

**Allerton  
Public  
Library  
District**

**Policy  
Manual**

# General Policy

## **General Policy**

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

The Allerton Public Library District is governed by a board of trustees created and maintained in compliance with Chapter 75 of the *Illinois Compiled Statutes*. The Board of Library Trustees has written bylaws that outline its purpose, operational procedures, and address conflict-of-interest issues. The Board of Library Trustees reviews these bylaws on a regular basis. The Board of Library Trustees meets at least 10 times per year, on a regular monthly schedule and in compliance with the Open Meetings Act. Written or recorded minutes are kept of each meeting and, when passed, are available for public inspection and retained in compliance with the State Records Act. The Board of Library Trustees has exclusive control of all property owned by the library and of all expenditure of moneys collected, donated, or appropriated for the library fund.

Educational service to adults and to children, both as individuals and as members of organizations, is a primary function of this library; consequently, the library shall pursue an active program of leadership and cooperation with other agencies in encouraging the use of significant material representing all points of view and the preservation of historical resources pertaining to the surrounding area.

The library's materials budget will be allocated to resources that support these roles in accordance with established guidelines. In meeting its objectives and providing recreational material, the library shall encourage such use of leisure time as will promote the personal development and social well-being of the library patron.

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

Members of the Board of Library Trustees participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries.

The Board of Library Trustees, along with the Library Director, develops and conducts a meaningful and comprehensive trustee orientation program for each new board member.

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

### **Mission Statement**

The mission of the Allerton Public Library District is to provide educational, cultural, and leisure resources to the local community.

## **The Purpose**

The library will provide access to information, which is of immediate relevance, and interest to the community it serves.

The library seeks to accomplish its mission through prudent management and development of its resources, and by providing access to materials and services to meet the present and future needs of the community it serves.

In this effort, the Allerton Public Library District cooperates with other libraries and educational and governmental institutions.

Goal 1:

Provide patrons with current, diverse, and high demand materials in a variety of formats.

Objectives:

Provide new acquisition lists each month to library patrons.

Send newsletters electronically to library patrons.

Weed at least 5% of the library collection each year.

Goal 2:

Provide a variety of library materials and services to children and their parents.

Objectives:

Schedule story times for preschoolers.

Schedule craft and story times for school aged children.

Select children's library materials for parents on reading readiness, childcare, and child development.

Goal 3:

Develop the library as a community activities and information center.

Objectives:

Increase awareness of the library resources and services offered by posting articles in the local newspapers and submitting articles to the local access cable channel, posting on the library's website, and posting on the library's Facebook page.

# Bylaws

## **Bylaws of the Allerton Public Library District**

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of the Boards of Library Trustees.

The Board President has the authority to cancel a library board meeting due to inclement weather or an emergency.

### **Regular Meetings**

The regular meeting of the Board of Library Trustees of the Allerton Public Library District shall be on the first Wednesday of each month. The meeting shall be at the library at 4:00 o'clock. The meetings shall be open to the public and noticed in advanced. At the beginning of each fiscal year, the Board of Library Trustees shall, by ordinance, specify regular meeting dates and times. The Secretary of the board shall then (1) provide for the local newspaper the schedule of regular meetings of the board for the ensuing fiscal year, and (2) post the schedule of meetings in the library. Both notices shall have the dates, times, and places of such meetings.

### **Special Meetings**

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

### **Annual Meeting**

An annual meeting shall be held in July for the purpose of hearing the annual reports of the Library Director and Committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. A copy of this report shall be forwarded to the Illinois State Library in accordance with the law. A copy should also be on file at the library.

### **Quorum**

A quorum at any meeting shall consist of four Board of Library Trustees.

### **Board of Library Trustees**

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

The agenda for the meetings will be distributed to the Board of Library Trustees by the Library Director one week prior to meetings. Any library trustee wishing to have an item placed on the agenda will contact the Library Director in sufficient time preceding the meeting to have the item placed. Any library trustee who is unable to attend a meeting shall call the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

### **Officers and Elections**

The Board of Library Trustees of the Allerton Public Library District shall consist of seven members elected by a ballot vote during a regular election. Library trustees serve 6-year terms and must be residents in the library district. The officers of the Board of Library Trustees shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected for 4-year terms at the regular meeting in the month of May. The president shall not serve more than two consecutive terms unless by unanimous library trustee consent. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted at the next regular meeting.

### **President**

The President shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the board. The President shall be the *only* spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.



**Vice President**

The Vice-President, in the absence of the President, shall assume all duties of the president.

**Secretary**

The Secretary shall keep minutes of all Board of Library Trustees meetings, record attendance, and record a roll call on all votes. The Secretary shall perform all other such clerical duties as may be assigned by the board. The Acting Secretary (Library Director) shall keep a true and accurate account of all Library Board of Trustees meetings and shall have custody of the Library Board of Trustees minutes which are kept in the library.

**Treasurer**

The Treasurer is authorized by the Board of Library Trustees to sign checks and shall serve on the finance committee. The Treasurer shall keep all financial records of the Board of Library Trustees. The normal depository of all financial records shall be the library. The Treasurer shall have charge of the library funds, sign all the checks on the authorization of the board, and report at each meeting the state of the funds. The President may perform the duties of the Treasurer. The Treasurer and President shall be bonded in the amount to be approved by the Board of Library Trustees and according to statute requirement. The Treasurer and President are authorized to pay salaries and insurance bills as they come due.

**Standing and Special Committees**

Special committees may be appointed by the President to present reports or recommendations to the Board of Library Trustees and shall serve until the completion of the work for which they were appointed. The standing committees shall be the finance committee, the personnel committee, the policy committee, and the building and grounds committee. The library shall be the depository of all committee reports.

### **Finance Committee**

The Finance Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget and Appropriation Ordinance for full Board of Library Trustees approval, drafting a Levy for full Board of Library Trustees approval, monitoring library investments, and implementing the library's investment policy. The Finance Committee shall be responsible for the selection of an auditor for the annual audit.

### **Personnel Committee**

The Personnel Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director. The Library Director is responsible for the annual review of all other library employees.

### **Policy Committee**

The Policy Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop library policy adhering to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The Policy Committee shall determine the library regulations governing the use of the library and review sections of existing policy in a systematic fashion to insure that all policy is reviewed at the interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy. The entire library policy must be approved by Board of Library Trustees vote and made readily available to the public.

### **Building and Grounds Committee**

The Building and Grounds Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The Building and Grounds Committee's responsibilities include, but are not limited to, making recommendations to the full Board of Library Trustees regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

## **Librarian Search Committee**

When the position of the library director falls vacant, the Board of Library Trustees shall immediately select an acting librarian for the interim and establish a Librarian Search Committee, which shall consist of the President and two members from the Board of Library Trustees. Applications for the position of Library Director shall be filed at the library and available to all Board of Library Trustees. The Librarian Search Committee shall report the results of applications and interviews to the Board of Library Trustees. Five votes shall be required for the Board of Library Trustees to hire a Library Director, after which the Search Committee is dissolved.

## **Order of Business**

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

- Call to order
- Roll call, recording both present and absent members
- President's report
- Secretary's report, approval of minutes as received or corrected
- Correspondence, communications, and public comments
- Financial report, approval of bills payable
- Librarian's report
- Committee reports
- Unfinished business
- New business
- Other
- Adjournment

## **Public Participation at Board Meetings**

Individuals appearing before the Board are expected to follow these guidelines:

- Address the Board at the appropriate times as indicated on the agenda
- Identify oneself by name and be brief
- Comments shall be limited to 5 minutes.
- A person may photograph or make an audio/video recording of a meeting with the following limitations: No camera is to be directed at members of the public attending the meeting and no audio/video recording will be permitted to interfere with the conduct of the meeting.

## **Parliamentary Procedure**

Robert's Rules of Order, Revised shall govern the parliamentary procedure of the Board of Library Trustees unless otherwise specified in the Bylaws.

### **New Trustees**

The Library Director shall meet with new Board of Library Trustees to examine the property and review services and shall present a packet which includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous months, and other pertinent information.

### **Duties of the Library Director**

The Library Director shall administer the policies adopted by the Board of Library Trustees. Among duties and responsibilities of the library director shall be that of hiring personnel, directing, supervising and disciplining of all staff members, monthly and annual reports as required by the Board of Library Trustees, and recommending such policy and procedure as will promote the efficiency and service of the library.

### **Amendments**

Amendments to these Bylaws, the Library Policy, or any other policy or procedural document may be proposed at any regular meeting of the Board of Library Trustees and will become effective if and as adopted by a majority of those members present providing they represent a quorum.

### **Copyright and Copying**

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

### **Administrative Records**

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public Board of Library Trustees meetings, and actions and other such items as the Board of Library Trustees or the Library Director shall file there.

Staff personnel records are confidential and shall be kept in a secure place, and only the library or any person authorized by the Library Director shall have access to these records.

