



# Oak Park Public Library Policy Manual

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## LIBRARY BILL OF RIGHTS

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980.

Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Library Board approved January 15, 2002

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

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.

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.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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.

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## FREEDOM TO READ

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

Library Board approved November 15, 2005

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not

believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- A. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a

broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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## **FREEDOM TO VIEW**

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.  
Library Board approved January 15, 2002

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

- A. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
- B. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- C. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- D. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- E. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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## **FREEDOM OF INFORMATION ACT**

Library Board approved July 16, 2002, revised February 16, 2010

Any patron requesting public records of the Oak Park Public Library under the Illinois Freedom of Information Act, 5 ILCS 140/1 as amended by Public Act 96 – 542, effective January 1, 2010, must make such a request in writing. The person requesting records should specify in particular the records to be provided and copied.

All requests should be directed to the Assistant Director for Administration and Finance, Oak Park Public Library, 834 Lake Street, Oak Park, IL 60301. The Assistant Director for Administration and Finance is the Library's Freedom of Information Officer. Any person requesting that records be certified must indicate specifically which records must be certified.

The first 50 pages of black and white, letter or legal paper are free. The fee for records copied, after the first 50 pages, will be \$.15 per page. Colored copies, copies sized other than legal or letter size, electronic records. e.g. disks, diskettes, tapes, etc., will be charged at the actual cost of reproduction. The fee for certification will be \$1.00 per certificate. Fees exceeding \$5.00 will be payable in advance.

The Library shall respond to a written request for public records within five (5) working days after its receipt, or 21 days if the request is for a commercial purpose. Denial shall be by letter from the Library's FOIA Officer. No denial shall be issued without the knowledge and consent of the Executive Director.

The letter denying the request for public records shall notify by letter the person making the request of the decision to deny such, the reasons for the denial, and the names and titles or positions of each person responsible for the denial. Each notice of denial shall also inform such person of his right to appeal to the Public Access Counselor, Office of the Illinois Attorney General. Each notice of denial shall inform such person of his right to judicial review under Section 11 of the Freedom of Information Act [5 ILCS 140/11]. When a request for public records is denied on the grounds that the records are exempt under Section 7 of the Freedom of Information Act [5 ILCS 140/7], the notice of denial shall specify the exemption claimed to authorize the denial. Any person who is dissatisfied must submit their written appeal within sixty (60) days of receipt of the letter denying the request for public records.

The Library's failure to respond to a written request within five (5) working days after its receipt shall be considered a denial of the request.

The five (5) working day time limits prescribed above may be extended for five (5) additional working days for any of the following reasons:

- the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
- the request requires the collection of a substantial number of specified records;
- the request is couched in categorical terms and requires an extensive search for the records responsive to it;
- the requested records have not been located in the course of routine search and additional efforts are being made to locate them;
- the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under 5 ILCS 140/7 or should be revealed only with appropriate deletions;
- the request for records cannot be complied with by the Library within the time limits without unduly burdening or interfering with Library operations;
- there is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

When additional time is required for any of the above reasons, the Library shall notify by letter the person making the written request within the five (5) working day time limit the reasons for the delay and the date by which the records will be made available or denial will be forthcoming

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# DIVERSITY STATEMENT

Library Board adopted June 2002. Revised January 2008. Revised August 2016

The people of Oak Park choose this community, not just as a place to live but also as a way of life. Oak Park has committed itself to equality not only because it is legal, but also because it is right; not only because equality is ethical, but also because it is desirable for us and for our children. Ours is a dynamic community that encourages the contributions of all people, regardless of race, color, ethnicity, ancestry, national origin, religion, age, sex, sexual orientation, gender identity or expression, marital and/or familial status, mental and/or physical impairment and/or disability, military status, economic status, political affiliation, or any of the other distinguishing characteristics that all too often divide people in society.

Oak Park's proud traditions of civic engagement and accessible local government challenge us to show others how such a community can embrace change while still respecting and preserving the best of the past. Creating a mutually respectful, multi-cultural environment does not happen on its own; it must be intentional. Our goal is for people of widely differing backgrounds to do more than live next to one another. Through interaction, we believe we can reconcile the apparent paradox of appreciating and even celebrating our differences while at the same time developing consensus on a shared vision for the future. Oak Park recognizes that a free, open, and inclusive community is achieved through full and broad participation of all its members. We believe the best decisions are made when everyone is represented in decision-making and power is shared collectively.

The Oak Park Public Library plays a crucial role in supporting and enriching our diverse community through library materials, services, programs, and employment. The Library aspires to reflect the traditions and values of Oak Park in our relationship to the residents of Oak Park and the staff of the Library.

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## CODE OF ETHICS

Adopted by the ALA Council, June 28, 1995.

Reprinted with permission from the American Library Association.

Library Board approved January 15, 2002

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statement to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- A. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

- B. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
  - C. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
  - D. We recognize and respect intellectual property rights.
  - E. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
  - F. We do not advance private interest at the expense of library users, colleagues, or our employing institutions.
  - G. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
  - H. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
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## Mission

The Oak Park Public Library enhances the quality of life in our diverse community by providing opportunities for lifelong learning, by creating spaces and opportunities to connect and engage, and by fostering a love of reading and commitment to literacy.

## Vision

The Oak Park Public Library creates opportunities to participate, connect, and discover.

## Who We Are

### Engagement. Learning. Stewardship.

These strategic initiatives come directly from [Community Conversations](#) with you, the Oak Park community, and the people who work with you every day, our library staff. They reflect shared values including collaboration, compassion, knowledge, opportunity, accountability, sustainability and transparency, which inform and guide our transformative work.

Our commitment to engagement, learning and stewardship means we are listening, learning and growing with our community by:

- Building community partnerships, especially with other agencies serving Oak Park.
- Renewing our own commitment to learning for better library experiences.
- Preserving community history and improving access to it.
- Acting upon the community's demand for financial and environmental responsibility.

The Library Board of Trustees approved the 2015 Strategic Action Plan at its November 2014 meeting. Learn about the [Community Conversations](#) that inform these priorities, values, and actions.

# ENGAGEMENT

We are turned outward toward our community. We lead an ongoing dialogue with our community about its aspirations and take action on what we learn through that dialogue. We are intentional about the choices we make.

## **Our Values: Collaboration, Compassion, Gathering, Participation**

*Desired outcome 1: The library will improve access to its meeting and gathering spaces to meet community needs.*

### **Actions**

- Engage an architect to develop and complete a plan for expansion and improvement in the library's public spaces.
- Revise the library's [Meeting Rooms policy](#) to create flexibility and opportunities for new uses.
- Use the Main Library Lobby as a space for community-focused activities, programs, and content.

*Desired outcome 2: The library will be a strategic community partner to achieve the initiatives and outcomes important to Oak Park.*

### **Actions**

- Engage with and learn from the community through [Community Conversations](#), Innovations Spaces, and other data-gathering activities.
- Embed library staff in community organizations and agencies engaged in addressing vital community needs.
- Convene key community stakeholders to achieve community objectives and solve community problems.

*Desired outcome 3: The library will provide an exceptional customer experience for a diverse community of library users.*

### **Actions**

- Improve our customers' online experience through a redesigned website homepage and a new integrated library catalog.
- Implement an Adult & Teen Services Department staffing and spaces plan for better customer engagement and better use of staff knowledge and experience.
- Learn and implement the functions of our new telephone system for improved communication with our customers.
- Implement evidenced-based selection practices.

# LEARNING

We are an organization committed to our own learning and to learning for everyone, at all stages of life. We are a champion of free and open access to information. We provide the content that our community wants.

## **Our Values: Knowledge, Access, Literacy, Reading, Opportunity**

*Desired outcome 1: The library will become an active community partner to close the educational achievement gap.*

### **Actions**

- Expand access to spaces and opportunities for tutors, teachers, and other educators to work with students.
- Implement the [1,000 Books Before Kindergarten](#) program.

*Desired outcome 2: The library will improve staff skills and knowledge regarding library service and the library's key strategic initiatives.*

### **Action**

- Develop core organizational competencies for staff with training opportunities to achieve success in those competencies.

## **STEWARDSHIP**

We preserve and provide access to the community's history. We are committed to environmental sustainability. We are responsible and transparent in the wise use of our community's resources.

### **Our Values: Accountability, Preservation, Sustainability, Transparency**

*Desired outcome 1: The library will improve public access to Oak Park's historical content.*

### **Actions**

- Apply for a Library Services and Technology Act History Digitization Grant through a partnership with [The Ernest Hemingway Foundation of Oak Park](#).
- Increase staff and volunteer hours dedicated to public access to our [Special Collections](#).
- Extend the library's collection and preservation of Oak Park's history to include the decades of the 1980s and 1990s.

*Desired outcome 2: The library will demonstrate environmental stewardship through ecologically conscientious initiatives.*

### **Actions**

- Install new energy-saving lighting at the Main Library.
- Determine the feasibility and grant funds available to install solar panels on the roof of the Main Library.
- Increase the opportunities for recycling at all library locations and report the outcomes of those opportunities.

*Desired outcome 3: The library will demonstrate fiscal responsibility.*

### **Actions**

- Expand access to non-tax sources of library revenue.
- Create and implement a plan to increase donations to the library's [endowment funds](#).

- Apply for available grant funding for key library strategic initiatives.
- Manage the library's health insurance costs.

*Desired outcome 4: The library will adopt an evidence-based model of decision making.*

### **Actions**

- Leverage current assessment and evaluation tools available to us, such as [collection HQ](#).
- Develop an internal method of collecting, analyzing, and reporting the library's data, including a comprehensive library content strategy.
- Collaborate with a local academic institution to commission a study focused on one of its three strategic priorities: engagement, learning, or stewardship.

## **HOURS**

### **Main Library**

Monday through Thursday	9:00 a.m. - 9:00 p.m.
Friday	9:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 6:00 p.m.

70 hours per week

### **Maze Branch**

Monday through Thursday	10:00 a.m. - 8:00 p.m.
Friday	closed
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	closed

47 hours per week

### **Dole Branch**

Monday	closed
Tuesday through Thursday	10:00 a.m. - 8:00 p.m.
Friday	10:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	closed

45 hours per week

## **CLOSINGS - 2016**

	<b>Main</b>	<b>Maze</b>	<b>Dole</b>
New Year's Day Friday 1/1/2016	closed	closed	closed

Martin Luther King Day (floating holiday for staff)			
Monday	1/18/2016	9-9	10-9 closed
Presidents' Day (floating holiday for staff)			
Monday	2/15/2016	9-9	10-9 closed
Easter			
Sunday	3/27/2016	closed	closed closed
Memorial Day			
Monday	5/30/2016	closed	closed closed
Independence Day			
Monday	7/4/2016	closed	closed closed
Labor Day			
Monday	9/5/2016	closed	closed closed
Veterans Day (floating holiday for staff)			
Friday	11/11/2016	9-6	closed 10-6
Thanksgiving:			
Wednesday	11/23/2016	9-5	10-5 10-5
Thursday	11/24/2016	closed	closed closed
Staff Institute Day			
TBD		closed	closed closed
Christmas			
Saturday	12/24/2016	closed	closed closed
Sunday	12/25/2016	closed	closed closed
New Year's			
Saturday	12/31/2016	9-5	10-5 10-5
Sunday	1/1/2017	closed	closed closed

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## COLLECTION STRATEGY STATEMENT

Library Board approved July 21, 2015

### Purpose

- The Collection Strategy Statement reflects the diverse needs of the Oak Park community and the library's [Strategic Action Plan](#) to facilitate engagement, learning, and stewardship.
- The library believes that collections are part of the broader content of a library: its experiences, spaces, materials, and collaborations. We seek to respond to our community's needs and aspirations through this content.
- Through our collections – in all available formats – we work to facilitate equitable experiences

for engagement, education, and inspiration. It is our intention that collections – as curated content – have measurable impact on the community.

### Principles

- The library advocates for broad and meaningful participation in the library, including the sustained use of materials. It does not promote all of the ideas found in its collections or the discussions those ideas may inspire--but provides the spaces and opportunities for those ideas and discussions.
- The library protects the right of the individual to access information, even when the content may be controversial or unacceptable to others. [Privacy and confidentiality](#) are key tenets. As such, the library upholds the American Library Association's [Library Bill of Rights](#) position statement, including the [Freedom to View](#) and [Freedom to Read](#). It is the decision of the library not to filter [Internet access](#).
- The library recognizes and respects intellectual property rights, and follows existing copyright laws.
- The library supports [open access](#) as [defined by the American Library Association](#). "Open access" refers to materials made publicly and freely available via digital repositories and archives, or research made available via peer-reviewed, open-access journals.
- We are committed to resource sharing at local, state, and national levels as demonstrated by our membership and participation in [Reaching Across Illinois Library System \(RAILS\)](#) and [Suburban Wide Area Network \(SWAN\)](#), [ILLINET](#) and [WorldShare Interlibrary Loan](#). Our membership in consortia demonstrates our beliefs that engagement, supportive learning, and responsible stewardship are collaborative endeavors.
- We are committed to being good stewards of the community's tax dollars and community assets.

### Scope

The library develops a meaningful, evidenced-based collection that is positioned to meet the needs of the community. Evidence-based methods include traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); qualitative metrics (formal data such as customer feedback, program and services evaluations, and library-wide institutional assessment); and less formal inputs via conversations with the community and professional insights in the course of community engagement. Tools include collection analysis software to monitor collections according to use and provisioning; an ILS (Integrated Library System) to make meaning from the use and circulation of materials; and other software to assist required reporting for the Secretary of State's [Illinois Public Library Annual Report \(IPLAR\)](#). All of these methods are ways the library identifies and monitors the impact of materials in the community. We recognize and celebrate that Oak Park is unique, with broad and diverse interests. Each library location (Main Library, Maze Branch, and Dole Branch) is provisioned based on its unique use patterns. We curate specific cultural and heritage collections that reflect the unique values and enduring legacies of Oak Park, including Special Collections, Local History, Transgender, and Oak Park Creates. We strive to be "format neutral", defining physical and digital collections and content as materials to which we facilitate access for and with our community.

### Selection

Selection is curation at its core. Material selection criteria are informed by community interests and aspirations; national and international news and events; publishing and social trends; professional reviews and journals; and staff professional expertise. Community requests and recommendations are welcomed and are subject to the same criteria as any other material. The library does not collect textbooks, academic, or technical materials unless they are considered useful generally. The library adopts “digital curation” as an umbrella term for actions and strategies to provide stewardship of our digital assets. Digital assets include electronic resources, software and hardware, and devices. Digital curation takes into account the lifespan of the item, the product, and the product version to maintain currency, relevance, and sustainability.

As stewards of content, we carefully consider materials relative to cost, space, maintenance, safety, and customer interest. We ask such questions as: “Does the item have proven or potential interest to our community? Does it meet known or potential demand? Has it earned the attention of critics, reviewers, and the public to an extent that has created that demand? Are there similar materials already in the collection? To what extent are the materials available elsewhere in the community and library consortium? Can we anticipate, based on our ongoing conversations and engagement, those items and experiences that delight and inspire our community members?” Selection means identifying – and measuring – the impact of collections in the community.

### Deselection

To maintain relevant collections and content in all formats, the library must continuously evaluate and deselect materials. Criteria for withdrawing items include, but are not limited to: declining interest, poor condition, unnecessary duplication, or inaccurate or outdated information. Deselected materials may be donated to other non-profit organizations or discarded. The library does not make arrangements to sell or give withdrawn materials directly to specific individuals.

### Gifts and Donations

The library welcomes gifts and donations of materials or money for purchase of items, equipment, or digital content for the library collection. The [library maintains established funds for monetary donations](#). Donations are tax-deductible. Donations are subject to the library selection and deselection criteria.

### Reconsideration of Library Materials

Any community member has the right to request reconsideration of materials in the library’s collection. [A Request for Reconsideration of Library Materials Form](#) shall be completed and submitted to Library’s Executive Director.

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# REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

Library Board approved July 16, 2002  
Revised August 2016

Date

Name

Phone

Address

City

State

Zip

Email

You represent:  yourself  an organization (check one)

Name of organization, if applicable:

What type of material are you commenting on? (check one or more)

Book

Music

Audiobook

Movie

Magazine/Newspaper

Electronic Resource

Other (specify):

What particular item are you commenting on?

What is the title/author/performer/producer?

Did you read/listen/view this material completely?

If not, what section or part did you read, view, or listen to?

In your view what is the topic or theme for this item?

What is your objection to the item? Be as specific as you can, list page numbers as appropriate.

How did the title come to your attention? (*Recommended by library staff, review, friend's recommendation, found on shelf, visited library, e-news, publicity announcement etc.*)

Are there other materials you recommend to provide additional information or points of view on this topic?

Have you read the Oak Park Public Library [Collection Strategy Statement](#)?

**Thank you. Your request will be reviewed by the Library Director.**

In accordance with the Library [Collection Strategy Statement](#), any community member has the right to request reconsideration of materials in the library's collection. A Request for Reconsideration of Library Materials Form shall be completed and submitted to the library's Executive Director.

The Executive Director, with appropriate professional staff, will review the material in question, to consider whether its selection follows the criteria stated in the Collection Strategy Statement. The Executive Director will make a decision and send a letter to the person who requested the reconsideration, stating the reasons for the decision.

If the individual is not satisfied with the decision, a written appeal may be submitted to the Board of Library Trustees. The decision of the Board is final.

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## CONFIDENTIALITY OF CIRCULATION RECORDS

Library Board approved July 16, 2002

The Oak Park Public Library abides by Illinois Law that states that circulation and registration records are confidential information.

