

## **POLICIES**

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# **1. MISSION STATEMENT**

The mission of the Mississippi Valley Library District is to provide materials and services to meet the personal, intellectual, educational and recreational needs and interests of the members of the community. In order to fulfill this purpose, the library will assemble, organize, preserve and make easily and readily accessible to all people a variety of materials.

The library functions as a center for community activities, meetings and programs which provides the opportunity for members of the community to experience personal enrichment and furtherance of knowledge.

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# **3. MATERIALS**

### **3.1 MATERIALS SELECTION POLICY**

#### **Purpose**

The purpose of this policy is to guide librarians and to inform the public about the principles upon which selection and retention decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in both choosing from an array of materials, and withdrawing materials which are no longer useful.

#### **Objectives**

The primary objectives of the Mississippi Valley Library District are to collect, organize, produce and make easily available materials and electronic resources of contemporary significance and of long term value. The Library will always be guided by a sense of responsibility to both present and future in adding materials and electronic resources that enrich the collection. The library also recognizes a duty to make available materials and electronic resources for entertainment and recreation, even though such materials may not have enduring interest or value.

#### **Guidelines for Selection**

The selection of any material or electronic resource for the Library's collection does not constitute an endorsement of its contents. The Library recognizes that many materials and electronic resources are controversial and that any given item may offend some patrons. Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of patrons. The Mississippi Valley Library District Board of Trustees endorses the American Library Association's "Library Bill of Rights," "Statement on Labeling," "The Freedom to Read," "The Freedom to View," "Access to Electronic Information, Services and Networks," and "Free Access to Libraries for Minors" (Appendix A) and incorporates it as part of this policy.

The Library always seeks to select materials and electronic resources of varying complexity and format because it has a potential public embracing a wide range of ages, educational backgrounds, interests, and reading skills.

### **3.2 RE-EVALUATION OF LIBRARY MATERIAL**

When a member of the community has a question or an objection concerning the presence of a book or other item in the collection, library staff will listen to the question or objection and inform the person of the library's Materials Selection Policy, especially the Guidelines for Selection.

If this discussion does not satisfy the patron and the patron would like the inclusion of this item in the Library's collection to be reconsidered, the patron should be given the "Citizen's Request for Re-evaluation of Library Material" form. The form should be completed as fully as possible and returned to the Library Director.

The Library Director will convene a Materials Evaluation Committee consisting of the Department Head where the concern originated, the staff person responsible for selection in this area, one other member of the staff, and the Library Director. All members of the Committee will read, view, or listen to and evaluate the material in question. Review sources will also be examined.

The Committee will meet to discuss and evaluate the material and the Library Director will prepare a report summarizing the Committee's evaluation. A copy of this report will be sent to the person who submitted the "Citizen's Request for Re-evaluation of Library Material" form.

If the patron is not satisfied with the Materials Evaluation Committee's report, he or she can request a hearing with the Library Board. The members of the Board will be sent copies of the Committee's report and the "Citizen's Request for Re-evaluation of Library Material" form prior to the Board meeting at which the hearing is scheduled.

### **3.3 REFERENCE BOOK COLLECTION**

Reference materials, by their nature, are intended for use in the Library by all our patrons and must be available at all times the Library is open. Consequently, reference materials cannot be checked out of the Library.

### **3.4 GIFTS**

The library accepts gifts of materials with the understanding that the same guidelines for selection are applied to gifts as to materials acquired by purchase. The library reserves the right to evaluate and to dispose of gifts in accordance with the criteria applied to purchased materials. Gift material not added to the collection cannot be returned to the donor, but will be given consideration as book-sale items.

Funds for the purchase of memorials -- books, periodical subscriptions, recordings, films, or other library materials -- are accepted. The responsibility for selection of

memorials rests with the Library's staff following consultation with the donor on appropriate subjects. A memorial book plate is placed in each item. The immediate family is notified promptly of any memorial gift and acknowledgment is made to the donor.

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#### **4. ENDOWMENT FUNDS (Reserved)**

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### **5. SERVICES**

#### **5.1 BORROWER REGISTRATION**

##### **5.1.1 LIBRARY DISTRICT RESIDENTS**

To receive a borrower's card, residents of the Mississippi Valley Library District must present two forms of current identification. One must be a picture identification and the other must be a recently dated piece with the applicant's current address. Acceptable picture identification includes:

- Driver's License
- State Identification Card
- Student Identification Card
- Passport
- Illinois Public Aid Identification Card.

As proof of the applicant's current address, one of the following will be acceptable:

- Voter's Registration Card
- Instructional Driver's Permit
- Lease or Housing Agreement
- Utility Bill (Telephone, Gas, Electric, Water or Cable)
- Credit Card Statement
- Bank Statement
- Personal Checks with preprinted address labels from a local bank
- Current Term's Class Schedule from a high school or community college.

An account statement or bill must be not more than sixty days old. Voter's Registration Cards must have been issued in the last eighteen months. Leases,

housing agreements, and instructional permits must be currently valid. Residential employees may confirm their local address by means of a letter from their employers indicating that the employees reside in the household.

At the time of registration for library privileges, an adult applicant will be asked to complete a registration form by providing the following information:

- Name
- Current Address with City and zipcode
- Last 4 digits of their SSN
- Birthdate
- Primary & secondary phone number (cell phone number)
- Email (optional)
- Driver's License or State ID number
- Two contacts with name, address and phone number who are not residing at the same address
- Acknowledgment of responsibility statement with a signature

Children under the age of 16 must have a parent sign their application and the parent must provide their library card information (barcode number) that will contain the complete registration for the child.

Young adult 16 years or older can apply on their own if they can provide all the pertinent information that is demanded of the adult applicant. If they cannot they must be issued a Young Adult library card with the same instructions as the Children under age of 16 must follow.

Resident Library cards will be valid for three years.

### **5.1.2 LIBRARY DISTRICT NONRESIDENT TAXPAYERS**

Library cards are available with a charge determined yearly by the Board of Trustees to persons who pay the Library District's property taxes, but do not reside within the District's boundaries. In addition to the current tax bill or mortgage booklet, the applicant must present two forms of identification -- one picture identification and one form with the applicant's current address and all information demanded of an adult applicant of a Resident library card.

Such a card will be valid for one year.

### **5.1.3 COMPANY/CORPORATE TAXPAYERS**

One company/corporate borrower's card will be issued to a local business or organization. The applicant must be a partner, principal stock holder, joint owner, or senior administrative officer of a firm, business, or corporation owning taxable

property in the Mississippi Valley Library District area. The applicant must present a current tax bill or mortgage booklet for the organization's property and a letter on the organization's letterhead indicating that the organization will take responsibility for all materials borrowed on the card and all information demanded of an adult applicant of a Resident library card.

Such a card will be valid for one year and may only be used at the Mississippi Valley Library District.

#### **5.1.4 NONRESIDENT CARDS**

Nonresident may purchase a library card for use at the Mississippi Valley Library District. The fee for such a card is determined by a formula prepared by the Illinois State Library. The Library Director will calculate said fee annually and report it to the Library Board at the November meeting. The Library Board will evaluate the fee and decide on a reasonable fee for the NonResident Library Card at the December meeting.

