



Library Use and Conduct Policy

Policy No. 1A

1. Introduction

The Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of individuals to utilize library materials and services; to protect the rights of library employees to conduct library business without interference; and to preserve library materials and facilities for future generations. The Board of Trustees authorizes the Library Director to establish and implement procedures to ensure this policy and the Patron Code of Conduct is adhered to and to ensure the Library is preserved for the purposes for which it is intended.

2. Welcoming Environment

The Hodgkins Public Library is responsible for providing a comfortable and welcoming environment. Library patrons must be respectful of each other and behave in a manner that does not disrupt other library users or interfere with normal operation of the Library. To this end, the following activities are prohibited:

- Creating unreasonable noise or using electronic equipment at a volume that disturbs staff or other patrons.
- Impeding entry into or exit from the Library.
- Using obscene, abusive or profane language, including racial, ethnic or sexual epithets.
- Harassment of any kind, including sexual and physical.
- Conduct that hinders or prevents others from using the Library or Library materials.
- Engaging in peeping, stalking or indecent behavior.
- Soliciting, panhandling or gambling on Library property.
- Photographing Library patrons or staff without permission.
- Failure to comply with a reasonable staff request, or failure to leave the Library during emergencies or at closing time.

3. Safety and Security

The Hodgkins Public Library is responsible for protecting collections, equipment and property for present and future users. **Library users are advised to keep personal belongings with them at all times.** Intentionally damaging or stealing any materials, or equipment or property belonging to the Library, another patron or staff member is prohibited. To this end, the following activities are prohibited:

- Running, pushing, fighting, shoving or engaging in boisterous activity inside the Library or on Library grounds.
- Trespassing or entering Library property when banned.
- Leaving bicycles, skateboards, scooters or similar items inside the Library or on public pathways. These items should be parked in the bicycle rack or securely out of the way of the entrance.
- Carrying of any weapon, concealed or partially concealed, in the Library building or on Library property.
- Possessing, selling or being under the influence of alcohol or illegal drugs.
- Leaving animals unattended on Library property.
- Bringing animals inside the Library building, with the exception of registered service animals or as approved for participation in Library programs.
- Vandalizing Library facilities or materials.
- Leaving children in need of supervision unattended on the premises. Specifically:
 1. Children aged seven (7) and under must be unaccompanied by an adult.
 2. Any children aged 12 or younger left unattended after the Library closes may be placed in police custody for his or her safety.
 3. See the Unattended Children Policy for more information.

4. Cleanliness and Comfort

The Hodgkins Public Library is responsible for maintaining a clean and healthy environment. Library patrons must be aware that the Library is a shared, public space and should conduct themselves in a way that assists in maintaining a clean and healthy environment in the Library. To this end, the following activities are prohibited:

- Consuming food or having open containers of food, except at designated Library functions.
- Drinking beverages without a secure lid or cap.
- Smoking, chewing tobacco or other tobacco use.
- Improper dress such as not wearing shoes or a shirt.
- Poor personal hygiene that is offensive or constitutes a nuisance to others.
- Using the building's restrooms inappropriately. Examples include, but are not limited to, use as laundry facilities, bathing facilities or gathering places.

5. Child Safety

The Hodgkins Public Library is responsible for providing a safe, welcoming environment for children and families. It is important for parents, guardians and caregivers to remember that the Library is a public space and therefore children's safety cannot be guaranteed. Children may encounter hazards such as doors, furniture, electrical equipment, allergens and choking hazards.



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Visiting the Library

The conduct, safety and supervision of children while on Library premises are the responsibility of parents, guardians and caregivers. Children aged seven (7) and under must be under the direct supervision of an adult while in the Library. Children aged eight (8) and up are welcome to use the Library unattended, but it is the responsibility of parents and guardians to make children aware of Library policies and procedures. Please see our Unattended Children Policy for more information.

6. Enforcement of the Library Use and Conduct Policy

Enforcement of the Library Use and Conduct Policy will be conducted in a fair and reasonable manner. Library staff and/or the Hodgkins Police Department will intervene to stop prohibited activities and behaviors. Individuals who fail to observe Library policies may be asked to leave the building and property, be banned from the Library or Library computers for a period of time, be subject to arrest or be subject to other lawful action. Appeals may be made in writing to the Library Director or to the Library Board of Trustees.

Approved: 01/18/2016



Patron Code of Conduct - Adults

Policy No. 1A(i)

1. Code of Conduct

The purpose of this Patron Code of Conduct is to inform patrons of the Library's responsibility to maintain a safe and pleasant environment for all library patrons. It also ensures access to library facilities, the safety of patrons and staff, and the protection of the library collection, equipment and facility. For more information, please see our complete **Library Use and Conduct Policy**.

By using the Hodgkins Public Library, patrons agree to:

- Comply with all Library policies.
- Treat staff and other patrons with consideration and respect.
- Treat Library materials, equipment and facilities appropriately and with care.
- Keep track of personal belongings.
- Leave the personal belongings of others alone.
- Keep drinks covered and food put away; eating is only allowed at designated Library functions.
- Maintain quiet conversations.
- Keep cell phone conversations brief and at a low volume, or take them out to the Library's vestibule or outside.
- Use headphones with electronic devices and keep the volume low so as not to disturb other patrons.
- Use only one's own Library card or issued guest pass on the public computers.

Approved: 01/18/2016



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Visiting the Library

Patron Code of Conduct - Youth

Policy No. 1A (ii)

1. Code of Conduct

The purpose of this Patron Code of Conduct is to inform youth of the Library's responsibility to maintain a safe and pleasant environment for all library patrons – including children and teens. When possible, staff members will give a friendly reminder or warning before taking further action.

- I will respect myself and others; I have the right to be treated with respect.
- I will respect the Library's property and the property of others; I have the right to use the Library appropriately.
- I will respect the quiet, calm atmosphere of all areas of the Library.
- I will keep my hands to myself.
- I will walk – not run.
- I will respect and listen to staff members.
- I will accept responsibility for my actions.
- I will remember that staff members are here to help; I will ask a staff member if I have a question or need help.

Approved: 01/18/2016

Sexual Harassment Policy

Policy No. 1B

1. Sexual Harassment

- a. Prohibition of sexual harassment
 - i. Employees of the Hodgkins Public Library District are prohibited from sexually harassing other employees, guest or patrons.
 - ii. Guests or patrons of the Hodgkins Public Library District are prohibited from sexually harassing other employees, guests or patrons.
- b. Definition
 - i. Sexual harassment means any:
 - 1. Unwelcome sexual advances or,
 - 2. Requests for sexual favors, or
 - 3. Any conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
 - ii. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile or offensive as used above include conduct which has the effect of humiliation, embarrassment or discomfort.

