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**MORRIS AREA PUBLIC LIBRARY**  
BOOKS FOR ALL

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**POLICIES OF  
THE MORRIS AREA  
PUBLIC LIBRARY DISTRICT  
Updated May 15, 2023**



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Section 1	Mission Statement and Objectives
<p data-bbox="272 338 699 373"><b>Public Policy and Procedure</b></p> <p data-bbox="272 428 391 464"><b>Manual</b></p>	<p data-bbox="859 338 1362 373">Issued: 1/5/2010; amended 5/15/2023</p> <p data-bbox="859 415 1474 485">Approving Authority: Morris Area Public Library District Board of Trustees</p>

The vision of the Morris Area Public Library District is to be an informed and engaged community embracing the opportunity to recreate and learn through literacy, meaningful experiences, and from one another.

Our mission is to provide materials, programming, and space to cultivate curiosity, enlighten the mind, and strengthen the community.

**A. General Purposes**

The Morris Area Public Library District exists (1) to further the lifelong education of those adults who are desirous of becoming completely well-rounded persons, and (2) to make available to both children and adults the wonderful world of enjoyment and recreation inherent in the printed word.

The Library’s concern, therefore, should be that of a positive contribution in the form of enlightenment and enrichment in moral, mental, social, cultural, and spiritual needs of its borrowers. Through the media of books, expertly and carefully selected, this enlightenment is made possible. Other educational material such as magazines, newspapers, periodicals, videos, and other media should supplement the use of books in achieving this goal of a continuing education. Additionally, reading for sheer enjoyment, which is such a vital part of Library tradition and one of the main reasons for a Library’s existence, should be encouraged and nourished, particularly among its clientele of all ages.

Library service should be available to all responsible residents and taxpayers without discrimination based on origin, age, background, or views. The staff and the Board should keep constantly on the alert for new and workable ideas that can effectively meet the challenges of our growing and developing community.

**B. Means of Attainment**

In maintaining these objectives, the following policies should be observed by the Board and staff: a high degree of accuracy in records maintained and information given, cooperation with civic organizations, an open-minded attitude toward new methods and improvements for better systematic and imaginative arrangement, and a careful observation of ethics in relations between Board members and staff.



**C. Library Bill of Rights**

In conclusion, we express approval of an acceptance of these principles as further stated in the American Library Association Bill of Rights, adopted by the Board of Trustees of the Morris Area Public Library District. A copy of the Library Bill of Rights is found in Appendix A.





<b>Section 2</b>	<b>Collection Development and Book Selection</b>
<b>Public Policy and Procedure Manual</b>	<p>Issued: 1/5/2010; amended 3/7/12, 3/13/23</p> <p>Approving Authority: Morris Area Public Library District Board of Trustees</p>

**A. Policy Statement**

The Morris Area Public Library District serves residents of the district as well as nonresident cardholders from the surrounding area. Library patrons include adults of all ages as well as children from preschool through senior high.

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

**B. Definition and Scope**

In accordance with the recommendations of Serving Our Public: Standards for Illinois Public Libraries, the Morris Area Public Library allocates not less than 9% of its operating budget for materials for patrons every year unless a yearly exemption due to an unusual circumstance is made by the vote of the Board. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, electronic media, and other materials that support the Library’s mission (i.e. The Library of Things). Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent people in specific subject areas also will be used. The Library can not guarantee availability of materials needed for the formal courses of study offered by elementary and secondary schools and by institutions of higher learning.

The library may accept gifts of books, records, and other materials. Such gifts will be added to the collection in accordance with the standards ordinarily used by the library in



selections of materials and with the understanding of the donor that items not deemed suitable for the Library's collection will be sold, rehomed, donated, or recycled at the discretion of the Director. Special collections, such as historical materials, books having more than literary value, or manuscripts, will be accepted by the library only if provision can adequately be made for their care and use. The Library also welcomes monetary gifts, bequests, or memorials so long as their use is not restricted by conditions that would conflict with the standard practices and policies of the library.

The Library seeks to draw upon the collection and resources of the lending consortium. Neighboring libraries and interlibrary loans are used to secure those specialized materials that are beyond the scope of the Library's collection. The library will comply with the borrowing and lending policies set by the lending consortium.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. When possible, materials removed from the library collection may be made available to the public.

The Morris Area Public Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the choice of materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for themselves and for their children, they cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film and Video Association. These documents are available in the Appendix.

Requests for reconsideration may be made only by registered patrons. Please see the Grievance Policy for a reconsideration of library materials request.



Section 3	Services
<b>Public Policy and Procedure Manual</b>	<p>Issued: 1/5/2010; amended 3/7/12; amended 10/10/13; amended 2/8/16; amended 3/9/20; amended 3/13/2023; amended 10/12/2023</p> <p>Approving Authority: Morris Area Public Library District Board of Trustees</p>

### A. Borrowers and Fees

#### a. General

The primary purpose of this Library is to provide Library service to the residents of the Library district. In addition, these services are available, with special provisions, to nonresidents wishing to use them. Borrowers may check out as many books and magazines as desired subject to the reasonable discretion of the Library Director provided that it does not deplete the collection in one area. The checkout of other materials may be restricted based on the demand for the materials.

#### b. Application Requirements

- i. All Library card applicants must provide their name, at least one form of contact information (phone number, email, physical address) date of birth and a signature. Proof of residency will be verified by the applicant providing a photo ID or one of the following documents: current month's utility bill, current lease agreement, and/or property tax statement. Other forms of contact information and identification may be accepted at the discretion of the Director.
  - 1. In the case the applicant's ID does not match their residence, they will be required to provide ID as well as two of the following documents: current month's utility bill, current lease agreement, and/or property tax statement. Other forms of contact information and identification may be accepted at the discretion of the Director.
- ii. Residents age 18 or over: Upon proper application, or presentation of expired borrower's card, any adult age 18 or over shall be issued a Library card which entitles them to use the facilities of the Library and to check out materials. Library cards shall be valid for three years from the date of issuance, or until termination of residence in the district, whichever period is shorter.
- iii. Residents under 18 years of age: The signature of one parent or guardian is required on the Library card applications of all residents under 18 years of age. The parent(s) or guardian(s) of residents under the age of 18 will be held accountable for the items checked out on the youth's card.



- iv. Nonresident borrowers: Any family not residing in the Library district, upon proper application and payment of the nonresident fee, may be issued a Library card which entitles members of the family to use the facilities of the Library and to check out materials. Such cards shall be valid for one year. Nonresident card fees are not refundable. Nonresidents who display a current real estate tax receipt for property within the Morris Area Public Library District may receive a nonresident card without charge. Any rules cited above pertaining to residents shall likewise apply to nonresidents.
- v. Application Renewal Requirements – Current Library card holders must show a current photo ID indicating residency in the Library district. If the address on the current photo ID does not match current address, Library card holders must present as proof of residency one of the following documents: current month’s utility bill, a current lease agreement and/or property tax statement. Library cards are non-transferable. Cardholders are responsible for notifying the Library of lost or stolen cards.
- c. Confidentiality of Records  
The Morris Area Public 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 books and other materials. Circulation records include all information identifying the patron borrowing particular books or materials. The Morris Area Public Library does not make available registration or circulation records to any party except in compliance with the law. The Morris Area Public Library does not make available lists of registered Library patrons except in compliance with the law. Law enforcement officers requesting confidential information may be asked to complete the Officer’s Request for Confidential Library Information form (Appendix C).
- d. Second Party Authorization of Hold Pick-Up  
This policy change has been approved by the attorney to allow patrons to submit written consent for second-party authorization to pick-up and check out materials reserved on their behalf.
- e. Fees and Charges  
In order to proceed with open and equal access to all Library Materials, the Library is Fine Free and does not collect overdue fines for general library materials housed in the Morris Area Public Library. However, the fine schedule and due dates of the Prairie Cat Consortium (or other lending consortium in use) material supersede those of the Morris Area Public Library. In addition, the Morris Area Public Library of Things is exempt and its items are not Fine-Free. For all Morris Library Fine-Free collections items, after 30 days, any items not returned will be declared lost. Patrons will be billed for the lost items and borrowing privileges will be suspended.



If a patron returns an item that has been damaged beyond the point where it can be returned to circulation or if the patron loses an item, a notice will be sent to the patron assessing the cost to replace the damaged item. Notifications will be made by phone, email and or text message. It is the patron's responsibility to keep account of information current. Failure to receive the notification does not absolve the library card holder from replacement fines. The replacement cost shall be equal to the cost of the items and processing costs. Borrowing privileges will be reinstated when the patron's account is brought into good standing or at the discretion of the Director.

## **B. Computer and Internet Use**

### **a. General Guidelines**

- i. Persons using the Morris Area Public Library District's (the Library) Internet and computers are subject to the policies of the Library.
- ii. Computers and Internet access are available for public use on a first-come, first-serve basis.
- iii. Patrons must have a valid Library card in good standing (defined as less than \$10.00 in fees/fines and/or less than 5 overdue items) from the Library to use the computers or Internet. Those from other PrairieCat libraries who have accounts in good standing may receive a guest pass for free. Any patron from a PrairieCat Library whose account is 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 an account from a PrairieCat Library may receive one guest pass per day.
- iv. Patrons who use Library accounts other than their own or who allow others to use their account will have their privileges suspended.
- v. 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 any patron from using Library equipment and computers. A suspension of privileges may be appealed in writing to the Library Director.
- vi. Persons age 10 and under must be directly supervised at all times by a parent or guardian age 18 or older to use the Library's computers or Internet. The parent/guardian and youth must sit at the same computer station or immediately next to each other's stations.
- vii. Persons aged 11 through 17 may use a computer or the Library's Internet with a Parental Consent Form (Appendix D) on file at the Library.
- viii. The Library prohibits the loading of personal software on all Library computers.
- ix. The Library provides printing services for a per-page fee. Patrons are responsible for previewing printed items and are responsible for 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 the circulation desk.



- x. When a computer session ends, each computer restarts and wipes clean any files saved to the computer by its previous user. Flash drives may be purchased at the circulation desk to save files before a session closes.
- xi. The Library's staff may provide assistance to patrons in the use of electronic information networks and other software programs installed on the Library's computers as time and staff knowledge permits. The Library offers computer classes to assist patrons wishing to improve their computer skills.
- xii. Use of any public computer or Internet connection at the Library constitutes acceptance of this policy and related procedures.

b. Acceptable Use Guidelines

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

- i. Use of electronic information networks for any purpose which results in the harassment of other users.
- ii. Destruction of, damage to, or unauthorized alteration of the Library's computer equipment, software, or network security procedures.
- iii. Use of electronic information networks in any way which violates a federal or state law, including unauthorized copying or distribution of copyrighted materials.
- iv. Use of electronic information networks in any way that violates licensing and payment agreements between the Library and network/database providers.
- v. Unauthorized duplication of copy-protected software or violation of software license agreements.
- vi. Violation of system security or other means of gaining unauthorized access to other computers or systems.
- vii. Behaving in a manner that is disruptive to others.

c. 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.

- i. 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.
- ii. Library patrons have the right to equitable access to electronic information networks.
- iii. Library patrons have the right to access and read all Library service policies and discuss questions with appropriate Library staff.



d. Time Restrictions

Use of Library computers is at the discretion of Library staff.

e. Internet Usage

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 users 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:

- i. Information may or may not be reliable or from a reliable source.
- ii. Information may or may not be accurate.
- iii. Information may or may not be current and up to date.
- iv. 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.
- v. Parents and guardians are responsible for monitoring their children's access to the Internet.
- vi. 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.
- vii. The availability of information on the Internet does not constitute endorsement of the content by the Library.
- viii. 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.
- ix. The Library is not responsible for damages or losses, indirect or direct, arising from a patrons' use of Internet information resources.

f. Internet Connection

The Library offers wireless Internet access for patron use. The Library's wireless access points may be limited at the Library's discretion. There may be times when the user may not be able to access a given site on the Internet due to circumstances beyond the control of the Library.



### **C. Service to Patrons With Disabilities**

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

#### **a. Service Animal Policy**

- i. **Policy Statement:** In accordance with the Americans with Disabilities Act (ADA), service animals are welcomed and permitted in all facilities. Per ADA, service animals are dogs or miniature horses individually trained to do work or perform tasks for an individual with a disability. For details, please see ADA requirements for service animals. No other animals are permitted.
- ii. **Definition and Scope:** In regards to a miniature horse, they generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds. Per ADA, size and weight can be factors in determining if the Library is able to accommodate this type of service animal.
- iii. **Behavioral Guidelines:** Service animals must be in physical proximity with their handler and under handler control at all times. They may not be left unattended. Service animals must not display disruptive behavior such as barking and growling. Service animal handlers are responsible for any upkeep or clean-up of the animal. Staff may ask a person to remove from the Library any animal including a service animal, when that animal's behavior poses a direct threat to the health and safety of others, as in accordance with ADA guidelines.

#### **b. Sensory Room Policy**

- i. **Policy Statement:** The Sensory Room of the Library is for use by small groups limited to five people in total. The purpose of this room is to provide a space away from the possibly noisy environment of the rest of the Youth Services Department. Use of this room should be consistent with the objective of the Library, which is to provide a suitable environment for learning for all ages.
- ii. **Scope and Definition:** Use of the Sensory Room will be arranged at the Circulation Desk. The Sensory Room will be used as it becomes available on a first come, first served basis. A waiting list will be kept if the room is occupied. No advance registration will be taken. The Sensory Room may be used for one hour. When the one-hour time limit expires, the room will revert to a first-in-first-out policy as administered by Library staff. A valid photo ID must be presented for an individual using the Sensory Room (or their legal guardian).