The applicant for a nonresident card must meet the same identification requirements as an adult resident of a Mississippi Valley Library District. The card will be valid for the increment of time purchased.

#### **5.1.5 REGISTRATION OF RECIPROCAL BORROWERS**

The Mississippi Valley Library District will register for use in its facilities any currently valid library card from a Illinois Heartland System library or from any library having reciprocal borrowing agreements with the Illinois Heartland Library System. In addition to presenting a currently valid library card, the applicant must present one form of picture identification with the current address, or a picture identification plus a lease, bill or statement with the applicant's current address.

Such registration will be valid for a one-year period.

#### **5.1.6 RENEWALS**

The Mississippi Valley Library District looks upon the renewal of a library card as an opportunity to confirm that the card holder is still entitled to a library card and that the library's registration records contain current and accurate information on the borrower. All applicants for the renewal of a library card will be required to meet the same identification requirements as a new applicant, as described in the applicable section.

#### **5.1.7 PATRON'S CHANGE OF ADDRESS**

All registered patrons of the Mississippi Valley Library District, whether Collinsville residents or registered reciprocal borrowers, are required to inform the Mississippi Valley Library District of any change of address. If at any time mail sent to a patron by the Mississippi Valley Library District is returned, or if the Library learns by other means that the address on file is no longer accurate, the patron's library card will automatically be canceled. The patron will need to re-register by providing two forms of identification as outlined in Section 5.1.1.

### **5.1.8 OWNERSHIP OF LIBRARY CARDS**

All cards issued by the Mississippi Valley Library District remains the property of the Mississippi Valley Library District and may be repossessed by the Library for the violation of library rules or in other instances determined by the Library's administration.

### **5.1.9 APPEALS**

Anyone who believes that he or she has been unfairly denied a library card may appeal to the Director.

### **5.2 DELINQUENT BORROWERS**

A library user's record becomes delinquent when (a) outstanding fines total \$5.00 or more, or (b) any item is overdue.

A patron will be denied service until he has cleared up the matter of the delinquency to the satisfaction of the Director.

A patron whose delinquency totals \$50.00 or more and who has gone through the complete cycle of delinquency notices and billing will be sent to the Collinsville Police for further actions.

A \$5.00 processing fee per item will be assessed to the borrower's record at the time the delinquency reaches the billing stage.

When informed that a patron's record is delinquent at another library, the Mississippi Valley Library District will deny borrowing privileges until that delinquency is cleared.

### **5.3 INACTIVE BORROWERS**

Library user registration information will be removed from the Library database after 24 months of inactivity, providing there is no delinquency attached to the record.

### **5.4 CHARGES FOR DAMAGED MATERIALS POLICY**



There will be no charge for normal wear and tear on any item.

Damage to material will be assumed to be accidental unless there is reason to suspect otherwise.

If an item is damaged by a patron so that further circulation is impossible, the patron will be charged the full replacement price of the item plus a \$5.00 processing fee.

Patrons found defacing or destroying library materials will be required to pay for a replacement copy plus a \$5.00 processing fee, and asked to leave the Library. The matter may be referred to the Library Director to determine if legal action is warranted, based on the extent and type of damage.

### **5.5 CONFIDENTIALITY OF RECORDS**

It is the policy of the Board of Trustees of the Mississippi Valley Library District to insure the privacy of the users of its services and to consider any library records to be confidential in nature.

No library circulation records will be made available to members of the public, the press, or any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. The Board of Trustees and Library Director will resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Moreover, any costs incurred by the Library in any search through patron records, even under court order, will be chargeable to the agency demanding such searches.

Library records are for the sole purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual library patrons. The Library will, however, identify for a parent or guardian those overdue materials checked out by a child for whom the parent or guardian is responsible.

### **5.6 HOURS OF SERVICE, LOAN PERIODS, FINES AND FEES TO BE DETERMINED BY LIBRARY BOARD**

The Library Board will establish, upon recommendation of its Library Materials and Service Policy Committee, hours of service to be provided at the library, loan periods for materials, and fines and fees for library services. These will be reviewed annually by the Committee and the Library Board.

### **5.6.1 PHOTOCOPY FEES**

The Mississippi Valley Library District makes available to the public a wide variety of reference materials, including special resources relating to the history of Collinsville. There will be a service charge of \$2.00 on any request for the location and photocopying of material received from individual residing outside the Lewis and Clark Library System. (Individuals residing within the Lewis and Clark Library System area may request photocopies of material through their local library or photocopy the material on their own). This fee covers the cost of up to five pages of photocopying. Additional photocopying is available at the rate of 50 cents per page. The Reference staff may place a limit on the pages photocopied.

### **5.6.2 ONLINE SEARCHING POLICY**

Recognizing that an online search is one source of information among many and that online searching is an integral part of reference service, the Mississippi Valley Library District offers computer database searching whether performed by the individual or the staff. The cost of a database search will be determined by retrieval cost that is incurred by the library.

For other online searches, all patrons will be charged at cost, which includes telecommunication costs, the costs for printing records, the connected time online, and a fee of one dollar when downloading to a disk provided by the Library are requested.

A search should be requested on an Online Search Request Form available at the Circulation Desk. Searches may be requested by telephone, providing the patron has a Mississippi Valley Library District card. Patron confidentiality is respected. Patrons should be as specific as possible in their requests to enhance the possibility of successful searches.

The Library cannot guarantee the usefulness or relevance of the results of the searches, nor is the Library responsible for the accuracy of the information contained in the databases. The patron is responsible for all charges even if the search does not yield the desired or expected results.

The patron understands that all online time and prints contribute to the final result, and the patron therefore is obligated to reimburse the Library for all costs. Payment in full is required before the results can be released. Failure to reimburse the Library will result in a delinquent status for the patron.

### **5.6.3 INTERNET ACCESS POLICY**

Internet access is available on selected public computers for all users of the Mississippi Valley Library District. The Internet is viewed as a resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board. The Library's Internet access is intended primarily as an information resource.

The Internet allows users to connect to networks of resources outside the library. The Mississippi Valley Library District has no control over these resources nor does the library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or it may be inaccurate, out-of-date, or unavailable at times. Library patrons use the Internet at their own discretion. The Internet may contain material that is inappropriate for viewing by children. Parents are expected to monitor and supervise their children's use of the Internet; the Library's staff is not in a position to provide this monitoring and supervision. Children under the age of 16 must have a semiannual permission sheet signed by a parent. The parent must come to the library and request the Internet Permission Sheet and must read and sign the sheet in the presence of a staff member. The Library's staff will develop such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources.

The Library's staff will assist patrons with Internet use as time permits but cannot offer personal instruction. Formal instruction or information on Internet may be offered by the Library at designated times. Information and resources on the Internet enhance those already held in the library and often go beyond what is locally available. Users are encouraged to take advantage of the Internet and to exercise good judgment and discretion in their use of it. However, the Library neither monitors nor controls access to, or use of, the Internet. Current books, periodicals, and videos on Internet are available in the Library's collection.

