

**CASE-HALSTEAD PUBLIC LIBRARY
POLICIES AND PROCEDURES**

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NOTE: The Library Policies and Procedures are reviewed and/or revised annually or as needed by the Library Board of Trustees and the Library Director and are subject to change.

Mission Statement

The purpose of Case-Halstead Public Library is to provide books, materials, programs, and services to support the educational enrichment of the community, improve literacy, encourage recreational reading, and to introduce children to the world of books, literature, and learning. Case-Halstead Public Library serves as an important information center for all residents of the greater Carlyle community.

I. Areas of Specialized Interest

- A. Current Topics
- B. Education Support
- C. Business and Careers
- D. General Information

II. General Policy

A constant effort will be made to keep abreast of community changes. Demographic characteristics as well as the growth and development of other Library resources in the community will be factors in determining the direction the Library collection and services will take.

The Case-Halstead Public Library will, within the limits of its financial ability, attempt to provide a lively collection of books and other materials for use by all members of the community. In providing these materials, the Library will adhere to the principle of free inquiry and will exercise impartiality in material selection practices.

The Library considers adult education an important part of its services to the community and the Library collection will include books for use by those borrowers engaged in informal self-education, for seekers of information, and for support of education, civic, and cultural activities of groups and organizations.

While the Library is eager to cooperate with the school systems in providing materials for students, it will make no attempt to duplicate or take the place of any school collection, although some of the same materials may be included in both. It will attempt to serve as a source of materials to enrich school activities of intellectually curious students.

Policies and Procedures Affecting the Public

I. Standards of Service

Library service is rendered on a strictly impartial basis to all individuals and groups in the community. The first duty of the Library Staff is service to the public. Each person is entitled to the same friendly and prompt service.

II. Selection Policy

A. Statement of Purpose

This selection policy defines the standards and outlines the responsibility for materials selection for the Case-Halstead Public Library. Within these guidelines, the librarians use their professional judgment to determine the materials which best meet the objectives of the Library and the needs of the patrons.

B. Criteria for Book Selection

1. General

The general criteria considered in selecting materials include 1)significance and permanent value to the existing collection; (2)qualifications of author or producer; (3)suitability of subject and style for intended audience; (4)quality of format; (5)currency or timeliness, if applicable; (6) patron demand; (7)price; (8)attention given to the item by reviewers and general news media; (9)availability of materials in other libraries; and (10) technical quality of non-book materials. In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context.

2. Non-fiction

Non-fiction titles will be selected for the development of an informed citizenry for the working citizen, for the intellectually curious, and for the purposeful reader of all ages.

In evaluation of non-fiction, the scope of the work, the existing collection on the subject, the possible users, and the date of publication will be considered, as well as the author's qualifications and reputation, source material, accuracy and point of view, literary style and format. Demonstrated patron demand is an essential consideration.

3. Fiction

Fiction titles will be selected to represent the wide range of interests of the general reading public, including classics, titles representing periods and styles of writing, current titles of a lasting nature, and those titles meeting the popular demand for recreational reading. Serious works which present an honest picture of some problems or some aspects of life are included, in spite of coarse language or frankness of presentation.

4. Historical Collection

Items of interest concerning Carlyle and Clinton County history may be purchased regardless of format or literary merit.

5. Paperback

Fiction paperbacks are selected based upon demand and because some titles are available only in paperback. It may be more economical to purchase some non-fiction materials in paperback, especially if the information contained therein is quickly superseded.

6. **Multimedia**
Audio-book selection will be based upon the same criteria as for the print collection. Music CDs, DVDs, and other non-print items will be purchased to satisfy recreational, cultural, and educational needs of the public.
 7. **Teen and Children's Materials**
Teen and children's materials will be selected on the same basis as that of adult materials.
- C. **Public Demand**
Suggestions for materials to be purchased are always welcome from any Library Staff member or patron. Patrons are encouraged to make suggestions by completing an online purchase request or by contacting circulation Staff. All requests are given serious consideration, and the patron will be informed of the Library's decision. An attempt will be made to borrow through inter-Library loan any requested item which is out of print, or that the Library determines does not meet the criteria for purchase.
- D. **Discards and Weeding**
Regular weeding of the collection will be carried on by the Staff to assure a fresh, lively collection. Date of publication, usefulness, circulation record and physical condition of material will be considered in the weeding process. Weeded items may be placed in the Library book sale.
- E. **Controversial Materials**
The Library recognizes that many book selections are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and serving the interest of the readers. Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be sequestered due to the above. Although it is occasionally necessary to restrict access to certain materials to prevent theft or mutilation, this Library will not segregate materials on the basis of controversial subject matter.
- F. **Donation of Books and Audio-Visual Materials**
In accepting a gift of materials, the Library reserves the privilege of deciding if 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 already owned;
 2. Outdated, interesting, but not of sufficient present reference or circulating value to the Library;
 3. Poor condition would not justify the expense of processing.
- The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Case-Halstead Public Library accepts gift books with the understanding that books which are useful to the Library collection will be retained, and other books disposed of in whatever manner the librarian 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.

III. Gifts and Memorials

The Case-Halstead Public Library 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 otherwise been obtained. The Library Director can supply, upon request, a list of needed materials for consideration by the donor.

A. Recognition of Gifts

For memorial books donated to the Library, the Library may place within the book the name of the donor if desired, and memorial books will be placed on "Reference," i.e., non-circulating status. The Library Director will allow checkout at his sole discretion on a case-by-case basis. For other donations, a plate may be purchased to name the benefactor at the discretion of the Library Director.

B. Gift Book Program

The Library welcomes monetary contributions specifically for book purchases 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.

C. Donation of Art Objects and Other Types of Material

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

D. Other Donations, e.g. Monetary

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. All donations are subject to the approval of the Library Director with the support of the Library Board of Trustees.

E. 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 house a donation.

F. Income Tax Statements

The Library cannot appraise the 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 to determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of the situation for the specific effect.

G. Restrictions

No donation can be accepted unless it is given to the Library without restrictions, unless the Library Board of 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 the Library Board of Trustees, they are in the best interest of the Library.

IV. Library Hours

A. Regular Hours

| | |
|-----------------|-------------------|
| Monday-Thursday | 9:00 am - 8:00 pm |
| Friday | 9:00 am - 5:00 pm |
| Saturday | 9:00 am - 2:00 pm |

B. Holidays

The Library is closed on the following holidays, including, but not limited to the following:

| | |
|----------------------------------|------------------|
| New Year's Day | Independence Day |
| Martin Luther King, Jr. Birthday | Labor Day |
| Presidents Day | Veterans Day |
| Good Friday | Thanksgiving Day |
| Easter Saturday | Christmas Eve |
| Memorial Day | Christmas Day |

The Library will close early on the following days:

Parade Day for the Clinton County Fair (close at 5:00 pm)
New Year's Eve (close at 5:00 pm)

Library hours are subject to change. The Library may close due to severe weather or other unforeseen circumstances.

