**INTRODUCTION**

 **Hours and Holidays**The Taylorville Public Library’s hours are as follows:

* Monday through Thursday, 10:00am-7:00pm
* Friday, 10:00am-5:00pm
* Saturday, 10:00am-3:00pm

The library is closed for the following holidays:

* Memorial Day
* Independence Day
* Labor Day
* Columbus Day
* Veteran’s Day
* Thanksgiving Eve, Close at 5pm
* Thanksgiving Day
* Day After Thanksgiving
* Christmas Eve
* Christmas Day
* New Year’s Eve
* New Year’s Day
* Martin Luther King, Jr. Day
* President’s Day

Library closures for holidays are passed annually at the April Board Meeting.

**INTRODUCTION**

 **Board of Trustees (FY2021)**

**Ann Chandler, President Expires: 5/1/22**

725 Samuel Court (H) 824-2713

achan2@consolidated.net (C) 825-7196

**Peggy Brown, Vice-President Expires: 5/1/21**

915 W. England (C) 825-8638

peggybrown@nokomis.k12.il.us

**Terri France, Treasurer Expires: 5/1/21**

704 Virginia Ave (H) 287-2106

tpltfrance@yahoo.com(C) 820-2106

**Cathy Robertson, Secretary Expires: 5/1/21**

626 S. Webster St.(H) 824-6501

tplcrobertson@yahoo.com (C) 820-0842

**Jim Olive, City Council Representative Expires: 5/1/22**

720 E. Stevenson (C) 820-6870

jimolive@ctifiber.com  **Gary Merker**  **Expires: 5/1/22**

409 E. Poplar (H) 824-8651

gmerker48@gmail.com (C) 820-4587

**Don Farrimond Expires: 5/1/23**

12 Madera Court (C) 824-6464

rileynsam@aol.com

**Lisa Cope Expires: 5/1/23**

1510 W. Main Cross (C) 561-6070

lizajane815@aol.com

Steven Ward (director@taylorvillelibrary.org)
Library Staff (staff@taylorvillelibrary.org)
Library Board (board@taylorvillelibrary.org)

Library Phone: 217-824-4736

**BOARD BY-LAWS**

**By-Laws**

1. The last revisions to the ByLaws were made in 2018. The state recommends that they be reviewed every 10 years
2. Article I – added to name the library (Standard in ByLaws)
3. Article II, Section 3 – April changed to May (actual date of fiscal year beginning)
4. Article II, Section 4 – New
5. Article III – New. Retitled “Duties of the TPLB”
6. Article IV – New. Ethics, Responsibilities, Conflict of Interest
7. Article V, Section 2 – Term of Office (2 year term instead of 1)
8. Article VI, Section 2 – New
9. Article VI, Section 3 – Revised
10. Article VI, Section 4 – Quorum number must be 5
11. Article VI, Section 5 – New. Included in ByLaws instead of separate sheet
12. Article VI, Section 6 – New
13. Article VI, Section 7 – Revised
14. Article VI, Section 8 – 24 hours notice, changed to 48 hours per law
15. Article VII, Committees shortened, many items in description outdated, name speaks to committee responsibilities
16. Article IX, Revised and updated, includes records previously stated in another category
17. A sign-off sheet has been added because the document is the ByLaws for the Board of Trustees. All Trustees agree to accept and abide by the Articles in the document

**Supersedes Revision of 2010; Amended and Adopted on August 20, 2019**

The Taylorville Public Library exists under the Illinois Local Library Act and is subject to the provisions of this Act (ch. 81 of Illinois Revised Statutes). The Library and its Board of Trustees are also governed by the library laws as provided in chapters 116, 128, and any other statutes pertaining to local libraries as set forth in the Illinois Revised Statutes.

**Article I**

**Name**

This Library shall be known as the Taylorville Public Library (hereafter referred to as “Library”).

**Article II**

**Organization of the Library Board of Trustees**

**Section 1 –** The Taylorville Public Library Board (TPLB) shall consist of nine (9) members. Each shall be a resident of the city of Taylorville and be appointed to the TPLB by the mayor with approval of the city council.

**Section 2 –** TPLB Trustees shall hold office for three (3) years, with one-third of the membership being newly appointed each year.

**Section 3 –** Annually, before the first of May, three (3) Trustees shall be selected to take the place of the three (3) whose terms expire. They shall hold office for three (3) years. Within sixty (60) days after their appointment, the incumbents and new Trustees shall take their oath of office.

**Section 4 –** Trustees shall notify the Library Director and/or TPLB President if unable to attend a regular TPLB Meeting. If twelve (12) consecutive unexcused absences occur, it shall cause the Trustee to forfeit their place on the TPLB.

**Section 5 –** The mayor may remove any Trustee in the manner provided in Section 3-11-1 of the Illinois Municipal Code.

**Article III**

**Duties of the TPLB**

**Section 1 –** Attend all TPLB meetings. If a Trustee misses more than three (3) consecutive regularly scheduled committee meetings or three (3) consecutive full TPLB meetings, the TPLB President or designee will contact the absent member and consult about their possible resignation.

**Section 2 –** Hire a competent and qualified Library Director.

**Section 3 –** Determine and adopt written policies to govern the operation and programs of the Library.

**Section 4 –** Know the program and needs of the Library in relation to the community, know the local and state laws, keep abreast of the standards and Library trends and support action to improve the Library program.

**Section 5 –** Review the program and operation of the Library and make policy decisions regarding its management.

**Section 6 –** Attend regional, state, and national Trustee meetings and workshops when practicable and affiliate with appropriate professional organizations.

**Section 7 –** Approve the annual budget and set the annual tax levy.

**Section 8 –** Determine which trustees may authorize and sign checks.

**Article IV**

**Ethics and Responsibilities**

**Section 1 – Privileges**

TPLB Trustees are not to be compensated, but will be reimbursed for necessary and related expenses as trustees. Reimbursement will be approved by the TPLB and paid for only after receipts are provided to the TPLB Treasurer.

**Section 2 – TPLB of Trustee Ethics**

The Library subscribes to the American Library Association’s “Ethics Statement for Public Library Trustees” (Adopted July, 1985) as follows:

1. Trustees must promote a high level of library service while observing ethical standards.
2. Trustees must avoid situations in which personal interests might result in service or financial benefits gained at the expense of the library users, colleagues, or the institution.
3. It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
4. Trustees must clearly distinguish in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
5. Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
6. Trustees must be prepared to support to the fullest the efforts of staff in resisting censorship of library materials by groups or individuals.
7. Trustees are expected to perform all functions of a library trustee.

**Section 3 – Conflicts of Interests and Trustees**

No Trustee may solicit or accept a gift that appears to be offered because of his or her official position. No Trustee shall act or vote on any contract, work, or business of the Library upon which the Trustee has a beneficial interest, either directly or indirectly. The Trustee must excuse himself or herself from any discussion or voting on that interest.

Annually, Trustees must file a “Statement of Economic Interest” as required by the Illinois Governmental Ethics Act. Each Trustee is responsible for timely filing such statement with the Christian County Clerk’s office and providing photocopies of said documentation to the Library Director. [ 5 ILCS 420/4A-106]

**Section 4 – Responsibilities**

The TPLB is entrusted with the responsibility of the governance of the Library. It is a Trustee’s responsibility to attend meetings, read materials presented for review, and stay current on issues pertaining to the Library. Responsibilities include those outlined by these ByLaws, plus but not limited to, the establishment and support of Library policies, to oversee the proper maintenance of the Library’s property, to authorize salary and benefit plans, to develop and review the annual budget, and to advocate for funding necessary to meet the Library’s needs.

**Article V**

**Officers**

**Section 1 – Officers**

The officers shall be a President, a Vice President, a Secretary and a Treasurer, elected from members of the TPLB of Trustees at a regular meeting of the TPLB following Trustee appointment. A majority of votes of those present shall elect officers. Any vacancy occurring in an office shall be filled as soon as possible.

**Section 2 – Term of Office**

Officers shall serve a term of two (2) years from the meeting at which they are elected and ending on the third Monday of the month following each regular election or until their successors are duly elected by the TPLB.

**Section 3 – President**

The President of the TPLB shall preside at all regular meetings, appoint all committees, serve as an ex-officio member of all committees, certify all bills approved by the TPLB, authorize calls for special meetings, and generally perform the duties of the presiding officer.

**Section 4 – Vice-President**

The Vice-President shall assume the duties of the President during the absence of that officer. The Vice-President shall be authorized to certify all bills approved by the TPLB in the absence of the President or Treasurer.

**Section 5 – Secretary**

The Secretary shall keep, and report to the trustees, accurate minutes of monthly and special meetings. The Secretary is also responsible for helping to ensure the TPLB meets the current requirements of the State of Illinois Open Meetings Act.

**Section 6 – Treasurer**

The Treasurer shall act as custodian of all moneys, trust funds, etc., controlled by the TPLB, give regular reports of the state of these moneys and funds, and certify all bills approved by the TPLB.

**Article VI**

**Meetings**

**Section 1 – Regular Meetings**

The TPLB shall hold regular meetings in the library building. The time and date of these meetings shall be determined annually by the TPLB and shall be convenient for the Trustees, the Library Director, and the general public. An appropriate notice as specified by the Illinois Revised Statutes (Ch. 102. paragraph 42.102) shall be prepared and posted in the Library Building, on the Library website, and in the local newspaper. If a quorum is not present at a regular scheduled meeting, that meeting may be cancelled or rescheduled at the convenience of the trustees and the Library Director. Public notice of this change shall appear at least one day prior to the meeting. Bills for the usual and customary operation of the Library for any other month at which a quorum is not present, or any interim period, shall be approved by the President, and the Treasurer of the TPLB. Checks for the payment thereof shall be issued, signed, and paid by the authorized TPLB officers.

**Section 2 – Meeting Structure**

Meetings shall be conducted following the current edition of Roberts Rules of Order to the extent possible.

**Section 3 – Absences**

In the event a quorum is present but it does not include an elected officer, a “presiding officer” may be chosen to lead the meeting.

**Section 4 – Quorum**

A quorum for the transaction of business shall consist of a majority of trustees (5). A lesser number may adjourn the meeting.

**Section 5 – Public Comment**

At each regular and special open meeting, the members of the public and Library employees may comment on issues or ask questions of the TPLB, subject to reasonable constraints. The individuals appearing before the TPLB are expected to follow these guidelines:

1. Address the TPLB only at the appropriate time as indicated on the agenda and when recognized by the TPLB President.
2. Identify himself or herself and be brief. Ordinarily, such comments shall be limited to five (5) minutes.
3. In unusual circumstances, and when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak for more than five (5) minutes.

The TPLB President may shorten or lengthen a person’s opportunity to speak. The President may also deny the opportunity to speak to a person who has previously addressed the TPLB on the same subject within the past two (2) months.

The TPLB President shall have the authority to determine procedural matters regarding public participation not otherwise defined in TPLB policy.

Petitions or written correspondence to the TPLB shall be presented at the next regular scheduled meeting.

**Section 6 – Agenda**

The order of business at the regular meetings shall be presented in writing to each TPLB member and shall be as follows:

* Call to Order
* Approval of Minutes
* Communications
* Librarian’s Report
* Financial Report
* President’s List
* Reports of Committees
* Old Business
* New Business
* Adjournment

 **Section 7 – Annual Meeting**

The annual meeting shall be held at the time of a regular meeting no later than the regular May meeting. During the annual review of the budget, the TPLB shall also review approve the following appropriations: Indemnity Resolution, Appointment with Bonded Agent Agreement, TPLB Meeting Dates, and Appoint Committees.

**Section 8 – Special Meetings**

Special meetings may be called by the President of the TPLB or upon request of three (3) Trustees. In the absence of the President, a special meeting may be called by the Vice-President upon request of three (3) Trustees. Notice of special meetings shall be given either in writing or by telephone to each Trustee at least forty-eight (48) hours, except in the case of a bona fide emergency, before the appointed time for such meeting. A public notice shall be posted in the Library building.

**Article VII**

**Committees**

**Section 1 –** The following standing committees shall be appointed by the President: Building, Finance, Personnel, Technology, and Long-Range Planning. The duties of each standing committee shall be such as are associated with its name or as shall be assigned to it by the TPLB. Special committees may be appointed as needed by the President. The President and Library Director shall serve as ex-officio members on all committees.

**Section 2 –** The President may create or dissolve other committees as deemed necessary or desirable.

**Section 3 –** Following Committee meetings, the Chairperson will report to the TPLB at the next regular meeting.

**Article VIII**

**Library Director**

**Section 1 – Appointment**

The TPLB shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the TPLB and under its review and direction.

**Section 2 – Responsibilities of Administration**

The Library Director shall have full professional responsibility for administration of Library policy, operation of the Library under the financial condition set forth in the annual budget, personnel selection and management, monthly and annual reports as required by the TPLB and the care of the building, grounds, and equipment. The Library Director recommends policy and procedures that will promote the efficiency of the Library’s service to the public.

**Section 3 – Records and Transactions**

The Library Director is a custodian of all Library records and transactions, which are housed at the Library.

**Section 4 – Attendance at TPLB Meetings**

The Library Director shall attend all TPLB meetings except a closed meeting at which the Library Director’s appointment, performance, or salary is to be discussed or determined.

**Article IX**

**Amendments**

These ByLaws, or any other procedural or policy documents, may be amended at any regular meeting of the TPLB, provided the amendment was stated at the previous meeting or by written notice given to all TPLB members at least ten (10) days prior to the meeting. A majority vote of the Trustees present is required to approve an amendment.

The ByLaws of the Library are hereby amended, adopted and approved by the TPLB, as reflected by the signatures below of those Trustees who voted in the affirmative, on this the 20th day of August, 2019.

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Trustee Trustee

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Trustee Trustee

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Trustee

Promulgated and Adopted: 1990
Amended: January 2010, October 2018, August 2019

**Taylorville Public Library Board of Trustees**

**Open Meetings Act Policy Statement**The Illinois Open Meetings Act (5 ILCS 120) specifies that public bodies in the State of Illinois exist “to aid in the conduct of the people’s business and that the people have a right to be informed as to the conduct of their business.”

The law defines a “meeting” as “any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business.” Under state statutes, a library board is a “public body.” Therefore, board meetings and board committee meetings must be open to the public and conducted on days convenient to the public.

All regular monthly meetings will be scheduled for the fiscal year at the May meeting. Committee meetings and special meetings will be scheduled as necessary.

The Library Director (or designee) should alert the local media and post the agenda for each meeting in a public area of the library 48 hours in advance of the meeting time. The information should also be included on the library’s website.
 **Open Meetings Act (OMA) Designees**Annually, the library shall name the OMA designees at the May meeting. The designees are board President, Secretary and the Library Director (or designee). All OMA designees must successfully complete the electronic training on an annual basis through the OMA portal located on the Illinois Attorney General’s website.

http://foia.ilattorneygeneral.net/electronic\_foia\_training.aspx
 **Open Trustee Training**Any new trustees appointed must complete the electronic training within 90 days through the same OMA portal http://foia.ilattorneygeneral.net/electronic\_foia\_training.aspx

**ADOPTED: 08/20/2019**

**Article IX**

**Amendments**

These ByLaws, or any other procedural or policy documents, may be amended at any regular meeting of the TPLB, provided the amendment was stated at the previous meeting or by written notice given to all TPLB members at least ten (10) days prior to the meeting. A majority vote of the Trustees present is required to approve an amendment.

The ByLaws of the Library are hereby amended, adopted and approved by the TPLB, as reflected by the signatures below of those Trustees who voted in the affirmative, on this the 17th day of May, 2022.

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

Trustee Trustee

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Trustee Trustee

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Trustee Trustee

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Trustee Trustee

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Trustee

Promulgated and Adopted: 1990
Amended: January 2010, October 2018, August 2019, May 2022

**Taylorville Public Library Board of Trustees**

## **Circulation Policy**

## Circulation of Library Materials

Library Cards are to be issued to all borrowers desiring full use of the library. Full use is defined as the privilege of using library materials within the confines of the library building, obtaining information with the help of the library staff, and checking library materials for use outside the building itself. A library patron must have a library card to check out materials, but may use the library for study purposes without a card.

In order to borrow materials from the Taylorville Public Library patrons must have a library card from the Taylorville Public Library, or any library in the Illinois Heartland Library SHARE System. Likewise, Taylorville Public Library cards may be used at any library in the Illinois Heartland Library SHARE System.

A Taylorville Public Library's card is free for anyone who pays property taxes to the Taylorville Public Library. Taylorville Public Library cards are non-transferable. Each patron (or in the case of a minor child – the parent) is responsible for all materials checked out on their card. Taylorville Public Library cards expire every 3 years. An address check will be required to renew the card. If a cardholder moves from the Taylorville Public Library service area, the card will be cancelled. Cards that have been expired for more than three years will be removed from the system and patrons will have to re-apply to get a new card.

## Apply for a Library Card

To apply for a library card, applicants must present a valid state-issued driver’s license, a state-issued photo ID card or a federal (passport) photo ID that has their current residential address. If the address on the ID differs from the patron’s current residence, the patron will be asked to supply verification of their current address.

Acceptable forms of verification include:

* A piece of mail addressed to the patron at their current residence (postmarked within the last 30 days)
* A utility bill within the last 30 days
* Imprinted bank check
* A current lease or contract (within 30 days) with the applicant’s name and address
* A vehicle registration card
* Library mailed self-addressed postcard
* Deed or title for property in the city of Taylorville, IL

Patrons who sign application forms agree to abide by the regulations and guidelines of the Library.

If the card is lost or stolen, it is the responsibility of the card holder to notify the library as soon as possible. Lost or stolen cards can be replaced for a $3.00 fee.

The Library should be notified of any changes in address, phone numbers or name changes as soon as possible. Mail notifications that are returned to the library for any reason will prompt a patron block, temporarily suspending library card privileges until the contact information has been confirmed.

Registration for patrons under 18 years of age requires parental/guardian signature. The parent or legal guardian of the child/young adult must be present at the time of registration.

## Confidentiality of Circulation Records

Taylorville Public Library abides by Illinois Law that states that circulation and registration records are confidential information.

Circulation records and registration records shall not be made available to individuals or organizations or to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.[[1]](#footnote-1) Upon receipt of such process, order, or subpoena, the Executive Director or their designee may consult with the library’s legal counsel to determine if the document is in proper order and if there is showing of good cause for its issuance. If the library’s legal counsel discovers any defects in the process, order, or subpoena, the Librarian will insist that these be cured before releasing circulation records.

## Non-Resident Cards

Patrons who are unserved by an Illinois public library, but reside closer to Taylorville Public Library than any other public library are eligible for one Non-resident card per family for a fee. Public Act 92-0166, effective July 1, 2002 requires non-residents to obtain library cards at the closest public library.

Non-residents who pay property taxes to the Taylorville Public Library and their households may obtain a library card free of charge by presenting a valid state or federal ID and a current tax bill providing proof of taxes paid to the Taylorville Public Library for the current year. All family members residing at the residence of the non-resident taxpayer fee payer shall be eligible for a non-resident borrower’s card. Non-resident cards are valid for twelve months from the date of payment of the fee.

The annual fee for a non-resident card is calculated in the following manner:

Library Local Income divided by Local Population = Per Capita Service Cost X Average Number of People per Household = Average Cost per Household yields the Annual Fee for a Family Card.

## Institution Cards

Institution cards will be issued to businesses and institutions within the Taylorville Public Library tax district. Institutions outside of the tax district may obtain a card by the same process and qualifications as a non-resident patron. One physical card shall be given to one management level personnel liaison per business or institution. The business or institution will be responsible for all materials lost or damaged on their account. All overdue notices will be sent to the attention of the management level personnel liaison whom the library assumes is responsible for keeping track of all materials associated with their library card account in accordance with their own internal policies. It is also the responsibility of the business or institution to maintain accurate records of who can or cannot check out using their account and updating the Library as necessary.

Once an institution card is made a letter will be sent to the responsible management level personnel liaison outlining the rules and privileges associated with the Institution Card.

## Educational Cards

Schools, Illinois Cooperative Extension, hospitals and nursing homes are types of institutions located within the city of Taylorville that may apply for educational cards.

A card will be provided to a teacher, hospital or nursing home administrator, or extension representative that will allow that individual to borrow books to support research in the classroom or the working environment.

A library card will be issued to each teacher in the name of the school with the teacher’s name in parentheses after the school address. Materials are loaned for two weeks with one renewal. Videos check out for one week. Each teacher is responsible for returning materials. No overdue fines are charged. The cards are for classroom materials only.

Hospitals and nursing homes may borrow materials. Books may be checked out to the hospital or nursing home administrator or his/her designated representative. Books may be checked out for varying lengths of time, two weeks to three months based on institutional need. No fines are charged. Missing books are the responsibility of the institution.

The Illinois Cooperative Extension center may also borrow materials. The individual borrowing for this institution will follow the same rules as private school teachers.

All cards will be renewed annually.

**SAMPLE LETTER**

Date

Dear:

The business you work for has been issued a library card with you listed as the responsible party. You and two (2) other employees, listed on the application, are the only people allowed to use the card. The card must be presented to check out materials and the borrower will be asked to sign a log to verify their eligibility. The card must be used for business purposes. Only you, as a management representative, are responsible for the use of the card and the timely return of materials.

The following rules apply to borrowed materials:

1. Books, magazines, and music circulate for a period of two (2) weeks, renewable for an additional two (2) week period.

2. Videos circulate for two weeks.

3. Only two videos may be checked out on the card at a time.

4. The card will be renewed annually.

You, as the responsible person, need to notify us if there is a change in who is eligible to use the card, or if the card is lost or stolen. This must be done either in person or in writing through the mail. The library staff will be happy to help find materials or answer any questions you might have.

## Loan Period

All materials loaned by the Library are (unless stated otherwise) due fourteen days after they are borrowed. Items may be renewed twice. Items may be renewed over the counter, by phone, or through the Library’s website, providing that the item is not reserved by another patron and the patron’s account is in good standing.

The Taylorville Public Library will only renew materials borrowed from other libraries according to their policies. The Taylorville Public Library will not extend due dates on materials owned by other libraries, without the owning library’s consent.

## Reserve Material

Requests may be placed on materials using the online catalog, or via library staff. Patrons are notified by email, phone call, or text notification when their requested materials arrive at the Library. Requested materials that are not picked up within 8 days of the patron’s notification will be returned to the shelves or other lending libraries. Patrons may cancel requests by phone, online, email or in person.

## Interlibrary Loan

Requests to borrow specific titles not available through SHARE should be made directly to staff. A staff member will order through appropriate sources (First Search, IO, L&C, and OCLC). The patron is responsible for any charges that have occurred to receive the item. The length for inter-library loan varies according to policy of lending library and is noted on the item. The patron is limited to ordering five items at any one time. Patron ordering periodicals must provide volume number, issue number, title of article, pages and dates, plus verification source.

## Fines and Fees

Taylorville Public Library does not charge patrons overdue fines on normally circulated books and items. Patrons who have not returned overdue materials will have their library privileges suspended until either the materials are renewed, returned, or paid for.

Notice will be given to the patron that the materials are overdue within 10 days after their due date. If the materials are not returned, a second notice will be given within 20 days after the first notice that the materials are overdue. Failure to return library materials within 10 days after the second notice will result in the item being considered lost and in a bill for library materials from the library.

Items borrowed from other libraries within the SHARE consortium will be subject to the loan period and renewal policies of the lending library. Items borrowed from other libraries outside of the SHARE consortium will be subject to the loan period, renewal and fine policies of the lending library.

Payment of all fines and fees for all items that are lost or damaged is the responsibility of the library card holder (or in the case of a borrower under 18, the parent or guardian).

Patrons who have lost or damaged library materials shall be charged the list price of the material. The Taylorville Public Library will not reimburse replacement costs of items returned after payment has been received.

## Additional Guidelines

1. The Taylorville Public Library circulates all books, recordings, videos, and games in its collection, with the exception of reference materials and genealogical materials. Periodicals are also circulated with the exception of the current issue of each.

2. The usual circulation time for materials is two weeks. Exceptions to this rule are videos and videogames, which are checked out for a week. Materials may be renewed once for another loan period, either by bringing them into the library or by telephoning the library.

3. Items will not be renewed if there are names on a reserve list for that item.

4. Items which are lost or damaged beyond normal wear must be paid for by the patron to whom the items were checked out. Payment shall be defined as the purchase price, the book or replacement value, plus $5.00 for processing.

5. There is no limit on the number of items which may be checked out at one time by a patron after the first use of his card. New patrons are limited to two items the first time they check out. The library staff may limit the number of items checked out, if there is a demand for materials in one subject area due to special circumstances (e.g. school assignments, popular video games, etc.).