Circulation records and registration records shall not be made available to individuals or organizations or to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. Upon receipt of such process, order, or subpoena, the Executive Director or their designee will consult with the library's legal counsel to determine if the document is in proper order and if there is showing of good cause for its issuance. If the library's legal counsel discovers any defects in the process, order, or subpoena, the Librarian will insist that these be cured before releasing circulation records.

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## RECIPROCAL BORROWING

Library Board approved July 16, 2002

The Oak Park Public Library has endorsed and participates in the Illinois statewide reciprocal borrowing agreement, in order to expand the universe of library materials that Oak Park residents have direct access to. The Library's participation allows Oak Park residents with a current Oak Park Public Library library card, that is not blocked due to materials or monies due to Oak Park Public Library, a Reaching Across Illinois Library System member library, or another participating library, to obtain borrowing privileges at participating Illinois public libraries.

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## CARD MEMBER PRIVILEGES

Library Board approved May 18, 2010. Effective July 14, 2010

### A. ELIGIBILITY FOR FULL MEMBER BENEFITS

The following are eligible for an Oak Park Public Library library card and full service benefits:

1. Residents of Oak Park who hold current Oak Park Public Library cards.
2. Non-residents who pay Oak Park property taxes who have been issued Oak Park Public Library cards in accordance with provisions of Illinois law.
3. Officers of Oak Park businesses who have been issued Oak Park Public Library cards in accordance with Illinois law.
4. Non-residents of Oak Park who have purchased library cards at the annual fee set by the Oak Park Public Library Board of Trustees.

5. Non-resident teachers who are employed by District 97 and District 200.
6. Short-term residents of Oak Park who have been issued temporary courtesy cards.
7. Employees of the Oak Park Public Library who have been issued staff library cards.

## B. **CARD REGISTRATION**

A library card will be issued to an individual (18 years or older) who:

1. Shows satisfactory proof of identity.
2. Shows satisfactory proof of Oak Park residency.
3. Has no outstanding delinquency at any library.
4. Accepts responsibility for all items checked out on the card and for any charges for overdue, damaged or lost items.
5. A library card will be issued to a child (under 18 years) when:
  - a. A parent or legal guardian who shows satisfactory proof of identity and Oak Park residency and accepts responsibility for the child's selection of library items and for any charges for overdue, damaged or lost items.

OR

- b. The identity of the child, Oak Park residency, and address are verified by other adults such as school staff, foster parents or group home managers, and an authorized adult assumes responsibility for the child's selection of library items and for any charges for overdue, damaged or lost items.

AND

- c. There is no outstanding delinquency for items previously checked out by the child or parent/legal guardian on the parent/legal guardian's library card.

## C. **STAFF LIBRARY CARDS**

Employees and Trustees of Oak Park Public Library may obtain staff library cards for their individual use. Fines are not charged against items borrowed on staff library cards, but fees for lost items are charged. Items borrowed on staff library cards are expected to be returned promptly. The Executive Director is authorized to revoke staff library card privileges in cases of abuse of staff privilege.

## D. **LOST OR STOLEN LIBRARY CARDS**

A library card is a form of credit card. Lost or stolen library cards must be reported immediately to Circulation Services. The reported library card will be deactivated. The patron who has NOT

reported their library card lost or stolen will be responsible for all items checked out on the card and payment of all related charges as listed in the User Service Charges and Fines policy.

#### **E. RECIPROCAL BORROWER BENEFITS**

The Oak Park Public Library is a full participant in the SWAN consortium and follows policies of SWAN as required.

The Oak Park Public Library has endorsed and participates in the Illinois statewide reciprocal borrowing agreement in order to expand the universe of library materials available to Oak Park residents.

Reciprocal borrowers shall be permitted to borrow all circulating items in accordance with the Library's Circulation of Library Items policy. All items checked out shall be subject to fees and fines in accordance with the User Service Charges and Fines policy.

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## **CIRCULATION OF LIBRARY ITEMS**

Library Board approved May 18, 2010. Effective July 14, 2010

#### **A. LOAN PERIODS AND RENEWAL**

The default loan period for items shall be three weeks. Video formats shall circulate for 7 days. Items may be renewed twice, as long as the items are not on hold for another patron. The total item check out limit is 200.

#### **B. BLOCKED OR SUSPENDED LIBRARY CARDS**

Oak Park Public Library patrons who owe \$5.00 or more to the Library will have their borrowing privileges blocked until their fines and fees have been paid. Patrons who have more than five "Claims returned" on their card will have their borrowing privileges blocked until the sixth and subsequent items are returned or paid for.

#### **C. COLLECTION AGENCY**

The Oak Park Public Library utilizes the services of a collection agency/credit bureau to retrieve long overdue items or collect on monies due the Library when the obligation equals or exceeds \$50.00.

#### **D. OTHER CIRCULATION PARAMETERS**

The Executive Director may set all other Circulation parameters and modify existing parameters as the Executive Director shall, from time to time, deem necessary.

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## **USER SERVICE CHARGES AND FINES**

Library Board approved May 24, 2016. Effective January 1, 2016

### CIRCULATION

New library card	Free
Charge for replacement library card	\$1.00
Charge for non-resident library card	\$445.09
Fine for each overdue video format (adult or juvenile)	\$1.00/day
Fine for all other overdue adult items	\$.25/item/day
Fine for all other overdue juvenile items	\$.25/item/day
Maximum fine for each overdue item	Daily rate up to 42 days maximum
Charge for lost or damaged library item (adult or juvenile)	list price
Charge for collection agency	\$10.00
Interlibrary loan request, out-of-state	\$5.00

### INFORMATION SERVICES

Extended staff reference work	\$40.00/hour
Arranging for photographic duplication of local history materials	\$25.00/individual or not-for-profit
	\$40.00/business

### MEETING ROOMS

#### Main Library:

Veterans Room (per four hour period) including pantry	\$50.00
Veterans Room (per four hour period) including pantry	\$150.00 for for-profit entities
Small Meeting Room (per four hour period)	\$20.00
Small Meeting Room (per four hour period)	\$40.00 for for-profit entities
Book Discussion Room	\$20.00, free to recognized book discussion groups
Book Discussion Room	\$40.00 for for-profit entities

#### Branch Libraries:

Meeting Rooms (per four hour period)	\$20.00
Meeting Rooms (per four hour period)	\$40.00 for for-profit entities

Dole Branch meeting room is available free to community groups which are locally based, represented by an OPPL cardholder, have no tax-exempt status; and do not charge dues to their members.

### PHOTOCOPIES

Self-service copies of printed materials	\$.15/ exposure
Self-service copies from microfilm of microfiche	\$.15/ exposure
Print-outs from RAILS Interlibrary Loan	\$.15/ exposure
Printer (computer)	\$.15/page

### PARKING GARAGE RATES

Less than 2 hours	Free
2 – 3 hours	\$1.00
3 – 4 hours	\$5.00
4 – 6 hours	\$10.00
6 – 12 hours	\$20.00

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## NON-SUFFICIENT FUNDS CHECK FEE

Library Board approved July 16, 2002

Checks returned to Oak Park Public Library for non-sufficient funds, which were originally used to settle obligations to the library, shall be subject to a service charge of \$25.00 to cover fees that may be charged to the Library by its bank for the returned check and the Library's cost associated with dealing with the returned check.

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## INTERLIBRARY LOANS

Library Board approved June 21, 2011

This policy covers interlibrary loan activity outside of the agreements and policies established by Oak Park Public Library's membership in the SWAN consortium.

Oak Park Public Library endorses the Illinet Interlibrary Loan Code, 2008, the American Library Association Interlibrary Loan Code for the United States, 2008, and complies with Copyright Law (17 U.S.C.) and its accompanying guidelines. The Library offers interlibrary loan services to any Oak Park resident holding a valid Oak Park Public Library card. Oak Park Public Library participates in interlibrary loan with U.S. libraries only.

Oak Park Public Library will not request materials that are owned by the Library, or that are available in SWAN. Length of loan periods, renewal options, overdue fines, and conditions for use are determined by the supplying libraries. Every effort is made to obtain requested materials from libraries in Illinois, and there is a \$5.00 charge for items obtained out of state. This charge must be paid even if the item is not picked up. The Library absorbs any fees charged by supplying libraries up to \$20.00, and patrons will be offered the option of obtaining items with higher fees on a cost recovery basis. Interlibrary loan requests will not be processed for patrons with overdue interlibrary loan materials.

It is frequently difficult for the Library to borrow:

- Bound periodicals. We will request photocopies, electronic copies, or microforms.
- Textbooks for school use. Current textbooks are very difficult to obtain through interlibrary loan and libraries will not loan us books for an entire semester.
- New materials. Libraries have various definitions on what constitutes "new" books and audiovisual materials.
- eBooks. Licensing issues may restrict loans.

As a supplying library, Oak Park Public Library does not charge for lending materials. There is no charge for photocopies and up to 100 pages will be provided. Electronic copies may be provided if licensing agreements allow for it. Requests are accepted by OCLC ILL (preferred), ALA form, fax, telephone, or email. We do not loan local history and special collection materials or reference books. If an item is not on hold for another user, the item may be renewed twice. Lost items are assessed a fee equal to the list price, plus a \$5.00 processing fee.

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## Information Services

Library Board approved October 18, 2011

The Oak Park Public Library staff provides knowledgeable, personalized assistance to help customers find and use factual information, library materials, and online resources. The service is provided to Oak Park residents and nonresidents by professional librarians and other staff trained in accordance with the guidelines and ethics of the American Library Association. These include the *Statement on Professional Ethics*, *Guidelines for Behavioral Performance of Reference and Information Service Providers*, and *Guidelines for Medical, Legal and Business Responses*.

Information services are provided at the Main Library, Maze Branch Library and Dole Branch Library, as well as by telephone and electronically. Library staff uses good judgment to prioritize questions when responding to more than one question at the same time. Staff treats all requests with respect and confidentiality. Staff uses information obtained from accurate, authoritative sources, and the sources for answers are cited.

Library staff strives to provide complete, accurate answers to all queries. Simple requests are usually answered fully and quickly. Complex questions may require follow up at a later time or an appointment for individual assistance. Complex questions may also require the customer's participation in the information search with staff providing guidance and advice on the search strategy and process. When questions cannot be answered fully with the available resources, staff provides referrals to experts, organizations, and other authorities. Staff may need to limit the amount of time and level of response provided to a customer.

As information professionals, library staff is not able to provide services in other areas of professional practice. Staff does not:

- provide medical, legal, copyright, financial or tax advice
- recommend individual practitioners such as physicians or attorneys
- provide appraisals of books, artwork, antiques or other collectibles
- provide editorial or translation services
- provide career counseling advice
- conduct genealogical, patent, trademark or other in-depth research
- handle confidential information such as social security numbers, account information or medical information. If such information is viewed inadvertently, staff makes every effort to protect customers' privacy.

Staff provides library materials, online resources and referrals to other organizations to address needs within these areas.

Information services are evaluated on an on-going basis. The library evaluates the quality, responsiveness, accessibility, and convenience of information services.

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**DUPLICATING, DISPLAYING, OR PUBLISHING  
MATERIALS OWNED BY THE OAK PARK PUBLIC  
LIBRARY**

Library Board approved July 16, 2002

The Oak Park Public Library may, at the discretion of the Executive Director, lend materials that are believed not to be under copyright for duplication, display, or publication on a one-time basis provided the borrower gives a written statement of the purpose for which the material will be used, a written agreement to hold the Library harmless due to any outcome of said duplication, display, or publication, and a written agreement to give credit as follows: "Courtesy Oak Park Public Library, Oak Park, Illinois".

There will be no fee unless the Oak Park Public Library arranges for duplication of materials. In that case, the fees will be the cost of duplication plus a service fee of \$25.00 to individuals and not-for-profit organizations or \$40.00 to for-profit organizations.

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## COMPUTER AND INTERNET USE

Library Board approved September 17, 2008

Oak Park Public Library provides access to a broad range of information resources, including those available through the Internet. The Internet is a global electronic network that maintains no regulatory control of its users or content. The Oak Park Public Library has no control over the content of these resources. Users should be aware that not all sources on the Internet provide accurate, complete, current or reliable information. Internet users are responsible for the web sites they access and use the Internet at their own risk. The Library does not guarantee privacy of any Internet sessions, nor is it responsible for the security of information transmitted and received during any Internet sessions. Any injury or damages incurred by users of Library Internet stations or the Library's connection to the Internet are the sole responsibility of the user.

Library staff is trained to offer expert assistance in navigating the Internet and in evaluating Internet resources. Users are encouraged to ask staff for recommendations and guidance on finding and using authoritative websites.

As with all materials in the Library, restriction of a child's access to the Internet is the responsibility of the parent or guardian; the Library does not act in place of the parent. Parents and guardians assume full and complete responsibility for their child/children's use of the Internet through the Library's connection. Users are encouraged to ask staff for information and advice regarding resources for children's Internet use.

The Library provides wireless access to users who provide their own equipment with properly supportive wi-fi cards. However, there is no guarantee of privacy for any communications sent or received utilizing the Library's wireless access connections.

The Library reserves the right to monitor Internet use to ensure compliance with all Library policies and may terminate any Internet session if it is believed that a patron is in violation of such policies.

**Unacceptable uses of the library's telecommunications technologies include:**

- A. Violating any federal, state, or local law or ordinance that in any way involves contact with or use of the Library's telecommunications technologies;
- B. Transmitting or receiving obscenity to or from any email account, website, newsgroup, mailing list, or similar forum;
- C. Accessing, viewing, downloading, storing or printing files, graphics or messages (including still or moving pictures) or sound files which are obscene or constitute "Objectionable Material" as defined in this policy and/or Section 11-21 of the Illinois Criminal Code or transmitting such materials to any forum or recipient where the said materials are accessible by others;
- D. Harassment by computer, which includes transmitting any material which is threatening to another person, with the intent to coerce, intimidate, or harass any person or threaten any illegal or immoral act, whether or not such material is transmitted to that third person;
- E. Copying proprietary information, including software, in violation of applicable law, including in violation of any applicable copyright, trademark or other intellectual property right.
- F. Knowingly or negligently transmitting computer viruses onto the library's computer system, or to any other person's or entity's computer system;
- G. Deliberately trying to degrade or disrupt system performance, commonly known as a denial of service attack (such acts may also be viewed as criminal activity under applicable state or federal law);
- H. Hacking into any computer system.

### **Penalty**

In addition to other sanctions described elsewhere in this Policy, patrons who make illegal or unacceptable uses of the Library's telecommunications technologies may be banned from using the Library's computers, networks, and Internet resources. (See the Rules of Behavior Policy).

Illegal acts involving Library computer stations and Internet use may also be subject to prosecution by local, state, or federal authorities. Indication or evidence of possible illegal activity may be reported to law enforcement authorities by the Library Executive Director or Assistant Executive Director, and such communication may also be used as evidence in any criminal investigations and/or prosecutions.

The Library will never share, sell or rent individual personal information it gathers in the course of business, except: 1) for the purpose of recovering overdue items and fines; 2) as ordered by a court of competent jurisdiction; 3) pursuant to law enforcement directive as required by the Illinois Library Records Confidentiality Act (75 ILCS 70/1); or 4) as ordered by subpoena under the USA PATRIOT Act (P.L. 107-56).

### **Sources**

This Library Computer and Internet Use Policy has been prepared in conformance with the Illinois Local Library Act, 75 ILCS 5/1; the Illinois Library Records Confidentiality Act, 75 ILCS 70/1; the Illinois Criminal Code, 720 ILCS 5/1-1 et seq.; the U.S. Children's Internet Protection Act (CIPA), 114 Stat. 2763A-335 (See Also U.S. v American Library Association, 539 U.S. 194 (2003)); federal copyright laws, U.S.

Code, Title 17; the Neighborhood Children's Internet Protection Act (NCIPA), codified in pertinent part at 20 U.S.C. § 9134; and the USA PATRIOT Act (P.L. 10-56)

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## RULES OF BEHAVIOR

*Library Board approved June 1, 2011. Revised February 15, 2012. Revised February 24, 2015.*

*Revised September 15, 2015*

The Board of Library Trustees has established Rules of Behavior to ensure that:

- All library patrons may use and enjoy the Library's services, materials, and facilities without unreasonable interference or disturbance from others;
- All Library patrons enjoy safe and secure library facilities;
- The Library's materials are protected from theft and damage; and (iv) all Library employees have a safe and secure workplace. Illinois Library Law authorizes the Board of Library Trustees "to exclude from the use of the library any person who willfully violates the rules prescribed by the board."

### Rules of Behavior

- A. No conduct is permitted that may reasonably be expected to create a disturbance or otherwise interfere with the safe use and enjoyment of the Library by others (for example, (but not limited to) loud or boisterous conversations, running, fighting, threatening or harassing behavior, obstructing others' access to Library resources, etc.).
- B. No conduct is permitted that may reasonably be expected to endanger the health and safety of Library users or employees or cause or threaten to cause damage to Library materials or facilities (for example, moving furniture in a way which blocks aisles, using tables, chairs or heating units as footstools, sitting on stairways, defacing or vandalizing Library property or materials, etc.) The Library reserves the right to limit the number of persons who may sit together at a single table or carrel.
- C. Library staff is not responsible for caregiving duties, such as bathroom assistance, providing snacks, providing telephones, care of illness, conflict resolution, or providing time and attention that prevents them from fulfilling their primary duties. Parents and caregivers are expected to fulfill these responsibilities.
- D. Patrons may not bring animals other than service animals into the library.
- E. Personal distribution of leaflets, survey taking, collecting signatures on petitions, solicitations, and similar activities on library property are not permitted.
- F. Library users may not leave personal belongings in the Library when they leave the building. The Library is not responsible for any loss of users' personal belongings, through

theft or otherwise. Large items that obstruct walkways or cannot fit easily under a chair or table are not permitted in Library facilities or on Library grounds.