2. Reporting Procedures

It is the express policy of the Hodgkins Public Library District to encourage victims of sexual harassment to come forward with such claims. In order to conduct an immediate investigation, any incident of sexual harassment must be reported as quickly as possible, in confidence, as follows:

- a. Employees
 - i. Employees are encouraged to report any incidents of sexual harassment to their direct supervisor. If the person to whom an employee is directed to report is the offending person, the report should be made to the next higher level of administration or supervision.

Approved: 08/19/2013



Soliciting

Policy No. 1C / Ordinance 1-1994

An Ordinance Prohibiting Soliciting Activities within Library Facilities

WHEREAS, the Board of Library Trustees of the Hodgkins Public Library District has determined that certain individuals soliciting goods and services have disturbed library patrons, employees, and the operation of the library;

BE IT ORDAINED by the Board of Library Trustees of the Hodgkins Public Library District, Cook County, Illinois:

Section 1

It is hereby declared to be unlawful and shall constitute a trespass and a nuisance for any person to enter the library building for the purpose of securing an audience with the library patrons or employees thereof and engage in soliciting as herein defined.

Section 2

Solicitor shall mean any person who engages in the activity of soliciting.

Soliciting shall mean and include any one or more of the following activities:

1. Seeking to obtain for the purchase of goods, wares, merchandise, foodstuffs, services of any kind, character or description whatever, for any kind of consideration whatever.
2. Seeking to obtain prospective customers for application, periodicals, newspapers, and every other type or kind of publication.
3. Seeking to obtain subscriptions to books, magazines, periodicals, newspapers, and every other type or kind of publication.
4. Seeking to obtain donations, subscriptions for or propagating a religious belief or religious sect or charitable cause.
5. Seeking to solicit for or on behalf of a political party or politician candidate in any election to take place in the near future.

Section 3

Any person or solicitor who violates the provisions of this ordinance shall be asked to cease and desist all soliciting activities and shall be requested to leave the library building, if such a person refused to stop soliciting. In the event such person or solicitor returns to the library building and subsequently engages in soliciting, such person may be subject to fines and or loss of library privileges to be determined by the Board of Library Trustees.



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Visiting the Library

Section 4

Should any section or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Section 5

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed insofar as they conflict herewith.

Section 6

That this ordinance shall be in full force and effect upon and after its passage and approval.

This ordinance was passed by the Board of Trustees of the Hodgkins Public Library District on March 21, 1994, and filed in my office on March 21, 1994.

President

Attested and filed in my office on March 21, 1994.

Secretary

Approved: 05/21/1994



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Visiting the Library

Unattended Children Policy

Policy No. 1D

The Hodgkins Public Library encourages children of all ages to visit the library with their parents/guardians to take advantage of the resources available to meet their informational, educational and recreational needs. The Library Board asserts that it is the responsibility of the parent/guardian to ensure the appropriate behavior of their children in the library.

The library staff is not responsible for the supervision of children left unattended by their parents. Children age seven (7) and under must be accompanied by an adult at all times. Children whose behavior causes a problem for staff or other patrons will receive a warning and if their behavior persists, they will be asked to leave the library.

Library hours are posted and the building is locked promptly at closing. The library assumes no responsibility for children left unattended at closing. The appropriate authorities will be contacted for any child left after the library closes.

Updated: 06/16/2014

Updated: 06/15/2015



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Use of Library Materials

Assessment and Collection of Fees & Fines Policy

Policy No. 2A

The Board of Trustees recognizes the importance of the timely return of library materials to the library so that all patrons may have access to those materials. The Director is authorized to establish and implement reasonable rules, practices, and procedures governing the assessment and collection of fees and fines for overdue, damaged, missing, and lost materials. Such rules, practices and procedures may deviate from the fines and fees approved by the Board of Trustees if the Director believes that such deviation will encourage patrons to return library materials or for other good cause. The Director is authorized to initiate and implement programs that include reducing, capping, or waiving fines for overdue library materials.

Approved: 08/19/2013



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Use of Library Materials

Audiovisual Materials Policy

Policy No. 2B

CDs, DVDs, audiobooks, and video games may be checked out by patrons with a valid SWAN card. Although the library staff strives to check such materials for defects every time they are checked out and returned, occasionally we may miss some. Consequently, the patron does assume some risk when checking out these materials. The Hodgkins Public Library District does not accept responsibility for problems which may arise from patron use of these materials in their equipment at home.

Approved: 08/19/2013



Circulation Policy

Policy No. 2C

Definition of a Valid Card

A Hodgkins Public Library card is valid when it conforms to the following conditions:

- (a) It is registered with the holder's correct name and permanent address in the Library database;
- (b) The outstanding charges against the holder do not exceed \$5.00;
- (c) The person in possession of the card is the one to whom it was issued or, in limited circumstances, authorized to use the card.

Hodgkins Public Library Card Holders

Hodgkins Public Library Cards are not transferable. The Hodgkins Public Library is not responsible for damages direct, or indirect, resulting from the borrowing or use of Library materials or its equipment.

Resident Card Holders

Individuals residing within the jurisdictional boundaries of the Incorporated Village of Hodgkins may obtain a Hodgkins Public Library Card that is eligible for system-wide borrowing privileges and valid at all Illinois member libraries. Privileges are rescinded upon termination of residency in the Village of Hodgkins.

Unincorporated-Resident or Non-Resident Card Holders

Individuals not residing in any territory for which the corporate authority of that territory or private corporation has contracted for library service on behalf of the residents with a public library as provided in Section 4-7 of the Illinois Local Library Act (75 ILCS 5/4-7(8) and Section 30-55.40 of the Public Library District Act of 1991 (75 ILCS 16/30-55.40), may purchase a non-resident card. The price is calculated annually according to the tax bill method.

Only one unincorporated-resident fee will be charged for all residents at one residential address per year. Non-Resident Cards are valid for one year from the date of issuance.

Unincorporated-resident or Non-Resident Card Holders include:

- (a) Individuals residing within the boundaries of unincorporated Village of Hodgkins;

- (b) Individuals not eligible for a library card from another library and residing beyond the jurisdictional boundaries of the Village of Hodgkins whose school taxes are paid to the Hodgkins school.