### **5.7 AMNESTY DAYS**

All users are expected to return books and other library materials when due or pay the appropriate fine and/or charges. Two times a year during the seasons of Easter and Christmas a program called "Food for Fines" will be run (exact dates to be set by the Director). For every non-perishable item donated for this drive \$1.00 will be taken off of existing fines. This does not include money owed for lost or damaged items or processing fees due to billing or damage.

### **5.8 LIBRARY COOPERATION**

Since cooperation between libraries depends upon the good will of the cooperating libraries that loan materials for use, and because the Library is responsible for the

return or replacement of these materials, the Library must be particularly careful to oversee the use of materials obtained from cooperating libraries and agencies.

a. Materials must be requested by the person who will be responsible for those materials and must be checked out on that person's card.

b. Patrons who have a status of "delinquent" (see Delinquent Borrowers, Board Policy 5.2) will not be allowed to request materials from cooperating libraries or agencies. Under most circumstances, once the delinquency status is cleared new requests will be accepted and processed.

c. If a patron has repeatedly lost or kept overdue materials that have been supplied by a cooperating library or agency, the privilege of using these services may be suspended for six months to a year. The suspension will reflect the number of items kept overdue and will be determined by the Department Head in consultation with his/her supervisor.

d. The Mississippi Valley Library District will charge back to its patrons any charges for services provided by cooperating libraries and other agencies.

### **5.8.1 RECIPROCAL BORROWING -- MATERIALS LOANED**

Under the Reciprocal Borrowing Program of the Lewis and Clark Library System, the Mississippi Valley Library District will make all materials that it loans to Collinsville residents available to valid resident, non-resident, and property owner card holders from Lewis and Clark Library System libraries or any library within a public library system throughout the United States after a telephone call verifying that the patron is in good standing in their home library and that that library honors reciprocal borrowing privileges.

### **5.8.2 INTERLIBRARY LOAN**

The Mississippi Valley Library District is an active member of the Lewis and Clark Library System, and follows System interlibrary loan procedures and protocols wherever applicable. The Mississippi Valley Library District also initiates and responds to loan requests within the greater library community.

### **Lewis and Clark Library System**

The Mississippi Valley Library District relies on the Gatenet Automation System as its primary means of satisfying interlibrary loan requests, and the Library attempts, in turn, to fill all requests received from the Interlibrary Loan service. The Library agrees to participate in mutual searching of databases within Lewis and Clark Library System and with any agreements reached with other library systems or on-line

resources. The Library will initiate and respond to direct loans with other Lewis and Clark Library System libraries when conditions, such as time limitations, recommend that option.

### **Libraries Outside the Lewis and Clark Library System**

The Mississippi Valley Library District will attempt to satisfy requests from non-LCLS Illinois libraries with any book not currently on loan, except those published within the current year and those in frequent demand. The Mississippi Valley Library District will accept requests from libraries throughout the United States, when it appears that the requesting library may have exhausted local and regional resources. Reference books will generally not be loaned, but exceptions may be made on occasion for interlibrary loan materials. Material in fragile condition will not be loaned.

## **6. GENERAL OPERATION**

### **6.1 FREEDOM OF INFORMATION**

The Mississippi Valley Public Library District prescribes to the Illinois State Statutes that cover the Freedom of Information to the public records maintained by a public body as described in IL State Statues.

### **6.2 SERVICE TO PERSONS WITH DISABILITIES**

The Mississippi Valley Public Library District offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Mississippi Valley Public Library District acts as facilitator between the patron and Services to the Blind and Physically Handicapped, offers home delivery to patrons with disabilities which prevent them from coming to the library, and welcomes service animals in the library.

### **6.3 DRUG AND ALCOHOL POLICY**

The Mississippi Valley 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.

#### **6.4 BLOODBORNE PATHOGEN POLICY**

While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Mississippi Valley 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.

#### **6.4.1 Exposure Determination**

No particular job classification of the Library has occupational exposure (meaning "reasonably anticipated..... . contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"), however, emergencies may occur with staff or patrons, particularly 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.

#### **6.4.2 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 of exposure remains, personal protective equipment shall also be used.

#### **6.4.3 Exposure Control Plan**

At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection 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 complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

### **6.5 ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

The Mississippi Valley Public Library District will not condone, permit or tolerate any form of discrimination and/or harassment by or against any staff member, member, independent contractor or other individual with whom our employees come into contact in connection with their work with this organization based upon age, race, color, creed, religion, sex, sexual orientations, national origin, disability or other protected class or characteristic established under applicable federal, state or local statute or ordinance.

Sexual harassment is a form of illegal sex discrimination. Sexual harassment refers to behavior that is unwelcome, personally offensive and which interferes with our work effectiveness. Federal law defines unlawful sexual harassment as unwelcome sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual nature, whether by male or female, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting an individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Individuals who believe they have been subjected to discrimination or harassment as described or have questions about whether certain conduct is unlawful should immediately speak to the Director or the President of the Board of Trustees. This is particularly important in cases involving sexual harassment where there can be uncertainty about what is unlawful conduct.

Supervisors who receive complaints of discrimination or harassment or who are made aware of conduct that may constitute discrimination or harassment must immediately notify the Director or the President of the Library Board of Trustees which ever is more appropriate.

All complaints will be investigated promptly and the existence of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or to take appropriate corrective measures. In all cases the person who initiated the complaint will be informed of the findings and disposition of the matter at the conclusion of the investigation. Management will ensure that there is no coercion, retaliation, intimidation, discrimination or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.



Persons who engage in prohibited discrimination or harassment will be subject to appropriate discipline up to and including termination of employment.

## **6.6 PREVAILING WAGE ACT**

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

## **6.7 INVESTMENT OF PUBLIC FUNDS**

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

### **6.7.1. Responsibilities**

All investment policies and procedures of the Mississippi Valley Public Library District will be in accordance with Illinois Law. The authority of the Library Board of library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein.

Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the "chief investment officer" of the Library acting under the authority of the Library Board of Library Trustees.

### **6.7.2 Delegation of Authority**

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

### **6.7.3 "Prudent Person" Standard**

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

Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### **6.7.4 Objectives**

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

Legality (conforming with all legal requirements) Safety (preserving capital and including diversification appropriate to the nature and amount of the funds) Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated) Yield (attaining a market rate of return on investments) Simplicity of management

#### **6.7.5 Guidelines**

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

##### **A) Legality and Safety:**

1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage [unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral].

2. Authorized investments include and will primarily consist of. Certificates of Deposit Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.

##### **B) Liquidity:**

In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.

##### **C) Yield - Return on investment:**

Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts.

D) Simplicity of management:

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

**6.7.6 Reporting.**

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

**6.7.7 Internal Controls**

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

**6.7.8 Authorized Financial Dealers and Institutions**

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

**6.7.9 Conflicts of Interest**

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

**6.8 UNATTENDED CHILDREN**

Parents are responsible for the behavior of their children while they are in the Library. The Mississippi Valley Public Library District staff is committed to help children with activities related to the Library. However, It is not the library staff's responsibility to serve as baby-sitters, teachers, or disciplinarians. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent of incidents involving an unattended child.