6. Patrons owing fines to the library or possessing overdue items may not check out any other materials until these records are cleared. If a family member residing at the same address had library fines, all other family members are restricted from using the library until fines are paid and records are cleared.

**Special circumstances**

1. Print materials obtained through the system (interlibrary loan) for use shall be circulated according to the policies of the Taylorville Public Library, unless otherwise requested by the lending libraries.

2. Non-circulating library materials may not be used outside the library building. These include current periodicals, reference materials, and genealogical materials. Other items may be placed on the non-circulating list at the discretion of the librarian.

**LIBRARY SERVICES

Equipment Use Policy**

**Copy Machine**

The library provides a copy machine for public use. Patrons are responsible for all copies made.

Copy Machine charges are as follows:
Letter: $0.20 per page

Legal: $0.25 per page

11"X 17": $0.25 per page

**Fax Machine**

The library provides a fax machine for public use. The operation of the fax machine will be done by the library staff. The library is not responsible for the content of incoming or outgoing faxes.

Fax Machine charges are as follows:

Faxes Sent: $1.00 per page

Faxes Received: $0.50 per page

**Computer Center**

The computer center has been established as a self-learning center for patrons. Librarians will be available to help the patron start the computer and any peripheral equipment. Learning and operating problems must be solved by the patron. Library staff members provide limited assistance only and cannot provide individualized in-depth training.

**Printing**

The library provides two printers for public use. The operation of the printers will be done by the library staff, but patrons are responsible for all pages sent to the printers.

Printing charges are as follows:

Black & White: $0.20 per page

Color: $0.20 per page

**\*Fees for copying, faxing, or printing (less than 30 pages at a time) are waived for educators and job seekers. Any copying, faxing, or printing that exceeds 30 pages will be charged normally.**

**AMENDED: 8/16/22**

**LIBRARY SERVICES**

 **Computer Acceptable Use Policy**The Taylorville Public Library has computers available to serve the educational, informational, and recreational needs of the community

Utilization of the computers and network connections (including wireless connectivity) for any purpose constitutes acceptance of the terms of this Computer Acceptable Use Policy. Users are personally responsible for their acts or omissions in connection with this policy.

Violation of this policy may result in revocation of utilization privileges and/or immediate termination of the violator’s relationship with the Taylorville Public Library and could lead to civil or criminal prosecution.

The Taylorville Public Library is authorized by anyone using the computers to cooperate with any governmental and/or civil authorities in prosecutions of any criminal and/or civil matter against any person who violates this policy. This may include any records, information, data, images, communications, recordings, or other evidence in the custody of, or accessible by, the

Taylorville Public Library which are requested by governmental or civil authorities through subpoena, court order, or process.

All users of the computers or the internet agree to hold the Taylorville Public Library harmless from any and all claims, losses and damages, obligations and liabilities, directly or indirectly relating from the use of computer equipment, peripherals, and network connections, caused thereby or there from arising. In no event shall the Taylorville Public Library have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the Taylorville Public Library is advised of the possibility of such damages.

Information accessible from the internet is not generated by the Taylorville Public Library and is not necessarily accurate, authoritative, complete, or current. Material on the internet is not pre-screened, monitored, censored, endorsed or ratified by the Taylorville Public Library. The Taylorville Public Library waives any responsibility for content accessible from the internet.

Due to the right and need for the Taylorville Public Library to monitor compliance with this policy, utilization of the computers that requires privacy of any kind for any purpose is not supported and is prohibited.

Any person utilizing the computers understands and agrees that they are specifically waiving any expectation or right to privacy in their communications, data, programs or other personal information stored, displayed, accessed, communicated, published or transmitted on computers.

The following rules and regulations will govern use of all computers:

**ACCESS**

1. The Taylorville Public Library has two (2) designated computer areas, one (1) for adults, and one (1) for youth.
2. Adult computers can only be used by patrons who are eighteen (18) years of age or older.
	1. The only exception to this is when a parent or guardian needs their child to sit with them while they use the computer. The child must sit directly next to their

parent or guardian, and the parent or guardian must monitor their computer use at all times.

1. Youth computers can only be used by patrons who are seventeen (17) years old or younger.
	1. Youth between the ages of sixteen (16) and seventeen (17) years old need no permission to use the youth computers.
	2. Youth between twelve (12) and fifteen (15) years old must have a signed waiver from a legal parent or guardian on file at the Taylorville Public Library before computer use will be granted.
	3. Youth eleven (11) years old and under must be accompanied by, and monitored by an adult while using a computer.
2. The Taylorville Public Library recognizes that the internet may contain material that is inappropriate for children. Parents are expected to monitor and supervise their children’s use of the internet. Library staff is unable to monitor children’s computer use. Parents are encouraged to discuss with their children issues of appropriate use and electronic information safety.
3. Under no circumstances may an adult use a youth computer or a youth use an adult computer. See **SCHEDULING** for more information.

**WIRELESS (Wi-Fi)**

Patrons wishing to access the library’s wireless network must follow the library’s established policies, guidelines, and regulation. The only exception being, there are no restrictions related to age for patrons who wish to access the library’s wireless network with their own personal devices. It is not possible for the library staff to monitor the use of personal devices both inside and outside the building, and therefore, it is once again the responsibility of parents to inform and monitor their child’s internet use.

**FILTERING**

1. The Taylorville Public Library supports the public’s right to a free and open use of the internet and does not use filtering software on any patron computers.

**SCHEDULING**

1. Computers are available on a first-come, first-served basis unless designated as a reserved terminal. Computers are available in one (1) hour time slots. After one (1) hour, the patron who has been on for the longest duration of time may be asked by a staff member to finish what they are doing in a reasonable amount of time (no more than 5 minutes) so that the next patron in line can use the computer. Once a patron is removed from a computer, they must wait until there is both a spot open and there is no one on the waiting list, or, if after a period of one (1) hour there are still no open spots, the patron may write their name on the waiting list. There is no limit to the number of 1-hour time slots that a patron can use in a single day. Limitations may be subject to change without notice.

**SOFTWARE**

1. The Taylorville Public Library provides selected software and printers. The software shall be designed for informational, educational, or recreational uses. No other software may be installed, downloaded, used, or copied to the computers.
2. Saving user files on the computers is not permitted. User files may be saved to a storage device.
3. The library is not responsible for damage to the user’s disk or computer, or for any loss of data, damage, or liability that may be incurred from the customer’s use of the library’s computers.
4. The software provided by the library for public use is protected under U.S. Copyright Law. Patrons are forbidden to make copies of software for any reason or purpose. (Title 17 U.S. Code)

**PRINTING**

1. Patrons are responsible for the prints they initiate and will be expected to pay for all printing, except for those that are incomplete, unreadable, or low quality.

**SUSPENSION OF USE PRIVILEGES**

1. Suspension of use privileges shall be at the sole discretion of the Taylorville Public Library staff. The supervisor in charge may use their judgment in denying the use of the computer to individuals or groups.
2. Any abuse or misuse of the computers, associated hardware, internet, or library software will result in suspension of use privileges. This includes, but is not limited to, copying library software; uploading, downloading, or installing any software to the computers; attempts to access or change set-up programs, resources, features, contents or controls of the computers; or utilization of any resource causing damage to or altering the operations, functions, or designs of the computers.
3. Use of computers is for educational, informational, and recreational purposes only. Any utilization which is illegal, criminal, or unethical or infringes on the rights or liberties of another is strictly prohibited.
4. Utilization of the computers to access, view, print, store, transmit, disseminate or sell any information protected by law or subject to privilege or an expectation of privacy is strictly prohibited.
5. Utilization of the computers involving communications, materials, information, data, or images that are obscene, pornographic, threatening, abusive, harassing, discriminatory, antisocial, or in violation of any other policy of the Taylorville Public Library is strictly prohibited.
6. Utilization of the computers involving communications, materials, information, data, or images that violate laws of child pornography is prohibited, and will promptly be turned over to the local police department.
7. Utilization of the computers which causes or permits materials protected by copyright, trademark, service mark, trade name, trade secret, confidential or proprietary data and information, or communications of another to be uploaded to a computer or information system, published, broadcasted, or in any way disseminated without authorization of the owner is strictly prohibited.
8. The library will actively seek to prohibit the use of internet resources by those individuals prohibited by law, court order, conditions of parole or pardon, or other legally binding restriction. This may include identification of users on parole, probation, or list of sexual predators.

**ADOPTED: 01/15/2019**

**LIBRARY SERVICES**

 **Suspension of Use**Suspension of use privileges shall be at the sole discretion of the Taylorville Public Library staff. The supervisor in charge may use their judgement in denying the use of the computer to individuals or groups (Page 4, Computer Acceptable Use Policy) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Supervisor Action**When informed of, or after witnessing an inappropriate use of the public computers, supervisors are expected to take the following steps:

1. Initiate a conversation
2. To avoid public embarrassment, tell the patron that you need to speak to them, and ask them to follow you to one of the vestibules
3. Discuss the policy infraction, educate the patron on their violation of the policy
4. Supervisors will use own discretion on whether or not to issue a warning (minor violation), or to suspend use

**Suspension of Use Steps**

1. Patrons will lose computer use privileges for a period of 24 hours
2. Patrons will lose computer use privileges for a period of 2 weeks
3. Patrons will lose computer use privileges permanently

**Other Considerations**:

1. If violation is illegal, forgo steps and warnings and contact police department:

217-824-2211

1. Supervisors can choose to skip steps depending on the severity of the violation
2. Patrons may be able to apply for reinstatement after 1 year (dependent on violation)
3. A list detailing each specific infraction will be maintained and enforced at the library

**ADOPTED: 01/15/2019**

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3-3F1

**ADULT PC - INTERNET SIGN-UP SHEET (18+)**

**\*Signing the internet sign-up sheet constitutes an acceptance of the**

**Taylorville Public Library’s Computer Acceptable Use Policy**

 **PRINT NAME (First & Last) SIGN NAME (First & Last) TIME ON TIME OFF**

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**YOUTH PC - INTERNET SIGN-UP SHEET (17-)**

**\*Signing the internet sign-up sheet constitutes an acceptance of the**

**Taylorville Public Library’s Computer Acceptable Use Policy**

 **PRINT NAME (First & Last) SIGN NAME (First & Last) TIME ON TIME OFF**

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 **Taylorville Public Library
Internet Registration Form
12 to 15 Years Old Students**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s or Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We agree to abide by the Library’s policies and guidelines on Internet use. We understand that Internet use and compliance with the Library’s Internet policies are the responsibility of the parent or legal guardian, not the library staff.

As a parent or legal guardian, I agree to allow my 12 to 15 year old student to access the Internet without my presence in the Library. I agree not to hold the Library legally responsible for anything accessed by my student while on the Internet in the Library.

Parent or Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

**LIBRARY SERVICES**

 **Patron Conduct Policy**

The Board of Directors of Taylorville Public Library delegates to the librarian and the library staff the responsibility for maintenance of acceptable behavior within the library building and on library property. The Taylorville Public Library encourages people of all ages to visit the library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services.

The atmosphere of the library should be conducive to the use of the library materials and patron behavior should correspond to this purpose. Courtesy to other patrons of the library and to the library staff should be practiced at all times. A reasonable amount of conversation and movement is acceptable, but activities interfering with others proper use of the Library will result in disciplinary measures by the staff. Adults and children demonstrating disruptive behavior will be required to leave the library after two warnings from library staff. Disruptive behavior includes, but it not limited to: excessive noise; inappropriate behavior such as eating, smoking, running or use of roller skates and skateboards; misuse of library property; uncooperative attitude, or actions that deliberately annoy others or prevent the legitimate use of the library and its resources. Abusive language and behavior toward staff will not be tolerated. The staff members have the authority to request quiet behavior, or if there is no response to this request, to ask the person to leave the library building.

Persons under the influence of drugs/alcohol or committing other criminal or inappropriate behavior will be asked to leave the library building. If such persons react adversely to the requests to leave the building, the local police should be contacted at once. The library staff should never attempt to prevent a potentially dangerous person from leaving the library after such authorities have been called. The staff member's only responsibility in this matter is to the safety of patrons and to his/her wellbeing.

The Taylorville Public Library is a public facility that offers services to a wide range of citizens, and children are especially welcome. Parents are encouraged to use the Library with their children. Parents have the right and responsibility to monitor their children's reading. Library staff will not assume this responsibility nor will staff refuse children access to any library materials; except those determined by the Taylorville Public Library Board of Trustees or where the item is labeled "check out requires adult card." Children over the age of nine may be left unattended provided they are mature enough to stay alone and observe proper conduct. Children are subject to the same rules of conduct as other patrons and the same consequences, and may be asked to leave if their behaviors are disruptive.

**ADOPTED: 11/15/2016**

**LIBRARY SERVICES**

 **Unattended Children Policy**The safety and the welfare of children using the Taylorville Public Library is the primary concern and justification for the policy outlined below:

1. Children under 9 years of age must be under direct supervision of a parent or caregiver while in the library. If the child is in a library program, it is suggested that the adult remain in the building during the program.
2. Children ages 9 through 12 years of age may use the library unattended for approximately one hour; assuming their behavior is not disruptive to staff members or other patrons. Children must be able to contact their transportation when they are ready to leave. Parents remain responsible for their children even when the parent is not present in the building.
3. Children between 13 and 18 are free to use the library unattended for as long as needed, provided their behavior is not disruptive to staff members or other patrons. Disruptive behavior is any behavior on library premises that infringes on the rights of others using the library. Destruction of library property will not be tolerated.
4. If an unattended child is being disruptive, is habitually left unattended for long periods of time, or is deemed to be at risk of coming to harm, an effort will be made to locate the responsible parent, guardian, or caregiver.
5. The library is not responsible for the care and safety of minor children traveling to and from library premises or for children left at the library after closing.
6. If children are left unattended in the Library in violation of this policy, the matter may be referred to the Police or other authorities.

**ADOPTED: 11/15/2016**

**LIBRARY SERVICES**

 **Lost and Found Policy**The Taylorville Public Library is not responsible for the security of any personal items brought into the library. The library is also not responsible for the theft or damage to vehicles, bicycles or personal property while on the premises. Unclaimed items are managed in accordance with the following guidelines:

* If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned.
* Perishable items such as food and beverage containers will be disposed of immediately.
* Lost and Found personal items will be dated and stored for a period of (30) days.
* Reasonable attempts will be made to contact the owners (to the extent that ownership is known) to reclaim their lost items. Items not claimed within (30) days will become Library property. Unclaimed items will then be donated to charity or discarded.
* Unclaimed property including personal identification documents, driver’s licenses, credit cards, wallets, laptops and cell phones will be forwarded to the Taylorville Police Department after (30) days.
* Flash drives left in the library will be held for (30) days. Due to patron privacy, library staff will not access data saved on flash drives to determine ownership. After (30) days, flash drives will be wiped and discarded.
* Faxes received, or non-identification documents left in the library copy machine, will be kept for (30) days before being shredded.

**ADOPTED: 09/15/2020**

**LIBRARY SERVICES**

 **Registered Sex Offender Policy**The Board of Trustees, Director and Staff of the Taylorville Public Library acknowledge that registered sex offenders live within the communities that we serve.

Public libraries are recognized as a community gathering place and a primary point for information of all kinds to be disseminated to the public. The Taylorville Public Library acknowledges that the right to some level of access to a public library is constitutionally protected under the First Amendment right to receive information. To that end, all individuals are welcome in our libraries, provided that in so doing they do not violate the law or any library policies/procedures.

Like many other states, the State of Illinois enacted the “Sex Offender Registration Act”

(730 ILCS 150/1, et seq.) which requires all persons adjudicated sexually dangerous who are later released, or found to be no longer sexually dangerous and discharged, to register with proper local law enforcement authorities so that their whereabouts are known by these authorities. The “Sex Offender Registration Act” also prohibits child sex offenders from residing within 500 feet of a school, park, playground or other facility providing services exclusively to persons under the age of 18. As public libraries do not provide services exclusively to persons under the age of 18, registered sex offenders in Illinois can live within 500 feet of a public library.

**Areas of Access Within the Taylorville Public Library**

Whenever a registered sex offender wishes to enter the Taylorville Public Library, they need to be aware of the following limitations with regard to where they can go and what they can take part in while on library property.

Registered sex offenders may not:

* Loiter or linger outdoors on library property.
* Be present in any areas of a library that are primarily for the use of minors, including but not limited to the designated Youth Area, any story time room, or any room being used for children’s programming.
* Attend library programming whose audience can be reasonably expected to contain minors.

Registered sex offenders may:

* Visit library collection areas intended for adults.
* Use a public computer – however, registered sex offenders will not be allowed to utilize computers designated for youth. Rather, registered sex offenders will only be allowed to use computers designated for adults.
* Request and receive adult reference service, place holds on library materials, check out materials with a library card in good standing, and otherwise receive access to library information.
* Attend library programming intended exclusively for adults.
* If they are the parent or legal guardian of a minor child (with proper paperwork documenting this), a registered sex offender may accompany that child into areas of the library that ***are*** primarily for the use of minors, into programs intended for minors, etc. so long as abuse is not suspected and the minor remains with the registered sex offender the entire time.

**Expectations of Taylorville Public Library Staff**

With regard to staff knowledge of use of the public library by registered sex offenders, staff are not expected to regularly review the registered sex offender database. However, library staff may know that an individual is a registered sex offender because the individual has self-identified, law enforcement has provided identification or staff may have independent personal knowledge. In such cases, the librarian in charge should be notified and, if necessary, will advise the sex offender of the Registered Sex Offender Policy.

**ADOPTED: 03/17/2020**

**COLLECTION DEVELOPMENT**

 **Collection Development Policy

Purpose of the Collection Development Policy**

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Taylorville community. It directly relates the collection to the library's mission statement and defines the scope and standards of the various collections. As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised (at least every 3 years) as necessary to provide guidance for implementing changes in the collection.

**The Community**

The Taylorville community reflects varying economic, racial, ethnic, and educational backgrounds. A strong knowledge and understanding of the community is key in terms of selecting materials and providing services to a changing population. Our collections and services will continue to evolve and grow as the needs of the Taylorville community change.

**Philosophy of Selection**

The Library's collections, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community. An awareness of the adequacy and availability of resources in other agencies and institutions is also essential to effectively define and develop the library's role in the community. The library aims to work cooperatively with local agencies and organizations to ensure that the library meets the needs of its users and to avoid duplication of services.

Creative works in all media are chosen, primarily, to meet the wide variety of cultural and recreational needs of the community. Works concerning all aspects of human experience, theoretical ideas, historical topics, and current issues will be available to library users. The nationality, religion, or political views of an author or artist will not cause his or her work to be automatically included or excluded. Nor will the controversial nature of certain subjects, authors, or language be cause for automatic inclusion or exclusion. Each item will be selected on its individual merit and role in the collection.

In support of its mission, the Taylorville Public Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The library upholds the right of the individual to secure information, though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in our society.

**Responsibility for Selection**

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under his/her direction, selection is delegated to appropriate library staff. All staff members and the general public are encouraged to recommend materials for consideration.

**Selection Criteria**

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item does not need to meet all of these standards in order to be added to the collection.

* Popular interest
* Contemporary significance or permanent value
* Currency of information
* Accuracy
* Local emphasis
* Readability or ability to sustain interest
* Treatment of subject to age of intended audience
* Reputation of author, publisher, producer or illustrator
* Creative, literary or technical quality
* Critical assessments in a variety of journals
* Format and ease of use
* Circulation as monitored through the automated system
* Cost and availability
* Relationship to existing materials in the collection
* Relationship to materials owned by other area libraries

**Suggestions for Purchase**

The library strongly encourages input from the Taylorville community concerning the collection. A suggestion for purchase procedure enables Taylorville citizens to request that a particular item be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing collections which serve the interests and needs of the community.

 **Request for Reconsideration**

Persons from the Taylorville community wishing to recommend the removal of a particular item in the library collection may submit a Request for Reconsideration of Library Materials form, which will be reviewed by the Library Director and the staff in relation to the library's mission statement and the selection criteria of this collection development policy. After reading the material in question, evaluating journal reviews, and reviewing other materials submitted by the patron and the staff, a response will be made by the Library Director within 30 days of receiving the request for reconsideration. The Library Director will attempt to address patrons' concerns.

**The Collection**

**Adult Collection**

Fiction - The library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Non-Fiction - The library aims at acquiring materials which provide a core of basic knowledge. In addition, the library selects, makes accessible, and promotes the use of materials which:

* Address contemporary issues
* Provide self-help information
* Facilitate continuing education
* Enhance job-related knowledge and skills
* Increase knowledge of affairs of the community, the country, and the world
* Support business, cultural, recreational and civic interests in the community
* Present different viewpoints on issues
* Nourish intellectual, aesthetic, creative and spiritual growth

**Children's Collection**

Easy & Juvenile Fiction - To encourage life-long reading habits, the children's collection provides materials in a variety of formats to satisfy and stimulate the literacy and recreational needs of the children of Taylorville from infancy through grade eight. Materials are selected with regard to the stages of emotional and intellectual maturity of children.

Easy & Juvenile Non-Fiction - The library aims to acquire materials which provide a core of basic knowledge. In addition, the library selects, makes accessible, and promotes the use of materials which:

* Supplement school curriculum
* Encourage experiential learning
* Cultivate curiosity

**Young Adult Collection**

Young Adult Fiction - A young adult collection has been established to satisfy the library needs of patrons from the approximate age of 13 to 18 years. The type of materials selected differs significantly from the junior high level because of the social, emotional, and intellectual maturity required to read them.

Young Adult Non-Fiction - The library aims to acquire materials which provide high interest and age relevant information. In pursuit of this goal, the library selects, makes accessible, and promotes the use of materials which:

* Supplement school curriculum
* Provide self-help information, especially regarding mental health
* Enhance knowledge of post-high school life options beyond college
* Prepares young adults for tests, applications, and college options
* Address contemporary issues relevant to this age group
* Nourish intellectual, aesthetic, creative and spiritual growth
* Present different viewpoints on contemporary issues

**Electronic Databases**

Research databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference service and are available for patron use both in the library and remotely. Many of the databases contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users.

**E-Collection**

The library participates in consortiums with other libraries in the area to provide a full and complete collection made available to our patrons. Purchasing in these collections is governed by the same models outlined in this policy, and is driven primarily by demand and patron recommendations.

**Periodical Collection**

The library's newspaper, magazine, and journal collections, both print and electronic, provides current information aimed at meeting the research and recreational reading needs of the community. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books. Back issues of current magazines circulate and are kept for one year.

**Reference Collection**

The library maintains a minimal reference collection which is used to answer questions and to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. They remain in the library to be readily available to all patrons. Reference sources are consulted for specific items of information rather than being read consecutively, and include: bibliographies, indexes, directories, dictionaries, catalogs, yearbooks and annuals, statistical compendia, atlases and gazetteers, biographical dictionaries, and almanacs. Reference sources which describe, condense, and summarize information include encyclopedias, histories, handbooks, abstracts, and special reports with difficult-to-find information.

**Audiobooks**

Audiobooks are available in compact disc (CD) formats because of their availability and popularity. Many books, both fiction and nonfiction, are available in audio format, and include a variety of high-demand genres. Due to the space limitations of the collection, purchasing will be informed by what is available through our E-Collection.

**DVDs**

The library collects DVDs to meet the recreational and educational needs of adults, young adults, and children. Videos of feature films include highly rated current films as well as film classics, which are of broad family appeal or potential cultural, historical, or aesthetic significance.

**Special Collections**

The library maintains a small local history collection which contains materials concerned with the history and historical population of Taylorville and/or Christian county. This collection also contains books written by local authors.

**Collection Maintenance**

The library's collection is periodically re-evaluated by the library staff to ensure its usefulness and relevance to the community. This evaluation depends heavily on the staff's professional education and experience in assessing the needs of the community and the content of the collection. Materials that are determined to no longer be of value are withdrawn from the collection.

**Weeding Library Materials**

The same guidelines used for the selection of library materials provides the underlying principles for deselection, for which Taylorville Public Library uses industry-standard MUSTIE. The method of collection evaluation includes 6 general criteria:

* M= Misleading--factually inaccurate
* U= Ugly--worn beyond mending or rebinding
* S= Superseded by a new edition or by a much better book on the subject
* T= Trivial--of no discernible literary or scientific merit
* I= Irrelevant to the needs and interests of the library’s community
* E= Elsewhere--the material is easily obtainable from another library

**ADOPTED: 09/15/2020**

**Finance Policy**

The Taylorville Public Library has a board-approved written budget. This budget is developed annually as a cooperative process between the board's finance committee, the library director, and additional staff members with responsibility for budgetary elements. Each year, the board of trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the board of trustees acts to increase the library's revenue.