Business Card Holders

Individuals residing beyond the jurisdictional boundaries of incorporated Village of Hodgkins, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of incorporated Village of Hodgkins, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of incorporated Village of Hodgkins, notwithstanding anything to the contrary in this policy, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this section is limited to the exclusive use of the individual whose name appears on its face and will be valid for one (1) year.

Application for Hodgkins Public Library Cards.

Application for a library card must be completed in person at the Hodgkins Public Library. The person applying must supply his or her current contact information on the application. If mail is received at a post office box, both the post office box address and the street address of their residence must be given. The address and name given on the application must match the address given on their identification.

Adults and residents 14 years of age and older may apply for a Hodgkins Public Library card by completing an application and providing two forms of acceptable identification that show current name and address. One of the two forms of identification shall be a current Illinois driver's license, State of Illinois photo ID or other photo ID showing name and address. The second form of identification may be one of the following that shows current name and address:

- (a) An unopened cancelled (delivered) piece of mail, with a cancellation date within the last 3 months.
- (b) A current insurance card, utility bill, tax bill, vehicle sticker registration or signed property lease.

Resident juveniles under 14 years of age may apply for a Hodgkins Public Library Card by completing the card application including the signature provided in person by an adult Hodgkins resident, 18 years or older, or unincorporated resident card holder who accepts responsibility for the juvenile's use of the card. The signing adult must have a valid Hodgkins Public Library card and accept all responsibility for a juvenile's use of the card.

The replacement fee for a lost or damaged Hodgkins Public Library card that has not expired shall be \$2.00.



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Use of Library Materials

Borrowing Library Materials

To borrow circulating materials from the Hodgkins Public Library, a patron must have a valid Hodgkins Public Library Card or present a valid library card from another Illinois Public Library as a reciprocal borrower. A Hodgkins resident who has a valid card may present a photo ID with name and address on the ID, such as a State of Illinois driver's license or ID, in lieu of the library card and obtain any library services.

Interlibrary Loans and Holds: Patrons with a valid Hodgkins Public Library card may place holds on items in the collections and request interlibrary loans of items. This may be done in person, over the phone or online. If the item requested is obtained from a library outside of Illinois, the patron may incur a charge for processing, plus any fees charged by the lending library.

Reciprocal borrowers are to place interlibrary loan and hold requests through their home libraries. While at the Hodgkins Public Library a reciprocal borrower may request assistance from Library staff. Library staff may help a reciprocal borrower place an ILL request online. All items reserved online must be picked up at the home library.

Suspension of Library Privileges

Library borrowing privileges will be suspended for such time as the patron owes \$5.00 or has items overdue from the Hodgkins Public Library for over two weeks.

The borrowing privileges of a library patron will be suspended for such time as the patron is indebted to the library as a result of damage to Library property or for the failure to return any Hodgkins Public Library materials after the Billing Notice sent.

The Hodgkins Public Library will not issue cards or provide service to patrons who are known to have overdue obligations (in the form of unpaid fines or overdue/lost/damaged material) at another library in the State of Illinois.

Confidentiality of Library Records

The Hodgkins Public Library upholds the principles of the American Library Association's Freedom to Read Statement, concerning privacy and confidentiality of personal information. The Hodgkins Public Library subscribes to the Code of Ethics of the American Library Association and is governed by Illinois Compiled Statutes (75 ILCS 70/) Library Records Confidentiality Act: "The registration and circulation records of a library are confidential information."

Further, Library staff will afford the same right to privacy to children as to adults. Unless the Library staff receives written second-party authorization, only the patron who requested the material be reserved (put on hold) or interlibrary loaned may pick up and check it out on his/her card.



Second-party authorization

A patron, whether adult or youth, may authorize a second-party to check out an item reserved or interlibrary loaned for that patron. This permission information is to be recorded on the patron's record. The patron must grant permission in writing listing those individuals whom s/he allows to check out interlibrary loaned or reserved materials to his/her account. When picking up reserved or interlibrary loaned materials, the authorized second-party should present the library card of the individual who reserved the material. The material will be checked out to this card.

Loan limits

See Fees/Fines/Loan Chart below for fines, loan periods and limits on quantities of specific types of materials that may be checked out. Library staff may set other quantity limits when needed.

Upon request and at the discretion of the Library staff, vacation loans for up to six weeks may be given. New materials, magazines, DVDs, CDs and are excluded from this privilege.

Fees/Fines

See the Fees/Fines/Loan Chart below for fines and fees. Overdue fines shall not exceed the cost of the item that is overdue. Patrons who damage or lose library materials will be charged the cost to repair or replace such materials, plus a nonrefundable processing fee of \$5.00 per item.

| Item Type | Loaning Period | Charges |
|-----------|----------------|---------|
| Book | 3 weeks | \$.10 |
| Audiobook | 3 weeks | \$.10 |
| DVD | 5 days | \$.25 |
| Videogame | 5 days | \$.25 |
| CD | 5 days | \$.10 |

Lost Items

If a lost item that has been paid for is returned to the Library within 30 days of the payment date and the original receipt for that item is presented, the cost of the item minus the \$5 processing charge will be refunded. The item must be returned in the same condition as when borrowed in order to receive a refund.

Updated: 07/21/2014



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Use of Library Materials

Illinois Library System ILL Fees Policy

Policy No. 2D

The Library's assessed fees for borrowing ILL materials shall be determined by the Board of Trustees and shall be posted in a public area within the Library.

Approved: 08/19/2013



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Use of Library Materials

Lost Materials Policy

Policy No. 2E

The Hodgkins Public Library District will not issue cards or provide services to patrons who are known to have overdue obligations over \$5.00 (in the form of unpaid fines or overdue/lost/damaged materials) at any library in Illinois.

Lost materials should be paid for at the replacement cost as established by the Library. The replacement cost of all Library materials is displayed in the Library's online catalog.

The list price of lost-and-paid for materials shall be refunded if the material is returned in good condition within a three month period. Refund beyond the three month period shall be at the discretion of the library.

Approved: 08/19/2013



Materials Selection Policy

Policy No. 2F

1. Mission

To meet the information, recreational, and educational needs of the Hodgkins community through a variety of materials.

2. Goals of Service

- To select in a variety of formats both print and non-print materials which reflect the diversified needs and preferences of the community.
- To make available a variety of opinions.
- To uphold the principles set forth in the Library Bill of Rights and the Freedom to Read Statement.

3. General Guidelines

Selection of materials is influenced by: patron demand, price, reviews, current and historical significance, authenticity and professional judgment.

The responsibility for the policy governing the inclusion of materials in the collection rests with the Board of Directors. The actual task of selection has been delegated to the Head Librarian and such members of the staff who are qualified by education and training to participate in the selection of library materials.