When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and stay with the child until the police arrive.

Children over the age of ten (10) may use the Library unattended by an adult or caregiver and will be subject to all Library rules and policies concerning behavior, conduct, and demeanor.

From time to time, the Mississippi Valley Public Library District schedules or provides programs which are designed and suitable for attendance by children without parental supervision. Such program announcements will so indicate, and if no indication is included, then supervision is required. When no supervision is indicated and if the parent or caregiver intends to be absent, they must leave word at the circulation desk as to their whereabouts and, if possible, a phone number where they or a responsible adult can be contacted.

## **6.9 CELL PHONE, PERSONAL COMPUTER OR OTHER PERSONAL ELECTRONIC AUDIO USE IN THE LIBRARY**

- Patrons will be asked to use an etiquette with cell phones, computers and other personal electronic audio equipment that shows that they understand the rights of other individuals including the staff that are sharing the space. Some of the requests of the Library are but will not be limited to: Place your cell phone on vibrate
- Find a secluded place away from other people to talk on your phone
- Speak softly Make your conversations short
- Keep the volume on equipment at a minimum and use earphones for public silence
- Each patron will be asked to monitor their own behavior on these types of equipment.
- If their activity becomes intrusive, they may be approached by the staff for a correction of the activity.
- If the patron who is disturbing the environment through the use of the equipment refuses to correct the problem, they can be asked to leave the Library.

## **7. PERSONNEL**

The Mississippi Valley Public Library District will promote the welfare of the individual staff members while meeting the staffing needs of the Mississippi Valley Public Library District. These policies serve as a guideline for personnel matters but cannot cover every matter or problem concerning employment by the library. Issues that are not covered by this manual will be determined by the Library Director and/or the Board of Trustees.

This personnel policy will be applied consistently without bias. This policy is not to be considered as a contract of employment. All employees serve at the will of the Board of Trustees. The content of this policy is subject to change by the Board of Trustees.

## **7.1 ORGANIZATIONAL STRUCTURE**

The organizational structure of the library staff is diagrammed in Appendix B. All positions in the library are detailed in the job descriptions in Appendix C and are classified in the following manner:

- A. Type and difficulty of duties
- B. Responsibilities of the position
- C. Qualifications required including education, experience and abilities.

## **7.2 APPLICATION, SELECTION AND EMPLOYMENT**

### **7.2.1 APPLICATION AND INTERVIEW**

The Mississippi Valley Public Library District provides equal employment and advancement opportunities for all employees and applicants for employment. All personnel actions and employee programs are administered on a nondiscriminatory basis.

The library recruits both internally and externally for vacant positions. Professional journals, local newspapers, library system newsletters and other appropriate media are used to advertise for available positions.

Application may be made by application form or by resume. Applicants may be asked to supply additional support documentation based on the requirements of the position.

Applicants for the position of Library Director will be interviewed by the personnel committee.

### **7.2.2 SELECTION AND APPOINTMENT**

Applicants for employment, other than the Library Director, will be interviewed and selected by the Director of the Library District. An entry interview will be held with the Library Director and an introductory trial period will be maintained. An employee who was previously employed at the Mississippi Valley Library District may be considered for rehire if they followed proper procedure according to the Library Policy 7.6.1 RESIGNATION at the time that they left the Library's employment and if they were not terminated or dismissed from their prior position.

Appointment to the Library Director's position will be made by the Board of Trustees.

Anyone accepting a position with the library will receive a copy of this manual and will be responsible for following the policies in it.

### **7.2.3 PROBATIONARY PERIOD**

The first three months of employment will be considered a probationary period during which time the individual is trained and evaluated for effective job performance. This period allows the library to determine the employee's suitability for the position and for continued employment by the library. It also allows employees an opportunity to decide if they are satisfied with the position and the library as an employer. A written evaluation will be done after three months and at the end of the six-month period. More frequent evaluations will be done when deemed necessary. Employment may be terminated at any time

during this period if the employee is unable to perform the duties required by the position. This procedure covers both full-time and part-time employees.

#### **7.2.4 AT WILL EMPLOYMENT**

It is the policy of the Mississippi Valley Public Library District that all employment is on an 'at will' basis which allows the employment to be terminated at any time by either the employee or the Library 'at will' with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of employment must be in writing and approved by the Board of Library Trustees.

### **7.3 CONDITIONS OF EMPLOYMENT**

#### **7.3.1 HOURS OF WORK**

A normal week will consist of 40 hours for full-time employees. Anything less will be considered part-time.

Employees must report to work promptly as scheduled. Staff members unable to report to work because of illness or emergency should notify the library within one hour of scheduled work time to the scheduled supervisor. Repeated violations of a work schedule will subject an employee to disciplinary action.

#### **7.3.2 SALARIES**

Salaries will be reviewed annually before the beginning of the fiscal year. In the case of new personnel, review may be made more often. Paychecks are distributed biweekly on Friday and reflect the prior two full weeks ending on the prior Saturday to that Friday.

### **7.3.3 PERSONAL APPEARANCE**

The appearance of an employee reflects directly on the library and its services. All employees are expected to be clean and well groomed. Dress should be appropriate for the type of work performed and at the discretion of the Director.

## **7.4 EVALUATIONS AND PROMOTIONS**

### **7.4.1 EVALUATIONS**

Evaluations will be performed by the Library Director annually prior to the approval of the budget.

## **7.5 DISCIPLINARY ACTIONS**

### **7.5.1 DISCIPLINARY PROBATION**

An employee who receives a poor performance evaluation at any time after the initial probationary period, may be placed on disciplinary probation. This probationary period will last for a minimum of three months and will not exceed six months. At the end of the probationary period, a decision will be made to take the employee off probation or to dismiss the employee.

### **7.5.2 SUSPENSION**

An employee charged with an offense that might require dismissal for cause may be suspended without pay pending the outcome. If the employee is cleared by investigation, restitution of unpaid salary will be made.

## **7.6 SEPARATIONS**



Upon separation from employment, all employees are required to return library keys and any library property that might be in their possession.

### **7.6.1 RESIGNATION**

Employees resigning their position should notify the Library Director. Written notification including the last day of employment is required. A minimum of two-weeks written notice is customary for support staff, and four-weeks written notice is asked for professional staff. Failure to give proper notice will be recorded in the employee's personnel file.

### **7.6.2 DISMISSAL**

The employment relationship may be terminated at any time by the Library Director and can be subject to the approval of the Board.

When desirable, the administration and the employee may mutually agree on separation of employment.

If a staff member fails to perform adequately or does not respond to corrective job instructions or disciplinary measures the employee may be dismissed.

Instances of serious misconduct will result in immediate dismissal.

### **7.6.3 RETIREMENT**

Retirement from the Mississippi Valley Public Library District is governed by the retirement rules of the Illinois Municipal Retirement Fund and the Social Security Administration.

