



# Mississippi Valley Library District

408 West Main Street, Collinsville, IL 62234

Collinsville Memorial Library Center  
408 West Main Street  
Collinsville, IL 62234

Fairmont City Library Center  
4444 Collinsville Road  
Fairmont City, IL 62201

Historic Blum House  
414 West Main Street  
Collinsville, IL 62234

## POLICY MANUAL

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**[Section 1 reserved]**

## **2. GENERAL OPERATIONS**

### **2.1 Freedom of Information Act**

Records relating to the conduct of the business of the Mississippi Valley Library District are subject to inspection under the Freedom of Information Act [5 ILCS 140/1 et seq.] However, “library circulation and other records identifying library users with specific material” are specifically excepted [5 ILCS 140/7]. This exception is consistent with the Library Records Confidentiality Act [75 ILCS 70/1].

Reviewed and Approved, 9/18/2017

#### **2.1.1 A brief description of our public body is as follows:**

The purpose of the Mississippi Valley Library District (hereafter “Library”) 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.

The total amount of our operating budget for FY2018 is: \$1,144,140.00. Funding sources are property and personal property replacement taxes, grants, fines, charges, and donations. Tax levies are:

- Corporate purposes (for general operating expenditures)
- IMRF (provides for employee’s retirement and related expenses)
- Social Security (employer’s FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Maintenance (for maintaining the building)
- Tort Liability (for insurance premiums, risk management, attorney’s fees and related expenses, unemployment, and worker’s compensation insurance)

The administrative office is located at 408 West Main Street, Collinsville, IL 62234. We have approximately the following number of persons employed: 13 full-time and 9 part-time.

The following organization exercises control over our policies and procedures: The Mississippi Valley Library District Board of Trustees, which meets monthly on the third Monday of each month, excluding December, 7:00 p.m., at the Blum House, 414 W. Main, Collinsville, IL.

Members are:

- Mark Schusky, President
- Lisa Costello, Vice-President
- Marie Barron Johnson, Secretary
- Nancy Gerstenecker, Treasurer
- Scott Penny, Jr., Trustee
- Amanda Hausman, Trustee
- Killian Weir, Trustee.

We are required to report and be answerable for our operations to: The Illinois State Library, Springfield, Illinois.

Reviewed and Approved, 9/18/2017

**2.1.2 You may request the information and the records available to the public in writing in the following manner:**

1. Use request form (appended hereto).
2. Your request should be directed to the following individual: Victoria Hart, FOIA Officer, Mississippi Valley Library District, 408 West Main St., Collinsville, IL 62234 or email at [vickyh@mvlibdist.org](mailto:vickyh@mvlibdist.org)
3. You must indicate whether you have a “commercial purpose” in your request.
4. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
5. To reimburse us our actual costs for reproducing and certifying the records (if requested), you will be charged the following fees:
  - a) There is no charge for the first fifty (50) pages of black and white text either letter or legal size. The actual copying cost of color copies and other sized copies will be charged.
  - b) \$.10 per page after the initial 50 pages
  - c) \$1.00 for certification of records by a Notary.
6. If the records are kept in electronic format, you may request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, disk, tape, etc.) or in paper as you select.
7. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
8. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
9. You may appeal the decision of the FOIA officer directly to the Public Access Counselor (of the Attorney General’s Office).
10. The place and times where the records will be available are as follows: Mississippi Valley Library District, 408 West Main Street, Collinsville, IL 62234; Monday-Friday, 9:00 a.m. to 5:00 p.m.

**Reviewed and Approved, 9/18/2017**

**Freedom of Information Request: Mississippi Valley Library District**

Requester's Name (or Business Name) \_\_\_\_\_ Date of Request \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone Number \_\_\_\_\_ Certification requested: Yes\_\_\_ No\_\_\_

Description of records requested:  
 \_\_\_\_\_  
 \_\_\_\_\_

Is the reason for this request a "commercial purpose" as defined in the Act? Yes\_\_\_ No\_\_\_

Library Response (Requestor does not fill in below this line).

A P P R O V E D	<input type="checkbox"/> The documents request are enclosed <input type="checkbox"/> You may inspect the records at _____ On the date _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$_____ <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
D E N I E D	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(D) of the FOIA). You will be notified by the date of _____ as to the action taken on your request.

This form cannot be MANDATORY under FOIA, but it is preferred.  
 Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer: \_\_\_\_\_ Date of Reply: \_\_\_\_\_

## **2.2 Acceptable Conduct**

Patrons of the Mississippi Valley Library District (hereafter “Library”) are expected to conduct themselves in a manner that is not disruptive to others using the Library or to Library operations and does not cause damage or harm to Library patrons or materials/property. The safety and security of Library patrons, staff, and materials/property are the top priorities when determining compliance with acceptable conduct.

Although some conduct may be determined on a case-by-case basis, other acceptable conduct measures are expected from patrons at all times. These include:

- Complying with Library staff directives and all Library policies;
- Using respectful verbal and body language;
- Using the restrooms for their intended purposes only;
- Cleaning up after oneself, particularly regarding but not limited to food and beverage;
- Using furniture in its intended manner and in its designated location (staff must approve requests to move furniture);
- Keeping weapons off of Library property except for law enforcement (430 ILCS 66/);
- Smoking, vaping, or using tobacco products at least 15 feet from Library entrances;
- Abstaining from possessing or using alcohol or illegal substances;
- Wearing shoes and clothing that covers what are widely considered to be “private parts” (swimwear and underwear must be covered by other clothing);
- Speaking at a reasonable volume;
- Listening to audio with headphones or earbuds;
- Keeping personal belongings with oneself;
- Supervising children according to the Children in the Library policy;
- Storing bicycles and scooters outside at the bike rack (patrons are responsible for securing their items);
- Using sports equipment, hoverboards, and skateboards outside only and in a manner that does not cause damage to Library property;
- Receiving permission from one of the Library’s Center Managers or the Executive Director to take photos or audiovisual recordings of Library staff, patrons, or property;
- Using care with Library materials and property so as to prevent damage;
- Abstaining from any behaviors that are deemed illegal by local, state, or federal laws.

**Reviewed and Approved, 3/19/2018**

### **2.2.1 Children in the Library**

Parents, guardians, and/or responsible caregivers are responsible for the behavior of their children while they are in the Library. The Library staff is committed to help children with activities related to the Library; however, Library staff cannot, nor is it their responsibility to, serve in loco parentis. Violations of this policy are grounds for suspension of Library privileges. Whenever advisable, the Library will notify the parent or guardian of incidents involving an unattended child.

Children under the age of ten (10) must be accompanied and supervised at all times by a parent, guardian, or other responsible caregiver.

Children ages ten (10) and older may use the Library unattended by a parent, guardian, or other responsible caregiver, subject to other Library policies.

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



(10) minutes after the Library closes to the public, the police will be called to pick up the child. Attempts will be made during that time to reach parents, guardians, or another responsible caregiver, but in no instance will Library staff take a child home.

From time to time the Library schedules or provides programs that are designed and suitable for attendance by children without direct supervision. Program announcements will indicate whether or not such supervision is required. When direct supervision is not required, the parent, guardian, or responsible caregiver must remain easily accessible in the Library.

Parents, guardians, and responsible caregivers are responsible for monitoring children's use of Library materials and resources, as Library staff is not responsible for restricting children's access.

**Reviewed and Approved, 3/19/2018**

### **2.2.2 Consequences for Conduct Noncompliance**

Any person who does not comply with the Library's Acceptable Conduct policy will be given the opportunity to come into compliance, provided that immediate intervention for safety and security is not needed. Continued noncompliance may result in the person being removed from Library property for a length of time proportional to the nature of the noncompliance. Individuals who have been officially placed on trespass notice from the Library may petition the Executive Director at the end of that period to have their case reviewed and a determination made as to whether the person is welcome to return, with or without stipulations. The Library reserves the right to press charges against anyone who commits criminal acts toward staff, patrons, or Library materials/property.

75 ILCS 16/30-55.55 permits the Library's Board of Trustees to "exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed by the board." On February 4, 1998 the Board of Trustees passed a resolution stating:

[T]he 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 judgment is required in keeping with the tenor of this Resolution."

**Reviewed and Approved, 3/19/2018**

### **2.3 Service Hours**

The Collinsville Memorial Library Center has the following hours of operation:

Monday-Thursday 9:00 AM - 8:00 PM

Friday-Saturday 9:00 AM - 5:00 PM

Sunday 1:00 PM - 5:00 PM

The Fairmont City Library Center has the following hours of operation:

Monday and Wednesday 10:00 AM - 6:00 PM

Tuesday and Thursday 2:00 PM - 6:00 PM

Friday-Saturday 9:00 AM - 5:00 PM

The Blum House and grounds are closed to the public except for attendance at Library-sponsored events or by invitation to private rental events.

From time to time the Library will change its hours of operations temporarily, such as in the case of staff training sessions or holidays.

**Reviewed and Approved, 3/19/2018**

### **2.3.1 Loitering After Hours**

The Library has a no loitering policy for any individuals on Library property after hours of operation. The loitering policy will apply to temporary changes to operational hours in addition to the regular hours of operation for each facility. The policy includes the Collinsville Memorial Library Center at 408 West Main Street, Collinsville; the Blum House at 414 West Main Street, Collinsville; and the Fairmont City Library Center at 4444 Collinsville Road, Fairmont City as well as surrounding Library grounds, paved walkways, and Library-owned parking lots and any interior room or hallway.

Exceptions to this policy are limited to individuals attending private rentals and Library events.