Confidential records of the Board of Library Trustees, such as personnel records concerning the Library Director, shall be kept in the library, and only members of the Board of Library Trustees shall have access to these records.

### **Circulation Records**

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff and those members of the public with a legitimate interest therein, as hereafter provided for.

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

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

### **Division of Responsibility Between the Board of Library Trustees and Library Director**

Under the Illinois Public Library Law (75 ILCS) the Board of Library Trustees is, among other functions, empowered to formulate “reasonable rules and regulations ... in order to render the use of the library of the greatest benefit to the greatest number” and to “appoint a competent librarian and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed.” Thus, in defining and delineating the division of responsibility between the Board of Library Trustees and the Library Director, the Board of Library Trustees recognizes that the ultimate responsibility to the community to provide “the

greatest benefit to the greatest number” rests with the Board of Library Trustees. Policy determination is the Board of Library Trustees power and duty. Management is the Library Director’s responsibility, for which he or she is responsible to the Board of Library Trustees. The division and sharing of these responsibilities fall into various categories.

## Governance and Policy Making

### Goals and Objectives for the Library

#### Board of Library Trustees Responsibility

It shall be the duty of the Board of Library Trustees to determine the goals and objectives of the library and the methods of meeting them, to review the goals and objectives on a regular basis, 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 of Library Trustees 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.

### Written Policies

#### Board of Library Trustees Responsibility

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

#### Library Director Responsibility

The Library Director shall recommend needed policies to the Board of Library Trustees. The Library Director shall carry out the policies as adopted by the Board of Library Trustees and administer the library within the framework of the library’s goals, objectives, policies, and budget.

#### Joint Responsibility

Both the Board of Library Trustees 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

### Board of Library Trustees Responsibility

The Board of Library Trustees shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. Trustees shall attend all Board of Library Trustees 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. The Library Director shall attend all Board of Trustees and committee meetings except those meetings or parts of meetings in which the Library Director's salary and tenure are discussed.

## Finance

### Financial Status of the Library

#### Board of Library Trustees Responsibility

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

#### Library Director Responsibility

The Library Director shall provide a report of income and expenditure at each Board of Library Trustees meeting. The Library Director shall supply facts and figures to the Board of Library Trustees to aid in interpreting the library's financial need.

#### Joint Responsibility

The Library Director shall prepare two annual budgets; 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 of Library Trustees 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 of Library Trustees Responsibility

The Board of Library Trustees 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.

### The Library Director Responsibility

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

### Joint Responsibility

The Library Director shall work with the Board of Library Trustees in interpreting the budget and financial needs to public officials and the public. The Board of Library Trustees 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.



# **Collection Policy**

## **Materials Selection Policy**

The authority and responsibility for the selection of library materials are delegated to the library staff that is qualified for this activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the Allerton Public Library District will allocate not less than 12% of its operating budget on library materials for patrons every year. These library materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some material may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also will be used. Some titles that are used regularly are Library Journal and School Library Journal.

Due to the vast number of titles published and the library's limited budget, the library cannot purchase all print and non-print materials. Selection of materials are influenced by patron demand, popularity of the author, authenticity of information, copyright date of material, professional judgments, physical features and format, and price.

Within the scope of the library's mission statement, it is the intention of the library staff to develop a collection that is adequate to support popular general interest and informational needs.

The library keeps the collection vital and useful by retaining or replacing essential materials, and removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials which are removed from the library may or may not be made available for public purchase at book sales.

## **Subject Matter**

### Audio Visual Materials

1. The audio book collection will contain both fiction and non fiction.
2. The compact disc collection will cover a full range of popular titles.
3. Current popular movie titles and non fiction digital video recordings will be purchased for the video collection.

### Curriculum Support

1. The library supports cooperative agreements with the local schools involving class assignments.
2. The library encourages students of all ages to use the library to conduct research.
3. The library cannot guarantee that material can be provided for all students for class assignments.
4. The library will not acquire textbooks.

### Local History Materials

1. The library maintains a local history collection. The library shall collect photographs, maps; print and non-print materials focusing on Piatt County, Illinois.
2. General books on genealogy will be purchased.
3. Specialized sources such as individual family histories will not be purchased.
4. Materials in the archives room are non circulating items.

## Large Print Books

1. The library will maintain a large print collection.
2. The library supports cooperative agreement with local nursing and retirement homes by providing a rotating collection of materials.

## Periodicals

1. The library shall maintain two years of periodical titles to satisfy the majority of patron requests as space allows.

## Reference Materials

1. Library materials reflect the informational needs of the community.
2. A replacement schedule is maintained.
3. Reference materials do not circulate.

## Religious Materials

1. Library materials will be selected to provide presentations of major religious faiths.
2. Provisions for specialized, sectarian materials are regarded as the responsibility of church libraries.

## Public Information

1. All public notices may be displayed at the library subject to library staff approval.

## Online Subscription Databases/E-Books

1. The library strives to purchase materials in electronic format.

The Allerton Public Library District endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading material of children and adolescents rest with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: American Library Association *Freedom to Read Statement*, American Library Association *Library Bill of Rights*, and the “Freedom to View” statement of the American Film and Video Association.

The purchase of certain materials by the library does not mean the library endorses a viewpoint or promotes a particular point of view or belief.

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the Library Director for a written response.

The following procedures will be followed in case of complaint:

1. The complainant is asked to fill out a *Request for Reconsideration of Library Materials* form.
2. The challenged material shall be retained in circulation pending a decision.
3. The Library Board of Trustees and Staff will be informed of the complaint.
4. Within four weeks after the written complaint is filed the Policy Committee will meet for the purpose of study, discussion, and resolution of the challenged material.
5. The complainant will be notified in writing of the Policy Committee’s findings within six weeks.
6. If the decision is to remove the material, the material shall be immediately withdrawn.
7. An item shall not be reconsidered more than once during a twelve-month period.

## Request for Reconsideration of Library Materials

*Please fill this form as completely as possible and send to the Library Director's office when completed.*

Received by Library Director \_\_\_\_\_

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

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

Book \_\_\_ Periodical \_\_\_ DVD \_\_\_ CD \_\_\_ Audio Book \_\_\_ Other \_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent:

Yourself \_\_\_\_\_

An Organization \_\_\_\_\_ (name) \_\_\_\_\_

Another Group \_\_\_\_\_ (name) \_\_\_\_\_

1. Did you read/view/listen to the entire work? \_\_\_\_\_

If not, which parts? \_\_\_\_\_

\_\_\_\_\_

2. What do you believe is the theme of this material? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. To what in the work do you object? (Please be specific and cite pages where possible) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What do you think might be the result of reading/viewing/listening to this material? \_\_\_\_\_

\_\_\_\_\_

5. For what age group would you recommend this material? \_\_\_\_\_

\_\_\_\_\_

6. Are you aware of any judgments of this work by literary or other established critics? \_\_\_\_\_

\_\_\_\_\_

7. What would you like the library to do with this material? Please explain. \_\_\_\_\_

\_\_\_\_\_

8. In its place, what material would you recommend which would convey as valuable a picture and perspective of the subject treated?

\_\_\_\_\_

\_\_\_\_\_

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

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

## **Gifts and Memorials**

The Allerton Public Library District is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise.

### Donation of Library Materials

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

### Gift and Memorial Program

The library welcomes monetary contributions in memorial to or in honor of named individuals. In order that the library can properly honor the generosity, a special form to record the information is used and should be completed. The library may place within the item a name of the donor, if desired.

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

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



### Other Donations

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

### Use of Gifts

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.

### Income Tax Statements

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

### Restriction

No donation can be accepted unless it is given to the library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and Board of Library Trustees, they are in the best interests of the library.

## Gift and Memorial Program

I/we would like to contribute \$ \_\_\_\_\_ for a book to be placed in the library.

As a **memorial** for: \_\_\_\_\_

Or **in honor** of: \_\_\_\_\_

On the occasion of a birthday \_\_\_\_\_, graduation \_\_\_\_\_,

Wedding anniversary \_\_\_\_\_, or other \_\_\_\_\_

The subject matter we prefer for this book is (please specify if you have a preference)

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The Library will notify the following that this donation has been added to the Library's collection **in memory of** or **honoring** the above.

Name of person to be notified:

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Address of person to be notified:

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Donor Information

Name of donor:

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Address of donor:

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# **Library Usage Policy**

## **Hours of Operation**

The Allerton Public Library District maintains consistent, posted hours of service during which all services of the Allerton Public Library District are available to patrons. Those hours are:

- Monday 9:00 a.m. – 9:00 p.m.
- Tuesday 9:00 a.m. – 6:00 p.m.
- Wednesday 9:00 am. – 6:00 p.m.
- Thursday 9:00 a.m. – 9:00 p.m.
- Friday 9:00 a.m. – 6:00 p.m.
- Saturday 9:00 a.m. – 5:00 p.m.
- Sunday 1:00 p.m. – 5:00 p.m.