The library staff selects a general, representative collection, for all ages at a variety of reading levels, but the collection is also attuned to the specific needs of the community.

Widely diverse points of view, including controversial and unorthodox subjects, will be available in the collection. Inclusion in the collection does not imply library approval or agreement with the contents. Selections will not be made on the merits of work in relation to building the collection and to serving the interests of the readers.

Responsibility for the reading of children rests with their parents and legal guardians. Selection and display will not be inhibited by the possibility that material may come into the possession of children.

4. Specific Guidelines

Education: the library does not acquire textbooks or other curriculum related materials unless such materials also serve the general public. Purchases of multiple copies of an assigned title are not made.

Law and medicine: Legal and medical works are acquired only to the extent that they are useful to the general layperson.

Genealogy: General books on how to trace one's ancestry will be purchased but specialized sources, such as individual family histories will not be purchased.

Religion: The Library purchases religious books that provide authoritative and objective presentations and histories of the major religions, faiths, and denominations. Selection must be broad, tolerant, and without partisanship or propaganda.

Foreign language: The Library collection foreign language materials in response to community demand and the general collection guidelines. The Library will attempt to satisfy patron requests for foreign language material beyond the scope of patrons to libraries housing foreign language collections.

Periodicals: Selection of periodicals is based on inclusion in indexes such as Reader's Guide to Periodical Literature and Magazine Index, reviews, price, and popular demand.

Audio-Visual Material: AV material is purchased using the general collection guidelines. Consideration is given to the format most in demand at a specific time and to the format least likely to be damaged. Purchases of discs and cassettes by popular rock music performers are limited due to problems with missing, damaged, and overdue recordings of this type.

5. Gifts and Donations

The Library is grateful for donations, and its collection has been greatly enriched by many fine donations of materials, which the library might otherwise not have been able to afford.

However, in accepting a donation, the Library reserves the privilege of deciding whether it should be added to the collection. Because of the many books donated to the Library each year, a portion of the materials cannot be used by the Library because it may be: a duplicate of an item which the Library already has in sufficient number, a title does not conform to the standards present in the materials selection policy which has been developed to provide the Library with a balance quality collection.

The librarian make effort to dispose of all gift material which is not added to the collection to the very best advantage. If suitable, it is offered to other libraries or institutions for their use. Otherwise, it is offered for sale at the Library's book sale.



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Use of Library Materials

A letter from the Library indicating receipt of materials is given to each donor. This letter can be used for tax purposes. The Library shall make no attempt to place a monetary value on the donation.

Approved:



Mobile Hotspot Use Policy

Policy No. 2G

The Hodgkins Public Library, as the primary information source in the Hodgkins community and in response to advances in technology, is pleased to provide mobile access to informational resources on the Internet. The library's goal is to enhance its existing collection in size, depth, and prevalence. To fully accomplish this, the library now circulates Wi-Fi hotspots to Hodgkins Public Library cardholders aged 14 and over in good standing as a tool to provide enhanced access to the Internet. All cardholders aged 14 and older who wish to borrow these hotspots are required to have a signed user agreement on file at the Library. All minors aged 14 to 17 who wish to borrow a mobile hotspot must have a parent/guardian co-sign the agreement at the Library.

The Library District is not responsible for sites patrons encounter on the web while using these hotspots that may be considered offensive, or otherwise unsuited to minors, whether they are accessed intentionally or accidentally. Parents or guardians of minors assume responsibility of a minor's use of these devices.

The Library District is not responsible for any consequences incurred when patrons' personal information is shared over the Internet. The Library District is not liable for any consequences, financial or otherwise, incurred as a result of Internet usage via these mobile hotspots. Hodgkins Library staff will not be available for Internet instruction specifically for patrons who borrow these devices, though they will be available to provide specific starting points for searching and may be able to answer questions. Staff already provide recurring web browsing and computer classes and one-on-one sessions that may be of use.

Unlawful use of the Internet is prohibited and may result in removal of hotspot privileges and/or legal prosecution. Users who violate these terms of service also risk losing future computer and library use privileges. Illegal acts that involve the library's computers and devices are subject to prosecution by local, state or federal authorities. Patrons under the age of 18 and their parent/guardian(s) assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet through the library's computers.

Any patron who borrows a mobile hotspot and loses or damages the device will be responsible for all fees or fines associated with the hotspot according to the circulation guidelines.

Approved: 03/16/2015



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Use of Library Materials

Overdue and Damaged Materials Policy

Policy No. 2H

Overdue fines on all materials are calculated only on days the Hodgkins Public Library District is open. Fines shall be charged according to the rate approved by the Library Board of Trustees. All fees and fines approved by the Board of Library Trustees shall be posted in a public area within the Library.

The cost for damaged materials shall be the cost to repair such damage, or the cost to replace the item shall be charged to the patron.

In accordance with the SWAN Circulation Policy patrons may not use their card until all fines and fees totaling over \$5.00 have been paid. Any person who owes more than \$5.00 is considered "Delinquent" and is not entitled to borrow materials while in a delinquent status: however, no other family member will have such privileges restricted because of the delinquent member of the family, unless his/her cards are also not in good standing.

It has been determined by the Board of Library Trustees that the use of a Collection Agency be utilized for the purpose of retrieving library materials. Adult s(individuals 14 years and older) with outstanding items valuing \$25.00 or more, will have their names sent electronically to the Agency by the RAILS Library System. A manual processing fee will be placed by the System on the library record of the individuals sent to the agency.

Patrons who do not rectify their library account after 6 months will be reported to credit agencies. Collection Agencies hired by the library system meet all standards set by the Fair Debt Collection Practices Act as outlined by the Federal Government.

Records of items not returned shall be kept for ten years.

Approved: 08/19/2013



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Use of Library Materials

Telephone Renewal Policy

Policy No. 21

1. Rules

- Library materials may be renewed by phone under the following guidelines:
- Patrons must have their library card number available.
- Items on hold are not subject to telephone renewal.
- Staff will provide the patron with the renewal date.
- No renewals are allowed by phone if there are long-overdue materials on the patron's card.
- Video games and new DVDs may only be renewed one time.

2. Not Subject to Renewal

- Items reserved or on hold for another patrons.
- Items from another lending institution.

Approved: 08/19/2013



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Use of Library Technology

Fax Use Policy

Policy No. 3A

Library patrons may use the fax machine to send or receive tax transmissions for non-profit-making se only. The following rates apply:

[Sending Fax Transmissions](#)

Village of Hodgkins residents and Hodgkins Public Library cardholders may send fax transmissions domestically free of charge. Non-residents who are not library cardholders will be charged a flat fee of \$.25 for domestic faxes.