Police will be called with or without warning to move loitering individuals as needed. Continued noncompliance of this policy may result in further legal action.

**Reviewed and Approved, 3/19/2018**

## **2.4 Social Media Policy**

### **2.4.1 Purpose of the Library's Social Media**

The Mississippi Valley Library District (hereafter "Library") has established social media sites in order to communicate with the public about Library programs, educational opportunities, events (including those co-sponsored with other organizations), promotions, materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. The Library's social media sites may also be used to notify the general public of Library employment opportunities. The Library's social media sites are not intended to be public forums for the general exchange of ideas and viewpoints. The Library does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on its social media accounts. While the Library encourages dialogue, it respectfully requests that commenters be mindful that its social media sites are open to the public and that commenters be courteous toward the Library, staff, and one another.

**Reviewed and Approved, 9/17/2018**

### **2.4.2 Definitions**

- "Posting" shall mean any writing, image, video, audio file, and hyperlinks to other websites, or media which is downloaded, referenced, inserted, or placed upon any Library social media site.
- "Social media" in this context refers to any of a number of platforms where an account holder can post written messages, images, audio, video, or multimedia files with the intention of sharing that information with other individuals or external groups. Examples include Facebook, Twitter, Tumblr, Flickr, Google+, Instagram, and many others.

**Reviewed and Approved, 9/17/2018**

### **2.4.3 Postings and Restrictions**

The Library reserves the right to restrict or remove any content that is deemed to be in violation of this policy or any applicable law. Content that is deemed not suitable for posting by the Library because it is not topically related to the particular subject being commented on, or is deemed prohibited content based on the criteria below, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content was deleted. Content and comments on the Library's social media accounts containing any of the following forms of content and postings shall not be allowed:

- Commercial promotions, charitable solicitations, organized political activity, or spam.
- Personal attacks, insults, or threatening language.
- Private or personal information submitted without consent.
- Obscenity or pornography.
- Content that violates a copyright, trademark, or any other law.
- Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, color, marital status, religion, national origin, sex, disability, age, sexual orientation, creed, ancestry, or any other protected category.
- Slanderous, libelous, or defamatory statements.

Reviewed and Approved, 9/17/2018

### **2.4.4 Professional Use and Employee Postings**

All employees are responsible for knowing and understanding the policy.

Library employees are allowed to post on the Library's social media sites from personal accounts. The Library recognizes that public employees do not surrender all their First Amendment rights by reason of their employment and that the First Amendment protects a public employee's right, in certain circumstances, to speak as a citizen addressing matters of public concern. However, when a public employee makes statements pursuant to his/her official duties, the employee is not speaking as a citizen for First Amendment purposes, and the Constitution does not insulate his or her communications from potential discipline by the Library. Employees must be aware that information they display or comments they make on Library social media sites may be viewed by other users as representing official Library sponsored information or comments. Before engaging in social media as a representative of the Mississippi Valley Library District, employees must be authorized to comment on behalf of the Library.

Employees should keep in mind the following best practices when posting content about Library-related subjects and issues:

- Employees that identify themselves as employees of the Library shall make it clear that the views expressed are their personal views and do not represent the views of the Library.
- Employees shall respect the Library's confidential and proprietary information and shall not post information that is still in draft form or is confidential.
- Employees shall respect all Library patrons online as they do in person and on the phone. Comments about patrons in general, about specific questions from patrons, or about patron behavior are not appropriate.

A violation of this policy may subject an employee to discipline, up to and including termination.

Reviewed and Approved, 9/17/2018

### **2.4.5 Record Management and Preservation**

The Library will preserve the content of all social media postings in accordance with applicable laws and regulations. Comments and posts put on an agency's account by members of the public or other outside entities are not by default considered to be records, unless those comments trigger some action by the Library. The Library may turn comments on and off when appropriate.

**Disclaimer:**

All content posted on Library social media sites is subject to the Illinois Freedom of Information Act (FOIA) (5 ILCS 140/3(c)) and the State of Illinois record retention laws. Therefore, all Library social media sites shall clearly indicate that any articles and content posted or submitted for posting are subject to public disclosure.

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and third party postings do not reflect the opinions or positions of the Mississippi Valley Library District, its employees, or the Library Board of Trustees.

By posting on the Library's social media sites, you give the Library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the Library. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Users are personally responsible for their commentary. Users should be aware that they may be held personally liable for commentary that is defamatory, obscene, proprietary, or libelous by any offended party.

By joining, utilizing, and/or posting on the Library's social media sites, users agree to comply with this Policy and the Mississippi Valley Library District's Internet Use Agreement as applicable.

**Violations of this policy:**

Postings that the Executive Director or Center Managers deem to have violated this policy may be removed in whole or in part by the Executive Director or Center Managers. The Library reserves the right to terminate accounts, ban, or block users who have posted in violation of this policy on more than one occasion.

**Reporting Violations:**

Users may report violations of the Library's social media site's policies to the Executive Director by emailing [vickyh@mvlid.org](mailto:vickyh@mvlid.org)

Reviewed and Approved, 9/17/2018

**2.5 Insurance**

The Board of Trustees shall determine that the property of the Library is adequately insured against loss and damage. The Board shall likewise determine that the Library carries adequate general public liability insurance, workers' compensation, errors and omission insurance for the Board, and any other type of insurance that it considers necessary. The insurance program shall be reviewed as needed by the Board.

Reviewed and Approved, 3/19/2018

**2.6 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 Library District (hereafter "Library"). Its scope is all public funds of the Library.

Reviewed and Approved, 5/21/2018

**2.6.1. Responsibilities**

All investment policies and procedures of the Library will be in accordance with Illinois law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act 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 (CIO) of the Library acting under the

authority of the Library Board of Trustees.  
Reviewed and Approved, 5/21/2018

### **2.6.2 Delegation of Authority**

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

Reviewed and Approved, 5/21/2018

### **2.6.3 "Prudent Person" Standard**

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.

Reviewed and Approved, 5/21/2018

### **2.6.4 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

Reviewed and Approved, 5/21/2018

### **2.6.5 Guidelines**

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

- Legality and Safety:
  - 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).
  - 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.
- 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.

- 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.
- Simplicity of management:
  - The time required by library administrative staff to manage investments shall be kept to a minimum.

Reviewed and Approved, 5/21/2018

### **2.6.6 Reporting**

Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board of Trustees 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 CIO shall review this policy for any needed modifications and report to the Library Board on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification, and general performance.

Reviewed and Approved, 5/21/2018

### **2.6.7 Internal Controls**

In addition to these guidelines, the CIO shall establish a system of internal controls designed to prevent loss, theft or misuse of funds.

Reviewed and Approved, 5/21/2018

### **2.6.8 Authorized Financial Dealers and Institutions**

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

Reviewed and Approved, 5/21/2018

### **2.6.9 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.

Reviewed and Approved, 5/21/2018

## **2.7 Policy Prohibiting Sexual Harassment**

### **2.7.1 Prohibition on Sexual Harassment**

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Mississippi Valley Library District (hereafter "Library") to prohibit harassment of any person by any administrator or employee of the Library on the basis of sex or gender. All administrators and employees of the Library are prohibited

from sexually harassing any person, regardless of any employment relationship or lack thereof.  
Adopted by Ordinance 18-04: 01/08/2018

### **2.7.2 Definition of Sexual Harassment**

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

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

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

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

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

Adopted by Ordinance 18-04: 01/08/2018

### **2.7.3 Procedure for Reporting an Allegation of Sexual Harassment**

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

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

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message

may be verbal. If subsequent messages are needed, they should be put in writing in a note, a memo, or an email.

- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to a Center Manager, or the Executive Director.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible administrator, the Library will not be presumed to have knowledge of the harassment.

- *Resolution Outside Municipality.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the Library. However, all Library employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

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

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

Adopted by Ordinance 18-04: 01/08/2018

#### **2.7.4 Prohibition on Retaliation for Reporting Sexual Harassment Allegations**

No administrator or employee of the Library shall take any retaliatory action against any Library employee due to a Library employee's:

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

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

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:



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

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

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

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

Adopted by Ordinance 18-04: 01/08/2018

### **2.7.5 Consequences of a Violation of the Prohibition on Sexual Harassment**

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

Adopted by Ordinance 18-04: 01/08/2018

### **2.7.6 Consequences for Knowingly Making a False Report**

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

general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

Adopted by Ordinance 18-04: 01/08/2018

## **2.8 Security Cameras**

### **2.8.1 Purpose of Security Cameras**

The Mississippi Valley Library District (hereafter "Library") has security cameras to enhance the safety and security of Library patrons, staff, and property. Security cameras are used to discourage illegal behavior and policy violations, to enhance the opportunity to apprehend offenders, and to provide recorded data relevant to the control of Library security and operations. The security camera installation consists of dedicated cameras providing real-time surveillance and recorded archival data. There is no audio recording associated with the cameras.

Adopted: 07/17/2017

### **2.8.2 Signage**

The Library posts signs at all public entrances alerting patrons to the use of security cameras for monitoring and recording on Library property, both inside and outside.

Adopted: 07/17/2017

### **2.8.3 Staff Access to Digital Images**

Live surveillance and recorded data are accessible in staff areas only. Only the following administrative staff members are permitted to release recorded archival data to law enforcement in compliance with this policy: Executive Director, Center Managers. Such authorized administrative staff may direct other staff to access and isolate live or recorded data related to a specific incident or may ask other staff to view live or recorded data in order to ascertain security concerns. Authorized staff shall notify the Executive Director whenever archival video data is accessed.