The Sensory Room will be limited to the current Fire Code occupancy requirements. No extra chairs will be allowed. A caretaker must be present





at all times with patron(s) using the Sensory Room. Activities in the Sensory Room should not materially or substantially interfere with the proper functions of the Library. Prohibited activities include: causing excessive noise, creating safety hazards or security risks, and creating other disturbances that violate the Library Patron Behavior Policy. The Library may also deny access to the Sensory Room to individuals that have failed to follow the rules and regulations for the room's use. See the procedures posted in the Sensory Room and in the Appendix N for more information.

All individuals are responsible for the condition of the room and should return furniture to the original arrangement. Patrons of the room are responsible for any repair costs for any damage to the room incurred during its use.

**D. Faxing and Copying Services**

Fees will be charged for use of the Library fax machine and copy machines. The fee schedule will be posted at the circulation desk.

**E. Notary Service**

As a service to the community, the Library offers notary services to Grundy County residents. Although a notary should be available between 9:00 a.m. and 5:00 p.m., the Library recommends an appointment. Notary service will be provided only to Grundy County residents, at a fee of \$1.00 per item notarized, and only to residents providing proper photo identification in accordance with applicable statutes. Notary service will not be provided if, in the sole discretion of the Library, there are issues of identification or authenticity of documents.

**F. Proctoring Service**

a. Policy Statement

The Morris Area Public Library will proctor online and written exams for free for residents of Grundy County who provide a current, valid form of ID. Proctoring may be provided for a fee for individuals residing outside Grundy County.

b. Scope and Definition

- i. Online testing may be done via a Library computer or the student's personal laptop. The Library will not download software onto Library computers that is not compatible with the Library's network. The Library cannot guarantee that technical problems will not occur when using the Library's network or its computers.
- ii. The Library is not responsible for deadlines set by the institution.
- iii. The Library will not retain copies of the completed exams.
- iv. The Library does not guarantee the name of an individual proctor; any designated staff may act as the proctor.



- v. The designated staff proctoring an exam will verify identification of the student.
- vi. Exams will be conducted within immediate sight of the circulation desk, but the proctor will also be assisting other Library users and will not sit with the student.
- vii. The Library agrees to provide a reasonably quiet space for students to undertake the exam.
- viii. The proctor will not be responsible for timing an exam.
- ix. The proctor will not grade any exam.
- x. The student should contact the Library 24 hours prior to the scheduled exam date to be sure the exam has arrived. This applies to both written and online tests.
- xi. Exams are administered by appointment only during normal business hours.
- xii. All students must complete an exam proctoring application. Applications for proctoring must be submitted at least seven days in advance of the anticipated exam appointment date.
- xiii. The student must make arrangements with the school to have written tests sent to the Library. Appointments will not be scheduled and/or given final approval until the Library receives the exam materials.
- xiv. Appointments may be scheduled by the director/designated staff member(s). The staff member scheduling the exam appointment is responsible for informing all staff working at the time of the appointment so that they are prepared for the student. Exams that have not been taken will be stored in the Library director's office.
- xv. The Library is not responsible for exams sent without prior arrangements and/or notification. Prior proctoring arrangements with an institution or a student do not indicate an ongoing partnership; the student and/or institution must verify with the Library all future arrangements on a case-by-case basis.
- xvi. The Library reserves the right to cancel or reschedule exams.
- xvii. Students are responsible for notifying the Library as soon as possible if they are unable to keep a scheduled proctoring appointment. Anyone who schedules an appointment and does not show up may forfeit the opportunity to have future exams proctored.
- xviii. Exams that have not been taken within two weeks of receipt at the Library will be mailed back, blank, to the school or agency, unless the student has contacted the Library within those two weeks to set up a testing date that extends beyond the two week period. Students are responsible for any fees associated with returning exams back to their school or agency.
- xix. Tests to be returned by mail must be accompanied by a postage-paid envelope.
- xx. Students are not allowed to mail their own tests back.





<b>Section 4</b>	<b>Relationships</b>
<b>Public Policy and Procedure Manual</b>	<p>Issued: 1/5/2010; amended 8/3/2010</p> <p>Approving Authority: Morris Area Public Library District Board of Trustees</p>

**A. Board of Trustees--Library Director Relationships**

a. Board of Trustees

i. Duties and Responsibilities

1. The Board is the legal policy-making body.
2. The Board shall select and employ the Library Director.
3. The Board shall encourage improved public relations and shall be concerned about interpreting the Library program and its facilities to the community.
4. The Board shall lead the way in maintaining an ample budget, which will enable the Library to meet its ever-increasing needs for service. It shall also be responsible for the administration of the budget.

b. Library Director

i. Duties and Responsibilities: The Director shall administer the policies, procedures, protocols, and plans adopted by the Board. Among duties and responsibilities of the Director are ensuring compliance with federal, state, and local laws; hiring personnel; directing, supervising and disciplining of all personnel; monthly and annual reports as required by the Board; and recommending such policy, procedure, protocols, and plans as will promote the efficiency and service of the Library.

ii. Director's Authority to Spend Policy

1. The Director of the Morris Public Library must seek contracts for all services provided to the Library. All contracts must be approved by majority vote during a full meeting of the Library Board and signed by both the Director and the Board President.
2. The Director should endeavor to acquire local bids whenever possible for contracts. The Morris Public Library may spend in excess of \$20,000.00 only after completing the formal bid process as described in Illinois Law.
3. The Director of the Morris Public Library is authorized to spend up to \$2000 on emergent building needs in the first 48 hours of an emergency. In the event of an emergent situation the Director will also follow the Communications Policy, which states the Director has latitude



- to handle the situation provided the Director notifies the President at the first possible convenience by phone after the event has occurred. Once the situation is no longer urgent, the Director will write a report of the incident, which should include any amount spent on mitigation efforts, and email it to the President and BCC the members of the Board.
4. The Director has the authority to spend according to the annual Board-approved budget and must notify the Board monthly with a report of expenditures. Any expenditures not accounted for in the annual budget must be approved in advance by the Board.

## **B. Public Library—School Relationships**

### a. General

The Morris Area Public Library District is aware of the important role a public Library plays in serving school children. Within the limits dictated by the responsibility of the public Library to serve the full community, the Library considers such services among its most important functions.

### b. Services

The Library will accommodate visits of classroom groups to the Library. Such visits should be scheduled a week in advance. It is suggested that the teacher concerned consult the Library Director for instructional materials available to aid in planning the visit.

## **C. Public Relations**

It shall be the responsibility of the Library Board of Trustees and Library Director to encourage and implement sound public relations policies with the community, individual citizens, civic groups, organizations, schools, and public officials.

### a. Objectives

- i. To encourage and promote the use of the Library and its services.
- ii. To maintain and insist upon high standards of personnel performance.
- iii. To initiate cooperation with community organizations and individuals.
- iv. To keep the Library Director and staff informed of community trends and interest.
- v. To present to the public the Library program and to actively work toward the attainment of public support for the Library.
- vi. To be constantly concerned about and to strive to create favorable public opinion.

### b. Policies

- i. Responsibility for representing the Library to the press rests solely with the Board, the Library Director, and the Assistant Director; no other employee may act as spokesman for the Library unless specifically delegated such function by the Board.



- ii. Feature stories, news events, or other information to be released to the press should originate with the Board or the Library Director.
- iii. Personnel associated with the Library will, as public servants, be friendly and courteous and will conduct themselves in such manner as reflects credit on the Library.
- iv. Constant and consistent communication with the local newspaper and other mass media should be made.
- v. Advantage should be taken of all newsworthy events to create favorable publicity for the Library.
- vi. Acknowledgment of gifts should be made promptly and publicized when appropriate. Attempts may be made to invite contributions.
- vii. Maximum use of Library facilities and services should be encouraged, consistent with operating limitations.



<b>Section 5</b>	<b>Personnel</b>
<b>Public Policy and Procedure Manual</b>	<p>Issued: 1/5/2010; amended 3/7/12; 9/24/13; amended 2/18/16; amended 3/14/16; 4/14/16; 3/9/20; amended 10/12/2023</p> <p>Approving Authority: Morris Area Public Library District Board of Trustees</p>

**A. Employee Practices**

It is the policy of the Library Board of Trustees of the Morris Area Public Library District that the normal working conditions in the Library shall, in general, relate to the standards indicated by the American Library Association. Further, the Library provides such conditions as are conducive to pleasant and efficient work and as are commensurate with good service to the public.

a. At Will Policy and Disclaimer

It is the policy of the Morris Area Public 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.

b. Equal Employment Opportunity Policy

The Morris Area Public Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, or any other basis prohibited by law. Nothing in the previous paragraph is meant to limit or expand the Library's obligation pursuant to all state, local and federal rules and regulations in all phases of employment.

c. Immigration Compliance

The Morris Area Public Library complies with the requirements of federal immigration law, and for all employees hired after 1988, the Library shall have a properly completed Form I-9 that shall be kept as a part of its permanent personnel records. Copies of Form I-9 (Employment Eligibility Verification) can be obtained through the U.S. Department of Justice Immigration and Naturalization Service or through the personnel office of the Prairie Area Library System.

d. Non-Harassment Policy

The Morris Area Public Library will not tolerate, condone, or allow harassment, whether engaged in by fellow employees, supervisors, or non-employees who are using the Library. Such conduct may result in disciplinary action up to and including



discharge. This policy covers all employees. Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when the conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive work environment. Conduct that belittles or demeans any individual on the basis of race, religion, national origin, age, disability, or other similar characteristics or circumstances will not be tolerated.

e. Complaint Procedure

The Library Director is responsible for creating an atmosphere free of discrimination. Further, employees are responsible for respecting the rights of their coworkers. If the employee experiences any job-related discrimination or harassment based on his/her race, color, religion, gender, or any other basis prohibited by law, or if the employee believes he/she has been treated in an unlawful, discriminatory manner or has been unlawfully harassed, promptly report the incident to the Library Director.

- i. If the employee believes it would be inappropriate to discuss the matter with the Library Director, he/she may report it directly to the president of the Board of Library Trustees. Once made aware of the complaint, the Morris Area Public Library is committed to commence an immediate, thorough investigation of the allegations. The complaint will be kept confidential to the maximum extent possible.
- ii. If, at the completion of the investigation, the Morris Area Public Library determines that an employee is guilty of discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee.
- iii. The Morris Area Public Library prohibits any form of retaliation against any employee for filing a bonafide complaint under this policy or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, the Morris Area Public Library determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

f. Employee Categories

The Library categorizes employees in the following categories:

- i. **Regular Full-Time Employees:** A regular full-time employee is an employee who is regularly scheduled to work 35 hours per week. Full-time employees are considered eligible for all employee benefits.
- ii. **Regular Part-Time Employees:** A regular part-time employee is an employee who is regularly scheduled to work less than 35 hours per week. Employees who work less than 18 hours per week are not eligible for employee benefits although those who worked an average of 11.5 hours per week (600 hours





annually) or more prior to September 7, 2011 will be enrolled in the Illinois Municipal Retirement Fund (IMRF).

- iii. **Non-Exempt and Exempt Employees:** The Illinois Minimum Wage Law and the federal Fair Labor Standards Act classifies employees as either non-exempt or exempt for the purpose of minimum wage and overtime requirements. Under state and federal law, non-exempt employees are entitled to minimum wage and, if they work more than 40 hours in a work week, overtime or compensatory time. An employee's weekly earnings and job duties determine whether he or she is exempt or non-exempt.

g. Recruitment and Appointment

The Library Director shall be employed by the Board of Trustees. Qualifications should include a professional degree from a Library school accredited by the Committee on Accreditation of the American Library Association, and two years experience in a public Library or experience that the Board considers equivalent to such experience. Other employees shall be hired by the Library Director. The assistant director shall be hired by the Library Director with approval of the Board of Trustees.

h. Safe Hiring and Screening

The Morris Area Public Library District holds a fundamental belief that its Board of Trustees and administrative staff have a duty to provide a safe and secure environment for patrons and staff. In an effort to best ensure this, every selected applicant for regular full-time or part-time employment positions with the District (other than the position of Page) will undergo a criminal background check. Employment offers to individuals who are not currently employed by the District will be conditional based upon successful completion of a criminal background check. Pages currently employed by the district need to successfully complete a criminal background check prior to appointment to higher positions. The criminal background check shall include submission of a current photo ID. The criminal background check will be in accordance with state and federal laws. Refusal to submit to and/or failing a criminal background check will remove the employment candidate from consideration for hire with the District.

i. Promotion, Demotion, Suspension, Termination, and Dismissal

- i. **Promotion:** Appointment and promotion shall be based on merit.
- ii. **Demotion:** Demotion of employees to lower-paying positions or positions of less responsibility shall be at the discretion of the Library Director.
- iii. **Suspension:** At the discretion of the Library Director, an employee may be suspended. The suspended employee may retain the right to present his or her case before the Board of Trustees in accordance with the grievance procedure.
- iv. **Termination:** Employees who voluntarily resign from the Library are asked to provide at least two weeks' advance notice of their resignation.



- v. Dismissal: Any employee may be dismissed with or without cause, at any time. Dismissals shall be at the discretion of the Library Director.
  