For fax transmissions sent outside the Continental United States, the fee will be \$.50.

[Receiving Fax Transmissions](#)

There is a \$.20 charge per page for any fax transmissions received at the Library. Library staff will hold patron faxes for 24 hours, after which point the fax will be shredded. We ask that patrons please inform us if they will be receiving a fax transmission.

Approved: 05/17/1999

Updated: 06/16/2014



Public Computer & Internet Use Policy

Policy No. 3B

1. Purpose

As part of the Library's strategic plan, the Hodgkins Public Library District (HPLD) will ensure patrons have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

2. Access and Accuracy of Information

All HPLD patrons have the right to equitable access to the library's resources, including computers and Internet access. The library employs time management and reservation software to ensure patrons receive their full time allotment each day and that wait times for computers are at a minimum. Patron accounts must be in good standing in order to utilize the public computers.

While there are many high quality, safe and useful websites, there are numerous sites that are not only unverified and unsafe, but potentially inappropriate for viewing in a public setting. Though the Library filters pornographic content on public computers, all patrons must browse at their own risk. The Library is not responsible for personal information that is lost or stolen online and the library staff is not capable of constantly monitoring patrons' computer use or protecting any users from entering dangerous or fraudulent websites.

3. Confidentiality

HPLD patrons have the right to confidentiality in the public use of the Internet to the extent possible given proximity of other patrons, staff, and multiple patrons' use of workstations. Any documents or information stored by a patron will not be saved long-term and staff will make no attempt to record patron browsing activity.

4. User Agreement

By using Internet and/or wireless services at the Library, patrons agree to abide by this policy and all behavior guidelines and procedures relating to it.

All patrons are expected to access and use the Internet in a lawful and respectful manner. Violations of the Library's policy and procedures may result in the loss of computer access privileges and may also be subject to prosecution by local, state, or federal authorities. Examples of prohibited activity include but are not limited to:

- Use of the Internet in any way which violates a local, state or federal law (including copyright law)

- Use of the Internet for any purpose which results in the harassment of others (e.g. cyberbullying, revenge porn)
- Viewing pornography, which is considered by most people to be inappropriate for a public setting where minors may be present
- Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures
- Propagation of malicious software
- Installation of any software on library computers
- Use of the Internet in any way which violates licensing and payment agreements between the library and network/database providers

Furthermore, by using the Internet services through the Hodgkins Public Library District, users agree that the library will not be held responsible for:

- Any indirect, consequential, special, or punitive damages or losses which may arise in their use of the Internet
- Accuracy, appropriateness, or suitability of any materials or information retrieved, displayed, or printed
- The loss or corruption of a patron's files

5. Children/Minors

As with library materials, restriction or regulation of a child's access to the Internet is the responsibility of the parent or legal guardian. The Hodgkins Public Library supports the right of all library users to access information and will not deny access to the Internet based solely on age. However, the library recognizes that the Internet may contain material that is inappropriate for children. Parents/legal guardians may disallow their child's access to computers by informing library staff. Library staff is unable to monitor children's internet use therefore it is the responsibility of parents/legal guardians to monitor and supervise their children's use of the Internet. Parents/legal guardians are encouraged to discuss with their children issues of appropriate Internet use and safety. No child under the age of eight (8) may be left unsupervised per the Unattended Children Policy.

Updated: 07/17/2015



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Use of Library Technology

Telephone Use Policy

Policy No. 3C

The business telephones of the Hodgkins Public Library may not be used by the public unless in the case of an emergency. Children may make one phone call to a parent or guardian to obtain a ride home or to let them know where they are, when the staff is able to assist them. For the safety of minors who visit the Library, staff will no longer give confirmation to individuals calling if a child is present in the Library.

Approved: 06/16/2014



Reference Service Policy

Policy No. 4A

1. Mission

To provide reference to any patron of any age at any time the library is open.

2. Goals of Service

1. To provide a current collection of informational and recreational material that meets the needs and interests of the community.
2. To provide qualified staff to assist patrons.
3. To provide accurate information efficiently and courteously to adults and children.

3. General Guidelines

1. Reference service is provided by qualified staff all hours the library is open.
2. Reference service is provided for all forms of requests: in-person, by telephone, through the mail, and by electronic means.
3. All requests for public information are accepted and treated with equal concern without regard to the purpose or use of the material. In order to give the most accurate information, staff members cite source of information as well as the answer.
4. Reference service is provided to any patron requesting it; however, access to the services of the Suburban Library System (interlibrary loan, SAVS materials, etc.) is provided only to Hodgkins Public Library cardholders.
5. If appropriate material is not found in the library, external sources are consulted or a referral is made.

4. Special Guidelines

Medical and Legal Requests

The information provided is factual and the sources of this information cited. The staff member providing the information informs the patron that this information is not intended as a professional opinion. Staff opinions or interpretations are not to be offered.

Income Tax Forms

Many income tax forms are available for photocopying at the library. Patrons are expected to make their own photocopies at the current rate charged by the library. The library staff does not answer tax questions or prepare tax forms; however appropriate reference materials available in the library are offered to patrons.



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Library Services

Homework

Homework is intended as a learning experience for the student. Every effort is made to answer the student's questions and provide the sources for information and instruction needed to use these sources. The student is expected to use that material to meet the requirements of the assignment. The staff cannot "do" the assignment or write the paper for the student. Quick answer questions are answered over the telephone. More extensive homework requests are answered only in person.

6. Fees

Reference requests are answered without charge unless photocopies are made or external sources are used. Fees may be charged for on-line database searching or other special services.

7. Ethics

Patrons' requests are kept confidential. All questions are treated with equal concern without regard to age, sex, or nationality. The Hodgkins Public Library District adheres to reference standards established by the Suburban Library System and to the American Library Association's Statement on Professional Ethics. A copy of this policy is available to the public.

8. Evaluation of this Policy

An annual evaluation is made by the Head Librarian to determine how effectively the library is fulfilling its reference service goals. The reference service policy will be reviewed at least every three years by the staff and Board of Trustees. Final approval of any revisions in the policy rests with the Board.