Adopted: 07/17/2017

### **2.8.4 Acceptable Use and Patron Privacy**

#### **a. Activity on Library Property**

Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to access the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security/operational concerns. In the discharge of such duties, authorized staff members are permitted to connect the recorded digital image with identification data available on the Library's patron databases.

Adopted: 07/17/2017

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

Authorized staff may use live surveillance or recorded data to cooperate with DCFS or law enforcement investigations of criminal activity, missing persons, or runaways. Any such video data provided to law enforcement or DCFS will be with the knowledge and

authorization of the Executive Director when possible. If the Executive Director cannot be reached in a timely manner, a Center Manager may provide authorization.

Adopted: 07/17/2017

### **c. Privacy**

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to Library patrons by Illinois State law, the Library's policies, and the American Library Association's policies on confidentiality and privacy, with footage released only in accordance with and as required by law.

Adopted: 07/17/2017

## **2.9 Identity Protection Policy**

I. It is the policy of the Mississippi Valley Library District (hereafter "Library") to protect social security numbers from unauthorized disclosure in accordance with the Illinois Identity Protection Act, 5 ILCS 179/1 *et. seq.* All employees of the Library are required to comply with this Identity Protection Policy (hereafter "Policy"). For purposes of this Policy, only, "employee" shall be defined as any person performing work on behalf of the Library including, but not limited to, full-time, part-time, seasonal, temporary or contractual employees, volunteers, interns, and elected or appointed officials.

II. Any employee of the Library who has access to social security numbers in the course of performing their duties will be trained to protect the confidentiality of social security numbers and will be trained on the requirements of this Policy. Training will include instructions on the proper handling of information and documents that contain social security numbers from the time of collection through the destruction of the information or documents.

III. The Library prohibits the following:

- A. Publicly posting or publicly displaying in any manner an individual's social security number;
- B. Printing an individual's social security number on any card required for the individual to access products or services provided by the Library;
- C. Requiring an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted;
- D. Printing an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed.

IV. Notwithstanding any provision in this Policy to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may be permissibly mailed under this Policy may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

V. The Library prohibits the following:

- A. The collection, use or disclosure of a social security number from an individual, unless

- (i) required under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
    - (ii) the need and purpose for the social security number is documented before collection of the social security number; and
    - (iii) the social security number collected is relevant to the documented need and purpose;
  - B. Requiring an individual to use his or her social security number to access an Internet website;
  - C. Using the social security number for any purpose other than the purpose for which it was collected.
- VI. Notwithstanding any provision in this Policy to the contrary, social security numbers may be collected, disclosed or used in the following circumstances:
  - A. The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities, and if disclosing to a contractor or subcontractor, prior to such disclosure, the individual acting on behalf of the Library first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Policy of protecting an individual's social security number will be achieved;
  - B. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena;
  - C. The collection, use, or disclosure of social security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities; local jails, and other law enforcement facilities or retention centers; wards of the State; youth in care as defined in Section 4d of the Children and Family Services Act, and all persons working in or visiting a State or local government agency facility;
  - D. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes;
  - E. The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a government agency to assist with an investigation or the prevention of fraud;
  - F. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or unclaimed property benefit.
- VII. Only employees who are required to use or handle information or documents that contain social security numbers are permitted to have access to such information or documents.
- VIII. When the Library must request an individual provide a social security number, it must be provided in a manner that makes the social security number easy to redact if the record is required to be released as part of a response to a public records request.
- IX. When collecting a social security number, or upon request by an individual, the Library will provide a statement of the purpose or purposes for which the Library is collecting and using the social security number provided.
- X. Any individual responding to a Freedom of Information Act request or other request for records, must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

XI. This Policy does not apply to the collection, use or disclosure of a social security number as required by State or federal law, rule, or regulation.

XII. This Policy does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. Notwithstanding this section, county recorders must comply with 5 ILCS 179/35.

XIII. If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any employee of the Library that complies with that federal law shall be deemed to be in compliance with this Policy.

XIV. The Library prohibits the encoding or embedding of a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this Policy.

XV. This Policy must be provided to the Board of Library Trustees of the Mississippi Valley Library District within thirty (30) days of approval and employees will be promptly advised of the existence of this Policy and will be provided a copy of this Policy promptly upon approval.

XVI. The Library will make a copy of this Policy available to any member of the public, upon request.

XVII. If this Policy is amended in the future, a copy will be provided to the Board of Library Trustees of the Mississippi Valley Library District and employees will be promptly advised of the amended Policy and provided with a copy of the Policy.

XVIII. This Policy does not supersede any more restrictive law, rule, or regulation regarding the collection, use or disclosure of social security numbers.

XIX. Anyone violating this policy is subject to disciplinary action, up to and including termination of employment and/or criminal prosecution as provided in 5 ILCS 179/45 or any other applicable law.

**Adopted: 06/18/2018**

## **2.10 Petition and Distribution of Literature**

Circulation of petitions and distribution of literature is allowed outside of the library buildings and must be conducted either to the left or right of either entrance. This activity may not disrupt library operations, impede people from entering or leaving the library, or create unsafe traffic patterns on the library's sidewalks or parking lots; it is not allowed inside the library buildings. No more than one individual/group may engage in this activity at the same time. Each occurrence must be scheduled at least 24 hours in advance by notifying the appropriate Center Manager or Circulation Supervisor.

Approval of these activities does not constitute Library endorsement of the philosophies, practices, or viewpoints of participants.

**Adopted: 07/23/2018**

### **2.10.1 Election Day**

Circulation and/or distribution of any literature with respect to campaigns for elected office or issues to be placed on a ballot will be allowed outside only and must be conducted at a distance of 100 feet (in an arc) from the front door of the polling place. This footage is outside near the public parking lot next to the Collinsville Memorial Library Center because the entrance to the polling place is in the library center's Community Room. Any complaints should be directed to the Madison County Election office or the Madison County Attorney General's office. This activity may not disrupt library operations, impede people from entering or leaving the library, or create unsafe traffic patterns on the library's sidewalks or parking lots.

**Adopted: 07/23/2018**

## **2.11 Bloodborne Pathogen Policy**

While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Mississippi Valley Library District (hereafter "Library") complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration (OSHA) regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

Reviewed and Approved, 5/21/2018

### **2.11.1 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 to which library employees in all classifications may be called upon to respond with assistance. Additionally, emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

Reviewed and Approved, 5/21/2018

### **2.11.2 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 any bloodborne pathogen. 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.

Reviewed and Approved, 5/21/2018

### **2.11.3 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, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. bandages, gauze, cotton, clothing, 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 OSHA regulations.

Reviewed and Approved, 5/21/2018

## 3. SERVICES

### 3.1 Borrowing

#### 3.1.1 General

The primary purpose of the Mississippi Valley Library District (hereafter "Library") is to provide borrowing services to the residents within the Library District. In addition, these services are available, with special provisions, to nonresidents wishing to use them.

Account holders may check out as many books and magazines as desired. The checkout of other materials may be restricted based on overall collection size and demand for the materials.

Library accounts are nontransferable. Account holders are responsible for notifying the Library of lost/stolen cards and of changes to name, address, or contact information. Changes to name or address must be verified with current documentation.

Accounts for account holders living in the same household will be linked. If an account holder falls into delinquency as defined below, the account holder will have their access to Library services suspended pending the resolution of the delinquency. Accounts that are linked to the delinquent account may have their access to Library services suspended on a case-by-case basis.

All accounts and their corresponding cards issued by the Library remain the property of the Library and may be repossessed by the Library for violation of Library policies or in other instances as determined by the Library's administration.

*Reviewed and Approved, 11/20/2017*

#### 3.1.2 Application Requirements

All applicants must provide their name, address, telephone number, a secondary phone number and/or email address, date of birth, and any additional information as required by the SHARE library automation consortium. Proof of residency will be verified by the applicant providing a photo ID and documentation stating the applicant's name and address. At least two documents verifying name and address must be presented; a photo ID with current name and address may be counted as one of the items.

**Residents Age 18 or Over:** Upon proper application, any resident age 18 or over shall be granted a Library account which entitles them to full use of Library services. Library accounts shall be valid for three years from the date of issuance, or until termination of residence in the district, whichever period is shorter.

**Residents Under 18 Years of Age:** Upon proper application, any resident under age 18 shall be granted a Library account which entitles them to full use of Library services. The signature of one parent or guardian is required on youth applications. Additionally, a parent or guardian must have a Library account in order for the Library to issue a youth account. The parent(s) or guardian(s) will be held accountable for the items checked out on the youth's account. Library accounts shall be valid for three years from the date of issuance, or until termination of residence in the district, whichever period is shorter.

**Internet Only Accounts:** Library District residents may receive an Internet Only account upon presentation of a current, valid photo ID. This account does not have an associated card and is valid for three years. The account allows the account holder to log on to and use the Library's public use computers, but offers no additional services.

**Nonresident Borrowers:** The Library offers services to nonresidents in compliance with 75 ILCS 16/30-55.60. "Nonresidents" are defined as individuals living in an area unserved by any public library. Upon proper application and payment of the nonresident fee, an individual may be issued a Library account which entitles the account holder use of Library facilities and services. Such accounts shall be valid for one year. Only one member of a household needs to pay the annual nonresident fee in order for other household members to receive Library accounts. The nonresident fee is determined annually by the Board of Trustees as outlined by state law and administrative rules. Nonresident fees are not refundable. Any Library policies pertaining to residents shall likewise apply to nonresidents.