Unused vacation and sick leave will be paid to the employee at the time of retirement

## **7.7 GRIEVANCE POLICY AND PROCEDURE**

The Board of Trustees realizes that employee problems and concerns arise from time to time. Usually, these concerns can be resolved through informal and open discussion on a day-to-day basis. Employees are

encouraged to reach satisfactory solutions to these concerns by regular and open communication.

### **7.7.1 DEFINITION**

A grievance is any difference arising between the employer and an employee in interpretation or application of library policy or condition of employment which directly affects the employee in the performance of his or her duties.

### **7.7.2 PURPOSE AND SCOPE**

The purpose of the Mississippi Valley Library District's Open Door Policy is to implement the Library's philosophy that all employees should have free and immediate access to management to raise any type of work-related concerns.

Employees are encouraged to raise work-related concerns with their immediate supervisor as soon as possible after an event that may cause an employee to be concerned. Alternatively, if an employee believes that their immediate supervisor is not the appropriate person with whom to raise such matters, the employee is encouraged to bring their concerns to the attention of any other supervisor or any member of management. Employees are further encouraged to pursue discussion of their work-related concerns with the management official under the Grievance/Complaint Procedure until their concerns are fully resolved. The Library cannot guarantee that in each instance the employee will be satisfied with the result, but in each case an attempt will be made to explain the resolution of the matter to the employee, even when it is not the result that the employee sought. The Mississippi Valley Library District believes that such concerns are best addressed through informal and open communication. No employee will be disciplined or otherwise penalized for raising a good-faith concern. The Library will attempt to keep confidential all such expressions of concern, their investigation, and

the terms of their resolution. At the same time, however, some dissemination of information to others may be appropriate and necessary during the process of investigating and resolving the employee's concerns.

## **7.8 BENEFITS AND LEAVES**

### **7.8.1 VACATION**

#### **Full Time Employees:**

The Director will be granted three weeks paid vacation after completion of one year of employment, and four weeks paid vacation at the end of five years and five weeks at the end of 10 years

Paid vacations for full-time employees, excluding the Director, will be based on the following schedule:

<u>Length of Service</u>	<u>Vacation</u>
At 7 months	1 week
At 1 year	1 week
From 2 years to 4 years	2 weeks per year
From 5 years to 9 years	3 weeks per year
From 10 years and over	4 weeks per year

Vacation periods will be determined on the basis of length of service at the anniversary of the hiring date of each employee. All vacations earned during the given anniversary year must be used before January 1<sup>st</sup> of each year or forfeited.

#### **Part Time Employees:**

Part-time employees will receive 40 hours of paid vacation after one year of their employment. This vacation may not be scheduled the day before or the day after a holiday. All vacation time must be approved in advance of the monthly work schedule. No vacation time can be used for the inability to cover their assigned shift. Requests for vacation leave will be submitted to the Library Director on the Personnel Request Form

provided to each library staff member. The Director will have final approval of all vacation scheduling. Any hours not used by January 1<sup>st</sup> of each year will be forfeited.

### **7.8.2 SICK LEAVE**

#### **Full Time Employees:**

Each full-time employee will be granted one day of paid sick leave per calendar month of employment after 30 days of employment. Unused sick leave can be accumulated to a maximum of 240 working hours.

Annually employees are paid for one half of accumulated sick leave hours more than 240 working hours.

Sick leave may be used in the event of the illness of the staff member or for doctors' appointments for the staff member.

Suspected abuse of sick leave may result in the requirement of a doctor's certification. Abuse of sick leave will result in disciplinary action. After two consecutive days of sick leave, a doctor's statement will be required to return to work.

A sick day cannot be used at the beginning or at the end of a scheduled vacation nor the day before or after a holiday. A doctor's statement will be required to return to work on these occasions.

An unused portion of sick leave will be paid to the employee upon retirement or to a beneficiary upon the death of the employee.

#### **Part Time Employees:**

Each part time employee is allowed one unpaid sick day per year without calling or providing a substitute for his/her assigned shift. The second day (or time) within the year, whether contiguous or not, the employee must provide a substitute for their assigned shift or a doctor's statement of inability to come to work. If these conditions are not met, the employee will be given one week off without pay. The third day (or time) within the year, whether contiguous or not, the employee must provide a substitute for their assigned shift or a doctor's statement of

inability to come to work. If these conditions are not met, the employee will be given two weeks off without pay. The fourth day (or time) within the year, whether contiguous or not, the employee must provide a substitute for their assigned shift or a doctor's statement of inability to come to work. If these conditions are not met, the employee will be terminated from their position at the Library.

### **7.8.3 PERSONAL LEAVE**

Each full-time employee will be granted one personal leave day annually.

This leave may not be scheduled the day before or the day after a holiday.

Personal leave must be used within the year it is granted.

### **7.8.4 FAMILY AND MEDICAL LEAVE**

Family and medical leave will be granted when an employee or immediate family member becomes seriously ill or disabled or when a new child is in the home. To be eligible for family and medical leave, an employee must have 12 months of continuous service with the library during which 1250 or more hours were worked.

Employees who do not meet these requirements are not entitled to leave under this policy. An eligible employee may request up to 12 work weeks of this category of leave during any 12 month period.

#### **Child/Family Care Leave**

This leave is granted to care for a child after birth, adoption or placement in the employee's home for foster care or to care for a covered family member with a serious health condition.

- If the leave is planned in advance, employees must provide the library with at least 30 days notice prior to the anticipated leave using the leave request form.

- If the leave is unexpected employees should notify the library director and file the leave form as soon as possible.

The employee will be required to use all accrued, unused vacation and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay. All library benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during the leave period.

All group health benefits will continue during the leave provided employees continue any payments they regularly make to the plan. Other benefits such as pension and long-term disability will be governed by the terms of the plan.

Employees requesting leave to care for a family member may be required to provide medical certification from the family member's physician describing the nature of the illness and probable length of time treatment will be required.

### **Employee's Serious Health Condition**

If the leave is planned in advance, employees must provide the library with at least 30 days notice prior to the anticipated leave using the leave request form provided to each library staff member.

If the leave is unexpected, employees should notify the Library Director and file the leave form as soon as possible.

Employees will be required to use all accrued, unused sick, vacation and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

All library benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during the leave period.

All group health benefits will continue during the leave provided employees continue any payments they regularly make to the plan. Other benefits such as pension and long-term disability will be governed by the terms of the plan.

During this leave, employees may be required to provide the library with additional physician's statements on request from the library or the city's insurance carrier explaining their disability and inability to work. Before employees can return from medical leave, they must present a note from their physician indicating that they are able to return to work and perform the functions of their position or indicate any limitations that have been placed upon them.

### **Reinstatement Rights**

Eligible employees returning from leave are entitled to be reinstated to their former position or one equivalent in benefits, pay and other conditions of employment.

Exceptions to this provision may apply if financial circumstances have changed and caused the position to be eliminated. Exceptions may also apply for certain highly compensated employees under certain conditions.

### **Leave for Employees Who Do Not Meet the Minimum Service Requirements**

Employees who do not meet the employment requirements stated above may request leave with the same notification processes listed in parts two and three of the Family and Medical Leave section of this policy.