Approved: 01/16/1989

Reviewed: 01/21/1994

Reviewed: 04/21/1997



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Library Services

Summer Reading & Winter Reading Program Policy

Policy No. 4B

It is the pleasure of the Board of Trustees to ensure the Hodgkins Public Library offers a Summer Reading Program (SRP) and a Winter Reading Program (WRP) each year for its residents and cardholders. The purpose of the SRP/WRP is to extend learning and entertainment opportunities for school-aged children while school is in recess and to encourage leisure reading and library participation amongst adults.

Registration Requirements

All residents and cardholders in good standing are eligible to register and participate in the reading program. Guidelines will be outlined by staff prior to the start of the SRP/WRP.

Program Attendance

Anyone may attend library-sponsored programs according to the specifications and rules publicized with each program (e.g. age requirements, registration). For programs in which space is limited, priority will be given to HPL cardholders and Hodgkins residents.

Prizes

Participants who fulfill the registration requirements are eligible to win prizes for their achievements during the SRP. Some prizes may be higher in value and if so will only be awarded one per household. Winners shall be notified by staff and will be expected to claim their prizes in a timely manner.

Adopted: 06/20/1994

Updated: 05/18/2015



Meeting Room Policy

Policy No. 5A

1. Statement of Purpose

The Hodgkins Public Library District provides a meeting room so that the Library may further its goal to provide excellent programs to District residents and patrons.

2. Use of the Meeting Room

The Meeting Room is available to Community Groups or Organizations whose objectives are cultural, educational, or civic in nature. Use of the meeting room does not necessarily constitute sponsorship or endorsement by the HPLD or Board of the users' beliefs or political stance. The District will not discriminate in making its premises available for use on the basis of race, national origin, religion, sex, sexual orientation, age, political affiliation, or physical limitation.

At least 50% of the people in the group reserving the room must reside within the boundaries of the Hodgkins Public Library District. Reservations must be made in advance by completing an application form and submitting it to the Library Director within the outlined timeframe.

Any group reserving the meeting room assumes responsibility for leaving the facilities in as clean a condition as found. Groups are required to wash and clean all equipment that is used, including counters, tables, chairs, etc. Soap, dishcloths, and towels will not be provided. All residue must be disposed of in the trash bin outside of the library. A clean-up fine will be assessed to the person who reserved the room for the group if it is not left in an acceptable condition.

3. Scheduling Priority

Priority in scheduling use of the meeting room will be given in the following order:

1. Library sponsored or co-sponsored meetings or programs;
2. Meetings or programs of Library affiliated groups, for example: Friends of the Library;
3. Educational, cultural, non-partisan political or civic meetings;
4. Meetings of official agencies, committees, and Boards from the Village of Hodgkins;
and,
5. Other meetings, as approved by the Library Director

The Library reserves the right to refuse use of the room for any program which it deems unsuitable for the Library facilities or incompatible with its purposes.



Use of the meeting room should not in any way interrupt normal library activities. Groups will follow all rules listed herein and in addition, abide by any and all verbal or written directions and admonitions of the Person-in-Charge of the Library at the time of the program. Persons who are involved in a meeting and are disruptive will be asked to leave, and may be banned from reserving the room on future occasions.

4. Children's Groups

Children's and teen-age groups (under 18) may use the library provided the request for someone who is at least 18 years of age signs its use. One adult sponsor must be present for each 10 children in the group.

5. Hours

Meetings must be scheduled only during the hours the library is open to the public and should close at least fifteen (15) minutes before closing. Regular hours are posted at the Library's entrance and on the website.

6. Room Capacity, Facilities and Arrangement

Groups of no more than eighty (80) persons shall be allowed use of the library's facilities. Five (5) tables and approximately eighty (80) chairs are available for use in the meeting room. Room arrangement, set-up and breakdown of the tables and chairs are the responsibility of the group.

7. Equipment

Limited pieces of audio-visual equipment may be available for use in the meeting room if the request is indicated on the application form. Set-up of the audio-visual equipment will be done by the library staff only. Other library-owned equipment, such as photocopiers, typewriters, fax machines, computers, etc. are subject to regular library rules and regulations.

8. Telephone

The Library does not have a telephone for use by the public. No calls are to be made from the phone in the public meeting room unless in a 911 emergency situation, and the staff must be informed if such a call is made. Any unauthorized calls made on the library's phone will be billed to the person who made the reservation of the room.

9. Food and Beverages

Light refreshments, such as water, juices, or sodas of a non-staining color, may be served in the meeting room only (no food or drink is allowed in any other area of the library). There is to be no cooking of any kind by groups using the public meeting room.



Some kitchen facilities are available; however, the Library does not provide serving equipment, coffee pots, extension cords, tablecloths, utensils, etc. for use by groups in the meeting room. Please ask library staff about these resources.

10. Drinking

Only non-alcoholic beverages may be served. No alcohol of any kind is allowed in the Library.

11. Smoking

Smoking of any kind is not permitted in the Library or within fifteen (15) feet of library entrances, in accordance with the Smoke-Free Illinois Act.

12. Charges

There is no charge for use of the meeting room during hours when the library is open. All meetings should terminate fifteen (15) minutes before closing so that the doors may be locked promptly at closing time. Any non-library group using the meeting room will be charged a fee of \$5.00 per half hour, or any portion thereof, for use after closing time.

Under no circumstances will the room be available before 10:00am or after 8:00pm. Any group remaining in the building past 8:00pm will be charged a fee of \$15.00 per half hour, or any portion thereof, and will risk losing any future reservation privileges.

The Library reserves the right to pass along any custodial costs necessary (minimum fee will be \$50.00) when the room is not left in a clean and orderly condition.

13. Accidents and Damages

Any group of persons using the meeting room shall be held responsible for damages, willful or accidental, to the library building, grounds, and/or equipment, and may be assessed charges and/or legal action may be taken.

14. Liability

Any group using the meeting room must indemnify and hold harmless the Hodgkins Public Library District, its Board of Trustees, and all library staff for any and all accidents which may be sustained on the library premises.

15. General Rules & Restrictions

1. All meetings held in the Library shall be open to the public and may not be restricted to the membership of the sponsoring organization. This means that any member of the public may enter and participate.
2. No admission fees may be charged except in the case of library-sponsored activities. (materials charges, etc.)