**Reciprocal Borrowers:** "Reciprocal borrowing" means the privilege of a person holding a valid library registration card from a local library to borrow library materials from other libraries (75 ILCS 16/1-5). Libraries that participate in the SHARE library automation consortium have made their borrower records available to all SHARE members so that account holders may use their library cards anywhere in the consortium without additional registration needed. Mississippi Valley Library District account holders may request reciprocal borrowing privileges at non-SHARE Illinois libraries according to the libraries' local registration policies. Non-SHARE Illinois library account holders may also receive reciprocal borrowing privileges from the Library upon verification that their library account is in good standing and upon providing application information as outlined above for residents. Reciprocal borrowers may have limited access to certain services as determined by third-party service agreements.

**Property and Business/Organization Owners:** Property owner and business accounts shall be valid for one year. Property owners who present a current real estate tax bill or receipt for property owned within the Library District may receive a property owner account. Business/organization owners may receive a business account upon providing a current photo ID and two documents verifying the business/organization's residency. Only one card will be issued per business/organization.

**Eligibility for Multiple Accounts:** Although an individual may qualify for multiple public library accounts (example - lives in Maryville [resident account] and owns property in Collinsville [property owner account]), only one public library account in the SHARE library automation consortium will be granted.

Reviewed and Approved, 11/20/2017

### **3.1.3 Account Renewal**

An expired account may be renewed at any time. The account holder must be present at the Library with a current photo ID to complete a renewal. If an account is no longer in the Library's database, or if the account holder has a change of name or address, the renewal will be treated as a new registration as outlined above.

Reviewed and Approved, 11/20/2017



### **3.1.4 Fines, Fees, Charges**

Patrons with overdue items shall be charged an overdue fine at a rate determined by the Library Board of Trustees. The Library observes a two-day grace period before fines are charged.

The charge for lost or damaged items is the list price of the item, plus billing fee if applicable. Refunds for lost items only may be requested within 30 days and upon presentation of the payment receipt and the item in question, which must be in good condition and able to be added back into circulation. A billing fee is added to an account at the time that the account holder's unreturned items have progressed to the billing stage. Billing fees are nonrefundable.

Lost cards will be replaced upon request for a fee.

Staff members receive the employment benefit of being exempt from all overdue fees. This privilege does not extend to members of their families or households. Trustees are not eligible to be exempt from overdue fees as this is considered compensation and is not permitted under 75 ILCS 16/30-30.

*Reviewed and Approved, 11/20/2017*

### **3.1.5 Delinquency and Inactivity/Record Purging**

A Library account becomes delinquent when outstanding charges total \$5.00 or more. Delinquent accounts will be suspended from Library privileges until the outstanding issues are resolved; accounts linked to delinquent accounts may be suspended on a case-by-case basis.

The Library issues a series of notices to patrons with overdue items in an attempt to have the items returned to the Library. If an item remains overdue three weeks past the due date, it will be billed to the borrower's account along with a billing fee.

The Library utilizes a collection agency for severely delinquent accounts. Accounts sent to collections have a minimum of \$75.00 in accumulated charges.

An inactive account is one that has expired and has had no activity on it after the expiration date. Accounts without any outstanding issues will be purged from the Library's database after two years of inactivity. Under special circumstances, an account may be deemed inactive and/or purged prior to the two-year timeline.

*Reviewed and Approved, 11/20/2017*

### **3.1.6 Confidentiality of Records**

The Library abides by the Library Records Confidentiality Act, 75 ILCS 70/1, which provides that registration and circulation records are confidential. Registration records include any information a patron provides in order for that patron to become eligible to borrow Library materials. Circulation records include all information identifying the patron borrowing particular materials. The Library does not make available registration or circulation records to any party except in compliance with the law. The Library does not make available lists of registered library patrons except in compliance with the law. The Library will, however, identify for a parent or guardian materials checked out by a child for whom the parent or guardian is responsible.

*Reviewed and Approved, 11/20/2017*

## **3.2 Hours of Operation, Loan Periods, Fines, Fees**

The Mississippi Valley Library District Board of Trustees will establish hours of operation, loan periods, and overdue fines. These will be reviewed by the Board of Trustees as needed.

All other fees are determined by the Executive Director.

*Reviewed and Approved, 9/18/2017*

### **3.2.1 Amnesty Program**

The Library may offer amnesty on overdue fines. The dates and nature of the program are determined by the Executive Director.

*Reviewed and Approved, 9/18/2017*

## **3.3 Computer and Internet Access**

### **3.3.1 General**

Patrons using the Library's internet and computers are subject to all policies and procedures of the Library. The use of the Library's internet and computers is a privilege, not a right, and the Library reserves the right to limit, refuse, and/or ban individuals from using Library equipment and services. Patrons are not permitted to load personal software on Library equipment.

The Library provides printing services for a per-page fee. Patrons are responsible for previewing printed items and paying for all printouts. Earphones or earbuds are required for listening to audio on the computers; patrons may use their personal equipment for this purpose or purchase earbuds at a service desk. When a computer session ends, each computer restarts and wipes clean any files saved to the computer by its previous user. Flash drives are available for purchase at the service desks to save files before a session closes.

Library staff may provide assistance to patrons using Library computers and/or internet access as time and staff knowledge permit.

*Reviewed and Approved, 9/18/2017*

### **3.3.2 Eligibility**

Computer and internet access are available for public use on a first-come, first serve basis. The service is available for all ages. Patrons must have a valid Library card or a card from another SHARE library in good standing to utilize this service. Anyone with a Library or SHARE account not in good standing will not be given computer or internet access until the account is in good standing. Anyone requesting use of a Library computer who does not have a Library or SHARE account and is not eligible to register at the Library may receive one guest pass per day for a fee. On a case-by-case basis free guest passes may be granted by a Center Manager or the Executive Director.

*Reviewed and Approved, 9/18/2017*

### **3.3.3 Acceptable Use**

The Library requires that patrons using Library computers and/or electronic information networks such as the internet do so within the guidelines of acceptable use. The following activities are unacceptable:

- Destruction of, damage to, or unauthorized alteration of the Library's computer equipment, software, or network security procedures

- Use of electronic information networks in any way which violates a federal or state law, including unauthorized copying or distribution of copyrighted materials
- Use of electronic information networks in any way that violates licensing and payment agreements between the Library and network/database providers
- Unauthorized duplication of copy-protected software or violation of software license agreements
- Violation of system security or other means of gaining unauthorized access to other computers or systems
- Behaving in a manner that is disruptive to others

Reviewed and Approved, 9/18/2017

### **3.3.4 Library Patrons' Rights**

Library patrons have certain rights with respect to use of electronic information networks such as the internet. The Library will work to preserve and protect those rights, subject to limitations imposed by licensing and payment agreements with database providers.

- The Library respects the confidentiality of records, electronic or otherwise, that identify individual users and link them to search strategies, sites accessed, or other specific data about the information they retrieved or sought to retrieve. The Library respects its patrons' privacy; however, it is unable to guarantee privacy in a public forum.
- Library patrons have the right to equitable access to electronic information networks.
- Library patrons have the right to access and read all Library service policies and discuss questions with appropriate Library staff.

Reviewed and Approved, 9/18/2017

### **3.3.5 Time Limits**

Patrons using Library computers are permitted a minimum session of 60 minutes per person per day. Sessions may be shortened if a patron is not in compliance with Library policies or if the session conflicts with the Library's hours of operation. If there are no waiting reservations, additional time may be granted in increments for a total use time of 240 minutes per person per day.

Reviewed and Approved, 9/18/2017

### **3.3.6 Internet Use**

The internet is an unregulated medium connecting people and information sources from around the world. The Library does not and cannot control the information content available through global resources such as information obtained from outside sources via the internet. Internet resources enhance and supplement resources that are available locally within the Library. Library patrons must be aware that this Library does not exercise control over information obtained via the internet and must keep in mind the following points when evaluating information obtained via the internet:

- Information may or may not be reliable or from a reliable source.
- Information may or may not be accurate.
- Information may or may not be current and up to date.
- The Library is a family-friendly establishment. Patrons are to reflect and respect this role of the Library in the content viewed through the Library's internet connection and/or on Library computers. Certain information may be considered controversial/ objectionable by some Library patrons. Some materials on the internet are considered obscene and/or harmful to minors.
- Links to information on the internet may not always be valid, and particular information sites on the internet may sometimes be unavailable and this unavailability often occurs unpredictably.

- The availability of information on the internet does not constitute endorsement of the content by the Library.

In compliance with the federal Children’s Internet Protection Act (CIPA), the Library has installed internet filters on children’s public use computers. Individuals over the age of 18 may ask staff to remove the filters on their computer. Library staff cannot remove filters for persons under 18 not under constant adult supervision and/or without written consent from the person’s parent or guardian. While filters attempt to block objectionable sites, no filtering system is completely effective or efficient. The Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children’s access to Library materials and resources, including those available through the internet. Parents are encouraged to discuss with their children issues of appropriate use and electronic information network safety. If a site appears to be inaccurately blocked, please inform staff at the desk. The Library reserves the right to ask for proof of age from any persons requesting that a filter be turned off.

The Library offers wireless internet access for public use. The Library’s wireless access points are not filtered. There may be times when patrons may not be able to access a given site on the internet due to circumstances beyond the control of the Library.

The Library urges patrons to be informed consumers and carefully evaluate information obtained via the internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of Internet information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available via the internet.

The Library is not responsible for damages or losses, indirect or direct, arising from a patron’s use of internet information resources.

Reviewed and Approved, 9/18/2017

### **3.4 Interlibrary Loan**

The Mississippi Valley Library District (hereafter “Library”) is an active member of the SHARE library automation consortium. The Library draws upon the collections and resources of other SHARE members as the primary way of supplementing the Library’s own collection. The Library complies with the borrowing and lending policies set by SHARE as required by the membership contract. Items requested through SHARE are provided to patrons free of charge.