- G. Food and drink are allowed in all Library facilities except in the following designated areas:
- Silent Reading Room in the Main Library
  - Storytime Room in the Main Library
  - Children's Play Areas in the Main Library
  - Archives and Special Collections in the Main Library
  - Food should not be eaten while using a Library computer. Covered drinks only are permitted near computers. In the event that equipment or materials are damaged because of food or drink, or if the food or drink being consumed is disturbing other customers because of mess or odor, staff will ask the customer to take their food or drink out of the Library. Customers are expected to clean up after themselves and immediately to report accidents to staff. Group meals and food delivery are not allowed in public areas except for prearranged and approved meetings in public meeting spaces.
- H. Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons, are not permitted on Library property or at any Library-related events.
- I. Use of alcohol, tobacco, and illegal drugs on Library property is not permitted. Alcohol only is permitted at prearranged and approved meetings and events in public meeting spaces.
- J. Engaging in sexual conduct, sexual harassment, or lewd behavior is not permitted.
- K. The Library reserves the right to inspect the contents of all bags, purses, briefcases, backpacks, etc., for library materials.
- L. The Library reserves the right to impose time limits upon the continuous use of Library equipment.
- M. Any behavior that violates the Rules of Behavior may result in cost recovery charges, suspension of library privileges, exclusion from the Library, and prosecution. Depending upon the offense and the particular circumstances of the case, violators of the foregoing Rules may be excluded from use of the Library. Library staff and security guards are authorized to ask disruptive patrons to leave the library and to exclude them for a 24-hour period. They are also authorized to call the police at their discretion. Violations, both minor and serious, may also be investigated by library administrators who may exclude violators for varying and longer periods of time depending upon the seriousness

of the violation. Exclusions for violations may be renewed if deemed necessary for the safety, health, and well being of others. Caregivers will be notified if the offender is a minor.

Besides excluding persons from use of the Library for violations of the foregoing Rules, the Library may bring criminal charges against any persons suspected of criminal acts toward library staff or patrons, including theft or vandalism of Library property or materials or of any violations on Library property of federal, state, or local laws and ordinances.

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## **CHILDREN UNATTENDED IN THE LIBRARY**

Library Board approved March 19, 2008. Revised July 21, 2009.

Parents are responsible for the care and behavior of their children while they are in the Library. Violations of this policy are grounds for suspension of library privileges. The Oak Park Public Library staff is committed to help children with activities related to the Library. However, Library staff cannot, nor is it their responsibility to serve as baby-sitters, teachers, or disciplinarians.

Children under the age of eight must be accompanied and directly supervised at all times by a parent or other responsible caregiver. Unattended children under the age of eight may be asked to remain at the nearest Service Desk while staff attempt to locate the caregiver. When the safety of an unattended child is in doubt or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff are authorized to call the police and stay with the child until the police arrive.

From time to time, the Oak Park Public Library schedules or provides programs that are designed and suitable for attendance by children without parental supervision. In that case, the parent or caregiver is expected to remain in proximity to the program in order that they are available should they be needed.

Children of the age of eight or over may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct, and demeanor.

### **UNATTENDED CHILDREN AFTER HOURS**

If an unattended child or children under the age of eight are present after closing at least two staff members or one staff member and a security guard shall remain with the children. In the event a child under the age of eight is still at the library 15 minutes after the library closes to the public, the police will be called to pick up the young person. Attempts will be made during that 15 minutes to reach the parents. Whenever the Librarian in Charge / Person in Charge feels that it is appropriate to follow this process with a child or children eight years old or older, they are authorized to do so. However, in no instance will a staff member, volunteer, or a security guard transport a child or children or wait alone with the child or children.

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## **INSPECTION OF CONTENTS OF BRIEFCASES AND BAGS**

Library Board approved July 16, 2002

Library staff designated by the Executive Director or their designee and security guards contracted for by the library are authorized to inspect the contents of briefcases or bags of individuals leaving the library to determine whether library materials have been properly checked out. Nothing in this policy shall authorize an employee of the library to use force to make such an inspection. Persons refusing inspection of the contents of their briefcases or bags shall be refused the use of the library's services.

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## COMMUNICATIONS

Library Board approved April 19, 2005

- A. Oak Park Public Library will endeavor to communicate information about library services, materials, and programs to the staff, Oak Park residents and business owners and the greater library community on a regular basis.

Oak Park Public Library will provide ongoing information about the library, library services and programs in a manner that enhances the value of the library to Village residents and increases Oak Park's return on its investment in the Oak Park Public Library.

Board members will participate, as appropriate, in the implementation of a communications plan developed by the Oak Park Public Library staff.

The Oak Park Public Library Board of Trustees recognizes the value of regular communications and will support this policy by annually budgeting sufficient funds to communicate on an on-going basis.

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## POLICY ON INSTITUTIONAL DATA

Adopted by the Board of Library Trustees, December 15, 2015

### PURPOSE

The library is committed to continuous improvement of its services for and with the Oak Park community. As such, it uses specific types of information to achieve its mission, vision, and strategic goals. Taken together, this information is called "institutional data".

### PRINCIPLES

The library is guided by the values of accountability and integrity in the provision of public services. These values speak to the need for openness and responsibility in its information curating practices. As such, the library upholds the [American Library Association's Library Bill of Rights](#) position statement regarding users' reasonable expectation to confidentiality and privacy.

### SCOPE

"Institutional data" is information created, collected, maintained, transmitted, or recorded in ordinary operations for the library to improve its services, collections, programs, spaces, and customer experiences.

It includes:

(1) data used for planning, managing, and assessing library operations in an ongoing and formative manner to meet the library's [Mission, Vision, and Strategic Plan](#); (2) metrics created, collected, maintained, and reported as required for the [Illinois Public Library Annual Report \(IPLAR\) to the Illinois Secretary of State and State Librarian](#); and (3) aggregated, anonymous data collected in surveys or via digital analytics directly related to services.

It does not include personal data which is information created, collected, maintained, transmitted, or recorded by personal or library-owned devices, media, or systems that is personal in nature and not related to library business.

## **PRIVACY, COLLECTION AND USE OF INFORMATION**

The library does not collect, store, maintain, or use any personal information from customers or staff without obtaining their permission to do so. Personal information that is collected with permission is limited to what is necessary for the proper administration of the library, only used for the intended purpose for which it was collected, and is not stored beyond its intended use. See policy on [Confidentiality of Circulation Records](#).

Non-personal, non-identifiable, aggregated information is used by the library for ordinary administration and institutional accountability. Access to and security of institutional data is limited to those library staff professionals as determined by the Executive Director whose roles and responsibilities require it in the ordinary provision of service and consistent with its intended purpose at the time of collection.

On occasion, the library may partner with other public service agencies, educational institutions, or funders beyond what is required for the Illinois Public Library Annual Report where aggregated data may be shared in order to refine services or collaboratively address a community-identified priority. No personal information would be shared without explicit consent acquired.

## **CHOICE AND CONSENT**

Choice means giving users options as to how any personal information collected may be used. Provision of many library services requires the collection and retention of personally identifiable information. Whether this is required (e.g., in order to circulate library material), automatic (e.g., as in some web-based library services), or voluntary (e.g., when engaging in a survey), this information is retained only as long as is necessary to fulfill the function for which it was initially acquired.

For expedience and service of users, the library has adopted an "opt-in" approach for aggregated data. This means that by using library spaces, materials, and services, the default is consent for non-personalized information to be gathered (e.g., number of people entering the building in a day, number of people using a database, etc.). Where personally identifying information is requested, consent—verbal, paper, or digital—is required at the point of collection. This includes, but is not limited to, customer service surveys, focus groups, or other qualitative service-improvement information

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## **LIBRARY PROGRAMS**

Library Board approved July 16, 2002

Library sponsored programs, including, but not limited to speeches, community forums, discussion groups, demonstrations, displays, storytimes, and live or media presentations are planned and implemented to support the mission of the Oak Park Public Library by providing users with additional opportunities for information, education, culture, and recreation directed toward the interests and informational needs of all members of the Oak Park community.

Library sponsorship of a program does not constitute an endorsement of the content of the program or of the views expressed by the participants.

Programs sponsored by the Oak Park Public Library are generally offered free of charge and are open to all interested persons.

In planning and carrying out its sponsored programs, the Library aspires to meet the standards set forth in the Library Bill of Rights. The Library also recognizes that the resources available for the sponsorship of programs are limited and the selection, planning and implementation of Library sponsored programs ultimately rests in the discretion of the Library's professional staff and the Board of Library Trustees.

The Executive Director or the Assistant Director may choose to have the Library participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals as part of its own effort to address information needs and to facilitate information access in the Oak Park community.

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## **EXHIBIT SPACE**

Library Board approved June 17, 2003

Oak Park Public Library provides space for exhibits that support the mission of the Library, by providing users with additional opportunities for information, education, culture, and recreation. The Library seeks to exhibit works appropriate to a broad range of the Library's diverse patrons. In making space available, the Library aspires to meet the standards set forth in the Library Bill of Rights.

Through its exhibits, the Library shall endeavor to present a broad spectrum of opinions and a variety of viewpoints, given the space limitations of the Library. Oak Park Public Library does not endorse the beliefs or viewpoints, which may be the subject of exhibits.

Exhibits are scheduled after approval by the Assistant Director. Persons interested in providing an exhibit shall submit a descriptive request for consideration. The Library may also ask individuals or organizations if they wish to submit such a descriptive request. Preference may be given to Oak Park residents, governmental units, or community groups.

Art work exhibited in the Library may be offered to the public for sale, with a percentage of sales of not more than 20% retained by the Library and designated as income to be used for the purchase of additional art for the Library.

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# MEETING ROOMS

Library Board approved February 15, 2012

The Oak Park Public Library provides meeting rooms for individuals and groups as a public service. Meeting rooms may be booked only by Oak Park residents or property owners age 18 or older who possess their own valid Oak Park Public Library card. The booking of a meeting room does not imply library endorsement of the content and speakers of meetings held in the Library. In making such rooms available, the Library aspires to meet the principles set forth in the Library Bill of Rights.

All meetings must be open to the public without charge. An exception is made for meetings of staff, official committees, commissions, and boards of the Village of Oak Park, as well as other governmental bodies that are members of the Council of Governments which may, when permitted by law, be closed to the public.

The Executive Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees. The Library reserves the right to decline meeting room requests that do not meet the spirit of this policy.

## A. MEETINGS

When not needed for Library use, meeting rooms are available on a first-come, first-served basis for meetings that are educational, cultural, political, civic, or charitable.

Meetings may not disturb the normal operations of the library or pose a safety hazard.

The sale, advertising, solicitation or promotion of products or services is not allowed in Library meeting rooms.

Admission fees, fundraising and collecting donations are not permitted before, during or after meetings. Off-site admission fees or pre-payment to attend a meeting are not allowed.

Presentations that are primarily commercial in nature, rather than educational, are not permitted. Individuals who wish to be featured at a Library program should contact Library staff.

Meeting rooms may not be used for private social gatherings or parties.

## B. HOURS

Meetings may be scheduled for all hours when the appropriate Library facility is open.

## C. FEES

Fees are based on the category of the entity renting the meeting room: Renter, Not-for-Profit, Book Group, or Partner. Contact the Library at 708.697.6914 to determine the category of a particular group. See User Service Charges and Fines or Rental Application and Agreement for current fee schedule

### Renter

Renters are Oak Park residents or property owners age 18 or older who possess an Oak Park Public Library card. Most groups and individuals fall into this category including all commercial ventures.

#### Not-for-Profit

Groups are considered not-for-profit when their mission serves an educational, cultural, charitable, political or civic purpose. Not-for-profits include 501(c)3 corporations, as well as unincorporated associations, groups or clubs. Commercial ventures of any kind are excluded from this classification.

#### Book Group

Local book clubs and groups meeting to discuss a book or other work fall into this category. Book Groups must designate the title to be discussed. The Book Group must include a significant number of members who are either Oak Park residents or employed at businesses with offices in Oak Park.

#### Partner

Partners closely match the mission of the Library, serve Oak Park in a similar way to the Library, or assist the Library in carrying out its own mission. This category includes the Friends of the Oak Park Public Library and governmental bodies that are located in Oak Park.

### D. RESERVATIONS

The Library reserves the right to cancel any reservation due to unforeseen circumstances, including those which reasonably cause the Executive Director or the Assistant Director for Public Services and Programs to view the meeting as likely to materially and substantially interfere with the proper functioning of the Library or likely to create excessive noise or a significant safety hazard.

### E. RESPONSIBILITY OF USERS

Any person renting a room must have their own valid Oak Park Public Library card. This cardholder must be present at the Library with the reservation confirmation number before staff will open the meeting room, and must be present throughout the scheduled meeting or event.

A cardholder requesting the use of a meeting room must assume legal responsibility for their group's activities in the Library. This cardholder must sign the application and agreement and see that the group follows all of the rules and regulations described in this policy. Any group that abuses the meeting room privilege shall lose the right to use the meeting rooms.

All users are responsible for complying with the provisions of the Americans With Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

The Library is not responsible for any accidents that may occur on library property to individuals attending programs or meetings in the Library. Organizations using the meeting rooms will be held responsible for any accidents occurring as a result of the group's activities. Meeting room users will be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct.

At the conclusion of a meeting, the room must be returned to its original condition.

#### User Service Charges

	Time	Renter	Not-for-profit	Book Group	Partner
Main Library Veterans Room (including pantry)	4 hours	\$150	\$50	\$50	no charge
Main Library Small Meeting Room	4 hours	\$40	\$20	\$20	no charge
Main Library Book Discussion Room	4 hours	\$40	\$20	no charge	no charge
Maze Branch Library Meeting Room	4 hours	\$40	\$20	no charge	no charge
Dole Branch Library Meeting Room	4 hours	\$40	no charge	no charge	no charge

#### Renter

Renters are Oak Park residents or property owners age 18 or older who possess their own valid Oak Park Public Library card. Most groups and individuals fall into this category including all commercial ventures.

#### Not-for-Profit

Groups are considered not-for-profit when their mission serves an educational, cultural, charitable, political or civic purpose. Not-for-profits include 501(c)3 corporations, as well as unincorporated associations, groups or clubs. Commercial ventures of any kind are excluded from this classification.

#### Book Group

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#### Partner

Partners closely match the mission of the Library, serve Oak Park in a similar way to the Library, or assist the Library in carrying out its own mission. This category includes the Friends of the Oak Park Public Library and governmental bodies that are located in Oak Park.

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## **DRUGS AND ALCOHOL**

Library Board approved July 16, 2002

The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any library location except that with the specific explicit permission of the Board of Library Trustees alcohol may be served at library sponsored events.

“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.

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.

A notice of this policy shall be publicly posted.

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## **PETITIONS, FLIERS, POSTERS, AND SIMILAR MATERIALS**

Library Board approved July 16, 2002

In order to protect privacy and preserve a quiet environment for library users, it is the policy of the Oak Park Public Library to prohibit active circulation and distribution of petitions, fliers, and similar materials in the library buildings in the Village of Oak Park with the exception that relevant materials may be distributed as part of scheduled programs held within the library meeting rooms.

It is also the policy of Oak Park Public Library to prohibit active solicitations, whether financial or otherwise, in library buildings. Any solicitations on library property outside of the buildings must conform to the code of the Village of Oak Park, Illinois.

The Executive Director or their designee will, if space is available, designate a suitable location in each library building where printed materials may be made available to be read by library patrons if they so desire. Commercial advertisements will be prohibited, except when appearing as advertisements in periodicals of general circulation distributed free to the public.

Oak Park Public Library makes available bulletin boards to provide information about the library and library programs and on a space available basis, to provide information for library patrons. Space for posters and fliers announcing events will be made available to governmental units and not-for-profit community and area groups on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting it. Events need not be in Oak Park nor be sponsored by an Oak Park organization. When space is limited preference will be given to announcements for events sponsored by Oak Park organizations and announcements of events to be held in Oak Park. Commercial notices and posters with collection boxes or with a place for collection of signatures may not be posted in the Library. In providing bulletin board space, the Library aspires to meet the standards set forth in the Library Bill of Rights.

All posters and fliers submitted for placement on a bulletin board must be reviewed by the Assistant Director or the Executive Director or their designates to insure compliance with the guidelines set forth in the preceding paragraphs.

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## EXTERIOR SIGNS

Library Board approved July 16, 2002

- A. The Library desires both to maintain the library exterior and grounds in an attractive and uncluttered manner. To that end, exterior and/or lawn signs by non-library organizations are not permitted without prior approval.

Exterior or lawn signs for the Oak Park Public Library and/or the Friends of the Oak Park Public Library must be approved by the Executive Director.

Requests for exterior signage and/or lawn signs for other organizations must be submitted to the Executive Director for approval by the Board of Library Trustees.

Requests for exterior signage and/or lawn signs for other organizations will be approved only if:

1. The signage and the sponsoring organization address village-wide concerns and provide village-wide benefits.
2. The Library is linked to the purpose of the sign and the sponsoring organization by partnership and/or participation on the library's part.
3. Signage is of appropriate size and appearance and does not detract from library signage.

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## SURPLUS PROPERTY

Library Board approved July 16, 2002

- A. **LIBRARY MATERIALS**

Library materials not longer useful for Oak Park Public Library purposes are routinely withdrawn. At the discretion of the Executive Director such cancelled withdrawn library materials may be given to other tax supported or not-for-profit educational or charitable institutions including the Friends of the Oak Park Public Library. Otherwise said materials shall be destroyed. In all cases, the Oak Park Public Library ownership marks shall be cancelled.

#### **B. OTHER SURPLUS PROPERTY**

Any other personal property having an individual current value of less than \$500 may, at the discretion of the Executive Director, be discarded, given to other tax supported or not-for-profit educational or charitable institutions including the Friends of the Oak Park Public Library, or made available for sale to the public.