3. Access to the meeting room is only through the main double doors (the South entrance) off the parking lot. The fire door in the meeting room is to be used only as an emergency exit.
4. Organizations must comply with the American Disabilities Act requirements when using the HPLD meeting room, and are responsible for providing qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations that would enable them to observe and/or participate in the meeting. Any person who will require such an accommodation is requested to notify both the organization and the Library administrative office during regular business hours at least seven business days prior to the event.
5. Non-handicapped persons attending meetings during hours when the library is open should make use of parking available on the streets near the library. This will allow the library's regular patrons adequate parking space in the library's parking lot.
6. No group or organization except for the Friends of the Library may use the Library as its official mailing address.
7. The Library does not necessarily endorse the views of groups who use the meeting room. Since the meeting facilities are open to all types of groups, the library in no way sponsors or supports the various groups, or ideologies expressed by such, that use the meeting room.
8. The application/organization representative must be present at all times during the stated reservation period.
9. Publicity announcements for meetings held in the room should in no way imply Library sponsorship.
10. No space is available in the library for storage of any materials.
11. The affixing of tape or any other substance to the walls, doors, ceiling, etc. to hang decorations, is prohibited.
12. Library staff will not provide porter service or any other special services to groups using the Library. Regular library services will be available only during regular library hours.
13. Any open flame is strictly prohibited inside the Library.
14. Confetti, glitter, silly string, or any other decorating substances that are difficult to clean or leave stains, are prohibited.
15. Library staff will not be made available to change the room arrangement or to provide support services such as carrying equipment, making photocopies, accepting phone calls, or taking messages for the sponsoring organization or its participants.
16. The sale, promotion, endorsement, or advertisement, whether directly or indirectly, of a commercial product or service is prohibited. This includes organizations or businesses that intend to generate future revenue based upon 'free' educational programs promoting products or services offered by the sponsoring party.



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Library Space

15. Administrative Responsibility

The Library Director will have administrative responsibility for approval of applications and scheduling of meetings. Any questions or problems involving use of the meeting room should be directed to his/her office.

16. Application for Use

Written application for use of the meeting room shall be made on the official form of the Hodgkins Public Library District. Applications should be directed to the attention of the Head Librarian Library Director. The group member submitting the application must assume legal responsibility for its activities in the Library. Requests shall be addressed to the Library Director.

Groups wishing to reserve the room for a single meeting should fill out an application as far in advance as possible, but at least two (2) weeks in advance.

Recurring reservations will be accepted for no more than six (6) months at a time. Confirmation of such reservations will be made in writing by the Library Director.

Groups will be booked in order of priority and then by the date the application is filed.

When it is necessary to cancel a reservation, the Library staff should be notified at least 48 hours in advance.

If the foregoing rules and regulations for the use of the meeting room are not adhered to by the group reserving the room or its individual members, the Library reserves the right to withdraw meeting room privileges by written notice for any future meetings.

Approved: 06/16/2014



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Library Space

Photography Policy

Policy No. 5B

The Hodgkins Public Library District staff may take individual or group photographs of patrons attending or taking part in Library programs and activities for the purpose of inclusion of photographs in Library publications. Publications include the newsletter, brochures, other printed materials, and the website. Attendees and/or patrons consent to having their photograph taken and used for the above stated purposes.

Library patrons may not take photographs or videos of other patrons or staff without the permission of the person(s) being photographed.

1. Rules

If a Library patrons does not wish himself/herself or his/her child to be photographed, the patrons must notify the Library staff to that effect.

The Library will not identify by name, individuals in photographs used on the Library website or in Library publications unless granted permission to do so by the patrons.

When the Library plans to identify patron(s) by name in a photograph the patron(s) will be asked to sign a consent form prior to such publication. For example: library award winners, prize winners, donors, etc.

Approved: 08/19/2014



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Library Finances

Authority to Spend Policy

Policy No. 6A

The Library Director of the Hodgkins Public Library District is authorized to spend up to \$500.00 on any single item without prior board approval.

The Library Director is authorized to spend up to \$9,999.00 on any single item only with the approval of a quorum of the full Board of Trustees.

The Hodgkins Public Library District may spend in excess of \$20,000.00 only after completed the formal bid process as described in Illinois Law.

In case of extreme emergency, the Library Director may spend \$2,500.00 in addition to the \$500.00 with the approval of any two library board members.

Approved: 09/16/2013

Budget & Finance Policy

Policy No. 6B

1. GENERAL

The Hodgkins Public Library District has a Board-approved written budget. This budget is developed annually as a cooperative process between the Board of Trustees, the Library Director, the Accountant and the Attorney, as well as input from staff members with responsibility for budgetary elements. Each year, the Board of Trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board of Trustees takes action to increase the library's revenue.

The Hodgkins Public Library spends a minimum of 12% of its operating budget on materials for patrons. Materials include, but are not limited to, books, audiovisual materials, periodicals and audiobooks.

On a monthly basis, the accountant presents a financial report to the Board of Trustees. The Director submits monthly reports on such areas as library usage, matters of personnel, collection development, and programming in addition to any other relevant and pertinent information.

The library maintains adequate records of library operations in a manner easily understood by the public as well as the Board of Trustees and Library Director. This record of library operations is presented at each Board of Trustees monthly meeting and clearly indicates the financial position of the library. In addition to the general financial position of the library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenditures, and remaining budget.

This policy is part of the library overall policy structure and should be interpreted in conjunction with other existing policies. These rules may be supplemented, altered, added to or changed by the Hodgkins Public Library District Board of Trustees at its discretion.

Investment of Public Funds

It is the policy of the Hodgkins Public Library District to assure the security and preservation of public funds. In order to achieve this, the following items have priority:

- To follow the applicable statutes contained in Section 902, Chapter 85, of the Illinois Revised Statutes (see below),
- To secure, whenever possible, the highest interest rates,
- To require that deposits in excess of insurance limits (i.e. FDIC, FSLIC) be collateralized,

- To utilize, wherever possible, local financial institutions.

Section 902, Chapter 85 of the Illinois Revised Statutes authorizes investment of public funds as follows:

1. Bonds, notes, certificates of indebtedness, treasury bills, and securities which are guaranteed by the full faith and credit of the United States of America (i.e. United States Government obligations),
2. Savings accounts, certificates of deposit, and time deposits that are –
 - a. Direct obligations of a bank; and,
 - b. FDIC insured.
3. Short term obligations of corporations subject to the following –
 - a. The corporation is organized in the United States,
 - b. The corporation has assets exceeding \$500,000,000.00,
 - c. The Corporate obligations are rated at the time of purchase within the three highest classifications established by at least two standard rating services,
 - d. The corporate obligations mature not later than 180 days from the date of purchase,
 - e. The public entity invests not more than 25 percent of its Funds in such corporate obligations,
 - f. The amount of obligations purchased by the public entity do not exceed 10 percent of the corporation's outstanding obligations.
4. Short term discount obligations of the Federal National Mortgage Association,
5. Shares, investment certificates, or other forms of securities issued by savings and loan associations, which are insured by FSLIC,
6. Public Treasurers' Investment Pool.