V. Circulating Materials

- A. E-Readers – E-Readers are available for a period of two (2) weeks to a patron in good standing with a copy of a current ID. Patrons will be responsible for replacement costs if the item is damaged in any way when returned. Items will accrue a late fee of \$0.50 per day.

- B. DVDs – Adult patrons may check out up to three (3) DVDs at a time for a period of one (1) week. Any lost, stolen, or damaged items, while in their care, will be the responsibility of the patron. Youth patrons may check out up to 2 DVD's at a time for a period of one (1) week. Adult patrons will be responsible for any and all fines and replacement costs and for any replacement costs associated with any Youth card linked to their account. Items will accrue a late fee of \$0.25 per day and may be renewed twice.

- C. Books, Audio-books, and CD's – All books, audio-books, and CD's can be checked out for a period of three (3) weeks. Adult patrons may check out up to 40 items that may be renewed twice. Youth patrons may check out up to 10 items that may be renewed twice. Any lost, stolen, or damaged items, while in their care, will be the responsibility of the patron. Patrons will be responsible for any and all replacement costs and for any replacement costs associated with a Youth card linked to their account. Items will accrue a late fee of \$0.20 per day.

The restrictions and fines set out above are not intended to be punitive or to raise money for the Library, but rather to encourage patrons to return items in a timely fashion so that more Library patrons have access to the same materials.

Patrons are responsible for the cost of replacement if items are lost.

VI. Laminating Service

Library staff will only provide this service on a limited basis when there are two or more people at the desk and time allows. The size of our machine limits the size of document that can be laminated to 8.5" x 11" maximum. Each item laminated will cost \$1.00 up to 10 inches of material then each additional 10 inches will cost an additional \$1.00.

VII. Internet Use

Patrons will understand and abide by the Internet Access Policy of the Case-Halstead Public Library. Patrons also agree to abide by future changes in policy passed by the Library Board of Trustees.

- A. The computer equipment, purchased and maintained by city taxpayers, is primarily available for Case-Halstead Public Library cardholders in good standing (with fines under \$5.00).
- B. Library Staff does not have expertise in all software programs. The Library does own material related to the Internet which the Staff can help the user locate.
- C. Computer printed material will be charged at \$0.20 per page for black and white copies, \$0.75 per page for color copies. The photocopy machine is located near the Circulation Desk.
- D. Patrons may not upload, transfer, modify, or manipulate Internet files. Because of the risk of viruses, etc., users saving files must use removable media. Please be aware that the Library has no control over the resources on the Internet. The Library cannot guarantee the reliability or currency of information found there. Parents or guardians should be aware that some sites can contain objectionable material.
- E. Users should employ common sense in accessing and displaying materials that may be offensive to others in this, a public setting. Parents and/or legal guardians are responsible for restricting a minor's access to Internet materials. Abuses in the accessing of Internet materials that disrupt Library functions or fellow patrons' use will result in penalties. Penalties can range from exiting a site, logging off the Internet, restriction or elimination of computer access, and/or restriction or elimination of Library access and usage.
- F. Patrons may check E-mail accounts; however, E-mail accounts will not be available through the Library. For their own security, it is highly recommended that patrons not use E-mail shortcuts such as MSN Messenger Service, Yahoo! Messenger, or AOL Instant Messenger.

G. Case-Halstead Public Library patrons may sign up for a one-hour session. If there is no one on the waiting list after that hour, the session may continue until another user requests computer time. PCs will be made available on a first-come, first-served basis. PCs may not be reserved.

H. Social Media

1. Case-Halstead Public Library utilizes various social media applications* to keep the public informed about Library events and topics. This also allows Case-Halstead Public Library patrons to interact with Library Staff and other patrons to share information and opinions about Library-related subjects or issues. The Library's social media sites are maintained and monitored by designated Library Staff.
**Facebook, Twitter, blogs, and all other interactive online applications that facilitate the sharing of opinions and information about the Library.*
2. Comments and postings from the public are allowed, but will be reviewed by Library Staff for content. Appropriate comments and postings must be relevant to the topic posted by Library Staff. Library Staff reserves the right to review all comments and postings and delete inappropriate content. Inappropriate content includes, but not limited to:
 - a. Obscene, sexist, or racist content.
 - b. Harassing Library Staff or other social media users.
 - c. Libelous and slanderous statements.
 - d. Plagiarizing or posting copy-righted material without permission or authority.
 - e. Private, personal information of another person without appropriate consent or authority.
 - f. Comments, postings, and/or hyperlinks not related to the topic of the posting.
 - g. Commercial promotion, advertisement, or spam.
 - h. Photos or other images that fall in any of the above categories.
3. Case-Halstead Public Library is not responsible or liable for content posted by any subscriber or user of its social media sites. By choosing to comment and/or utilize Case-Halstead Public Library social media sites, users agree to these rules.

VII. 3D Printing

A. The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer to create material that is:

1. Prohibited by local, state or Federal law;
2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the manufacturer's terms of use);
3. Obscene or otherwise inappropriate for the Library environment;
4. In violation of another's intellectual property rights (for example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection);
5. May be used as a weapon or part of a weapon.

- B. The Library reserves the right to refuse any 3D print request. Items printed from Library 3D printers that are not picked up within seven (7) days will become property of the Library. Items must be picked up by the individual who printed them. Only designated Library Staff and volunteers will have hands-on access to the 3D printer.
- C. Patrons will be monetarily responsible for damages resulting from misuse or violation of these policies. Use of Library services and materials can be revoked.

VIII. Obtaining a Library Card

A. City Residents

The Case-Halstead Public Library is locally funded by property taxes paid by persons who own property within the city limits. If you live within Carlyle city limits or own real estate in the city, your taxes support the Library and a card will be issued at no charge pursuant to Paragraph VIII. C., below.

B. Non-Residents

Individuals who reside outside the Carlyle city limits are required by Illinois law to purchase a card by paying a fee equivalent to the locally assessed Library tax. Nonresident fees are \$56.00 per year. This fee is based on the average tax paid by city residents. Non-residents are eligible for only one card per household and no Youth Cards are available for Non-Resident patrons.

X. How to Obtain a Library Card

Adults (18 years and older)

1. To obtain a card you will need to show a valid picture ID from a city, state, or government agency such as a driver's license, military ID, or passport.
2. A second piece of identification establishing residency by showing your current address is also required. Acceptable documents include a current utility bill, voter's registration card, vehicle insurance cards, or even personal checks if they include your current address.
3. Non-residents who own property within the city limits need to provide a current tax bill for that property in addition to their picture ID as listed above.
4. Only a library cardholder may use their card to check out Library materials off the shelf. Provisions may be made with Library Staff to pick up items held for family members as warranted.

Youth Library Cards (younger than 18 years of age)

1. A person younger than eighteen (18) years of age whose parent or legal guardian has a valid library card may apply for a youth library card. That parent/legal guardian must present valid identification, proof of residency and sign for the card. The card will be linked to the parent/legal guardian's account.
It is the responsibility of the parent/legal guardian as to what materials are borrowed using a Youth library card.