A book drop is available for the return of library materials during the hours the library is closed.

## **Library Closings**

The library will be closed on the following holidays.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve

Occasionally the library will be closed for training or maintenance. The public will be notified in advance of any such closings.

The library may be closed for any unforeseen events. The library may close when weather conditions exist making it improbable and dangerous for travel at the discretion of the Library Director. The primary factor of any decision made will be the safety of the staff and library patrons. The closure will be posted on the library's Facebook page and reported to WCIA.

## **Borrowing Privileges – Registration Requirements**

The Allerton Public Library District is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Allerton Public Library District pay taxes to support the library. Those people who live within the jurisdictional boundaries need pay no additional fee to be eligible to receive their first library card.

The current jurisdictional boundaries are Monticello Township.

### **Monticello Township Residents**

- Residents residing in Monticello Township are entitled to a library card without charge as they pay taxes to support the library.
- Adults wishing to register for a new library card must bring with them a driver's license or photo ID and proof of address.
- These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card.
- Children will be issued their own library card upon entering the first grade. Children under the age of 18 must have a parent signature on any initial application for a library card. Children may use the proof of residency provided by their parent.
- Resident cards are valid in all Illinois Heartland Library System libraries.
- Library cards are renewed every 2 years without additional fees provided the library card holder continues to reside within Monticello Township and is a patron in good standing.
- There is a fee of \$1.00 to replace damaged, destroyed, lost, or stolen library cards.

If you reside beyond the jurisdictional boundaries of Allerton Public Library District, but own property within the jurisdictional boundaries of Allerton Public Library District, upon presentation of a tax bill bearing your name, you may have one library card without additional payment as is the case with people who reside within the jurisdictional boundaries of Allerton Public Library District.

### **Monticello Township Property Owners**

- Property owners owning property in Monticello Township are entitled to one card per parcel of land as they pay taxes to support the library.
- Adults wishing to register for a new library card must bring with them a driver's license or photo ID, proof of address, and their most current tax bill.
- These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card.
- Property owner cards are valid in all Illinois Heartland Library System libraries.
- Library cards are renewed every year without additional fees provided the library card holder continues to own property within Monticello Township and is a patron in good standing. Patrons are required to bring in the current tax bill every year to renew.
- There is a fee of \$1.00 to replace damaged, destroyed, lost, or stolen library cards.

Individuals residing beyond the jurisdictional boundaries of Allerton Public Library District and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Allerton Public Library District, may purchase a non-resident fee card according to the tax bill calculation method by presenting either a tax bill or rental receipt and allowing the library staff to calculate the fee for their specific home. This fee entitles the entire family to use the Allerton Public Library District and neighboring libraries.

### **Un-served Non Residents**

- Anyone who does not live in a taxing district for library service must pay a non-resident fee.
- Non-resident annual fees are determined by calculating the library tax the non-resident borrower's property would be assessed if it were located in Monticello Township. The cost of your card will be the assessed taxable value multiplied by .001856. Non-resident renters will pay 18% of their monthly rent as the annual non-resident fee.
- Adults wishing to register for a new card must bring with them a driver's license or photo ID and proof of address.
- Forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card.
- Children will be issued their own library card upon entering the first grade. Children under the age of 18 years must have a parent's signature on any initial application for a library card. Children's library cards will reflect the expiration date of their parent's cards.
- Non-resident library cards are valid in all Illinois Heartland Library System libraries.
- Non-resident library cards are good for one year from the date of purchase. Patrons are required to bring in a current tax bill every year to renew. Payment may be made by cash or check.
- There is a fee of \$1.00 to replace damaged, destroyed, lost, or stolen library cards.

## **Confidentiality of Records**

The Allerton Public Library District abides by Illinois State Law which states that the records of patron transactions and the identification of registered patrons is confidential material. The Allerton Public Library District does not make available the records of patron transactions to any party except in compliance with the law. The Allerton Public Library District does not make available lists of registered library patrons except in compliance with the law.

## **Display Space**

The Allerton Public Library District maintains bulletin boards and display cases for the exclusive purpose of promoting services and programs of the library. Although patrons are invited to make suggestions for themes or parallel agency activities, the responsibility for design and placement of all displays rests with the staff of the library.



## **Unattended Children**

Parents are responsible for the behavior of their children while they are in the library. The Allerton Public Library District is committed to help children with activities related to the library. The library cannot act in loco parentis and is not responsible for the safety of children left unattended.

Preschool children may not be left unattended in the library. Although parents are not expected to be in attendance at library programs planned specifically for young children, they are expected to remain in the building in case of an emergency.

School-aged children may be left unattended for a reasonable period of time. The library expects that two hours is a suitable maximum for most children. Parents who arrange for their children to be at the library while the parents are shopping, at work, or otherwise occupied are expected to make arrangements to be sure that their children are busy and occupied. This is to include visiting children who are serving out-of-school suspensions.

In situations where these policies are abused, the library staff will take appropriate action. This may include contacting parents or legal authorities.

In no instance will library staff provide transportation for children left unattended at the library.

## **Patron Conduct**

If a patron is creating a disturbance or causing problems in the library, the library staff has the authority or right to tell that patron to leave the library. If that patron refuses to comply and continues to cause problems, the police can then be contacted to eject that patron from the library.

## **Discipline Policy**

To insure that all patrons may have considerate use of the Allerton Public Library District, appropriate behavior is expected. Violation of any of the following rules will result in a warning and/or expulsion from library property. Whenever necessary, police will be contacted. The library staff has authority to carry out all powers in this policy.

1. No loud talking or boisterous behavior (running, fighting, engaging in horseplay, etc.)
2. No food may be consumed in the library except in areas designated for that purpose.
3. No smoking.
4. No destruction or mutilation of library property.
5. No parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
6. No conduct which is disruptive to the operation of the library or threatening the patrons, staff, or library property.
7. No harassing of patrons or library staff. Harassment shall include but is not limited to conduct consisting of persistent staring, following people around the library, audio/video recording patrons or library staff without their consent, and unnecessary closeness to other patrons or library staff.
8. No inappropriate dress including but not limited to lack of shoes or shirts.
9. No animals inside the library except service dogs.
10. No conduct that in the judgment of library staff is inappropriate for a public library setting.

## **Conduct Ordinance**

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

The Board of Library Trustees of the Allerton Public Library District establishes its conduct ordinance as follows:

1. A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel. The patron shall be advised of the library rules and what behavior by him or her is in violation of the rules.
2. In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.
3. If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If the patron refuses to comply with the rules after being requested to do so, the patron will be notified in writing of the violation, requested to cease the violation and warned of the consequences for his or her lack of compliance. If he or she fails to leave, the police will be summoned.
4. Library staff will record instances in which patrons are required to leave the library. Upon the second recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Library Director shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the second recorded instance in which

- a minor is required to leave the library and advised of the consequences of any further recorded instances.
5. Written notice shall be hand delivered to the patron of the library or mailed to the patron at his or her last known address with first class postage fully pre-paid certified mail. The notice shall be deemed received on the date of delivery if served personally or on the date of receipt if served by certified mail.
  6. Patrons or parents of patrons wishing to appeal such action may do so upon written request to the Board of Library Trustees within 10 days of the written notice of suspension.
  7. In the event a patron barred for the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action.
  8. In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Library Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board of Library Trustees will consider a long-term exclusion of that patron. Patrons may have their library privileges suspended for up to one year. Patrons who have had a previous suspension may have their library privileges permanently revoked. The library may notify Illinois Heartland Library System of the suspension or revocation of the patron's library privileges with the library. The entry into the library by any patron who is suspended or revoked shall constitute a *Trespass to Public Property*. The patron will be asked to leave by the library staff and upon failure to leave; the police will be summoned.
  9. This ordinance shall take effect immediately upon enactment and approval according to the law and be in full force and effect thereafter. A copy shall be posted within three days of enactment at the library and the secretary shall maintain a certified copy in the official records of the library available for public inspection.

## **Sexual Harassment**

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

### Work Environment

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

1. Submission to such conduct is made, either explicitly or implicitly, a term of 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
3. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Administration in accordance with the Sexual Harassment Reporting Procedure.

### Library Employee/Patron Relationship

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

Sexual harassment of a patron by a library employee means:

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

Any patron or library employee who suspects that she or he has encountered sexual harassment should report the incident to the Library Director as soon as possible.

### Examples

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating" "hostile" or "offensive" as used above include conduct which has the effect of humiliation, embarrassment, or discomfort.

Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material.

Examples of physical sexual harassment include: sexual touching, patting, or pinching of a sexual nature, intentionally brushing the body, coerced sexual intercourse, and sexual assault.

## Duty to Report Sexual Harassment by Patrons to Fellow Patrons

All library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to the Library Director.

