant will be notified in writing when the vacancy is filled.
- e) Selection for employment will be based solely on merit with consideration given to education, skill, library experience, and personal attributes.

#### Section 2. Clerk I, Clerk II, and Temporary Clerks

- a) When a clerk position opens, consideration will be given to the promotion of present employees.
- b) Advertisement of a vacant or temporary position will then be advertised locally and at the library. A completed job application and three written work references will be reviewed by the librarian. A written job description for the vacant position will be available for all applicants who respond.
- c) The librarian will conduct personal interviews with the most suitable applicants and recommend employment to the board of trustees. Final selection will be made by the librarian with the board's approval.

#### Section 3.

A completed fact sheet must be placed on file after employment.

Section 4.

Conditions of employment and probationary work period evaluation will be presented to all employees hired by the board of trustees. Employees will be expected to accept the terms of employment in writing.

Section 5.

Each new employee is on a six-month probationary period commencing on the employee's start date. Evaluation procedures are detailed in Article XV of the personnel Policy. Dismissals of employees are subject to the provisions set forth in Article X.

Section 6.

Relatives of current board members or staff will not be considered for employment in any permanent position.

Section 7.

Hours shall be as follows and are subject to change upon the board members' approval:

- i) Full-time employees - Average 40 hours weekly
- ii) Part-time employees - Average less than 40 hours per week
- iii) Full-time Librarian hours – Average 40 hour

Note: 10% of the Librarian's weekly hours can be worked when the library is closed for the purposes of having uninterrupted time for work projects and paperwork. If the librarian determines that this time is not needed in any given week, those hours shall be worked during open hours.

## **Article IV. Benefits**

### Section 1.

The vacation schedule described below is subject to review at the discretion of the board of trustees. Additions or deletions may be recommended by the members of the board or reviewed by the board upon the recommendation of the librarian.

### Section 2.

The librarian and the Bookkeeper shall maintain a record of all benefits earned and used. These records shall be periodically reviewed by the board.

### Section 3. Full-time Librarian

a) The vacation schedule for the full-time librarian is as follows (after 6 month probationary period):

Year 1 of employment = 1 week of vacation

Years 2 – 5 of employment = 2 weeks of vacation

Years 5-20 of employment = 3 weeks of vacation

Years 21+ of employment = 4 weeks of vacation

Years 30+ of employment = 5 weeks of vacation

Paid vacation cannot accrue past the end of the fiscal year except without express approval from the board.

b) Paid sick leave will be 1 week's worth of hours each year. The Librarian is not able to accrue more than 12 weeks of sick leave.

c) Paid personal leave shall be 16 hours per year. Personal leave may be taken in hourly units. Personal leave is not accumulative. Personal leave shall not be reimbursed when termination of employment occurs.

d) Maternity leave shall be up to 3 months without pay.

e) When all paid vacation and sick leave have been exhausted, full-time employees can have time off without pay with the approval and at the discretion of the board.

f) All paid holidays are as listed in Article V.

### Section 4. Part-time librarian

1. After one year of service, the part-time librarian paid vacation equivalent to two times the average number of hours worked per week. The maximum accumulation of leave shall not exceed 78 hours. Vacation is to be taken in one week periods, except with express approval of the board. Paid vacation cannot accrue past employee's anniversary date.

2. There is no sick leave for part-time librarians.

3. Paid personal leave shall be 8 hours per year, not to be taken during the initial six month probationary period. Personal leave may be taken in hourly units. Personal leave is not accumulative. Personal leave shall not be reimbursed when termination of employment occurs.

#### Section 5. Full-Time Clerk

- a) Clerk I will be eligible for vacation after a 6-month probationary period as follows:
  - Year 1 of employment = 1 week of vacation
  - Years 2 – 5 of employment = 2 weeks of vacation
  - Years 5+ of employment = 3 weeks of vacationPaid vacation cannot accrue past the end of the fiscal year except with express approval from the board.
- b) Paid sick leave will be 1 week's worth of hours each year. The full-time clerk is not able to accrue more than 12 weeks of sick leave.
- c) Time off without pay must be with the approval and at the discretion of the board.
- d) Paid personal leave shall be 8 hours per year. Personal leave may be taken in hourly units. Personal leave is not accumulative. Personal leave shall not be reimbursed when termination of employment occurs.
- e) All paid holidays are as listed in Article V.
- f) Maternity leave shall be up to 3 months without pay.