Any other personal property having an individual current value of more than \$500 or any real property shall be sold only with Board authorization and in accordance with the Illinois Library Act.

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## **VIOLENT INCIDENT PREVENTION AND RESPONSE**

Library Board approved July 16, 2002

A violent incident or the threat of a violent incident is an unforeseen emergency that calls for immediate action.

When an emergency occurs anywhere within the Oak Park Public Library, the primary concern is to protect and preserve human life. The secondary concern is to protect and preserve the library collections and equipment used to provide library services.

The general procedure for an emergency situation is to get people out of the immediate danger area and to call 911 to enlist the services of emergency personnel.

The Oak Park Public Library seeks to prevent the occurrence of a violent incident by the adoption of appropriate procedures, as outlined in the Library Rules of Behavior, and staff adherence to building security procedures. The Library demonstrates its commitment to the safety of staff and patrons by providing violent incident response training in partnership with the Oak Park Police Department.

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## **VOLUNTEERS**

Library Board approved February 20, 2008

The Oak Park Public Library welcomes the efforts of dedicated volunteers who contribute to the effective operation of the Library.

It is the Library's policy to use volunteer help to assist regular staff in supplemental areas wherever possible but not to provide basic services. Volunteers are not intended to take the place of paid staff.

Volunteers are utilized to supplement the work of paid library staff. They may undertake a variety of work assignments, which are made by the Library in an effort to match necessary library tasks with the aptitudes, interests, and skills of particular volunteers.

Volunteers are required to follow established library policies and procedures.

If a volunteer is injured in the course of their volunteer activity, their relationship to the Oak Park Public Library will be that of any member of the public using library facilities. Any injuries should be reported to the supervisor and the senior library staff member present.

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## **WEBSITE LINKING**

Library Board approved October 18, 2006

The Oak Park Public Library as part of its public library services has intentionally included in its website a limited number of links to websites not owned or managed by the Oak Park Public Library. Links to other websites fall into four categories and are selected by library staff using the following criteria:

### **A. OAK PARK LINKS PAGE**

1. Sites owned by Oak Park government entities.
2. Sites serving as directories and indexes of Oak Park websites.
3. Sites of Oak Park news sources with general circulation or an equivalent electronic circulation.

### **B. EXTENSION OF EDITORIAL CONTENT**

1. Sites that serve to extend the editorial content of Oak Park Public Library web pages, e.g. the Oak Park Public Library web page on Frank Lloyd Wright might link to Wright resources or the library construction web page might link to the architect's website.

### **C. ONLINE TOOLS**

1. Databases and other information resources subscribed to/purchased by the Oak Park Public Library or the State of Illinois on the behalf of the Oak Park Public Library.
2. Library resources provided by other library or library organization resources, e.g. SWAN and the Library of Congress.
3. State of Illinois or U.S. Government sites providing library services.

### **D. INTERNET STARTER PAGE**

This page is intended to assist novice Internet users in using the Internet.

1. Sites that assist novice Internet users in searching and using the Internet.
2. Small collection of reference sites selected by Oak Park Public Library staff.

The Library provides these links solely as information to assist its library patrons, and not as an advertising service or to promote local businesses, agencies, services or organizations. The Library receives no compensation in connection with these links, and neither supports nor opposes the sponsors of the linked sites.

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## **EQUAL EMPLOYMENT OPPORTUNITY**

Library Board approved November 16, 2004

- A. All employment decisions and personnel actions will be administered with the purpose of ensuring and promoting equal opportunity for all persons.

All qualified applicants for employment will be considered regardless of race, color, religion, age, sex, national origin, disability, or sexual orientation, in accordance with the legal requirements of the Civil Rights Act of 1964, as amended, and the Equal Employment Opportunity Act of 1972.

All conditions and privileges of employment including separation from employment, will be in accordance with the legal requirements of the Civil Rights Act of 1964, as amended, and the Equal Employment Opportunity Act of 1972.

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## **EMPLOYMENT**

Library Board approved September 15, 2009. Revised November 19, 2013

All employees of the Oak Park Public Library are considered employees at-will, and any and all language that might be construed to the contrary is hereby specifically disclaimed.

No representative of the Library, other than the Board of Library Trustees or the Executive Director as authorized by the Board of Library Trustees, may enter into any employment agreement on behalf of the Library.

1. The Executive Director is responsible for hiring all staff members. Applicants are considered on the basis of qualifications for an available position relative to experience, training, knowledge, abilities, and skills.
2. Each new employee must file an Employment Eligibility Verification (Form I-9) before being scheduled to work. United States citizenship is not a requirement for library employment.

3. No two members of the same immediate family shall be employed by the Library, except that those employees hired before the effective date of this policy are exempt from this policy.
4. No member of the Board of Library Trustees or of the immediate family of a member of the Board of Library Trustees will be employed by the Library; provided, however, if a member of the immediate family of an existing employee is elected or appointed to the Board of Library Trustees, the existing employee may continue to be employed by the Library.

In this section, an immediate family member is defined as a spouse, domestic partner, parent, child or sibling, including persons having such status both biologically and by adoption.

5. Employees whose positions require 1,000 hours or more a year must participate in the Illinois Municipal Retirement Fund (IMRF).
6. The Library recognizes and strictly adheres to all guidelines relating to medical records of employees set forth in the Americans with Disabilities Act, Health Insurance Portability and Accountability Act, Family and Medical Leave Act and related regulations.
7. Employees should be aware that: the Library retains the right to ask for a physician's certificate confirming that an employee has undergone an illness and is currently able to work in circumstances in which an employee has used sick leave benefits; and the Library may require employees to be evaluated for fitness for duty whenever circumstances lead to the reasonable belief that the employee is not fit for duty or poses an immediate threat to the safety of themselves or others in the workplace.
8. The Library has three general classifications of employees:

A full-time employee is defined as one whose weekly schedule is budgeted for 40 hours a week.

A part-time employee is defined as one who is budgeted to work less than 30 hours a week. The number of hours budgeted per week may vary.

A temporary employee is one hired to work for a specified amount of time on specific projects.

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## **POSITION CLASSIFICATION AND PAY**

Library Board approved September 15, 2009. Revised January 17, 2012. Revised December 16, 2014, Revised October 20, 2015

1. All position descriptions except the position description for the Executive Director are drafted and approved by the Executive Director or designee. The position description for the position of Executive Director is approved by the Board of Library Trustees.
2. The Salary Schedule provides a pay range for each position grade. Annual increases are suggested by the Administration during the budget approval process, approved by the Board of Library Trustees, and implemented in January. The Salary Schedule will be reviewed annually by the Executive Director and the Board of Library Trustees, taking into consideration the financial resources available to the Library, the consumer price index and business, government, and library labor marketplaces.
3. The Executive Director is authorized to hire at a salary above the beginning of the pay range for a given position if there is adequate justification.
4. The Oak Park Public Library work week begins at twelve noon on Sunday. There are two work weeks in each pay period, and paychecks are issued on alternate Fridays.

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## INTRODUCTORY PERIOD

Library Board approved March 21, 2007, Revised July 19, 2011. Revised December 16, 2014

- A. The Introductory Period is generally the first six months of an individual's employment at the Oak Park Public Library.
- B. Eligible employees have benefits during this time period. Sick and vacation time will accrue during this period. Per our policy, employees who have worked less than six months are not normally eligible to take paid vacation days or leave without pay. Exceptions may be made with supervisor approval.
- C. During this period, the Corrective Action Policy does not apply. An employee who decides to resign need not give two week notice; nor does a manager need to document performance deficiencies through the progressive disciplinary process. Employees may be separated if they do not meet expectations.
- D. The Introductory Period may be extended if the employee is absent for a substantial portion or otherwise isn't fully performing the duties of the position during this period. Written notice will be given if the Introductory Period is extended.

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## POSITION GRADES 2016

Approved by the Board of Library Trustees November 17, 2015. Effective January 1, 2016

### Grade 2

Shelving Aide

### Grade 3

Check-in Clerk

**Grade 4**

Library Assistant Interns

**Grade 5**

Facilities Worker I

Library Assistant

**Grade 6**

Library Associate I

Office Associate

Facilities Worker II

**Grade 7**

Supervisor

Library Associate II

**Grade 8**

Librarian

Digital Services Associate

Learning Coordinator

Graphic Designer

**Grade 9**

Assistant Manager

Office Manager

Network Administrator

**Grade 11**

Manager

Marketing Coordinator

**Grade 13**

Assistant Director

Library Board approved November 17, 2015

	HOURLY				ANNUAL		
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
Grade 2	\$10.00	\$12.50	\$15.00		\$21,840.00	\$26,000.00	\$31,200.00
Grade 3	\$11.30	\$14.12	\$17.65		\$23,504.00	\$29,369.60	\$36,712.00
Grade 4	\$12.81	\$16.01	\$19.21		\$26,644.80	\$33,300.80	\$39,956.80
Grade 5	\$14.50	\$18.12	\$21.75		\$30,160.00	\$37,689.60	\$45,240.00
Grade 6	\$16.44	\$20.55	\$24.66		\$34,195.20	\$42,744.00	\$51,292.80
Grade 7	\$18.61	\$23.26	\$27.91		\$38,708.80	\$48,380.80	\$58,052.80
Grade 8	\$21.07	\$26.34	\$31.60		\$43,825.60	\$54,787.20	\$65,728.00
Grade 9	\$23.85	\$29.81	\$35.77		\$49,608.00	\$62,004.80	\$74,401.60
Grade 11	\$30.52	\$38.15	\$45.78		\$63,481.60	\$79,352.00	\$95,222.40
Grade 13	\$39.10	\$48.87	\$8.65		\$81,328.00	\$101,649.60	\$121,992.00

## HOURS OF WORK

Library Board approved April 16, 2002. Revised July 19, 2011

- A. Scheduled hours in a regular work week shall be 40 hours for full time employees.
- B. All direct public service employees will be scheduled to work some evening, Saturday, and Sunday hours. Non-direct public service employees may occasionally be scheduled to work such hours as well.
- C. It is implicit in the nature of supervisory and professional positions that time beyond the regular work schedule must be spent on job-related responsibilities. If an unusual amount of extra work has been required, compensatory time off may be taken within a month of the time in which the extra time was worked, with the approval of the Executive Director or the Assistant Directors.
- D. Employees who work a full work day may take two rest periods during the day as schedules and work requirements permit. Each rest period is limited to 15 minutes.

- E. Part-time employees working less than a full work day may take one 15 minute rest period during each four hour work period, as work requirements permit.
- F. There will be no compensation for missed rest periods, and they may not be used for leaving early or for extended lunch/dinner periods.
- G. Employees who work at least 7.5 hours in a day receive an unpaid meal break of at least 20 minutes no more than 5 hours after the start of the work day.

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## HOLIDAYS

Library Board approved January 16, 2008. Revised July 19, 2011

All benefited employees receive pay for holidays they are scheduled to work prorated by their number of budgeted hours. The Library will be closed, and benefited employees will receive the following holidays off with pay:

- New Year's Day - January 1
- Memorial Day - last Monday in May
- Independence Day - July 4
- Labor Day - first Monday in September
- Thanksgiving Day - fourth Thursday in November
- Christmas Eve Day - December 24
- Christmas Day - December 25

When New Year's Day or Christmas Day fall on a Sunday the Library will be open on Monday and staff will receive additional floating holidays. When Independence Day falls on a Sunday, the holiday will be observed on Monday. When Christmas Eve, Christmas Day or New Year's Day fall on a Saturday or Sunday, an extra floating holiday will be granted to eligible staff.

The Library will be closed on Easter Sunday, but it is not a paid staff holiday.

The Main Library will be open, and benefited employees at the Main Library will receive a day off with pay (floating holiday) for the following holidays:

- Martin Luther King Day - third Monday in January
- President's Day - third Monday in February
- Veterans' Day - November 11

These days off should be scheduled as near to the holiday as feasible but may be taken at any time that is approved by the employee's supervisor. If an employee takes the holiday, but leaves the library prior to the actual date the holiday is earned, the employee must repay the library for the amount of that day's pay. This will be deducted from the final paycheck.

The Dole Branch Library will be closed on Martin Luther King Day, President's Day and Veterans' Day, (when Veterans' Day falls or is observed on a Monday) and benefited Dole Branch employees will receive prorated holiday pay for these days.

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## VACATION

Library Board approved November 15, 2005, Revised July 19, 2011

Vacation is a benefit which is awarded at the beginning of each calendar year in advance of it being earned throughout the year.

Full-time professional librarians, the Facilities Manager, the Communications Coordinator and Community Relations Coordinator will earn vacation at the rate of twenty (20) working days a year.

Part-time professional librarians who are budgeted to work at least 20 hours per week will earn 4 weeks of vacation on a prorated basis.

Full-time non-librarian employees will earn vacation at the rate of ten (10) working days a year during their first three years (36 months) of employment. After three years of employment, one additional vacation day will be earned for each succeeding year of employment to a maximum of twenty (20) days.

Part-time non-librarian employees, who are budgeted to work at least 20 hours per week, will earn the same vacation as full time non-librarian employees on a prorated basis.

Full-time and part-time non-librarian employees who have been employed three years or less may carry over from one calendar year to the next a maximum of five (5) days of vacation. Vacation days not used or carried over will be lost.

Full-time and part-time non-librarian employees who have been employed more than three years, full-time and part-time professional librarians, the Facilities Manager, the Community Relations Coordinator, and the Communications Coordinator may carry over from one calendar year to the next a maximum of ten (10) days of vacation. Vacation days not used or carried over will be lost.

New employees who have worked less than six months are not normally eligible to take paid vacation days. Exceptions may be made with the approval of the department manager. Vacations will be scheduled by department managers subject to the approval of the Executive Director or the Assistant Directors. While library schedules must take precedence, an effort will be made to accommodate preferences of individual staff members when possible. No vacation time will be earned for a partially completed calendar month.

A paid holiday falling in scheduled vacation time will not be considered a vacation day.

No vacation will be earned when an employee is on unpaid leave of absence.

Vacation time may be scheduled in hourly units. If a resigning employee has unused earned vacation at the time of resignation, payment shall be made for all earned vacation time. If an employee has used all vacation for a given year and leaves the library before vacation has been earned, a deduction for unearned vacation will be made from the final paycheck.

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## **SICK LEAVE**

Library Board approved April 16, 2002. Revised July 19, 2011

Sick leave is a benefit, which shall be awarded in advance of accrual on a semi-annual basis on January 1 and July 1 of each year. Employees who leave the employ of the Library who have used advanced sick leave in excess of the amount they have accrued at the time they cease employment with the Library will owe the library for the sick leave used but not yet accrued. Normally, this will be done as a deduction from their final paycheck.

Full-time employees shall earn sick leave at the rate of one day per month accruing to a maximum of 240 days.

Part-time employees who are budgeted to work at least 20 hours per week earn sick leave on a prorated basis. No employee shall be entitled to use paid sick leave in excess of 120 consecutive days in any 365 day period.

If an employee is absent after using their available sick leave, vacation will be used to cover the time missed.

Sick leave is intended to be used when an employee is ill or injured and unable to work. Sick leave is allowed when an employee is unable to work because of pregnancy or conditions related to pregnancy. Sick leave may be used by an employee in the event of illness or injury of an immediate family member for whose care the employee is responsible. For the purpose of the sick leave policy, immediate family member is defined as a parent, spouse, domestic partner, child or sibling, including persons having such status both biologically, by adoption or through marriage.

A physician's certificate may be required by the Department manager, Assistant Directors, or Executive Director to confirm that an employee is ill and unable to work.

Sick leave may be used for routine doctor or dentist appointments and for medical treatments or dental care. Time must be scheduled with approval of department manager.

When a major illness causes an employee to exhaust all accumulated sick leave, application may be made for disability pay under the provisions of the Illinois Municipal Retirement Fund (IMRF), provided the employee meets IMRF criteria.

Retiring employees who are members of IMRF can qualify for additional pension service credit for unpaid, unused sick leave. An IMRF representative should be consulted for details.

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## **LEAVES OF ABSENCE**

Library Board approved August 16, 2005, Revised July 19, 2011

### **A. JURY DUTY**

All employees shall be given time off when required to serve on a jury. Full-time employees shall receive full pay and part time employees shall receive pay for hours normally scheduled for time spent serving on jury duty or when subpoenaed to appear before a court, public body or commission in connection with library business. All employees are entitled to keep whatever compensation is given for jury duty.

Employees shall provide to the employee's supervisor a copy of the jury duty summons, within 10 days from the date of issuance to the employee. Proof of jury duty attendance must be furnished to the employee's supervisor.

#### **B. COMPASSIONATE LEAVE**

If there is a death in the immediate family, the Executive Director or Assistant Director may approve a leave with pay for full-time employees so that the employee may make necessary arrangements and attend services. Leave will be granted according to the circumstances, with a maximum time allowable of four working days.

For the purposes of Compassionate Leave, immediate family is defined as parent, spouse, domestic partner, child, sibling of employees or their spouse whether natural, step, adoptive, in-law, or grand.

#### **C. PERSONAL BUSINESS**

After working for six months, each full-time employee may take one paid day of leave for personal business each calendar year. Personal leave time may be scheduled in hourly units, must be arranged with the permission of the department head, and may not be carried over into a new calendar year. Once an employee's resignation has been submitted, the employee is no longer eligible for unused personal leave time.

#### **D. FAMILY AND MEDICAL LEAVE (FML)**

An employee who has been on the Library's payroll for at least 12 months (52 weeks) and has worked at least 1,250 hours in the 12 month period preceding the date the leave will commence is eligible to take family and medical leave. The 12-month period in which the leave may occur is defined as the calendar year.