The certification requirements and conditions for required use of accrued time off, benefit's accrual, and continuation of group health insurance during the leave will be the same as those indicated in parts two and three.

Unless applicable state or local law requires otherwise, reinstatement will not be guaranteed to any employee requesting leave under part five of this policy. The library will attempt to place the employee returning from leave in their former position or a comparable one dependent upon the library's budget, the need to fill vacancies and the library's ability to find a qualified temporary replacement.

### **7.8.5 HOLIDAYS**

The library will be closed and all full-time employees will be paid for all holidays approved by the Board of Trustees. Those holidays are as follows:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Easter Day	Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Birthday of Employee (floating)	New Year's Eve

### **7.8.7 BEREAVEMENT**

Up to five days of bereavement leave with pay will be granted annually to full-time employees under the following circumstances:

- Death of an immediate family member (defined as parent, child, grandparent, grandchild, spouse, and parent of a spouse)
- Death of any bona fide household member

### **7.8.7 JURY DUTY**

Employees called for jury duty will receive his/her regular pay during the time they are serving. The jury stipend may be kept by the employee.

### **7.8.8 REQUESTS AND APPROVAL OF LEAVE**

All leave requests should be made on the form provided by the library. In emergency situations, leave may be granted verbally and the form completed when practical.

Requests for leave without pay may be granted, denied or modified by the Library Director. Requests for leave will be approved or denied timely. Every effort will be made to honor employees' requests, but first consideration goes to the proper staffing of the library.



Approval of leaves, other than sick or bereavement leaves, may be canceled by the Library Director prior to the beginning of the leave if an employee is needed at work.

### **7.8.9 BENEFITS**

#### **Pensions**

- Social Security
- Illinois Municipal Retirement Fund (IMRF)

#### **Health Insurance**

- Entire premium paid for the employee only
- Dental insurance and a life insurance benefit paid for the employee only

#### **Workmen's Compensation Insurance**

#### **Tuition Reimbursement**

- The Library will pay up to \$500 per term for a class or classes approved in advance by the Director as appropriate and necessary to our service.
- The Library will reimburse the actual amount of the class upon completion with proof of initial payment and a grade of B or better or its equivalent.
- The employee accepting tuition reimbursement is obligated to stay with the Library as an employee for 2 years after payment for the class by the library has been made or the employee will be expected to pay back the amount that was expended by the library on that class or classes.
- Classes are to be taken on the employee's own time.

#### **Staff Development Day**

Staff development improves the quality of library service offered to the users of the library by encouraging and providing for the growth and the skills of staff members.

- The library will be closed until 1:00 P.M. on designated Fridays for staff development and training.

### **Professional Affiliations**

Staff members are encouraged to become members of professional organizations and to participate in the work of these organizations when library duties will permit it.

- Working within the library budget, time with pay and expenses may be allowed for the Library Director and/or Assistant Director to attend library conferences and other professional meetings.
- Budget permitting, the library will pay membership dues in the American Library Association for the Library Director and the Illinois Library Association for the Director and Assistant Director and interested Trustees.

## **7.9 MISCELLANEOUS POLICIES**

### **7.9.1 PERSONNEL FILES**

A personnel file will be maintained for each employee. The file will contain the following materials:

- Application for employment
- Letters of reference
- Letter of appointment to the employee's position
- Letters of recommendation and commendation
- Disposed disciplinary proceedings, if any
- Letter of resignation or termination, if any.

Each employee will have the right upon written request to the Library Director or Secretary of the Board of Trustees, to review the contents of the employee's own personnel file in the presence of the Director or Board Secretary, and place in the file written reactions to any of its contents.

Files on pending disciplinary actions will be separate and remain confidential until the conclusion of all the procedures.

### **7.9.2 DRUG FREE WORKPLACE**

The Board of Trustees of the Mississippi Valley Public Library District in compliance with the Drug Free Workplace Act of the Illinois Compiled Statutes hereby establishes this Drug Free Workplace Policy.

Employees are hereby notified

- that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Mississippi Valley Public Library District workplace. An employee is considered to be in the library's workplace when they are on any property owned by the library or when they are in the performance of their employment of the Mississippi Valley Public Library District wherever located, including personal vehicles when engaged in library business or activities.
- that as condition of employment they will abide by the terms of this policy and they will notify the Library Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- that disciplinary action, including possible dismissal and termination of employment, may be taken against employees for violations of this prohibition.

The Library Director is hereby directed

- to establish a drug free awareness program to inform the employees about the dangers of drug abuse in the workplace, this drug free workplace policy, available drug counseling, rehabilitation, and employee assistance programs and penalties may be imposed upon employees for drug violations.

- to impose a sanction on, or to require the satisfactory participation in a drug abuse assistance or rehabilitation program, by any employee so convicted as required herein above.
- to assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required, and to indicate that a trained referral team is in place.
- to ensure that a good-faith effort to continue to maintain a drug free workplace is implemented.

### **7.9.3 ADVERSE WEATHER CONDITIONS**

In the event of extreme adverse weather, the Library Director will determine whether the library will be open and at what time. If the library is to be officially closed, employees will be notified by 7:00 a.m. If it is necessary to have a late opening, employees will be notified by 7:00 a.m. that there will be a late opening. By midmorning, the staff will be notified of the official opening time.

When the library has not been officially closed, and an employee arrives late or misses work due to weather conditions, the missed time should be charged to vacation or personal leave time. If an employee has scheduled time off or is sick on an adverse weather day his or her time will be credited for the amount of excused time allowed for the adverse weather.

## **8. FACILITIES**

### **8.1 RULES FOR USE OF LIBRARY**

The patrons of the Mississippi Valley Public Library District are expected to behave in a manner that does not disturb other Library patrons, disrupt the operation of the Library, or endanger library materials.

The Library's rules are designed to promote the safety and security of the Library's patrons and collections, and to insure that the Library remains conducive to the mission of the Mississippi Valley Library District.

Library patrons are not permitted to:

1. Interfere with another person's use of the Library or with Library personnel's performance of their duties.
2. Lie or lounge on the floor, or sleep anywhere in the Library.
3. Lie down on furniture, put feet up on furniture, or move furniture other than chairs at tables.
4. Smoke anywhere in the Library.
5. Play audio equipment so that others can hear it. The use of head sets is permitted as long as such use does not disturb other Library patrons.
6. Talk loudly, make noise, use abusive or threatening language, or engage in other disruptive conduct.
7. Bring animals into the Library, except those needed to assist a patron with a disability.
8. Use the Library's restrooms as laundry facilities, bathing facilities, or gathering places.
9. Use Library facilities, other than public lockers, to store personal belongings.
10. Leave children who are in need of supervision unattended.
11. Solicit anywhere in the Library.
12. Bring a bicycle inside the building.
13. Use roller skates, roller blades, or skateboards on Library property.
14. Go without shoes inside the building.
16. Use electronic equipment to record members or staff without their prior permission.