#### Section 6. Part-time Clerks

- a) Clerk I will be eligible for vacation time after a 6-month probationary period as follows:
  - Year 1 of employment = 1 week of vacation
  - Years 2 – 5 of employment = 2 weeks of vacation
  - Years 5+ of employment = 3 weeks of vacationPaid vacation cannot accrue past the end of the fiscal year except with express approval from the board.
- b) Clerk II will receive 1 week of vacation each year for the duration of their employment with the library. Any Clerk II who has worked for 5 years or more at the library will be given a second week of vacation each year for the duration of their employment with the library.
- c) Time off without pay must be with the approval and at the discretion of the board.
- d) There are no sick leave benefits for part-time clerks.
- e) All paid holidays are as listed in Article V.

Section 7.

All employees are entitled to the following:

- a) Paid breaks -
  - 1) 15 minutes during each four hour period.
  - 2) 15 minutes during a six hour period plus a 15 minute lunch break.
  - 3) The timing of these breaks is at the discretion of the librarian.
- b) Lunch time shall be one hour unpaid, when the library is open for nine hours.
- c) If the library is closed due to adverse weather conditions, employees are paid for their scheduled hours.
- d) Workman's Compensation, Illinois State Unemployment Insurance, and Illinois Municipal Retirement System are provided for all library employees.
- e) All employees are entitled to Bereavement Leave:
  - 1) In case of spouse, child, parent, up to five (5) days in a single seven-day (7-day) period.
  - 2) In case of immediate family, up to three (3) days in a single five-day (5-day) period.

All other time off must be approved by the Librarian or Library Board President using vacation, sick leave or as unpaid leave.



**Article V. Holidays**

Section 1.

Holidays recognized by the board of trustees shall be as indicated and are subject to review when the need arises:

- |                     |                     |
|---------------------|---------------------|
| 1. New Year's Eve   | 5. Labor Day        |
| 2. New Year's Day   | 6. Thanksgiving Day |
| 3. Memorial Day     | 7. Christmas Eve    |
| 4. Independence Day | 8. Christmas Day    |

Section 2.

When a holiday falls on Sunday, the library will be closed the following Monday.

Section 3.

The library staff will not be required to work on days that the library is used as an official polling place. These periods will be considered holidays with pay.

**Article VI. Compensatory Time**

Section 1.

Whenever the librarian does work for the library outside regular library hours, the same amount of time may be taken off when part-time help is on regularly scheduled duty. This compensatory time must be taken within 30 days of accrual. The maximum compensatory time is four hours per month. Additional compensatory may be granted at the board's discretion.

**Article VII. Reimbursement for Business Expenses**

Section 1.

The mileage reimbursement, comparable to Federal Income Tax guidelines, will be paid to the library staff and trustees for mileage between any two work related points; for example, from our township library to another library conference location. This mileage does not apply for travel time between a work related point and the librarian's residence.

Section 2.

Pre-approval of conference registration, lodging and meal expenses is required by the Board. Reimbursement will be made upon presentation of receipts for approved expenses.

**Article VIII. Tenure**

There is no tenure available to an employee of the St. Joseph Township - Swearingen Memorial Library other than continued employment based on satisfactory performance on the job.

**Article IX. Resignation**

Section 1.

A salaried employee must provide 30 days notification in writing before terminating employment.

Section 2.

An hourly employee must provide 14 days notification in writing before terminating employment.

Section 3.

Employees who resign without appropriate notice may forfeit their accrued annual leave, except for emergency medical situations.

**Article X. Dismissal**

Policies and guidelines have been established by the board of trustees to help employees maintain a high level of service to the public. Failure to maintain courteous, efficient performance may subject an employee to disciplinary action or termination of employment.

Dismissal is the termination of employment for a cause. An employee may be dismissed (1) for conduct detrimental to the best interest of the library or (2) for unsatisfactory work performance.

Section 1.