An eligible employee may take a total of twelve work weeks of unpaid leave during the year for one or more of the following reasons:

- a. because of the birth of a child and in order to care for the child;
- b. because a child was placed with an employee as a result of an adoption or foster care proceeding;
- c. because an employee is needed to care for a spouse, son, daughter, or parent who is diagnosed with a serious health condition; or
- d. because the employee is diagnosed with a serious health condition and is unable to perform the functions of their position.

The employee shall submit a request for family and medical leave in writing to the Executive Director and their supervisor at least 30 days in advance of the first date of the requested leave. The library has the responsibility to designate the leave as FML with proper notification to the employee, whether the employee mentions FMLA or not.

An eligible employee may take leave under this policy intermittently or on a reduced hour schedule for any of those purposes stated above, subject to Executive Director approval and the Library's operational needs.

The Library may require proper certification from a health care provider for any leave requested for the purposes stated above and prior to any return to work.

If the employee is participating in the Library's medical insurance program at the time the leave is initiated, the Library will continue to provide coverage at the level and under the conditions such coverage would have been provided if the employee were continuously employed for the duration of the leave provided that, if the employee fails to return to work for reasons not based upon circumstances beyond the control of the employee, the Library may recover from the employee the cost, if any, of such continued coverage.

Decisions regarding the grant of family and medical leave will be made by the Executive Director or their designee.

Upon returning from family or medical leave, the employee shall be entitled to the position they held when the leave began; or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. However, an employee on leave under this policy shall be subject to lay-off or dismissal on the same terms and conditions as are applicable to employees who are not on leave.

In the event any provisions of the Section D require interpretation or are unclear, this policy shall be interpreted and implemented consistent with the rights and obligations required under the Federal Family and Medical Leave Act of 1993.

#### **E. LEAVE WITHOUT PAY**

There are three categories of leave without pay that this policy addresses; leave without pay for benefited employees, leave without pay for non-benefited employees and extended leave without pay.

1. A benefited employee must be on the Library's payroll for at least one year and have taken all earned vacation time to be eligible to request leave without pay. The maximum amount of leave without pay allowed will be two weeks (prorated) in a calendar year.
2. A non-benefited employee must be on the Library's payroll for at least six months to be eligible to request leave without pay. The maximum amount of leave without pay allowed will be four weeks (prorated) in a calendar year.
3. An employee must be on the Library's payroll for at least one year and have taken all earned vacation time to be eligible to request extended leave without pay.

The maximum amount of extended leave without pay allowed will be three months. A request for extended leave without pay shall be submitted in writing to the employee's supervisor at least 30 days in advance of the proposed leave start-date unless the reason for the requested leave prohibits such notice, in which case the employee must notify the Library as soon as practicable.

Extensions of this leave must also be requested in advance and in writing and submitted to the employee's supervisor. If the employee is participating in the Library's medical insurance program at the time the extended unpaid leave of absence begins, they may continue to participate in the program at their own expense while on leave (unless the employee is entitled to family or medical leave as described in section D.).

The decision whether to grant extended leave without pay will be made by the Executive Director or their designee, considering such variables as:

- a. operational needs of the library
- b. previous leave of the employee
- c. number of other employees on leave

#### **F. MILITARY LEAVE**

Military leave will be granted in accordance with federal law.

#### **G. EXTENDED LEAVE OF ABSENCE FOR LIBRARIAN EXCHANGE**

An extended leave of absence, with pay, for up to one year may be authorized by the Executive Director and granted to a Librarian to exchange their position with an equally qualified English-speaking foreign or domestic librarian in a similar position in a similar type of library. During the leave of absence, the librarian's fringe benefits shall be maintained by the home library.

#### **H. VICTIM'S ECONOMIC SECURITY AND SAFETY ACT LEAVE (VESSA)**

An employee who is a victim of domestic or sexual violence, or has a family or household member who is a victim of domestic or sexual violence, may request and shall be granted an unpaid leave of absence not to exceed twelve (12) workweeks to address domestic or sexual violence by:

1. Seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;

4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the employee's safety or that of the employee's family or household member from future domestic or sexual violence or ensure economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

The following conditions attach to Victim's Economic Security and Safety Act Leave:

1. An employee who qualifies under this section is entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period.
2. This section does not entitle the employee to take unpaid leave that exceeds, or is in addition to, unpaid leave time allowed under the federal FMLA.

When this leave is taken for reasons that also qualify for leave under FMLA, such leave shall be concurrent with FMLA leave.

3. The Library may require the employee to report periodically on the status and intention of the employee to return to work.
4. In order to preserve their entitlement to unpaid leave, the employee must give the Library forty-eight (48) hours advance notice of the employee's intention to take the leave if such notice is practicable. Otherwise the employee must provide certification as provided below, within a reasonable period after commencing an unscheduled absence.
5. The Library may require the employee to provide certification that the employee or the employee's family or household member is a victim of sexual or domestic violence, and that the leave is for one of the five eligible purposes described above.

An employee can satisfy the request for certification by:

1. Providing a sworn statement of the employee; and
2. Providing documentation from an employee, an agent or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
3. Providing the Library with a copy of a police or court record, or other corroborating evidence.

All information provided to the Library related to leave under this section shall be retained in the strictest confidence by the Library except to the extent the employee requests or consents to disclosure in writing, or disclosure is required by any law.

Taking leave under this section shall not result in the loss of any employment benefit accrued prior to commencement of the leave, however the employee is not entitled to accrue seniority or employment benefits during any period of leave taken under this section.

The Library shall maintain coverage for the employee or the employee's family or household member under the Library's group health insurance during the period of the leave just as if the employee had continued in employment continuously. The Library may recover the premium that it paid if:

1. The employee fails to return after the period of leave to which the employee is entitled has expired; or
2. The employee fails to return to work for a reason other than:
  - a. the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave pursuant to this section; or
  - b. other circumstances beyond the control of the employee.

Any employee who believes their rights under the Victim's Economic Security and Safety Act have been violated may, within three (3) years after the alleged violation occurs, submit a complaint requesting a review of the alleged violation to the Illinois Department of Labor, VESSA, State of Illinois Building, 160 North La Salle Street, Suite 1300, Chicago, Illinois, or may call (312) 793-2800.

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## TRAVEL EXPENSE REIMBURSEMENT POLICY

Library Board approved November 15, 2016

### **A. Purpose.**

The Oak Park Public Library will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Oak Park Public Library. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

### **B. Definitions.**

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Oak Park Public Library or by wards or charges of the Oak Park Public Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

### **C. Authorized Types of Official Business.**

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Oak Park Public Library only for purposes of official business conducted on behalf of the Oak Park Public Library, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

#### **D. Maximum Allowable Expenses.**

**Maximum Expenses Without Board Approval** – Travel, meal, and lodging expenses incurred by any employee in excess of \$500.00 per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Trustees of the Oak Park Public Library.

**Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

**Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

**Public Transportation** – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

**Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

**Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Oak Park Public Library.

**Meals** Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Board of Trustees of the Oak Park Public Library and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

**Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

**Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Oak Park Public Library.

**Parking** – Parking fees at a hotel/motel will be reimbursed only with a receipt.

### **E. Approval of Expenses.**

Travel, meal, and lodging expenses incurred by any employee in excess of \$500.00 per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Trustees of the Oak Park Public Library.

Travel, meal, and lodging expenses incurred by any member of the Oak Park Public Library must be approved by roll call vote at an open meeting of Board of Trustees of the Oak Park Public Library. Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the Oak Park Public Library must be approved by roll call vote at an open meeting of the Oak Park Public Library prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

### **F. Documentation of Expenses.**

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the Oak Park Public Library on a Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

The Oak Park Public Library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Exhibit B.

### **G. Entertainment Expenses.**

No employee or officer shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

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# INSURANCE, PENSION, DEFERRED COMPENSATION, CREDIT UNION

Library Board approved August 16, 2005, Revised December 16, 2014

- A. Single and family health insurance, life insurance, eye care, and dental care plan benefits are available to all full-time employees. Domestic partners of full-time employees are also eligible to participate. Details about options and premiums are available in the Library Office.

According to provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and dependents may choose to continue coverage under the library's health and dental care plans at their own expense after they terminate employment or are no longer eligible for coverage.

Employees whose positions are budgeted for 1,000 hours or more a year must participate in the Illinois Municipal Retirement Fund (IMRF). There is an employee contribution taken as a payroll deduction which is in addition to Social Security contributions. The library pays an employer contribution to IMRF on behalf of eligible participants.

A deferred compensation plan offered by International City Managers Association (ICMA) is available to all employees.

All employees may join the credit union associated with the Village of Oak Park known as Alliance Financial Credit Union as a means of saving money and obtaining low interest loans.

The Library Office has information about insurance, pension, deferred compensation and the credit union.

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## CONTINUING EDUCATION

Library Board approved November 19, 2013

It is the intent of the policy to encourage continuing education for library employees so that they may keep abreast of new developments in librarianship or other relevant fields and continue to grow in professional and work-related skills. The result of the policy should be the enhancement of job satisfaction for employees and improvement in the quality of library service to residents of Oak Park.

### I. FORMAL COURSES

Library employees are encouraged to continue their education through work-related formal courses. The Executive Director will award tuition grants for courses for which credit hours are earned to individuals whose applications have been approved. The awards made during a given year will depend on factors including number of applicants, date of application, and available library funds.

The following will apply in the awarding of tuition grants:

3. Employees who have worked at least one year may apply for a tuition grant.
4. Relevance of the course to the mission of the Library will be considered.
5. Each person receiving a tuition grant must present evidence of satisfactory completion of the course. The employee will refund the amount of the grant to the Library if the course is not completed, unless a waiver of this requirement is granted by the Executive Director.
6. If an employee who has received a tuition grant leaves the Library's employment within six months after completion of a course, the employee will repay the amount of the grant to the Library unless a waiver of this requirement is granted by the Executive Director.

**J. ACTIVITIES ATTENDED OUTSIDE THE LIBRARY**

Library employees are encouraged to attend workshops, seminars, conferences, or appropriate exhibits. Release time for all programs and library visits requires prior approval by the Executive Director or their designee. Upon returning from the program the employee should submit a written report on meeting content to their supervisor. A copy of this report should also be sent to the Library Office for the employee's personnel file and inclusion in a cumulative continuing education file.

**K. ACTIVITIES SPONSORED BY OAK PARK PUBLIC LIBRARY**

The Oak Park Public Library will sponsor one professional presentation each year for the benefit of the entire staff at a general staff meeting when the Library is closed. Other presentations may be made two times during library hours so that all employees may attend. One such meeting shall include a "State of the Library" presentation, to include budget explanations for the coming year.

**L. LIBRARY BUDGET FOR CONTINUING EDUCATION**

A specified amount will be allocated in the Library's budget each year for staff education and travel expense.

**M. LEAVE OF ABSENCE**

A leave of absence without pay, as stated in the policy manual for a course of study or a special educational project which will benefit the Library may be approved by the Executive Director if library scheduling requirements permit.

**N. CONTINUING EDUCATION INFORMATION**

Notices of continuing education opportunities and available financial assistance will be routed to all staff.

**O. PROFESSIONAL ASSOCIATION MEMBERSHIPS**

1. The Library desires to encourage staff to participate in job related membership associations. With approval of the Executive Director or their designee, the Library will pay for one annual membership in such a professional, civic, or community-wide organization for each requesting employee. In general preference will be given to requests from full time employees. When funds are insufficient to meet all anticipated requests the Executive Director shall allocate funds at their discretion.
2. The Library will pay for annual membership in the Illinois Library Association and the American Library Association for all members of the Board of Library Trustees.
3. For the Executive Director, the Library will pay annual membership dues in the Illinois Library Association, the American Library Association, Rotary Club, and other community organizations.
4. Other membership dues for the Library will be paid at the discretion of the Executive Director.

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## STATE OFFICIALS AND EMPLOYEES ETHIC ACT

Library Board approved May 18, 2004

The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the "Act" in this Section) have been adopted by reference and made applicable to the officers and employees of the Oak Park Public Library to the extent required by 5 ILCS 430/70-5.

- A. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act by any officer or any employee of the Oak Park Public Library is hereby prohibited.

The offering or making gifts prohibited to be offered or made to an officer or employee of the Oak Park Public Library under the Act is hereby prohibited.

The participation in political activities prohibited under the Act by any officer or employee of the Oak Park Public Library is hereby prohibited.

For purposes of this Section, the terms "officer" and "employee" shall be defined as set forth in 5 ILCS 430/70-5(c).

The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.

This Section does not repeal or otherwise amend or modify any existing resolutions or policies which regulate the conduct of officers and employees of the Oak Park Public Library. To the extent that any such existing resolutions or policies are less restrictive than this Section, however, the provisions of this Section shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).

Any amendment to the Act that becomes effective after the effective date of this Resolution shall be incorporated into this Resolution by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption by units of local government shall not be incorporated into this Resolution by reference without formal action by the Board of Library Trustees.

If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Resolution shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further action by the Board of Library Trustees if the Act is found unconstitutional by the Illinois Supreme Court.

If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Resolution shall remain in full force and effect; however, that part of this Resolution relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the Board of Library Trustees.

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## **GENERAL RULES AND REGULATIONS**

Library Board approved April 16, 2002. Revised December 16, 2014

- B. Library employees are required to be well groomed to project a favorable image to the public. Overly casual or extreme styles, not suitable for a business situation, are not acceptable.

Dress and appearance standards will be explained in necessary detail to all newly hired employees by their supervisors.

Employees may use library telephones for personal calls only in cases of necessity, and should discourage persons from making unnecessary personal calls to them at work.

It is the responsibility of supervisors to see that personal calls are kept to a reasonable minimum.

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## **LIBRARY FACILITIES – STAFF ACCESS, USE, AND RESTRICTIONS**

Library Board approved July 16, 2002

The Executive Director or their designate is authorized to define use of library spaces and other facilities including but not limited to equipment and furniture.

Library staff must have prior permission of the Executive Director or the Assistant Director to:

A. Remain in library facilities after the normal exiting period following closing.

Enter library facilities after closing and prior to the next regular scheduled deactivation of the building security system.

Enter library facilities after regular scheduled deactivation of the building security system and more than one-half hour prior to start of scheduled work.

Library staff given permission to be in library facilities outside of open hours may not invite others to accompany them without prior permission from the Executive Director or Assistant Director.

A record of staff given permission to access library facilities during closed hours, including the purposes for which such permission was given, will be maintained in the Office of the Executive Director.

The Facilities Manager will issue building keys / equipment keys / access cards only upon written permission of the Executive Director or the Assistant Director.

The Facilities Manager may issue building alarm codes only with the written permission of the Executive Director.

A record of building alarm codes, keys, and access cards shall be maintained in the Office of the Executive Director.

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## COMPUTER AND INTERNET USE - STAFF

Library Board approved July 16, 2002

Library staff is afforded access to email, Internet access, and other network resources as needed to perform the duties associated with their positions. While incidental use of these resources is permitted for personal uses, no use of Library email, Internet access and other network resources that is contrary to law or deemed unacceptable uses of telecommunication technologies as listed below is permitted and any such use is subject to discipline.

Unacceptable uses of telecommunications technologies include:

A. Violating the rights to privacy of any patron or employee;

Transmitting profanity or obscenity on any email account, website, newsgroup, mailing list, or similar forum;

Transmitting graphics (including still or moving pictures) or sound files which are pornographic, obscene, or offensive to another user, or transmission of such files to any forum where the graphics or sound files are accessible by others;

Downloading, storing, or printing files or messages (text, sound, still or moving graphics, or any combination thereof) that are pornographic or obscene or that use language, sounds, or imagery which

offends or tends to degrade others (the administration invokes its discretionary rights to determine suitability in particular circumstances);

Harassment by computer, which includes transmitting any material which is threatening to another person, with the intent to coerce, intimidate, or harass any person to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act, whether or not such material is transmitted to that third person;

Copying proprietary information, including software, in violation of applicable law;

Using the network for personal financial gain, business activity not on behalf of the Oak Park Public Library, or any illegal activity;

Knowingly or negligently transmitting computer viruses;

Deliberately trying to degrade or disrupt system performance (such acts will also be viewed as criminal activity under applicable state or federal law);

Re-posting personal communications without the author's prior consent;

Transmitting product advertisement or political lobbying;

Personal use not related to Library purposes of sufficient frequency or scale as to reasonably be deemed beyond incidental; and

Fundraising for other than Oak Park Public Library or funds held by the Oak Park-River Forest Community Foundation for the benefit of the Oak Park Public Library.

**The Library reserves the right to inspect or monitor all staff use of email, Internet access and other network resources. Staff use of said resources does not carry any expectation of confidentiality.**

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## **DRUG-FREE WORKPLACE**

Library Board approved April 16, 2002. Effective September 24, 2002.

A. The purposes of this drug-free workplace policy are:

1. To establish and maintain a safe, healthy working environment for all employees;
2. To ensure the reputation of the Library and its employees within the community at large;
3. To reduce the number of accidental injuries to persons and property;
4. To reduce absenteeism and tardiness and improve productivity.

The following rules constitute the Library's policy concerning substance abuse. This policy will be enforced uniformly with respect to all employees, as indicated.

**1. Prohibited Acts**

- a. All employees are prohibited from being under the influence of alcohol or illegal drugs during work hours.
- b. The sale, possession, transfer, or purchase of illegal drugs on Library property or while performing Library business is strictly prohibited.
- c. No alcoholic beverage may be brought or consumed on Library premises except in connection with Library authorized events.
- d. No prescription drug may be used on Library premises by any person other than the one for whom it is prescribed. Such drugs may be used only in the manner, combination and quantity prescribed. Employees in positions where such prescribed drug usage may affect the safety of themselves or others are required to make such use known to an appropriate supervisor. Minimally, this obligation applies to employees operating Library vehicles and employees using equipment which, if improperly used, may result in personal injury or property damage.