Any person who deliberately mutilates or removes without authorization any part of the library collection, building, or furnishings;

Any person who presents a danger to the staff or to other library visitors whether real or proposed;

Any person or groups of individuals who cause a disturbance that becomes or could become boisterous;

Any person who willfully and persistently violate Library rules or engage in criminal acts;

Any of these occurrences can result in a person being expelled from the library by the Director or any of the direct supervisors on duty at the time of the offense. Any person expelled from the library can only return with permission from the Library Director.

The police will be called when Library patrons willfully and persistently violate Library rules or engage in criminal acts. After calling the police to the Library, staff members will cooperate with law enforcement officials. The Library's staff will file

criminal charges and seek criminal prosecution if law enforcement officials believe that it is appropriate.

All Library staff members are responsible for maintaining order in the Library. When staff members observe a rule being violated, they are expected to enforce the rule or to report the violation to their supervisor. When enforcing Library rules, staff members are expected to maintain a calm, nonjudgmental attitude, to avoid a loud tone of voice, and to avoid the use of phrases that might be considered to be condescending.

“Pursuant to ILCS 5/4-7, the Library Director or such authorized designee in his or her absence shall be and is hereby authorized to promptly remove any person or persons from the library premises who disrupts the peaceful use thereof, or the use and enjoyment thereof by its patrons or otherwise interferes with the operations of said Library, and is additionally authorized to request the assistance of the proper authorities when in his or her best judgement is required in keeping with the tenor of this Resolution.”

Adopted by the Collinsville Memorial Board of Trustees on February 4, 1998

### **8.1.1 SUSPENSION OF LIBRARY PRIVILEGES**

The Illinois Revised Statutes permit the Library Board "To exclude from use of the library any person who willfully violates the rules prescribed by the board."

Library privileges may be suspended for the following reasons:

- damaging Library property
- stealing Library materials
- physically harming or threatening staff or patrons
- persistent and willful violations as noted by the staff and addressed by the Director of the Library District.

Suspensions will be for a definite time period and will be reviewed semiannually upon request. The length of a suspension will be determined by the Library Director or other designated staff. Suspensions will apply to all Library facilities. Patrons who attempt to enter a Library facility while their Library privileges are suspended will be reported to the police for criminal trespass.

Any suspension of Library privileges longer than one day may be appealed to the Library Board. Notice of an appeal of a suspension should be made in writing to the Library Director within two weeks of receipt of the notice of suspension. The Library Director will inform the appellant of the date of the meeting at which the appeal will

be heard. Any notice of appeal received later than a week before the next regularly scheduled Board meeting will be held until the following Board meeting.

Library borrowing privileges can be suspended for:

- not returning Library materials.
- not discharging fines or other debts owed to the Library.

The suspension of borrowing privileges will not in any way limit a patron's use of other Library services.

Suspensions of Library borrowing privileges may also be appealed to the Library Board. Notice of an appeal of a suspension should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

## **8.2 EXHIBITS AND DISPLAYS**

The exhibit and display space of the Mississippi Valley Public Library District is a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). It is the intention of the Library Board that the Library's program of exhibits represent the intellectual, cultural and ethnic diversity of Collinsville. Uses of exhibit and display space that will materially and substantially interfere with the operation of the Library, such as those uses that produce excessive noise, a significant safety hazard, or a significant security risk will not be permitted.

### **8.2.1 USE OF LIBRARY BULLETIN BOARDS**

A limited amount of bulletin board space is available for postings by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Collinsville. Posters or announcements should be submitted to the Library's Administrative Office for posting. The following items will not be accepted for posting:

- Advertisements of products or services offered by commercial organizations or individuals
- Requests for contributions
- Petitions
- Electioneering materials.

Because space is limited, it may not always be possible to post all posters and announcements that are acceptable under the above guidelines. The following priorities will be used to determine which posters and announcements can be posted:

- Materials produced by the City of Collinsville and its agencies
- Announcements of events to be held in Collinsville

- Materials produced by organizations headquartered in Collinsville
- All other announcements

Posters will be displayed for no more than thirty days. The Library is not responsible for the care or return of posters.

### **8.3 DISTRIBUTION OF MATERIAL**

The Library has a limited amount of space available for the distribution of announcements and literature by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Collinsville. Announcements and literature for distribution should be submitted to the Library's Administrative Office. The following items will not be accepted for distribution:

- Advertisements of products or services offered by commercial organizations or individuals
- Requests for contributions
- Petitions
- Electioneering materials

Because space is limited, it may not always be possible to distribute all announcements and literature that are acceptable under the above guidelines. The following priorities will be used to determine which items will be distributed:

- Materials produced by the City of Collinsville and its agencies
- Announcements of events to be held in Collinsville
- Materials produced by organizations headquartered in Collinsville
- All other materials.

### **8.4 MEETING ROOM POLICY**

The meeting rooms of the Mississippi Valley Public Library District are a library resource to be utilized in the fulfillment of the Library's mission as stated by the Library Board (Mission Statement). Uses of meeting rooms which will materially and substantially interfere with the operation of the Library, such as those uses that produce excessive noise, a significant safety hazard, or a significant security risk will not be permitted.

#### **8.4.1 BOARD ROOM**

The Library's Board Room is reserved for meetings of the Library Board and its committees, for meetings of the Library's staff, for meetings of committees and other bodies of professional organizations in which members of the Library's staff are involved, and for meetings of affiliated organizations that exist primarily to assist the



Library in the fulfillment of its mission. In the event of scheduling conflicts, priority will be given to the meetings of the Library Board and its committees.

#### **8.4.2 CARMA WILBERT READING ROOM**

The Wilbert Reading Room is intended for quiet individual reading or study.

#### **8.4.3 PROGRAMMING RESOURCE CENTER**

The Programming Resource Center is primarily intended for the use of adult programmers and tutors which are using the facility to develop a program for use by young people. Children are not allowed in the room unless they are accompanied by a librarian for the purposes of a story time. Programmers that wish to bring their group of children for an excursion to the room may do this on a one time only basis and the group cannot exceed 30 people in total (children and accompanying adults). This can only be accomplished by contacting the Library Director, Adult Services Librarian, or Youth Services Librarian.

#### **8.4.4 FLORENCE BURKHOLDER COMMUNITY ROOM**

The Mississippi Valley Public Library District provides the use of its meeting rooms under conditions established by the Board of Trustees. Library sponsored programs will have priority over all others. Use of the meeting rooms should not in any way interrupt normal library activity. To ensure that the meeting rooms are properly administered the following conditions have been established and will be closely followed.