## Retaliation

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

## Sexual Harassment Reporter Procedure

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

### Step 1: Reporting by Patrons

Any patron who suspects that he or she is the victim of sexual harassment by a library employee or a fellow patron should report it to the Library Director as soon as possible.

### Reporting by Employees

A complaint by a library employee that sexual harassment has occurred shall first be presented to the Library Director. If the Library Director is the subject of the complaint, then the complaint should be presented to the President of the Board of Library Trustees.

Step 2: If the alleged perpetrator of sexual harassment is a library patron, normal disciplinary procedures should be followed. In all other cases, the Library Director shall meet with the complainant within three (3) days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the Library Director may also have a representative; such meeting, however, shall be informal. The

Library Director shall issue a written decision within five (5) days of the meeting.

Step 3: If the complainant is not satisfied with the Library Director's decision, within five (5) days of the date of that decision, an appeal may be taken to the Board of Library Trustees President or his designee.

The appeal shall be in writing and shall state the reasons for appealing the Library Director's decision. Within five (5) days of receiving the appeal, the Board of Library Trustees President shall meet with the complainant, any representatives, and the Library Director to resolve the matter. The Board of Library Trustees President shall issue a written decision within ten (10) days of this meeting. Any employee found to have sexually harassed a patron or another employee, or retaliated against a patron or employee who alleges sexual harassment, will be subject to discipline up to and including discharge.

Step 4: If the complainant is not satisfied with the Board of Library Trustees President's decision, then within ten (10) days, an appeal of that decision may be made to the entire Board of Library Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board of Library Trustees a statement setting forth the reasons for the appeal. Within twenty (20) days of receiving an appeal, the Board of Library Trustees or a committee hereof shall meet with the complainant, the Library Director, and any representatives to discuss the allegations of discrimination. The hearing with the Board of Library Trustees shall be informal, however, the complainant and the administration may present evidence, call, and cross-examine witnesses. The Board of Library Trustees may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply; however, hearsay evidence shall not be presented for proof of any ultimate facts.

Within then (10) days after hearing, the Board of Library Trustees shall issue its written decision.



All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

Legal Recourse, Investigative, and Complaint Process Available Through the Illinois Department of Human Rights and Human Rights Commission

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

The Address and telephone number is:

Illinois Department of Human Rights  
222 S. College, Room 101A  
Springfield, IL 62700  
(217) 785-5100

# **Circulation Policy**

## **Patron Responsibilities**

Patrons must present their library card or known their number when checking out material, placing holds, and using the internet.

Patrons are responsible for the return of all library materials checked out on their library card. Patrons are responsible for returning library materials in the same condition as when they checked out the library materials.

A fine, set by the Board of Library Trustees, will be charged for each day library materials are overdue.

As a courtesy, the library will send an e-mail or text message to patrons with overdue materials.

A fee for lost or damaged library materials will be charged according to the value of the lost or damaged material.

Library materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the policy of the lending library.

Library privileges will be denied if fines in excess of \$5.00 exist. If a patron is delinquent in one library they are considered delinquent in all Illinois Heartland Library System libraries.

## **Material Loan Policy**

### Books

Books may be borrowed for a 3-week loan period, and may be renewed unless another patron is waiting for the material.

The fine for books which are overdue is \$.10 per day per item. The amount of the fine cannot exceed the cost of the item.

Books not available at this library may be requested through interlibrary loan. There is no charge for postage. The patron will be notified by phone, e-mail, or text message when the material becomes available. The material will be held for seven days then returned to circulation if not picked up.

Patrons may reserve books. Library staff will take reservations in person or by phone. Patrons may also reserve the item for themselves with the online catalog available in the library or from their home. The patron will be notified by phone, e-mail, or text message when the material becomes available. The material will be held for seven days then returned to circulation if not picked up.

Books borrowed from other libraries may have varying loan periods as well as varying fine rates.

### Periodicals

Periodicals may be borrowed for a 3-week period as soon as the newer issue appears on the periodical racks. Periodicals may be renewed unless another patron is waiting for the material.

The fine for periodicals which are overdue is \$.10 per day per item. The amount of a fine cannot exceed the cost of the material.

Periodicals not available may be requested through interlibrary loan. There is no charge for postage or photocopying. The patron will be notified by phone, e-mail, or text message when the material becomes available. The

material will be held for seven days and then returned to circulation if not picked up.

Patrons may reserve periodicals. Library staff will take reservations in person or by phone. The patron will be notified by phone, e-mail, or text message when the material becomes available. The material will be held seven days and then returned to circulation if not picked up.

Periodicals borrowed from other libraries may have varying loan periods as well as varying fine rates.

### Compact Discs and Audio Books

Compact discs and audio books may be borrowed for a 3-week loan period and may be renewed unless another patron is waiting for the material.

The fine for compact discs and audio books which are overdue is \$.10 per day per item. The amount of a fine cannot exceed the cost of the material.

Compact discs and audio books not available at this library may be requested through interlibrary loan. There is no charge for postage. The patron will be notified by phone, e-mail, or text message when the material becomes available. The material will be held for seven days and then returned to circulation if not picked up.

Patrons may reserve compact discs and audio books. Library staff will take reservations in person or by phone. The patron may also reserve the item for themselves with the online catalog available at the library or from their home. The patron will be notified by phone, e-mail, or text message when the material becomes available. The material will be held for seven days and then returned to circulation if not picked up.

Compact discs and audio books borrowed from other libraries may have varying loan periods as well as varying fine rates.

## DVDs

DVDs may be borrowed by patrons 18 years and older for a 1-week loan period.

DVDs may not be renewed.

The library is not responsible for any damage caused to a patron's DVD player or equipment due to use of library DVDs.

The fine for DVDs which are overdue is \$1.00 per day per item. The amount of a fine cannot exceed the cost of the material.

DVDs not available at this library may be requested through interlibrary loan. There is no charge for postage. The patron will be notified by phone, e-mail, or text message when the material becomes available. The material will be held for seven days and then returned to circulation if not picked up.

DVDs borrowed from other libraries may have varying loan periods as well as varying fine rates.

## Reference Material

Reference material does not circulate.

# Equipment Policy

## **Copy Machine**

A coin-operated self-service copier is available to all persons during regular library hours. Those needing assistance with the copier should ask for help at the circulation desk.

We ask that users of the copier be considerate to others. If anyone else is waiting to use the copier, please confine yourself to making 20 copies.

The copy fees are \$.15 per copy for black and white copies and \$10.00 per copy for color copies.

U.S. Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The library expressly disclaims any liability of responsibility resulting for such use.

## **Fax Machine**

The library's fax machine number is (217) 762-2021.

Documents may be SENT TO the library's fax machine at any time of the day or night. Documents may be SENT FROM the library's fax machine during regular library hours.

The cost of transmission is \$1.00 for the first page and \$1.00 for each additional page sent within the continental United States. Outside the continental United States, telephone and operator charges will be added to the cost of the transmission.

The cost of receiving transmission is \$1.00 per page.



## Computer/Printer

The library welcomes the use of its computers by library patrons. The library's public computers are part of a local area network.

Two public computers are dedicated to be used for accessing the Illinois Heartland Library System SHARE online catalog and the library's online subscription databases. Six public computers are dedicated to be used for Internet access and various Microsoft office programs. Two public computer is dedicated to be used in the local history room for accessing the Heritage Quest and the Ancestry genealogical databases.

Adults and children over 10 years of age may use the computer equipment unattended. A responsible adult must accompany children under the age of 10 years. Due to lack of space, no more than 2 persons may use a computer at one time.

Computer users are expected to have adequate knowledge of hardware and software to enable them to work with minimal assistance of library staff. Computer users are expected to operate equipment in a proper manner and with respect for others rights to privacy and quiet.

Your work cannot be saved on the library's computers. It is recommended that you bring a USB key drive (jump drive, thumb drive) with you.

The library charges \$.15 per copy for printing. The library recommends using *print preview* before sending your print job to the printer. Printing costs must be paid even if you did not intend to print a file. The charge is for printing supplies, not the information.

If you have problems with the computers, please notify a library staff member. While they may not be able to fix the problem immediately, a service call will be placed. Computer users should NOT attempt to fix the problem themselves. Computer users will be held financially responsible for any damage to library computer equipment and software.

In such cases, the computer user may lose computer privileges and will be billed for labor and the costs of repairs. The library staff reserves the right to terminate a user's privilege to use a computer for any reason, including but not limited to, disruptive or destructive behavior.

## **Internet Access**

The Allerton Public Library District provides access to a broad range of electronic resources including those available through the Internet. The library makes this service available as part of its mission to provide access to information to help meet the educational, recreational, and professional needs of every member of the community.

Patrons must agree to the *Internet Use Contract* before patrons are provided Internet access. Type your library card number into the computer's welcome screen. Patrons automatically agree to abide by library internet policy.

You must have a current library card in good standing (no over dues, no fines, and no bills). Children age 9 years and younger may access the Internet only when accompanied at all times by a responsible adult.