- j. Personnel Records/Employee Evaluations  
Events in each employee's history with the Library will be kept in the employee's personnel file. The employee is responsible for notifying the administrative assistant or Library Director of changes in address, telephone number, marital status, etc. Each employee will be given an annual performance review. The Library Director will conduct these reviews, and the personnel files will be documented with the results of this interview. The Library Director will also be reviewed in the same manner by the full Board of Trustees.
  
- k. Workers' Compensation  
All employees are covered by Worker's Compensation insurance without cost to the individual. Employees who are injured on the job at the Morris Area Public Library are covered by workers' compensation insurance. It is the employee's responsibility to immediately notify the Library Director of any injuries sustained while on the job at the Morris Area Public Library.
  
- l. Compensation and Retirement  
The salary of a Library employee, as that of a person in any profession, is based on ability and market conditions, and increases are based on an employee's ability, performance, and market conditions. The Board of Trustees may recognize outstanding ability and growth by granting increases beyond those noted in the Library's pay plan, but is not obligated to grant increases. New employees are hired at the minimum rate for the position unless additional qualification or special circumstances make it desirable to offer a higher step of the range provided. The salary of the Library Director and other professional employees are determined on an individual basis and will be reviewed at the time the annual budget is prepared. Wages and salaries are reviewed annually by the Board.
  
- m. Identity Protection Act  
The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security numbers, the Morris Area Public Library District intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 *et seq.*).
  - i. All employees who have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
  - ii. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.



- iii. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request. When collecting a social security number, or upon request by the individual, a Statement of the purpose or purposes for which the social security number is being collected and used must be provided.

n. IPA Restrictions

No employee may do any of the following:

- i. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- ii. Print an individual's social security number on any card required for the individual to access products or services.
- iii. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a barcode, chip, magnetic strip, RFID technology, or other technology.
- iv. Require 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.
- v. Print 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. Notwithstanding any provision in this Section 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 permissibly be mailed under this Section 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.
- vi. Collect, use, or disclose a social security number from an individual, unless:
  - 1. Required to do so 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;
  - 2. The need and purpose for the social security number is documented before collection of the social security number; and



3. The social security number collected is relevant to the documented need and purpose.
  4. Require an individual to use his or her social security number to access an Internet website.
  5. Use the social security number for any purpose other than the purpose for which it was collected.
- o. IPA Restriction Exceptions  
The prohibitions listed immediately above do not apply in the following circumstances:
- i. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
  - ii. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.
  - iii. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
  - iv. 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 an unclaimed property benefit.

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the Illinois Freedom of Information Act. Employees must redact social security numbers before allowing the public inspection or copying of the information or documents.

A copy of this policy shall be made available to the public upon request. 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.

## **B. Benefits**

- a. Group Health Insurance  
Employees working at least 32 hours per week on a year-round basis are eligible for participation in the Library's group insurance plan. Coverage will begin 30 days after the first day of work. The plan includes medical, dental, vision and life/Accidental Death and Dismemberment (AD&D) insurance. Eligible employees may elect to opt out of the medical part of the plan at any time, with enrollment



and/or re-enrollment to be determined by the insurance provider's policies at a qualifying event or during open enrollment. Enrollment in the life/AD&D insurance is required for all eligible employees and cannot be opted out of. The amount of employer contribution to the cost of coverage will be determined by the Board and reviewed on a regular basis and provided in an annual table (See Appendix F.) (Last update: 12/2021)

b. Social Security/Retirement Benefits

All Library employees are covered by Social Security and contribute as mandated by law. Employees who worked six hundred (600) or more hours per year (approximately eleven and a half [11.5] hours per week) prior to September 7, 2011 and/or employees who work one thousand (1,000) or more hours per year (approximately nineteen [19] hours per week) on or after September 7, 2011 are members of the Illinois Municipal Retirement Fund (IMRF) and contribute at the rate prescribed by law. Employees enrolled in IMRF prior to September 7, 2011 will continue to be subject to the 600-hour annual standard. Coverage under IMRF is in addition to Social Security coverage. During each pay period a percentage amount is deducted from the wages of IMRF-covered employees for the pension. The Library also contributes to IMRF for covered employees. Details about the IMRF pension plan are available from the Library Director (see also Appendix G).

**C. Time Off**

a. Policy Statement

Due to reasons employees must be absent from work, adequate provisions for such absences shall be outlined for the following conditions: Paid Time Off (PTO), sick leave, extended leave, and closures.

b. Scope and Definition

- i. Attendance: Employees are expected to arrive at work on time for all scheduled shifts. Planned absences must be arranged and approved in advance by following all Library policies and procedures. Employees unable to report to work as scheduled must contact their supervisor as soon as possible but no later than 15 minutes before their scheduled shift to explain the reason for the absence and the expected date of return to work. The Director may require additional documentation substantiating the reason for the absence. The employees must personally contact their supervisor on a daily basis during all absences except for those absences arranged and approved in advance. Unapproved absences are subject to disciplinary action up to and including termination. Failure to report for three consecutive shifts without notice to the supervisor, "no-call, no-show", will be considered a voluntary resignation by the employee.
- ii. PTO (Paid Time Off): Paid time off should be scheduled as early as possible for the purpose of maintaining the function of the Library. Therefore, PTO



requests must be submitted in writing to the employee’s supervisor no less than five business days in advance of the requested time off and scheduled in Paylocity or current time clock system. Approval of requested PTO is subject to availability of staff coverage. Submitting a PTO request does not guarantee approval. PTO will accrue for each “normally scheduled hour” worked at the Library at a given rate. (See Table 1). Employees may only request to take time off the amount of time they have accrued. It will be recorded each pay period in the current payroll system. After six months of employment, an employee may take off hourly increments that have been accrued. Roll over of PTO time will be capped at 50% above allotment provided each year. Once the PTO cap has been reached, no new PTO accrual shall be earned until such time as the PTO hours fall below the cap. (See Table 1)

Table 1:

PTO Rate-“Normally Scheduled Hours”			
	Tier 1 Accrual Rate 1-5 Years	Tier 2 Accrual Rate 6-10 Years	Tier 3 Accrual Rate 11+ Years
Director	0.05769231	0.05769231	0.07692308
Staff	0.03846154	0.05769231	0.07692308

- iii. Sick Leave/Extended Leave of Absence/Family and Medical Leave Act (FMLA): Employees shall be provided sick leave based upon “normally scheduled hours.” (See Table 2). The Director may receive a different rate as per the negotiated contract. Repeated days of absentia from illness or injury may require a doctor’s note. A medical release for full duty may be required upon returning to work. A discussion may be held with the Director about moving to an extended leave after ten days. (See Emergent Response Policy for emergency-event related leave, such as pandemic closures.) Unused sick days will be capped at 720 hours and will be recorded for purposes of pension service credit in accordance with IMRF regulations.



Table 2:

Sick Leave Rate-“Normally Scheduled Hours”		
	Accrual Rate	Cap in Hours
Director	0.046154	720
Staff	0.046154	720

Extended leave of absence may be granted at the discretion of the Director. Extended leaves shall not be granted for more than 12 months in accordance with the Family and Medical Leave Act (FMLA). In the event that the extended leave of absence is granted, all sick leave and PTO accrued must be used first. Once identified benefits have been exhausted, leave may be granted without pay. No guarantee shall be given that the employee will be rehired in the same position should he or she request employment in the future. While the Library is a governing body and governed by FMLA, it does not meet the legal requirements of over 50 employees for FMLA eligibility, therefore, family and medical leave is granted at the discretion of the Library.

- iv. **Holidays and Other Closings:** Closures of the Library may be based upon holidays, government mandated closures as per the Closures Calendar in the appendix of the Library By-Laws. The Board will determine on an annual basis which days the Library will remain closed if a holiday falls on a weekend. There may also be closures due to emergent situations. Eligible employees will be compensated for holiday pay for their “normally scheduled hours”. Unless pre-approved in writing by their Supervisor, employees must work their scheduled hours directly prior to and after the Library closing in order to be paid for any early/holiday closure. Employees must be employed for at least 30 days in order to be paid for closures based upon the Closures Calendar, which may not include emergent situations. In the event of emergency closure, the Director may close the Library but must notify the Board through the President in writing. Employees who had “normally scheduled hours” will be paid. If the Library is open and an employee cannot make it to work due to an emergent situation, such as inclement weather, interstate closure, etc., they must notify the Director prior to the start of their “normally scheduled” shift. At the discretion of the Director, in order to be paid for that time, the employee must use accrued PTO hours or make the time off up. Only if the employee does not have accrued PTO time may, at the discretion of the Director, take the hours without pay.
- v. **Leave for Illness or Death In Immediate Family:** Leave for illness and/or death in the family of an employee shall be granted, not to exceed three (3)



- days with pay; if further time is needed, an employee must use PTO hours or can be provided leave without pay at the discretion of the Director.
- Members of a family are defined as the following: parents, stepparents, spouse/partner, children, siblings, step siblings, grandparents, grandchildren, father/mother/brother/sister-in laws, and persons living in the same household as the employee. It is at the discretion of the Director to grant unpaid leave or to allow PTO leave for a non-familial illness or death.
- vi. Reserve Military Duty Leave: Employees who are members of the reserves of the U.S. Armed Forces or Illinois State Militia shall be allowed leave for a period spent in military service in accordance with the Family Military Leave Act (820 ILCS 151) and Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61). The Library shall comply with all state and federal laws concerning military leave to the extent applicable to the Library district.
  - vii. Maternity/Paternity Leave: Eligible employees may use unpaid leave for up to 12 weeks per 12 month period for the birth of a child to the employee or employee's spouse or partner and for the placement of a child with the employee for adoption or foster care. The 12-month period in which the 12 week entitlement occurs shall be a rolling 12 months measured forward from the date an employee uses any leave under this policy. Any earned but unused sick leave or PTO time may be used in conjunction with unpaid maternity/paternity leave. The Library shall comply with all state and federal laws concerning maternity and paternity leave to the extent applicable to the Library district.
  - viii. Jury or Other Civic Duty: All staff requested to serve jury duty will be given the required time off to fulfill this obligation. Employees will be paid their "normally scheduled hours" for jury service. In cases where jury duty does not require a full day, employees are expected to return to work as much of their "normally scheduled hours" as possible. Employees must notify the Director as soon as possible when they receive a jury duty summons and provide proof of service to be paid. Payment of time off for other civic duty shall be made at the discretion of the Director with concurrence of the Board. In no event shall any such decision necessarily be used as a precedent for future requests for payment.
  - ix. Victim's Economic Security and Safety Act (VESSA): The Victims' Economic Security and Safety Act (VESSA) allows employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. The Act also prohibits employers from discriminating against employees who are victims of domestic or sexual violence or who have family or household members who are victims of domestic or sexual violence. The Library shall comply with all





state and federal laws concerning VESSA to the extent applicable to the Library district.

#### **D. Pay Practices**

a. Hours of Work

It is the policy of this Library to remain open during such hours as best serve the needs of the community. Library service hours are to be determined by the Board and posted in a conspicuous place by the Library Director. Individual work schedules shall be designated by the Library Director, who shall be responsible for the assignment of such working schedules as best serves the needs of the community.

b. Attendance and Time Reporting

Employees are expected to arrive at work and be at their workstation productively engaged in Library business by the scheduled start time. Staff members are required to maintain and submit accurate records of hours and days worked and records of absence. All employees shall report their hours by clocking into and out of the Paylocity, or other currently used timekeeping system.

c. Payroll Period and Payday

The work week begins on Monday morning and ends the following Sunday. Employees are paid by check every two weeks. Direct deposit is encouraged.

d. Overtime and Compensatory Time

All non-exempt employees that work hours in excess of 40 hours in a given week shall receive compensatory (comp) time on the basis of time and one-half for all hours worked in excess of 40 in a given week. Employees are given as much notice as possible when asked to work overtime. The Library Director must approve the earning of any comp time. When scheduling time, an attempt is made to meet both the Library's and the employee's needs.

- i. **Eligible Employees:** Eligible employees are employees in positions that are classified as non-exempt under the federal Fair Labor Standards Act (FLSA).
- ii. **Determination of Overtime Hours:** Overtime hours are any hours worked in a given work week in excess of forty (40) hours. The beginning day of the work week for each eligible employee shall commence at 12:01 AM each Monday.
- iii. **Accrual of Comp Time**
  1. **Rate:** For each hour of overtime worked by an eligible employee in a given work week, one and a half (1-1/2) hours of comp time shall accrue.
  2. **Limitations:** Eligible employees may accrue not more than 24 hours of comp time, computed as one and one half hours of comp time for not more than 16 hours of overtime work.