1. A Meeting Room User Registration form will be made available to any qualified persons of a requesting group who is age 18 years or older. Groups not meeting these criteria must be approved by the Library Board of Trustees.
2. A Meeting Room User Registration form must be submitted prior to requesting a meeting date. This form must be submitted annually by each group using the room. Dates cannot be scheduled more than one year in advance and will not be scheduled over the telephone.
3. Each Meeting Room has a regular setup of tables and chairs. Rooms are rented with these setups only. The requesting group will be responsible for setup and tear down to leave the room in the pre-existing setup and condition before their arrival.
4. The Library has the following equipment available for use in the Meeting Rooms - TV, VCR/DVD player, Easel, Slide Projector, Overhead Projector, Projection Screen, Microphone and Podium, and Chalkboard. The request for

- use of any of these pieces of equipment should be included on the Meeting Room User Registration form.
5. There will a room charge for a five hour or less period of  
\$25.00 per meeting for Collinsville-based (defined as over 50% of membership are from Collinsville) nonprofit organizations  
\$75.00 per meeting of a nonCollinsville-based nonprofit organization  
\$125.00 per meeting for a business or profit based organization  
\$50.00 per hour or any increment of an hour for use of the room outside of normal Library hours
  6. The room will be given free of charge for use by the City of Collinsville, The Unit 10 School District administrative offices for public meetings, and any organization that is associated with the Mississippi Valley Public Library DistrictDistrict such as the Friends of the Mississippi Valley Public Library DistrictDistrict, et.al.
  7. The Meeting Rooms should be paid in advance of the time that the group would like to use it.
  8. When a group finds it necessary to cancel a meeting, it is the responsibility of the applicant to notify the library 48 hours prior to the meeting time or one-half of the charge will be accessed to the group.
  9. The Meeting Rooms are not available holidays or any other day when the main library is closed to the public.
  10. The Meeting Rooms cannot be used for religious or ethical society services or by partisan political groups.
  11. Nothing may be attached to the walls or ceilings. Lighted candles may not be used in the Meeting Rooms.
  12. No smoking or alcoholic beverages are allowed in the Meeting Rooms.
  13. No group may store equipment or materials in the library without the Librarian's permission. The Library is not responsible for loss or damage to any equipment or materials owned or rented by a group in the Meeting Rooms whether with left with permission or without permission.
  14. At the end of every meeting, the group is responsible for placing the room in the condition existing before the meeting began.
  15. The Library Board of Trustees neither approves nor disapproves of the contents of programs or points of view of groups using the Meeting Rooms.
  16. Any deviation from this policy, without Board approval, will result in the responsible group being denied further use of the room.
  17. This policy may be modified by the Board of Trustees at any time.

#### **8.4.5 RESERVATION OF PUBLIC MEETING ROOMS**

Meeting room space should be reserved in advance by completing the "Meeting Room Reservation Form" and submitting it and the necessary fees to the Library's Administrative Office. Reservations must be made at least forty-eight hours in advance of the program and will be accepted up to one year in advance. Space may be tentatively reserved without the payment of fees, but all such reservations will be canceled if the fee is not paid thirty days in advance of the meeting. The person signing the "Meeting Room Reservation Form" will be held responsible for all fees and damages. Applicants must be age eighteen or older. Reservations for programs with a projected attendance of less than ten individuals will not be accepted for the Community Meeting Room. The meeting rooms may be reserved for up to five hours in a single day. The Library should be notified of any canceled meetings or programs. Failure to notify the Library of a cancellation at least forty-eight (48) hours in advance will result in a charge for meeting room fees.

#### **8.4.6 KITCHEN USE AND FOOD SERVICE**

Simple refreshments (coffee, doughnuts, punch, cookies, hors d'oeuvres, etc.) or box lunches may be served at meetings. The kitchen is intended for this kind of use only, and may not be used for cooking. It is not possible for the Library to grant a single group exclusive use of the kitchen during their meeting. Refreshment supplies such as cups, containers, paper goods, tea and coffee are not provided by the Library. Groups using the kitchen are expected to leave it in the condition they found it; failure to do so will result in a clean up charge.

#### **8.4.7 HOURS OF USE FOR THE PUBLIC MEETING ROOMS**

The meeting rooms are available during the Library's regular hours. (Monday through Thursday from 9:00 A.M. to 8:00 P.M.; Friday and Saturday from 9:00 A.M. to 5:00 P.M.; and Sunday 1:00 P.M. to 5:00 P.M.) No meetings will be scheduled prior to the Library's regularly scheduled opening unless prior arrangement have been made and an extra \$50.00 fee per one hour increment is assessed. If arrangements are made at least two weeks in advance, a meeting room may be used after the library's regularly scheduled closing, but the building must be vacated within two hours of the regularly scheduled closing. After hours users will be charged by the hour or part thereof according to the Library's current schedule of fees. This fee is intended to cover the cost of the necessary additional staff. All regular rental fees will be charged as well.

#### **8.4.8 DAMAGES AND LIABILITY**

The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group or organization using the meeting rooms will be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

Any individual, group, or organization holding a meeting in the library must fully release and discharge the Mississippi Valley Public Library District Board, the City of Collinsville, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting. They must further indemnify and hold harmless and defend the Mississippi Valley Public Library District Board, the City of Collinsville, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the meeting

#### **8.4.9 DENIAL OF MEETING ROOM PRIVILEGES**

Failure to abide by the Library's meeting room policy and rules of conduct may result in the cancellation of, or refusal of future reservations.

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### **9. COLLINSVILLE HISTORICAL MUSEUM**

The Collinsville Historical Museum was founded in 1976, when the Collinsville Woman's

Club and the Daughters of the American Revolution were considering a project to commemorate the United States Bicentennial. The museum is housed on the lower level of the library.

All present artifacts and future donations of artifacts are held by the Mississippi Valley Public Library District Board of Trustees.

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## **10. THE IRVING DILLIARD OFFICE**

The Irving Dilliard Office is a room named in the memory of Mr. Irving Dilliard. Mr. Dilliard, an ex-officio member of the Board of Trustees through his death in 2002, served actively on the Mississippi Valley Public Library District Board for fifty-two years (1936-1988). Throughout his career and his life he was a defender of the Constitution and an advocate of education. He was immensely proud of his Collinsville, Illinois roots.

The staff office which carries his name on the lower level of the Collinsville Library will remain a lasting memory of his interest in the Library and his contribution to the original design of the 1935 section of our building.

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## **11. THE BLUM HOUSE**

This turn of the century home, which stands at 414 West Main Street, was donated to the Mississippi Valley Public Library District in 1997 by the Collinsville Building and Loan Association. It was given for uses only consistent with Library purposes. The home was once the residence of the J. Henry Blum family. This family operated the Blum Mfg. Co. which manufactured cowbells.

The Blum House, its' furnishings, and artifacts are under the jurisdiction of the Board of Trustees.

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## **12. FRIENDS OF THE COLLINSVILLE MEMORIAL PUBLIC LIBRARY CENTER**

The Library Board supports the Friends of the Mississippi Valley Public Library District, which is a self-sustaining organization with the main purpose of supporting the Mississippi Valley Public Library District through a wide variety of educational, cultural, social, civic, and fund-raising activities.

The Friends of the Collinsville Memorial Library Center is an independent organization acting in cooperation with the Library Board of Trustees.

### **13. FRIENDS OF THE COLLINSVILLE HISTORICAL MUSEUM**

The Library Board supports the Friends of the Collinsville Historical Museum, which is a self-sustaining organization with the main purpose of supporting the Collinsville Historical Museum, acting as caretakers of the Collinsville Historical Museum and operating under the jurisdiction of the Library Board of Trustees.

The Collinsville Historical Museum Friends is an independent organization acting in cooperation with the Library Board of Trustees.