The Taylorville Public Library spends a minimum of 12% of its operating budget on materials for patrons. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, DVDs, CDs, and games (Switch/Xbox/PlayStation, etc.). Costs related to the installation and maintenance of a LAN or a shared or standalone bibliographic database are not included.

On a monthly basis the library director presents written reports on library operations to the board of trustees. These reports include such areas as finances library usage, matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

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

**Division of Responsibility Between Board and Director**

Under the Illinois Public Library Law (75ILCS BLANK) the Board of Library Trustees is, among other functions, empowered to formulate “reasonable rules and regulations… in order to render the use of the library of the greatest benefit to the greatest number” and to “appoint a competent Library Director and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed.” Thus, in defining and delineating the division of responsibility between the Board and the Library Director, the Board recognizes that the ultimate responsibility to the community to provide “the greatest benefit to the greatest number” rests with the Board. Policy determination is the Board’s power and duty. Management is the administrative Library Director’s responsibility, for which he or she is responsible to the Board. The division and sharing of these responsibilities fall into various categories.

**Governance and Policy Making**.

**Goals and Objectives for the Library**

Board responsibility

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

Library Director responsibility

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

Joint responsibility

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

**Written Policies**

Board responsibility

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

Library Director responsibility

The Library Director shall recommend needed policies to the Board and supply samples and sources of information. The Library Director shall carry out the policies as adopted by the Board with recommendations and materials for study, and administer the library within the framework of the library’s goals, objectives, policies, and budget.

Joint responsibility

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

**Governance and Policy Making**

**Governance**

Board responsibility

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

Library Director responsibility

The Library Director shall prepare all needed library reports to the government, the system, and the Illinois State Library and shall provide copies to the Board. The Library Director shall attend all Board and committee meetings except those meetings or parts of meetings in which the Library Director’s salary and tenure are discussed.

**Financial Status of the Library**

Board responsibility

The Board shall keep aware of the financial status of the library.

Library Director responsibility

The Library Director shall provide a report of budget status and revenues/ expenditures at each Board meeting. The Library Director will work with the city treasurer to provide monthly reports detailing the revenues and expenditures of the Public Library, as per the city financial documents.

Joint responsibility

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

**Budget Presentation**.

Board responsibility

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

Library Director responsibility

The Library Director shall assist the Board in cooperating with other libraries and shall call the Board’s attention to ways of stretching the budget.

Joint responsibility

The Library Director shall support the Board in presenting and interpreting budget and financial needs to public officials and the public. The Board and the Library Director shall see that complete and accurate records concerning finances, personnel, property, inventory, and annual reports are on file at the library. The approved budget and levy information should be forwarded to the City Treasurer.

 **Authority to Spend**

The library director of the Taylorville Public Library is authorized to spend within the limits of the line items in the approved budget. The library director will inform the Board of Trustees of expenditures exceeding $2,500 in the budget line items (excluding regular on-going payments, such as salaries to the city and purchasing items for the library collections in bulk). Items that are not within the approved budget line ceilings will be brought to the Board of Trustees for approval.

The Taylorville Public Library may spend in excess of $25,000.00 only after completing the formal bid process as described in Illinois Law.

In case of emergency, the library director of the Taylorville Public Library may authorize spending of $2,000 after consultation with the Chairman of the Finance Committee and the Board President, so long as the amount does not exceed the threshold requiring a formal bidding process.

**Purchasing Policy**

The State of Illinois statutes govern purchases of the library. In addition to any statutory requirements, it is the policy of the library board of trustees to use the most responsible business practices in its purchases. It is the policy that all purchases, contracts, and expenditure of funds over $25,000 shall be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. However, bidding is not

required in the following cases:

- Where the services required are for professional skills,

- In emergencies involving public health, public safety, or where immediate expenditure is necessary,

- Where the contracts for the maintenance or servicing of equipment are made with the manufacturers or authorized service agents of that equipment,

- Where the goods or services are procured from another governmental agency,

- Where purchases or contracts are for the use, purchase, or installation of data processing software, or

- For contracts which by their nature are not adapted to award by competitive bidding, such as contracts for printing, tax anticipation warrants, and other evidences of indebtedness, or contracts for utility services such as water, light, heat, or telecommunications.

- For emergency expenses, with approval from at least ¾ of the board of trustees.

The library director, as required by board directive, shall seek bids (or quotations if bids are not specifically required) from the widest possible array of providers that time permits. This practice will produce the most competitive offers and terms available from the widest number of interested firms or individuals. Under normal circumstances, for purchases or services costing $10,000-$25,000 the director will obtain three quotations except as indicated by the board. When the library has an existing relationship with a vendor that is exemplary, the library may continue the relationship with that vendor without seeking further quotes.

**Finance Committee**

The library board shall appoint at least two trustees, including the board treasurer, to serve as members of the finance committee. The finance committee’s responsibilities include, but are not limited to, the following:

- Establishing library checking and savings accounts as necessary.

- Maintaining oversight of investment accounts in accordance with Illinois Law and the library’s policy on Investment of Public Funds. The library board may delegate administrative responsibility for the investment program to the library director. One or more members of the finance committee may be consulted by the library director regarding specific investment choices.

- Reviewing monthly financial reports and check registers and verifying that transfers have been made as authorized.

- Reviewing monthly investment reports.

- Participating in the budgeting process by reviewing the library’s draft budget with the library director and business manager and making budget recommendations to the full board.

- Reviewing tax-related ordinances and the annual tax levy and making recommendations to the full board.

- Reviewing budgets related to capital projects.

- Accessing the library’s safe deposit box as needed.

**Library-Issued Credit Cards**

Credit cards are issued to both the library and assistant library director. The expenditure must be within the guidelines of the particular activity of the approved budget. The card is not to be used for any personal expenses. In the event that a library issued card is improperly used for a staff member’s personal expense, the staff member is responsible for that expense and will reimburse the library within that statement period for those charges. Disciplinary or legal action may result,

depending on the circumstances surrounding the use of the card. The amount of available credit on each card is determined by the library director, board of trustees, and available credit options in the area. Purchases may not exceed the assigned credit limit. Balances on credit cards are paid in full by the library each month. Payments on the monthly statement must be made in a timely fashion so that finance charges are not incurred. Staff members who use library credit cards must submit all receipts for expenditures. Proper documentation will include an original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.

At the end of each month, the library director compares all receipts to the credit card statement and all purchases will be reconciled. If there are any discrepancies, the library director will work to resolve them, ensuring that the Board of Trustees is aware of the discrepancies and the steps taken to resolve them.

Staff are allowed to request the library credit card on an “as needed” basis, only with prior approval from the library director.

**Routine Banking Procedures**

The library director of the Taylorville Public Library is authorized to make deposits into appropriate library accounts. Cash deposits will be made weekly. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts. The library director is authorized to transfer funds from one library account to another library account for payment of monthly bills that have been approved by the board of trustees. The library director is not authorized to sign checks or receive cash from library accounts except when the board of trustees authorize such action through the approval of checks to reimburse petty cash.

**Cash Management and Petty Cash**

Financial oversight of the library is the responsibility of the entire library board of

trustees with administrative assistance from the library director. The board of trustees has established a finance committee to assist with oversight of the library’s financial reporting, cash management, and budgeting. The finance committee reports to the board of trustees and at a minimum, includes the board president, board treasurer, and the library director. The library uses the City of Taylorville to administer payroll, financial reports, and annual audits.

Cash Drawer:

Taylorville Public Library has a cash drawer and a petty cash fund in the library building. The cash drawer, located at the circulation desk, is counted every shift before opening and is restored to the standard amount ($200). Excess funds are brought to the library director, who will deposit excess funds into library accounts weekly. These funds are tacked in a recurring google doc, stating what monies are coming in, and which line item they are attributed to. The petty cash fund ($100) is kept in a safe on library property.

**Reimbursement and Expenses**

Employees and trustees are eligible for reimbursement for travel expenses related to attending training classes, library related meetings, and professional conferences. The travel event must be approved in advance:

 - By the library director, for all employees;

 - By the library board of trustees, for travel by the library director that exceeds the maximum allowed travel cost;

 - By the library board of trustees, for all travel by members of the board of trustees.

The library uses the per diem rates established by the following governmental agencies to determine the maximum reimbursement rates for food, lodging and incidentals:

- The GSA (General Services Administration) for travel in the continental United States.

- The Department of Defense for travel to Alaska, Hawaii, and US Territories and Possessions.

- The State Department for foreign travel.

Expenses that are expected to exceed these levels must be approved ahead of time.

Transportation Expenses

Travelers are expected to use the most cost-effective means of transportation available.

Personal Car. The use of a personal car will be reimbursed at the current IRS mileage reimbursement rate.

- Air, Train, or Bus Travel. Tickets for air, train, or bus travel must be approved before purchase.

- Car Rental. Car rental reservations must be approved before travel. If the traveler intends to extend the trip beyond the business purpose and use the rental car for personal travel, the portion of the expenses that will be reimbursed must be approved before travel.

- Tolls, Parking, Taxis, and Taxi Alternatives. Tolls and parking related to the trip will be reimbursed at actual cost. Taxi and taxi alternatives will be reimbursed with receipts or other proof of payment and explanations of the business-related purposes for the rides.

- Parking Tickets, Moving Violations, and Accidents. The driver will be responsible for all parking tickets, moving violations, and accidents.

Lodging Expenses

Employees other than the director must approve lodging reservations with the director prior to travel. All travelers (employees or trustees) must have approval by the board of trustees for lodging that exceeds the maximum per night cost established by the board. When employees travel together, room sharing is preferred, but this requirement may be waived at the discretion of the director.

Meals

Travelers who stay overnight will qualify for meal reimbursements at the per diem rate established by the board of trustees.

Travel Advances

Employees may request travel advances to cover trip expenses of more than one day, to be approved by the director. Travelers are responsible for keeping accurate records and receipts and returning any unused portion of the advance.

Requesting Reimbursement

To receive reimbursement for travel expenses, travelers must complete the Travel Reimbursement Form and attach receipts for all expenses. (Mileage claims may be documented by an online map application such as Google Maps.)

 5-2

**Investment of Public Funds Policy**

Purpose and Scope

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

Responsibilities

All investment policies and procedures of the Taylorville Public Library will be in accordance with Illinois Law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act [30 ILCS 235/1 et seq.] and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the “chief investment officer” of the Library acting under the authority of the Library Board of Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer. The Chief Investment Officer, and by designation, the Library Director, are responsible for establishing internal controls and written procedures for the operation of the investment program.

“Prudent Person” Standard

All Library investment activities shall use a “prudent person” standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security’s credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Objectives

In selecting financial institutions and investment instruments to be used, the following general objectives

should be considered in the priority listed:

• Legality (conforming with all legal requirements)

• Safety (preserving capital and including diversification appropriate to the nature and amount of

the funds)

• Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)

• Yield (attaining a market rate of return on investments)

• Simplicity of management

Guidelines

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

1. Legality and Safety:

a. Investments will be made only in securities guaranteed by the U.S. government, or in

FDIC-insured institutions including SAIF of the FDIC. Deposit accounts in banks or

savings and loan institutions will not exceed the amount insured by FDIC coverage

(unless adequately collateralized pursuant to Regulations of the Federal Reserve

regarding custody and safekeeping of collateral). Any credit union accounts would

not exceed insured amounts and otherwise would be in complete compliance with the

legal requirements for such accounts and institutions.

b. Authorized investments include and will primarily consist of: Certificates of Deposit,

Treasury Bills and other securities guaranteed by the U.S. Government, participation

in the State of Illinois Public Treasurer’s Investment Pool, and any other investments

allowed under State law that satisfy the investment objectives of the library district.

2. Liquidity:

In general, investments should be managed to meet liquidity needs for the current month plus

one month (based on forecasted needs) and any reasonably anticipated special needs.

3. Yield - Return on investment:

Within the constraints on Illinois law, considerations of safety, and this investment policy, every

effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest-bearing deposit accounts.

4. Simplicity of management:

The time required by library administrative staff to manage investments shall be kept to a

minimum.

Reporting

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

Internal Controls

In addition to these guidelines, the Chief Investment Officer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft, or misuse of funds.

Authorized Financial Dealers and Institutions

Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

Conflicts of Interest

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

 5-3

**Appointment and Agreement with Bonded Agent**

I. The Board of Taylorville Public Library shall designate as custodian of the

 monies received by the Board, the Treasurer of the City of Taylorville. The

Treasurer shall be called the Custodian of the Library Fund. The bond given by the City Treasurer shall satisfy the requirements of Ch. 75, ILCS 5/4-9.,

II. In accordance with statutory procedure, the Library Board shall annually submit Levy and Appropriation requests to the corporate authorities of Taylorville. Such submission will be in accordance with directions communicated by the City Treasurer.

Proposed operating and non-operating budgets shall also be annually submitted to the corporate authorities.

III. As received, the Custodian of the Library Fund shall deposit tax distributions in the bank accounts of the Library.

1. Tax receipts to be placed in the general operating account:

 .15% property tax, IMRF, Unemployment Insurance, Tort &

 Liability Insurance, .05% Working Cash Fund (when levied),

 Personal Property Replacement Tax funds.

 The Library Director shall be notified of all deposits.

 (b) Tax receipts to be in the Capital Improvement Fund:

 .02% Building & Equipment/Maintenance & Repair tax.

The Treasurer of the Board shall be notified of all deposits.

The Library Director and the Board Treasurer shall inform the City

 Treasurer of account numbers and other information needed to make

 the deposits.

IV. The City Treasurer, as Custodian of the Library Fund, agrees to have the

 Board Treasurer and Library Director keep records of the income and

 expenditures to the fund. The Board and Library Director shall also make

 the payments for the expenses of the library.

 This agreement shall be reviewed annually by the Library Board and the

 City Treasurer.

 This agreement supersedes any previous agreements.

 Approved by the Board of Trustees of the Taylorville Public Library and

 the City Treasurer of Taylorville.

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 **Library Board President**

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

 **Date**

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

 **City Treasurer**

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

 **Date**

Taylorville Public Library

Policy Manual – Table of Contents

5) Finance

* 5-1 Finance Policy
* 5-2 Investment of Public Funds
* 5-3 Appointment and Agreement with a Bonded Agent

**PERSONNEL**

 **Job Description – Director**

The Director shall conduct all business of the library in accordance with generally accepted professional procedures and within guidelines which may be established from time to time by the Board of Trustees, legislative action, or finding bodies.

* The Director shall be expected to perform the following tasks:
	+ Managing and leading staff to perform at a high level
	+ Delegating tasks and projects to staff members to ensure that all library work is being accomplished in a satisfactory and timely manner
	+ Evaluating staff on an annual basis, and performing discipline reviews, when necessary
	+ Seeking opportunities for professional development for all staff
	+ Responsible for overseeing the ordering of materials and supplies for the library
	+ Responsible for overseeing cataloging and book processing procedures
	+ Responsible for the maintenance and general appearance of the library
	+ Responsible for policy decisions necessary for the daily operation of the library
	+ Responsible for implementing and executing all Board approved policies
	+ Cooperating with the Board of Trustees and various Board Committees in formulating budgets, policies and procedures
	+ Writing library policy and procedure to be presented to the Board for review and approval
	+ Preparing and submitting the following data and records:
		- Payroll information to the city
		- Monthly financial reports
		- Annual reports to the Illinois State Library
		- Applications for appropriate grant monies
		- Annual budget and levy of the library
		- Any additional reports required to insure proper operation of the library
	+ Preparing and mailing board packets
	+ Receiving bills and issuing checks
	+ Taking part in board meetings and meetings with other library directors and their staff
	+ Responding to correspondence requests daily
	+ Maintaining staff emails and responding to emails related to circulation, meeting room usage, programming and other library operations, when necessary
	+ Creating and implementing systematic weeding and collection development procedures that will ensure that the library’s collection remains concise and consistent with the mission of the library. This includes: identifying gaps in the collection; doing periodic condition checks of all books and materials; creating timelines for weeding of specific titles, i.e. reference, medical, and test prep materials; pulling and processing weeded titles, and; updating the print and electronic catalogs
	+ Responsible for overseeing IHLS (Share) and OCLC request and loan processes
	+ Responsible for overseeing shelf-reading, shelving duties, and other collection processes
	+ Responsible for overseeing Gifts and Memorials
	+ Responsible for overseeing the preparation of materials for special events and displays
	+ Responsible for overseeing and creating programming for the library, including: Storytimes, Adult and Youth Programming, the Summer Reading Program, and much more
	+ Creating and implementing an information literacy program in concert with the Programming Outreach Manager and the Reference Aide
	+ Lesson planning, teaching and co-teaching information literacy
	+ Responsible for overseeing outreach initiatives, including: social media, contacting press, and a library newsletter
	+ Coordinating with local schools and other organizations to increase the involvement and participation of the library within the community
	+ Formulating and maintaining a public relations program in keeping with the goals of the library
	+ Depositing revenue on a weekly basis
	+ Desk duties, including: checking in, checking out, answering phones, and assisting patrons with printing, copying, faxing, holds, and new cards, when necessary
	+ Exhibiting excellent customer service orientation at all times
	+ Taking part in all planning as it relates to the Director position
	+ All other duties as assigned

**Adopted: 05/18/2021**

**PERSONNEL**

 **Job Description – Assistant Director**

The Assistant Director shall be responsible for managing the circulation and reference desk of the library, and helping to manage both the library staff and the library’s collection. Any problems related to said operations shall be referred to the Director. The Assistant Directorshall also be responsible for assuming the Director’s role on a limited basis should the Director be absent due to illness or vacation.

* The Assistant Director shall be expected to perform the following tasks:
	+ Managing staff in concert with the Director and Programming Outreach Manager
	+ Meeting regularly with the Director and/or Programming Outreach Manager to discuss library operations including: programming, outreach, collection development, staff, and patron-based initiatives
	+ Cataloging and maintaining accurate finding aides for library materials
	+ Managing the processing of new materials (Adult fiction, non-fiction, large-type print, and AV)
	+ Managing IHLS (Share) requests and loans
	+ Managing and maintaining hold lists for new books
	+ Managing shelf-reading, shelving duties, and other collection processes
	+ Gifts and Memorials (writing thank you notes and acknowledgments)
	+ Conducting Xerox meter readings and reporting out as necessary
	+ Preparing circ reports for in library use (withdrawn, missing, in-transit)
	+ Processing and weeding magazines
	+ Maintaining work, circulation, and reference desk schedules for all staff
	+ Preparing monthly circulation reports (statistics, community room usage, gifts and memorials)
	+ Preparing and mailing board packets
	+ Maintaining staff email and responding to emails related to circulation, meeting room usage, and other library operations
	+ Depositing revenue on a weekly basis
	+ Ordering supplies for both the library and the library’s maintenance worker
	+ Creating and implementing systematic weeding and collection development procedures that will ensure that the library’s collection remains concise and consistent with the mission of the library. This includes: identifying gaps in the collection; doing periodic condition checks of all books and materials; creating timelines for weeding of specific titles, i.e. reference, medical, and test prep materials; pulling and processing weeded titles, and; updating the print and electronic catalogs
	+ Ordering materials for the library, including: Books, eBooks, eAudiobooks, and audio-visual materials.
	+ Assisting in the writing of library policy and procedure to be presented to the Board of Trustees for review and approval
	+ Delegating tasks and projects to staff members to ensure that all library work is being accomplished in a satisfactory and timely manner
	+ Assisting the director in the evaluation and disciplining of staff
	+ Taking part in board meetings and meetings with other library directors and their staff
	+ Seeking opportunities for professional development
	+ Writing checks, reconciling accounts, and being able to report to the board, if necessary
	+ Desk duties, including: checking in, checking out, answering phones, and assisting patrons with printing, copying, faxing, holds, and new cards
	+ Exhibiting excellent customer service orientation at all times
	+ Taking part in all planning as it relates to the Assistant Director position
	+ All other duties as assigned

**Adopted: 05/19/2020**

**PERSONNEL**

 **Job Description – Programming Outreach Manager**

The Programming Outreach Manager shall be responsible for helping to implement, maintain, and take part in all library programming, as well as assisting in the coordination of all outreach initiatives. Any problems related to said operations shall be referred to the Director. The Programming Outreach Manager shall also be responsible for assuming the Director’s role on a very limited basis should the Director and Assistant Director both be absent due to illness or vacation.

* The Programming Outreach Manager shall be expected to perform the following tasks:
	+ Managing staff in concert with the Director and Assistant Director
	+ Meeting regularly with the Director and/or Assistant Director to discuss library operations including: programming, outreach, collection development, staff, and patron-based initiatives
	+ Overseeing and creating programming for the library, including: Storytimes, Adult and Youth Programming, the Summer Reading Program, and much more
	+ Managing and delegating projects to the Youth Services Aide
	+ Collecting data to be used for assessment
	+ Organizing, ordering for, and leading book discussion group meetings
	+ Maintaining staff email, forwarding as appropriate, and responding to emails related to programming and outreach on behalf of the library
	+ Creating and implementing an information literacy program in concert with the Library Director and the Reference Aide
	+ Lesson planning, teaching and co-teaching information literacy
	+ Maintaining outreach initiatives, including: social media, contacting press, and the creation of a library newsletter
	+ Coordinating with local schools and other organizations to increase the involvement and participation of the library within the community
	+ Creating digital content and uploading videos and other items of interest to the library’s website and Facebook page
	+ Creating timely displays in the library for public use
	+ Purchasing program related materials and maintaining a programming budget
	+ Seeking opportunities for professional development
	+ Desk duties, including: checking in, checking out, answering phones, and assisting patrons with printing, copying, faxing, holds, and new cards
	+ Exhibiting excellent customer service orientation at all times
	+ Taking part in all planning as it relates to the Programming Outreach Manager position
	+ All other duties as assigned

**Adopted: 05/19/2020**

**PERSONNEL**

 **Job Description – Circulation Aide**

The Circulation Aide shall be responsible for assisting patrons at the circulation desk and via phone, and will report directly to the Assistant Director.

* The Circulation Aide shall be expected to perform the following tasks:
	+ Desk duties, including: checking in, checking out, answering phones, and assisting patrons with printing, copying, faxing, holds, and new cards
	+ Shelving and shelf-reading
	+ Processing of new materials, as assigned by the Assistant Director
	+ Exhibiting excellent customer service orientation at all times
	+ All other duties as assigned

**Adopted: 05/19/2020**

**PERSONNEL**

 **Job Description – Reference Aide**

The Reference Aide shall be responsible for reference, genealogy, instructional services, OCLC, and circulation duties, and will report directly to the Director and the Assistant Director.

* The Reference Aide shall be expected to perform the following tasks:
	+ Providing reference via phone, email, and through in-person reference interviews
	+ Collecting data to be used for assessment
	+ Meeting regularly with the Director and/or Assistant Director
	+ Managing OCLC requests and returns
	+ Creating genealogy and local history finding aides and managing the collection
	+ Assisting the Assistant Director with cataloging and maintaining accurate finding aides for library materials
	+ Assisting the Assistant Director with creating and implementing systematic weeding and collection development procedures that will ensure that the library’s collection remains concise and consistent with the mission of the library. This includes: identifying gaps in the collection; doing periodic condition checks of all books and materials; creating timelines for weeding of specific titles, i.e. reference, medical, and test prep materials; pulling and processing weeded titles, and; updating the print and electronic catalogs
	+ Creating and implementing an information literacy program in concert with the Library Director and the Programming Outreach Manager
	+ Lesson planning, teaching and co-teaching information literacy
	+ Creating instructional videos and materials for public use
	+ Shelving and shelf-reading
	+ Processing of new materials, as assigned by the Assistant Director
	+ Seeking opportunities for professional development
	+ Desk duties, including: checking in, checking out, answering phones, and assisting patrons with printing, copying, faxing, holds, and new cards
	+ Exhibiting excellent customer service orientation at all times
	+ Taking part in all planning as it relates to the Reference Aide position
	+ All other duties as assigned

**Adopted: 05/19/2020**

**PERSONNEL**

 **Job Description – Youth Services Aide**

The Youth Services Aide shall be responsible children’s programming and circulation duties, and will report directly to the Programming Outreach Manager and the Assistant Director.