Patrons should have no expectation of privacy, as all Internet computers are in view of other patrons and library staff.

The Internet computers may be used on a first come, first served basis. As the library has only 6 Internet computers, the library reserves the right to limit use of the Internet computers to 120 minutes per 24 hours.

Library staff will assist patrons with Internet access as time permits but cannot offer personal instruction.

Use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension, and eventually cancellation of this privilege.

Examples of inappropriate use include but are not limited to the following:

- Use library computers to view or disseminate material considered inappropriate for a public environment or likely to cause a disturbance, or sexually explicit or suggestive (obscene/pornographic) images.

- Use library computers for any illegal activity, including violation of copyright or other rights of third parties. Users will be responsible for knowledge of all applicable federal, state, and local laws for which they may be held in violation.

The Allerton Public Library District will develop such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources. The library reserves the right to terminate an Internet session at any time. The library reserves the right to modify this policy at any time.

## **Wi-Fi**

Free wireless Internet is available at the library.

## **Microfilm Reader Printer**

The self service microfilm reader printer is available to all persons during the regular library hours. Those needing assistance with the reader printer should ask for help at the circulation desk.

We ask that users of the reader printer be considerate to others. If anyone else is waiting to use the reader printer, please limit your self to a 60-minutes time limit.

The printing fees are \$.15 per copy. Please pay for copies at the circulation desk.

# Personnel Policy

## **Application and Appointment**

A written application accompanied by references is required for all new employees.

Present staff members who wish to change their present position should discuss the job with the Director except for the position of Director, in which case a written application should be sent to the Board of Library Trustees.

All appointments are for a probationary period of six months. Following the probationary period, a staff member will continue as long as the employee performs his/her duties competently in accordance with the policies of the library. Performance review should be conducted before the end of the six-month probation period.

## **Hours of Work**

A full time employee will work 37 hours per week.

Two fifteen-minute break periods are allowed each day and cannot be taken at the beginning or the end of the day.

The Director arranges individual work schedules of each employee to meet the patron needs.

A full time employee shall not be paid for absences from his/her duties unless the employee is on paid vacation or a paid leave of absence as defined herein. The Director and the Board of Library Trustees must approve leave.

Continuous or repeated absences will force the Library permanently to reduce scheduled hours or dismiss the employee.

The Board of Library Trustees does not guarantee any employee a certain number of hours of work.

## **Vacation**

All full time employees will be allowed 10 working days of paid vacation time after 12 months of employment.

An additional day will be added for each year of service after the first year until 20 days of paid vacation time have been earned.

The Director must approve vacation time. Vacation days may not accumulate to more than 25 days at any given time. Accumulation of excess of 25 days will be lost.

Cash payment in lieu of vacation time is not permitted except upon termination of employment. Unused accumulated vacation days will be paid at termination but will not exceed the allowed 25 days.

Part time employees will be allowed unpaid vacation time. The Director must approve all vacation time.

## **Sick Leave**

A full time employee will be allowed 10 days sick leave annually.

There is no limit to the amount of accumulated sick leave.

Sick leave may be used for emergency trips to the doctor for medical treatment when time cannot be arranged outside the work schedule. It may also be used in the case of a medical emergency involving a member of the employee's immediate family: employee's parent, parent-in-law, spouse, child, or a person in his/her household.

At time of termination no payment will be granted for accumulated sick leave.

Retiring employees may use accumulated sick time per IMRF regulations.

## **Funeral Leave**

A full time employee shall be entitled to leave with pay following the death of the employee's parent, parent-in-law, spouse, child, or a person in the employee's household.

Leave may be granted up to three days.

If longer time is needed, the employee has the option of taking the time from sick leave, personal leave, or vacation time.

## **Educational and Professional Leave**

The Director may grant incurred expense and time off to any employee wishing to attend professional workshops, conferences, and meetings related to his/her job.

## **Personal Leave**

Two days paid personal leave per year will be given to each full time employee.

Personal leave may be taken for any reason and must be used within the year it is given.

Arrangements must be made in advance with the Director.

## **Jury Duty**

Full time employees will be granted time off for jury duty and will be paid what they would have earned had they worked their normal schedule less the sum paid for jury duty.



## **Unpaid Leave of Absence**

Employees may be granted, at the discretion of the Director, leave of absence without pay. Employees are expected to exhaust all applicable leave with pay before taking leave without pay.

All leave from the library is granted with the understanding that the effective functioning of the Library requires the continuous presence of its staff.

Employees who are consistently unable, for whatever reason, to function within the limits of prescribed leave may be dismissed from the library.

All requests for leaves of absence without pay must be made to the Director in writing as far in advance as possible

In the case of disagreements over the use of vacation and leave, and the allowance of leave without pay, the decision of the Director is final.

## **Holidays**

The following holidays are paid holidays for full time employees:

- New Year's Eve
- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day

The library will remain open on Martin Luther King's Birthday, Lincoln's Birthday, Columbus Day, and Veteran's Day. Full time employees will receive compensatory time for working these holidays.

## **Retirement Plans**

### Illinois Municipal Retirement Fund

The library participates in the Illinois Municipal Retirement Fund.

All full-time employees and those working over 1000 hours a year must participate in the IMRF program.

Contributions are deducted from the employee's salary. The employer also contributes to the fund.

Employees leaving Allerton Public Library should consult the IMRF manual for more details.

### Social Security

Social Security provides benefits to replace part of the employee's earnings as a result of retirement, death, or disability.

Each employee pays a percentage of his/her gross pay and the library matches that payment.

### Deferred Compensation

Library employees have the option to participate in the employee deferred compensation plan.

The amounts deducted from participating employee's pay are optional.

## **Workman's Compensation**

All employees are covered by the library's compensation insurance.

## **Dismissal**

All employees of Allerton Public Library District are “at-will” employees and may be terminated at any time with or without cause.

An employee may receive up to two week’s notice.

## **Resignations**

Full time employees should submit a two-week’s notice in writing to the Director.

The Director should submit a month’s notice in writing to the Board of Trustees.

## **Absenteeism**

It is the employee’s responsibility to notify the Director or another library staff member when illness or other circumstances prevent him/her from reporting for work.

Unauthorized absences will be noted in the personnel file and a warning note issued to the employee in writing, signed and dated by the employee and the Director.

Two unauthorized absences will result in termination.

## **Job Descriptions and Qualifications**

Personnel are the library's most valuable resource.

It is the responsibility of the staff, under the direction of the Director, to be well informed concerning the organization, the resources, and the services of the library.

Staff members must be familiar with their responsibilities as outlined in the job description.

The staff is expected to take an active interest in improving the services of the library.

Employee dress should reflect the professional status of Allerton Public Library District. Unacceptable attire includes but is not limited to the following.

No cut-off shorts, no halter-tops, no tube tops.

The type of job and how well the job is performed will determine salary. There will be an annual review of the salary scale.

Allerton Public Library District is an equal opportunity employer.

## **Evaluation of Staff**

The Director will be responsible for the evaluation of all employees.

Evaluations will be done annually using the Allerton Public Library District Employee Performance Evaluation.

The Director will review the evaluation with the employee summarizing the evaluation in written form. The employee and the Director will sign the evaluation form.

## **Director**

### General Job Description

Supervise the staff and operation of the library.

### Required Skills & Abilities

Must have excellent communications skills.

Must have the ability to work cooperatively with other staff members.

Must have the ability to learn and understand routine library procedures.

Must have the ability to follow written and oral instructions.

Must be reliable and able to perform duties to meet deadlines.

### Qualifications

M.L.S. degree from an accredited library school or five years experience working in a public library.

Experience in automation, budget planning, bookkeeping, public relations, and administration is desirable.