- a) Conduct detrimental to the best interest of the library includes, but is not limited to the following:
  - 1) Falsification of records
  - 2) Use of drugs that affect job performance
  - 3) Theft, misappropriation of funds, or negligent use of library property
  - 4) Unapproved budget over-expenditures
  - 5) Flagrant disregard of board policies
  - 6) Any other action or activity which tends to discredit the library
- b) An employee displaying this type of detrimental conduct may be dismissed immediately. The employee will not have the benefit of notice, but will receive two weeks severance pay. Any unused vacation will be paid.

Section 2.

- a) Before dismissal of an employee who is either unable or consistently guilty of unsatisfactory work performance, the employee will be placed on probation and given the opportunity to improve his/her work performance.
- b) The performance problem(s) must be presented in writing to the employee by the librarian or by the board, in the case of the librarian. At the time of this presentation, objectives necessary to retain the job should be agreed upon in writing and an adequate time period should be specified to reach these stated objectives.
- c) At the end of the allotted time period, the employee will be evaluated for progress and a written recommendation will be made by the librarian or by the board, in the case of the librarian, for retention or dismissal.

Section 3.

If dismissal is decided upon a written notice, including the reasons, will be given to the employee two weeks prior to the effective date of the dismissal. All of the above documents will be retained in the employee's file for future references.

**Article XI. Grievance**

Before dismissal is decided, an employee has the right to state his cause in writing to the librarian or to the board, in the case of the librarian. Due consideration will be given for each individual situation. On the request of the employee, a hearing will be held by the librarian or by the board, in the case of the librarian. The final decision will be given to the employee in writing.

**Article XII. Retirement**

Retirement age will be discussed and reviewed by the board, as the occasion arises.

**Article XIII. Professional Development**

Section 1.

In addition to salary, the librarian will be paid expenses for library conferences and other professional meetings up to the maximum amount approved in the budget for professional development; excused time from work is not to exceed four days.

Section 2.

All other meetings attended outside regular duty hours will be at the librarian's discretion within the guidelines of compensatory time as stated in Article V.

**Article XIV. Payroll Procedures, Raises, Deductions**

Section 1.

Payment for services shall be on the 15th and the end of the month for the pay period ending on that day.

Section 2.

Raises shall be based on merit and are subject to discussion in a closed session of the board meeting. Raises will be based on performance, contributions to the work effort, overall attitude, and budget realities.

Section 3.

A time and attendance report shall be prepared each pay period by the librarian for all full and part-time employees. The report will be forwarded to the Bookkeeper as a request for payment of services.

Section 4.

All budgeted funds for personnel need not be expended.

Section 5.

Deductions required by law include: FICA, Federal and State Income taxes, IMRF.

**Article XV. Evaluation of Employee Performance**

Section 1.

The board of trustees shall direct the librarian to evaluate staff on a yearly basis. The evaluation should be done in the month of February and presented to the board for review at the March meeting.

Section 2.

The board of trustees shall evaluate the librarian on a yearly basis in March, based on the Librarian's Annual Report. At that time it will be at the discretion of the board to offer the librarian a new contract, effective April 1<sup>st</sup>.

Section 3.

The above evaluations will be presented in writing signed by the librarian and also by the evaluated employee. The signed evaluation will then be placed in the employee's personnel file. The employee may attach a written personal statement pertinent to points in the evaluation.

Section 4.

All employees must have on file a completed, up-to-date fact sheet which will become a permanent part of their personnel file.

**Article XVI. Jury Duty**

Employees called for jury duty will be given their normal pay for those days they are on jury duty, provided that they sign over the reimbursement check to the library.

**Article XVII. Sexual Harassment Policy<sup>1</sup>**

**Section 1. Prohibition on Sexual Harassment**

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Saint Joseph-Swearingen Township Library (hereafter referred to as "library") to prohibit harassment of any person by any library employee or representative on the basis of sex or gender. All library employees and representatives are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

**Section 2. Definition of Sexual Harassment**

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

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

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.

- Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

### Section 3. Procedure for Reporting an Allegation of Sexual Harassment

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, the librarian or a library board member. The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the library will not be presumed to have knowledge of the harassment.
- *Resolution Outside of Library.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the library. However, all library employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations will be accepted and investigated regardless of how the matter comes to the attention of the library. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

#### Section 4. Prohibition on Retaliation for Reporting Sexual Harassment Allegations

No library employee or representative shall take any retaliatory action against any library employee due to a library employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any library employee that is taken in retaliation for a library employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation. Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or Federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a

person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee, who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

#### Section 5. Consequences of a Violation of the Prohibition on Sexual Harassment

In addition to any and all other discipline that may be applicable pursuant to library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the library and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the library shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

#### Section 6. Consequences for Knowingly Making a False Report

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

<sup>1</sup> This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554. – **St. Joseph-Swearingen Township Library – January 2018**



**Article XVIII. Retention of Personnel Files**

Section 1.