* The Youth Services Aide shall be expected to perform the following tasks:
	+ Taking part in and creating programming for the library, including: Storytimes, Youth Programming, the Summer Reading Program, and much more
	+ Collecting data to be used for assessment
	+ Creating digital content and uploading videos and other items of interest to the library’s website and Facebook page
	+ Creating timely displays in the children and youth areas of the library for public use
	+ Shelving and shelf-reading
	+ Processing of new materials, as assigned by the Assistant Director
	+ Seeking opportunities for professional development
	+ Desk duties, including: checking in, checking out, answering phones, and assisting patrons with printing, copying, faxing, holds, and new cards
	+ Exhibiting excellent customer service orientation at all times
	+ Taking part in all planning as it relates to the Youth Services Aide position
	+ All other duties as assigned

**Adopted: 05/19/2020**

**PERSONNEL**

 **Equal Employment Opportunity**The Library shall provide equal employment opportunities (EEO) to all employees and applicants for employment regardless of their race, color, religion, creed, national origin, sex, age, sexual orientation, order of protection status, genetic information, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status, use of lawful products while not at work, physical or mental handicap or disability (if otherwise able to perform the essential functions of the job with reasonable accommodation), and other legally protected categories, including gender identity or expression, pregnancy, and political ideology.

Employees or applicants for employment who believe they have not received equal employment opportunities should report the basis of their complaint to the Library Director. Submitting a complaint shall not adversely affect the complainant's terms or conditions of employment or prospective employment. Insofar as is possible, all such matters will be held in confidence, thoroughly investigated, and rectified if a policy violation is identified.

The Library Director shall use reasonable measures to inform employees and applicants for employment that the Library is an equal opportunity employer.

The Library supports and will comply with the Americans with Disabilities Act and will attempt to provide reasonable accommodations for people with disabilities in the workplace unless such accommodations would present an undue hardship for the Library. Reasonable accommodations apply to all employees and applicants, and include hiring practices, job placement, training, pay practices, promotion and demotion policies, and layoff and termination procedures. A qualified person with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of himself or herself or other individuals in the workplace.

The Library will comply with all applicable federal, State and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, benefits, working conditions, promotion, discipline, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq. Americans With Disabilities Act, Title I, 42 U.S.C. § 12111 et seq.
 Equal Pay Act, 29 U.S.C. § 206(d).
 Ill. Constitution, Art. 1, §§ 17, 18, and 19.
 Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
 Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.
 Religious Freedom Restoration Act, 775 ILCS 35/5.
 Title VII of Civil Rights Act, 42 U.S.C. § 2000e et seq., 29 C.F.R.
 Part 1601.
 820 ILCS 105/1 et seq.
 775 ILCS 5/1-103 and 5/2-102.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Employment At-Will and Compensation**At-Will EmploymentNothing in this Manual, or in any of the policies or procedures set forth in this Manual, is intended to create, nor should it be interpreted to create, an employment contract or relationship of any kind between the Library and any employee. No promises of employment or continued employment – express or implied – have been made, or are intended, by anything set forth in this Manual. All employees of the Library are at-will employees. The employment relationship between the Library and any employee may be terminated by either the employee or the Library at any time, with or without notice, and whether or not cause exists for the termination, at the absolute discretion of either the Library or the employee. Any other form of employment with the Library must be in writing and approved by the Library Board of Trustees.

Compensation

The initial salary of each Library employee will be based on ability, and increases will be based on the employee's satisfactory performance. Salary increases are at no time automatic, but are dependent on availability of funds as well as performance.

The normal work week for a full-time employee is 40 hours. The Library Director and Assistant Library Director will work 40 hours per week, and attend the monthly Board of Trustees’ meetings. The normal work week for a part-time employee is 29 hours. Any employment less than 29 hours per week will be considered temporary.

LEGAL REF.: Duldulao v. St. Mary of Nazereth Hospital, 483 N.C. 2nd 956
 (1st Dist. Ill. 1985), *aff'd in part and remanded*, 505 N.C. 2d 314 (Ill.
 1987).
 Kaiser v. Dixon, 468 N.E. 2d 822 (Ill. App. 2d Dist. 1984).
 Molitor v. Chicago Title & Trust Co., 59 N.C. 2d 695 (1st Dist 1945).

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Drug-Free and Alcohol-Free Workplace**The Library workplace is a drug-free and an alcohol-free workplace. All employees, while on Library premises or while performing work for the Library, are prohibited from:

1. unlawful manufacture, distribution, possession, use, or being under the influence of a controlled substance, including cannabis; and
2. distribution, consumption, possession, or being under the influence of alcohol.

For purposes of this policy, a “controlled substance” is a drug or other substance that is:

1. not legally obtainable;
2. being used in a manner different than prescribed;
3. legally obtainable, but has not been legally obtained, or is not used for its intended purpose or in its prescribed quantity; or
4. referenced in federal or State controlled substance acts.

A “controlled substance” does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity.

As a condition of employment, each employee must:

1. abide by the terms of Library’s policy that requires a drug-free and alcohol-free workplace;
2. notify his or her supervisor of a plea of guilty to or a conviction under any criminal drug statute for a violation occurring on Library premises or while performing work for the Library, no later than 5 days after entry of the plea or conviction; and
3. sign the Drug-Free and Alcohol-Free Workplace statement.

In order to make employees aware of dangers of drug and alcohol abuse, the Library shall:

1. provide each employee with a copy of the Library Drug-Free and Alcohol-Free Workplace policy;
2. post notice of the Library Drug-Free and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. make available materials from local, State, and national anti-drug and alcohol-abuse organizations;
4. enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to Library employees; and
5. inform employees of available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs.

An employee who suspects that another employee is violating the Library’s Drug-Free and Alcohol-Free Workplace Policy, or who desires counseling about coping with potential alcohol or drug abuse, is strongly urged to consult the Library Director. That consultation will be held in confidence, except as necessary to direct the employee to a proper source for further assistance or if the information involves a violation of criminal law.

Library Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination, and notification of appropriate law enforcement agencies.  Alternatively, the Library Board may require an employee to successfully complete an appropriate drug-abuse or alcohol-abuse program or an employee-assistance rehabilitation program.

The Board shall take disciplinary action against an employee who pleads guilty to or is convicted of a drug offense in the workplace within 30 days after receiving notice of the plea or conviction.

If a Library employee performing work under a federal contract or grant, or under a State contract or grant of $5,000 or more, pleads guilty to or is convicted of a drug offense, the Library Director shall notify the appropriate State or federal agency from which the Library receives contract or grant monies of the employee's plea or conviction within 10 days after receiving notice of the plea or conviction.

Library Patrons and Guests

A patron or guest who, while on Library premises, unlawfully manufactures, distributes, possesses, uses, or is under the influence of a controlled substance, including cannabis; or distributes, consumes, possesses, or is under the influence of alcohol, may be expelled from the Library at the discretion of the Library staff, and library privileges of that patron or guest may be suspended for a specified period of time. The Library may, in its discretion, refer violations to appropriate legal authority for prosecution. Sanctions against a patron or guest shall be in accordance with prescribed library regulations and procedures.

Definitions

For purposes of this policy:

1. An “alcoholic beverage” is any beverage that may be legally sold and consumed and has an alcoholic content in excess of 3% by volume.
2. “Drug” means any substance, other than alcohol, capable of altering an individual’s mood, perception, pain level or judgment.
3. A “prescribed drug” is any substance prescribed for individual consumption by a licensed medical practitioner.
4. An “illegal drug” is any drug or controlled substance the sale or consumption of which is illegal.
5. “Workplace” includes the library and its property (including vehicles) and library-sponsored events at off-site locations, but after-hours events or events attended on employees’ own time are excluded.

LEGAL REF.: Drug-Free School and Communities Act Amendments of 1989,
 20 U.S.C. § 3171 et seq.
 Controlled Substances Act, 21 U.S.C. § 812; 21 C.F.R.
 1308.11 - 1308.15.
 Drug-Free Workplace Act of 1988, 41 U.S.C. § 701 et seq.
 Americans With Disabilities Act, 42 U.S.C. § 12114.
 Drug-Free Workplace Act, 30 ILCS 580/1 et seq.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Form – Drug-Free and Alcohol-Free Workplace Statement**An employee of the Taylorville Public Library acknowledges by his or her signature below that the unlawful manufacture, distribution, consumption, possession, use, or being under the influence of alcohol or a controlled substance, including cannabis, is prohibited in the Library workplace.

Any employee who violates this prohibition will be subject to discipline, which may result in a warning, reprimand, suspension, or termination. Applicable law enforcement agencies may be notified.

As a condition of employment, all employees will abide by the terms of this Statement and the Library’s Drug-Free and Alcohol-Free Workplace Policy, and must notify the Library Director of a plea of guilty to or a conviction of any criminal drug statute for a violation occurring in the workplace no later than 5 days after a plea or conviction.

I have read and received a copy of the Library’s Drug-Free and Alcohol-Free Workplace Policy.

|  |  |
| --- | --- |
|  |  |
| Employee's Signature | Date |
|  |  |
| Witness | Date |

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Hiring Process and Criteria**The Library Director is responsible for recruiting, hiring, setting the compensation for, disciplining, and discharging library employees. The Library shall hire the best-qualified personnel consistent with budget and staffing requirements, and the Library shall comply with its policies on equal employment opportunities.

It is the policy of the Library not to hire immediate family members of employees if it would cause an actual or a perceived conflict of interest.

All applicants must complete a Library application form in order to be considered for employment.

The Library shall develop and maintain a current, comprehensive job descriptions for each position, other than the directorship.

Each newly hired employee must complete an Immigration and Naturalization Service Form (Form I-9) as required by federal law, and undergo a criminal background check.

A minor under 16 years of age must have an employment certificate to be considered for employment.

The Library's staff shall provide an orientation program for new employees to acquaint them with the Library's policies and procedures and the responsibilities of their position.

LEGAL REF.: Illinois Child Labor Law, 820 ILCS 205/1 et seq.
 Americans With Disabilities Act, 42 U.S.C. § 12112, 29 C.F.R. Part
 1630.
 Immigration Reform and Control Act, 8 U.S.C. § 1324a et seq.
 75 ILCS 16/30-55.35

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Library Director**Qualifications

The Library Director shall be a qualified Librarian, as determined by the Board and shall be an employee of the Library [See job description]. The Library Director shall have the experience and the skills necessary to work effectively with the Board of Trustees, the City of Taylorville, Library employees, patrons, guests, and the community.

Duties and Authority

The Library Director is responsible for the administration and management of the Library in accordance with Board policies and directives and State and federal law. The Library Director is authorized to develop procedures to implement Board policy.

The Library Director may delegate to other Library employees the exercise of any powers and the discharge of any duties imposed upon the Library Director by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Library Director of responsibility for the action which was delegated.

Appointment

When the office of the Library Director becomes vacant, the Board will conduct a search to find the most qualified person for the position. Qualified employees who apply for the position will be considered for the vacancy.

Evaluation

The Board will evaluate, at least annually, the performance of the Library Director, using standards developed by the Board and objectives developed by the Library Director and accepted by the Board. A specific time should be designated for a formal evaluation. The evaluation should be based on the job description and include a discussion of professional strengths as well as performance areas needing improvement.

LEGAL REF.: 75 ILCS 16/30-55.3

 **ADOPTED: 09/17/2019**

**PERSONNEL**

 **The Initial Ninety-Day Period**
The first three months of service is critical to the long-term success of an employee.

Therefore, this period constitutes a probationary period during which time the employee is oriented, mentored, trained and evaluated to help the employee achieve effective job performance. Periodic conferences and evaluations may be held between all new employees and their immediate Supervisor or the Library’s Director, or both, to facilitate training. Upon completion of the ninety-day period, a written review will be prepared by the employee’s immediate Supervisor or the Library’s Director, or both. If the review is satisfactory, the employee’s status will be changed from probationary to permanent.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Employee Benefits**

Sick Leave

Twelve working days of sick leave with pay are allowed to all full-time employees of the staff each year, accumulating to a maximum of 30 working days. Part-time employees working 29 hours per week will be given the equivalent of 36.5 hours of sick leave with pay each year, accumulating to a maximum of 174 hours. During the first year of employment for both full and part time-employees, sick leave will be prorated in accordance with length of employment.

Sick leave may be used for personal illness, medical appointments, quarantine at home, or illness in the immediate family. Immediate family for sick leave purposes includes parent/guardian, spouse, partner and children. Other circumstances need to be approved by the Library Director. Sick leave may not be used for vacation leave.

Payment of unused sick leave will not be made upon termination of employment whatever the cause for employees hired after 01-15-19. Full-time employees hired prior to 01-15-19 will receive payment of sick leave upon termination, not to exceed 240 hours. Part-time employees hired prior to 01-15-19 will receive payment of sick leave upon termination, not to exceed 73 hours.

After 3 days absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a health provider's certificate of illness as a basis for pay.

Sick leave records for each employee shall be maintained under the direction of the Library Director. Sick leave will be calculated from the employee’s start date, and will renew annually.

**\*Employees working less than 29 hours per week are not eligible for sick leave pay.**

Paid Leave

The Library Director shall be responsible for maintaining individual records for each employee as to paid leave time.

Paid leave for full and part-time employees must be used within the libraries calendar year. Any employee who works less than 29 hours weekly, or is in their first year of employment, may accrue their time up to one year for every 40 hours worked, after the first 90 days, beginning January 1, 2024.

Employees shall be eligible for paid leave days according to the following schedule:

**Full-time employees – Minimum 1 year – Less than 5 years**

Employees will receive 2 weeks’ paid leave with pay, equivalent to a 40-hour work week

**Full-time employees – Minimum 5 years – Less than 12 years**

Employees will receive 3 weeks’ paid leave with pay, equivalent to a 40-hour work week

**Full-time employees – Minimum 12 years – Less than 20 years**

Employees will receive 4 weeks’ paid leave with pay, equivalent to a 40-hour work week

**Full-time employees – Minimum 20 years**

Employees will receive 5 weeks’ paid leave with pay, equivalent to a 40-hour work week

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**Part-time employees – Minimum 1 year – Less than 5 years**

Employees will receive 2 weeks’ paid leave with pay, equivalent to a 29-hour work week

**Part-time employees – Minimum 5 years – Less than 12 years**

Employees will receive 3 weeks’ paid leave with pay, equivalent to a 29-hour work week

**Part-time employees – Minimum 12 years – Less than 20 years**

Employees will receive 4 weeks’ paid leave with pay, equivalent to a 29-hour work week

**Part-time employees – Minimum 20 years**

Employees will receive 5 weeks’ paid leave with pay, equivalent to a 29-hour work week

**\*Any employees working less than 29 hours per week are eligible for paid leave time. They will accrue one hour of time for every 40 hours worked, after the first 90 days.**There will be no accumulation of paid leave time from one year to the next. Unused paid leave will be forfeited. Payment may not be taken in lieu of time off. Upon separation the employee is entitled to a payout of accrued unused paid leave during the year of separation.

Insurance

Full-time employees will receive the same level of insurance that is provided to employees of the City of Taylorville. This single coverage insurance policy will be provided at no cost to the employee. Should an employee want to add a family member to their plan, the additional cost will be solely up to the employee to cover.

**\*Employees working less than 40 hours per week are not eligible for insurance.**

Holidays Designated holidays will be approved annually at the April Board of Trustees meeting. For an employee to receive holiday pay, the employee must be scheduled to work on the day that the Library closes to honor the holiday.

**\*Employees working less than 29 hours per week are not eligible for holiday pay.**

Retirement (IMRF)All employees who work 600 hours or more annually must take part in IMRF retirement. Employees will contribute 4.5% from each payroll check that they receive. The employer match portion is mandated by IMRF, and the rate will change annually.

Inclement WeatherThe Library will only close if/when non-emergency personnel from the City of Taylorville are asked to stay home. In such instances, an employee may choose to use a sick or vacation day, or come to work, if possible. If the Library is open and an employee doesn’t feel that they can safely make it to work, they can choose to either use a vacation day or forgo pay for the day. The Library Director’s discretion on the validity of such claims will be applied.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Library Staff Development**

The Library Board may grant the Library Director time off with approved expenses to attend library association conferences and other professional meetings.

With the approval of the Library Director, other designated staff may attend workshops, library association conferences, and other professional meetings. The operational needs of the Library, however, have priority.

Within its budgeted ability, the Library may provide financial assistance toward fees and registration, travel, and other expenses incurred through attendance at professional meetings.

Mileage and time shall be paid according to personnel policies 6–10 and 6–11.

Staff meetings shall be held regularly to inform Staff members of actions taken by the Library Board to plan or change services or policies, to instruct employees in various aspects of Library operation, and to discuss new techniques and procedures. If the Staff meeting is held outside an employee’s regularly scheduled workday, the employee shall be compensated for the time required to attend the meeting.

All staff members are encouraged to attend continuing education opportunities and workshops both online and in-person that are offered by the Illinois Heartland Library System, the Illinois State Library, or other appropriate organizations.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Travel**The authorized expenses of employees required to travel on Library-related business shall be paid by the Library if prior approval has been obtained from the Library Director. An employee who has to use his or her personal vehicle to travel because there is no Library vehicle available shall be reimbursed at the standard mileage rate established by the Internal Revenue Service. Actual travel time to and from conferences must be recorded on time sheets. The Library’s Travel Expense Form 6-10F must be completed and submitted to the Library Director for approval in order for the employee to be compensated for expenses.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Expenses and Professional Dues**The Library will pay institutional membership fees to relevant state and national library organizations, as outlined in the budget. The Library's Board of Trustees, in its sole discretion, may also pay the individual dues of an employee [or trustee].

Employees [and trustees] are encouraged to attend and participate professional meetings and to participate in professional activities. The Library may provide funds for registration fees and travel expenses for these professional meetings and activities, subject to budget allocations and staffing levels. Reimbursement of expenses or use of regular work time for these meetings and activities must be approved in advance by the Library Director. An employee's [or trustee's] registration fees and travel expenses may not exceed $500 unless approved by the Library's Board of Trustees by a roll-call vote.

For approved travel to PLA, ILA, ALA, Illinois Heartland Library System, and the Illinois State Library meetings and activities by employees [and trustees], reasonable airline or train fares, mileage, shuttles, and parking may be reimbursed. Mileage shall be determined based on the assumption that the employee's [or trustee's] point of departure and return is his or her workplace, unless the actual point of departure and return produces less mileage. Mileage reimbursement shall be determined based on the then current rates established by the Internal Revenue Service.

When overnight stay is required or advisable, reasonable rates shall be reimbursed at the single room rate. Accompanying spouses or non-employees are responsible for any additional expenses above the single room rate.

Meal charges to the Library must represent "mid-fare" selections, excluding alcohol, for the hotel meeting facility or general metropolitan area. Entertainment expenses, such as shows, sporting events, or any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event shall not be reimbursed, unless the entertainment or amusement is ancillary to the purpose of the meeting or activity and approved in advance by the Library Director.

Receipts must be kept and presented to the Library Director within one week after the return to work. Claims for reimbursement of fees and expenses must be made on the Library's Travel Expense Form 6-10F. The completed form, together with all receipts, must be turned into the Library Director for reimbursement.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Performance Evaluation**The Library maintains a formal program for evaluating the work performance of all employees. This program provides a method for the Library to gauge, document, acknowledge and strengthen the effectiveness of employee job performance. The Library’s interactive evaluation program is designed to enhance communication and cooperation between the Library’s Director, supervisors, and their employees; to stimulate job development, job satisfaction, and work-related personal growth; and to help ensure that job responsibilities and requirements remain dynamic and evolve to keep pace with the changing demands of the Library as a workplace.

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

The Library’s Director and supervisors are responsible for administering the work performance evaluation program. Individual supervisors shall complete an evaluation using the prescribed process and forms for each employee whom they directly supervise.

Evaluations are conducted for all new employees within their initial ninety days of employment. The evaluation program should be an ongoing process with regular communications between the Library’s Director, supervisors, and employees.

At least annually, evaluations are conducted with each employee by the Library’s Director, the designated supervisor, or both, either or both of whom may consider information from fellow employees, Library Board Trustees, and patrons. Employees will be given the opportunity to respond.

Merit salary increases, if funding is available, will be awarded by the Library’s Director in accordance with the annual evaluation program that the Library Board approves along with the annual budget.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Personnel Records**The Library maintains a separate and complete personnel record for each current employee and former employee. The personnel records are maintained at the Library's building, under the Library Director's direct supervision. Each employee will be given access to his or her personnel record in accordance with applicable laws, and the access will be in the presence of and under the supervision of the Library Director.

Information disclosed to prospective employers will include an employee’s dates of employment, final title or position and salary verification. Additional information will not be disclosed without proper written permission of the employee, except as requited by court order.

LEGAL REF.: 820 ILCS 40/1 et seq.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Employee Discipline**It is the policy of the Taylorville Public Library that employee discipline be positive in nature in an effort to correct unacceptable behavior. This policy does not require warnings or attempts at corrective action prior to the discharge or suspension of an employee who commits a serious offense. Discipline may occur at any time, including immediate discharge. The following progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment. The Library’s Board may also follow the below procedures for disciplining the Library’s Director.

The levels of discipline are as follows:

1. Verbal Warning: In some situations, the employee’s immediate supervisor may determine that the most appropriate first step is to discuss problem behavior with the employee. This discussion shall constitute a verbal warning. Supervisors should document and maintain a written record of all verbal warnings that they issue. The supervisor shall submit a record of a verbal warning to be placed in the employee's personnel file.
2. Written Warning: The employee’s immediate supervisor may issue a written warning: (i) after the employee has received a verbal warning and the employee fails to correct the problem, or (ii) in lieu of giving the employee an initial verbal warning, if the supervisor has determined that the employee's problem behavior is severe enough. A written warning usually describes what the problem is, what kind of behavior is expected, and what corrective action the employee is directed to take. A copy of the written warning shall be retained in the employee's personnel file. The employee may submit a written response, which will also be retained in the employee’s personnel file.
3. Final Warning: The Library’s Director may issue a final written warning which clearly informs the employee that failure to take immediate action to correct a problem will result in dismissal.
4. Suspension: An employee may be suspended without pay for a serious offense for a period not to exceed thirty days. A suspension may be imposed by the Library’s Director in consultation with the Library’s Board. The disciplined employee shall receive a written notice stating the reason for the suspension, and a copy of the notice shall be retained in the employee's personnel file. The employee may submit a written response to the suspension, which will also be retained in the employee’s personnel file.
5. Discharge: The Library’s Director may terminate any employee whose behavior conflicts with the policies, rules or practices of the Library, or who fails to respond acceptably to the disciplinary steps described above.

Any violation of the following may result in the immediate termination of the employee:

1. Refusal to obey a direct, reasonable order that pertains to an employee's duties or responsibilities.
2. Deliberate destruction of or damage to Library property.
3. Falsification of any kind or type of Library records, including time records or the completion of time records for another employee.
4. Violating the Library's Drug and Alcohol Use Policy.
5. Theft of Library property or the property of another employee or a patron.
6. Unlawful activities on Library premises. This includes gambling, the use of controlled substances, the possession or use of weapons, etc.
7. Fraudulent or indecent actions on Library premises.
8. Failure to protect confidential Library or patron information.
9. Other violations, not listed here, may also result in immediate termination of an employee.

Grievance Procedure

Step 1:

An employee dissatisfied with a supervisor’s decision or action must file a written grievance with the employee’s immediate supervisor within 15 working days after such decision or action. The supervisor and employee shall meet within a reasonable amount of time, but no later than 15 working days, to attempt to resolve the dispute. The written request of the grievant shall state the supervisor decision or action with which the employee is dissatisfied and the remedy which the employee is seeking.

Step 2:

In the event the employee remains dissatisfied with a supervisor’s decision or action after the meeting in Step 1, then the employee must file an appeal with the Library’s Director within 15 working days after the meeting in Step 1. The Library’s Director and employee shall meet within a reasonable amount of time to attempt to resolve the dispute. If the dispute is not amicably resolved, the Library’s Director shall issue a written response to the grievance within a reasonable time, but no later than 30 days after the meeting.

Step 3:

In the event the employee remains dissatisfied with a supervisor’s decision or action after the meeting in Step 2, the employee shall file a written appeal with the Library’s Board President within 15 working days after the date of the Library’s Director’s written response. The Library’s Board shall meet with the employee within a reasonable time and shall thereafter issue a written final, binding decision.

**ADOPTED: 09/17/2019**

**PERSONNEL**

**Prohibiting Sexual Harassment**

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 Taylorville Public Library (Taylorville, Illinois) to prohibit harassment of any person by any library staff member, board member or volunteer on the basis of sex or gender. All library staff members, board members, or volunteers are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

1. ***DEFINITION OF SEXUAL HARASSMENT***

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act (Enacted December, 1979), 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 have applied a standard of what would offend a “reasonable person” in a sexual harassment case.