The Library follows the American Library Association’s *Interlibrary Loan Code for the United States*. If SHARE is unable to provide access to a requested item, patrons may request that the Library pursue interlibrary loan through Worldcat, an international library lending network. Patrons requesting materials through Worldcat will be required to pay a postage fee for out-of-state materials.

Reviewed and Approved, 9/18/2017

### **3.5 Services to Patrons with Disabilities**

The Mississippi Valley Library District (hereafter “Library”) offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Library acts as a facilitator between the patron and the National Library Service for the Blind and Physically Handicapped, offers homebound delivery service, and welcomes service animals.

*Reviewed and Approved, 9/18/2017*

#### **3.5.1 Homebound Service**

##### **Purpose and Definition**

The Mississippi Valley Library District (hereafter “Library”) provides free homebound service as a courtesy for eligible individuals. The service provides coordinated delivery and pick-up of Library materials at the patron’s residence on a regular basis. “Homebound” is defined as being confined to one’s residence either temporarily due to illness or accident, or permanently due to disability, age, or other mobility issues. The service is open to all ages.

##### **Eligibility**

Eligible individuals:

- Reside in the Library’s service area
- Have a Library card in good standing
- Meet the definition of “Homebound” as described above
- Do not have anyone else in the household who is capable of retrieving and/or returning Library materials at Library facilities on the individual’s behalf

##### **Enrollment, Participation, and Suspension/Discontinuation**

Interested individuals must complete the Library’s Homebound Application. Library staff will contact the individual to verify the application’s information and determine if and/or when services will commence. Library staff will regularly contact homebound participants to assist with selecting new materials, extending loan periods if needed, and confirming availability for the next scheduled delivery/pick-up. It is the homebound participant’s responsibility to notify the Library if their contact information or residence has changed either temporarily or permanently.

Individuals receiving homebound service must protect all Library items in their custody and must provide a safe and appropriate environment for Library staff who make deliveries. Library materials will only be delivered directly to the homebound individual or to a staff member of a care facility at which the homebound individual currently resides. Library staff will not leave materials unattended or unclaimed during delivery/pick-up. If no one is available to meet Library staff during delivery/pick-up, the individual’s items will be returned to the Library.

Homebound service participants are subject to all Library policies, including those set forth for borrowing materials. The Library retains the right to suspend or discontinue participation in homebound service as determined by factors including but not limited to: poor condition of materials upon their return; inappropriate behavior; unsafe or unsanitary property conditions; changes in the individual’s health or circumstances that impact their eligibility; and inability to contact the participant for an extended period.

Individuals whose homebound service has been suspended or discontinued will be notified in writing by the Library. The reason for the suspension or discontinuation will be provided. Depending on the nature of the suspension or discontinuation, the individual will be

provided a period of time during which to take corrective action. At the end of that period, Library staff will evaluate whether the individual is eligible to receive homebound service again.  
Adopted: 07/17/2017

### **3.5.2 Service Animals**

Service animals are welcome in the Library in accordance with the Americans with Disabilities Act (ADA). Additionally, comfort animals are welcome. All service and comfort animals must comply with the following requirements:

- The animal must not be disruptive or cause damage to library property
- The animal must be housebroken
- The owner must be able to maintain control over the animal

Reviewed and Approved, 9/18/2017

### **3.6 Additional Services**

The Mississippi Valley Library District (hereafter “Library”) offers a variety of services in addition to those outlined above. Some services may require a fee; others are provided free of charge. These services include, but may not be limited to:

- Faxing
- Laminating
- Notary Service (see below)
- Photocopying
- Proctoring (see below)
- Programs and Events

Adopted 9/18/2017

#### **3.6.1 Notary Service**

The Library offers notary service for a fee. Patrons requesting service must provide current, valid photo identification. Notary service will not be provided if, in the sole discretion of the Library, there are issues of identification or authenticity of documents.

Adopted 9/18/2017

#### **3.6.2 Proctoring**

The Library will proctor online and written exams for individuals providing a current, valid form of identification. Proctoring service will not be provided if, in the sole discretion of the Library, there are issues of identification or authenticity of documents. Online exams will be taken using Library computers. The Library cannot guarantee that technical problems will not occur while using the Library’s internet and/or computers. The Library Center Managers will oversee the scheduling of exams and proctors. Any full-time Library staff may act as a proctor. Both the Library and the patron have the right to cancel an exam or to reschedule for a mutually agreed-upon time. The Library has the right to deny service to individuals based on factors including, but not limited to, failure to appear for previously scheduled exams, failure to pay for prior exams’ postage, and patron Library accounts that are in collections.

Patrons are responsible for monitoring deadlines set by their institution and scheduling exams. Exams must be scheduled at least 48 hours in advance. Patrons must provide proper photo identification upon arrival at the Library. If the Library incurs fees in order to return the exam, the patron is responsible for reimbursing the Library.

Adopted 9/18/2017

## **4. FACILITIES**

### **4.1 Exhibits and Displays**

The exhibit and display spaces of the Library are first and foremost a Library resource to be utilized in the fulfillment of the Library's mission. When not being utilized for Library purposes, exhibit and display spaces may be used to highlight collections owned by community members or organizations. Exhibits or displays that interfere with Library operations will not be permitted. Exhibits or displays will not promote commercial endeavors unless the endeavor is specifically related to the Library's goals.

All permanent or semi-permanent exhibits and displays will be approved by the Board of Trustees. Temporary displays (up to two months' duration) may be placed on exhibit at the discretion of the Executive Director or appropriate Center Manager.

All materials displayed in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and Board of Trustees do not assume responsibility for damage or loss suffered on its premises, nor for the cost of insurance coverage. Such costs, losses, damages, etc. are understood to be the responsibility of the organization or individual providing the exhibit or display. A signed statement of insurance coverage or, if it is uninsured, a statement releasing the Library from responsibility should be provided when the display is established.

**Reviewed and Approved, 3/19/2018**

### **4.2 Community Bulletin Boards and Brochure Racks**

Community bulletin boards and brochure racks are located in both Library Centers. Because space may become limited, the following guidance will be enforced:

- Dated materials will be removed within the week following the listed date. Materials without a date will be removed after three months, with Library staff placing the date of posting on the material for reference.
- Petitions and electioneering materials will not be allowed.

**Reviewed and Approved, 3/19/2018**

### **4.3 Meeting Spaces**

The meeting spaces of the Library are a resource to be utilized in the fulfillment of the Library's mission and for the community's educational and entertainment needs. Permission to use the facility is revocable and does not constitute a lease. The Library reserves the right to deny applications for use based on availability of space, availability of Library staff, frequency of use, or as further outlined in this policy.

**Reviewed and Approved, 3/19/2018**

#### **4.3.1 Availability**

- Library programming has priority, and the Library reserves the right to cancel or relocate any previously scheduled meeting.
- Available rental spaces are the Community Room, Programming Resource Center, and Blum House in Collinsville and the Pavilion, Community Room, and Meeting Rooms in Fairmont City. Occasionally other spaces may be rented or reserved on a case-by-case basis as approved by the appropriate Center Manager or Executive Director.

- Maximum capacity for each space is as follows:
  - Collinsville Programming Resource Center - 73 occupants with tables and chairs; 155 occupants with chair seating
  - Collinsville Community Room - 115 occupants with tables and chairs; 245 occupants with chair seating
  - Collinsville Blum House - 42 occupants for tables and chairs; 104 occupants for chair seating (occupancies are combined totals for the main floor - individual rooms' occupancies are posted in the kitchen)
  - Fairmont City Community Room - TBD
  - Fairmont City Meeting Rooms - TBD
  - Fairmont City Pavilion – 150 occupants
  - Although maximum capacities as determined by local fire authorities will be observed, recommended capacities will be determined by the Library based on criteria including but not limited to room setup and the comfort of the attendees.
- Booking of a meeting space will be on a first come, first served basis.
- Permission to use a Library meeting space does not imply Library endorsement of the aims, policies, or activities of any group or organization. Advertisements or announcements implying such endorsement are not permitted.
- The Library will not be the phone contact for the event or activity. The library's name, address, telephone number, or URL may not be used as the address or headquarters for any group using the library.
- Solicitation, admission or other charges, money raising activities, and/or sales are not allowed. This guideline is waived for all Library related programs or Library fundraising activities.
- Standing reservations for groups may be made for up to a one year period. It is the responsibility of the group to re-apply at the end of this time.
- Meeting space requests need to be submitted to and approved by the appropriate Center Manager or Blum House Manager at least one week prior to the activity.
- Meeting space may be provided for groups of children that are supervised by adults at the ratio of one adult for every seven children. Groups with members under the age of 18 must have an adult sponsor in attendance at all times during their meetings.
- Rentals for private gatherings will be charged a fee as set by the Executive Director.
- Public information meetings are to be open to the public and free of charge for attendees. No fee shall be charged or donation solicited as a condition of entry.

Reviewed and Approved, 3/19/2018

#### **4.3.2 Scheduling and Payment**

Reservations are to be made in writing on the appropriate rental application and returned to the Center Manager or Blum House Manager. Reservations will be confirmed upon receipt of the completed rental application and payment in full of any applicable fees. All effort will be made by the applicant to complete registration and pay fees in full no later than one week prior to the event; otherwise the Library reserves the right to deny the request. If an event is canceled by the requestor, the Library is to be notified no later than 48 hours prior to the scheduled event for a full refund. The Library will retain half the rental fee for notice given less than 48 hours in advance. The Library will refund the fees in full if the Library initiates the cancellation and a suitable alternative date or time cannot be arranged.