Employee personnel files will be retained at the library for a period of two years from the date of the employee's departure. After the two-year period has passed, the files will be destroyed.

Section 2.

Copies of specific documents from their personnel files will be given to current employees upon their request.

Section 3.

Former employees who wish copies of specific documents from their personnel files may make two requests at no charge. After the second request, copies of files will be made at the current per-copy charge.

Section 4.

The Librarian and the President of the Board of Trustees are the only people authorized to access personnel files and fill requests for copies.

## IV. MATERIAL SELECTION

### Article I.

The librarian is responsible to the Board of Trustees for the selection of library materials, being guided by an evaluation of the material's merit and public demand. Because it is the wish of the Board that the book selection policy should be liberal, there is the possibility that some material in the library may be regarded as unpleasant or offensive. In such a case, a complainant may file a request for reconsideration of this item. However, since the freedom to read is essential to our democracy, censors, both public and private, should not presume that they may determine what is good or what is bad for their fellow citizens. The St. Joseph Township - Swearingen Memorial Library, therefore, subscribes to the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Final responsibility for what children read shall rest with their parents. The library shall not deny anyone the right to read.

### Article II.

Materials selected for the St. Joseph Library should fit one or more of the following:

1. Relevance to community interest and needs
2. Literary style and quality
3. Historical significance
4. Authority, comprehensiveness, and factual accuracy
5. Number of requests from the general public
6. Recurring subject interest in topics of temporary and lasting natures
7. The need for additional or duplicate copies of existing materials
8. The physical storage and usage limitations of the building
9. Budgetary considerations and general commercial availability of library materials
10. Availability of materials through Interlibrary Loans
11. Review of materials in professional selection aids
12. Appropriate media format for library purposes

### Article III.

The St. Joseph Township Library will not attempt to supply all of the reading materials required for academic course work. The Library will attempt within the boundaries set above to provide as much material for local schoolwork that it deems necessary to complement the existing collections in the schools.

### Article IV.

The Library will attempt to maintain a balanced nonfiction collection, offering as wide a range of materials possible on all topics.

**Article V.**

The Library will acquire materials in the following format:

1. Books; hardback and paperback
2. Periodicals and newspapers; periodicals kept for one to five (1-5) years and newspapers kept for six months
3. Audio-Visual materials

**Article VI.**

Materials are rarely duplicated in the adult and juvenile collections. Patrons are encouraged to use materials from either or both collections.

**Article VII.**

Adult and juvenile collections are catalogued and shelved separately, for browsing and primary interest levels.

## V. GENERAL LIBRARY SERVICES

### Article I. Library Privileges

#### Section 1.

Anyone who either lives in or owns property within the Township of St. Joseph is entitled to a free St. Joseph Township - Swearingen Memorial Library card.

#### Section 2.

Anyone who has a valid card from a member library of the Illinois Heartland Library System may use the St. Joseph Library free of charge.

#### Section 3.

Anyone with a valid St. Joseph Library card may use any library in the Illinois Heartland Library System free of charge.

#### Section 4.

The Library reserves the right to deny library privileges to anyone who abuses these privileges.

### Article II. Patron Registration

#### Section 1.

Anyone who lives in the Township of St. Joseph may have a free library card. People who do not live in St. Joseph but can prove they pay taxes on property within the Township are also entitled to a free library card if they do not already have a card at another public library.

#### Section 2.

Anyone who lives outside the Township and does not own property within the Township and resides within the prescribed boundaries set by the Illinois State Library, may purchase a non-resident library card and must be renewed every year. Non-Resident card price is determined by a formula stipulated by the State of Illinois.

#### Section 3.

Children must be in first grade or 6 years of age, before they are eligible for their own library card. Preschoolers and children in kindergarten may use their parents' library card.

Section 4.