IX. Rules of Conduct

The Case-Halstead Public Library aims to insure high quality, professional service to all its customers. The Library serves the community most effectively when everyone conforms to the following guidelines.

In order to maintain a pleasant and safe environment for patrons, the Library shall enforce the rules of conduct set out below. A summary of these rules is posted at the Circulation Desk and in the Teen section of the Library.

A. Acceptable Behavior

1. Engage in activities associated with the use of a public Library.
2. Respect the rights of other patrons and Staff members.
3. Reserve the Conference Room if needed to work together as a group of more than six (6) people. Identification is required.
4. Use cell phones and pagers outdoors or in the vestibule. Elsewhere in the Library, cell phones and pagers should be on silent mode, so as to not disturb other patrons.
5. Use photographic equipment of any kind on Library premises only with advance written permission from the Library Director.
6. Park bicycles in the designated rack during a Library visit.
7. Wear shoes and clothing that provides appropriate body coverage at all times.
8. Report violation of these rules promptly to a Staff member.
9. Comply promptly and courteously with all requests by any member of the Library Staff.

Staff.

B. Unacceptable Behavior

1. Participate in disruptive or offensive behavior including but not limited to swearing, using abusive or threatening language, throwing things, running, fighting, harassing, or annoying other patrons in other ways which can be expected to disturb or interfere with other patrons' use and enjoyment of the Library. Disruptive or offensive behavior is determined at the discretion of Library Staff.
2. Solicit for any cause without written permission from the Library Director.
3. Use tobacco products on Library property including: building, walkways, and entryway, parking or landscaped areas.
4. Loiter and/or impede access to the Library or any part of Library property.
5. Appear to be under the influence of alcohol or drugs.
6. Bring animals to the Library, other than service animals needed by people with disabilities or animals permitted by the Library Director for special programming purposes.
7. Use roller skates, roller blades, skateboards or jump ropes on Library property including the Library building, walkways, entryways, parking or landscaped areas.

8. Eat or drink in the Library, with the exception of drinks with lids or food items supplied by the Library.
 9. Be in the Library with bodily hygiene so inadequate as to create a nuisance.
 10. Use restrooms to shave, bathe or launder clothes.
 11. Leave personal belongings unattended. Unattended items are subject to immediate confiscation.
 12. Sitting on tables, or placing feet on furniture.
 13. Deface or damage Library resources or property, or remove them from the Library without permission. The term "Library resources" includes books, magazines, newspapers, audio or video recordings or other items in the Library collection. The term "Library property" includes copy machines, computers, security equipment, and furnishings.
 14. Interfere with Library Staffs' performance of their duties.
 15. Participate in any illegal activities.
- C. Enforcement of Rules of Conduct
1. In the event a patron does not comply with one or more of the Library Rules of Conduct, they will receive one warning by Library Staff.
 2. If a patron's violation of the Rules of Conduct continues, Library Staff may ask the patron to produce personal identification, or he or she may be asked to leave the Library premises. Failure to leave the premises upon request may result in the police being summoned.
 3. Library Staff may also summon police whenever they deem it necessary or advisable to do so to address a person's misconduct.
 4. Once asked to leave the Library premises, patrons will not be allowed to return for a period of one (1) day up to a year, depending on the infraction.
 5. Before a patron is excluded from the Library for a period of more than one day, he or she shall be given an opportunity to discuss the basis for the exclusion with the Library Director or the Director's designee.
 6. Patrons who are asked to leave for more than one week will be notified by letter from the Library Director stating the amount of time and reason for their exclusion.
 7. The letter notice of exclusion shall be transmitted by registered or certified mail, return receipt requested, or by receipted-for delivery by Library Staff, or by police acting in consultation with the Library. A copy of the letter and the patron's receipt for it shall be filed with the Library's Incident Reports documenting the misconduct. The period of exclusion shall begin on the day the letter is signed for or delivered to the patron, whichever is earlier.

D. Unattended Children

The Library is a place for reading, research, and quiet study. Persons of all ages, including children, are expected to respect the rights of other patrons and Staff members by following the Case-Halstead Public Library Rules of Conduct.

The Case-Halstead Public Library encourages parents to consider their children's safety and well-being and the needs of other Library users of all ages, and to talk with their children about appropriate behavior in the Library. Children under age 10 must be attended by a parent or other responsible person over the age of 16 who is present at all times in the Library.

If at any time a child under 10 is unattended, the following will occur:

1. The parent or other responsible person will be paged to determine if he or she is in the Library. If so, he or she will be asked to remain with and supervise this child.
2. If it is determined that the child is in the Library without a parent or other responsible person, a member of the Library Staff will attempt to call the parent and ask the parent to pick up the child. If a parent cannot be contacted, the Staff member will ask the child for the name and telephone number of another relative or caretaker. If the parent or caretaker cannot be reached within 30 minutes, Carlyle Police will be called to assume responsibility for the child.
3. The Library assumes no responsibility for children left unattended on Library premises. Carlyle Police may be called if a child is left at the Library after the Library has closed.

X. Concealed Carry – Guns on Library Property

The Case-Halstead Public Library follows the Illinois State Law which prohibits the carrying of *any* weapon, concealed or partially concealed, in the Library building or on Library property. In conformance with State Statute, the Library has posted at all entrances to the building the required signs as approved by the Illinois State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

XI. Medical Injuries and Emergencies

The Case-Halstead Public Library Staff will respond in an appropriate and considerate manner to provide assistance in the event of a medical emergency or accident where injuries are sustained.

A. Insurance

The Library will maintain insurance in a sufficient amount to address claims arising from accident and/or injury of patrons or Staff.

B. Accidents

Response will vary depending on the severity of injury.

1. Minor Injury

First aid will be provided only by trained persons. In the event or occurrence of any injury requiring first aid, 9-1-1 may be called. If a person in the building identifies himself/herself as a medical professional and offers assistance, Staff should neither encourage nor discourage treatment of the injured person.

First aid kits are kept at the Circulation Desk and in the Storage Room and are available as needed. Band aids, antiseptic, gauze, etc. may be offered to those who have cuts, bruises, scrapes, etc.

2. Minor Injuries to persons under the age of 18

a. Responsible Adult Present

If a responsible adult is present, he/she should perform any treatment needed (as applying the bandage to the wound). Staff members should provide assistance as needed.

b. Responsible Adult Absent

If no responsible adult is present, the parent/guardian will be called to (1) explain injury or illness, (2) report what actions have been taken by Library Staff, and (3) ask the parent or guardian what further action the Library should take,

including whether the minor should be held for pick-up or if they will provide consent to release the minor.

In some instances it may be appropriate to call 9-1-1 before calling the parent. A follow-up letter reporting the incident will be mailed to the parent/guardian by the Library Director. If the Library was unable to reach the parent/guardian, this letter will note that an unsuccessful attempt was made to contact the parent/guardian. If consent was given to release the minor, mention will be made that this was done at the direction of the parent/guardian. Two copies of the letter will be sent with a request that one copy be signed by the parent/guardian to acknowledge receipt and returned to the Library.