**1. Disciplinary Action**

- a. The use, sale or possession of an illegal drug or a controlled substance within the meaning of Section 102(f) of the Illinois Controlled Substance Act (720 ILCS 570/102(f) or within the meaning of Section 802(6) of the federal Drug Abuse Prevention and Control Act (21 USC 802(6) while on duty is cause for termination and such action may be reported to appropriate law enforcement officials. For purposes of this policy, the term "controlled substance" also includes any drug that is being used illegally, such as a prescription drug that was not legally obtained or is not used for its intended purpose or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity, unless such use would impair the individual's ability to safely perform safety-sensitive functions.
  - b. Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in excessive absenteeism or tardiness or is the cause of accidents or poor work will be referred to a rehabilitation program and will face termination if they reject or fail to complete that program.
  - c. Any employee who violates any provision of this policy will be subject to disciplinary action, including termination.
3. Each employee acknowledges and agrees that abiding by this policy is a condition of employment and that they will notify their supervisor of any criminal drug statute conviction occurring within the workplace no later than 5 days from the date of the occurrence.

## DEFINITIONS

4. For purposes of this policy, an alcoholic beverage is any beverage that may be legally sold and consumed and has an alcoholic content in excess of 3% by volume.
5. Drug means any substance other than alcohol capable of altering an individual's mood, perception, pain level or judgment. A prescribed drug is any substance prescribed for individual consumption by a licensed medical practitioner. An illegal drug is any drug or controlled substance the sale or consumption of which is illegal.

A copy of the Drug-Free Workplace Policy shall be given to all employees and posted in a prominent place in the workplace.

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## HIPAA ANTI-RETALIATION

Library Board approved November 18, 2003. Effective November 18, 2003.

Title II of the Federal Health Insurance Portability and Accountability Act (42 USC 1320d to 1329d-8, and Section 264 of Public Law 104191), and its accompanying Privacy Regulations, 45 CFR Parts 160 and 164, require that "covered entities," as defined by the HIPAA Privacy Regulations, refrain from any retaliatory acts targeted toward those who file complaints or otherwise report HIPAA violations or infractions. The purpose of this policy is to clearly state the position of the Oak Park Public Library (the "Library") on intimidation and retaliation. This policy applies to all workforce, volunteers, and management of the Library.

- A. Under no circumstances shall the Library intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any individual for:
  1. The exercise of rights guaranteed under HIPAA, including the filing of a HIPAA complaint against the Library;
  2. The filing of a HIPAA complaint with the Secretary of HHS;
  3. Testifying, assisting, or participating in a HIPAA investigation, compliance, review, proceeding, or hearing; or
  4. Opposing any act or practice that is counter to the HIPAA regulations, provided the individual or person has a good faith belief that the practice opposed is unlawful, and the manner of the opposition is reasonable and does not involve a disclosure of PHI in violation of HIPAA.

No retaliatory action against an individual or group involved in filing HIPAA complaints or otherwise reporting infractions will be tolerated.

Under no circumstances shall the Library require any member(s) of its work force, volunteers, or management to waive their rights under HIPAA.

All allegations of HIPAA retaliation against individuals will be reviewed and investigated by the Library in a timely manner.

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## WORKPLACE VIOLENCE

Library Board approved November 18, 2003

The Oak Park Public Library seeks to provide a safe workplace for all employees. To reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

The Library does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons, are not permitted on Library property or at any Library-related events;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Assistant Director for Administration and Finance or Librarian-in-Charge or other person in charge if the Assistant Director for Administration and Finance is not available and the situation is an emergency, or if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons in an inappropriate manner or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Displaying irrational or inappropriate behavior.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the Library's premises or at a Library-related event will be reported to the proper authorities and fully prosecuted.

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## SEVERE WEATHER

Library Board approved November 19, 2002

The Library's first priority is always the safety of staff and patrons. Prior to, during and following a serious weather situation, such as flooding, tornados, and excessive snow, decisions should always be made in favor of people's safety. The preservation of property should always be secondary to life safety issues.

There are emergency weather radios at each branch, in the Circulation Department, and in the Executive Director's office. The radios should be set to receive emergency notifications for both Cook and DuPage Counties and should be in "automatic alert mode" at all times. The Managers of the Dole Branch Library, the Maze Branch Library, the Circulation Department, and the Executive Director are responsible for ensuring that their radios are currently functioning (the battery is good and a weekly test is being received).

#### A. **FLOODING**

A detailed evacuation, communication and recovery plan is contained in the Oak Park Public Library Disaster Plan. A copy of this plan has been reviewed, and is in the possession of all department heads.

#### B. **TORNADOS**

The village of Oak Park has an emergency warning system in place in the event a tornado is sighted. When the alarm is sounded, the Librarian-in-Charge is responsible for telling all persons in the library that they may go to the shelter area if they wish to remain in the building. Patrons may choose to leave the building instead. Disabled patrons and/or employees will be assisted by Library staff in going to the shelter area or leaving the building. All other employees will be directed to a designated shelter area.

The Librarian-in-Charge is responsible for determining when the ALL CLEAR has sounded and the TORNADO WARNING is over. The Librarian-in-Charge will then notify employees and patrons.

#### C. **EXCESSIVE SNOW**

Generally the Library does not close for snow, but where the conditions are so extraordinarily adverse as to constitute a threat to human safety, it may elect not to open or to close early.

The decision to close due to snow will normally be made by the Executive Director or the senior person in the Library command structure. When circumstances allow, the Executive Director or Assistant Director should be consulted prior to closing, or determining not to open due to snow. If circumstances do not allow for consultation, the Librarian-in-Charge for each facility is authorized to close if conditions warrant doing so.

Snow or blizzard closings will be announced whenever possible on the Voice Mail Auto Attendant and the Branch answering machines. Telephone trees and the staff "Disaster Announcement Hotline" will be used to notify staff. Board Members should also be notified by phone and/or email. In the event of a decision not to open, Maintenance staff already at work will also be notified.

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# BLOODBORNE PATHOGENS

Library Board approved July 16, 2002

- A. While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, where applicable the Oak Park Public Library Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

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, etc.) could present an individual threat.

Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, staff should notify maintenance staff, the Librarian in Charge, and the Facilities Manager. The area contaminated shall be immediately cordoned off by maintenance staff. If maintenance staff are not immediately available, the Librarian in Charge shall insure that the area is cordoned off. 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 area shall remain cordoned off until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept by the Facilities Manager.

Training and Immunizations: The Library shall provide, annual in-service training /educational programs for employees designated to cleanup and disposal activities. 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.

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# GRIEVANCES

Library Board approved November 18, 2003. Effective November 18, 2003.

The object of this policy is to promptly and harmoniously resolve grievances, and to facilitate communication among Oak Park Public Library employees. This policy applies to all employees.

The definition of a grievance is: "A dispute by an employee that involves questions of interpretation or application of wages, hours, terms and conditions of employment or disciplinary actions. Employees who have not completed six months of employment with Oak Park Public Library and temporary employees may not grieve termination from their positions."

The employee grievance process will follow these steps...

**Step 1:** The employee will present the grievance in writing to their immediate supervisor within five days of the alleged violation or the date the employee becomes aware of the alleged violation, whichever is later. The superior receiving the complaint will attempt to resolve and implement the resolution and respond to the employee in writing no later than seven days from the date the employee brought the complaint.

**Step 2:** If the grievance is not resolved in step 1, the employee may submit a written grievance to the Assistant Director for Administration and Finance within five days of the date the response from step one was due or received, whichever comes first. The Assistant Director for Administration and Finance will within seven working days from receipt of the written step 2 grievance investigate and respond in writing to the grievant.

**Step 3:** If the grievance is not resolved in step 2, the employee may submit a written grievance to the Executive Director within five days of the date the response from step one was due or received, whichever comes first. The Executive Director or their designee will within ten days from receipt of the written step 3 grievance investigate and respond in writing to the grievant.

The Executive Director's written response will be the final disposition of the grievance. Employee grievances may not be appealed to the Board of Library Trustees.

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## SEXUAL HARRASSMENT

Library Board approved April 16, 2002. Effective September 24, 2002.

### A. STATEMENT OF POLICY

The Oak Park Public Library (hereinafter referred to as "the Library") is committed to maintaining a work environment that encourages and fosters appropriate conduct among employees and respect for individual values and sensibilities. Sexual harassment is illegal under both state and federal law and is further prohibited, as a matter of policy, by the Library. Accordingly, the Library intends to enforce its Sexual Harassment Policy at all levels within the work place in order to create an environment free from sexual harassment. All officers and employees of this Library are expected to become familiar with the contents of this Policy and abide by its requirements.

Sexual harassment, according to the Equal Employment Opportunity Commission and the Illinois Department of Human Rights, and for purposes of this Policy, consists of unwelcome sexual advances, requests for sexual favors, other verbal, non-verbal, or physical acts of a sexual or sex-based nature, where

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. an employment decision affecting an employee is based on that individual's acceptance or rejection of such conduct; or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can occur between people of different sexes or of the same sex. This behavior is unacceptable in the work place itself and in other work-related settings such as business trips and business-related social events.

It is also unlawful and a violation of this Policy to retaliate in any way against anyone who has complained about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. It is also unlawful and a violation of this Policy to retaliate in any way against anyone who opposes an act which that person believes in good faith to be sexual harassment, or because an individual in good faith has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding or hearing under the Illinois Human Rights Act.

## B. PROHIBITED CONDUCT

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle psychological pressure to physical contact.

One example of sexual harassment is where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or requests for sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

- Verbal: sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, sexual in nature.
- Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature.

- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same sex.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or "reasonable man," depending on the sex of the alleged victim.

## C. INDIVIDUALS COVERED UNDER THE POLICY

This policy covers all officers and employees of the Library. The Library will not tolerate, condone or allow sexual harassment, whether engaged in by fellow employees, supervisors, or officers or anyone doing business with or appearing before the Library. The Library supports and encourages reporting of all incidents of alleged sexual harassment, regardless of who the alleged offender may be, and will promptly investigate all reported incidents.

### 1. Responsibility of Individual Employees

- a. Each individual employee has the responsibility to refrain from sexual harassment in the work place.
- b. An individual employee who sexually harasses a fellow worker is, of course, liable for their individual conduct.
- c. The harassing employee will be subject to disciplinary action up to and including discharge in accordance with the Library's policy.
- d. An employee who either observes or believes themselves to be the object of sexual harassment is responsible for reporting the incident(s) to their supervisor.

### 2. Responsibility of Supervisory Personnel

Each supervisor is responsible for maintaining a workplace that is free of sexual harassment.

Supervisors must report all incidents or complaints of sexual harassment to the Library Director on the date of the alleged occurrence, or on the very next business day. If the alleged offender is the Library Director, supervisors should directly contact the President of the Board of Library Trustees.

In addition, supervisors must take responsible steps to ensure that no retaliation will result against an employee making a sexual harassment complaint.

Supervisors in need of information regarding their obligations under this Policy or the procedures to be followed upon receipt of a complaint should contact the Library Director.

## D. COMPLAINT PROCESS

While the Library encourages individuals who believe they are being harassed to firmly and promptly notify the offender that their behavior is unwelcome, the Library also recognizes that power and status disparities between an alleged harasser and the offended person may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, or even when such communication has occurred, the following steps should be taken to report a sexual harassment complaint.

1. An employee (the "Complainant") who either observes or believes themselves to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to both the Complainant's supervisor and the offending employee. If reporting to the Complainant's supervisor should prove uncomfortable for any reason, or if the offender is the Complainant's supervisor, the Complainant should directly contact the Library Director.
2. An employee who believes themselves to be the object of sexual harassment by a Library patron should notify their supervisor, who will take appropriate action according to the Staff Guidelines that accompany the Library Rules of Behavior.
3. No one making a complaint will be retaliated against if the complaint is made in good faith even though it may ultimately not be substantiated. In addition, any witness will be protected from retaliation.

### 4. Investigation of Complaint

When a complaint has been reduced to writing, either by the complainant or the complainant's supervisor, the appropriate person informed pursuant to paragraph A above will initiate an investigation of the suspected sexual harassment as soon as possible but in no event later than within three (3) working days of notification. If necessary, the person receiving the complaint may designate another supervisory or management employee of the opposite sex to assist in the investigation. If any of said individuals is the subject of the investigation, the investigation will be conducted by the Library Director and/or designated staff.

### 5. Records, Confidentiality

Employees who report incidents of alleged sexual harassment are encouraged to keep written notes in order to accurately record the complained of conduct. Every effort shall be made to keep all matters related to the investigation and various reports confidential. In the event of a lawsuit, however, the Library advises that records it maintains and the complainant maintains may not be considered privileged from disclosure.

### 6. Time Frame for Reporting Complaint

The Library encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. However, due to the sensitivity of these problems and because of the emotional toll such misconduct may have on the individual, sexual harassment complaints must be reported within thirty (30) days following the complained of conduct. Delayed reporting of complaints will not in and of itself preclude the Library from taking remedial action.

### 7. Appeals Process

If either party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit their written comments to the Executive Director within thirty (30) days of receipt of written or verbal notice that the investigation into the complaint has been completed.

## E. DISCIPLINE/SANCTIONS

Disciplinary action will be taken against any employee found to have engaged in sexual harassment of any other employee. The extent of sanctions may depend in part upon the length and condition of employment of the particular employee and the nature of the offense. The Library has the right to apply any sanction or combination of sanctions, up to and including termination.

When a hostile work environment has been found to exist, the Library will take all reasonable steps to eliminate the conduct creating such an environment.

If an investigation results in a finding that the Complainant falsely accused another of sexual harassment knowingly or in a frivolous or malicious manner, the Complainant will be subject to appropriate sanctions, including the possibility of termination.

NOTE: This policy is not intended as a contractual obligation. The Library reserves the right to amend the policy from time to time.

## F. RECOURSE, INVESTIGATIVE AND COMPLAINT PROCESS THROUGH ILLINOIS DEPARTMENT OF HUMAN RIGHTS AND THE ILLINOIS HUMAN RIGHTS COMMISSION

It is hoped that most sexual harassment complaints and incidents can be resolved through the Library's internal complaint process established above. However, an employee has the right to contact, file a complaint with, request an investigation by, and/or seek recourse through the Illinois Department of Human Rights (the "Department") and the Illinois Human Rights Commission (the "Commission"). Any such complaint must be filed within 180 days of the incident of sexual harassment or of the incident of unlawful retaliation. The exact rules, procedures and other information regarding filing a complaint with, requesting an investigation by and/or securing recourse from, the Department or Commission (including the nature and extent of such recourse) can be obtained by contacting the Department or Commission as follows:

Illinois Department of Human Rights  
100 West Randolph Street  
Suite 10-100  
Chicago, Illinois 60601  
(312)-814-7200  
(312)-263-1579

Illinois Human Rights Commission  
100 West Randolph Street  
Suite 5-100

Chicago, Illinois 60601  
(312)-814-6269

A copy of this policy shall be provided to each employee and shall be provided to the Department on its request.

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## CORRECTIVE ACTION

Library Board approved April 15, 2009  
Board revised February 18, 2014

The Library assumes that each employee strives to perform their job responsibilities to the best of their ability and comports themselves in the best interests of the Library. The Corrective Action Policy is in place to protect the interests of the library and to encourage employees to meet performance standards and take responsibility for correcting identified performance and conduct-related problems

The Performance Evaluation System currently in place encourages ongoing coaching and feedback to ensure each employee is aware of areas that require improvement. Specifically, the employee is clearly told which behavior requires attention and how to correct it. If these verbal discussions are not successful, the progressive correction action process should be initiated.

1. First Written Warning (documented, approved by all signatures required on the form, and placed in the employee's personnel file)
2. Second Written Warning (documented, approved by all signatures required on the form, and placed in the employee's personnel file)
3. Suspension without pay/Termination (may also be used as Final Notice in lieu of termination to skip steps 1 and 2)

If further investigation is required or if it is preferable to remove the employee from the workplace, suspension may occur but is not required. A Final Notice in lieu of termination may be used in exceptional circumstances, based on a review of the facts. If a similar or other violation occurs, immediate termination may result. When an employee is terminated, ID card, keys, and all other library property are collected and computer and telephone access are terminated.

Where appropriate, a specific time period may be included in each corrective action step, during which time the documented performance or behavior must be corrected and satisfactory performance must be sustained. This time period will typically be 6 months but may vary. The corrective action process may be advanced at any time during this period.

The Library is not required to go through each of the steps listed above. If, in the judgment of the Executive Director, a serious violation has occurred, employment may be terminated immediately. Some examples (but not an exhaustive list) of policy violations which may result in immediate termination of employment:

Theft

- Falsification of library records
- Willful refusal to comply with any lawful directions of an individual identified as being in a position of authority
- Performing job assignments in a grossly negligent manner
- Committing or threatening an act of violence
- Possessing, carrying or using a weapon
- Discriminating against or otherwise harassing any employee
- Engaging in indecent or illegal conduct

The Executive Director may designate the Assistant Director for Administration Services or the Assistant Director for Public Services to act on behalf of the Director in employee disciplinary matters.

The Corrective Action Policy does not apply during the Introductory Period. The Introductory Period Policy states "During this period, the Corrective Action Policy does not apply. An employee that decides to resign need not give two weeks' notice; nor does a manager need to document performance deficiencies through the progressive disciplinary process."

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## TERMINATION OF EMPLOYMENT

Library Board approved April 15, 2009. Revised January 21, 2014.

Voluntary termination of employment in the Library may be made by resignation or retirement. Notice of resignation from the Library should be given in writing by professional librarians and senior managers at least one month in advance of their anticipated last day. All other employees are asked to give at least two weeks' notice.