1. ***PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT***

A library staff member, board member or volunteer 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 library staff member, board member or volunteer 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 library staff member, board member or volunteer feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, the Assistant Director, Director or board member.
* The library staff member, board member or volunteer experiencing what he or she believes to be sexual harassment must not assume that the Taylorville Public Library is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the Taylorville Public Library will not be presumed to have knowledge of the harassment.
* *Resolution Outside Municipality*. 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 Taylorville Public Library. However, all library staff members, board members and volunteers 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, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the Taylorville Public 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.

1. ***PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS***

No library staff member, board member or volunteer shall take any retaliatory action against any municipal employee due to a municipal employee’s:

1. Disclosure or threatened disclosure of any violation of this Policy; or
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 staff member, board member or volunteer that is taken in retaliation for a library staff member, board member or volunteer’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 a library staff member, board member or volunteer 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 library staff member, board member or volunteer that the library staff member, board member or volunteer reasonably believes is in violation of a law, rule, or regulation; or
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 library staff member, board member or volunteer; 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.

1. ***CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT***

In addition to any and all other discipline that may be applicable pursuant to municipal 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 Taylorville Public 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 Taylorville Public 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.

1. ***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 municipal 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.

**ADOPTED: 11/27/2018**

**PERSONNEL**

 **Anti-Harassment**The Library shall provide employees, applicants for employment, patrons, and guests with an environment free of unwelcome harassment of any type. Harassment may include conduct of an employee toward another employee, a non-employee toward an employee, an employee toward an applicant for employment, a patron or guest, or a patron or a guest toward another patron or guest. Harassment can apply to conduct at the work site, to conduct during work-related activities outside the normal workplace, or to any other conduct, at any time or place, that may result in actual or perceived harassment at the workplace or in any work-related activities. Harassment of any employee, applicant for employment, patron or guest based on sex, race, color, religion, national origin, age, sexual orientation, disability, or any characteristic protected by federal, State, or local law is unacceptable and is grounds for proceedings and actions against the offender. Intimidating, hostile, or offensive conduct, either actual or perceived, which has the effect of humiliation, embarrassment, or discomfort is harassment.

**Reporting Harassment**

All Library employees are responsible for helping to ensure that the Library is free of harassing behavior. Aggrieved persons, who feel comfortable doing so, although it is not mandatory, should directly inform the person engaging in harassing conduct or communication that such conduct or communication is offensive and must stop. The employee should submit a complaint of harassment in writing, if possible, to his or her immediate supervisor or the Library Director. If the Library Director is the subject of the complaint, the employee should immediately submit the complaint to the President of the Board of Trustees. All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the Library.

The Library will not in any way retaliate against an individual for reporting a complaint of harassment or against an individual who participates in an investigation. Threats or any other retaliatory behavior by the alleged offender or any other party will not be tolerated. Retaliation constitutes a serious violation of this policy and should be reported immediately.

Any employee found to have retaliated against another individual will be subject to disciplinary action. False or frivolous complaints refer to cases in which the accuser is using a harassment complaint to accomplish some end other than stopping harassment. Given the seriousness of the consequences for the accused, a false or frivolous charge is a severe offense that may result in disciplinary action, up to and including dismissal. The Library Director shall use reasonable measures to inform employees, applicants for employment, patrons, and guests of this policy.

**Additional Legal Recourse**

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

 Illinois Department of Human Rights
 222 S. College, Rm. 101A
 Springfield, IL 62700
 (217) 785-5100
 http://www.illinois.gov/dhr

LEGAL REF.: Title VII of the Civil Rights Act, 42 U.S.C. § 2000e et seq., 29 C.F.R.
 § 1604.11.

775 ILCS 5/1-101(D) et seq.

Public Act 100-554

740 ILCS 174/1 et. seq.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Internet, E-mail, Computers and Property Use**
As part of the Taylorville Public Library’s commitment to the utilization of new technologies, employees have access to the Internet, e-mail and computers. In order to ensure compliance with existing copyright and decency laws and to protect the Library from being victimized by viruses or hacking into its systems, the following policy has been established.

The use of Library technology systems, including computers, fax machines, and all forms of Internet/intranet access, is only for authorized Library-related purposes.

Acceptable Computer and Internet Use

* During working hours only, an employee may access job-related information, as needed, to meet job requirements and maintain and enhance computer and Internet-related skills and knowledge.
* During working hours, and employee may participate in news groups, e-mail list discussion groups or other Internet-based communication tools provided this participation has a direct relationship to the employee’s job with the Library. If personal opinions are expressed, a disclaimer should be included stating that this is not an official position of the Library
* During personal time, such as rest and meal breaks, an employee may use Library computers and the Internet provided that such use remains subordinate to job requirements and does not interfere with the Library operation or is not inappropriate behavior as listed below or in other Library policies.

Email Use

Every Library employee is responsible for using electronic mail (E-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Library Director.

The E-mail system is the property of the Library. It has been provided by the Library for use in conducting Library business. All E-mail messages must be businesslike, professional, courteous, civil and written with the expectation that they could be made public at some point in the future.

Each user is responsible to process received E-mail appropriately. Employees should take note that E-mails, unless otherwise exempt, may be subject to release in response to a Freedom of Information Act request or court order. Employees shall avoid mixing extensive social discussion with work communication.

Inappropriate Computer and Internet Use includes, but is not limited to:

* Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
* Destroying, deleting, erasing, or concealing Library files or other Library data, or otherwise making such files or data unavailable or inaccessible to the Library or to other authorized users of Library systems;
* Engaging in unlawful or malicious activities;
* Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Library’s networks or systems;
* Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
* Sending, receiving, or accessing pornographic materials;
* Becoming involved in partisan politics;
* Maintaining, organizing, or participating in non-Library-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal instant messaging;
* Accessing social media, such as Facebook, YouTube and Twitter, for personal/private use; or

An employee may not use Library technology systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material. For purposes of this Policy, “material” is defined as any visual, textual, or auditory entity, file, or data. Such material violates Library anti-harassment policies and an employee’s use of the Library’s technology systems to access such material is subject to disciplinary action. The Library will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use as permitted by law. If an employee violates any of the above-stated policies, the employee may be subject to disciplinary action, up to and including dismissal.

Employees shall not connect to or access Library computers, computerized files, networks, servers, company storage media, messaging devices, or other Library communication devices from computers or communications devices outside of the Library for any personal business or other reason, with the exception of the Library Director and designated employees. All of the forgoing electronic equipment and media are subject to periodic and random monitoring for quality assurance purposes and to ensure compliance with the foregoing policy. In addition, the equipment and media are subject to search in the event of an offense, or suspected offense, as defined above.

Use of Library Property and Furnishings

All employees are advised that the Library’s premises and all equipment and furnishings therein, including but not limited to desks, filing cabinets, and closets, are the property of the Library to which the Library Director or his/her designee, have full and complete access. Except as otherwise specifically provided elsewhere in this Employee Policy Manual, the Library does not provide any private areas for the storage of an employee’s private property or papers, including areas that are used exclusively by one employee. Any employee who keeps personal property or papers does so at his or her own risk, and the Library assumes no responsibility for any loss, damage, or other disposition of an employee’s personal property while on Library premises.

Any Library desk, filing cabinet, trash can, or other area of the office is subject to search if there is any reasonable cause to believe that evidence of an offense by, or in conjunction with, a Library trustee or employee, may be found there. An offense means any act or omission in violation of any law, government regulation, or Library policy that has caused, or is likely to cause, a loss or liability to the Library.

Employer Information and Property

When an employee leaves the employ of the Library, the employee must return or disclose to the Library Director or Library Board President all Library-related information and property in the employee’s possession, including without limitation: documents, files, records, manuals, passwords, information stored on a personal computer or on a computer disc, supplies and equipment or office supplies.

LEGAL REF.: 775 ILCS 5/2-102(D) et. seq.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Communicable and Chronic Infectious Disease

Safety and Health**The Library is committed to providing a safe and healthy working environment and to complying with applicable federal and State occupational health and safety laws. To accomplish this, all employees must support and participate in this effort. To reduce contagious illnesses such as influenza, employees are encouraged to stay at home if they suspect they are contagious. Also, when necessary and appropriate, employees may be asked to provide medical proof of their capability to perform the essential functions of their job and to prove that they are no longer contagious. It is incumbent upon every employee to keep her or his work area and the general workplace clean and obstacle-free. Employees should also periodically disinfect their work areas, desktop printers, keyboards, telephones, etc. Employees are also encouraged to wash their hands frequently and use hand sanitizers. Any accidents, illnesses, incidents, or other unsafe conditions must be immediately reported to a supervisor or the Library Director. Employees are expected to adhere to the policies as outlined in this section of the Policy Manual as well as other Library safety policies and procedures.

**A. Communicable/Terminal Illness**

The Library recognizes that employees (or persons desiring to become employees of the Library) with life-threatening illnesses or an infectious illness or disease may wish to still be gainfully employed by the Library. Employment may even be therapeutically important to an employee’s recovery process. At the same time, the Library also recognizes that it must provide a safe work environment for all employees and visitors and satisfy its legal obligations. As long as employees are able to maintain acceptable performance standards in accordance with established Library policies and procedures, and medical evidence continues to indicate that such illness will not be transmitted by casual workplace contact, employees with life threatening illnesses or infectious illnesses or diseases will be permitted to continue to work.

In determining an employee's ability to continue in employment, the Library will consider making reasonable accommodations for the employee's condition, consistent with applicable federal, State, and local laws. As part of its overall health and safety program, the Library may conduct training sessions for employees.

Any employee who has a communicable disease or any other life-threatening illness and who can no longer perform the essential functions of his or her job, or who feels he or she needs reasonable accommodations or additional support, is encouraged to contact their supervisor or the Library Director. The Library will take reasonable precautions, to the maximum extent possible, to ensure that the information about an employee’s condition remains confidential.

Any employee, patron or guest that has a communicable disease may be asked to leave the Library building to protect others.

**B. Blood Borne Pathogens**

Normal Library operations are not likely to involve circumstances exposing employees, patrons, or guests to blood borne pathogens. However, whenever contact with blood, bodily fluids, or other potentially infectious materials may result, employees should treat these fluids as though they are known to be infectious. Employees, patrons, and guests should report any instances to the Library Director, Board President, or senior supervisor or employee on site. If such an incident occurs, employees should immediately cordon off the area to assure that others are not exposed and ensure that the area is properly cleaned. Employees who may be assisting in such instances should wear protective clothing, such as disposable gloves. Such protective clothing should then be carefully and properly disposed. A supervisor should then be notified of the incident. A confidential medical post-exposure follow-up will be offered to an employee who has had a specific exposure incident.

The Library will also determine what information should be obtained from an employee’s physician or whether or not the Library should refer an employee to a physician of the Library’s choice. Based on the recommendations made, the Library will explore the options for providing possible reasonable accommodations which are consistent with established Library policy and applicable federal, State, and local laws. All decisions regarding the employment status of individuals with any life-threatening or infectious illnesses or disease shall be made consistent with current medical information and applicable federal, State, and local laws.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.

Rehabilitation Act of 1973, 29 U.S.C. § 791.

820 ILCS 40/1 et seq.

20 ILCS 2305/6.

105 ILCS 5/24-5.

Rules and Regulations for the Control of Communicable Diseases, issued by the Illinois Department of Public Health.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Overtime Pay and Compensatory Time**Under the federal Fair Labor Standards Act (FLSA), requirements for overtime pay and compensatory time are specified. All employees, except those exempt from FLSA, are to be paid at a rate not less than time and one-half their regular rate of pay for any hours worked in excess of 40 hours a week.

Exempt Full-Time Employees

Positions that are classified as executive, professional, or administrative involving the exercise of judgment and discretion are exempt under FLSA. Employees who are classified as exempt receive a salary of at least $35,568 annually, or $684 per week, effective January 1, 2020.

It is implicit by the nature of exempt positions that hours worked in excess of a normal workweek of 40 hours may be required. Exempt employees are encouraged to take advantage of flextime scheduling adjustments to minimize excessively long hours.

Non-Exempt Employees

Employees who are classified as non-exempt receive a salary of less than $35,568 annually, or $684 per week, effective January 1, 2020.A non‑exempt employee works overtime whenever the employee works in excess of 40 hours during a workweek, which is a fixed and regularly recurring period of 168 hours, consisting of 7 consecutive 24-hour periods. Employees may request in writing to receive compensatory time‑off at a rate of not less than one and one-half hours for each overtime hour worked in lieu of cash overtime pay. Holiday, vacation, personal and sick time do not count as hours worked for purposes of compensatory time. Overtime will not be allowed without prior written authorization from the Library Director.

Dates and hours of approved overtime work and the amount of compensatory time earned will be recorded by the Library's Bookkeeper.

Whenever possible, an employee's work schedule will be modified by the Library Director so that compensatory time is taken the same week that it is earned. For example, if an employee is required to attend an evening meeting, the Library Director shall attempt to schedule that employee to come in later than normal, work a split day or leave early on a workday of the same week.

If due to unusual circumstances, the Library Director is unable to provide compensatory time off through scheduling within the same week as the compensatory time is earned, the Library Director and employee shall work together to schedule use of the compensatory time as soon as possible and preferably not more than thirty (30) days from the date of its accrual.

An employee who has accrued compensatory time shall be permitted to use such time in at least half-day increments if such requests do not unduly disrupt the operations of the Library. Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation.

Part-Time Non-Exempt Employees

The Fair Labor Standards Act applies to employees working in excess of 40 hours a week. When part-time employees work more hours than their scheduled workweek, they are paid on a straight-time, hour for-hour basis. Supervisors must approve, in advance, additional hours for part-time employees. If part-time employees work in excess of 40 hours a week, the Library's overtime, flextime and compensatory time policies for Non-Exempt Employees will apply, as appropriate.

Termination

Upon termination of employment, an employee will be paid for accrued compensatory time at the higher of:

1. the average regular rate received by such employee during the last three years of employment; or
2. the final regular rate received by such employee.

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. § 201 et seq.; 29 C.F.R. § 785; Public Act 94-672.

**ADOPTED: 09/17/2019**

**AMMENDED: 02/18/2020**

**PERSONNEL**

 **Gift Ban**Introduction

The Taylorville Public Library Gift Ban Policy ("Policy") has been adopted in compliance with Article 70 of the State Officials and Employees Ethics Act, 5 ILCS 430/70-5 et seq., effective November 19 2003, as amended. The State Officials and Employees Ethics Act (“Ethics Act”) applies to appointed or elected officials and employees of the Taylorville Public Library. The Library Board of Trustees seeks to assure its public that any decisions that are made by appointed or elected officials, as well as employees, are not inappropriately influenced. To instill that level of confidence, this Policy is applicable to Library Board Trustees and Library employees.

Gift Ban Policy

No Library Board Trustee ("Trustee") or employee shall intentionally solicit or accept any gift which is reasonably believed to be given to influence official actions or decisions of the Trustee or employee. This ban applies to and includes spouses of, and immediate family living with, the Trustee or employee.

Ethics Officer

The Library Director or his or her designee is the Ethics Advisor.

Ethics Commission

The Library Board of Trustees is the Ethics Commission for the Library. If a Trustee is the subject of a complaint filed pursuant to the Ethics Act or the Ethics Ordinance, then that Trustee must recuse himself or herself from acting as a member of the Ethics Commission with respect to that matter. The Ethics Commission shall perform its duties and have those powers set forth in the Ethics Act and the Ethics Ordinance.

Complaint Procedures

If anyone believes that this Policy is being or has been violated, that person is encouraged to file a complaint with the Ethics Commission as set forth in the Ethics Act and the Ethics Ordinance.

Enforcement

The Ethics Commission shall enforce this Policy as provided in the Ethics Act and the Ethics Ordinance. Any employee who violates this policy may be subject to termination or other discipline, including, but not limited to, suspension (with or without compensation) of employment for a stated term, a requirement to reimburse, return, or turn over any prohibited gift, or both, as directed by the Library Board of Trustees.

Review

The Ethics Commission's decisions may be reviewed as provided in the Ethics Act and the Ethics Ordinance.

LEGAL REF.: 5 ILCS 430/10-10 et seq.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Bereavement Leave**Up to three (3) days of leave shall be allowed without loss of pay when a death occurs in the employee’s immediate family. For the purpose of this policy, the words “immediate family” shall mean the employee’s father, mother, step father, step mother, father-in-law, mother-in-law, brother-in-law, sister-in-law, brother, sister, spouse, partner, children, daughter-in-law, son-in-law, grandchildren, grandparents, or persons living in the employee’s household for whom the employee has economic responsibility. For other close relatives or in a situation where the employee’s presence is deemed necessary, an employee may use accumulated vacation, sick leave, or days off without pay with one (1) day notice and prior approval of the Library Director or Assistant Director for funeral leave.

**ADOPTED: 06/20/2017**

**PERSONNEL**

 **Family and Medical Leave**An employee must have completed at least one full year of service with the Library and have worked a minimum of 1,250 hours in the twelve-month period preceding the leave to be eligible to apply for leave under the Family and Medical Leave Act of 1993 (FMLA). Eligible employees may take up to a total of 12 weeks of leave during any 12-month period for any of the following reasons:

 1. To care for the employee’s child after birth or adoption or placement with the employee for foster care,

 2. To care for the employee’s spouse, child, or parent who has a serious health condition, or

 3. For a serious health condition that makes the employee unable to perform the employee’s job.

If the leave is planned in advance, the employee must provide the Library with at least thirty days' notice prior to the anticipated leave date, using the Library's official Leave-of-Absence request form. If the leave is unexpected, the employee should notify his or her supervisor by filing the Leave-of-Absence request form as far in advance of the anticipated leave date as is practicable. Normally, this should be within two business days of when the need for the leave becomes known to the employee.

Employees must file for FMLA when they are going to be off work on Workers’ Compensation. Except for employees on Workers’ Compensation, employees on FMLA must use all accrued medical leave, vacation, and personal days simultaneously with FMLA. If the leave is due to the employee’s own serious illness, the employee may be eligible for short-term disability benefits in accordance with applicable state law or IMRF. Once such benefits are exhausted, the balance of the leave will be without pay and all Library benefits that operate on an accrual basis (e.g., vacation, and medical) will cease to accrue for the remainder of the leave period.

All group health benefits (e.g., major medical, hospitalization, and dental insurance) will continue during the leave provided the employee pays the employee contributions toward these plans. The employee must pay the total cost of the continued health insurance coverage. Such premiums must be received by the 5th of each month to pay for insurance coverage for the next month. If an employee’s premium payment is more than 30 days late, coverage may be dropped 15 days after written notice to the employee. Other benefits, such as pension and long-term disability, will be governed in accordance with the terms of each benefit's plan.

Employees may be required to provide medical certification to support a request for FMLA leave due to a serious health condition. The medical certification should attest to the seriousness of the health condition, the date the health condition began, and the probable length of time treatment will be required. The Library may also require a second or third opinion at the Library’s expense, medical certifications at regular intervals, and a fitness for duty report indicating that the employee can return to work.

Leave taken to care for a child after birth, adoption, or placement in your home for foster care must be taken in consecutive work weeks unless the mother or the child has a serious health condition. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity. Employees needing intermittent leave or leave on a reduced work/leave schedule must attempt to schedule the leave so as not to disrupt the operations of the Library. In such instances, the Library will follow applicable federal and state laws in reviewing and approving such leave requests. Before an employee will be permitted to return from medical leave, he/she will be required to present the Library with a note from his/her physician indicating that the employee is capable of returning to work and performing the essential functions of the employee’s position, with or without reasonable accommodation. Where required, the Library will make reasonable accommodation for any disability an employee may have in accordance with applicable laws.

Eligible employees returning from FMLA leave are entitled to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination) or the employee is medically required to perform light duty. Exceptions may also apply for certain highly compensated employees under certain conditions.

LEGAL REF.: Family and Medical Leave Act of 1993

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Jury Duty**An employee summoned for jury duty or subpoenaed as a witness shall receive his or her regular pay during the time the employee is required to respond to the summons or subpoena.

An employee must submit a request for jury duty or witness leave with a copy of the jury duty summons or witness subpoena before the leave is taken. Once called, an employee is required to work whenever the employee is excused from jury duty or as a subpoenaed witness for more than ½ of the day. Upon returning from jury duty or witness leave, an employee must submit a copy of the employee’s verification of jury duty or witness service to the Library Director.

Juror or witness fees received by an employee shall be paid over to the Library for deposit into the Library’s General Fund for the employee to receive his or her regular pay. In the alternative, the employee may request that earned time off be used for the jury duty or witness leave and the employee may retain any juror or witness fees received.

LEGAL REF.: 705 ILCS 305/4.1

 55 ILCS 5/4-11001

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Religious Holidays**If an employee is scheduled to work on a day that the employee wishes to attend a religious observance, then the employee may request an accommodation. The request must be made to the Library Director at least five (5) days before the day of the observance. Subject to the Library’s operational needs, the Library Director shall accommodate the employee. The accommodation may be (i) to allow the employee to use earned vacation or personal time, (ii) to adjust the employee’s work schedule, (iii) to make a per diem adjustment, or (iv) to make any other reasonable accommodation, all as may be appropriate.

LEGAL REF.: 775 ILCS 5/2-101 and 5/2-102.

Religious Freedom Restoration Act, 775 ILCS 35/5.

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Victims’ Economic Security and Safety**The Library offers up to 12 work weeks of unpaid leave to an employee in a 12 month rolling period when the employee or a family or household member~~s~~ (defined as a spouse, partner, parent, son, daughter or other related person jointly residing in the household whose interests are not adverse to the employee as it relates to the domestic or sexual abuse or violence) is a victim~~s~~ of domestic or sexual abuse or violence and to comply with the applicable provisions of the Victims' Economic Security and Safety Act (“VESSA”).

This Personnel Policy applies to:

1. Any employeewithout any regard to length of service or tenure.
2. An eligible employee may take VESSA leave so that he or she or an eligible member of the household may:
3. Seek medical attention to recover from physical or psychological injuries caused by domestic or sexual violence.

b. Obtain services from a victim's services organization.

1. Obtain psychological or other counseling.
2. Participate in safety planning, temporary or permanent relocation, or take other actions to increase their physical safety or economic security.
3. Seek legal assistance or other remedies to ensure their health and safety, including participation in court proceedings related to the abuse or violence.
4. An employee availing of the above unpaid leave is eligible to be restored to the same or an equivalent position upon return from VESSA leave. Neither the law nor this Policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave allowed under, or is in addition to, unpaid leave time otherwise permitted by this policy.

An eligible employee is required to inform the Library Director as soon as possible under the circumstances.

To request VESSA leave, an employee must provide the Library Director with a signed statement that the employee or an eligible family or household member is a victim of domestic or sexual abuse or violence and that leave is necessary for a specific qualifying condition. In addition, the employee must provide the necessary documentation from a victims' services organization or a member of the clergy or a medical professional from whom the employee or the family or household member has sought assistance; a police report or a court record; and/or other corroborating evidence.

The employee may use all earned sick and vacation time for all or any part of the available VESSA leave period.

VESSA leave runs concurrently with leave under the Family Medical Leave Act (FMLA). VESSA leave does not extend any unpaid leave time to the employee under FMLA.

Continuation of benefits - The Library will maintain group health insurance coverage for an employee on VESSA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The employee will be given the option of prepaying his/her portion of the premium or making the payment on the due date or making the payment on the employee's return back to work.

Approved VESSA leave may be taken intermittently (in separate blocks of time) or in a reduced leave schedule.

The Library Director will notify the employee in writing when VESSA leave has been approved.

During the leave, the employee must provide periodic reports to the Library Director (at least every 30 days) regarding the employee's status and any change in the employee's plans on returning to work.

Failure to provide timely and complete statements, certifications, documents or required reports evidencing the employee's need for VESSA leave may result in denial of leave or loss of reinstatement rights under the Victims' Economic Security and Safety Act.

At the end of an authorized VESSA leave, an employee will be restored to the employee's original job or an equivalent job with equivalent pay, benefits and other terms and conditions of employment.

No employee will suffer adverse employment action as a result of having requested or taken VESSA leave based on the employee’s needs or status, or the needs or status of an eligible family or household member, as a victim of domestic or sexual abuse or violence or based on the perception that the employee or his or her eligible family or household member~~s~~ is the victim~~s~~ of domestic or sexual abuse or violence. The Library will attempt to provide reasonable accommodations for an employee who is entitled to protection under VESSA, unless such accommodations would present an undue hardship for the Library.

The Library will maintain, to the extent possible, confidentiality regarding all aspects of any request for VESSA leave, and all information associated with the request.