### Job Duties

- Provide a written job description for each employee. Arrange individual work schedules of each employee. Evaluate employees on an annual basis.
- Act as a technical advisor to the Board of Trustees. Recommend needed policies for board action. Carry out the policies of the library as adopted by the Board of Library Trustees.
- Develop and carry out long-range plans for library service.
- Maintain a program of public relations. Represent the library at community events and partnership with local organizations. Submit articles for the local newspaper on a regular basis.
- Select and order library materials in accordance with the materials selection policy. Maintain all areas of the library by weeding the collection on a regular basis.
- Serve as ex-officio member of all Board of Library Trustees Standing Committees.
- Affiliate with state and national professional organizations. Attend professional meetings and workshops on a regular basis.
- Utilize the services and consultants of the Illinois State Library and the Illinois Heartland Library System. Represent the library by

- attending the Illinois Heartland Library System SHARE Director's Meetings on a regular basis.
- Send federal, state, and unemployment reports on a quarterly basis.
  - Reconcile bank statements on a monthly basis.
  - Prepare invoices and cash receipts for the bookkeeper. Code invoices and cash receipts with ledger numbers. Make deposits bimonthly.
  - Prepare and submit grants.
  - Prepare and submit annual reports including but not limited to Illinois Public Library Annual Report and Illinois Heartland Library System Annual Profile.
  - Attend all Board of Library Trustees meetings except those in which salary or tenure is discussed. Record minutes of the meeting, type minutes, and have minutes signed by the Secretary.
  - Prepare for the Board of Library Trustees meeting. Post agenda 48 hours in advance. E-mail a copy of the agenda and previous month's meeting to Board of Trustees a week in advance.
  - Generate financial computer reports for the Board of Trustees meeting. Reports include but are not limited to *Income Statement*, *Balance Sheet*, *Check Register* (Invoices and Payroll), *Transactions by Vendor*, and *Payroll Transactions*.
  - Present the Librarian's Report at the Board of Library Trustees meeting. Report items added & deleted and patrons added & deleted. Report on any meetings held at the library or attended by staff.
  - Assist Board Treasurer with the annual published report. File original report, certificate of publication, and copy of the newspaper with the Piatt County Clerk's Office and the Piatt County Treasurer's Office.
  - Assist Board Treasurer with preparing for the annual audit. Schedule auditor during the month of September or October. File completed audit with the library attorney, the Piatt County Clerk's Office, and the Piatt County Treasurer's Office. File an annual report with the Illinois State Comptroller's Office.
  - Assist Board Treasurer with preparing the annual levy. Present resolution to set levy before adopting the annual budget and appropriation. Copy of Resolution to pass the levy to be filed with library attorney.
  - Assist Board Treasurer with preparing the annual budget & appropriation ordinance. Present the budget & appropriation. File the signed, approved budget & appropriation ordinance at the Piatt County Clerk's Office.

## **Technical Services**

### General Job Description

Perform a variety of support tasks related to working the circulation desk. Process library materials for acquisition, addition to the library computer database, and prepare materials for circulation.

### Required Skills & Abilities

Must have excellent communication skills.

Must have the ability to work cooperatively with other staff members.

Must have the ability to learn and understand routine library procedures.

Must have the ability to follow written and oral instructions.

Must be reliable and able to perform duties to meet deadlines.

### Qualifications

High School Degree or equivalent required.

Must enjoy working with the public.

Must possess the ability to use computers and stand office machines.

Some library or public service experience is desirable.

Some computer training and computer troubleshooting experience is desirable.

### General Duties Shared Equally

- Circulation desk duties including but not limited to checkin/checkout procedures, placing/filling holds, answering the phone, and assisting patrons with library equipment.

### Job Duties

- Confirm acquisition deliveries by checking the packing slips with the on-order cards.
- Provide “cataloging” for items that arrive without spine labels.

- Enter item records in the library computer database if accurate record is found. If no record is found, send material to Illinois Heartland Library System for cataloging.
- Prepare library materials for circulation.
- Process memorial and local club gifts. Notify family of donation and keep an accurate record of processed donations.
- Issue patron library cards and maintain patron records. Keep statistics on patron additions, deletions, and renewals. Report to the Director on a monthly basis.
- Maintain the periodical collection. Periodicals to be discarded on an annual basis at the beginning of each calendar year.
- Weed the new materials collection on a quarterly (or as needed) basis. This involves changing the statistical codes, material types, and location codes for each material.
- Assist patrons with the use of the collection and the equipment.
- Assist other staff with projects when help is needed.
- Do other duties as assigned by the Director



## **Youth & Programming Services**

### General Job Description

Perform a variety of support tasks related to working the circulation desk.  
Perform reference services by using both print and non-print sources as well as processing out of system interlibrary loan requests.  
Perform all duties necessary to provide programming for children for all ages.

### Required Skills & Abilities

Must have excellent communication skills.  
Must have the ability to work cooperatively with other staff members.  
Must have the ability to learn and understand routine library procedures.  
Must have the ability to follow written and oral instructions.  
Must be reliable and able to perform duties to meet deadlines.

### Qualifications

High School Degree or equivalent required.  
Must enjoy working with the public.  
Experience working with children and library or public service experience desirable.

### General Duties Shared Equally

- Circulation desk duties including but not limited to checkin/checkout procedures, placing/filling holds, answering the phone, and assisting patrons with library equipment.

### Job Duties

- Select library books for children and teens in accordance with the materials selection policy.
- Maintain the children's and teen departments.
- Maintain the bulletin boards in the children's and teen's areas to encourage reading.

- Plan, develop, and implement programs for preschool and school age children to be presented on a regular basis throughout the year. Work with the Director on the scheduling of these programs.
- Plan, develop, and implement the annual summer reading program for preschool and school aged children. Work with the Director on the scheduling of these programs.
- Maintain the library's website and Facebook presence.
- Assist other staff with projects when help is needed.
- Do other duties as assigned by the Director.

## **Circulation Services**

### General Job Description

Perform a variety of support tasks related to working the circulation desk.  
Supervise circulation desk activities.

### Required Skills & Abilities

Must have excellent communication skills.  
Must have the ability to work cooperatively with other staff members.  
Must have the ability to learn and understand routine library procedures.  
Must have the ability to follow written and oral instructions.  
Must be reliable and able to perform duties to meet deadlines.

### Qualifications

High School Degree or equivalent required.  
Must enjoy working with the public.  
Must possess the ability to use computers and standard office machines.  
Some library or public service experience is desirable.

### General Duties Shared Equally

- Circulation desk duties including but not limited to checkin/checkout procedures, placing & filling holds, answering the phone, and assisting patrons with library equipment.

### Job Duties

- Supervise the circulation desk activities.
- Assist patrons with library equipment. This includes but is not limited to the fax machine, copy machine, Internet computers, subscription databases, etc.

- Assist other staff with projects when help is needed.
- Do other duties as assigned by the Director.

## **Library Clerk**

### General Job Description

Perform a variety of support tasks related to working the circulation desk.

### Required Skills & Abilities

Must have excellent communication skills.

Must have the ability to work cooperatively with other staff members.

Must have the ability to learn and understand routine library procedures.

Must have the ability to follow written and oral instructions.

Must be reliable and able to perform duties to meet deadlines.

### Qualifications

High School Degree or equivalent required.

Must enjoy working with the public.

Typing/Computer skills required.

Some library experience is desirable.

### Job Duties

- Circulation desk duties including but not limited to checkin/checkout procedures, placing/filling holds, answering the phone, and assisting patrons with library equipment.
- Shelve library materials.
- Assist patrons with library equipment. This includes but is not limited to the fax machine, copy machine, Internet computers, subscription databases, etc.
- Assist other staff with projects when help is needed.
- Do other duties as assigned by the Director.

# Appendices

## **Freedom to Read Statement**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the 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.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. 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.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991 by the ALA Council and the AAP Freedom To Read Committee.

## **Freedom to View Statement**

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 guarantees 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.

Adopted by the American Film and Video Association February 1979.  
Updated and approved by the AFVA in 1989.  
Endorsed by the ALA January 10, 1990



## **Library 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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit spaces and meetings 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.

Adopted by the ALA Council June 18, 1948.

Amended February 2, 1961, January 23, 1980, inclusion of "age" reaffirmed January 23, 1996.

## **State Gift Ban Act**

AN ORDINANCE OF THE TOWN OF MONTICELLO TOWNSHIP LIBRARY, COMMONLY KNOWN AS THE ALLERTON PUBLIC LIBRARY, PROHIBITING THE SOLICITATION AND ACCEPTANCE OF GIFTS AND ADOPTING THE STATE GIFT BAN ACT (5 ILCS 425/1 ET. SEQ.; P.A. 90-737)

WHEREAS, the General Assembly has enacted the State Gift Ban Act (P.A. 90-737; House Bill 672; 5ILCS 425/1 et seq.), which became effective on January 1, 1999, and

WHEREAS, Section 83 of the Act (5 ILCS 425/83) provides in pertinent part:

Within 6 months after the effective date of this Act, units of local government, home rule units, and school districts shall prohibit the solicitation and acceptance of gifts, and shall enforce those prohibitions, in a manner substantially in accordance with the requirements of this Act and shall adopt provisions no less restrictive than the provisions of this Act.

WHEREAS, in preparing to meet the mandatory July 1, 1999, deadline, imposed by the Act, the Library Board of Trustees of the Town of Monticello Township Library, commonly known as Allerton Public Library, have determined that the Act contains several procedural and substantive defects and several ambiguities and inconsistencies which make compliance with the dictates of Section 83 of the Act difficult and perhaps impossible; and

WHEREAS, the corporate authorities of the Town of Monticello Township Library, commonly known as Allerton Public Library, in an effort to comply with the action required by Section 83, hereby pass and approve this Ordinance to bring the Town of Monticello Township Library, commonly known as Allerton Public Library, in compliance with the dictates of the Act.