The Executive Director may dismiss an employee when it is believed to be in the best interest of the Library to do so. The Executive Director may dismiss an employee at will for any reason or for no reason and with or without prior warning. The employee shall be provided with a written notice of dismissal at the time of dismissal. The Executive Director's decision shall be final.

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## ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

This statement was developed by the American Library Trustee Association (ALTA) and the Public Library Association (PLA) Common Concerns Committee. It was adopted by both the ALTA and PLA Boards in July 1985, amended by ALTA in July 1988 and approved by PLA in January 1989.

Reprinted with permission from ALTA/PLA.

Library Board approved January 15, 2002

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Trustee must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify themselves immediately whenever the appearance of conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

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## **BYLAWS OF THE BOARD OF TRUSTEES OF THE OAK PARK PUBLIC LIBRARY**

Library Board approved March 16, 2010. Revised October 24, 2012. Revised April 22, 2014. Revised July 15, 2014.

### **ARTICLE I – DEFINITION**

The name of this village body shall be Oak Park Public Library (hereinafter referred to as the “Library”).

### **ARTICLE II - PURPOSE**

The Board of Trustees of the Oak Park Public Library is responsible for governance and overseeing the provision of library service to meet the needs of the Oak Park community. To this end, the Board shall:

1. Determine Library policies.
2. Employ a capable library administrator.
3. Secure adequate funds for library operations.
4. Approve expenditure of library funds.
5. Provide and maintain adequate facilities.
6. Insure a representative selection of library materials.
7. Promote use of the Library within the community.
8. Perform other duties as outlined in Illinois Compiled Statutes.

Trustees serve without compensation but may be compensated for expenses. In their position of public trust, Trustees shall avoid conflicts between private interests and official responsibilities. Prior to May 1st of each calendar year, all Trustees shall file a Statement of Economic Interest with the County Clerk, pursuant to the Illinois Governmental Ethics Act.

### **ARTICLE III – MEMBERSHIP**

The Board of Trustees shall consist of seven (7) members elected by the voters of the Village of Oak Park. The term of each member shall be for four years from the Annual Meeting of the Board in May. Trustees are elected in odd-numbered years and the terms are staggered, with four expiring one year, and three in the next odd-numbered year. Vacancies are filled according to the process laid out in 75 ILCS 5/4-4.

### **ARTICLE IV – OFFICERS**

The officers of the Board Trustees shall be a President, Vice-President, Secretary, and Finance Officer, each to be elected at the annual meeting by a majority vote of the Trustees present. Each term of office shall be for one year, or until a successor has been elected and qualified. If a vacancy occurs in an Officer position, an election is held among the remaining Trustees.

### **ARTICLE V - DUTIES OF THE OFFICERS**

**President:** The President shall preside at all meetings of the Board of Trustees, appoint committees and committee chairs, act as ex officio member of all committees, and perform such other duties as are normally associated with the office or may be assigned to him or her by the Board.

**Vice-President:** The Vice-President shall, in the absence of the President, perform all duties of that office and shall have such other duties and responsibilities as the Board may determine.

**Secretary:** The Secretary shall be responsible for the record keeping of all proceedings of the Board; shall have charge of such correspondence as is delegated by the President of the Board of Trustees; shall give due notice of all regular meetings with agenda when necessary; and at the request of the President, or of two Trustees, shall give due notice of the time, place and purpose of any special meeting. The Secretary shall be responsible for distribution, collection and tabulation of forms used in the annual Executive Director's evaluation.

The Secretary shall preside in the absence of both the President and Vice-President. In the event that the President, Vice-President and Secretary are absent from a meeting, the members present shall elect a President pro tem from among themselves to conduct that meeting only.

The Village Treasurer of the Village of Oak Park shall be ex-officio Treasurer of the Board of Library Trustees and shall post bond as required by statute.

The Finance Officer chairs the Finance and Budget Committee and is the chief liaison with the Executive Director in creation of the budget.

### **ARTICLE VI – COMMITTEES**

Committees are advisory groups. They present non-binding recommendations to the Board which the Board then decides to accept, reject or modify. There are standing committees and ad hoc committees.

### **Standing Committees**

The following standing committees shall serve the Board of Trustees: (1) Budget and Finance Committee; (2) Strategic Planning Committee; (3) Fundraising. In addition to the foregoing standing committees, the Board of Trustees may establish ad hoc committees or task forces from time to time as it shall deem necessary or appropriate. Subject to the approval of the Board of Trustees, the President shall appoint the committee chairpersons and other members of standing and ad hoc committees.

The Budget and Finance Committee shall consist of three (3) Trustees, the Library Executive Director, and other relevant staff. The Committee shall (i) make recommendations to the Board on the adoption of the annual budget; (ii) review long-term plans for capital expenditures and make recommendations to the Library Executive Director and the Board; (iii) review and advise the Board on financial policies and financial matters, such as insurance requirements, banking relationships, accounting practices, investment policies, internal controls, borrowings, millage and election issues and other similar matters; (iv) generate the necessary data to enable the Board to select financing for new buildings and properties, the amount and form of such financing, and procedures for approval of proposed financing by electors, if required.

The Strategic Planning Committee shall consist of three (3) Trustees and the Library Executive Director. The Committee shall make recommendations for the development of an annual action plan and for the periodic update of the Strategic Plan.

### **Ad hoc Committees**

The Board of Trustees may from time to time appoint special committees for selected tasks and shall define the size, composition, purposes and duration of such special committees pursuant to a resolution of the Board. Ad hoc committees shall review matters within the scope of their assigned work and advise the Board of Trustees and the Library Executive Director thereon. All ad hoc committees shall abide by the general committee procedures described previously and shall disband when they have completed the work for which they were appointed.

The Nominating Committee will consist of three Trustees appointed by the President at least 30 days in advance of the Annual Meeting each year. The Committee shall recommend a slate of officers to the Board.

The President may appoint members of the Board to act as liaison agents between the Library and other institutions in the community.

## **ARTICLE VII – MEETINGS**

The rules contained in *Robert's Rules of Order (newly revised)* shall govern the business of the Board in all matters not covered by the bylaws.

All meetings shall be posted and open to the public as required by the Open Meetings Act and the Illinois Compiled Statutes.

The President of the Board shall establish the agenda as required.

Four members of the seven-member Board shall constitute a quorum for conducting business. In the event of any unfilled vacancies on the Board, a quorum shall be a majority of the Trustees in office.

Regular monthly meetings of the Board shall be held in the Library at times to be established at the Annual Meeting. This schedule of monthly meetings shall be posted in the Library buildings and on the Library's web site.

Committee meetings shall be held in the Library as needed and an announcement shall be posted in all required locations no less than forty-eight (48) hours in advance of the meeting. Notice of all committee meetings will be sent to Board members. If a majority of the committee members are present, that shall constitute a quorum.

The May meeting each year shall be the Annual Meeting. The Board shall, at the Annual Meeting, elect Officers, establish monthly meeting dates, and conduct any other appropriate business.

A Planning Retreat will be held each year for purposes of discussion of the budget and strategic plan goals and action plan.

Special meetings may be called by the President, or upon the written request of two Trustees. Only such business as stated in the call may be transacted at a special meeting. Except in the case of a bona fide emergency, notice of call shall be sent to all Trustees and posted in all required locations no less than 48 hours prior to a special meeting. All special meetings will be posted and held as required by the Open Meetings Act.

An annual communication shall be sent to the local press informing them of the schedule of monthly meetings and that committee meetings are held as posted in the Library. The fullest participation and attendance in all Board meetings should be achieved whenever possible.

## **ARTICLE VIII – ORDER OF BUSINESS**

The regular Order of Business of the monthly meeting shall be:

- Roll call
- Approval of Minutes
- Trustee Comments and Board Calendar
- Visitor Comments
- Financial Report
- Unfinished Business
- New Business
- Executive Director Report
- Other Reports

## Adjournment

### ARTICLE IX - THE LIBRARY EXECUTIVE DIRECTOR

The Board shall appoint an Executive Director, who will be responsible for the administration of the Library. The Executive Director shall report directly to the Board and shall be authorized to develop library programs, establish the organizational structure, purchase materials, and undertake such other activities as may be necessary for the library's operation, subject to the policies established by the Board. The Executive Director shall make reports at the meetings of the Board in such form and on such subjects as the Board may direct.

The Board of Trustees will evaluate the performance of the Executive Director and determine compensation annually using an agreed upon process. All pertinent dates shall be set forth in the Board Calendar.

### ARTICLE X – AMENDMENTS

Amendments to these bylaws may be proposed at any regular meeting of the Board and shall become effective when adopted by a majority vote of the Board at a subsequent meeting. The bylaws shall be reviewed annually as noted in the Board Calendar.

### ARTICLE XI - INDEMNIFICATION OF TRUSTEES, OFFICERS AND EMPLOYEES

If any claim or action not covered by insurance or ordinance of the Village of Oak Park is instituted against a Trustee of the Oak Park Public Library arising out of an act or omission by a Trustee acting in good faith for a purpose considered to be in the best interest of the Library; or if any claim or action not covered by insurance or ordinance is instituted against an officer or employee of the Library allegedly arising out of an act or omission occurring within the scope of his/her duties as such an officer or employee; the Oak Park Public Library shall, at the request of the Trustee, Officer or Employee:

- A. Appear and defend against the claim or action; and
- B. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
- C. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board of Trustees.

Decision as to whether the Library shall retain its own attorney or reimburse the Trustee, Officer or Employee expenses for their own legal counsel shall rest with the Board of Trustees and shall be determined by the nature of the claim or action.

For the purpose of this Article, the term Trustee, Officer or Employee shall include former Trustee, Officer or Employee of the Library. This Article shall not apply if the Board of Trustees finds that the claim or action is based on malicious, willful or criminal misconduct. In such case, indemnification will be determined after an investigation of the facts.

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## CLOSED MEETINGS RECORDS

Library Board approved January 20, 2004

Pursuant to Public Act 93-0523, the Board of Library Trustees of the Oak Park Public Library adopts the following policy concerning verbatim records of closed meetings. This policy applies to the Board of Library Trustees, all committees and subcommittees of the Board of Oak Park Public Library (hereinafter referred to as the "Library" which are subject to the provisions of the Illinois Open Meetings Act

- A. A verbatim record of all closed meetings of the Board of Library Trustees and all other public bodies of the Library shall be kept in the form of an audio recording. The Board of Library Trustees shall provide the recording device and only one recording device will be allowed. Individuals shall not be allowed to bring their own recording device to closed meetings.

The Executive Director, or their designee if unavailable, will be responsible for operating the recording device for all closed meetings of the Board of Library Trustees. The Chairs of Committees of the Board shall be responsible for designating who is to operate the recording device for all closed meeting of the committee.

Prior to the commencement of a closed meeting, the person responsible for operating the recording device shall test it and advise the person presiding over the meeting whether the recording device is operating properly. Upon being advised that the recording device is operating properly, the person presiding at the closed meeting shall call the meeting to order and request a roll call. After the roll call, all other persons allowed to be present shall state their names and positions. The person presiding shall then proceed to conduct the closed meeting. During the course of the closed meeting only one person should speak at a time and all speakers should identify themselves prior to speaking.

The Executive Director, or their designee, shall maintain the audio tapes in a safe at the library. The combination to the safe shall be known only to Executive Director, the Assistant Director, and the President and Secretary of the Board. The Executive Director, or their designee, shall properly label each tape. Access to non-released tapes shall be limited to members of the Board of Library Trustees, the Executive Director, and their designee, upon written direction in writing by the Board of Library Trustees or as necessary to carry out the requirements of this policy. All access shall be logged and witnessed indicating the date, time and purpose of the access. No copies of any non-released tape shall be made.

The verbatim record of a closed meeting may be destroyed eighteen (18) months after the completion of the meeting if the public body which held the closed meeting has approved the destruction of the particular recording and if it has also approved written minutes for the particular closed meeting that contain the following elements, as required by Section 2.06 of the Open Meetings Act:

1. the date, time and place of the meeting;
2. the members of the public body recorded as either present or absent; and
3. a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

Unless the public body which held the closed meeting has determined that a recording no longer requires confidential treatment, or otherwise consents to disclosure, the verbatim recordings of closed meetings made pursuant to Paragraph 1 above shall not be either open for public inspection or subject to discovery

in any administrative proceeding other than one brought to enforce the provisions of the Open Meetings Act. In a civil action brought to enforce the provisions of the Open Meetings Act, a recording must be made available to the court for in camera examination for the purpose of determining whether a violation of the Open Meetings Act exists. In the case of a criminal proceeding, a recording must be made available to the court for in camera examination for the purpose of determining what portion, if any, must be made available to the parties for use as evidence in the prosecution.

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## REQUIRED REPORTS

Library Board approved July 16, 2002

The Executive Director or their designee shall provide the following reports to the Board of Library Trustees.

A. Executive Directors Monthly Report

Monthly Circulation Report

Monthly Budget Report

Monthly Bank Reconciliation Reports

Monthly Report of Cash Disbursements

Monthly Report of Employees Hired and Separated

Board Calendar (monthly)

Annual Report on Potential Litigation and Related Risks

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## INVESTMENT OF PUBLIC FUNDS

Library Board approved September 20, 2005

A. **PURPOSE AND SCOPE**

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

B. **RESPONSIBILITIES**

All investment policies and procedures of the Oak Park Public Library will be in accordance with Illinois Law. The authority of the Library Board of Library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the

Finance Officer who is hereby designated “chief investment officer” of the Library acting under the authority of the Library Board of Library Trustees.

**C. DELEGATION OF AUTHORITY**

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

**D. “PRUDENT PERSON” STANDARD**

All Library investment activities shall use a “prudent person” standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security’s credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**E. OBJECTIVES**

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

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

**F. GUIDELINES**

The following guidelines should be used to administer the general investment policy:

1. **Legality and Safety**
  - a. Investments will be made in:
  - b. Securities issued by the U.S. government or by a U.S. government agency Securities guaranteed by the U.S. government

- c. Deposits in Financial Institutions which have full insurance from one of the FDIC administered funds (BIF or SAIF)
- d. Deposits in Financial Institutions which exceed the statutory FDIC insurance limits provided however that such funds are either secured by US Government obligations or US Government agency collateral
- e. Deposits in FDIC insured Financial Institutions that are not so collateralized; provided that such deposits do not exceed 15% of the unimpaired capital of the financial institution
- f. Funds that invest solely in the classes of investment listed above (e.g. The State of Illinois Public Treasurer's Investment Pool)
- g. Any other investments allowed under State law "30 ILCS 235/1" that satisfy the investment objectives of the library, provided that the Board of Trustees of the Library shall authorize such other investments in advance of their purchase.

## **2. Liquidity**

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

## **3. Yield – Return on investment**

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

## **4. Simplicity of management**

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

## **G. REPORTING**

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

## **H. INTERNAL CONTROLS**

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

## I. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide these investment services. Should an investment advisor (manager) be authorized by the Board of Library Trustees, the investment advisor (manager) shall acknowledge in writing they are fiduciary, a registered investment adviser, are a prudent person, will adhere to the Library's investment policy, and will follow State of Illinois statutory investment limitations for Libraries.

## J. CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety. Officers and employees shall disclose any material interests in financial institutions with which the Library conducts business. They shall further disclose any personal or business financial/investment positions that could be related to the performance of the Library's investment portfolio.

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# FUND BALANCE

Library Board approved April 19, 2006

- B. Library funds not included in the General Fund (Operating Fund) or special purpose funds such as the Art Fund, Building Fund or Petty Cash Fund are referred to as un-appropriated funds.
- C. The un-appropriated fund balance serves three purposes:
  - 1. It provides working cash buffer to fund library operations prior to receipt of tax collections and when property tax collections are delayed.
  - 2. It serves as a funding source for major capital purchases, major automated system upgrades and other one time capital expenditures.
  - 3. It serves as a building fund / opportunity fund. Major building system upgrades such as the branch library renovations and opportunities such as the down payment for the 1992 purchase of the Grove Avenue property for main library expansion.

The un-appropriated fund balance may increase by the following means:

- 1. Year end surplus in the General Fund (which automatically reverts to the un-appropriated fund balance).
- 2. Additional transfers from the General Fund authorized by the Board of Library Trustees.

The un-appropriated fund balance may be decreased by the following means:

1. Year end deficits in the General Fund.
2. Payment of major capital purchases and building / opportunity expenses from the fund.
3. Appropriation of un-appropriated fund balance for one time expenses. Funds from the un-appropriated fund balance will not be used to subsidize reoccurring expenses.
4. Pre-funding or purchasing of library referendum bonds to reduce the debt level and thus the tax levy

The goal for the balance of the working capital portion of the un-appropriated fund should be to maintain the balance within the range of 40% to 48% of the General Fund less bond debt and one time capital expenditures funded from the un-appropriated fund balance. The target goal is 42%.

The goal for the combined major capital purchases and building / opportunity portion of the un-appropriated fund balance should be to maintain a balance within of range of 8% to 12% percent of approximately to the General Fund less bond debt and one time capital expenditures funded from the un-appropriated fund balance. The target goal is 10%. Identification of large capital purchases and building / opportunity expenses may necessitate Board revision of this balance range and target.

The fund balance will be reviewed annually, both prior to the adoption of the budget as a part of the budgeting process and in January of each year.

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## **LIBRARY BOARD MEMBER JOB DESCRIPTION**

Library Board approved November 16, 2004

The Oak Park Public Library Board of Trustees is composed of seven elected Oak Park residents who share a love of the Library. The job of the individual Library Board member is to participate as part of the Board team to accomplish the Library's mission:

The Oak Park Public Library enhances the quality of life in our diverse community by providing the resources and services for lifelong learning and enjoyment, the space and opportunities to gather and connect, and by fostering a love of reading.