Notice (attached hereto) will be posted in the work place summarizing the rights under VESSA.

LEGAL REF.: Victims of Economic Security and Safety Act 2003

**ADOPTED: 09/17/2019**

**PERSONNEL**

 **Personal Device Stipend**The Director is authorized and will receive a monthly cell phone stipend because he/she is reasonably expected to use their personal cell phone for Library business. No other Library employees are authorized or required to use their personal cell phones for Library business; consequently, they are not eligible to receive a cell phone stipend.

The monthly stipend will be considered a non-taxable fringe benefit to the Director. The amount of the stipend will be reviewed and set each year by the Board, though it is initially set at $25.00. Recipients of a cell phone stipend must:

* purchase cellular phone service and equipment and assume responsibility for all vendor terms and conditions, including, but not limited to, paying all charges associated with the cellular service and device;
* submit the latest monthly billing statement when the stipend begins and annually thereafter to verify continued operation of a cell phone for Library business;
* keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by the Library Board and/or the Internal Revenue Service;
* not use cellular phones for work related purposes while operating a motor vehicle; • comply with all Federal and State data maintenance and protection laws (e.g., FERPA), as well as all Library policies, including those pertaining to data security, acceptable computing use, and email;
* delete all Library data from the cell phone when employment with the Library is severed, except when required to maintain the data in compliance with a litigation hold notice; and
* shall be required to sign this Personal Device Stipend policy as provided by the Board of Trustees.

The signing of this document constitutes an acceptance of the terms and conditions laid out in the Personal Device Stipend policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Director Date

**ADOPTED: 03/17/2020**

**VOLUNTEERS**

 **Volunteers Policy**Taylorville Public Library volunteers are an important extension of the Library. Volunteers perform a number of tasks designed to maximize the impact that the Library can have on the community. The following policy clearly defines the role of the volunteer.

Definition of a volunteer: one who performs a service of his or her own free will; one who contributes time, energy and talents directly to the Taylorville Public Library and is not paid by Library funds. All volunteers must be accepted and enrolled by the Library prior to performing any volunteer duties.

Guidelines for Volunteers:

1. Volunteers (over 18) are required to fill out a volunteer application prior to being accepted. Volunteers (under 18) are required to fill out a volunteer application and must receive parental permission prior to being accepted. A parent providing permission must do so in person. The minimum age for a volunteer is 12.
2. Volunteers (over 18) must be willing to submit to a criminal background check.
3. The Library cannot guarantee the availability of volunteer work, but will make every effort to involve volunteers when and where possible.
4. Potential volunteers will meet with Library Management to determine the best use of the volunteer’s time, and to complete a brief Library orientation.
5. Volunteers must comply with all Library policy.
6. Volunteers must either wear a volunteer badge or volunteer shirt as appropriate.
7. The Library reserves the right to terminate the services of a volunteer for any reason.
8. Volunteers should not be in staff only areas without the direct supervision of a Library Staff member.
9. Volunteers may not be used to maintain any Library services.
10. Volunteers are responsible for maintaining confidentiality of all library information.
11. The Library will provide letters of reference upon request, if deemed appropriate.
12. All personal information about the volunteer is for internal use only.
13. Volunteers will be covered with respect to liability insurance in relation to their duties. Volunteers are not covered by the Library’s health insurance, workers’ compensation insurance or IMRF, and will not be provided any other benefits.

**ADOPTED: 11/19/2019**

**VOLUNTEERS**

 **Volunteers Application**Please fill out this VOLUNTEERS APPLICATION form and return to:

Taylorville Public Library, 121 W. Vine St., Taylorville, IL, Attention: Jessica

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Skills/Abilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of volunteer work you would be interested in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days of the week you would prefer to volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of day you would prefer to volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Limitations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I have read through the VOLUNTEER POLICY and LIBRARY POLICY and agree to abide by these policies if I am accepted as a Taylorville Public Library volunteer. I also agree and am willing to submit to a criminal background check if I am accepted (over 18 only).

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

Signature of guardian/parent (volunteer under 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 **ADOPTED: 11/19/2019**

**INTRODUCTION**

 **Library Use

Welcome**

The Taylorville Public Library is the public library of Taylorville, Illinois. We have over 40,000 books, magazines and audio-visual materials, and provide access to thousands more through our membership with the Illinois Heartland Library System. **Our Mission**

The Taylorville Public Library provides a collection of materials, programs and services designed to meet the cultural, informational and recreational needs of the community.

**Who May Use the Library**

The library serves all individuals and groups from, and visitors to, Taylorville and the library system area. Service will not be denied or abridged because of religious, racial, social, economic or political status; or because of mental, emotional or physical condition; age; or sexual orientation.

**Services for Patrons with Disabilities**

* The Taylorville Public Library complies with the requirement of the Americans with Disabilities Act of 1990.
* The library acts as a facilitator between patrons and the National Library Service for the Blind and Physically Handicapped, which makes talking book service available to those who qualify.
* Service animals are welcome in the library.

Library staff is always available and happy to assist patrons with disabilities in using the library. They cannot, however, be responsible for persons who require supervision or special needs care. These persons should always be accompanied by a companion.

121 West Vine Street

Taylorville, Illinois 62568

217-824-4736

# www.taylorvillelibrary.org

*Member of the Illinois Heartland Library System*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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**Taylorville Public Library**

**Long Range Plan,**

**Fiscal Years 2022-2024**

**Trustees:** Ann Chandler, Peggy Brown, Terri France, Cathy Robertson, Jim Olive, Ben Robinson, Erin Driskill, Heather Sutton, Abbey Turner

**Library Director:** Ryan Reitmeier

**Vision Statement**

The Taylorville Public Library fosters the joy of reading and the pursuit of knowledge for all ages and interests.

**Mission Statement**

To provide a collection of materials, programs and services designed to meet the cultural, informational and recreational needs of the community.

**Planning Process**

A draft prepared by the library director was submitted to Long Range Planning committee members on January 18, 2022. The Long-Range Plan document, Fiscal Years 2022 - 2024, was then presented at a board meeting on January 18, 2022.

The data collected and the goals and objectives put forward in the previous plan, along with the vision of the library director, became the basis for the creation of the new Long-Range Plan.

The Long-Range Planning Committee has agreed to meet periodically to discuss the overall progress and completion of the goals and objectives outlined, and to conduct annual reviews through which new data will be collected and analyzed using assessment tools such as community focus groups, circulation statistics, surveys and more.

 **Service Responses**

A Service Response is what the library does to meet a community need.

**Current Topics and Titles**

* The Taylorville Public Library provides current topics and titles to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences. The library will provide a current collection with sufficient copies of titles in high demand to ensure that patron requests are met quickly.

**Formal Learning Support**

* The Taylorville Public Library provides learning support to assist students who are enrolled in a formal program of education or who are pursuing their education through a program of home-schooling to attain their educational goals. The library will provide informational resources, personal assistance, and educational tools that further the educational progress of students.

**General Information**

* The Taylorville Public Library provides general information to meet the information need for answers to questions on a broad array of topics related to work, school and personal life. The library will offer print and electronic resources that cover a broad variety of topics in order to meet the general information needs of the community.

**Lifelong Learning**

* The Taylorville Public Library provides lifelong learning resources and services to address the desire for personal growth and professional development. The library will provide and maintain an extensive collection of circulating materials on a wide variety of topics in which the general public has a sustained interest, and will offer free instruction courses aimed at helping patrons develop skills that can help them succeed in both their personal and professional lives.

**Commons**

* The Taylorville Public Library provides a commons environment that helps address the needs of people to meet and interact with others in their community and to participate in public meetings related to community issues.

**Long Range Plan - Goals, Objectives and Actions**

The following goals and objectives have been proactively determined to support daily library operations, long-term growth, and to fulfill the needs identified in the Service Responses:

**KEY:**

**BLACK = Always On-going**

**GREEN = Completed**

**YELLOW = In Progress**

**RED = Not Started**

**UNDERLINED = Change Since Last Meeting**

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| **Goal 1: Maintain, expand, and present collections of materials that provide a source of**  **information easily accessible to the community and appropriate to its needs.**  |

**Objective 1.1**

**Evaluate and identify areas of the collection needing weeding, development, and physical maintenance.**

**Action 1.1.1** Maintain an appropriate number of best sellers, fiction and non-fiction materials.

**Action 1.1.2** Add new release DVDs, Blu-Rays, audio books, eBook titles, Video Games, and Streaming Service platforms.

**Action 1.1.3** Maintain a current variety of large print materials, both fiction and non-fiction.

**Action 1.1.4** Regularly review the collection and complete weeding in stages.

**Action 1.1.5** Create a Collection Development Policy that includes an option to challenge

 materials, and make it available to the public.

**Action 1.1.6** Create and develop a gaming collection, using space from weeded audiobooks, focusing on games from Nintendo Switch, PlayStation, and Xbox.

**Action 1.1.7** Create a “collection of things”by circulating cookware, appliances, and other

pertinent home or outdoor items.

**Action 1.1.8** Purchase and circulate hotspots for community use. Hotspot policy will need to

be created, with appropriate trouble-shooting and quick help documentation

created and easily available.

**Objective 1.2**

**Review the current layout and method of presenting collections and determine if revisions are needed.**

**Action 1.2.1** Add library signage to enhance the presentation of collections utilizing the Mary Jo Shoemaker memorial funds.

**Action 1.2.2** Update the shelving and layout of the teen and children areas, emphasizing more collaborative spaces for work.

**Action 1.2.3** Organize, provide finding aides, relocate and better present genealogy materials. The current location is not ideal for access due to the room’s current function.

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| **Goal 2: Provide technology designed to enhance the community’s ability to acquire,** **communicate, and use information.** |

**Objective 2.1**

**Supply a well-maintained IT network, including: Broadband internet, patron and staff computers, laptops, printers, copiers, scanners and projector systems for the staff and public.**

**Action 2.1.1** Add more computers in the Children’s section for gaming and word processing.

**Action 2.1.2** Add a computer meant for video editing and gaming, equipped with a graphics card.

**Action 2.1.3** Add a mounted smart tv near the front desk that will present information related to new materials, upcoming events, and library news.

**Action 2.1.4** Update old staff and patron computers based on input from Prairie Computer Network Solutions.

**Objective 2.2**

**Fully develop and maintain the Taylorville Public Library website.**

**Action 2.2.1** Promote the internet-based system for patrons to use PINs associated with their library card number.

**Action 2.2.2**  Overhaul the library website to be more user friendly and to help patrons easily

 locate materials and information.

**Action 2.2.3** Create “quick help” and “trouble-shooting” guides, available as handouts and

online, for Libby.

**Action 2.2.4** Make sure that all necessary library policies are clearly and concisely defined on

the library website.

**Action 2.2.5** Research both free and paid for digital resources and databases for public use

 both in the library and at home using barcodes.

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| **Goal 3: Provide programs and services designed to broaden the community’s**  **recreational, informational and educational opportunities.**  |

**Objective 3.1**

**Evaluate existing programs and services and identify areas for expansion.**

**Action 3.1.1** Partner with Taylorville schools through the creation of an

intergovernmental agreement, which would allow students to get a library card

regardless of residency, and would offer something of value back to the library.

**Action 3.1.2** Partner with Taylorville schools to integrate the library into educational

 programming and events.

**Action 3.1.3** Develop and create a “Banned Books Week” program to implement in schools and

surrounding community on a yearly basis.

**Action 3.1.4** Develop and offer computer and educational based instructional training on a

 variety of topics for both adult and young adult patrons.

**Action 3.1.5** Increase budget spending for library programming to accommodate for a

 expansion in events post covid-19 (children, teen and adult).

**Action 3.1.6** Increase “hybrid” approach to programming with an emphasis on “take n make”

 kits.

**Action 3.1.7** Use newly finished outdoor space and benches for programming and other

community events.

**Action 3.1.8** Continue to offer classes and educational workshops for leisure and professional

 development.

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| **Goal 4: Maintain the library building and grounds to protect the value of the asset and to**  **support the needs of the community and staff.**  |

**Objective 4.1**

**Provide appropriate resources for upkeep and improvements related to the library building and the library grounds.**

**Action 4.1.1** Conduct monthly walkthroughs to monitor the condition of systems, furnishings,

 and architectural components of both the library and the grounds.

**Action 4.1.2** Replace residential downspouts on building to allow for proper water runoff.

**Action 4.1.3** Update and/or add electrical outlets and lighting, as necessary.

**Action 4.1.4** Replace emergency exit doors.

**Action 4.1.5** Replace gaps in mesh metal outdoor ceiling.

**Objective 4.2**

**Ensure compliance with the Americans with Disabilities Act (ADA).**

**Action 4.2.1** Continuously attend workshops or seminars on compliance in public libraries.

**Action 4.2.2** Restripe the parking lot to better identify handicap parking areas.

**Action 4.2.3** Update the library’s procedures and train staff on safeguards in working with

 members of the public who have disabilities.

**Action 4.2.4** Replace automatic doors, which have been problematic and only offer proper

entry into one side of the building.

**Objective 4.3**

**Evaluate and replace furnishings and update space and systems, as appropriate.**

**Action 4.3.1** Update furnishings and the layout of the children and teen areas of the library.

**Action 4.3.2** Create a space for functional offices so that all managers can work quietly and conduct private meetings.

**Action 4.3.4** Expand the front office to allow for more storage space for media and for better processing of both new materials and items sent to and from other libraries daily.

**Action 4.3.5** Continually sell, donate, recycle, or trash weeded or unused materials to create useable space in backrooms of the Library.

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| **Goal 5: Ensure staffing levels, patterns, and training opportunities are adequate to serve**  **the needs of the community.**  |

**Objective 5.1**

**Conduct a review of staffing levels and patterns to adequately manage administrative and community service requirements.**

**Action 5.1.1** Complete annual evaluations.

**Objective 5.2**

**Implement a staff-training program to assist library staff in their personal and professional development.**

**Action 5.2.1** Meet the State Library System recommendations for continuing education

 (based on system guidelines).

**Action 5.2.2** Accommodate a minimum of one in-service program(s) for staff annually.

**Action 5.2.3** Create an instructional based training program to ensure that new staff members are better prepared to use library technology to assist patrons.

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| **Goal 6: Manage available resources efficiently to ensure the community receives the**  **maximum benefit for its investment.**  |

**Objective 6.1**

**Develop and implement a Capital Fund Investment Strategy.**

**Action 6.1.1** Monitor rate and invest funds to maximize interest income.

**Action 6.1.2** Regularly review and update Finance Policy and examine investment strategies.

**Objective 6.2**

**Investigate alternative sources of funding.**

**Action 6.2.1** Seek out public-sector grant funding for special projects through the State Library or Federal programs.

**Action 6.2.2** Seek out local, community grants through private businesses or local non-profits.

**Action 6.2.3** Develop “Gifts and Memorials” and “Donations” marketing materials.

**Objective 6.3**

**Development of a Trustee Education Program regarding budgeting, library law, and other pertinent issues impacting Public Library oversight.**

**Action 6.3.1** Attend system-sponsored seminars for new trustee orientation, budgeting workshops, long range planning, etc., as available.

**Action 6.3.2** Each board member will take the online training for the Open Meetings Act available at the Illinois Attorney General’s portal. A printed copy of the certificate of completion should be maintained at the library.

**Action 6.3.3** The board will review the policy manual annually.

**Action 6.3.4** Keep Board aware of training opportunities provided through ISL, IHLS, RAILS, and

 other library communities.

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| **Goal 7: Operate a community outreach and public relations program to improve**  **communications with the community and build community support.**  |

**Objective 7.1**

**Develop and implement a communications plan to inform the community about programs, services, resources, and accomplishments at the library.**

**Action 7.1.1** Consistently prepare and submit press releases and photos to the local media.

**Action 7.1.2** Serve as a guest speaker at local organizations to promote library resources,

 services, and upcoming events.

**Action 7.1.3** Volunteer time and resources to give back to the community and to increase

 visibility of the library.

**Action 7.1.4**  Bolster social media use to better reach the community.

**Action 7.1.5** Implement a new library branding and marketing strategy, including a TPL logo.

**Action 7.1.6**  Increase budget spending for community outreach and public relations.

**BUILDING**

 **Maintenance Checklist**D=Director

M=Maintenance Worker

O=Outside Vendor

**Daily**

* Automatic doors – D
* Floor coverings, restrooms, and interior and exterior trash receptacles – M
* Child-proofed electrical outlets – D&M
* Misplaced rugs and trip hazards – D&M
* Flag is properly displayed – D&M

**Weekly**

* Dusting and other non-daily cleaning, including the parking lot – M

**Monthly**

* Drinking fountain buildup and other issues – M
* Fire extinguishers checked/signed – M
* Visual check of roof and related items via a walk around – M
* Pest and termite inspection – O

**Bi-Annually**

* Library grounds (flowers, shrubs, flag pole) – M
* Wall shelving and stack safety – D&M
* Air and furnace filters – M&O

**Annually**

* Clock batteries – M
* Fire extinguishers inspected – O
* Emergency lights, fire and burglar alarms – O
* Maintenance on air and furnace – O

**Semi-Annually**

* Carbon monoxide detector batteries – M

**BUILDING**

 **Security Cameras Policy

1. Purpose of Security Cameras**

The Library has security cameras to enhance the safety and security of library users, staff, and property. Security cameras also discourage illegal behavior and policy violations, to enhance the apprehension of offenders, and to provide recorded data that enhances and supports library security and operations. Security cameras provide real-time surveillance through a central monitoring facility. There is no audio recording associated with the security cameras.
 **2. Signage**

Signs posted at both public entrances alert library users and staff to the use of security cameras to monitor and record on library property, both inside and outside of the building. Security cameras are not installed in areas where library users and staff have a reasonable expectation of privacy.
 **3. Staff Access to Digital Images**

Real-time surveillance and recorded data are only accessible in staff areas. The Library Director and Managers are the only members of staff authorized to view data outside of the Library in order to determine if a course of action, such as contacting law enforcement, is needed. Only the Library Director and Managers are authorized to release recorded archival data to law enforcement in compliance with this policy, and they may direct staff to view real-time or recorded data in order to ascertain security concerns. Authorized staff must notify the Library Director whenever recorded data is accessed.
 **4. Collection of Digital Images**

Video footage is collected for Library purposes. The Library is under no legal obligation to collect video footage. Only the Library Director and Managers may turn off the security cameras for maintenance, or to ensure library users or staff privacy.
 **5. Acceptable Use and Patron Privacy**

**a. Activity on Library Property**

Authorized staff may use real-time surveillance, a still shot, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a suspected or actual crime on Library property, to request law enforcement assistance, to validate serious or repeated Library policy violations, to alert staff to the presence of banned or repeatedly disruptive individuals, or to address any internal security or operational concern. In the discharge of those duties, the Library Director and Managers may compare the recorded digital image with identification data available on the library’s patron databases.

**b. Requests from Law Enforcement and Department of Children and Family Services (DCFS)**

The Library Director and Managers may use real-time surveillance or recorded data to cooperate with DCFS, or with law enforcement, concerning investigations of criminal activity, missing persons, or runaways. Any such video data provided to law enforcement or DCFS will be with the knowledge and authorization of the Library Director, when practicable. If the Library Director cannot be reached in a timely manner, a Manager may provide such authorization.

**c. Privacy**

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users and staff by Illinois State law, the Taylorville Public Library’s policies, and the American Library Association’s policies on confidentiality and privacy, with footage released only in accordance with, and as required by, this Policy or law.

**ADOPTED: 07/16/2019**

**MEETING ROOM USE**

 **Meeting Room Use Policy

Purpose**
The Board of Trustees of the Taylorville Public Library offers the use of the meeting rooms to any group of citizens for cultural, educational and/or civic purposes providing it is open to the public. Social or commercial meetings do not fall within these guidelines. The meeting rooms may be used only during the hours that the library is open to patrons (Monday to Saturday). All meetings must be free and open to the general public except for closed sessions of governmental bodies in accordance with the Open Meetings Act.

The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The Library Director is authorized to establish reasonable regulations governing the use of meeting rooms.

**Endorsement**
The use of meeting rooms by groups does not constitute an endorsement of these groups or their programs by the library, the staff, or the Board of Trustees. Publicity announcing meeting should in no way imply sponsorship by the Taylorville Public Library.

**Restrictions**
\*Meeting rooms may not be used for the following purposes:

     1. Purely social functions (parties, showers, receptions, etc.);
     2. Fundraising or gambling activities.
     3. Political candidates may not use the library meeting rooms for fundraising or campaigning.

 However, general informational meetings on political topics and forums may be held.
     4. Events hosted/provided by for-profit businesses or individuals.

\*Exceptions to this rule will be permitted only with the Board of Trustees approval, on a case by case basis.

**Scheduling Reservations
1. Genealogy Room \*~~12 person capacity~~ Conference Table
 \*(Covid-19 (2 person capacity) No AV Equipment
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Community Room \*~~60 person capacity~~ Projector/Screen
 \*(Covid-19 (10 person capacity) DVD & Blu-ray**

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Meeting space can be booked tentatively by phone, but a completed application must be on file before you will be confirmed for its use. The application should be made on the form provided and returned to the library’s circulation desk, or emailed to staff@taylorvillelibrary.org with “Attn. Library Director” in the subject line. Groups will be booked by the date the application is actually filed. The Library Director will resolve any conflict that may arise in the booking of a room with full authority of the Library Board of Trustees.

An organization or group must designate one person to assume legal responsibility for its activities in the library, and this person will sign the reservation form.

**Room Use by Minors**
Groups composed of persons under the age of 18 may use the rooms with adult supervisors. The group’s supervisor signs the reservation form. Supervisors shall remain with the group for the duration of the meeting.

**Cancellations**

1. The library reserves the right to cancel any reservation due to unforeseen circumstances. The library may also cancel a group’s reservation if policies for use of the meeting rooms are violated.
2. When it is necessary for a group to cancel a meeting, the library should be notified 24 hours in advance. Under unusual circumstances, such as severe weather, it may not be possible to cancel 24 hours in advance, but the library should be notified of any situation which requires cancellation of a scheduled meeting.

**Set Up / Clean Up**

1. Groups may rearrange furniture in the meeting room but must return the room to its original configuration before leaving. Tables, chairs or other items must not block exits. The library will not be responsible for special set ups. Furnishings may not be borrowed from other areas of the library without permission by the Library Director or staff designee.
2. Any group using the meeting room is responsible for keeping the room clean. If the group does not leave the room in a neat and orderly fashion, a custodial fee, if necessary, will be assessed.
3. Electrical units within the library may not be modified nor may lights be strung without discussing the matter with the Library Director.

**Bulletin Board Postings**
Bulletin boards are provided in the lobby for public announcements of general nature. Any group announcements to be posted must describe the event or activity which may be of public interest to a substantial number of persons in the community and should be reviewed with the Library Director before posting. No personal announcements or advertisements or personal business will be allowed.

**Additional Regulations**

1. Meetings may only be scheduled on days, and during the times, the library is open. All meetings must terminate before the library closes so that the doors may be locked at the library’s regular closing time.
2. Meetings that interfere with the work of the library because of noise, hazardous materials, or other factors will not be allowed.
3. No smoking or alcoholic beverages are permitted in the building.
4. Under no circumstances will a group be given a key to the library nor to any room in the library.
5. Any group or organization using the meeting rooms must indemnify and hold harmless the Taylorville Public Library and/or its staff and Board of Trustees for any accidents resulting from negligence by the group or any member of the group.
6. Organizations will be held responsible for damage to the library building, grounds or equipment.
7. **Covid-19 – Masks must be worn at all times, and social distancing must be practiced.**

**ADOPTED: 01/18/2011**

**MEETING ROOM USE**

 **Meeting Room Application**Dates of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Community Room (60 capacity) Genealogy Room (12 capacity)

Purpose of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Numbers (day/evening): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the applicant 18 years or older? YES \_\_\_\_\_ NO \_\_\_\_\_

Is food going to be served? YES \_\_\_\_\_ NO \_\_\_\_\_

Request AV Equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Needs or Arrangements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In consideration for the use of the meeting room(s), we agree and acknowledge that:

1. We have read the policy on the use of the meeting room(s) and agree to comply with all regulations.
2. We understand that failure to comply with such regulations may result in termination of the right to use the Library meeting room facilities.
3. We also understand that the Library is not responsible for equipment, supplies, materials, or any personal possessions owned or leased by those sponsoring or attending the meeting described above.
4. The library assumes no responsibility for personal belongings left in the meeting room.
5. We agree to indemnify and save harmless the Taylorville Public Library for any and all damages that occur to the library building, grounds, furniture, furnishings, or equipment resulting from this use of such meeting room(s).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Responsible Party Signature (and printed name) Date of application**

**I have read and understand the policy and rules for use of the meeting room.**
 **ADOPTED: 01/18/2011**

**EMERGENCY PLANNING**

 **Pandemic Response Policy**Taylorville Public Library has an Emergency Plan to address certain situations that may require the library to close, shorten hours, or cancel programs when conditions pose a safety hazard to the public and staff or prevent basic library functions.Although this document builds on that policy to set procedures in response to a health pandemic, much of it is also applicable to other emergency situations that require a service reduction or closure.