3. Minor Injuries to patrons 18 years of age and older
Patrons 18 years of age or older will be asked if they want to contact a family member and receive first aid. If first aid is refused, Library Staff is required to complete an *Accident Injury Report*, making a note that first aid was refused.
 4. Major Injuries and Medical Emergencies
9-1-1 will be called immediately and the responding paramedics will be directed through the main Library entrance to the location of the injured individual(s). A member of the Library Staff will stay with the victim until help arrives. If the victim is wearing a "Medic Alert" tag this will be pointed out to the responding paramedics. Family will be notified as appropriate and when possible. Library Staff is required to call 9-1-1 in any event, even if assistance is refused. Emergency personnel will have the injured adult sign a release form stating that he/she voluntarily refused medical treatment.
- C. Biohazard Safety
The Library will provide in-service training for Library Staff concerning biohazard exposure. A bi-annual training/review session will be held for Library Staff in cooperation with appropriate paramedic/medical emergency Staff. Any incident involving biohazards should be handled only by professionally trained individuals. CALL 9-1-1 in these instances.
- D. Accident Injury Reports
An Accident Injury Report will always be prepared for any emergency incident, or one in which a patron sustains an injury, and given to the Library Director for the Library's records. A copy of this form is appended to this policy.

XII. Bloodborne Pathogen Policy

This policy pertains to spills of blood or other bodily fluids. It is not a first aid/emergency Response procedure. This policy is specific to clean-up of these fluids.

In the event of a serious injury resulting in a release of blood or other bodily fluids which would

Contain pathogens (e.g. HIV or HBV), the first step is to treat the injured party. Library Staff should familiarize themselves with the Library's Medical Emergency Procedure.

Spilled bodily fluids should not be cleaned up without appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled bodily fluids need clean-up, this procedure ***must be followed*** by all Library Staff:

- A. Advise the Library Director or other supervisor on duty. The Library Director (or other supervisor) should supervise the individual(s) doing the actual clean-up.

- B. Clean up the spilled bodily fluids as follows:
1. Put on protective equipment.
 2. Spread absorbent material on the spilled bodily fluids, e.g., paper towels or other material designed for this purpose.
 3. Neutralize the potential pathogens with a disinfectant. Cover the spilled bodily fluids for 15 minutes.
 4. Using paper towels, pick up material as best possible. Place all potentially contaminated material in a *leak-proof* plastic bag.
 5. Sweep/mop any additional neutralized/absorbed fluids and place in the *leak-proof* bag.
 6. Clean sweep/mop materials with hot, soapy water.
 7. Remove gloves from inside out and place in the *leak-proof* bag.
 8. Secure the bag and discard it as other trash.
 9. Wash hands thoroughly in hot, soapy water.
- C. After all activity is completed and checked by the Library Director or other supervisor, the Library Director or other supervisor on duty should complete the *Bloodborne Pathogens Exposure Incident Report* form as directed on the form.

Policies and Procedures Affecting Programming and Displays

I. Meeting Room Policy

In keeping with the Library's mission to offer a welcoming place for community interactions, the Maddux Community Room is available for non-profit purposes by government agencies and community groups for informational, educational or cultural meetings and programs.

Use of the meeting room does not constitute endorsement, support, or co-sponsorship of the event or of the viewpoints expressed.

A. Eligible Groups

1. Clubs whose intent is educational or cultural in nature;
2. Academic classes or study groups of more than two (2) people;
3. Professional, Business or honorary groups;
4. Organized School or academic groups which have a civic interest or goal;
5. Public lectures, panel discussions, and workshops;
6. Political forums sponsored by a civic organization;
7. Local authors who have a pre-approved, once-per-title sale of their books or media;
8. Library-sponsored performers or authors with pre-approval to sell their sound recordings, videos or books related to their performances.

B. Ineligible Use

1. Any person or group meeting for a profitable reason, including promoting, advertising, or selling commercial products or services;
2. Meetings or social events for personal purposes;
3. Religious worship services;
4. Political campaign meetings or events;
5. Use by any group that has violated Library meeting room policies on prior visits.

C. Reservations

One person will be required to sign for the group for all reservations. Individual making the reservation must have a valid Library card or ID with current contact information with the understanding that any damage caused by the users' will result in expenses charged to the individual. The individual reserving the room must be at least 18 years of age. If the meeting ends after regular Library hours, this individual is also responsible for ensuring that the main entrance doors are locked.

1. Reservation Form

The meeting room must be reserved by using the *Meeting Room Use Agreement* form located on the Library's website and at the Circulation Desk. Reservations may also be made by telephone, but they are not confirmed until the *Meeting Room Use Agreement* form has been completed, signed, and returned to the Library. All Meeting Room Use Agreements will be reviewed by the Library Director.

2. Scheduling Limitations

Reservations may be made up to three (3) months in advance and are honored on a first-come, first-served basis. No single group may have more than nine (9) meetings in a nine (9) month period. Exceptions can be made at the discretion of the Library Director.

Library programs receive priority in the scheduling of meeting rooms. The Library reserves the right to revise established reservations upon two (2)-weeks' notice to the individual who made the reservation.

Requests for meeting room use may be denied if the noise from the planned activity would disturb the normal operation of the Library.

3. Cancellations

If a scheduled event has been cancelled, the group must notify Library Staff as soon as possible. If a group cancels scheduled meetings more than twice without notifying Library Staff, the group may be denied future use of the meeting room.

D. General Room Use Policies

The contact person for each group is responsible for ensuring that each member of his/her group is aware of and abides by these policies.

1. Availability and Use

The meeting room is available during the hours the Library is open in the manner set forth by this policy and in a manner consistent with the mission of the Library.

Meetings must begin at least ½ hour before the Library closes. If the meeting room is still in use after Library hours, arrangements for exit must be made with Staff. Weekend and off hour availability must be arranged with Library Director in writing.

2. Admission Fees and Donations

All meetings shall be open to the public. Groups may not charge admission or take up collections or donations. The sale, advertisement or promotion of commercial products or services is prohibited. Fees for meals or program materials are permissible as long as attendance is not dependent upon the payment of such fees.

3. Furniture and Room Setup
Groups are responsible for setting up the meeting room tables and chairs and returning them to the furniture closet before leaving. The meeting room must be left in good order and in the condition in which it was found. Meeting room furniture and equipment may not be removed from the building.
4. Decorations
Attaching materials of any kind to the walls, floors, ceilings, or doors is not permitted. There are tackable surfaces on the east and south walls of the room which can be used.
5. Damages
The group will be liable for custodial maintenance, repair or replacement if any damage is done to the premises, furniture, or equipment and may be denied future use of the meeting room.
6. Children and Teens
Meetings of individuals under the age of 17 years or younger must be supervised by an adult who will remain with them at all times. If minors are still present at the Library's regular closing time, an adult must remain with them until parents or caregivers pick them up.
7. Storage of Equipment and Supplies
The Library cannot provide storage space for equipment or supplies for groups using the meeting room. The Library is not responsible for equipment or articles brought into the building or left in its rooms.
8. Contact Information
Groups or organizations may not use the Library's address or telephone number as its contact information. Library Staff is unable to deliver messages except in an emergency.
9. Publicity
All publicity must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor.
10. Banned Substances
Smoking, alcoholic beverages, and the use of candles, open flames or hazardous materials are not allowed on Library property. No tobacco, vapor, e-cigarettes or illegal substances are permitted.
11. Departure
Please notify Library Staff when your group leaves the room so it can be locked.
12. Open Access
The Library Staff reserves the right to enter the meeting room at any time.