3. Use: An eligible employee who has accrued comp time shall be allowed to use said time within a reasonable period following accrual so long as the operations of the Library are not unduly disrupted. Requested use of comp time shall be submitted to the Library Director at least two weeks in advance. Comp time shall not be counted as hours worked in the period in which such hours are used.
- iv. **Payment of Cash in Lieu of Comp Time**
    1. Authority of Employer: Nothing herein shall prohibit the employer, at the employer's option, of freely substituting cash, in whole or in part, for comp time off, and the overtime payment in cash does not affect subsequent granting of comp time in future work weeks or work periods.
    2. Payments to Employee: Cash payments to an employee for accrued comp time may be made at any time except that on termination, payment shall be made pursuant to Section 3.D. of this policy. No employee shall otherwise have the right to receive, upon request, cash in lieu of accrued comp time.
- e. Work Breaks  
Any employee who is scheduled and works at least four to six hours on any day is provided one fifteen minute work break. Any employee who is scheduled and works in excess of six hours is provided two fifteen-minute work breaks. Employees who are scheduled and work at least seven and a half continuous hours must take an unpaid lunch break of at least 30 minutes based on Illinois law, and it must start no later than five hours after the beginning of the shift. Staff may combine their two fifteen minute breaks with their lunch break for a 60 minute break (30 minutes of which will be unpaid). Staff members who combine their breaks with their lunch will not have any other paid breaks throughout the day. The purpose of the work break is to promote more efficient work. Breaks are not cumulative and cannot be carried over to another day. It is the responsibility of each employee to take his or her break if desired and as operationally feasible. If necessary, employees should ask other staff members to cover for them at the circulation desk so they may take a break.
- f. Staff Development and Expense Reimbursement
  - i. Professional Meetings: Employees are encouraged to attend professional meetings. Work schedules, at the discretion of the Library Director, may be arranged to permit rotation of such attendance by all interested staff members, so long as normal operation of the Library is not affected. Remittance for travel at the rate allowed by the Internal Revenue Service shall be paid by the Library.
  - ii. School: Staff members are encouraged to take advantage of college-level courses that will contribute to their value to the Library, if work schedules may be arranged to permit attendance at such courses. The Board of



Trustees may, in its sole discretion, authorize payment of the tuition for such courses if funds are available and upon proof of successful completion 12 months after completion of the course(s). Requests do not guarantee reimbursement. Any staff member requesting tuition reimbursement will sign a reimbursement agreement (Appendix H). This agreement will indicate the employee must work at least 12 months after the completion of the course(s) before receiving reimbursement. Should the employee voluntarily terminate employment with the Library within 12 months after completion of the course(s), the employee will NOT be eligible for reimbursement. Completion of courses in Library Science may be considered a recommendation for a merit increase in the employee's pay.

- iii. Professional Organizations: Membership fees for professional organizations will be paid for the Library Director. Membership fees for all other employees and the Board of Trustees will be paid subject to Board approval.

g. Remote Work

- i. Policy Statement: The goal of the Library Staff is to meet the needs of the community, which sometimes necessitates remote work. Remote work is an arrangement that allows employees to work off-site for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, the Library recognized that, in some cases, remote work arrangements can provide a mutually beneficial option for both the Library and employees.
- ii. Definition and Scope: During normal Library hours, there should be enough staff to meet the functional needs of the Library. There are occasions when Library staff may need to be engaged in remote work. The Library Director or Library Designee (Person in Charge) shall have the responsibility to enforce the remote work policy. Not all positions can be performed from off-site locations. In order to work remotely, the following basic requirements must be met:
  - 1. An employee must work the same hours from home as the employee would work in the Library. Employees must be reachable by phone and email when working remotely.
  - 2. Employees must be available to attend scheduled meetings and participate in other required Library activities.

Remote work arrangements are approved on a case-by-case basis by the Library Director. The Board President will approve remote work when involving the Library Director. Remote work might not be feasible within some positions.

Employees interested in remote work arrangements should obtain approval of arrangements from the Library Director.



The Library Director has the right to cancel or suspend employee remote work privileges.

## E. Conduct

### a. Breaches of Conduct

- i. Falsifying employment application, time sheet, expense report, personnel or other documents or records of the Library
- ii. Unauthorized possession of Library, patron or staff property
- iii. Possession, distribution or use of weapons or explosives, or violating criminal laws on the premises of the Library
- iv. Fighting and/or other disorderly conduct
- v. Dishonesty, fraud, theft or sabotage against the Library or its staff
- vi. Using threatening, intimidating, coercing, abusive or vulgar language, or interfering with the performance of other staff members of the Library or its patrons
- vii. Insubordination or failure to perform reasonable duties, which are assigned
- viii. Unauthorized use of material, time, equipment or property of the Library or a patron
- ix. Damaging or destroying Library or patron property through careless or willful acts
- x. Conduct that the Library feels reflects adversely on the staff member or the Library
- xi. Performance that does not meet the requirements for the position
- xii. Abuse or negligence of our security or confidential materials
- xiii. Installing unauthorized or illegal copies of software on a Library-owned computer
- xiv. Revealing any confidential information to any person who isn't authorized to receive it
- xv. Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges
- xvi. Violation of the Library's drug/alcohol policy
- xvii. Any behavior that results in an individual not performing his/her job
- xviii. Engaging in such other practices as the Library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library, its staff or patrons

### b. Grievance Procedure

- i. Policy Statement: An employee with a grievance about the workplace should bring the matter to the Director. If the grievance is not resolved satisfactorily, an employee may bring the matter to the Library Board, or the designated whistleblower agent at the following address:
  1. Grundy County State's Attorney office at 111 E WASHINGTON St #16  
Morris IL 60450 - 815.941.3276



ii. Definition and Scope: An employee's grievance to the Library Board shall be submitted in writing to the Library Board President, the Chair of the Personnel Committee, in the following format:

1. Statement of grievance;
2. Director's response to the grievance;
3. Action, if any, taken by the director

The Library Board may take action as the Library Board deems appropriate, including action with respect to an employee's job description, job title, compensation, benefits, suspension and termination. In the event the matter involves the conduct of the Director, an employee may submit the written grievance directly to the Library Board President.

c. Smoking

In accordance with Illinois State Law, the Library prohibits any form of tobacco consumption in the Library building and within 15 feet of any Library entrance.

d. Dress Code

The Morris Area Public Library maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.

e. E-Mail, Internet, and Telephone Use

- i. Email: The e-mail system is to be used for purposes of the Library and not for personal purposes of the employees.
- ii. Personal Use of the Internet and Telephone: Use of the Internet for personal reasons (including but not limited to personal e-mail correspondence) is restricted to break time. Use of the Library's telephone or a personal cell phone is restricted to break time, unless permission is granted by the Library Director.
- iii. Prohibited Content: E-mails may not contain statements or content that is libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate, or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons, or jokes are prohibited.
- iv. Security: The e-mail system is only to be used by authorized persons, and an employee must have been issued an email password in order to use the system. Employees shall not disclose their codes or passwords to others and may not use someone else's code or password without express written authorization from the Library.
- v. No Presumption of Privacy: E-mail communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through email.
- vi. Consequences of Violations: Violations of this policy may result in discipline, suspension and even termination of employment.



f. Drugs and Alcohol

The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, medical marijuana, e-cigarettes, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana and its derivatives as defined by Illinois and Federal Statute, at any time, is not permitted at any Library location. Alcohol, drug or illicit substance use that poses a threat to the health and safety of employees or patrons in the Library may result in disciplinary action up to and including termination of employment. (Last update: 12/2021)

g. Social Media

i. Policy Statement: social media accounts are designed for and limited to the conveyance of information about Library services, programs, collections and activities; to reach out to patrons, and community; to raise awareness of the Library brand; and to discuss the Library activities, events and collections. The Library reserves the right to monitor all content before content is posted and to modify or remove any messages or posts deemed to be abusive, defamatory, contrary to Library policy, or otherwise inappropriate (and remove if necessary) by the Library and its employees, volunteers, elected officials, and patrons.

ii.

iii. Definition and Scope

1. Library-Sponsored Social Media: Only those employees responsible for the Library's social media sites should be actively participating on those sites during work hours. Any employee without this privilege engaging in activity on Library-sponsored social media shall be disciplined. The Library Director should retain full administrative privileges and control for all social media sites. Other employees assigned responsibility to the Library's social media sites should be assigned limited editor privileges as the Director sees appropriate. The Director should extend administrative privileges to the Board President or other designated Trustee or employee for the purposes of account recovery. Employees who contribute to the Library's social media should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced and objective views, acknowledge and correct errors, and check grammar and spelling before posting. Employees should not discuss confidential, work-related matters through social media. Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and record retention requirements.
2. Employee Personal Use of Social Media: Library employees have the same right to self-expression enjoyed by members of the community



- as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library. Employees should keep in mind the following best practices when posting content about Library-related subjects and issues on personal time.
- a. If you identify yourself as an employee of the Library, make it clear that the views expressed are yours alone and do not represent the views of the Library.
  - b. Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.
  - c. No comments with any kind of negative, mocking, condescending, derogatory, etc. slant should be made about patrons in general, about specific questions from patrons, or about patron behavior on the Library's social media sites.
  - d. The Library does not endorse, monitor or review the content of personal, non-Library related social media activity of its employees.
  - e. Employee use of personal social media is not permitted during working hours except for work-related purposes such as professional development or Library-related social media outlets.
3. Trustee Use of Social Media: Library Trustees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. Trustees should keep in mind the following best practices when posting content about Library-related subjects on social media.
- a. If you identify yourself as a Library Trustee, make it clear that the views expressed are yours alone and do not represent the views of the Library or other Trustees.
  - b. Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.
  - c. No comments with any kind of negative, mocking, condescending, derogatory, etc. slant should be made about Library patrons, Trustees, policy, or staff in general, about specific questions from patrons, about interactions with staff of the Library, or about patron behavior on the Library's social media sites.
  - d. Trustees will adhere to the Trustee Communication Policy.
4. Posting On Social Media: The Library permits patrons to comment on Library posts and patrons are invited to share opinions about



Library-related subjects, resources and programs. Postings do not indicate Library endorsement of the ideas, issues, or opinions expressed in posts on its social media sites. The purpose of the Library's social media sites is to inform Library users about educational opportunities, Library programs, events (including those co-sponsored with other organizations) and 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 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 based on the criteria defined below, shall be retained pursuant to the records retention schedule along with a description of the reason(s) 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:

- a. Obscenity or child pornography
- b. Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of legally protected categories of race, color, national origin, religion, sex, age, or disability.
- c. Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of creed, political view, gender, marital status, physical or mental disability, sexual orientation, or ancestry.
- d. Slanderous, libelous, threatening or defamatory statements.
- e. Copyrighted or trademarked material.
- f. Spam.
- g. Content not related to Library business, programs, events, resources and materials, unless approved by the Director.
- h. Advertising or sale of merchandise or services; or
- i. Charitable solicitations or political campaigning
- j. Private or personal information, including name, age, phone number, address, etc.

The Library reserves the right to modify or remove any messages or postings deemed to be contrary to this Policy, or otherwise inappropriate, and to ban patrons from Library-sponsored platforms.

5. Violations: The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media. Violations of any aspect of this policy by employees may result in discipline, up to and including termination of employment.





6. Patron Participation: By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with this Policy. The Library's Social Media Policy applies whether or not a patron chooses to post comments using a computer at the Library or when posting from any other computer to any Library social media site. 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 and civil toward one another. Patrons are personally responsible for their commentary. Patrons should be aware that they may be held personally liable for commentary that is defamatory, obscene, proprietary or libelous by any offended party, not just the Library. "Library location" means in any Library building, on any Library premises, in any Library-owned vehicle, or at any Library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in Library business. Any employee who violates the term of the Library's drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may, in its discretion, refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed Library regulations and procedures. The Library's employees, as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a Library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities. A patron who violates the terms of this policy may be expelled from the Library location involved or any Library location at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed Library regulations and procedures. (Last update: 10/7/20)





<b>Section 6</b>	<b>Bloodborne Pathogens</b>
<b>Public Policy and Procedure Manual</b>	<p>Issued: 1/5/2010, updated 3/9/20</p> <p>Approving Authority: Morris Area Public Library District Board of Trustees</p>

**A. Policy Statement**

While normal Library operations are not likely to involve circumstances exposing employees or users to blood borne pathogens, the Morris Area Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne pathogens, which have been incorporated by administrative actions.

**B. Definition and Scope**

Exposure Determination: No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which Library employees in all classifications may be called upon to respond with assistance. Or emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.

**C. Universal Precautions**

All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids or wastes 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, body fluids, and body wastes- to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used along with proper hand washing procedures with disinfectant soap.

**D. Exposure Control Plan**

At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire Library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be



provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. The Library shall maintain an incident report log with a complete record of all incidents, exposures, cleanup, and disposals in addition to following what is required by regulations.

#### **E. Training and Immunizations**

The Library shall provide directly or through System, State, or associational programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.



<b>Section 7</b>	<b>Prohibited Gifts and Political Activities</b>
<b>Public Policy and Procedure Manual</b>	<p>Issued: 1/5/2010</p> <p>Approving Authority: Morris Area Public Library District Board of Trustees</p>

**A. General**

It is the policy of the Morris Area Public Library to comply with the State Officials and Employees Ethics Act (“Ethics Act”) through the promulgation of this policy. Neither the Open Meetings Act nor the Freedom of Information Act of Illinois, or any policies of this Library in furtherance of those Acts, shall be applicable to proceedings, meetings, or documents involved here, which are exempt there from.

**B. Definitions**

The terms “gift,” “prohibited source,” and “employee,” whether used in the singular or plural form and as used in this Policy, have the meaning as defined in the Ethics Act.

**C. Prohibited Gifts**

The solicitation and acceptance of any “gifts” from any “prohibited source” are banned and prohibited to the extent required for the Ethics Act for all Library employees, officers, and Trustees.

**D. Enforcement**

Any person who violates this policy shall be subject to termination of other discipline, including but not limited to suspension (with or without compensation) of employment for a stated term, a requirement to reimburse, return, or turn over any prohibited gift as directed by the Board of Library Trustees.

**E. Prohibited Political Activities**

The participation in political activities prohibited under the Ethics Act is hereby prohibited for employees, officers, and Trustees.