**Level 1: Normal Operations**

Make no changes to current operations and procedures. Monitor information from local and state public health agencies.

**Level 2: Precautionary Health Measures** 1. Cleaning and Supplies

* Purchase additional cleaning and disease prevention supplies
* Perform additional routine cleaning, as needed, of high contact surfaces, such as public and staff workstations, countertops, tables, etc.

2. Work Adjustment

* Staff should follow good hygiene procedures (wash hands, etc.) and stay home when sick
* Any employee showing symptoms congruent with the outbreak will be asked to return home and/or refrain from coming to work.

3. Public Communication

* Share official sources for health information with patrons
* Recommend that people with symptoms not enter the building
* Promote online library services

**Level 3: Moderated Services**

In the event that an official source declares a pandemic, the library will respond according to the official recommendations of the CDC, Christian County Health Department, or other appropriate public health authorities. Responses to the recommendations may include:

1. Service Adjustment

* Reduce or suspend certain services. Public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces. In such cases, the library director, in consultation with the Board President, may suspend some or all of the following:
 i. Library programming

 ii. Public meeting room use
 iii. Late fees
 iv. Ability to place holds

* Review and prepare options for emergency library services as necessary

2. Work Adjustment

* Authorities may request that persons returning from an infected area not return to work for a period of time. Library employees are required to follow those recommendations.
* Adjust staff schedules as necessary
* Adjust library hours as necessary
* Move board books and toys from children’s area to staff storage
* Clean/disinfect returned materials before re-shelving. Clean/disinfect books pulled for the hold shelf. Gloves are available for staff
* Library director to monitor and coordinate response among authorities and library

3. Public Communication

* Announcements should state that service reductions are being done to slow down disease transmission, not because of an abundance of sick staff
* Post an alert on website and Facebook outlining adjustments to service; adjust homepage to include points to official sources of information about the pandemic; contact local radio and newspaper
* Update information on answering machine
* Contact affected program presenters, registrants, and meeting room users to notify them of changes
* Remind public that no late fees mean that they do not need to return items while they are not feeling well

**Level 4: Temporary Closure**

1. Service Adjustment

* The director, in consultation with the Board President, may temporarily close the building under one or more of the following conditions:
1. Public health authorities advise, request, or order such a closure
2. Staffing levels are too low to operate the library
3. Any other conditions that prevent the library from operating safely and effectively
* Extend due dates on all items in circulation
* Contact IHLS to suspend holds capability and pickups/deliveries
* Contact OCLC to suspend our lending in WorldShare
* Post signs on doors, and announce on answering machine

2. Work Adjustment

* Staff are expected to report to work.
* Library director will monitor and coordinate response with public health authorities, city, IHLS, etc. and communicate with board and staff.

3. Public Communication

* Post an alert message on Facebook and website that library is closed; homepage to include pointers to official sources of information
* As above, post signs on doors, message on answering machine
* Notify local newspaper and radio station.
* Continue to share library service updates and official sources for health information via website and social media
* Continue to promote online library services through social media and website.

**Level 5: Mandated Closure**

1. Service Adjustment

* The director, in consultation with the Board President, may temporarily close the building under one or more of the following conditions:
	1. Public health, local, state or federal government authorities mandate public self-quarantine
* Extend due dates on all items in circulation
* Contact IHLS to suspend holds capability and pickups/deliveries
* Contact OCLC to suspend our lending in WorldShare
* Post signs on doors, and announce on answering machine

2. Work Adjustment

* Staff are not expected to report to work
* The Library Director and Assistant Library Director will coordinate to complete the following tasks from home:
	1. Monitor email
	2. Work on projects and write policy
	3. Prepare social media and website postings
	4. Communicate with staff, board members and local media
	5. Coordinate with public health authorities, city officials and IHLS.
	6. Keep bills current, if possible
	7. Cataloging and collection management
	8. Library research and professional development

FINAL CAVEAT: Should the situation call for a more nuanced response compared to what is outlined here, the library director, in consultation with the Board President, may adjust the library’s response to meet emergent needs.

**ADOPTED: 03/17/2020**

**EMERGENCY PLANNING**

 **Disaster Recovery**The following steps are recommended for an effective recovery operation:

I. **DETERMINE THE SAFETY OF THE AREA** do not allow anyone

 to enter the building or area until it has been determined to be safe.

 Be sure the insurance covers workers involved in the clean-up operation

 just in case there is an accident. Know what you can legally and safely ask

 staff or volunteers to do.

 II. **ASSESS THE DAMAGE**

A. How much damage has occurred?

 B. What kind of damage it is? (Fire, smoke, soots, clean water,

 dirty water, etc.)

 C. Is it confined to one area or is the entire building damaged?

 D. How much of the collection has been damaged?

 E. What types of materials have been damaged?

 F. Are the damaged items easily replaceable or are they

 irreplaceable?

 Walk through the entire area and take extensive notes (use a pencil--ink

 will run). Photographs should be taken to document the damage. Contact your

 insurance carriers, sources or supplies and services, the Rolling Prairie

 System, and Illinois State Library Preservation Officer.

 III. **STABILIZE THE ENVIRONMENT**

The environment must be stabilized to prevent the growth of mold. Ideal

 conditions for a recovery operation are at 65 degrees Fahrenheit and 50

 percent relative humidity.

 The following equipment should be readily accessible to help stabilize the

 environment:

A. Portable generators, in case a power failure occurs.

 B. Pumps, to remove large quantities of standing water.

 C. Fans, to circulate the air.

 D. Thermometers, hygrometers, hygrothermographs and/or sling

 humidity. (Radio Shack has temperature/humidity thermometers

 available in stock)

 Dehumidifiers can help to lower the humidity, but they are usually only

 effective in small, enclosed areas, and tend to increase the temperature in

 the room. They can also freeze up in the lower temperature required for

 salvage and recovery operations. Raising temperatures will not lower the

 humidity -- it will accelerate mold growth. Temperature and humidity

 should be monitored constantly.

 Air should be circulated in the damaged area. This may be accomplished

 by running fans constantly. If possible, they should expel the humid air

 from the area. Any standing water should be pumped from the area.

 Extreme caution must be taken, as standing water can conceal hazards.

 IV. **ACTIVATE THE IN-HOUSE DISASTER RECOVERY TEAM**

Organize work crews and be sure their responsibilities are clearly

 defined. No salvage activity should begin until a plan of action has

 been determined by the team leader. Disaster and recovery areas should

 be inaccessible to the public. Frequent rest breaks should be provided for

 workers. Food and/or beverages should be available.

 V. **RESTORE THE AREA**

After the damaged items have been removed and the environment has

 stabilized, the areas must be thoroughly cleaned. Walls, floors, ceiling and

 all furniture and equipment must be scrubbed with soap, water and a

 fungicide. Carpeting and especially the padding under it, should be

 carefully examined, as mold will develop rapidly. Removal of smoke odor

 and fogging with fungicides or insecticides should be performed only by

 professionals.

 In the case of fire, the major problems will be water and smoke damage.

 For the water damage, the following procedures apply.

**SALVAGE PROCEDURES OF WATER-DAMAGED MATERIALS**

A number of options are available for treating water-damaged materials. The choice of

treatment will depend on the extent and type of damage incurred, and the manpower, expertise and facilities available.

 I. **FREEZING**

Freezing wet materials will stabilize them and provide you with time to

 determine your course of action. Mold will not grow and further

 deterioration from water will not occur when materials are in a frozen

 state. Books have been left in freezers for ten years and successfully

 thawed and air-dried without resultant damage. Freezing will also help

 to eliminate smoke odor from materials.

 Rapid freezing is recommended to minimize damage from ice cystals

 (the faster the materials are frozen, the smaller the ice crystals will be).

 Temperatures below fifteen (15) degrees Fahrenheit will freeze and dry-

 out materials. If freezer space is not immediately available and the outside

 temperature is below fifteen (15) degrees Fahrenheit, place materials in a

 secure area outside. Cover them with plastic if rain or snow is expected.

 II. **VACUUM FREEZE DRYING**

Vacuum freeze drying is the safest and most successful method, although

 it is also the most expensive. Materials must already be frozen when they

 are placed in a sublimination chamber. This type of chamber operates

 under high vacuum and high heat, and turns the ice cyrstals in and on the

 frozen materials into water vapor. The vapor is then collected on a cold

 panel that has been chilled to at least -200 F., so it cannot go back onto

 the materials. If they are not frozen when they are put in the chamber,

 the materials will freeze on the outside and the water molecules on the

 inside will be forced through the frozen barrier as the vacuum is pulled.

 This action can cause the book or document to "explode".

 When materials are removed from the vacuum freezer chamber, they will

 be very dry and should acclimate for at least one month before they are

 opened to avoid cracking the spine and or bindings (this is especially true

 for leather bindings). They may be placed in a high-humidity room to

 accelerate the acclimation process, but must be monitored closely for signs

 of mold.

 Materials so treated will not look like new, but will show signs of swelling

 and distortions. Standford University Library staff members reported that

 they needed an additional twelve percent shelf space for materials treated

 in this manner. Photographs will be damaged by this treatment, but rubber

 cement will dissolve and stain the pages to which it has been applied.

 III. **AIR-DRYING**

 Air-drying should be performed only in a stable environment to

 inhibit the growth of mold. The ideal environment for air-drying is

 50-60 degrees Fahrenheit and 25-30% relative humidity. Instructions

 are outlined below. This process is not recommended for coated stock

 materials such as art books.

 IV. **VACUUM DRYING**

 Vacuum drying involves the placement of wet materials in a chamber that

 pulls the moisture by means of vacuum. This method is not recommended

 as the heat involved is damaging to paper (especially bound paper) and

 photographic materials. Microwave ovens should not be used for the same

 reason.

 A. **REMOVAL**

1. Clear the floors and aisles first.

 2. Begin with the wettest materials. These will usually be on

 the lowest shelves unless the water has come in through the

 ceiling.

 3. Dirt and mold should be removed and treated before

 freezing (see IV below). If time does not permit these

 activities, dirty and/or moldy books may be frozen (mud

 will easily brush off when it is dry). Silt should be washed

 out immediately, as it is almost impossible to remove when

 it is dry.

 4. Pack materials on-site, if possible. If not possible, remove

 by human chain.

 5. Keep accurate records of the locations from which

 materials are removed.

 B. **PACKING**

 1. Remove volumes from shelves in order.

 2. Wrap freezer paper around each volume (waxed side next

 to the volume) and place in plastic crates, spine down.

 3. Pack crates on layer only, snugly enough that volumes will

 not slide or lean.

 4. Wrap open books as found and place on top of a packed

 container. Do not place more than one open volume in a

 container. Be sure there is a freezer paper barrier between

 the packed volumes and the open volume to prevent

 staining from the binding.

 5. If books are stuck together, do not attempt to separate them,

 but pack them as one volume.

 6. Pack items in the condition in which they were found. Do

 not attempt to close open volumes or open closed volumes

 that are wet.

C. **TRANSPORTING**

1. Materials should be placed in a freezer facility as quickly as

 possible to prevent the growth of mold. Care should be

 taken that containers do not fall over during transportation,

 as further damage may result.

 2. Materials should be placed in refrigerated trucks if they

 cannot be frozen within 48 hours.

 V. **VOLUMES TO BE AIR DRIED**

A. **WASHING PROCEDURE** (to be performed off-site only)

 1. Keep the book tightly closed and hold it under cold, clean

 running water.

 2. Remove as much mud as possible from the binding by

 dabbing gently with a sponge. Do not rub or use brushes

 and do not sponge the pages or edges, as these actions can

 force the mud into the spine causing further damage to the

 volumes. Let the motion of the running water clean off the

 dirt.

 3. Squeeze the book gently and with even pressure to remove

 excess water and to reshape the binding.

 4. Do **NOT** wash

 a. Open or swollen volumes.

 b. Vellum or parchment bindings or pages.

 c. Full or partial leather bindings.

 d. Fragile or brittle materials.

 e. Works of art on paper.

 f. Water-soluble components (inks, tempera, water

 colors, charcoals etc.).

 g. Manuscripts.

 h. Non-paper materials.

 B. **SATURATED VOLUMES**

1. Do **NOT** open. Wet paper tears easily.

 2. Set volumes on their heads on absorbent paper. Pages tend

 to droop within the binding when a volume is shelved

 upright, so setting it on its head will counteract this

 tendency. Plastic sheeting should be placed under the paper

 toweling or unprinted newsprint to protect table tops. Turn

 the volumes right side up when changing the paper beneath

 them. Their position should be reversed each time the paper

 is changed and the wet paper is removed from the area.

 3. Covers may be opened to support the volume.

 4. Aluminum foil may be placed between the cover and the

 endleaf to prevent staining from the binding dyes.

 5. When most of the water has drained, proceed as for "damp

 volumes".

 C. **DAMP VOLUMES**

 1. Very carefully open the book (not more than a 30 degree

 angle).

 2. Begin interleaving from the back and keep the volume in an

 upright position.

 3. Place interleaving sheets at intervals of 35 leaves

 (50 pages), unless they will distort the images.

 4. Change interleaving frequently. Do not reuse unless the

 sheets are being impregnated with fungicide. Onthopheny-

 Phenol (O-PP) has been found to be less toxic than Thymol

 and is recommended. Mix one pound of O-PP to one gallon

 of acetone or ethanol (do not use methanol as it will cause

 the inks to bleed). Safety equipment (masks, eye goggles,

 and rubber gloves) should be worn when preparing and

 using this solution.

 5. Continue to change paper underneath and remove from the

 area.

 D. **SLIGHTLY DAMP VOLUMES OR VOLUMES WITH**

 **ONLY WET EDGES**

1. Stand volume on its head and fan slightly. Paperback books

 may support each other with a barrier between them or they

 may be wedged with Styrofoam pieces. Position volumes in

 the path of circulating air.

 2. When almost dry, lay the volumes flat and place other

 books on them (not other drying books) to minimize

 distortion. Do not stack wet volumes.

 3. Lightweight volumes (less than six pounds) may be hung

 on lines to dry.

 a. Use monofilament nylon lines not more than five or

 six feet long, spaced approximately one-half inch

 apart.

 b. Do not line-dry a saturated volume as the

 monofilament will cut through the wet paper.

VI. **VOLUMES WITH COATED STOCK PAPER**

 A. Wet coated stock paper should be handled with care, as the

 print will slide off the wet page if it is rubbed. Do not allow

 wet books with coated stock paper to dry in a closed state as

 the pages will permanently bond together. Almost all attempts

 to separate stuck pages by rewetting them have failed. McDonnell

 Douglas' Document Reclamation Service reports this is rarely

 successful. Keep volumes submerged (see VII below). The only

 chance of saving such materials is to interleave every page and

 air-dry.

 VII. **DOCUMENTS/UNBOUND MATERIALS**

A. **FREEZE AS FOUND**

1. Do not remove from the file cabinet drawers, document

 cases, or folders.

 2. Do not turn containers upside down to empty or drain.

 B. **SEPARATION OF WET SHEETS**

1. Place a stack of polyester film on top of a stack of wet,

 unbound papers (or first page of a bound volume).

 2. Run gently with a bone folder -- surface friction will

 cause the wet paper to adhere to the file.

 3. Peel back the top sheet and place it on top of a piece of

 polyester web.

 4. Remove the polyester film.

 5. Place another sheet of polyester web on top of the wet

 sheet.

 6. Repeat the entire process, separating the wet sheets one at

 a time and interleaving them with polyester web. (Materials

 may be frozen at this stage).

 7. Air-dry sheets (supported by the polyester web) by placing

 them on absorbent paper on the tables or on top of the

 closely spaced monofilament lines. Air in the room should

 be kept circulating, but fans should not blow directly on the

 materials.

 8. The papers may be flattened when they are almost dry by

 placing them between two sheets of blotting paper ( to

 remove the excess moisture) and applying even pressure

 with weights.

VIII. **NON-BOOK MATERIALS**

 Each library should decide if the intrinsic worth of the item is justified by

 the procedures involved in salvage.

 The salvage process for special materials is much the same as for books

 and other paper based materials however, the unique characteristics of

 these materials does warrant some special handling:

A. **FILM (MICROFILMS, 16 MM, ETC.)**

 1. Keep films wet until you are ready to treat them. Mold

 will form on film as it does on books.

 2. Remove films from containers making sure to identify

 each.

 3. Send all damaged films to a restoration lab for treatment.

 The Eastman Kodak Company provides free emergency

 service for all cleaning and drying of its own black and

 white roll microfilm. Contact Don Franklin the Chicago

 lab (312-954-6000).

 B. **SLIDES**

 1. Handle in the same manner as films except that a

 restoration lab is usually not necessary.

 2. Carefully remove slide from mount and allow to dry.

 3. Remount in a new slide mount.

 C. **PHOTOGRAPHS**

1. Carefully remove photographs from frames.

 2. Allow to dry, then press flat.

 D. **MAGNETIC TAPES**

Water is especially damaging to magnetic materials. The longer

 they have been wet, the greater the damage will be. Do not

 attempt to play any damaged tapes or disks, as they can damage

 the equipment as they are being played. The following procedures

 are recommended if you wish to attempt to salvage tapes.

 1. Break open the cassettes.

 2. Wash in clean or distilled water.

 3. Air-dry or dry with cheesecloth.

 E. **PHONOGRAPH RECORDS**

Clean water probably will not damage sound recordings, but flood

 water carries silt, which will scratch a disk.

 1. Wash and dry with cheesecloth or a soft, lint-free cloth.

 2. Record jackets or paper protective sleeves should be

 discarded as they trap moisture and may develop mold.

 3. Record jackets should be photocopied to preserve the

 information they contain.

 F. **COMPACT DISKS**

 1. Wash and dry with cheesecloth or a soft, lint-free cloth.

 IX. **MOLD**

 Mold and mildew are interchangeable names for fungi. They can never

 be killed and can remain dormant for many years. Spores are always

 present in the air and will grow when the environment is warm and humid.

 Freezing will inhibit the growth of mold and is recommended if time does

 not permit immediate treatment.

 Staff working with mold should wear protective clothes and masks.

 A. Mold can develop within 48 to 72 hours in an environment where

 the temperature is over 75 degrees Fahrenheit and the relative

 humidity is over 60%.

 B. Separate the affected materials to prevent spreading.

 C. If the materials are wet and mold is beginning to develop, inter-

 leave the volumes with papers impregnated with fungicide (see

 V. C. 4).

 D. Keep the air circulating in the room.

 E. Mold is easier to remove when it is dry. Vacuum or brush it off

 and remove the spores from the area.

 F. Materials that will be fumigated should be removed from plastic

 crates, as plastic will absorb the fumigants. Fungicidal fogging

 should be done only by a professional chemist or conservator.

 X. **DO NOT UNDER ANY CIRCUMSTANCES**

A. Enter an area until it has been declared safe.

 B. Attempt to open a wet book (one tear costs at least $1.00 to mend).

 C. Attempt to close an open book that is swollen.

 D. Use mechanical presses on wet materials.

 E. Attempt to separate books that are stuck together.

 F. Write on wet paper.

 G. Use bleaches, detergents, water-soluble fungicides, adhesive tapes

 (or adhesive of any kind), paper clips or staples on wet materials.

 H. Use colored paper of any kind during salvage and recovery

 operations.

 I. Pack newly-dried materials in boxes or leave unattended for more

 than two days.

**POST DISASTER OPERATIONS**

 A. Repair and restoration of building and stack areas.

 B. Clean damaged areas.

 C. Sterilize stack areas.

 D. Set temperatures between 68 - 78 degrees and relative humidity

 between 40 and 50 percent.

 E. Return books and materials to stacks.

**POTENTIAL HAZARD LIST**

**DIRECTOR'S OFFICE**

Shelves that could topple.

 Materials on the shelves.

 Windows that could break.

**STAFF WORKROOM**

Paper cutter (keep handle locked).

 Water faucets.

 Materials in the cabinets.

 Check supplies for hazardous materials.

 Windows that could break.

**MECHANICAL ROOM**

 Materials stored neatly/safely on shelves.

 Proper disposal of old rags, boxes and containers.

 Sprinkler system mechanical equipment.

 Furnaces.

 No storage of flammable materials.

**RECEIVING ROOM/STORAGE AREA**

Shelves that could topple.

 Electrical equipment.

**STAFF LOUNGE/COMMUNITY ROOM**

Water faucets.

 Refrigerator.

 Coffee Pots.

 Microwave oven.

 Windows that could break.

**GENEALOGY ROOM**

Furniture and shelves.

 Windows that could break.

**BATHROOMS**

Wet floors and lose paper on floor.

 Faucets.

 Water in stools.

 Soap dispenser.

**FOYER**

Interior and exterior windows.

 Wet floor.

 Entry rugs.

 Heavy doors to the interior.

**SIDEWALKS**

Make sure they are clear of snow and salted when icy.

 No loose debris or objects, bicycles, etc., that can cause tripping.

**GENERAL AREA**

Shelves that could topple.

 Kick step-stools (tripping over or falling off).

 Be aware of purses, book bags and totes that are placed where patrons could trip,

 or that have dangling handles that could trip patrons.

**HAZARD CHECKLIST**

To be checked annually and eyeballed on a monthly basis.

 Fire Extinguishers - in place and working.

 Exit lights functioning.

 Exits clearly marked.

 Exits cleared of clutter or boxes.

 Radio functioning, replacement batteries available.

 Flashlights functioning, replacement batteries available, emergency

 candles and matches available.

 Emergency numbers posted on each phone.

 Parking lot lights functioning and timer working properly.

 Check shut-off valves to water, gas and electric for clear access.

 Reminder list reviewed by all staff.

 Closing procedure reviewed by all staff.

 Check the first aid kit supplies, replace any outdated supplies.

 Check storage of any hazardous materials.

**STAFF WORKROOM/RECEIVING ROOM**

 Water faucets - no leaks.

 Extra boxes removed.