Children sixteen (16) years or younger must have their parents sign their library card registration forms before they are issued a library card. This insures that the parents are aware that their children have a card and are responsible for overdue or lost materials.

Section 5.

Patrons are responsible for all items checked out on their cards. A patron must present his/her card or an electronic version thereof to check out items. If the library card does not scan from the electronic version, the patron must bring in the physical card.

Section 6.

Lost St. Joseph Township Library cards will be replaced for \$1.00.

Section 7.

Resident library cards will be renewed every two (2) years, and non-resident cards will be renewed annually upon payment of current fee.

**Article III. Circulation**

Section 1.

Loan Periods - Books, magazines, records, audiobooks and cd/cassette-book sets will be loaned out for three (3) weeks with the option to renew the loan periods three times for a total of nine (9) weeks.

Section 2.

Loan Periods-Video Tapes and DVDs will be loaned out for seven (7) days with the option to renew the loan periods three times for a total of twenty-one (21) days.

Section 3.

Interlibrary loan materials-Items will be loaned as marked.

Section 4.

The only limitations on the number of items that can be checked out are: three (3) items per family on holiday books and materials.

Section 5.

Telephone and email renewals are accepted if the patron knows what materials are to be renewed and when they are due.

Section 6.

Reference materials and current periodicals do not circulate but may be used in the library.

Section 7.

Due dates are marked on the date due slip of each item, and it is the responsibility of the patron to return their materials to the library by the due date or to renew them before the due date.

Section 8.

Patrons who owe \$5.00 or more in library fines or who have not replaced a lost book will be denied library services until their account is paid.

Section 9.

Computer disks do not circulate.

Section 10.

Fine schedule - Fines will accrue on items for each day overdue excluding Sundays and holidays. Fines will not exceed one-half of the replacement cost of the item. Patrons may renew overdue items but must still pay the fine for the days the items are overdue. Patrons may request a receipt for the fines they have paid. Patrons are responsible for any fines or lost book charges on any Interlibrary Loan material. Patron is also responsible for replacement cost if item is lost or stolen.

Section 11.

Any request for inspection of Library circulation records by an individual, member of the press, or any governmental agency shall be referred by the staff to the president of the board or to any member of the board of trustees or to the library's attorney.

Section 12.

A Patron is responsible for all materials checked out on his/her library card. If the material is damaged beyond repair, as determined by the Librarian, the patron is responsible for the replacement cost of the material. Cost of individual components of a multi-volume set shall be determined by the Librarian.

## **Article IV. Hours**

### Section 1.

Regular hours - Monday and Wednesday: 1pm-8pm, Tuesday and Thursday: 9am-6pm, Friday: 9am-7pm; and Saturday: 9am-3pm. The Library will be closed on Sundays and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. When the holiday falls on a Sunday, then the library will also be closed the following Monday.

### Section 2.

The librarian may close the Library in case of hazardous weather conditions or other emergencies.

### Section 3.

These hours may be changed upon resolution by the board of trustees.

## **Article V. Gifts**

### Section 1.

Gifts to the St. Joseph Township Library will fall into one of the following categories:

1. Monetary - to be used to purchase materials or equipment for the library in the memory of an individual or group. Such funds are deposited in the Library's township account under "donations in memory of". Purchases are subject to the approval of the librarian and the board of trustees. All money must be spent by the end of the fiscal year or earmarked for purchases.
2. Books and Materials - gifts of this nature must meet the selection criteria for purchased materials.

### Section 2.

If the Library cannot use a donation, the donor has the option of taking it back. If not, then the donation becomes the property of the Library.

### Section 3.

Gifts are subject to the following:

1. The Library retains unconditional ownership of the gift. If the Library chooses to place the gift in its book sale or to dispose of it in another way, the Library has this right.
2. The Library reserves the right to decide how the material is to be displayed, housed, and accessed.

**Article VI. Services**

Section 1.

Direct patron circulation of books, periodicals, audio-visual items, large print books, and other materials except for reference materials and current periodicals.

Section 2.

Reference research in person or by phone.

Section 3.

Photocopying service. There will be a nominal fee per copy.

Section 4.

General readers advisory and help in locating library materials.

Section 5.

Study and reading facilities.

Section 6.