Reviewed and Approved, 3/19/2018

#### **4.3.3 General Rules for Use of Meeting Spaces**

- Meeting spaces must be left in neat, clean, orderly condition with all chairs, tables and equipment returned to their original position.



- Arrangements need to be made to use Library equipment. Library staff will assist with setup of the equipment as available.
- The Library does not provide service to carry supplies, provide refreshments, or provide office supplies or photocopies. All groups must provide their own support for preparation and cleanup. Groups may not store supplies on Library property without the permission of the appropriate Center Manager or Executive Director.
- It is not permissible to affix or adhere anything to the walls, doors, windows, or other surfaces in a manner that inhibits the safety and security of Library facilities.
- The use of firearms or hazardous materials is not permitted at any time.
- Use of tobacco or vaping products inside Library facilities or within 15 feet of any entrance is not permitted at any time.
- Use or possession of alcohol is not allowed unless otherwise specified below.
- Use or possession of illegal substances is not allowed.
- No event shall last later than the Library's closing time unless by special permission.
- No group may reassign a reserved time to another group.
- It is the responsibility of the applicant to give public notice that signing (sign language) will be made available upon reasonable request if the meeting is open to the public. It is the responsibility of the applicant to provide a qualified interpreter. It is the responsibility of the applicant to advise Library staff of any other special needs arrangements.
- Meetings, programs, or events may not disrupt Library operations, patrons, or staff. The Library reserves the right to terminate meetings, programs, and events that disrupt or interfere with normal Library operations.
- Group members bringing children to the Library are responsible for the supervision of their children attending the meeting and using the Library during the meeting.
- Groups that hold children's programs are responsible for the care of the participating children and their siblings before, during, and after the programs. Group supervisors must stay until all children have been picked up by their parents.
- Group members using the Library's equipment must leave all equipment in the condition in which it was found, including but not limited to stacking and rearranging chairs and cleaning and storing tables. The applicant is responsible for ensuring that all participants use the equipment in accordance with the Library District's policies.
- Food and nonalcoholic beverages may be served. Groups must furnish their own utensils, plates, cups, napkins, and other serving items. Groups will ensure all spills and debris are cleaned up before leaving the Library.
- Future requests will be denied if the above requirements are not met. A fee separate from the rental fee may be assessed for cleaning or the actual cost of repairs if it is deemed necessary by the Center Managers, Blum House Manager, and/or Executive Director.
- Library staff are authorized to monitor the use of the meeting space and to enforce all policies concerning their use. All meetings shall be open to the Executive Director and Library staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
- Individuals or organizations must provide to the Library a copy of a Certificate of Insurance for Special Events Liability with the Library listed as an Additional Insured.

Reviewed and Approved, 3/19/2018

#### **4.3.3.1 Rules for Specific Meeting Spaces**

These rules, which pertain to specific meeting spaces, are in addition to the general rules outlined above.

- Collinsville Community Room:

- The kitchen is intended to assist with serving previously prepared food and drink. It is not a commercial kitchen and is not to be used for cooking. Groups using the kitchen are expected to leave the space clean of food, beverage, dirty dishes, and trash; failure to do so may result in an additional cleaning charge.
- Collinsville Blum House:
  - Alcoholic beverages are permitted at private rentals upon furnishment to the Library of a Homeowner's Insurance certificate for events with host liquor liability insurance with a limit of \$500,000 or a special proof of insurance providing similar coverage for the rental event. Proof of coverage must be furnished at least one (1) week prior to the event.
  - Because of the age and condition of the Blum House, no decorations may be hung or affixed to the walls or ceilings.
  - Individuals utilizing the Blum House will be respectful of the Library's neighbors in their volume and actions.
  - Individuals utilizing the Blum House are welcome to use the kitchen's appliances, dishes, and utensils. Renters are responsible for proper use, cleaning, and storage of these resources.
- Fairmont City Pavilion:
  - Alcoholic beverages are permitted at private rentals upon furnishment to the Library of a Homeowner's Insurance certificate for events with host liquor liability insurance with a limit of \$500,000 or a special proof of insurance providing similar coverage for the rental event. Proof of coverage must be furnished at least one (1) week prior to the event.
  - Individuals utilizing the Pavilion will be respectful of the Library's neighbors in their volume and actions.

Reviewed and Approved, 3/19/2018

#### **4.3.4 Liability**

Granting of permission to use Library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board of Trustees. The Library is not responsible for any loss, theft, or damage to any owned or rented equipment or to the personal belongings of any meeting attendee. The individual signing the room rental application and/or the organization they represent will assume legal responsibility for the cost of repair or replacement of damaged Library property. The accountable person and/or organization will also assume responsibility for the cost of any special cleaning necessary after the use of the room.

Individuals, groups, or organizations utilizing the Library's meeting spaces fully release and discharge the Library Board of Trustees and its officers, agents, and employees from any and all claims from injuries which may arise or which may be alleged to have arisen out of or in connection with the meeting. Individuals, groups, or organizations utilizing the Library's meeting spaces further indemnify and hold harmless the Library Board of Trustees and its officers, agents, and employees from any and all claims from injuries, including but not limited to the general public, which may arise or which may be alleged to have arisen out of or in connection with the meeting.

Reviewed and Approved, 3/19/2018

#### **4.4 Study Areas**

Study areas are available for use on a first come, first served basis. Available space ranges from single-person study rooms to spaces for six individuals, depending on each Library Center's physical arrangements.

**Reviewed and Approved, 3/19/2018**

#### **4.5 Carma Wilbert Reading Room**

The reading room in Collinsville is a designated quiet zone intended for individual activity such as reading or studying. It is normally available on a first come, first served basis, although occasionally it may be reserved in advance through the Center Manager for special circumstances.

**Reviewed and Approved, 3/19/2018**

## **5. COLLECTION DEVELOPMENT**

### **5.1 Materials Selection Policy**

The selection of any material or electronic resource for the collection of the Mississippi Valley Library District (hereafter "Library") 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, with interpretations](#), and incorporates it as part of this policy.

**Reviewed and Approved, 9/18/2017**

### **5.2 Gifts and Memorials**

The Library will encourage and accept gifts with the understanding that gift materials will be added to the collection only if they meet the same standard required of purchased materials. Gift materials not meeting those standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format unsuitable for library use may be given to other organizations, sold, exchanged, or recycled.

Funds for the purchase of memorials are accepted. The responsibility for selection of memorials rests with staff following consultation with the donor on appropriate subjects. A memorial bookplate is placed in each item. Acknowledgment is made to the donor; immediate family will be notified of the gift at the donor's request only.

**Reviewed and Approved, 9/18/2017**

### **5.3 Materials Withdrawal Policy**

Book withdrawal is an important aspect for collection development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines:

- To remove physically worn out or damaged volumes.
- To eliminate books containing obsolete information.
- To remove duplicate copies of titles which have waned in popularity.
- To remove materials which have not been checked out for several years.

The Executive Director will make the final decision regarding the disposition of books withdrawn from the collection. Whenever gift or memorial materials are no longer needed, they will be disposed of in the same manner as materials purchased.

**Reviewed and Approved, 9/18/2017**

### **5.4 Challenged Materials**

Challenged materials which meet the materials selection policy of the Library should not be removed under any legal or extra-legal pressure. Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated

from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. Therefore, any attempt, be it legal or extra-legal to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Materials will not be withdrawn from the collection because of pressure, verbal, written or otherwise, without the approval of the Board of Trustees. The party making the complaint must be a resident of the Mississippi Valley Library District. Under no circumstances will material be removed from the shelves until the Board so directs.

When any patron objects to the presence or absence of any Library material, the complaint will be reviewed by the Executive Director and the Board of Trustees. All complaints to staff members will be referred to the Executive Director who will discuss the matter with the complainant. If a patron objects to materials in our collection:

- Staff members should not engage in discussion about the appropriateness of any materials. Refer them to the Executive Director or Center Manager.
- Determine if the person is a resident within the Library District.
- Offer the form: "Request For Reconsideration Of Library Materials" (appended hereto).
- No form will be processed without it being filled out completely and signed by the complainant.
- 

If there is a request for withdrawal of materials, it will be reviewed by the Executive Director and the Board of Trustees at their next regularly scheduled monthly meeting. A response in writing will be sent to the complainant within five (5) days after the board meeting stating the Board's decision on the "Request for Reconsideration of Library Materials."

**Reviewed and Approved, 9/18/2017**

**Mississippi Valley Library District**

**REQUEST FOR RECONSIDERATION OF MATERIAL**

Name of person filling out form: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Complainant represents:

- yourself
- an organization? (name) \_\_\_\_\_
- your child? (age of child) \_\_\_\_\_

Title of material: \_\_\_\_\_

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

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

Type of material (book, dvd, magazine, etc.): \_\_\_\_\_

1. What do you object to in the material? (Please be specific, citing pages or location.):
2. What do you feel might be the result of exposing people to this material?
3. For what age group (if any) would you recommend this material:
4. Did you read/hear/view the entire material? Yes No  
If no, which parts did you read/hear/view?

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

## 6. PERSONNEL

The Mississippi Valley Library District (hereafter “Library”) will promote the welfare of the individual staff members while meeting the staffing needs of the Library. 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 policy will be addressed in the Personnel Manual. 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.