E. Using A/V Equipment

The room has Wi-Fi, projection equipment and a drop-down screen, audio components, and wireless microphones available for use.

The Library cannot provide operators for the equipment. The first time an individual or a group intends to use the A/V equipment, a representative must contact Library Staff to arrange for a brief training session **before** the scheduled event.

Users are responsible for the replacement or reprogramming cost of remote controls, microphones, and computer and audio cables should they become lost or damaged.

F. Kitchen Facilities

1. Equipment provided: Microwave, refrigerator, sink, coffee maker. The Library does not provide other supplies, such as cups, napkins, or coffee condiments.
2. Intended Use: The kitchen may be used for serving light refreshments and snacks; it is not to be used for food preparation. Small appliances are not allowed, unless pre-approved by the Library Director. Food and beverages may not be taken elsewhere into the Library. Food is allowed with the exception of red, orange, and purple beverages due to staining.
3. Clean Up: Users agree to clean the kitchenette immediately following the meeting. Garbage is to be disposed of in the proper receptacle in the kitchen area. No food may be discarded in the sink. If the kitchen is not cleaned, a cleaning fee will be assessed.
4. Table covers are required for activities which might stain or mar tables such as food or crafts.
5. The blocking of entrance and exit doors in any manner is prohibited.
6. Any group is expected to conduct its proceedings in a quiet orderly fashion, causing no disruption in normal Library activities.
7. Adults who bring children to a meeting must keep the children with them in the assigned meeting room. Children may not sit or play in the Library or be left unsupervised.
8. Children's group using the meeting room must be supervised by at least one adult for every ten children.

G. Fees for Use – Maddux Community Room

1. \$25.00 - Nonrefundable fee when using the Maddux room after Library hours.
2. \$25.00 - Nonrefundable fee if food and/or beverage are to be served.
3. \$50.00 - Refundable fee for the use of the AV equipment. Library Staff will go over an equipment checklist; if all items are satisfactory, the fee will be refunded.

There is no fee for the use of the Maddux room if the room is used during Library hours and no food is served.

H. Clean Up Procedure

1. Deposit all trash in the receptacle provided.
2. Coffee maker should be clean and turned off.
3. Wipe kitchen counter tops and kitchen sink.
4. Wipe down tables and chairs.
5. Clean any food or waste from the floor.
6. Remove all leftover food from the premises.
7. Remove all disks, CDs, and DVDs from equipment.

8. Turn off all electronic equipment.
9. Turn off all lights.

II. Book Signing Policy

An author will not be considered for a book signing at Case-Halstead Public Library unless the author speaks about his/her book or books at a program sponsored by the Library.

III. Display Case Policy

The Board of Trustees and Library Staff gratefully acknowledge the donation of a display case by Mrs. Bea Frank in loving memory of her husband, Ed Frank, and in honor of the 70th anniversary of the establishment of the Case-Halstead Public Library in the year 1938.

The display case is intended for use by civic organizations, community groups, or individual members of the public. While the Library makes every effort to honor scheduling commitments, the Library reserves the right to postpone, reschedule or curtail any exhibit. Furthermore, any exhibit may be cancelled at any stage if the Guest Exhibitor has not met the agreed upon terms and conditions stated below. Guest exhibits may be rescheduled if any proposed exhibit conflicts with the Library's need for the exhibit space. The Library retains the right of refusal and is not obligated to accept any exhibit offered for display.

- A. Exhibits may not commercialize or editorialize personal or partisan opinions or viewpoints, but should inform and educate the public. The Library Director retains the final acceptance or refusal to display the exhibit.
- B. The Library Director will schedule and coordinate all exhibits on a first-come, first-served basis. Reservations for the display case may be made up to three (3) months in advance. However, display case reservations should be made at least two (2) weeks prior to display installation. If the guest exhibitor does not have a display in place by the third day of the reservation, the display case will become available to others. The display case may not be reserved on a repeated or on-going basis. Display maximum is one (1) month.
- C. Guest Exhibitors will pay any special costs incurred in mounting their exhibit, including the repair of any damage to the Library or Library property caused during installation or removal of an exhibit. No tape, glue, screws, staples, or nails are permitted in or on the display case, or on the Library walls. The Guest Exhibitor is expected to leave the display case in the same condition in which it was found.
- D. All items are to be removed from the Library on the last day of an exhibit at a mutually agreed upon time between the Guest Exhibitor and the Library Director. Failure to do so may result in denial of future privileges. Removal of all articles from exhibit must be within two (2) weeks after the end of the exhibit, otherwise exhibited items will be forfeited and disposed of at the discretion of the Library Director.
- E. The Library is not responsible for items damaged, lost, or stolen from any display.

The display case will be locked immediately after the display has been installed and will remain locked, unless and until the contents are removed by the Guest Exhibitor or appropriate Library Staff. The key for the display case will remain in the possession of the Library Director.

Policies and Procedures Affecting Personnel

I. Employment

- A. Age, race, creed, color, gender, sexual orientation or national origin shall never be grounds to employ or not employ any applicant.
- B. All appointments to the Staff are made for a probationary period of 26 weeks, during which time the employee may be released for incompetence or misconduct at the discretion of the director. At the end of the probationary period an evaluation of performance will be made by the director and then submitted to the Library's Board of Trustees for approval.

Absent a contract or other written agreement, employment with the Case-Halstead Public Library is on an at-will basis. Policies set forth in this manual are not intended to create a contract, or are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Library and any of its employees. The Board of Trustees may amend the provisions of the manual at any time.

- C. The Library Director will evaluate and present a performance evaluation to each new employee after six (6) months of employment.
Each employee of the Library will have a performance evaluation every year.
- D. Employees of Case-Halstead Public Library will have one year from their hire date to attain residency in the City of Carlyle, though discretion by the Library Board can add an additional 60 days if residency is being actively sought by the employee. In no instance can the residency requirement exceed one year and 60 days.

II. Chain of Command

For questions about personnel policies, suggestions, unresolved evaluation disagreements, and any other concerns the employee may have, the employee should use the following Chain of Command:

- A. Library Director
- B. Chair of the Board of Trustees' Personnel Committee
- C. President of the Library's Board of Trustees

In the event an issue involves a superior in an employee's direct Chain of Command, the employee should skip to the next level in the Chain.