**PANEL BOARD: "A" LEFT**

**COMMUNITY ROOM -- PROJECTION ROOM**

**CKT LOAD DESCRIPTOR CKT LOAD DESCRIPTOR**

1 Rm. 108 Lighting 2 Rm. 108 Lighting

3 Rm. 108 Lighting 4 Rm. 108 Lighting

5 Rm. 108 Lighting 6 Rm. 110-114 Lighting

7 Rm. 108 Lighting 8 Rm. 119 Lighting

9 Rm. 119 Lighting 10 Rm. 119 Lighting

11 Rm. 120, 121 Lighting 12 Rm. 123 Lighting

13 Rm. 108 Cove Lighting 14 Center Isle Lighting

15 Rm. 108 Cove Lighting 16 Track Lighting

17 Rm. 123 Cove Lighting 18 Exterior Lighting

19 Electric Water Heater 20 Furnace #3

21 Rm. 114 Receptacles 22 Copier Receptacles

23 Projector Receptacles 24 Rm. 119 Receptacles

25 Rm. 119 Receptacles 26 Furnace #1

27 Rm. 121 Receptacles 28 Furnace #2

29 Rm. 121 Receptacles 30 Rm. 120 Receptacles

31 Fire Alarm Control 32 Rm. 120 Receptacles

33 Fire Alarm Control 34

**PANEL BOARD: "A" RIGHT SIDE**

**COMMUNITY ROOM -- PROJECTION ROOM**

**CKT LOAD DESCRIPTOR CKT LOAD DESCRIPTOR**

1 Spare 2 Electric Baseboard

3 Spare 4 Electric Baseboard

5 CU - 4 6 Electric Baseboard

7 CU - 4 8 Electric Baseboard

9 Spare 10 Kitchen

11 Electric Baseboard 12 Electric Baseboard

13 Electric Baseboard 14 Electric Baseboard

15 Spare 16 Kitchen

17 Electric Baseboard 18 Kitchen Range

19 Electric Baseboard 20 Kitchen Range

21 Spare 22 Spare

23 CU - 3 24 Electric Baseboard

25 CU - 3 26 Electric Baseboard

27 Sign Light 28 Hand Dryer

29 30 Hand Dryer

**PANEL BOARD: "B"**

**EAST WALL OF RECEIVING ROOM**

**CKT LOAD DESCRIPTOR CKT LOAD DESCRIPTOR**

1 Rm. 109 Lighting 20 Rm. 106 Receptacles

2 Rm. 109 Lighting 21 107, 109 Receptacles

3 Rm. 109 Lighting 22 Rm. 109 Receptacles

4 Rm. 105 Lighting 23 Rm. 108 Receptacles

5 Rm. 101 Lighting 24 Rm. 109

6 Rm. 102, 106, 107 Lighting 25 Condensing Unit CU 1

7 Rm. 109 Cove Lighting 26 Computer Outlets

8 Telephone Equipment 27 Condensing Unit CU 1

9 Rm. 109 Cove Lighting 28 Spare

10 Rm. 101, 105 Receptacles 29 Spare

11 Rm. 102 Receptacles 30 Spare

12 Rm. 105 Receptacle Floor

13 Rm. 108 Receptacles

14 Rm. 105 Receptacles Floor

15 Rm. 108 Receptacles

16 Water Heater

17 Furnace

18 Rm. 102 & 105 Receptacles

19 Furnace

**ADOPTED: 01/18/2011**

**EMERGENCY PLANNING**

 **Disaster Recovery Contacts**

**CRITICAL TELEPHONE NUMBERS**

**NAME CONTACT/TITLE TELEPHONE NUMBERS**

Steven Ward Librarian 825-2179

Ann Chandler President 825-7196

**POLICE DEPARTMENT**

Taylorville Police 824-2211 or 9-1-1

**SHERIFF**

Christian County Sheriff 824-4961 or 9-1-1

**FIRE DEPARTMENT**

Taylorville Fire Department 824-2295 or 9-1-1

**HOSPITAL**

Taylorville Memorial Hospital 707-5555

**AMBULANCE**

Emergency 9-1-1

Sutton Funeral Home (Non-Emergency) 824-2275

Dunn’s Ambulance Service (Non-Emergency) 824-6999

**RED CROSS**

American Red Cross Springfield 787-7602

**UTILITY COMPANIES**

AMEREN CIPS Gas & Electricity 1-888-755-5000

CTI Telephone & Internet 824-6398

**MEDIA**

WTIM/WMKR (Radio) 918 E. Park St. 824-3395

WAND (TV) 904 Southside Dr., Decatur 424-2500

WICS (TV) 2680 S. Cook St., Springfield 753-5620

Breeze-Courier 212 S. Main St. 824-2233

**LEGAL ASSISTANCE**

Ed Flynn 500 Millikin Ct., Decatur 429-4296/429-4301

**POST OFFICE**

U. S. Post Office 300 S. Main 1-800-275-8777

**OTHER**

Yard Heating & Cooling 100 S. Spresser St. 824-4737

Jamison Plumbing 1110 W. Spresser St. 824-4543

Risk Management Springfield 525-1220

**KEY HOLDERS**

All Library staff and Fire Department have keys to open everything in building.

**MASTER CALL LIST**

* Director Steven Ward 825-2179
* Trustee President Ann Chandler 825-7196
* Trustee Vice-President Peggy Brown 825-8638
* Asst. Director Morgan Ebert 825-6100
* Prog. Outreach Manager Jessica Green 503-6425
* Library Aide: Reference Mary Ann Lowry 823-4522
* Library Aide: Circulation Lezlie Staake 565-0773
* Library Aide: Youth Services Emily Miller 823-4935
* Maintenance Worker Keith Summers 1-760-902-7544
* Trustee for Building & Jim Olive 820-6870

Grounds

* City Mayor Bruce Barry 287-7946

**INSURANCE POLICY INVENTORY**

All insurance is handled by McNeeley & Associates 1011 North Webster contact Gary McNeeley at 824-9633. Copies of the policies are located in the City Clerk's office.

**NOTIFICATION CHECKLIST**

**Service/Source Phone No./Response No Answer Comments**

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**EMERGENCY SERVICES**

Purpose: The companies listed in this section have been identified as offering the services indicated. A service listing does not constitute an endorsement or recommendation of that company.

This list is intended as a time saver should the need for those services ever arise.

Included are:

Electrical Contractors

Drying

Exterminators

Freezing and Cold Storage Facilities

Fumigation Services

Glass Repair and Boarding of Windows

Photograph and Film Recovery Assistance

Plumbing Contractors

Restoration -- Fire and Water Damage

Security -- Guard Services

Snow Removal

Sterile Cleaning

Storage Facilities

Temporary Personnel

Truck Rental

Vacuum Drying / Vacuum Freeze Drying see "Drying"

Water Removal see "Plumbing Contractors"

**SERVICES**

**ELECTRICAL CONTRACTORS**

Morrison Electric, Inc. Lively Electric

Taylorville, IL 62568 202 W. Park St.

824-3822 Taylorville, IL 62568

 824-8522

Egizii Electric, Inc. Bodine Electric

700 N. MacArthur 1845 N. 22nd. St.

Springfield, IL 62702 Decatur, IL 62526

528-4001 423-2593

**DRYING**

Power Supply of Illinois American Freeze Dry, Inc.

708 N. College St. 411 White House Pike

Decatur, IL 62526 Audobon, NJ 08106

425-0555 (713) 963-8600 / (609) 546-0777

Documents Reprocessors Midwest Freeze-Dry

41 Sutter St. Suite 1120 7326 S. Central Park Ave.

San Francisco, CA 94104 Chicago, IL 60629

(800) 4 DRYING or (415) 362-1290 (708) 679-4756

Blackmon-Mooring Steamatic Catastrophe, Inc.

One Summit Ave., Suite 202

Fort Worth, TX 76102

(800) 433-2940 or (817) 322-2770

Cargocaire Mositure Control Services, Chicago/Midwest

600 S. Wheeling Rd.

Wheeling, IL 60090

(708) 537-0092

**EXTERMINATORS**

Rare Pest Control Sentinel Insect Control

471 N. 1250 E. Rd. 1001 S. 9th

Morrisonville, IL 62546 Springfield, IL 62703

287-7368 523-6312

Orkin Exterminating Co., Inc. Terminex International

824-2832 or 562-2325 824-5234 or 562-5621

**FREEZING AND COLD STORAGE FACILITIES**

MBM 300 Below

600 S. Spresser St. 1160 S. Monroe St.

Taylorville, IL 62568 Decatur, IL 62521

287-7733 423-3070

United States Cold Storage

255 Cilco Lane

East Peoria, IL 61611

(309) 694-1461 (after hours (309) 688-1675)

**FUMIGATION SERVICES**

Airdex Marks Pest Control

2700 Post Oak Blvd., Suite 1770 1057 West Grand

P.O. Box 46008 Chicago, IL 60622

Houston, TX 77056 (312) 733-6355

American Freeze Dry, Inc. Orkin Exterminating Co.

411 White House Pike 1811 S. Wabash

Aubodon, NJ 08160 Chicago, IL 60613

(713) 963-8600 or (609) 546-0777 (312) 348-0013

Anderson Environmental Systems Singer Sanitation Service

1100 W. Jackson 5680 N. Lincoln Ave.

Chicago, IL 60607 Chicago, IL 60659-4958

(312) 733-0100 (312) 348-0013

Industrial Fumigant Co. Steamatic/Brouwer Brothers

6662 W. 99th St. 4220 W. 123rd St.

Chicago, IL Alsip, IL 60658

(708) 636-3460 (708) 396-1444 or (800) 433-2940

**GLASS REPAIR AND BOARDING OF WINDOWS**

Gardner L & M Glass The Glass Cutters

300 E. Main St. 120 S. Spresser St.

Taylorville, IL 62568 Taylorville, IL 62568

824-5566 287-1466

Bacon, Van Buskirk Glass Co.

1008 W. North St.

Springfield, IL

787-8282

**PHOTOGRAPHY AND FILM RECOVERY ASSISTANCE**

Walgreen's Wal-Mart

315 N. Webster St. 1530 W. Springfield Rd.

Taylorville, IL 62568 Taylorville, IL 62568

824-8154 287-7219

Eastman Kodak Co. Photographic Conservation Assoc.

340 State St. 1554 W. Devon Ave., 2nd Floor

Rochester, NY 14650 Chicago, IL 60660

(716) 724-4926 (Customer Service) (312) 262-8282 (24 hours)

**PLUMBING CONTRACTORS**

Jamison Plumbing Lincoln Land Plumbing & Heating

1110 W. Spresser St. 225 E. Main Cross

Taylorville, IL 62568 Taylorville, IL 62568

824-4543 824-8869

Binder Plumbing & Heating, Inc.

1955 E. Pershing Rd.

Decatur, IL 62526

875-4149

**RESTORATION OF PHYSICAL PLANT -- FIRE AND WATER DAMAGE**

Service Master Peerless Cleaners

943 E. 1025 N. Rd. 519 N. Monroe

Taylorville, IL 62568 Decatur, IL 62526

**SECURITY (GUARD SERVICES)**

CDP Burns International

901 E. Woods 1242 E. Empire

Decatur, IL 62526 Bloomington, IL

429-4081 (309) 663-7308

New Age NU-A Security Service

P.O. Box 2903

Springfield, IL 62708

753-0533

**SNOW REMOVAL**

City of Taylorville Street Department

205 N. Cherokee St. (824-2559)

**STERILE CLEANING**

Dynamic Steam Cleaning

113 W. South St.

Clinton, IL

(800) 377-7216

**STORAGE FACILITIES**

Lock-Safe Storage Urban Mini Storage

904 Springfield Rd. 120 N. Cherokee St.

Taylorville, IL 62568 Taylorville, IL 62568

824-8131 824-3805

Underfanger Mayflower Moving & Storage

3601 Mayflower Blvd.

Springfield, IL

(800) 225-3597

**TEMPORARY PERSONNEL**

Kelly Temporary Services Manpower Temporary Services

270 W. Prairie Ave. 21257 N. Woodford

Decatur, IL 62526 Decatur, IL 62526

422-8528 872-8528

Kelly Temporary Services Manpower Temporary Services

2815 W. Washington 306 W. South Grand Ave.

Springfield, IL Springfield, IL

793-1226 528-2323

**TRUCK RENTAL**

Ryder Truck Rental U-Haul

1130 S. Spresser St. 2227 W. Spresser

Taylorville, IL 62568 Taylorville, IL 62568

824-8711 824-5590

**ESSENTIAL SUPPLIES AND EQUIPMENT**

**PURPOSE:** Knowing what is needed and where to find it can save valuable time in the

 event of a disaster. Following is a list of sources where essential supplies

 and equipment may be rented, purchased or donated. Contact your local

 source to record an after-hours telephone number.

 The companies listed in this section have been identified as offering the

 supplies listed. A listing does not constitute an endorsement or

 recommendation of that company.

Absorbent fabric cloths/rags (ex: diapers) Lumber

Auxiliary lights Marking pens, pencils, etc.

Brooms, buckets, sponges, mops, gloves, etc. Paper (freezer, plain newsprint)

Clean water Plastic garbage cans

Cleaning compounds/disinfectants Polyethylene bags

Dehumidifier Portable air conditioners

Dollies/hand trucks/carts Portable heaters

Fans Rope

Fire extinguishers Safety equipment

First aid/medical supplies Salvage containers

Flashlights Saw horses

Folding tables/chairs Smoke detectors

Forklifts Tape

Generators Tarps/plastic sheeting/drop cloths

Hand tools Temperature & humidity equipment

Heavy duty extension cords (grounded) Two way radios

Hoses Water pumps

Ladders Wet-dry vacuum cleaners

**LIST OF SOURCES**

**LOCAL SUPPLIERS**

Breeze-Courier Newsprint

212 S. Main St.

Taylorville, IL 62568

824-2233

Ace Hardware Extension cords, buckets, brooms, gloves,

1713 W. Spresser tools, tarps, generators and more.

Taylorville, IL 62568

824-3325

Wal-Mart Extension cords, buckets, brooms, gloves,

1530 W. Springfield Rd. tools, tarps, first aid kits, paper towels,

Taylorville, IL 62568 film, marking pens, pencils and more.

287-7219

Walgreen's First aid kits, medical supplies, etc.

315 N. Webster St.

Taylorville, IL 62568

824-8154

Alexander Lumber Co. Lumber, nails, tools and more

1209 N. Cheney St.

Taylorville, IL 62568

824-3391

F. E. Storm Lumber, Inc. Lumber, nails, tools and more

401 W. Market St.

Taylorville, IL 62568

287-1133

Capitel Communications Cellular dealer

505 Springfield Rd.

Taylorville, IL 62568

824-9360

Glass Cutters Glass

120 S. Spresser St.

Taylorville, IL 62568

287-1466

Gardner/L&M Glass Glass

300 E. Main Cross

Taylorville, IL 62568

824-5566

Brown & Sons Inc. Water Pumps

425 Springfield Rd.

Taylorville, IL 62568

287-7922

First United Methodist Church Tables and chairs

200 S. Walnut St.

Taylorville, IL 62568

824-6817

**OTHER SUPPLIERS**

Coy's Fire Equipment Fire extinguishers

Divernon, IL 62530

628-9011

Master Dy-dee Service Diapers for rags

817 NE Adams

Peoria, IL

(309) 674-2800

Mitchell Instruments Temperature, moisture, electrical, gas, air

1570 Cherokee St. pressure instruments. Able to recommend

San Marcos, CA 92079-2433 what instrument is needed for a particular

(619) 744-2690 situation.

FAX (619) 744-0083

Radio Shack Humidity thermometers, weather radios,

Hickory Point Mall walkie-talkies, and more.

Forsyth, IL

Sentry Safety Supply Safety helmets, caution-do-not enter tape,

1307 NE Adams rubber boots, heavy gloves and more.

Peoria, IL

(309) 685-6231

AEC Fire Equipment, Inc. Safety supplies, helmets, rubber boots,

511 N. 4th St. heavy gloves, caution-do-not enter tape etc.

Springfield, IL

(800) 422-2144

Bodine Electric Generators

1845 N. 22nd St.

Decatur, IL

423-2593

Jan Master Sanitary Supply, Inc. Bleach and sterilization compounds.

2950 E. Logan

Decatur, IL

429-2612

Decatur Herald & Review Newsprint

601 E. William

Decatur, IL

429-5151

**SOURCES OF PRESERVATION/CONSERVATION**

**INFORMATION AND SUPPLIES**

**VENDORS**

University Products Light Impressions

P.O. Box 101, 517 Main St. 439 Monroe Ave.

Holyoke, MA 01041 Rochester, NY 14607-3717

(800) 628-1912 (800) 828-6216

Conservation Resources The Hollinger Corporation

International, Inc. 3810 S. Four Mile Run Dr.

8000 H Forbes Place Arlington, VA 22206

Springfield, VA 22151 (703) 671-6600

(708) 321-7730

**INFORMATION SOURCES**

Special Collections Illinois State Library

Cullom-Davis Library Preservation Office

Bradley University 300 S. Second St.

1501 N. Bradley Ave. Springfield, IL 62701

Peoria, IL 61625 782-7848

(309) 677-2850

FAX (309) 677-2827

Library of Congress Mitchell Instruments

National Preservation Program 1570 Cherokee St.

LM-G07 San Marcos, CA 92079-2433

Washington, DC 20540

Northeast Document Conservation Center

100 Breckstone Square

Andover, MA 01810-1494

1-978-470-1010

FAX: 1-978-475-6021

McFarlin Library Abby Newsletter

University of Tulsa 320 E. Center St.

600 S. College Ave. Provo, Utah 84601

Tulsa, OK 74104

**INVENTORY PRIORITY LIST**

**1. SALVAGE AT ALL COSTS**

Materials in Genealogy room

 I-READ Scrapbooks

 Photo albums of building

 Patron registration cards (on-line at RPLS)

 Shelf-list Cards (on-line at RPLS)

 Book Carts

 History of Taylorville/Christian County including board minutes in directors

 office and receiving room.

 Paintings of Taylorville

 Quilts

**2. SALVAGE IF TIME PERMITS**

 LCD Video Projector

 Computer equipment including software

 New fiction and non-fiction books

 Fax Machine

 Shelving

 Reference collection

 Television

 Over-Head Projector

 Typewriters

 Elson Cutting Machine and dies

 Accounts Payable

**3. SALVAGE AS PART OF THE GENERAL CLEAN-UP**

Tables (including children's and community room)

 Chairs (including children's and community room)

 Circulation desk

 Study carrels

 Programs on the go and Bi-folkal kit

 Office Supplies

 Additional books

 Cabinets and storage units

 All the rest of the books and materials

 Magazines

**ADOPTED: 09/17/2019**

**APPENDICES**

 **Freedom of Information Act (FOIA)**

I. A brief description of our public body is as follows:

1. The Taylorville Public Library is a municipal library established under the Illinois Library Law for the City of Taylorville. (Illinois Revised Statutes, chapter 81, paragraph 2-1). The library began operation in 1893 as a public library for use by the citizens of Taylorville. It is funded through an established library levy of taxes based on the municipal boundaries of the City of Taylorville. The library is located at this address: 121 West Vine Street, Taylorville, IL 62568
2. Our mission is to provide materials, programs, and services designed to meet the cultural, informational, and recreational needs of the community.
3. An organizational chart is attached.
4. The total amount of our operating budget for FY21 is: $390,950.00. Funding sources are property and personal property taxes, state grants, fines, charges, and donations.
5. The Library is located at this address: 121 West Vine Street, Taylorville, IL
6. The library employs (2) one full-time and (5) five part-time staff members.
7. The following organization exercises control over our policies and procedures: *The Taylorville Public Library Board of Library Trustees,* which meets monthly on the 3rd Tuesday of each month at 5:00 p.m., at the library. Its members are: President, Vice-President, Secretary, Treasurer and five Trustees.
8. We are required to report and be answerable for our operations to: *Illinois State Library,* Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Greg McCormick; and various other staff.
9. You may request the information and the records available to the public in the following

 manner:

1. Use request form (see attached).
2. Your request should be directed to: Taylorville Public Library FOIA officer.
3. You must indicate whether you have a “commercial purpose” in your request.
4. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
5. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
* There is a $1.00 charge for each certification of records.
* There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
* There is a $.15 per page charge for copied records in excess of 50 pages;
* The actual copying cost of color copies and other sized copies will be charged.
1. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
2. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
3. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
4. The place and times where the records will be available are as follows:

10:00 a.m. to 4:00 p.m., Monday through Saturday *(except for library closures)* Taylorville Public Library, Administrative Offices

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

A. Monthly Financial Statements

B. Annual Receipts and Disbursements Reports

C. Budget and Appropriation Ordinances

D. Levy Ordinances

E. Operating Budgets

F. Annual Audits

G. Minutes of meetings of the Board of Library Trustees

H. Library Policies, including Materials Selection

I. Annual Reports to the Illinois State Library

**Taylorville Public Library** **Organizational Chart (FY 2023)**

|  |
| --- |
| **Board of Library Trustees**PresidentVice PresidentSecretaryTreasurerTrustee, Trustee, Trustee, Trustee, Trustee |

|  |
| --- |
| Director |

|  |
| --- |
| Assistant Director |

|  |
| --- |
| Programming Outreach Manager |

|  |
| --- |
| Library Aide: Library Aide: Library Aide: Library Aide: Circulation Circulation Reference Youth Services  |

**ADOPTED: 01/19/2010**

**Taylorville Public Library**

**Freedom of Information Request**

Requestor’s Name (or business name, if applicable) Date of Request Phone number

Street Address Certification requested:

 Yes No

City State Zip

Description of Records Requested:

Is the reason for this request a “commercial purpose” as defined in the Act? \_\_\_ Yes \_\_\_ No

***Library Response (Requestor does not fill in below this line)***

A ( ) The documents requested are enclosed.

P ( ) You may inspect the records at

P on the date of .

R ( ) The documents will be made available upon payment of copying costs of

O $ .

V

E ( ) **For “commercial requests” only:** the estimated time of when the documents

D will be available is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at the prepaid costs stated above.

 ( ) The request creates an undue burden on the public body in accordance with

Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.

D ( ) The materials requested are exempt under Section 7 of the

E Freedom of Information Act for the following reasons:

N

I

E Individual(s) that determined request to be denied and title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D .

In the event of a denial, you have the right to seek review by the Public Access

Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705

Or you have the right to judicial review under section 11 of FOIA.

( ) Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): . You will be notified by the date of

 as to the action taken on your request.

**NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.**

FOIA Officer Responding Date of Reply

**APPENDICES**

 **ALA: Code of Ethics**As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

**APPENDICES**

 **ALA: Bill of Rights**The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

**APPENDICES**

 **ALA: The Freedom to Read Statement**The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

1. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

1. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

1. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

1. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

1. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

**APPENDICES**

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

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

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

**APPENDICES**

**ALA: Public Library Trustee Ethics Statement**

**Official Statement from United for Libraries**

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

* Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
* Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
* Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
* Trustees shall not engage in discrimination of any kind and shall uphold library patrons’ rights to privacy in the use of library resources.
* Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
* Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
* Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
* A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
* Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
* Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
* Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved by the United for Libraries Board in January 2012

**APPENDICES**

 **ALA: Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights**The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association’s Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library’s failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.[1](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors#notes) Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.[2](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors#notes) Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.[3](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors#notes)

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.”[4](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors#notes) Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.[5](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors#notes)

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

1 Brown v. Entertainment Merchant’s Association, et al. 564 U.S. 08-1448 (2011).

2 Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also Tinker v. Des Moines School Dist., 393 U.S.503 (1969); West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943); AAMA v. Kendrick, 244 F.3d 572 (7th Cir. 2001).

3 “[Privacy: An Interpretation of the Library Bill of Rights](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy),” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

4 “[Libraries: An American Value](http://www.ala.org/advocacy/intfreedom/americanvalue),” adopted on February 3, 1999, by ALA Council.

5 “[Rating Systems: An Interpretation of the Library Bill of Rights](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/rating-systems),” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

**APPENDICES**

 **Trustee Fact File & Serving Our Public 4.0: Standards for Illinois Public Libraries

Trustee Fact File**
The third edition of the Trustee Facts File is meant to provide a broad overview of the duties, responsibilities, and tasks of the public library trustee.

The following resources will be of great help to the interested and educated trustee:

* Illinois Library Laws and Regulations, published by the Illinois Library Association
* annual calendar of actions to be taken at board meetings, including financial calendar
* monthly report from your director
* monthly financial reports from your treasurer and director
* copy of your annual budget
* policy handbook, which should include your bylaws
* ILA Reporter, the bimonthly ILA newsletter free to all ILA members
* your system’s newsletter
* Insight, the Illinois Secretary of State and State Librarian newsletter

Additionally, the ILA, the state library, and regional library systems periodically offer workshops and seminars to library staff and trustees. These are important sources of continuing education for trustees. Being a trustee is an important role in providing an essential service to our communities. Congratulations on accepting this job, and good luck in carrying it out.

**Full document can be found online:** [**https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf**](https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf)

**Serving Our Public 4.0: Standards for Illinois Public Libraries**
Serving Our Public 4.0: Standards for Illinois Public Libraries has been completely revised by a group of library professionals convened in 2017 by the ILA Executive Board. Months of task force work, input from public hearings, and feedback resulted in a newly designed document that is current to the changing needs of libraries and users. To complete the revision, task force members reached out to subject matter experts for review of specific chapters. Core standards and checklists were reviewed, revised, and amended to be in line with the Serving Our Public 4.0 standards. Draft standards were shared via survey to various online public library director electronic discussion lists in both the Reaching Across Illinois Library System and the Illinois Heartland Library System, and this feedback was incorporated. A hearing of the proposed standards took place at the 2018 ILA Annual Conference in Peoria, and finally, the draft was shared with the Illinois State Library for review and input. The revised standards were approved by the ILA Executive Board in June 2019. Serving Our Public 4.0 contains 13 chapters, including new ones for Youth and Young Adult Services, Building Infrastructure and Maintenance, and Illinois Public Library Resource Sharing Responsibility; and three new appendices. Serving Our Public 4.0 is not meant to be a one-size-fits-all document. Task force members struggled to find a balance between those libraries serving hundreds of people to those serving thousands and all of the library communities in between. Input from the Illinois library community and stakeholders served as the driving force that shaped this document.

**Full document can be found online:** [**https://www.winnetkalibrary.org/pdf/serving\_our\_public\_4\_point\_0\_standards\_for\_illinois\_libraries.pdf**](https://www.winnetkalibrary.org/pdf/serving_our_public_4_point_0_standards_for_illinois_libraries.pdf)

1. If books are lost or overdue, and a fine is incurred, the Library will open circulation records to the affected parties. [↑](#footnote-ref-1)