Reviewed and Approved, 1/22/2018

### 6.1 Organizational Structure

BOARD OF LIBRARY TRUSTEES  
PRESIDENT  
VICE-PRESIDENT  
SECRETARY  
TREASURER  
TRUSTEE  
TRUSTEE  
TRUSTEE  
~  
EXECUTIVE DIRECTOR  
~  
LIBRARY CENTER MANAGERS  
~  
CIRCULATION SUPERVISORS  
CHILDREN’S LIBRARIAN  
ILL & GENEALOGY SUPERVISOR  
COMPUTER LAB SUPERVISOR  
YOUTH SERVICES COORDINATOR  
MARKETING COORDINATOR  
PROGRAM COORDINATOR  
OFFICE COORDINATOR  
CATALOGER  
MAINTENANCE TECHNICIAN  
~  
LIBRARY CLERKS  
~  
LIBRARY PAGES

Reviewed and Approved, 1/22/2018

## **6.2 Application, Selection, and Employment**

### **6.2.1 Application and Interview**

The Library 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. Appropriate media are used to advertise for available positions. Application may be made by resume. Applicants may be asked to supply additional support documentation based on the requirements of the position.

Reviewed and Approved, 1/22/2018

### **6.2.2 Selection and Appointment**

Applicants for the position of Executive Director will be interviewed by the Board-appointed Personnel Committee. Appointment to the Executive Director position will be made by the Board of Trustees.

All other applicants for employment will be interviewed by the Executive Director and the Center Managers, with final selection by the Executive Director. Anyone accepting a position with the Library will have open access to the Policy and Personnel Manuals and will be responsible for following these policies and procedures.

An employee who was previously employed at the Library may be considered for rehire if they followed proper procedure according to the 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.

Reviewed and Approved, 1/22/2018

### **6.2.3 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. More frequent evaluations will be done when deemed necessary. Employment may be terminated at any time during this period if the employee is unable or fails to perform the duties required by the position.

Reviewed and Approved, 1/22/2018

### **6.2.4 At Will Employment**

It is the policy of the Library 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 policy 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.

Reviewed and Approved, 1/22/2018

## **6.3 Conditions of Employment**

### **6.3.1 Hours of Work**

A normal week will consist of 35-40 hours for full-time employees. Part-time employees will not exceed 1000 hours per year (average 18 hours per week). A full-time work day is eight hours, with a paid one-hour lunch break. Full-time staff split shifts are scheduled as four hours. Employees must report to work promptly as scheduled. Staff unable to report to work because



of illness or emergency should notify the scheduled supervisor no later than one hour prior to scheduled work time. Repeated violations of a work schedule will subject an employee to disciplinary action.

Reviewed and Approved, 1/22/2018

### **6.3.2 Salaries and Wages**

Salaries and wages will be reviewed annually by the Budget Committee during the budget process. Paychecks are distributed biweekly on Friday and reflect the prior two full weeks ending on Sunday.

Reviewed and Approved, 1/22/2018

### **6.3.3 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 Executive Director.

Reviewed and Approved, 1/22/2018

## **6.4 Evaluations**

Evaluations will be performed by the Executive Director annually on the staff person's anniversary date. Input from appropriate supervisors will be included.

Reviewed and Approved, 1/22/2018

## **6.5 Disciplinary Actions**

### **6.5.1 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. Anytime during disciplinary probation a decision may be made to take the employee off probation or dismiss the employee.

Reviewed and Approved, 1/22/2018

### **6.5.2 Suspension**

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

Reviewed and Approved, 1/22/2018

## **6.6 Separations**

Upon separation from employment, all employees are required to return Library keys and any Library property that might be in their possession. Library materials checked out on an individual's personal Library account are not subject to early return.

Reviewed and Approved, 1/22/2018

### **6.6.1 Resignation**

Employees resigning their position should notify the Executive Director in writing, including their anticipated last day of work. A minimum of two weeks written notice is customary for support

staff, and four weeks written notice for professional staff is preferred. Failure to give proper notice will be recorded in the employee's personnel file.

Reviewed and Approved, 1/22/2018

### **6.6.2 Dismissal**

The employment relationship may be terminated at any time by the Executive Director. 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.

Reviewed and Approved, 1/22/2018

### **6.6.3 Retirement**

Retirement from the Mississippi Valley 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.

Reviewed and Approved, 1/22/2018

## **6.7 Grievance Policy**

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.

Reviewed and Approved, 1/22/2018

Updated, 2/12/2018

### **6.7.1 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.

Reviewed and Approved, 1/22/2018

Updated, 2/12/2018

### **6.7.2 Purpose and Scope**

The Library's philosophy is 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 Library 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.

Reviewed and Approved, 1/22/2018  
Updated, 2/12/2018

## **6.8 Benefits**

### **6.8.1 Vacation**

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

Vacation for the Executive Director and Center Managers will be negotiated at time of hire. The Executive Director and Center Managers will be granted an additional week of vacation at 5 years, and again at 10 years (not to exceed 5 weeks).

Vacations for full-time employees, excluding the Executive Director and Center Managers, will be based on the following schedule and credited to each employee on January 1st:

<u>Length of Service</u>	<u>Vacation</u>
After 1 year to 23 months	1 week per year
2 years to 4 years	2 weeks per year
5 years to 9 years	3 weeks per year
10 years and over	4 weeks per year

All vacations credited must be used by December 31st of the same year or be forfeited. There is no vacation accrual.

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

Part-time employees will receive 18 hours of paid vacation after one year of employment, credited on January 1st.

All vacations credited must be used by December 31st of the same year or be forfeited. There is no vacation accrual.

#### **Vacation scheduling:**

Requests for vacation will be submitted to the Executive Director in writing. No more than two full-time staff may have the same week scheduled. Final approval is at the discretion of the Executive Director.

Reviewed and Approved, 3/19/2018

### **6.8.2 Sick Leave**

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

Each full-time employee will be granted four hours of paid sick leave per pay period. Unused sick leave can be accumulated to a maximum of 240 working hours.

Employees are paid for 50% of accumulated sick leave hours over 240 working hours following the beginning of each fiscal year.

Sick leave may be used for personal physical or mental illness, the care of a family member, medical diagnosis, treatment, or preventative care. This includes doctor, dentist, and eye doctor appointments. Eligible family members are defined as a child (biological, adopted, stepchild, or legal ward), spouse, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent.

After three consecutive days of sick leave, a doctor's statement will be required. Suspected abuse of sick leave may result in the requirement of a doctor's statement.

Upon retirement, the employee may choose to be paid 50% of accrued sick leave or choose to convert the unused, unpaid sick leave into retirement service credit. The Illinois Pension Code (ILCS 7/5-139(a)8) allows retiring members to convert unused, unpaid sick leave to service credit. A member can convert up to 240 days; he or she receives one month of service credit for every 20 days (or fraction thereof) of unused, unpaid sick leave up to a maximum of one year of pension credit. For example, if a member has 20 days of sick leave, he or she can receive one month of service credit; if he or she has 21 days of sick leave, two months of service credit, etc. 50% of sick leave will be paid to a beneficiary upon the death of the employee. Voluntary resignations and involuntary terminations do not qualify for sick leave payout.

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

Part-time employees do not earn paid sick leave. After three consecutive days of unpaid sick leave, a doctor's statement will be required. Suspected abuse of sick leave may result in the requirement of a doctor's statement.

**Reviewed and Approved, 3/19/2018**

#### **6.8.3 Personal Leave**

Each full-time employee will be credited with two personal leave days on January 1st. All personal leave must be used by December 31st of the same year or be forfeited.

**Reviewed and Approved, 3/19/2018**

#### **6.8.4 Family and Medical Leave**

Family and medical leave will be granted when a full-time 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 be full-time and have 12 months of continuous service with the Library. 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. Eligible family members are defined as a child (biological, adopted, stepchild, or legal ward), spouse, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent.

If the leave is planned in advance, employees must provide the Library with at least 30 days' notice prior to the anticipated leave, in writing to the Executive Director. If the leave is unexpected, employees should notify the Executive Director immediately and put the request in writing as soon as possible.

The employee will be required to use all unused sick, vacation, and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay. Sick leave 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) 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, in writing to the Executive Director. If the leave is unexpected, employees should notify the Executive Director immediately and put the request in writing as soon as possible.

The employee will be required to use all unused sick, vacation and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay. Sick leave 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) 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 explaining their disability and inability to work. Before employees can return from medical leave, they must present a statement 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 above. The certification requirements and conditions for required use of accrued time off, benefits accrual, and continuation of group health insurance during the leave will be the same as those indicated above. Unless applicable state or local law requires otherwise, reinstatement will not be guaranteed to any employee requesting leave under this section 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.

Reviewed and Approved, 3/19/2018

### **6.8.5 Victims' Economic Security and Safety Act (VESSA)**

The Library complies with the Victims' Economic Security and Safety Act (VESSA). Any part- or full-time employee who is a victim of domestic violence, or who has an immediate family member defined as a spouse, parent, child, or a person residing in the same household who is a victim of domestic violence, may take up to 12 work weeks during any 12 month period VESSA leave to:

- Seek medical attention for, or recovery from, physical or psychological injuries;
- Obtain victim services;
- Obtain psychological or other counseling;
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
- Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

Upon return from VESSA leave, the employee shall be reinstated to their original job or a job of like status and pay. An employee requesting VESSA leave is required to give 48 hours' notice in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide written notice at the earliest possible time. The employee may be required to submit a certification demonstrating the need for leave. The certification must be provided by the employee as soon as reasonably possible and within 15 days after leave is requested. Information of this nature and the request for leave is confidential. The Library will require the employee to report periodically on their status and intent to return to work.