III. Employee Conduct

- A. The primary function of all Library Staff, including volunteers, is to serve all patrons cheerfully and promptly. Professional behavior and neat appearance are required.
- B. It is the Library's policy that all employees and volunteers are responsible for assuring that the work environment is free from discrimination, harassment of any nature including but not limited to sexual intimidation, hostility, offensive behavior and/or language, threats of any kind, aggressive behavior, physical or emotional injury, name calling, use of a weapon, assault and/or battery. Any harassment or discrimination of any nature by any employee is strictly prohibited and will result in disciplinary action including possible dismissal.
- C. It is the Library's policy not to tolerate substance abuse of any nature on Library property or by any Library employee or volunteer reporting for work. Any action of this type is strictly prohibited and will result in disciplinary action including possible dismissal.

IV. Employee Work Schedules

- A. Employees hired before January, 2011, will be limited to 600 hours per year. Employees hired after January, 2011, will be limited to 1000 hours per year. Hours are regularly scheduled and employees are required to be at the Library and ready to work by the beginning of their shift.
- B. Any deviation from the assigned schedule MUST be approved in advance by the Library Director.
- C. Sick Leave. If an employee is unable to attend their shift at the Library, then he/she must contact the Library Director by phone or email at least two (2) hours before the beginning of their scheduled start time.
- D. Vacation. Part-time employees are not eligible for accruing vacation time but may set up vacation absences with the Library Director and are responsible to find replacements for the vacation absence period.
- E. Extended absence due to illness. If an extended absence due to illness is required, then the employee must inform the Library Director as soon as possible so that other arrangements can be made.
- F. Breaks. Part-time employees may take a single 15 minute break during a work shift.

V. Salaries, Job Classifications, Performance Evaluations, and Salary Adjustments

- A. Pay Period. The Library payroll is the responsibility of the Library Director and is turned in to the City every two (2) weeks. Library employees receive payroll checks on alternate Fridays. Part-time employee's record daily hours worked on time sheets in the office; these are tabulated by the Library Director and turned in to the City.
- B. Salary Schedule. The Library salary schedule is reviewed regularly by the Library Director and Board of Trustees. Payroll adjustments are based solely on merit and budgetary considerations; they are not automatic. Payroll adjustments will become effective at the beginning of the fiscal year and all employees are eligible after completing at least one (1) full year of employment. After an employee completes one (1) year of satisfactory service as evaluated by the Library Director, an hourly pay adjustment will be at the discretion of the Library Director, and effective the next fiscal year. Please see the section on Performance Evaluations directly below for more information.
- C. Performance Evaluations: The purpose of a performance evaluation is to provide the employee with feedback concerning his/her execution of job-related duties. A performance evaluation may be held any time that an employee's supervisor or the Library Director deems necessary. However, performance evaluations for all employees will be conducted a minimum of once a year and are normally conducted in December so that merit raises may go into effect on May 1 at the beginning of our fiscal year. Performance evaluations are conducted as interviews and are designed to provide ample opportunity for both supervisor and employee to discuss concerns, achievements, and goals for the next year. The current performance evaluation form is attached to this policy. Copies of performance evaluations become part of an employee's personnel file. Should an employee feel his/her evaluation to be unfair, they may follow the grievance procedures outlined in the Library's Workplace Harassment Policy.

VI. Workplace Harassment Policy

The purpose of this policy is to guide the Library Board of Trustees, Library Director, and Staff in providing a work environment that is free from harassment of any employee by another employee, supervisor, contractor or customer.

Harassment negatively affects morale, motivation and job performance. It results in increased absenteeism, turnover, inefficiency and loss of productivity. It is inappropriate, offensive, and illegal, and will not be tolerated.

I. Prohibited Conduct

This policy prohibits conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an offensive work environment, and forbids harassment of any kind (i.e. race, religion, color, age, disability, sex, etc.)

Examples of conditions or behavior that may be harassment when unwelcome or repeated are: (1) sexual flirtations, advances, or propositions; (2) physical contact or touching, such as patting, pinching, brushing against another's body, or impeding or blocking movement; (3) verbal comments or statements regarding an individual's race, sex, color, national origin, religion, or age, such as epithets, derogatory comments or slurs, jokes, graphic or degrading comments; (4) visual displays in the workplace, such as posters, cartoons, display of suggestive, derogatory or degrading objects, pictures or drawings.

J. Sexual Harassment

Sexual harassment is a form of sex discrimination and is an "unlawful employment practice" under Title VII of the 1964 Civil Rights Act. It is illegal when it is part of a supervisor's decision to hire or fire someone; when it is used to make other employment decisions like pay, promotion or job assignment; when it interferes with the employee's work performance; or when it creates an intimidating, hostile or offensive work environment.

Sexual harassment is defined as deliberate or repeated behavior of a sexual nature, which is unwelcome. In addition to the behaviors described in Paragraph VI.A. above, this policy prohibits any demand or subtle pressure for sexual favors accompanied by promises or threats relating to an individual's employment, performance or status.

K. Responsibilities

Every employee of Case-Halstead Public Library is expected to refrain from behaviors or activities in the workplace that may be considered harassment. The Library Director is responsible for ensuring a safe work environment and will treat any observed or reported incident of harassment as a potentially serious breach of organizational policy as well as a potential violation of the law.

Individuals who feel they have been subjected to harassment must immediately report the incident to the Library Director. In the event an issue involves a superior in an employee's direct Chain of Command, the employee should observe the Chain of Command (see Paragraph II. above.)

These complaints will be directed to the Library Board's Personnel Committee, which is authorized to deal with discrimination complaints. Employees who experience harassment are encouraged to politely, but firmly, confront the harasser and ask the person to stop.

An employee may also file a complaint using the Library's complaint process.

L. Complaint Process

Complaints of harassment will be dealt with promptly. An individual who harasses another will be disciplined as in any other case of serious, potentially illegal employee misconduct.

The often-confidential nature of such a report is recognized and privacy will be respected where appropriate during investigation and corrective efforts.

A form, *Case-Halstead Public Library Harassment Complaint Report*, should be completed to compile basic information to conduct an investigation of the alleged harassment.

E. Retaliation

Retaliation of any kind directed against an individual who reported such harassment is strictly prohibited.

VI. Petty Cash Fund

The Library has a Petty Cash Fund for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of such fund will not exceed \$150.00. The Library Director will be the custodian for the Library Petty Cash Fund as appointed by the Board of Trustees. The Library Director shall administer and be responsible for the security of the funds and the control of disbursements.

To ensure that these funds are properly managed, the following guidelines shall be followed:

- A. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
- B. Payments may be made from Petty Cash Funds for materials, supplies or services that require immediate payment, but it is not to be used for frequently purchased items.
- C. Sales tax on purchases will not be paid from Petty Cash Funds.

The Library shall reimburse Petty Cash Funds up to the extent of expenditures, with appropriate documentary support and as approved by the City of Carlyle's claims auditor.

Library Director

The Library Director is responsible for Library operations, Library Staff and volunteers, and reports to and is supervised by the Library Board of Trustees.