<b>Section 8</b>	<b>Finances</b>
<b>Public Policy and Procedure Manual</b>	<p>Issued: 1/5/2010; amended 11/7/2012, 03/13/2023</p> <p>Approving Authority: Morris Area Public Library District Board of Trustees</p>

**A. General**

An annual Library budget shall be prepared by the Finance Committee of the Board of Trustees and the Library Director and approved by the Board. Once the budget is approved, the Library operating funds may be expended only with specific Board approval. The Board must formally approve any expenditures, transfers, or loans made from any bond fund, special fund, or other non-operating funds over which the Board has control. The Board may make expenditures, transfers, and loans as permitted by existing statutes, ordinances, and other applicable laws.

**B. Investment of Public Funds**

**C. Purpose**

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

**D. Responsibilities**

All investment policies and procedures of the Morris Area Public Library will be in accordance with Illinois law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Library Director acting under the authority of the Library Board of Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

a. Objectives

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

- i. Safety
- ii. Maintenance of sufficient liquidity to meet current obligations
- iii. Return of investment
- iv. Simplicity of management



b. Guidelines

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

- i. Safety: Investments will be made only in securities guaranteed by the U.S. government, or in FDIC or FSLIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC or FSLIC coverage. 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.
- ii. Maintenance of sufficient liquidity to meet current obligations: In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).
- iii. Return on investment: Within the constraints on Illinois law 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 at all times.
- iv. Simplicity of management: The time required by Library administrative staff to manage investments shall be kept to a minimum.

**E. Credit Card Policy**

a. Guidelines

- i. The Board of Trustees approves the issuance of a Library credit card.
- ii. The Library Director is responsible for the issuance, accounting, monitoring, and retrieval of the credit card and for overseeing compliance with the credit card policy. The Director will establish a system of internal controls to monitor the use of the credit card.
- iii. The credit card may be used only for the purchase of goods or services for the official business of the Library. Documentation detailing the goods or services purchased, cost, date of the purchase and the purpose of the purchase should be submitted with each card usage.
- iv. The Director will stay within the limit of the card and the card shall be paid in full each month, no later than the due date on the statement.
- v. "Points" or other benefits accrued on the card will be used toward staff incentives. the Director will notify the Board in writing (such as in the Director's report) specifically how the accrued benefits will be used.
- vi. The credit card will be issued to the Library Director, who will be responsible for the card's protection and custody and shall immediately notify the Library Board if the card is lost or stolen.
- vii. Credit card statements will be approved by the Library Board before payment.
- viii. Violation of the credit card policy will result in discipline up to and including dismissal.



<b>Section 9</b>	<b>Library Premises</b>
<b>Public Policy and Procedure Manual</b>	<p>Issued: 1/5/2010; amended 12/7/11; amended 12/9/13 amended 9/19/2022</p> <p>Approving Authority: Morris Area Public Library District Board of Trustees</p>

**A. General**

a. Guidelines

- i. The library premises will not be used for any for-profit business as a location of operation, with the exception of tutoring as described in Section H, or at the discretion of the library staff.
- ii. No public use of 220-volt contact will be permitted.
- iii. The Library should not be used to store materials for other than Library-oriented programs.
- iv. Firearm Concealed Carry Act—our policy Premises-B-General-unacceptable or illegal-“Possessing weapons in the Library unless authorized by law.”

**B. Code of Conduct on Library Premises**

a. Policy Statement

The Morris Area Public Library is designed to be a safe and comfortable place for all members of the public to use. Patrons are expected to observe the rights of other patrons and staff members. The Morris Area Public Library’s Behavior Policy is intended to protect the rights and safety of Library patrons, to protect the rights and safety of staff members, and to preserve and protect the Library’s resources.

b. Definition and Scope

Patrons who exhibit disruptive behavior in the Library will be asked to follow the regulations listed below. Patrons who continue to cause disruptive behavior may be asked to leave the Library premises. Disruptive Behavior is generally defined as “behavior that interferes with the normal operation of the Library or which interferes with use of the Library.” The Library Director and/or Library Designee (Person in Charge) shall have the responsibility for enforcing the Behavior Policy and determining when behavior in the Library is disruptive.

c. Regulations

- The following types of disruptive behavior will not be tolerated in the Library:
- i. Any behavior that endangers the safety or health of others.





- ii. Violation of any local, state, or federal law.
- iii. Vandalism or deliberate destruction of Library resources.
- iv. Theft of Library materials or the personal property of other patrons and staff.
- v. Taking Library materials into the lobby or restrooms if the materials have not been checked out.
- vi. Use of abusive or intimidating language or gestures to patrons or staff members.
- vii. Behavior that is willfully annoying, harassing, or threatening to another person. (Harassment is defined as making obscene or indecent comments or requests with the intent to offend, threaten, or annoy someone.
- viii. Solicitation
- ix. Monopolizing Library resources or staff time.
- x. Use of the Library telephone, unless in an emergency or a request for transportation.
- xi. Using audio equipment or cell phones that disturbs others.
- xii. Use of skateboards, roller blades, skate shoes, or scooters inside the Library or on Library property.
- xiii. The wearing of a shirt and pair of shoes is required in the Library.
- xiv. Loitering on the premises after closing.
- xv. Use of alcohol or illegal substances in the Library.
- xvi. Smoking and/or vaping.
- xvii. Eating or drinking beverages in the computer or gaming areas.
- xviii. Behavior that disrupts or interferes with normal operations of the Library as defined by the Library Director or designated staff members (Person in Charge).

The Library staff reserves the right to ask a patron to leave the Library for any of the reasons listed above.

### **C. Children in the Library**

#### **a. Policy Statement**

The Library welcomes the use of its services and facilities by children.

#### **b. Definition and Scope**

Staff members are committed to:

- i. Helping children find materials for school work and recreational reading;
- ii. Providing an environment that encourages study and exploration
- iii. Planning short programs that inform and enrich

Staff members are also committed to the well-being and safety of children; Library facilities are not designed or licensed to provide basic childcare needs such as healthy snacks, physical exercise or emergency care if the child becomes ill or upset. Any public place may be dangerous for a child who is left unattended for long hours or who is left stranded after closing hours. The Library encourages parents to consider the safety and well-being of their children and the needs of other Library users of all ages. Children in at least the fourth grade and above may use the



Library unattended, providing proper behavior as defined by the PATRON CONDUCT POLICY is maintained.

**D. Procedures in Suspension of Library Privileges**

**E. Disruptive Behavior**

a. Guidelines

- i. Anyone violating Library rules may be asked to leave the premises. In the event that person who is asked to leave the Library refuses to do so, Library staff will call the police.
- ii. Library staff members will keep a written record of any incidents of disruptive behavior.
- iii. The Library Director will refer cases of severe or repeated violations of the rules of the Library to the Library Board for action. The Board may exclude persons from the use of the Library for up to one year. Written notification shall be made whenever actions concerning severe or repeated violations are made. (See Appendix J) Patrons who have been excluded from the Library have the right to request a hearing before the Board.

**F. Overdue Library Materials**

Persons who have not returned overdue Library materials, or those persons having outstanding fines, may not check out any additional Library materials until all books or other materials have been returned and fines paid in full.

**G. Destruction of Library Materials or Property:**

Persons damaging Library property will be prosecuted to the fullest extent of the law. Persons destroying Library property will be required to pay for whatever damage they have caused. Library staff members will keep a written record of incidents of destruction of Library property.

**H. Study Rooms**

The Morris Area Public Library has enclosed study rooms available for public use. These rooms are first-come first-served and are designed for use by one to four individuals at a time. Requesting users are required to show an ID and sign in at the Circulation desk with their name and time. the user(s) may occupy the room for up to two hours per day. Additional time may be granted by Library staff if no other patrons are waiting to use the room. the rooms may not be reserved on an extend (more than a month in advance) or permanent basis. Persons using the study rooms are expected to engage in activities associated with the use of a public library and subject to the Library's Patron Behavior policies. Study rooms are not intended to be the regular meeting site of any group or organization. Buying, selling, advertising or trading products or services are prohibited with the exception of paid tutoring.



## I. Meeting Rooms

The Morris Area Public Library welcomes the public use of Library facilities for educational, civic, cultural, and other uses consistent with the public interest when such use does not interfere with normal Library operations or Library sponsored activities. 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.

### a. Availability

- i. Library programming has priority, and the Library reserves the right to cancel or re-locate within the Library any previously scheduled meeting.
- ii. Booking of a meeting room will be on a first come, first served basis.
- iii. Meeting agendas may be requested prior to reservation confirmation.
- iv. Permission to use a Library meeting room 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.
- v. 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.
- vi. Meeting rooms may not be used for private social gatherings such as showers, birthday parties, family reunions, etc.
- vii. 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.
- viii. 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.
- ix. Meeting room requests need to be submitted to and approved by the Library Director at least one week prior to the activity.
- x. 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.
- xi. Groups from outside of the Library's jurisdiction (non-resident groups) may use the Library for a fee based on the room arrangement fee scale. Non-resident means that a majority of fifty (50) percent or more of the members of the group do not live in the Library District and/or the mailing address of the group is outside of the Library District. Resident groups (those with a majority of fifty [50] percent or more of the members of the group living in the Library District and/or the mailing address of the group is inside the Library District) may reserve a room free of charge provided that the request is initially made by a resident of the Library District who has a Library account in good standing.
- xii. 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.



b. Scheduling

Reservations may be made by telephone; however, the individual representative must confirm by signing an application available from the Library Staff prior to the first meeting (Appendix K).

c. Rules for Use

- i. Rooms must be left in neat, clean, orderly condition with all chairs, tables and equipment returned to their original position.
- ii. Arrangements need to be made to use Library equipment. Library Staff will assist with setup of the equipment as available.
- iii. The Library does not provide service to carry supplies, provide refreshments, or provide office supplies or photocopies. All groups, except those sponsored by the Library, must provide their own support for preparation and clean up.
- iv. It is not permissible to affix or adhere anything to the walls, doors, windows, or other surfaces.
- v. The use of firearms or hazardous materials is not permitted at any time.
- vi. Use of tobacco products or of alcoholic beverages is not permitted at any time.
- vii. The multipurpose room holds up to 50 people and the auditorium up to 125.
- viii. No meeting shall last later than the Library's closing time unless by special permission.
- ix. No group may reassign a reserved time to another group.
- x. 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 the Library Staff of any other special needs arrangements.
- xi. Open flames and/or anything with a heating unit are not permissible.
- xii. Meetings, programs or events may not disrupt Library users or Staff. The Library reserves the right to terminate meetings, programs and events that disrupt or interfere with normal Library operations.
- xiii. Fees for using the room are:
  1. Resident groups --\$0.00
  2. Non-resident groups --\$50.00
- xiv. 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.
- xv. 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.
- xvi. 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, cleaning and storing tables, and cleaning the dry erase



board. The applicant is responsible for ensuring that all participants use the equipment in accordance with the Library District's policies.

- xvii. Light refreshments 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. No refreshment may be taken out of the meeting room.
- xviii. Future access will be denied if the above requirements are not met. A fee separate from the room rental fee may be assessed for cleaning or the actual cost of repairs if it is deemed necessary by the Library Staff.
- xix. Library Staff are authorized to monitor the use of the meeting rooms and to enforce all policies concerning their use. All meetings shall be open to the Library Board, Director and 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.

d. Liability

- i. 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.
- ii. The Library is not responsible for any loss, theft or damage to any equipment or to the personal belongings of any meeting attendee.
- iii. The person signing the application for permission to hold a meeting in the Library will assume legal responsibility for the cost of repair or replacement of damaged Library property. He or she will also assume responsibility for the cost of any special cleaning necessary after the use of the room.

**J. 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, worker compensation, errors and omission insurance for the Board, and any other type of insurance that it considers necessary. The insurance program shall be reviewed annually by the Board. Provision for personnel insurance will be found under Section 5, Subsection K.

**K. Displays and Exhibits**

a. Guidelines

- i. It is the policy of the Morris Area Public Library District not to advertise commercial endeavors unless the project is specifically related to the goals of the Library.
- ii. The Library welcomes displays of general interest to the community as well as materials having a direct relationship to the purposes of the Library.
- iii. All permanent or semi-permanent exhibits offered for display in the Library must be approved by the Board of Trustees. Temporary displays (up to two



months' duration) may be placed on exhibit at the discretion of the Library Director.

- iv. 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 the Board do not assume responsibility for damage or loss suffered on its premises, nor for the costs of insurance coverage. Such costs, losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display or exhibit. A signed statement of insurance coverage should be provided when the display is established, or, if it is uninsured, a statement releasing the Library from responsibility.
- v. Place of exhibits will be at the discretion of the Library Director and should in no way interfere with normal operation of the Library.



<b>Section 10</b>	<b>Bylaws of the Morris Area Public Library Board of Trustees</b>
<b>Public Policy and Procedure Manual</b>	<p>Issued: 1/5/2010; amended 3/7/12; amended 7/13/2020 amended 12/23/2021; amended 10/12/2023</p> <p>Approving Authority: Morris Area Public Library District Board of Trustees</p>

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

**A. Board of Library Trustees**

The Board of Library Trustees of the Morris Area Public Library District (the Board) is charged with the responsibility of the governance of the Library. The Board will hire a skilled and qualified Library Director (Director) or acting Director who will be responsible for the day-to-day operations of the Library. Library Trustees (Trustees) are not to be compensated but will be reimbursed. for necessary and related expenses. Trustee terms shall be four (4) years, except when appointed for a vacancy. Appointees for a vacancy term expires upon the next election cycle. Trustees are expected to attend Board meetings, read materials presented for review, and attend training as per the Trustee Manual. The Director shares workshops with the Board in a timely manner. It is the goal of the Board to have each Trustee attend a minimum of one educational training during each fiscal year. Trustees using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other Library-related) workshop, seminar, or meeting. Outside of necessary Board duties, Trustees are regular patrons and as such are not exempt from late fees, fines, or other user fees in the Library System.