Interlibrary loan is a privilege of being a member of the Illinois Heartland Library System. This service is to all patrons for materials not found in the St. Joseph Township Library collection; such as books, photocopies of magazine articles, audio-visual collections (as governed by their rules), and large print collections. In return St. Joseph Township Library will loan all of their materials except local histories because of delicacy of print, age, and format. Local histories are already on microfilm in the Urbana Archives.

Section 7.

Reciprocal borrowing privileges extended to patrons from other Illinois Library System Libraries with valid library cards.

Section 8.

Advisory and homebound service by the librarian for special patrons who are unable to come to the library.

Section 9.

In-library programs and special events for patrons including story hour, reading programs, summer and holiday craft sessions, movies, and class visits.

Section 10.

Programs and outreach speaking engagements by the librarian to the community and school groups, service agencies, and institutions.



Section 11.

Free use of the computers to patrons or children of patrons who have valid library cards.

Section 12.

Patron use of the computer's printer. A charge will be applicable for the number of pages printed.

Section 13.

Patrons may use the library's telephone for local calls free of charge. Any patron who overuses or abuses the phone will be denied this privilege, as the librarian deems necessary.

Section 14.

There is to be absolutely NO FOOD, DRINK, or SMOKING within the library.

Section 15.

Patron use of the fax machine. There will be a nominal fee for faxes received or sent.

**Article VII. Children in the Library**

Section 1.

The library is not responsible for children left unattended in the library unless the child is attending a library sponsored event or program.

Section 2.

Parents are responsible for their children while they are in the library. If the staff or librarian feels that a child is being disruptive or destructive, they may request that the parent remove the child from the library.

Section 3.

If the staff or librarian feels that a child has been left too long at the library, they may call the parents and request that the child be taken home.

Section 4.

If there are unattended children in the library at closing time, they may use the telephone to call for a ride, but the staff is not obligated to remain at the library until all of the children are picked up. Neither is the staff obligated to provide a ride. Also, if the children are left at the library with no ride home or with no one to call, the staff or librarian may call the sheriff to come and pick up the child rather than leave the child outside after closing.

**Article VIII. Computer Usage**

Section 1.

NO FOOD OR DRINK will be allowed at the computer at any time. This includes gum and candy of any kind.

Section 2.

Computer programs do not circulate. Patrons may copy public domain software on the Library's computer, but if a patron is caught copying a protected (copyrighted) disk, his computer privileges will be forfeited for that day and as long as the librarian deems necessary.

Section 3.

If the patron on the computer is rude, misbehaves, or will not leave the computer terminal at the end of his scheduled time, he will forfeit the rest of his computer time for that day and for as long as the librarian deems necessary.

Section 4.

Patrons may reserve an hour a day on the computer for themselves, more time may be allotted at the Librarian's discretion.

Section 5.

Patrons may reserve time on the computer up to one week in advance.

Section 6.

Patrons may call or come in to reserve time on the computer. The Library will take reservations during regular hours ONLY.

Section 7.

Patrons may use their own disks on the library computer as long as they are compatible. Patrons may not use their own accessories. The Library is not responsible for any damage to or the loss of personal computer disks.

**Article IX. Use of All-Purpose Room**

Section 1.

The St. Joseph Township - Swearingen Memorial Library's all-purpose room will be available without charge to all non-profit community groups with the following guidelines:

1. Meetings must be open to the public. No admission fees may be charged, nothing sold, and no collection may be taken.
2. Meetings must take place during the Library's regular hours.
3. Smoking and consumption of alcoholic beverages are not permitted.
4. The all-purpose room will be left in the same condition as it was found, and the users will maintain a relative level of quiet.
5. The all-purpose room must be reserved at least three days in advance. Prior reservations, including for the Library's own programs, have first priority.

**Article X. Advertising**

Section 1.

The St. Joseph Township - Swearingen Memorial Library will post notices and materials in the Library for local groups and agencies free of charge.

Section 2.

Because the Library is public domain, any political campaign posters, whether for individuals, referendums, or political parties, shall not be displayed in the Library or on its property.

Section 3.

Undated notices will remain posted no longer than one month, unless it lists events covering a considerable span of time.

Section 4.

In cases of any disagreement over posting of individual materials, the decision of the librarian will be final.

**Article XI. Policy Review**

Section 1.

The policy should be reviewed every year in July for any revisions or new policies demanded by the growth of the Library or the community.