NOW, THEREFORE, BE IT ORDAINED BY THE LIBRARY BOARD OF TRUSTEES OF THE TOWN OF MONTICELLO TOWNSHIP LIBRARY, COMMONLY KNOWN AS ALLERTON PUBLIC LIBRARY, MONTICELLO, ILLINOIS AS FOLLOWS:

SECTION 1: The Code of Ordinances of the Town of Monticello Township Library, commonly known as the Allerton Public Library, is hereby amended with the addition of the following provisions:

**Sec. B-101 Adoption of Act.**

- (a) The State Gift Ban Act (5 ILCS 425 et seq.) is hereby adopted as required by Section 83 of the Act (5 ILCS 425/83)
- (b) The solicitations or the acceptance of gifts prohibited to be solicited or accepted under the Act is prohibited by any elected or appointed official or any employee of the Library.

**Sec. B-102 Ethics Officer.**

To the extent authorized by law and to the extent required by Section 35 of the Act (5 ILCS 425/35), the President of the Board of Library Trustees is appointed to serve as the “ethics officer” of the Library. The ethics officer’s duties shall be as provided in Section 35.

**Sec. B-103 Local Ethics Commission; Complaints**

- (a) To the extent authorized by law and to the extent required by the Act, the President shall appoint two (2) persons to a Local Ethics Commission with the advice and consent of the Board of Trustees.
- (b) The Local Ethics Commission shall have the power and duties set forth in Section 55 of the Act.
- © To the extent that any of its provisions may be applicable, Section 45 of the Act shall be applicable to the Local Ethics Commission.
- (d) The complaint procedure and the enforcement and penalty provisions of the Act and this Ordinance shall be as are provided in Sections 60, 65, and 70 of the Act.

**Sec. B-104 Existing Ethics Ordinance or Gift Ban Ordinance**

This Ordinance does not repeal or otherwise amend any other provision of the Code, which regulates the conduct of the Library officials and employees. To the extent that such Ordinances are less restrictive than the State Gift Ban Act and this Ordinance, then the provisions and this Ordinance shall prevail in accordance with the provision of Section 95 of the Act (5 ILCS 425/95).

**Sec. B-105 Future Amendments to State Gift Ban Act.**

Any amendment to the State Gift Ban Act (5 ILCS 425/1 et seq.) that becomes effective after the passage of this Ordinance shall be incorporated into this Ordinance by reference and shall be applicable to the solicitation and acceptance of gifts. However, any amendment that makes its provisions optional for adoption by municipalities shall not be incorporated into this Ordinance by reference without formal action by the corporate authorities of the Library.

**Sec. B-106 Future Declaration of Unconstitutionality of State Gift Ban Act**

(a) If the Illinois Supreme Court declares the State Gift Ban Act (5 ILCS 425/1 et seq.) unconstitutional in its entirety, then this Ordinance shall be repealed as of the date that the Supreme Court's decision become final and not subject to any further appeals or rehearings. The Ordinance shall be deemed repealed without further action by the corporate authorities of the Library if the Act is found unconstitutional by the Illinois Supreme Court.

(b) If the Illinois Supreme Court declares part of the State Gift Ban Act (5 ILCS 425/1 et seq.) unconstitutional but upholds the constitutionality of the remainder of the Act, then the remainder of the Act as adopted by this Ordinance shall remain in full force and effect; however, that part of this Ordinance relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the corporate authorities of Library.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

PASSED this 5<sup>th</sup> day of January 2000.

## **Drug and Alcohol Free Library Policy**

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

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

Any employee who violates the term of the Library’s drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may in its discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The Library’s employees, as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities.

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

patrons shall be in accordance with prescribed library regulations and employees.

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

In order to make patrons and employees aware of the dangers of drug and alcohol abuse, notice of the Standard of Conduct imposed by this policy and the sanctions imposed for violation of this policy shall be distributed to all employees and prominently posted at the Library for patrons and employees to see. Patrons and, in the case of minors, their parents shall be advised of this policy in the same manner as they are advised of the general disciplinary policies and procedures. Employees shall receive copies of the notice attached to this policy.

The Library shall conduct a biennial review and evaluation of the measures taken by this policy to determine its effectiveness and to implement changes to the program where needed. Additionally, the biennial review and evaluation shall determine whether or not the sanctions required by this policy are consistently in force.

## **Notice of Library Drug and Alcohol Policy**

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

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

Any employee who violates the term of the Library’s drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may, in its discretion, refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The Library’s employees, as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities.

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



## **Bloodborne Pathogens Policy**

- A. While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Allerton Public Library District complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.
- B. Exposure Determination: No particular job classification of the Library has occupational exposure (meaning “reasonable anticipated ... contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.
- C. Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility or exposure remains, personal protective equipment shall also be used.

- D. Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are present, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protective clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for a complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.
- E. Training and Immunizations: The Library shall provide directly or through System, State, or associational programs, training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

# INVESTMENT POLICY

## 1.01 POLICY:

It is the policy of the Board of Library Trustees of the Allerton Public Library District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

## 1.02 SCOPE:

This policy includes all funds governed by the Board of Library Trustees of the Allerton Public Library District.

## 1.03 PRUDENCE:

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.

## 1.04 OBJECTIVE:

The primary objective, in order of priority, shall be:

- Legality – conformance with federal, state, and other legal requirements
- Safety – preservation of capital and protection of investment principal
- Liquidity – maintenance of sufficient liquidity to meet operating requirements
- Yield – attainment of market rates of return

The portfolio should be reviewed periodically as to its effectiveness in meeting the entity's needs for safety, liquidity, rate of return, diversification and its general performance.

1.05 DELEGATION OF AUTHORITY:

Management and administrative responsibility for the investment program is hereby delegated to the Treasurer who, under the delegation of the Board of Library Trustees, shall establish a written procedure for the operation of the investment program.

1.06 ETHICS AND CONFLICTS OF INTEREST:

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

1.07 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Treasurer will maintain a list of financial institutions authorized to provide investment services.

1.08 AUTHORIZED AND SUITABLE INVESTMENTS:

Investments may be made in any type of security allowed for in Illinois statutes regarding the investment of the public funds.

Investments shall be made that reflect the cash flow needs of the fund type being invested.

#### 1.09 COLLATERALIZATION:

Funds on deposit (checking accounts, certificates of deposit, etc) in excess of FDIC limits must be secured by an appropriate form of collateral.

#### 1.10 DIVERSIFICATION:

The entity shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds.

Diversification can be type of investment, number of institutions invested in, and length of maturity.

#### 1.11 MAXIMUM MATURITIES:

To the extent possible, the Allerton Public Library District shall attempt to match its investments with anticipated cash flow requirements.

#### 1.12 INTERNAL CONTROL:

The Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting
- Custodial safekeeping
- Written confirmation telephone transactions for investment and wire transfers

### 1.13 PERFORMANCE STANDARDS:

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to benchmarks with similar maturity, liquidity and credit quality as the portfolio.

### 1.14 REPORTING:

The Treasurer shall prepare an investment report at least quarterly. The report should be provided to the Board of Library Trustees and be available on request.

The report should be in a format suitable for review by the general public. An annual report should also be provided to the Board of Library Trustees.

### 1.15 MARKETING THE MARKET:

A statement of the market value of the portfolio shall be issued to the Board of Library Trustees quarterly.

### 1.16 INVESTMENT POLICY ADOPTION:

The investment policy shall be adopted by the Board of Library Trustees. The policy shall be reviewed on an annual basis by the Treasurer and any modifications made thereto must be approved by the Board of Library Trustees.

PROCEDURES FOR OPERATION OF THE INVESTMENT PROGRAM  
ALLERTON PUBLIC LIBRARY DISTRICT  
YEAR 2016

Chief Investment Officer – Treasurer of Board of Trustees

Authorized Financial Institutions – restricted to financial institutions offering Federal Deposit Insurance Corporation certificates of deposit or instruments backed by the full faith and credit of the United States Government or its agencies, with preference given to financial institutions within Piatt County. Any deposit amounts in a given financial institution above FDIC \$250,000 insured limit are collateralized by the institution.

Type and Duration of Investments – money market accounts, varying length of certificates of deposit and/or instruments back by the full faith and credit of the United States Government or its agencies with the average length of maturity to be no more than 24-months. Consideration is given to cash flow requirements.

List of Investments by individual fund with financial institution and type of investment:

1. General Library Fund (GLF)

First State Bank - Money Market Investment Account – collateralized  
First State Bank – Checking Account (pooled funds) – collateralized – Each month, sufficient monies, for each fund’s monthly expenses are transferred from investment accounts into the General Library Fund account pool. Checks are then written on the pooled account in payment of the participating funds’ expenditures. In 2016, First State Bank of Monticello has been authorized by the Board of Trustees to transfer each month a total of \$30,000 from investment accounts into the pooled checking account. When authorized by the Library Board of Trustees an amount more or less than \$30,000 may be transferred when deemed necessary by the Board.