**B. Library Board Trustee Eligibility**

To be eligible to serve as a Library Trustee for the Morris Area Public Library, candidates must be a minimum of age 18, live within the Library district, be a patron in good standing, not be in violation of the Library Board’s nepotism policy, and be otherwise fit to serve as mandated by law. Due to the inherent conflict of interest, no employee shall, after termination of service or employment with the Library Board, be eligible to serve as Library Trustee, unless by a supermajority of the Library Board. (Last update: 12/2021)

**C. New Trustees**

Generally, the Oath of Office for Trustees will be administered by the Board Secretary at the meeting during which Trustees are appointed or inducted. As part of the new Trustee orientation and training, the Director shall meet with new Trustees to examine the Library facility, review Library services, review and sign the *Trustee Ethics Statement*, and provide new Trustees a binder which includes the following content. The binder shall be returned



to the Library with all materials at the end of a Trustee's term. See Board of Trustees file (With Director).

a. Binder Content

- i. Mission statement, Strategic Management Plan, technology plan, and all Library policies and procedural plans
- ii. Budget, budget cycle, and way in which the budget is developed; monthly financial reports; levy, and relationship between Library and municipality, county and state Library. (See appendix for schedule)
- iii. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 4th ed. Chicago: Illinois Library Association, 2012; or current edition.
- iv. Boze, Patricia et. all *Illinois Public Library Trustee Manual*. COSLA, Illinois State Library, 2016; or current edition.
- v. *ALA's Freedom to Read Statement and Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of Library materials.
- vi. United for Libraries, *Public Library Trustee Ethics Statement*.
- vii. Board bylaws, staff roles and responsibilities, and errors and omissions insurance.
- viii. Board meeting dates, committees with chairs and members, names, addresses, and term length and dates of other Trustees, sample agenda, and prior year's minutes.
- ix. *Serving our Public 4.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report (IPLAR)*.
- x. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association.
- xi. Robert III and others, *Robert's Rules of Order, Newly Revised*, 11th ed., Da Capo Press, 2011.
- xii. Parliamentary procedure quick reference guide
- xiii. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association.
- xiv. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*.
- xv. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association.
- xvi. Diamond, Stewart H., and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007.

**D. Conflict of Interest**

Trustees may not, in their individual capacity, negotiate, bid for, or enter into a contract with the Library in which they have a direct or indirect financial interest. A Trustee shall disclose and withdraw from Board discussion, deliberation, and vote on any matter in which the Trustee, an immediate family member, or an organization with which the Trustee





is associated has a financial interest. A Trustee may not receive anything of value that could reasonably be expected to influence a vote or other official action.

#### **E. Hiring of Relatives**

The Library shall not employ in any position relatives of any Trustee or the Board or the Director. A relative is defined as: parent, child, grandparent, grandchild, sibling, brother- or sister-in-law, aunt, uncle, niece, nephew, or one who has a relationship with the Trustee or Director similar to that of a blood relative or through marriage.

#### **F. Grievance Procedure**

An employee's grievance in the event the matter involves the conduct of the Board of Trustees or a single Trustee, the employee may submit the written grievance to the Director, or the designated whistleblower agent. In the following format:

- a. Date of grievance
- b. Statement of grievance;
- c. Response to the grievance;
- d. Action, if any, taken

The Library Board may take action as the Library Board deems appropriate, including action with respect to an employee's job description, job title, compensation, benefits, suspension and termination. In the event the matter involves the conduct of the Director, an employee may submit the written grievance directly to the Library Board President.

- i. Anyone with a grievance about the workplace should bring the matter, in writing, to the Director. If the grievance is not resolved satisfactorily, they may bring the matter to the designated whistleblower agent at the following address: Grundy County State's Attorney office at 111 E Washington St # 16, Morris, IL 60450 - 815.941.3276

#### **G. Officers and Elections**

The Officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected for (2) year terms at the Board's regular meeting in the month of July. The President shall not serve more than two consecutive terms unless by unanimous Board consent. In the event of a resignation from an Office, an election to fill the unexpired term of that Office will be conducted at the next Board's regular meeting.

##### **a. President**

The President shall preside at all Board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the Board. The President shall be the only spokesperson for the Board in all advisory or disciplinary action directed to the staff. Refer to the communications policy. The President shall maintain, with the Director's assistance, accurate records of all Trustee training (i.e., OMA, FOIA, etc.).



b. Vice President

The Vice President, in the absence of the President, shall assume all duties of the President. The Vice President is responsible for educational components/materials to be presented at each Board meeting.

c. Secretary

The Secretary, or delegate, shall keep minutes of all Board meetings, record attendance, and record a roll call on all votes. The Secretary shall perform all other clerical duties as may be assigned by the Board.

d. Treasurer

The Treasurer is authorized to sign checks, shall serve as chair on the Finance Committee, and can draw checks. The Treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be the Library. The Treasurer shall have oversight of the Library funds and income and will report at each Board meeting the state of the funds. In the absence of the Treasurer or when he or she is unable to serve, the President or Vice President may perform the duties of the Treasurer. The Treasurer shall be bonded in the amount to be approved by the Board. The Treasurer is authorized to pay salaries and bills as they come due. Library checks shall be signed by two Trustees.

## H. **Trustee Meetings**

There are two types of Trustee meetings: Regular and Special. Regular Meetings are set by ordinance. Special Meetings are all other meetings, including but not limited to committee meetings and work study sessions. The Board will meet at least once per month for Regular Meetings as defined by ordinance. All meetings will be open to the public and noticed in advance both physically and electronically. The agenda and/or information packet for Regular Meetings will be distributed to the Trustees by the Director prior to meetings. Any Trustee wishing to have an item placed on an agenda will contact the President and Director in sufficient time preceding the meeting to have the item included. Any Trustee who is unable to attend a meeting will notify the Director to indicate that they will be absent or attending remotely. Due to the fact that a quorum is required for each meeting, this notification shall be placed as far in advance as possible. All meetings shall be held in accordance with the Open Meetings Act (OMA), and shall be open to the public. All Trustees must take OMA training.

a. **Regular Meetings**

The Regular Meeting of the Board shall be on the second Monday of each month unless otherwise noted. Generally, the meeting shall be at the Library at 6:30 pm. At the beginning of each fiscal year, the Board shall, by ordinance, set Regular Meeting dates for the upcoming fiscal year. The Secretary, Director, or President shall then provide local media with the meeting schedule and post the schedule in the Library and electronically.



b. Special Meetings

Special Meetings shall be held at any time when called by the President or Secretary or by any three Trustees. Notice shall be provided as required by OMA. No business except that stated in the notice and agenda shall be transacted.

**I. Annual Meetings**

An annual meeting shall be held in August for the purpose of hearing the annual reports of the Director and committees. The reports should include a summary of the year's work with detailed accounts of the receipts and expenditures, a budget for the following year, and other information.

**J. Budgetary Meeting**

In January, the Finance Committee shall begin drafting budget documents for the following fiscal year. A Board budgetary meeting shall be held in April for the purpose of reviewing the draft from the Finance Committee. Generally, the budget shall be adopted in May and finalized in August, in accordance with Illinois state statute.

**K. Parliamentary Procedure**

*Robert's Rules of Order, Revised* shall govern the Board's parliamentary procedure.

**L. Executive Session Policy**

a. Guidelines

- i. The Board may choose to close a meeting to the public only if its members are discussing a topic that is listed in ILCS 120/2 of the Open Meetings Act
- ii. The board may invite members of the public body to attend the closed session based on their involvement in the matter to be discussed.
- iii. In accordance with statutory requirements, a verbatim recording must be kept of the closed/executive session and formal written meeting minutes consisting of a summary of the discussion held by the Board on items brought before the meeting.
- iv. To enter an executive session, the board must entertain a motion, and record the decision to enter the executive session, along with the permitted topic for entering (as defined by ILCS 120/2), in the general meeting minutes. In the verbatim recording, the board must take roll call, state date, and time for the opening of the meeting. To exit the executive session, the board must entertain a motion and state time.
- v. The Board must not take any final action in a closed session. All actions must occur by formal vote after the Board has re-entered open session.
- vi. Closed session verbatim recordings and meeting minutes shall be kept in accordance with the Open Meetings Act. (Last update: 8/20/20)



### **M. Quorum**

A quorum at any Board Meeting shall consist of four Trustees. In the event that all Trustee seats are not filled, a quorum shall consist of at least 70% of the board.

### **N. Abstention**

A Trustee shall abstain from voting on a motion when they have a conflict of interest. Trustees are encouraged to be involved and vote on all other matters. Trustees are expected to make a substantial commitment of time and effort outside of Board meetings for the work of the Board. This includes becoming informed about the budget, state law, and the Library's needs.

### **O. Public Comment**

At each Board meeting, members of the public may comment subject to reasonable rules. Individuals appearing before the Board are expected to follow these rules:

#### **a. Public Comment Rules**

- i. Address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.
- ii. Identify oneself by full name and address. Oral comments shall be limited to five (5) minutes. Written comments should be 250 words or less.
- iii. The Board President may shorten or lengthen a person's opportunity to speak.
- iv. No more than twenty (20) minutes shall be allowed for public comment on each subject except with consent of the Board.
- v. The Board President has authority to determine procedural matters regarding public comment not otherwise defined.

### **P. Standing and Special Committees**

Standing committees shall be appointed annually in the month of July and shall consist of three Trustees, one of whom serves as the chair of the committee, plus the Director. Special committees may be appointed by the President to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. The standing committees shall be: the Personnel Committee, the Policy Committee, the Facilities Committee, the Strategic Planning Committee and the Technology Committee. Standing committees shall meet at least quarterly. At any point, the Board may choose to hold a Committee of the Whole meeting. The Library shall be the depository of all committee reports. All committees are subject to OMA.

#### **a. Personnel Committee**

Shall consist of three Trustees, one of whom serves as the chair of the committee and one being the Board President, plus the Director. The Committee's responsibilities include, but are not limited to, preparation of the annual review of the Director for Board discussion prior to the formal review, assuming a leadership role in the resolution of any personnel conflict that cannot be resolved by the



Director, assisting the Director in preparing a training and compliance plan for staff, Trustees, and volunteers, and overseeing an annual review of employee files to ensure records are kept in compliance with statute. The Director is responsible for the annual review of all other Library employees.

b. Policy Committee

Shall consist of three Trustees, one of whom serves as the chair of the committee, plus the Director. The primary responsibility of the Committee is to develop and review Library policy, protocols, procedures and plans including, but not limited to, such as those in an emergent situation. This Policy shall include the division of responsibility between the Board and staff and a Library Materials Selection Policy, and shall adhere to the “Library Bill of Rights” and the “Freedom to Read” statements of the American Library Association. The Committee shall determine the Library regulations governing the use of the Library and review existing policies in a systematic fashion to ensure that all policies are reviewed at an interval not to exceed three years. As a result of such policy reviews, the Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. Library Policies must be approved by the Board.

c. Facilities Committee

Shall consist of three Trustees, one of whom serves as the chair of the committee, plus the Director. The committee’s responsibilities include but are not limited to, conducting an annual inspection of the Library’s physical facility to identify areas which are in need of repair, review the comprehensive building plan, and make recommendations to the Board regarding repairs which are deemed necessary.

d. Strategic Planning Committee

Committee shall consist of three Trustees, one of whom serves as the chair of the committee, plus the Director. The Committee’s responsibilities include, but are not limited to, reviewing the Strategic Management Plan, monitoring progress, recording goals, identifying problem areas, and bringing this information to the Board. The Committee will also have oversight of modifying the process of the Strategic Management Plan and assist the Director in the preparation of his or her annual statement of goals and objectives for the coming year.

e. Technology Committee

Shall consist of three Trustees, one of whom serves as the chair of the committee, plus the Director. The Committee’s responsibilities include, but are not limited to, reviewing the Library’s technology planning and strategy and reviewing significant technology investments and expenditures.



## **Q. Order of Business**

- a. Guidelines: The following Order of Business shall be followed at Regular Meetings:
  - i. Call to order
  - ii. Roll call, recording both present and absent members
  - iii. President's report
  - iv. Secretary's report, approval of minutes as received or corrected
  - v. Correspondence, communications, and public comments
  - vi. Financial report, approval of bills payable
  - vii. Director's report
  - viii. Committee reports, in order of their appearance in the Bylaws
  - ix. Vice President's report (Trustee training)
  - x. Trustee Report
  - xi. Unfinished business
  - xii. New business
  - xiii. Executive Session
  - xiv. Other
  - xv. Notification of upcoming committee meetings
  - xvi. Action on Executive Session
  - xvii. Public comment
  - xviii. Adjournment

## **R. Duties of the Director**

The Director shall administer the policies, procedures, protocols, and plans adopted by the Board. Among duties and responsibilities of the Director are ensuring compliance with federal, state, and local laws; hiring personnel; directing, supervising and disciplining of all personnel; monthly and annual reports as required by the Board; and recommending such policy, procedure, protocols, and plans as will promote the efficiency and service of the Library. See Section 4. Relationships, C. Library Director: Duties and Responsibilities

## **S. Amendments**

Amendments to these Bylaws or any policy or procedure may be proposed at any Regular Meeting of the Board, sent to the Policy, Procedures, and Protocol Committee for analysis, and brought back to full Board to become effective if adopted.