The Board member represents a community perspective, and is expected to represent the Library in the community. Board members need to understand that all authority rests with the full Board and its designees, not with individual Board members.

Responsibilities:

1. Prepare a job description for, hire, and provide regular periodic evaluations of the Executive Director.

2. Determine the mission of the Library and adopt written policies, consistent with that mission, to govern the operation of the Library.
3. Engage in a strategic planning process for the Library.
4. Secure adequate funds to carry out the Library's plans and participate in the annual budgeting process for the Library.
5. Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies.
6. Advocate for legislation favorable to libraries on the local, state, and national levels.
7. Seek opportunities to learn more about the Oak Park Public Library and about the Library community in general.
8. Be an advocate to the community and constituents for the Library and for Board decisions.
9. Regularly self-evaluate personal performance on the Board and determine areas where improvement is needed.
10. Participate fully in the Board meeting process: Review materials that are sent to Board members prior to the monthly meeting and be prepared to participate fully in the meeting. Attend as many of the meetings as possible. Board members are also expected to serve actively on one or two Board committees. Committees may meet as frequently as once a month. Resign from the Board when no longer able to support the Library's mission or devote the necessary time to being an effective Board member.

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# LIBRARY BOARD MEMBER GOAL SHEET

Library Board approved November 16, 2004

Please review these goals throughout your time on the Oak Park Public Library (OPPL) Board.

1. I am familiar with the Mission Statement and Strategic Plan of the OPPL.
2. I am familiar with the law as it applies to the Oak Park Public Library.
3. I am familiar with the Library's policies.
4. I attend Board and committee meetings regularly.
5. I attend staff sponsored activities as appropriate.
6. I come to meetings well prepared.
7. I understand the Board's decision-making process.
8. I willingly abide by majority Board decisions and support them publicly.
9. I treat other Board and community members with respect and listen openly to their opinions.
10. I understand and respect the different roles and duties of the Library Director and Trustee Board.
11. I route my requests of staff through the Library Director or their designee.
12. I encourage and support the Library Director in achieving our goals.
13. I visit the Main Library and the two Branches frequently enough to be thoroughly familiar with services and to see potential need.
14. I support Friends of the OPPL activities and fund raisers.
15. I am a library advocate to individuals, civic groups, community organizations, and public officials.
16. I keep abreast of legislation and the impacts it has on the Library community.
17. I have established a relationship with my local and state representatives and discuss library issues with them advocating for their support.
18. I read the materials from state and national library organizations.

19. I attend at least one program at each OPPL branch during the year.

20. I attend two system sponsored, state and/or national library events each year.

Strengths: List your most important contributions to the Board in both action and discussion.

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Improvements: What do you think you need to do better or differently?

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Accomplishments: Why are you on the Board?

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Opportunities: List areas where you need more information, knowledge, or skill in order to meet your own performance expectations.

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I will ask the Director about...

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I will also ask seasoned trustees about...

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I will review this goal sheet on a monthly basis and assess my progress.

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## **LIBRARY BOARD SELF-EVALUATION**

Library Board approved November 16, 2004

The Board of Trustees of the Oak Park Public Library will annually conduct a self-evaluation of Board operations. This self-evaluation will be completed in March or April of each year. If new Board members have been elected that year, the self-evaluation forms will be completed prior to the seating of the new Board members.

The evaluation will be in written form and all Board members will be asked to participate. Upon completion of the evaluation, the Board will set goals to correct the deficiencies that have been noted. This goal setting will take place at the May meeting.

The chair of the personnel committee of the Board will be in charge of carrying out the evaluation process each year.

The Library will provide all Board members with a copy of the following documents:

- Library Board Member Job Description
- Library Board Member Goal Sheet
- Library Board Self-Evaluation form

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# LIBRARY BOARD SELF-EVALUATION FORM

Library Board approved November 16, 2004

Instructions: Please rank the following items with 5 being “most definitely” and 1 being “no/never”

5 4 3 2 1

The Board has a method in place for new Board member orientation and ongoing Board member training

The Board stays abreast of the financial status of the Library and its funding sources.

The Board sets the direction for the Library through planning.

The Board has adopted a mission statement and mission expectations for the Library and uses them to drive planning choices.

The Board reviews and adopts the budget after the annual planning is complete.

The Board ensures that the budget covers goals and objectives set during the planning process.

The Board evaluates the Library Director annually based on the success of set goals and/or expectations.

The Board feels free to communicate problems to the Director in a timely manner.

The Board requires regular written updates from the Director on progress toward the annual plan and goals.

The Board is familiar with state and federal laws governing libraries.

The Board has established bylaws to oversee its governance.

The Board has established clear policies to govern and guide library operations.

The Board continually reviews and updates the Library’s policies.

The Board safeguards the public’s First Amendment/Intellectual Freedom rights by protecting freedom of access, while also being open to the public’s comments.

All new Board members are given copies of the mission statement, Strategic Plan, bylaws, Board policies, and other important documents of the organization.

Board members regularly attend state and national meetings relevant to libraries.

The Board annually receives a review of the Library’s finances which has been prepared by an outside source.

The Board regularly measures organizational success/progress by accomplishment of long-range goals, and each meeting includes a report on “Progress on the Strategic Plan.”

Our Board has a policy manual that includes all Board policies.

Our Board policies assign responsibility for implementing or enforcing the policy.

[Based on: Board Assessment - Douglas County Libraries in conjunction with Arapahoe Library District; www.jlarue.com]

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# EXECUTIVE DIRECTOR JOB DESCRIPTION

Library Board approved December 18, 2001, Revised December 20, 2012

## DEFINITION

Administrative and management position with responsibility for the overall operation of the library. Serves as Chief Executive Officer of the Oak Park Public Library. Plans, coordinates, directs and evaluates all functions of the public library. Exercises supervision of the work of library personnel either directly or through subordinate supervisors. Works independently in accordance with policies of the Board of Library Trustees.

## EXAMPLES OF WORK

Works with the Library Board and staff to plan and develop library services to meet the library needs of the Oak Park community.

Prepares the annual budget for consideration by the Board and administers the budget as approved by the Board. Approves all expenditures and oversees investment of library funds.

Interviews, hires, and evaluates professional and non-professional employees; administers the library classification and pay plan; reviews staffing positions and work schedules.

Works with the Library Board, officials of the Village of Oak Park, the Reaching Across Illinois Library System, and other library and community organizations and individuals in planning for library development and financial support.

Conducts staff meetings and encourages continuing education and professional growth of staff members.

Oversees the upkeep of library property.

Serves as liaison with Friends of the Oak Park Public Library. Serves as liaison to agencies that promote business and economic development in Oak Park.

Maintains an active involvement in professional associations.

Performs related work as required.

## DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of library principles, practices, techniques, materials and technology in the field of library management and administration.

Ability to direct, coordinate and evaluate the work of all library staff.

Ability to develop and implement plans for the improvement of library service.

Ability to meet, communicate and work effectively with members of library staff, the Library Board, officials of the Village of Oak Park, professional and community organizations, and members of the general public.

Ability to speak and write accurately and effectively.

Ability to analyze complex professional, technical, and administrative problems and develop appropriate solutions.

## QUALIFICATIONS FOR EMPLOYMENT

Master of Library Science degree from an ALA-accredited graduate library school.

A minimum of seven to ten years of managerial experience with a high level of financial responsibility.

Must have access to a vehicle for use on library business in performance of position requirements or hold a valid driver's license.

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# EXECUTIVE DIRECTOR EVALUATION PROCESS

Library Board approved October 15, 2002. Revised October 24, 2012. Revised January 21, 2014.

**Step 1:** The Executive Director's goals for the coming year are delivered to the Board as part of the November Board packet. The goals, at least in part, should relate to the strategic planning process.

**Step 2:** The Executive Director emails the completed self evaluation form to the Board before the January Board meeting.

**Step 3:** At the January Board meeting, the Executive Director shall include a written statement in the monthly report that all annual performance reviews for all staff members for the previous calendar year were completed. This statement shall include assurances that the Executive Director or the Assistant Directors have signed those reviews and filed them in the appropriate personnel files.

**Step 4:** Evaluation forms are emailed to the Board before the January Board meeting. The Board members shall complete the evaluation independently of each other and email it to the Secretary of the Board for compilation before the February Board meeting. The evaluation shall be for the period of the preceding calendar year.

**Step 5:** The Secretary shall compile the results and the Board shall discuss the evaluation in closed session at the February Board meeting.

**Step 6:** Prior to the March Board meeting, the Secretary shall prepare a written document summarizing the evaluation and reflecting the summary of opinions reached at the closed session in February. At the March Board meeting, the Board shall discuss the evaluation with the Executive Director, including any further discussion related to goals and objectives. The Executive Director's salary for the following calendar year will be set at the April Board meeting.

**Step 7:** Board members are encouraged to provide feedback to the Executive Director throughout the year as it is necessary and appropriate.

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## **EXECUTIVE DIRECTOR EVALUATION FORM**

Library Board approved November 16, 2006

See Appendix A

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## **POLICY REVIEW PROCEDURE**

Library Board approved March 21, 2007

Library Policy is normally created, revised, or reconsidered in response to changing conditions, new programs, public issues, or new legal requirements. Such policy issues come to the Board of Library Trustees for consideration as a result of staff, Trustee, or public initiative.

However, policies can become dated even without events that would raise the need to revise or reconsider them. Given the importance of maintaining a body of policy that is current, it is beneficial to have a process to systematically identify policies that are in need of substantive revision or reconsideration.

The Board of Trustees delegates to the Executive Director the establishment of policy review procedures.

# APPENDIX A

## OAK PARK PUBLIC LIBRARY EXECUTIVE DIRECTOR EVALUATION FORM

### OVERALL RATING (CIRCLE ONE)

4 = Clear Mastery – Consistently demonstrates exceptional performance.

3 = Strong Evidence - Often demonstrates performance beyond expectations.

2 = Some Evidence – Performance meets expectations.

1 = Development Opportunity – Performance needs attention.

0 = No Opportunity to Observe

### PART I

#### Category 1 – Organization Leadership

	4	Clear Mastery	<b>Competency Description</b> <ul style="list-style-type: none"> <li>Understands and implements the mission of the library.</li> <li>Works as an advocate for the library before government, customers, the community and the general public.</li> <li>Stays current with new ideas and trends among libraries.</li> <li>Effective decision maker – gathers input, makes timely decisions and communicates results</li> <li>Proactive problem solver</li> <li>Articulates a guiding vision</li> </ul>
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	
			Behavioral Evidence:

#### Category 2 – Business and financial management

	4	Clear Mastery	<b>Competency Description</b> <ul style="list-style-type: none"> <li>Keeps informed about financial needs of the library</li> <li>Understands and supervises the financial accounting programs for the library</li> <li>Ensures that library funds are spent appropriately, always in the best interest of those we serve.</li> <li>Provides the board accurate, understandable information about the financial status of the library through regular financial reports.</li> <li>Makes well-supported budgeting recommendations to the board.</li> <li>Assists the board in keeping the library financially sound.</li> <li>Explores and proposes to the board new potential sources of finance for programs and services.</li> <li>Plans and organizes work effectively.</li> </ul>
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	

			<ul style="list-style-type: none"> <li>Ensures that all governmental and legal requirements of the library are met.</li> </ul>
<b>Behavioral Evidence:</b>			

### Category 3 – Customer Service

	<b>4</b>	<b>Clear Mastery</b>	<p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>Understands the needs of the library’s customers and community and seeks to fill those needs with the organization’s programs and services.</li> <li>Gains respect and support of other persons and organizations who come in contact with our library</li> <li>Articulates clear vision to staff about the paramount importance of customer service and models best practices behavior.</li> </ul>
	<b>3</b>	<b>Strong Evidence</b>	
	<b>2</b>	<b>Some Evidence</b>	
	<b>1</b>	<b>Development Opportunity</b>	
	<b>0</b>	<b>No Opportunity to Observe</b>	

<b>Behavioral Evidence:</b>			
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### Category 4 – Relationship with the Board

	<b>4</b>	<b>Clear Mastery</b>	<p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>Keeps board members informed about issues, needs and operation of this library.</li> <li>Offers direction to the board when needed on issues requiring board action and makes appropriate recommendations based on thorough study and analysis.</li> <li>Interprets the intent of and executes board policy.</li> <li>Seeks and accepts from the board, constructive criticism of work.</li> <li>Supports board policy and actions to staff, customers and the public.</li> <li>Understands their role in administration of board policy.</li> </ul>
	<b>3</b>	<b>Strong Evidence</b>	
	<b>2</b>	<b>Some Evidence</b>	
	<b>1</b>	<b>Development Opportunity</b>	
	<b>0</b>	<b>No Opportunity to Observe</b>	

<b>Behavioral Evidence:</b>			
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## Category 5 – Personal characteristics that impact job performance

	<b>4</b>	<b>Clear Mastery</b>	<p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>• Maintains high standards of ethics, honesty and integrity in personal and professional relationships.</li> <li>• Works well with individuals and groups.</li> <li>• Exercises good judgment in arriving at decisions.</li> <li>• Maintains poise and emotional stability in the full range of professional activities.</li> <li>• Writes clearly and concisely.</li> <li>• Responds well when faced with unexpected/disturbing situations.</li> <li>• Remains open to ideas, suggestions and criticisms from the board.</li> </ul>
	<b>3</b>	<b>Strong Evidence</b>	
	<b>2</b>	<b>Some Evidence</b>	
	<b>1</b>	<b>Development Opportunity</b>	
	<b>0</b>	<b>No Opportunity to Observe</b>	
			<p><b>Behavioral Evidence:</b></p>

## Category 6 – Personnel/Management and Development

	<b>4</b>	<b>Clear Mastery</b>	<p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>• Justifies the need for staff development funds, actively campaigns for them and accounts for their use.</li> <li>• Analyzes staff functioning periodically with the object of combining, eliminating and/or creating new positions.</li> <li>• Emphasizes equal opportunity employment and affirmative action hiring practices.</li> <li>• Delegates authority and efficiently organizes the work of personnel.</li> <li>• Inspires staff to do their best work by acting as supporter and motivator; providing necessary resources, encouragement and appreciation.</li> <li>• Addresses performance issues and takes actions necessary to correct problems, both with staff and themselves.</li> <li>• Willingness to assess and address poor and mediocre performance in a direct and fair manner.</li> </ul>
	<b>3</b>	<b>Strong Evidence</b>	
	<b>2</b>	<b>Some Evidence</b>	
	<b>1</b>	<b>Development Opportunity</b>	
	<b>0</b>	<b>No Opportunity to Observe</b>	
			<p><b>Behavioral Evidence:</b></p>

## Category 7 – Innovation/Improvement

	<b>4</b>	<b>Clear Mastery</b>	<p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>• Seeks out and promotes change that will better serve patrons and the community.</li> <li>• Regularly proposes new ideas to the board for better service to customers and the community.</li> <li>• Seeks advanced training to improve job skills.</li> <li>• Constantly pushes to improve efficiency &amp; effectiveness</li> <li>• Demonstrates concern about quality and getting better results.</li> <li>• Functions well in fast-paced, changing environment.</li> <li>• Anticipates change and develops appropriate coping strategies.</li> <li>• Actively works on personal development; seeks out feedback on how to improve.</li> <li>• Responds effectively and proactively to library/organizational changes.</li> <li>• Accomplishes responsibilities with superior outcomes.</li> <li>• Demonstrates resolve and urgency to get things done.</li> <li>• Commits to reach timely and successful closure on work.</li> <li>• Strong work ethic; does whatever it takes to get the job done.</li> <li>• Drives to excel in all matters.</li> </ul>
	<b>3</b>	<b>Strong Evidence</b>	
	<b>2</b>	<b>Some Evidence</b>	
	<b>1</b>	<b>Development Opportunity</b>	
	<b>0</b>	<b>No Opportunity to Observe</b>	
			<p><b>Behavioral Evidence:</b></p>

## Category 8 – Planning and Problem Solving

	<b>4</b>	<b>Clear Mastery</b>	<p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>• Establishes strategic goals that enable the library to better serve the community and anticipate future needs.</li> <li>• Creates a vision that keeps the library on the cutting edge in technology, programming and services.</li> <li>• Establishes clear long and short term objectives that are attainable and promote betterment of the library.</li> </ul>
	<b>3</b>	<b>Strong Evidence</b>	
	<b>2</b>	<b>Some Evidence</b>	
	<b>1</b>	<b>Development Opportunity</b>	
	<b>0</b>	<b>No Opportunity to Observe</b>	
			<p><b>Behavioral Evidence:</b></p>

## Category 9 – Interpersonal effectiveness

	<b>4</b>	<b>Clear Mastery</b>	<p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>• Establishes rapport and maintains productive relationships with subordinates, board, customers and community.</li> <li>• Handles differences openly, candidly and constructively with the best interests of the library in mind.</li> <li>• Seeks input from others; creates a collegial atmosphere where ideas and information are easily exchanged.</li> <li>• Willingly accepts responsibility for actions and eagerly gives credit to staff.</li> <li>• Creates strong, collaborative work groups focused on attaining superior results.</li> <li>• Encourages a culture of open communication.</li> </ul>
	<b>3</b>	<b>Strong Evidence</b>	
	<b>2</b>	<b>Some Evidence</b>	
	<b>1</b>	<b>Development Opportunity</b>	
	<b>0</b>	<b>No Opportunity to Observe</b>	
<b>Behavioral Evidence:</b>			

## **PART II**

Describe 3-5 areas where performance is particularly effective:

- 1.
- 2.
- 3.
- 4.
- 5.

Describe 3-5 areas where performance could be more effective:

- 1.
- 2.
- 3.
- 4.
- 5.

Has the executive director's performance been at a level that merits consideration of additional compensation? Explain.

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