I. General Duties

- A. Manage and direct the daily operations and activities of the Library within the framework of the Library's goals and objectives, policies, and budget.
- B. Greet customers and provide service using model customer service behaviors.
- C. Exhibit honest and ethical conduct at all times.
- D. Promote climate of mutual respect, encourage positive self-image, build, and maintain friendly, cooperative working relationships with the Board of Trustees, Library Staff, patrons, volunteers, and the general public.
- E. Maintain responsibility for assuring that Library Staff and patrons adhere to all Library policies and procedures.
- F. Perform collection development duties as outlined in the Collection Development Policy.
- G. Remain current with and regularly utilize Library publications, informational journals, and online resources.
- H. Responsible for completion of annual Goals and Objectives.
- I. Responsible for transactions and procedures involving all funds at Library, including but not limited to petty cash fund, checks and cash received by mail and in person, bank deposits and appropriate documentation, and appropriate documentation and backup of any and all expenses incurred by any employee.
- J. Keep current with knowledge of and proper usage of computer software and hardware, audio-visual equipment, and Library equipment.
- K. Respond to reference and informational inquiries using model customer service behaviors and designated reference tools and procedures.
- L. Monitor and respond to demographic, cultural, and other changes in the service area by recommending modifications of current services and policies.
- M. Assist and be actively involved with the Board in planning annual long- and short-term goals.
- N. Maintain and assure confidentiality in personnel matters, financial matters, and all associated files and records.
- O. Recommend policy and procedure updates to the Board as necessary.
- P. Participate in cooperative purchasing opportunities.
- Q. Keep complete, accurate, and organized records of all property, inventory, and facility equipment.
- R. Manage facility maintenance and property needs and make recommendations to the Board of Trustees for changes and improvements as needed.
- S. Attend Board of Trustees meetings and file Library Director's report.
- T. Attend and report on other meetings when requested by the Board.
- U. Work an average of forty (40) hours per week.
- V. The Library Director is also required to meet all of the physical, mental and environmental conditions as the Library Staff and fill in for Staff as needed.

II. Supervisory Duties

- A. Regularly review, analyze and respond to circulation performance.

- B. Train, schedule, supervise, and coach all Library Staff; including volunteers.
- C. Conduct performance evaluations.
- D. Recognize and utilize, as appropriate, the skills, talents, and initiatives of Library Staff.
- E. Regularly provide staff development opportunities to all Library Staff.

III. Programming Duties

- A. Coordinate, plan, promote, and publicize all Library programs and outreach activities and events.
- B. Regularly review, analyze, and respond to program and outreach events and activities, and make recommendations to Board for improvements or changes.
- C. Serve as liaison between Library and communities in service area by maintaining positive relationships with local groups, community leaders, and individuals, and by participating in community events as time permits.
- D. Host school and other appropriate groups in the Library as appropriate.

IV. System Duties

- A. Manage and remain current on InterLibrary Loan Procedures.
- B. Manage and remain current on Illinois and IHLS statutes and directives.
- C. Develop procedure for Staff regarding government or other official inquiries, subpoenas, court orders, and other valid legal requests for information required by law. Ensure that a procedure is readily available for Staff at all times.
- D. Keep complete, accurate, and organized records of all local, county, state, and federal reports and documents.
- E. Attend monthly Library Director's Meetings at Illinois Heartland Library System.
- F. Complete all Reports as Directed by Illinois Heartland Consortium, the Illinois State Library and/or as statutorily mandated to the Library Board and the City of Carlyle.

REPORTS DUE:

Note: Budget Process begin mid-January
 Budget Process completed by end of March

Statutory Reports Due:

Illinois Public Library Annual Report—IPLAR--(Due 60 days from end of previous Budget year
 Or June 30.

Report to City of Carlyle due 30 days from end of Budget year or May 30, including tax levy request.

Illinois Heartland Reports on Cloud Library books and consortium borrowing numbers.

Illinois State Library Annual Report on Reciprocal Borrowing due August 31.

Monthly Reports to Library Board:

- Library Director's Report
- Utility Report
- Monthly Income and Expenditures Report
- Monthly Statistics Report

Library Assistant / Circulation Staff

I. Typical Responsibilities of Position

Under general supervision, performs public service work or technical service work, serving Library patrons directly or indirectly.

II. Duties/Examples of Work

- A. Performs circulation desk procedures, such as checking materials in and out, registering patrons, and collecting fines, etc.
- B. Checks in deliveries of interlibrary loan materials.
- C. Follows policies and procedures for registration, circulation, technical services, and reference.
- D. Performs acquisition procedures, such as ordering, checking in materials and claiming periodicals.
- E. Assists with collection maintenance, such as weeding and shelf-reading collections.
- F. Inventories Library supplies.
- G. Assists patrons with reference and routine reader's advisory service.
- H. Directs patrons to proper Staff for more detailed reference and reader's advisory service.
- I. Presents Library programs, organizes special displays and distributes publicity.
- J. Processes, withdraws, repairs, or reconditions Library materials.
- K. Assists patrons with computer use and other mechanical operations of Library equipment.
- L. Empties book drop and takes returned items to the proper place for checking in.
- M. Performs light housekeeping.
- N. Performs other duties as assigned by the Library Director.

III. Knowledge and Abilities

- A. Ability to effectively present information and respond to questions from patrons.
- B. Ability to maintain confidentiality of Library patron information.
- C. Ability to follow detailed instructions.
- D. Ability to gather statistics.
- E. Ability to operate Library business machines properly, which may require knowledge of databases and search methods.
- F. Ability to understand Library policies and procedures and apply them to Library operations.
- G. Ability to use computer software and manage computerized files.
- H. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- I. Considerable knowledge of Library methods and procedures and ability to apply them to Library operations.
- J. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
- K. Keyboarding and filing ability.

- L. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
- M. Working knowledge of English grammar and spelling.

IV. Physical Demands of the Position

- A. Ability to work in confined spaces.
- B. Bending/twisting and reaching.
- C. Far vision at 20 feet or further; near vision at 20 inches or less.
- D. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
- E. Handling: processing, picking up and shelving books.
- F. Lifting and carrying: 25 pounds or less.
- G. Mobility: travel to meetings outside Library.
- H. Pushing and pulling: objects weighing 100-400 pounds on wheels.
- I. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
- J. Talking and hearing; use of the telephone.

V. Mental Requirements

- A. Ability to apply technical knowledge.
- B. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
- C. Ability to deal with abstract and concrete variables.
- D. Ability to interpret technical regulations and instructions.
- E. Communication Skills: effectively communicate ideas and information both in written and verbal form.
- F. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
- G. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- H. Time Management: set priorities in order to meet assignment deadlines.

VI. Environmental/Working Conditions

Flexible work hours; evening and weekend hours.

VII. Equipment Used

Audiovisual equipment, book truck, calculator, cash register, copy machine, fax machine, general computer programs, Library automation system, microfilm/fiche reader/printer, telephone/TDD/TTY, typewriter.

Case-Halstead Public Library

Library Director Succession Policy

Purpose: The purpose of this policy is to establish the Case-Halstead Public Library Director Succession Plan.