## **T. Administrative Records**

Administrative records of the Library, including those available remotely, are the responsibility of the Director under the supervision of the Board and shall be kept in the Library or on Library-owned servers and drives and shall be available to the general public, according to applicable laws. These records include the monthly and annual reports of the Library, all financial reports, minutes of Board meetings, and actions and other items provided by the Board or Director. Staff personnel records are confidential and shall be kept in a secure location. Confidential records of the Board, including the Director's personnel records, concerning the Director, and executive session recordings shall be kept in the



Library, and only Trustees shall have access to these records. Electronic records shall be transferred off personal devices and drives to a physical drive and stored at the Library in a secure location. Minutes of executive sessions shall be reviewed and released, if appropriate, in accordance with OMA.

## **U. Board Communication Policy**

### **a. Policy Statement**

The Board speaks with one voice and has one employee, the Director.

### **b. Scope and Definition**

- i. The Director reports to the Board through the President and the Board communicates with the Director through the President. The Library employees report to the Director. The Board does not direct or manage the staff. This responsibility belongs to the Director.
- ii. The Board manages the values, beliefs, mission and vision of the organization. Goals are developed with the Director. The Director executes the goals for the organization. The Board does not manage the execution of the goals.
- iii. The Board MUST make all decisions together as a group through parliamentary procedure. No decisions may be made independently or by a partial board. No Board member may withhold information from the rest of the Board.
- iv. Any concern a Board member has should be addressed through the President. No Board member should schedule meetings with the Director without the President's knowledge. Individual board member questions should be emailed to the President and CC'd to the Director.
- v. The Director should prepare a weekly report on the events and activities and potential issues in the Library to the Board on Fridays before the end of day. This report should also include answers to questions posed to the Director by the Board during the week.
- vi. Packets for the General Board Meeting should be presented to the Board by the Tuesday preceding the General Board meeting. The Director should be sure to include any requests for Board action in the Director's Report portion of the agenda. The Board is responsible for reviewing the packet and communicating any questions of concerns to the President, CCing the Director, by noon on the Friday before the General Board Meeting. When responding to the question, the President and/or Director should restate the question and present the answer to the full Board by BCC.
- vii. In the event of an emergent situation, the Director has latitude to handle the situation provided the Director notifies the President at the first possible convenience by phone after the event has occurred. Once the situation is



- no longer urgent, the Director will write a report of the incident and email it to the President and BCC the members of the Board.
- viii. Committee chairs should keep the President informed on what they're working on. Committee meeting minutes should go out via BCC to all Board members. (Last update: 8/20/20)





<b>Section 11</b>	<b>Appendices</b>
<b>Public Policy and Procedure Manual</b>	<p>Issued: 1/5/2010; amended 10/5/11</p> <p>Approving Authority: Morris Area Public Library District Board of Trustees</p>

### A. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

a. Policies

- i. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- ii. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- iii. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- iv. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- v. A person’s right to use a Library should not be denied or abridged because of origin, age, background, or views.
- vi. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of “age” reaffirmed January 24, 1996.



**B. Citizen's Request for Reconsideration Of Materials**

This request will be reviewed by the Library Board and the complainant will be informed of its decision.

Date \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Request initiated

by \_\_\_\_\_

Telephone number \_\_\_\_\_ Street

Address \_\_\_\_\_

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

Are you a registered borrower of this Library? \_\_\_\_\_

Complainant represents: Self \_\_\_\_\_

Organization \_\_\_\_\_

\_\_\_\_\_ *Organization Name*

1. What is your objection to the material? (Please be specific; cite pages. If additional space is required, use the back or additional sheet.)

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

2. What do you feel might be the result of reading or using this material?

Why? \_\_\_\_\_  
\_\_\_\_\_

3. Did you read or examine the material thoroughly?

\_\_\_\_\_  
If not, which parts did you read?

4. In your judgment, is the material of any value?

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

5. Additional comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant



**C. Officer’s Request for Confidential Library Information**

a. Request Guidelines

- i. This is a request under the Illinois Library Records Confidentiality Act, 75 ILCS 70/1 *et seq.* for information contained in the Library’s registration and/or circulation records.
- ii. My request for information is limited to identifying a “suspect, witness, or victim of a crime.”
- iii. As the basis for this request, I represent the following:
  - 1. I am a sworn law enforcement officer.
  - 2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
- iv. The information I request relates to the following (Description of information sought):

---



---



---

**Officer’s acknowledgment** – I acknowledge receipt from the Library of the information I requested.

_____	_____	_____
Officer’s printed name	Officer’s Agency/Department	Officer’s signature
_____	_____	_____
Officer’s badge number	Time signed	Date signed

**(Library Use Only)**

Name(s) of Library Staff assisting with the request:

\_\_\_\_\_



**D. Parental Consent Form for Computer Use**

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date of Birth (mm/dd/yy)

I have read the attached Morris Area Public Library District's (the Library) Computer and Internet Use Policy. I understand and agree that the Library is not responsible for the contents of the Internet. I understand that many teachers are asking students to locate information for school assignments on the Internet and that the Library can provide such access.

I permit my child, who is between the ages of 11 and 17, to use the Library computers without my supervision. I indemnify and hold the Library harmless from any and all liability for injury to my child arising out of his or her use of the Library computers. I understand that my child must abide by the Library's Computer and Internet Use Policy. I have explained this Policy to my child. I understand that if my child refuses to follow the Policy, he or she may be prohibited from future use of the Library computers.

I give my child, age 11 to 17, permission to use the Library's computers with Internet access.

YES  NO

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent or Legal Guardian

\_\_\_\_\_  
FOR STAFF USE ONLY

Form returned on: \_\_\_\_\_

Validated in circulation software on: \_\_\_\_\_

Form expires on (date of child's 18<sup>th</sup> birthday): \_\_\_\_\_

Staff initials: \_\_\_\_\_



**E. Exam Proctoring Application**

Name of Student:

---

Address (street, city, state, zip):

---

Phone Number:

---

Email Address:

---

Name of School/Institution Issuing the Exam:

---

Name of Teacher/Testing Center Administrator:

---

Phone Number:

---

Email Address:

---

Course Number/Title:

---

Is the exam closed book/closed notes? (circle one) Y / N

If no, what materials are allowed?

---

---

Any additional requirements of the proctored exam:

---

---

---

I have read the attached Morris Area Public Library District's (the Library) Proctoring Policy. I agree to be responsible for and to pay all fees associated with the Library's proctoring



service. I agree to contact the Library as soon as possible if I am unable to keep a proctoring appointment. I understand that the Library is not responsible for mail service delays and does not provide a receipt of mailing. I understand that the Library will not retain any copies of the testing materials. I understand that prior proctoring arrangements do not indicate an ongoing partnership and each proctoring instance is determined on a case-by-case basis. I agree to comply with all other proctoring guidelines as laid out in the Library's Proctoring Policy.

---

\_\_\_\_\_  
(Signature of Student)

(Date)



## **F. Group Insurance Eligibility and Guidelines for Reimbursement of Deductible**

- a. Eligibility for Participation: Employees working 32 hours per week on a year-round basis are eligible for participation in the Library's group insurance plan. Coverage will begin 30 days after the first day of work. The plan includes medical and life/AD&D insurance. Eligible employees may elect to opt out of the medical part of the plan at any time, with enrollment and/or re-enrollment to be determined by the insurance provider's policies. Enrollment in life/AD&D insurance is required for all eligible employees and cannot be opted out of.
  
- b. Employer Contributions
  - i. Aetna PPO: Employees enrolled in the Aetna PPO will have 88% of individual insurance premiums paid by the employer.
  - ii. Aetna HDHP: Employees enrolled in the Aetna HDHP will have 100% of the individual insurance premiums paid by the employer.
  - iii. VSP Vision: Employees enrolled with VSP Vision insurance will have 100% of individual vision insurance premiums paid by the employer.
  - iv. Dental PPO: Employees enrolled with Dental PPO insurance will have 50% of individual dental insurance premiums paid by the employer.

## G. IMRF Comparison of Tier 1 and Tier 2

**Illinois Municipal Retirement Fund**  
Public Act 96-0889  
Comparison of Regular Plan Tier 1 and Regular Plan Tier 2  
April 15, 2010



	<b>Regular Plan Tier 1</b>	<b>Regular Plan Tier 2</b>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Members currently participating in Regular IMRF</li> <li>Members enrolled in IMRF before January 1, 2011.</li> <li>Members who previously participated in IMRF or in a reciprocal system and return to participation.</li> </ul>	<p>Members first enrolled in IMRF's Regular Plan on or after January 1, 2011.</p> <p><b>EXCEPTION:</b></p> <ul style="list-style-type: none"> <li>Members with current or previous IMRF or reciprocal retirement system participation and who are enrolled in IMRF after January 1, 2011 will participate in Tier 1.</li> </ul>
<b>Vesting</b>	8 years	10 years
<b>Normal Retirement Age (full pension)</b>	60	67
<b>Earliest Retirement Age (reduced pension)</b>	55	62
<b>Reduction in pension</b>	<ul style="list-style-type: none"> <li>Retire between age 55 and 60 with less than 30 years of service credit: pension reduced 1/4% for each month under age 60.</li> <li>Retire between age 55 and 60 with at least 30 but less than 35 years of service credit: pension reduced by lesser of 1/4% for each month               <ul style="list-style-type: none"> <li>Under age 60 or</li> <li>Of service credit less than 35 years.</li> </ul> </li> <li>Retire with 35 or more years of service credit and at least age 55: no reduction.</li> </ul>	<ul style="list-style-type: none"> <li>Retire between age 62 and 67 with less than 30 years of service credit: pension reduced 1/2% for each month under age 67.</li> <li>Retire between age 62 and 67 with at least 30 but less than 35 years of service credit: pension reduced by lesser of 1/2% for each month               <ul style="list-style-type: none"> <li>Under age 67 or</li> <li>Of service credit less than 35 years.</li> </ul> </li> <li>Retire with 35 or more years of service credit and at least age 62: no reduction.</li> </ul>
<b>Final Rate of Earnings</b>	<p>Average of highest 48 months in last 10 years of service</p> <p>125% rule applies: Wages for each of the last three months cannot be more than 25% greater than the highest earnings in any of the first 45 months.</p>	<p>Average of highest 96 months in last 10 years of service</p> <p>125% rule applies: Wages for each of the last three months cannot be more than 25% greater than the highest earnings in any of the first 93 months.</p>
<b>Final Rate of Earnings Cap</b>	None	\$106,800 in 2011; amount automatically increases annually by the lesser of 3% or by one-half of the increase in the Consumer Price Index (urban) for the preceding year.





**Illinois Municipal Retirement Fund**  
 Public Act 96-0889  
 Comparison of Regular Plan Tier 1 and Regular Plan Tier 2  
 April 15, 2010

<b>Annual Pension Increase</b>	3% of the original amount	The lower of 3% or one-half of the increase in the Consumer Price Index (urban) for the preceding year of the original amount.
<b>Eligibility for Annual Pension Increase</b>	First January following retirement effective date. First year increase prorated if effective date other than January 1.	If the CPI decreases or is zero, no increase is paid. Increase not paid until the later of age 67 or after one year of receiving pension.
<b>Surviving Spouse Pension</b>	50% of the pension the member had earned at the date of death.	66-2/3% of the pension the member had earned at the date of death.
<b>Surviving Spouse Pension Annual Increase</b>	Payable on January 1. 3% of the original amount.	Payable on January 1. The lower of 3% or one-half of the increase in the Consumer Price Index (urban) for the preceding year of the original amount.
<b>Early Retirement Incentive</b>	<ul style="list-style-type: none"> <li>Requires governing body resolution.</li> <li>Member must be at least age 50 and have 20 years of service.</li> <li>Member can purchase between one month and five years of service; increases member's age and service for retirement calculation purposes.</li> </ul>	<ul style="list-style-type: none"> <li>If the CPI decreases or is zero, no increase is paid.</li> <li>Requires governing body resolution.</li> <li>Member must be at least age 57 and have 20 years of service.</li> <li>Member can purchase between one month and five years of service; increases member's age and service for retirement calculation purposes.</li> </ul>

<b>The following provisions did not change under PA 96-0889</b>	
Member contribution rate	
Pension formula	
13 <sup>th</sup> Payment	
Survivor benefits (except as noted above)	
Disability Benefits	
Money Purchase formula	



### H. Tuition Reimbursement Form

I, \_\_\_\_\_, request tuition reimbursement under the Morris Area Public Library District’s Staff Development and Expense Reimbursement policy. I understand that the Board of Trustees, in its sole discretion, may authorize payment of the tuition for college-level courses if:

- Proof of successful course completion (C average or higher) is submitted with this form,
- The courses provide direct value to the Library (i.e., promote Library science theories and skills and/or are directly relevant to assigned job duties), and
- Funds are available in accordance with the Library budget

I agree to be responsible for and to pay all taxes imposed upon the employee or employer as a result of any payment pursuant to this agreement.