2. Social Security/Medicare Fund (SSMF)

First State Bank – Money Market Investment Account – collateralized

3. Illinois Municipal Retirement Fund (IMRF)

First State Bank – Money Market Investment Account – collateralized

4. Audit Fund

First State Bank - Money Market Investment Account – collateralized

5. Insurance Fund

First State Bank – Money Market Investment Account – collateralized

6. Special Reserve Fund (SRF)

Central Illinois Bank – Checking Account and Certificates of Deposit – accounts collateralized – interest earned by Central Illinois Bank certificates of deposit is deposited in the Central Illinois Bank checking account.

Maturity dates are staggered.

7. Working Cash Fund (WCF)

First State Bank – Money Market Account and Certificates of Deposits – accounts collateralized – interest earned by First State Bank certificates of deposit is deposited in the First State Bank money market account.

Maturity dates are staggered.

First Mid-Illinois Bank – Money Market Investment Account



#### 8. Max Hency Investments

First State Bank Wealth Management - Investment Management Agreement and Investment Policy Statement dated June 4, 2008 – Permissible investments are Federal Deposit Insurance Corporation certificates of deposit and/or instruments backed by the full faith and credit of the United States Government – interest earned through investments is deposited in the First State Bank Wealth Management money market account.

First State Bank Wealth Management Certificates of Deposit are book entry certificates of deposit.

Bank statements are reconciled by a third party.

Reports of Investments – made monthly to Board of Trustees with printout of monthly balance sheet.

**ALLERTON PUBLIC LIBRARY DISTRICT**  
**THE ILLINOIS FREEDOM OF INFORMATION ACT**

- I. A brief description of our public body is as follows<sup>1</sup>:
- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
  - B. An organizational chart is attached.
  - C. The total amount of our operating budget for July 1, 2016 – June 30, 201 is: \$2,068,625.  
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations<sup>2</sup>. Tax levies for public library districts are<sup>3</sup>:
    - 1. Corporate purposes (for general operating expenditures)
    - 2. IMRF (provides for employee’s retirement and related expenses)
    - 3. Social Security (provides for employee’s FICA costs and related expenses)
    - 4. Audit (for annual audit and related expenses)
    - 5. Maintenance (for maintaining the building [not levied])
    - 6. Tort Liability (for insurance premiums, risk management, attorney’s fees and related expenses, unemployment and worker’s compensation insurance)
    - 7. Working Cash (for internal loans, [no longer levied])
    - 8. Debt Service (for bond and interest payments [not levied])
  - D. The office is located at this address: 4000 Green Apple Lane, Monticello, Illinois 61856.
  - E. We have approximately the following number of persons employed:
    - 1. Full-time - 4
    - 2. Part-time - 7
  - F. The following organization exercises control over our policies and procedures: *The Allerton Public Library District Board of Library Trustees*, which meets monthly on the first Wednesday of each month, 4:00 p.m., at the library.

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<sup>1</sup> If the public body maintains a website, the information in Section I must be posted there as well.

<sup>2</sup> Delete any source that does not apply, e.g. personal property replacement taxes.

<sup>3</sup> Delete any of the listed types that are NOT used by the Library.

Its members are: Susan Gortner, President; Jeff Clodfelter, Vice President; Susan Lochbaum, Secretary; Beth Manuel, Treasurer; Elaine Tracy, Luke Feeney, and Lynn Richardson.

G. The following organization operates in an advisory capacity regarding our operation: Illinois Heartland Library System.

H. 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, Anne Craig; and various other staff.

II. You may request the information and the records available to the public in the following manner:

A. Use request form (see attached).

B. Your request should be directed to the following individual: Lisa Winters FOIA officer<sup>4</sup>.

C. You must indicate whether you have a “commercial purpose”<sup>5</sup> in your request.<sup>6</sup>

D. 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.

E. 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 hundred (100) pages of black and white text either letter or legal size;

There is a \$.15 per page charge for copied records in excess of 100 pages;

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<sup>4</sup> P.A. 96-542 requires the FOIA designated officer(s), and there can be multiples, must be “trained” with the on-line training program to be developed by the Illinois Attorney General’s office and tested as well, within the first six months of the effective date which is January 1, 2010 (i.e. training and testing by July 1, 2010) AND annually thereafter, and within 30 days of any new appointment.

<sup>5</sup> “Commercial purpose” is defined in the Act as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

<sup>6</sup> In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying fro prepayment; or provide the documents requested.

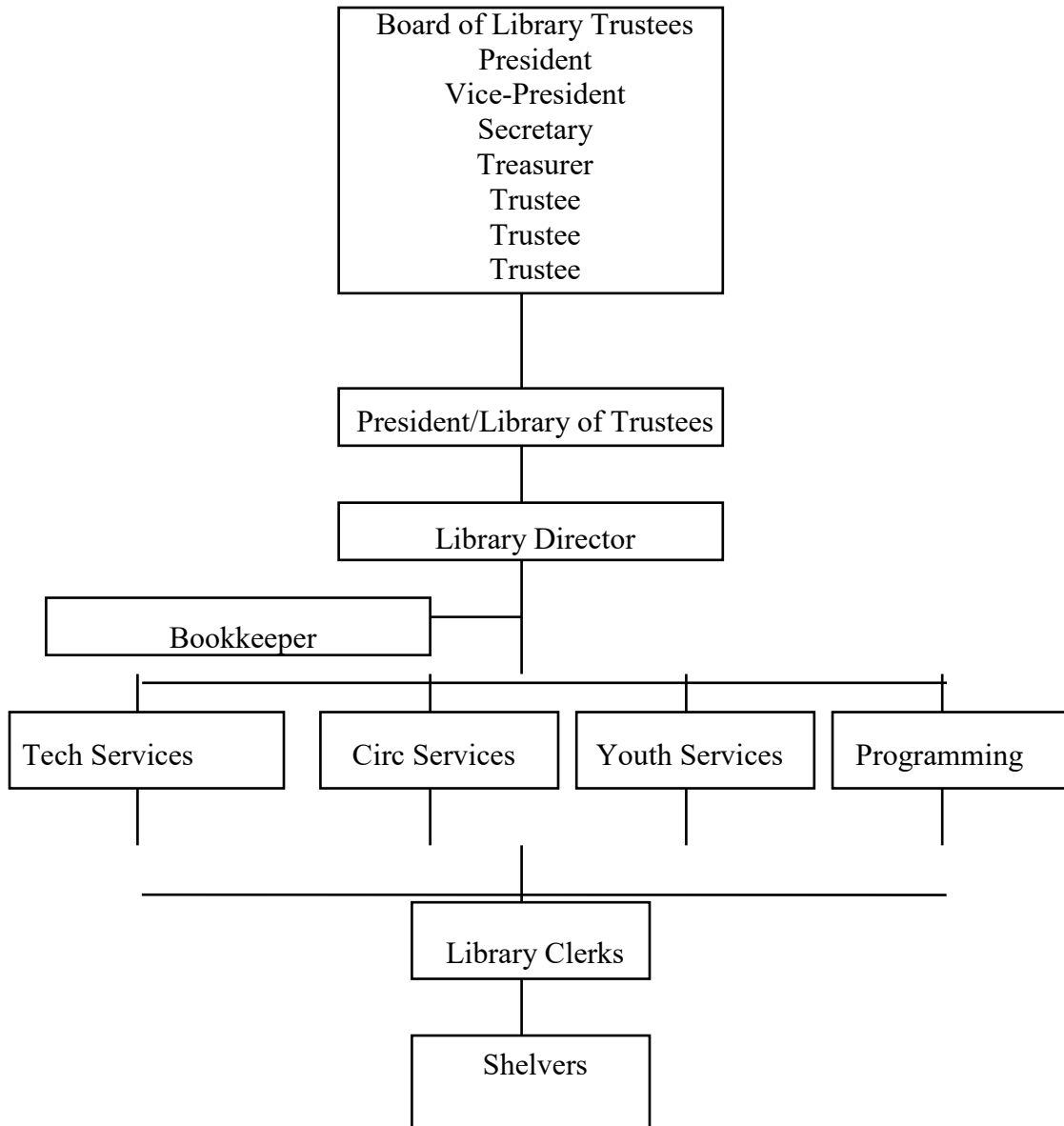
The actual copying cost of color copies and other sized copies will be charged.

- F. 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.
  - G. 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.
  - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
  - I. The place and times where the records will be available are as follows:
    - 4000 Green Apple Lane, Monticello, IL 61856
    - Monday – Friday 9:00 a.m. to 5:00 p.m.
    - Allerton Public Library District, 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:

**[Note: these listed are for illustration purposes only – you should substitute your categories]**

- 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 the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library

# Allerton Public Library District ORGANIZATIONAL CHART



**ALLERTON PUBLIC LIBRARY DISTRICT  
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		
<i>Library Response (Requestor does not fill in below this line)</i>		
A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> <b>For "commercial requests" only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
D E N I E D	<input type="checkbox"/> 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. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____. 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. <input type="checkbox"/> 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	Date of Reply
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