I. Director's Continuing Responsibilities

- a. The Library Director shall develop a checklist and train library staff in all aspects of the day to day operations of the Library and include a list of vital instructions containing:
 - location of all library records, vital documents, policies and contracts; to include Backup computer files and passwords.
 - procedures for paying library bills, turning in library payroll, cash handling procedures within the library
 - The use of the Open Meetings Act and the Freedom of Information Act in all aspects of library operation.

 - how to produce necessary reports for the library board, library system and for the Illinois State Library where applicable.

II. Resigning or Retiring Library Director

- a. The Library Board will determine the exact retirement date of the current Library Director.
- b. The Library Board will determine a specific target date to bring on a new Library Director.
- c. The Library Board will appoint an interim library director.
- d. The Library Board president will nominate a Search Committee of 3 current library board members to find a new permanent Library Director. If possible, the current Library Director will be an ex-officio member of the search committee.

- e. The Search Committee will begin as soon as possible to:
 - update the job description for the Library Director.
 - develop a profile of the preferred candidate.
 - determine salary range and terms of the contract to be offered.
 - identify appropriate advertising media to be used to advertise for a new Director.
 - establish a schedule to complete interviews, reference checks and final selection.
 - determine who will conduct the interviews and what questions will be asked.
 - determine the extent of staff involvement in the search process.
 - establish a process for communicating search progress to the full Library Board.

- f. The Search Committee will seek approval of the full Library Board for all of the above.

- g. The Search Committee will recommend no more than three nor less than two candidates for review.

- g. The Library Board will interview the final candidates and select the new Library Director.

- h. External candidates and current employees will be invited to apply for the position, where applicable.

- i. The Library Board will set dates for a 6 month review of the new Library Director's performance. This review will be an informal discussion between the Library Board and the Library Director for the purpose of assisting the Library Director to understand Library Board needs and intent, as well as affirmation of good Library Director Performance.

The Library Board will do a formal written performance evaluation of the Library Director after approximately 1 year of employment and then annually.

III. Sudden Loss of Library Director

- I. Plan of operation—If it becomes necessary to implement emergency procedures the Library Board will meet as soon as possible with library staff to:
 - a. Appoint an interim Library Director.
 - b. Establish and implement a plan for continued operation of the library with the assistance of the interim Library Director.
 - c. Establish a schedule of Library Board meetings to provide support for the interim Library Director.
 - d. As soon as possible after the designation of the interim Library Director, the Library Board will implement the applicable procedures from the first half of this policy.

SAMPLE FORMS

Bloodborne Pathogen Report of Response

Incident Report

Harassment Complaint Report Form

Meeting Room Agreement

Complaint Report

Accident/Injury Report

**CASE-HALSTEAD PUBLIC LIBRARY
BLOODBORNE PATHOGENS EXPOSURE INCIDENT REPORT FORM**

Supervisors **must** complete this form immediately after a first aid incident where blood or other potentially infectious materials was present. Notify and consult with the City Hall Office Manager at 618-594-2468 regarding the proper procedures in response to a confirmed exposure incident. This form will be reviewed by the Board of Trustees and kept on file at the Library and City Hall.

An **exposure incident** is defined as a specific eye, mouth or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials. Parenteral contact means piercing mucous membranes or the skin through needlesticks, human bites, cuts or abrasions.

Date of Incident: _____ Time: _____ Circle AM or PM

Location of Incident: _____

Name(s) of Injured Person(s): _____

Name(s) of Designated First Aid Responders Who Rendered Assistance: _____

Name(s) of Others Who Rendered Assistance: _____

Briefly describe the first aid incident: _____

Did an exposure incident occur? Circle YES or NO. If yes, the list name(s) of exposed persons and describe the nature of the exposure (type and source of bloodborne pathogen, how contact occurred, extent of exposure, clean up of exposed area).

Were all exposed employees offered an opportunity to receive a medical evaluation, HBV vaccination and medical follow-up as required? Circle YES or NO.

Supervisor's name: _____ Date: _____

**CASE-HALSTEAD PUBLIC LIBRARY
HARASSMENT COMPLAINT REPORT FORM**

Name of employee making a harassment complaint: _____

Department name: _____

Immediate supervisor: _____

Name of person(s) against whom the complaint is made:

Name(s) of witness(es):

Please use this space below to describe the incident(s). You may attach additional pages if needed (make sure pages are numbered, dated, and signed):

Signature of person filing complaint: _____

Date complaint filed: _____

Complaint received by: _____

(Title)

Date report received: _____

**CASE-HALSTEAD PUBLIC LIBRARY
COMPLAINT REPORT FORM**

Name of person making a complaint: _____

Department name: _____

Immediate supervisor: _____

Name of person(s) against whom the complaint is made: _____

Name(s) of witness(es): _____

Please use this space below to describe the incident(s). You may attach additional pages if needed (make sure pages are numbered, dated, and signed):

Signature of person filing complaint: _____

Date complaint filed: _____

Complaint received by: _____

(Title)

Date complaint received: _____

Resolution reached: _____

**CASE-HALSTEAD PUBLIC LIBRARY
INCIDENT REPORT FORM**

Name of employee filling out report: _____

Immediate supervisor: _____

Names of those involved in the incident: _____

Name(s) of witness(es): _____

Please use this space below to describe the incident(s) and how it was handled at the time. You may attach additional pages if needed (make sure pages are numbered, dated, and signed):

Signature of person filing report: _____

Date report filed: _____

Received by: _____

(Title)

Date Report Received: _____

If Applicable, Please Diagram the Incident

(Meeting Room Agreement is on the last page of the Policy that all people get.)

Fees for use of the Maddux Community Room:

There is no fee for the use of the Maddux Community Room if the room is used during Library hours and no food or beverages are served.

\$25.00 - Nonrefundable fee when using the Maddux room after Library hours.

\$25.00 - Nonrefundable fee if food or beverage are to be served.

\$50.00 - Refundable fee for the use of the AV equipment. Library Staff will go over equipment Checklist; if all items are satisfactory fee will be refunded.

CLEAN UP PROCEDURE

1. Deposit all trash in the receptacle.
2. Coffee maker should be clean and turned off.
3. Wipe down kitchen counter tops and kitchen sink.
4. Wipe down tables and chairs.
5. Sweep / clean any food or waste from the floor.
6. Remove all leftover food from the premises.
7. Remove all disks, CDs, and DVDs from equipment.
8. Turn off all electronic equipment.
9. Turn off all lights.

I understand the policy and agree to all of the terms given.

Signed _____ Date _____

Print Name Here _____

Date(s) Room is requested _____

**CASE-HALSTEAD PUBLIC LIBRARY
ACCIDENT / INJURY REPORT**

Name of injured: _____

Date of injury: _____

Address: _____

Phone: _____

Description of Accident: _____

Description of Injury: _____

If medical attention was needed, describe: _____

Follow-up date: _____ Method: _____

Response: _____

Signature of person taking report: _____ Date: _____

Signature of person injured: _____

Date: _____

Please complete an Incident Report to go along with this Accident / Injury Report