I also understand that if I should voluntarily terminate employment with the Library within 12 months after completion of the course, I will reimburse the Library for the full amount received under the policy within the last 12 months. If such a separation occurs, the Library will settle the reimbursement dues at the time of separation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

Submitted to the Board of Trustees on: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Approved? (Circle One): Yes No                      Decision dated: \_\_\_\_\_

Payment Information: \_\_\_\_\_

Voluntarily Separated from Morris Area Public Library? (Circle One): Yes No

Terminated on: \_\_\_\_\_

Library to Be Reimbursed? (Circle One): Yes No

Amount Due: \_\_\_\_\_



## I. Unattended Children Parental Notification Letter

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

Dear \_\_\_\_\_,

The Morris Area Public Library has experienced an incident involving your child, \_\_\_\_\_, at this time they were on Library grounds unattended by you or a responsible caregiver. A copy of the Library's policy on Unattended Children is enclosed here for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend Library Privileges for you or your family, but the safety of children as well as the proper operation of the Library is our first responsibility. If you have any questions regarding this policy or its enforcement, please contact the undersigned.

Very Truly Yours,

\_\_\_\_\_

Library Director



**J. Notice of Suspension of Library Privileges**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_

THIS IS TO NOTIFY YOU that your Library privileges have been suspended. You may not use the Morris Area Public Library for a period of \_\_\_\_\_ beginning \_\_\_\_\_.

The Morris Area Public Library Board of Trustees has established rules and regulations for the use of the Morris Area Public Library as authorized by Illinois law. Persons violating the rules of the Library may be excluded by Board action.

Your suspension is due to the following:

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

You have a right to appeal this decision of the Library Board by applying to the Morris Area Public Library Board of Trustees, 604 Liberty St Morris, IL 60450 within 90 days.

\_\_\_\_\_  
Library Director  
Morris Area Public Library District



### K. Public Use Meeting Room Agreement

Group \_\_\_\_\_  
 Representative Completing Form \_\_\_\_\_  
 Address \_\_\_\_\_  
 (Street, City, State, ZIP Code)  
 Phone Number \_\_\_\_\_  
 Day & Date of Reservation \_\_\_\_\_  
 Beginning & Ending Times \_\_\_\_\_  
 Standing Reservation (12 Months Max.): \_\_\_\_\_ One-Time Use: \_\_\_\_\_  
 Other (Please describe): \_\_\_\_\_  
 Proposed Activity \_\_\_\_\_  
 Expected Attendance \_\_\_\_\_  
 Materials to Be Distributed \_\_\_\_\_  
 Will refreshments be served? \_\_\_\_\_ (The group is responsible for cleanup.)

This agreement is executed between the representative of the group, both named above, and the Morris Area Public Library District for use of meeting space within the Morris Area Public Library at 604 Liberty Street, Morris, Illinois 60450. This agreement will be effective for only the dates and times specified above, and for one year only in the case of standing reservations. This agreement is renewable by mutual agreement, and may be canceled by either party at any time, for any reason. **The Library must be notified as soon as possible when any group will not be using the meeting room on their scheduled day and time.**

The Library has the following equipment available for use in addition to basic access to tables and chairs. Arrangements need to be made to use the equipment. Library Staff will assist with set-up of the equipment. Shut-down and cleanup is the responsibility of the group. All Library-owned equipment must be returned to its original position at the end of the meeting. Please place a check next to any equipment requested by the group.

- Podium
- Microphone
- DVD/VCR Player
- Laser Projector/Screen
- Dry Erase Board/Supplies

The applicant agrees to return the Library facilities to a clean and orderly condition at the end of the activity and to pay the cost of cleaning, repair or replacement of any damage to the facilities or equipment. The Library will not be responsible for damage or loss of materials used or left in the building.



\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Approved by Library Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FOR LIBRARY STAFF USE ONLY BELOW THIS LINE**

---

**BASE FEES FOR MEETING ROOM USE (CHECK ONE)**

\_\_\_\_\_ RESIDENT--\$0.00

\_\_\_\_\_ NON-RESIDENT--\$50.00

**ADDITIONAL CLEANING OR REPAIRS FEES** \_\_\_\_\_

- Please attach photo documentation for verification

**TOTAL FEES DUE** \_\_\_\_\_

**PAID ON** \_\_\_\_\_

\_\_\_\_\_ CASH      \_\_\_\_\_ CHECK      \_\_\_\_\_ CREDIT CARD (E-PAY)

**STAFF COMPLETING THIS FORM** \_\_\_\_\_



**L. Freedom of Information Act Request Form**

Date of Request : \_\_\_\_\_

Requestor's Name (or business name, if applicable): \_\_\_\_\_

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

Certification requested:

Yes \_\_\_ No \_\_\_

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

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

Description of Records Requested:

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

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

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

- A ( ) The documents requested are enclosed.
- P ( ) You may inspect the records at \_\_\_\_\_
- P on the date of \_\_\_\_\_.
- R ( ) The documents will be made available upon payment of copying costs of \$ \_\_\_\_\_.
- V
- E ( ) For "commercial requests" only: the estimated time of when the documents
- D will be available is \_\_\_\_\_, at the prepaid costs stated above.

( ) The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.

D ( ) The materials requested are exempt under Section 7 \_\_\_\_\_ of the  
E Freedom of Information Act for the following reasons:

N \_\_\_\_\_  
I \_\_\_\_\_

E Individual(s) that determined request to be denied and title: \_\_\_\_\_  
D \_\_\_\_\_

In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705

Or you have the right to judicial review under section 11 of FOIA.

( ) Request delayed, for the following reasons (in accordance with 3(e) of the FOIA):  
\_\_\_\_\_. You will be notified by the date of \_\_\_\_\_

As to the action taken on your request.

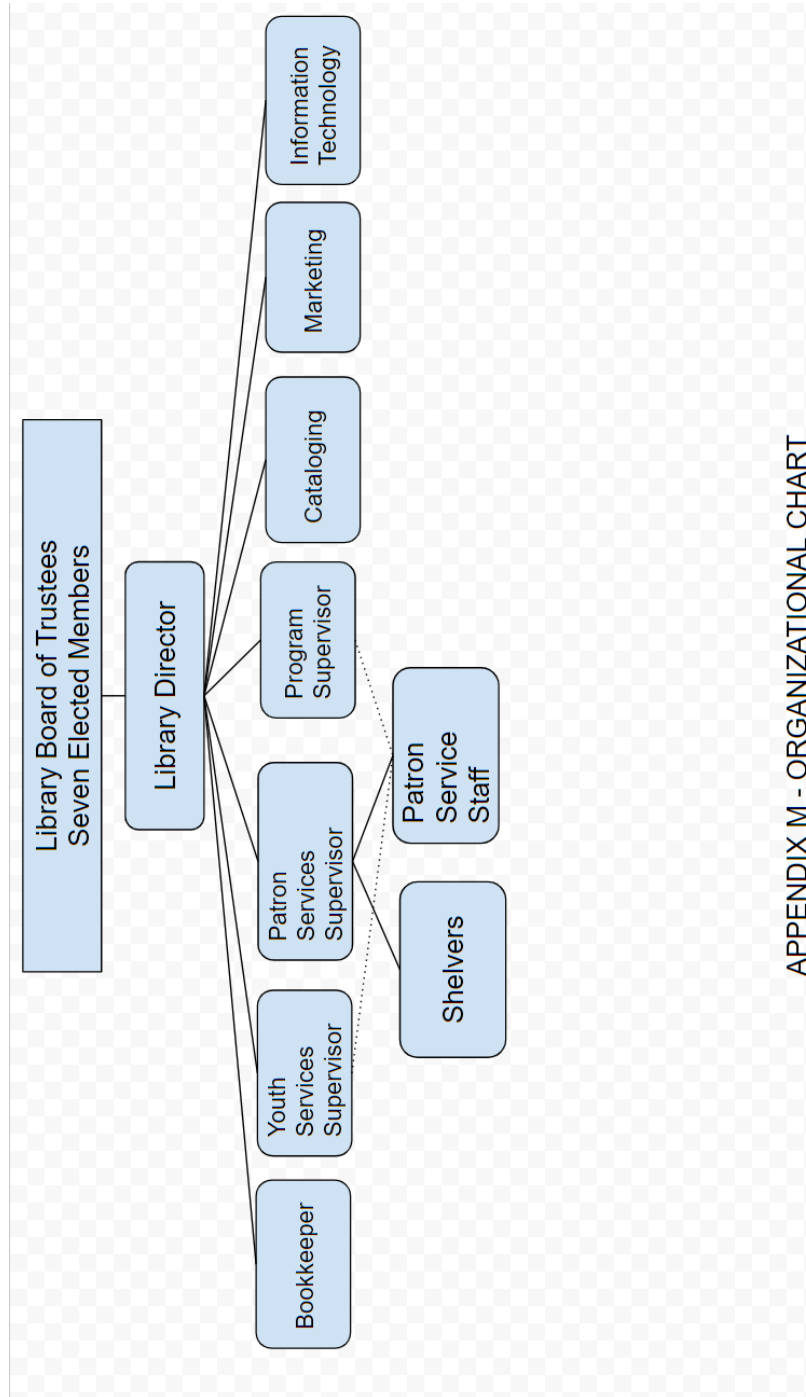
**NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.**

FOIA Officer: \_\_\_\_\_

Date of Reply: \_\_\_\_\_



### M. Organizational Chart



APPENDIX M - ORGANIZATIONAL CHART





## N. Sensory Room

### a. Guidelines

- i. The Sensory Room of the Library is for use by small groups limited to five people in total.
- ii. The purpose of this room is to provide a space away from the possibly noisy environment of the rest of the Youth Services Department.
- iii. Use of this room should be consistent with the objective of the Library, which is to provide a suitable environment for learning for all ages.
- iv. Use of the Sensory Room will be arranged at the Circulation Desk.
- v. The Sensory Room will be used as it becomes available on a first come, first served basis.
  1. A waiting list will be kept if the room is occupied.
  2. No advance registration will be taken.
- vi. The Sensory Room may be used for one hour.
- vii. When the one-hour time limit expires, the room will revert to a first-in-first-out policy as administered by Library staff.
- viii. A valid photo ID must be presented for an individual using the Sensory Room (or their legal guardian).
- ix. No extra chairs will be allowed.
- x. A caretaker must be present at all times with patron(s) using the Sensory Room.
- xi. Prohibited activities include: causing excessive noise, creating safety hazards or security risks, and creating other disturbances that violate the Library Patron Behavior Policy.
- xii. The Library may also deny access to the Sensory Room to individuals that have failed to follow the rules and regulations for the room's use. See the procedures posted in the Sensory Room and in the Appendix N for more information
- xiii. All individuals are responsible for the condition of the room.
- xiv. All individuals are responsible to return furniture to the original arrangement.
- xv. Patrons of the room are responsible for any repair costs for any damage to the room incurred during its use.



**O. Trustee Ethics Statement**

a. Scope

- i. The Morris Area Public Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members conduct business on behalf of the Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

b. Definition

- i. Board members should uphold the integrity of the Library and should perform their duties impartially and diligently.
- ii. Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- iii. Board members should protect and uphold library patrons' right to privacy in their use of the library's resources.
- iv. Board members should avoid situations in which their personal interest, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Library.
- v. Board members should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- vi. Board members should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members.
- vii. Board members and employees should not use or attempt to use their position with the Library to obtain unwarranted privileges or advantages for themselves or others.
- viii. Board members should not be swayed by partisan interest, public pressure, or fear of criticism.
- ix. Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

Therefore, to preserve and uphold the Library's reputation as an organization of unimpeachable integrity, each Board member will sign an Ethics Statement at the commencement of their service and the beginning of each calendar year during their tenure with Morris Area Public Library.

If any Board member appears to be in conflict with the Ethics Statement above, they will be asked to meet with the Policy Committee to discuss the issue. The Policy Committee will make a recommendation to the full Board based on their findings.

I, \_\_\_\_\_, agree to abide by the Trustee Ethics Statement for the duration of my term.

Signed, \_\_\_\_\_ on \_\_\_\_\_





Emergency Personnel Involvement:

Were the emergency services involved?  No  Yes { Police } { Ambulance } { Paramedics } { Fire }

arrived at \_\_\_\_: \_\_\_\_ a.m./p.m.

Did anyone file a formal complaint?  No  Yes/ name of

filer: \_\_\_\_\_

Staff Member filing this report:

\_\_\_\_\_

Follow up requested:

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



**Q. Incident Report Form**

Use this form to report any security-related incident that you witness occurring. (e.g. verbal abuse, destruction of Library materials, disruptive and/or disturbed patrons, theft, obscene phone calls, inappropriate use of computers, sexual offenses, etc.)

Please submit the completed form to the Library Director.

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Where incident occurred:

\_\_\_\_\_

Description of incident. Give a specific and clear description of the incident. Use the back of the sheet if necessary.

\_\_\_\_\_

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(See other side)



Emergency Personnel Involvement:

Were the emergency services involved?  No  Yes { Police } { Ambulance } { Paramedics } { Fire }

arrived at \_\_\_\_: \_\_\_\_ a.m./p.m.

Did anyone file a formal complaint?  No  Yes/ name of

filer: \_\_\_\_\_

Staff Member filing this report:

\_\_\_\_\_

Follow up requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



I am acknowledging that I have access to the most recent Morris Area Public Library policy handbook, dated May 15, 2023. I understand where to find it for future reference and I have been provided access to the document physically and online.

---

Signature

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Date

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Printed Name