VESSA leave will be counted on a 12-month period rolling forward from the date of the first day of VESSA leave. VESSA leave may be taken intermittently or on a reduced work schedule. If elected by the employee, VESSA leave will run concurrently with other eligible paid leaves of absence (for example, sick leave, paid vacation, personal day). When the employee's need for leave also qualifies as FMLA leave, or for long-time disability, these leaves will run concurrently. The Library will attempt to provide reasonable accommodations for VESSA, unless such accommodations would present undue hardship. Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement. To request a reasonable accommodation, the employee should give a written request to the Executive Director at the earliest possible time.

Reviewed and Approved, 3/19/2018

### **6.8.6 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	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Easter Day	Family Day (the day after Thanksgiving)
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve

Reviewed and Approved, 3/19/2018

### **6.8.7 Bereavement**

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

- Death of a family member. Eligible family members are defined as a child (biological, adopted, stepchild, or legal ward), spouse, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent.

Eight hours of bereavement leave with pay will be granted annually to full-time employees to attend funerals and life celebrations. Additional time may be granted at the discretion of the Executive Director.

Part-time staff will be excused from their scheduled shifts for up to five days per death of a family member. Part-time employees will be excused from their scheduled shifts to attend funerals and life celebrations.

**Reviewed and Approved, 3/19/2018**

### **6.8.8 Jury Duty**

Full-time employees called for jury duty will receive their regular pay during the time they are serving. Part-time employees called for jury duty will be excused from their scheduled shifts. The jury stipend may be kept by the employee. A copy of the certification of jury duty service will be given to the Executive Director upon completion of said service.

**Reviewed and Approved, 3/19/2018**

### **6.8.9 Requests and Approval of Leave**

All leave requests should be made in writing to the Executive Director before the schedule covering the date(s) is posted. In emergency situations, leave may be granted verbally by the Executive Director or a Center Manager. Requests for leave will be approved or denied in a timely manner. Every effort will be made to honor employees' requests, but first consideration goes to the proper staffing of the Library.

When an employee wants to take leave after the schedule has been posted, the employee will ask the appropriate Center Manager for the schedule adjustment. The Center Manager will make a final determination for the employee's request and notify the Executive Director.

**Reviewed and Approved, 3/19/2018**

### **6.8.10 Pensions**

Participation in the Illinois Municipal Retirement Fund (IMRF) is required by law for full-time employees and part-time employees working more than 1000 hours per anniversary year. The employee contribution rate is set by state statute and is currently 4.5% which will be deducted per pay period.

IMRF's Voluntary Additional Contribution (VAC) program is available to any IMRF participant. Voluntary Additional Contributions:

- Are limited to a maximum of 10% of an employee's IMRF reportable earnings, up to the Tier 2 wage cap.
- Are after tax, not tax-deferred.
- Are a separate individual account consisting only of the employee's contributions and any interest earned on them. Employers do not make any contributions to employees' VAC accounts.
- Accrue interest differently than traditional saving accounts.
- Continue to earn interest for as long as they are left on deposit with IMRF.

**Reviewed and Approved, 3/19/2018**

### **6.8.11 Health Insurance**

- 100% of the premium for Health Insurance is paid by the Library for the employee only; additional family members may be added and that share of the premium will be deducted monthly.
- 100% of the premium for Dental Insurance is paid by the Library for the employee only; additional family members may be added and that share of the premium will be deducted monthly.

Reviewed and Approved, 3/19/2018

### **6.8.12 Workers Compensation Insurance**

Workers' compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for mandatory relinquishment of the employee's right to sue their employer for the tort of negligence. This insurance covers all Library employees who qualify for this benefit as defined.

Reviewed and Approved, 3/19/2018

### **6.8.13 Tuition Reimbursement**

- Budget permitting, the Library will pay up to \$500 per term for a class or classes approved in advance by the Executive Director as appropriate and necessary to the Library.
- The Library will reimburse the actual amount of the class upon completion with proof of initial payment and a grade of B or better. A class taken pass/fail is not eligible.
- Classes are to be taken on the employee's own time.

Reviewed and Approved, 3/19/2018

### **6.8.14 Staff Development and Training**

- Staff development and training 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.
- Budget permitting, the Executive Director may send staff members to training classes on a case by case basis.

Reviewed and Approved, 3/19/2018

### **6.8.15 Professional Affiliations**

Exempt staff are encouraged to become members of professional organizations and to participate in the work of these organizations.

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

Reviewed and Approved, 3/19/2018



## **6.9 Miscellaneous Personnel Policies**

### **6.9.1 Personnel Files**

A personnel file will be maintained for each employee. Each employee will have the right upon written request to the Executive Director, or the Secretary of the Board of Trustees, to review the contents of the employee's own personnel file in the presence of the Executive Director or Board Secretary, and place in the file written reactions to any of its contents. An employee can petition in writing to the Executive Director or the Board of Trustees to have subjective materials removed from their file. Personnel files will be kept in a locked filing cabinet in the Executive Director's office. Files on pending disciplinary action will be separate and remain confidential until the conclusion of all disciplinary procedures.

Reviewed and Approved, 3/19/2018

### **6.9.2 Drug Free Workplace**

The Board of Trustees of the Mississippi Valley Library District (hereafter "Library") in compliance with the Drug Free Workplace Act (30 ILCS 580/) 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 Library 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 with the Library 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 Executive 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 Executive 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;
- to inform employees that 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 that 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.

Reviewed and Approved, 3/19/2018

### **6.9.3 Adverse Weather Conditions**

In the event of extreme adverse weather, the Executive Director and/or the Center Managers, 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. Those scheduled to work will be paid for their entire shift.

If it is necessary to have a late opening, employees will be notified by 7:00 a.m. By mid-morning, the staff will be notified of the official opening time. Those scheduled to work will be paid for their entire shift. When the Library has not been officially closed, and an employee arrives late or must miss work due to weather conditions, the missed time will be charged to vacation or personal leave. If an employee has scheduled time off on an adverse weather day, his/her time will be credited for the amount of excused time allowed for the adverse weather.

Reviewed and Approved, 3/19/2018

### **6.10 Employee Internet, Email, and Telephone Use Policy**

The Mississippi Valley Library District (hereafter "Library") furnishes computers for employees' use in conducting official business. This includes access to email and the Internet. The Library also has software and systems in place that can monitor and record all Internet usage. The email and Internet access systems in place are the sole property of the Library. The technology is in place for business related to the Library. The technology may not be used for any purpose which would violate the Library's policies or state or federal law. If an employee is found to be abusing the technology, his or her access may be limited or eliminated altogether. Nothing on the Internet system or any property of the Library, including phones or voicemail, is or can become the private property of any employee.

Employees may use the technology for some limited personal use as long as that use does not result in cost to the Library, does not interfere with the performance of duties, is brief in duration and frequency, does not distract from the conduct of the Library's business, and does not compromise the security or integrity of the Library's information or software. Such limited use shall not occur on paid time, but is permitted immediately before or after work hours and during an employee's breaks. Any personal use of Library computers, Internet, telephones, and email service must comply with all applicable laws and employer policies.

There can be no expectation of privacy or assurance of confidentiality for any messages or for any use or pattern of usage of the Library's Internet, phones, or any other property. Work related social media and work email accounts are Freedom of Information Act requestable and work related content must be retained.

#### **A. MANAGEMENT AND ADMINISTRATION OF THE INTERNET AND PHONE SYSTEMS**

The library reserves the right to record the digital activities of each and every user, including but not limited to Internet site visits, chat activity, newsgroups, email messages, and file transfers into and out of the Library's internal networks. The Library reserves at all times the right to monitor such activity. No employee should have any expectation of privacy as to any Internet usage or telephone system. The Library's Executive Director and Center Managers may analyze usage patterns and review Internet activity and voicemail messages in an effort to maintain the highest levels of productivity. The Library reserves the right to inspect any and all files stored in private areas of its network in order to assure compliance with this policy.

The system must never be used to create or access offensive or disruptive messages. The display or access of any kind of sexually explicit image or document on any Library system (other than for legitimate law enforcement purposes) is a violation of both this Internet policy and the Library's Policy Prohibiting Sexual Harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources except for a legitimate law enforcement purpose. The Library may use independently-supplied software and data to identify inappropriate or sexually-explicit Internet sites. The

Library may block access from within its networks to all such sites. If an employee inadvertently connected to a site that contains sexually explicit or offensive material, he or she must immediately disconnect from that site, regardless of whether that site has been previously deemed acceptable by any monitoring, screening, or rating program.

The Library's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, province, or other local jurisdiction in any material way. Use of any Library resources for illegal activity is grounds for immediate dismissal, and the Library will cooperate with any legitimate law enforcement agency in the investigation of such activity.

The safety and security of the Library's network and resources must be considered at all times when using the Internet. Employees may not download or install programs or software onto computers without prior permission from a supervisor and without the programs or software being properly scanned for viruses.

#### **B. TECHNICAL**

No employee may create or implement any password other than the password issued by the Library for voicemail, network, or Internet access, without permission of the Executive Director and/or the appropriate Center Manager. Employees are not to share or reveal individual passwords to anyone other than a supervisor or authorized contractor.

#### **C. SECURITY**

The Library has installed a variety of firewalls, proxies, address screening programs, and other security systems to assure the safety and security of the Library's networks. Any employee who attempts to disable, defeat, or circumvent any Library security facility will be subject to discipline, including immediate termination.

Employees who misuse the Library's Internet, email, and/or telephone system may be subject to discipline up to and including termination. Employees have no expectation of privacy on any of the Library's equipment or property, including but not limited to desks, computers, Internet access, voicemail, or email.

**Reviewed and Approved, 9/17/2018**