2. INVESTMENT OF PUBLIC FUNDS

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 Hodgkins Public Library District. Its scope is all public funds of the library.

RESPONSIBILITIES

All investment policies and procedures of the Hodgkins Public Library District will be in accordance with Illinois law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the "chief investment officer" of the Library acting under the authority of the Library Board of Trustees.

DELEGATION OF AUTHORITY

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.

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 investment), and
5. Simplicity of management.

3. GUIDELINES

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

A. Legality and Safety

1. Investments will be made only in securities guaranteed by the US Government, or in FDIC insured institutions including SAIF of the FDIC,
2. Deposit accounts in banks or saving and loan instructions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to Regulation of the Federal Reserve regarding custody and safekeeping of collateral),
3. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the US Government, participation in the State of Illinois Public Treasurer’s Investment Pool, and any other investments allowed under State law to satisfy the investment objectives of the library District.

B. Liquidity

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

C. Yield-Return of Investment

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

D. Simplicity of Management

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

4. 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 of the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, and rate of return, diversification and general performance. These reports will be available to the general public upon request.

5. INTERNAL CONTROLS

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

6. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

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

7. 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.

Approved: 09/16/2013



Investment Policy

Policy No. 6C

The following Investment Policy is hereby adopted by the Hodgkins Public Library District in accordance with the provisions of the Public Funds Investment Act (30 ILCS 235/0.01, et seq.) and shall be effective on January 1, 2000.

1. Policy

It is the policy of the Hodgkins Public Library District to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library District and conforming to all laws governing the investment of public funds. No investment of public funds shall be required which would cause any obligations to be “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986.

2. Scope

This policy applies to the investment of all funds, except for pension funds established under the Illinois Pension Code. Cash balances in funds may be consolidated to maximize investment earnings. Investment income will be allocated to the various funds based upon their respective participation and in accordance with generally accepted accounting principles.

3. Prudence

The standard of prudence to be used shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investments 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. Investments made in accordance with this Investment Policy shall relieve any individual of personal responsibility for a change in a securities credit risk of market price, provided that deviations from expectations are reported in a timely fashion and the liquidity and sale of securities are carried out in accordance with the terms of the Investment Policy.

4. Local Consideration

Investments in an institution having a physical location in the Hodgkins Public Library District may be made at a rate which is not the highest rate in the market as such investments promote economic development in the Hodgkins Public Library District.

5. Primary Objectives

The primary objectives, in order of priority, of investment activities shall be legality, safety, liquidity, and yield:

(a) *Legality.* All investments must be allowed by the Public Funds Investment Act of other state statute.

(b) *Safety.* All investments shall be undertaken in a manner which seeks to insure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk. Diversification is required to eliminate the risk of loss resulting from concentration in a specific maturity, issuer, or class of securities. Interest rate risk is minimized by structuring investments so that securities mature to meet cash requirements for ongoing operations without selling or cashing in securities on the open market prior to maturity.

(c) *Liquidity.* The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Since all possible cash demands cannot be anticipated, consideration should be given to investment in securities with the active secondary or resale markets. A portion of the investment portfolio may be placed in money market and mutual funds or local government investment pools with offer same-day liquidity for short term funds. No investment shall made with a maturity in excess of 1 year, except in connection with the refunding, defeasance, or payment of debt obligations.

(d) *Yield.* The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity of investments. The core of the investment portfolio is limited to relatively low risk securities.

The investment portfolio should be reviewed periodically as to its effectiveness in meeting the needs for safety, liquidity, rate of return, diversification and general performance.

6. Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Treasurer who may establish further written procedures for the operation of the investment program consistent with this Investment Policy. Such procedures may include delegation of authority to persons responsible for investment transactions. No person may engage in any investment transaction except as provided under the terms of this Investment Policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate employees.

7. Ethics and Conflict of Interest

The Treasurer and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. The Treasurer and investment officials shall disclose to the Board of Library Trustees and material financial interest in financial institutions that conduct business with the Library District, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. The Treasurer and investment officials shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

8. Statutory Prohibition

No investment shall be made which would violate the provisions of the Public Officer Prohibited Activities Act (50 ILCS 105/0.01, *et seq.*), as may be amended from time to time.

9. Authorized and Suitable Investments

Investments are limited to those authorized under the Public Funds Investment Act and include:

- (a) Securities that are guaranteed by the full faith and credit of the United States as to principal and interest;
- (b) Obligations of agencies and instrumentalities of the United States as originally issued by the agencies and instrumentalities;
- (c) Interest-bearing savings accounts, interest-bearing certificates of deposit, or interest-bearing time deposits of a bank, savings bank, savings and loan association, or credit union which maintains its principal office in the state of Illinois. Investments may be made only in a bank, savings bank, savings and loan association, or credit union which is insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration;
- (d) Money market mutual funds registered under the Investment Company Act of 1940 and rated at the highest classification of at least one nationally recognized ratings service, provided that the portfolio is limited to obligations described in (a) and (b) above;
- (e) Interest-bearing bonds of any county, township, municipality, municipal corporation or school district rated at the time of purchase within the four highest general classifications of at least one nationally recognized rating service;
- (f) The Public Treasurer's Investment Pool administered by the State Treasurer; and
- (g) A fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or which uses the services of such an entity to hold and invest or advice regarding the investment of any public funds.

10. Prohibited Investments

Even if authorized by the Public Funds Investment Act, no investments shall be made in:

- (a) Commercial paper of any corporation, regardless how rated;
- (b) Repurchase agreements of government securities;
- (c) Derivative products;
- (d) Leveraging of assets through reverse repurchase agreements; or
- (e) Direct investments in tri-party repurchasing agreements.

11. Authorized Financial Dealers and Institutions

The Treasurer will maintain a list of financial institutions authorized to provide investment services. Any bank, savings bank, savings and loan association or credit union with a facility located in the Hodgkins Public Library District is authorized to provide investment services. Any other bank, savings bank, savings and loan association or credit union shall be approved by the Board of Library Trustees.

In addition, a list shall be maintained of approved security brokers/dealers selected according to their creditworthiness, and their financial significant in Cook County, which shall be measured in terms of the location of the payroll, or the extent that the broker/dealer has an economic presence in Cook County. The list may include “primary” dealers or regional dealers who qualify under Securities and Exchange Commission Rules.

12. Collateralization

Collateralization of investments or deposits is not required, unless the amount of funds deposited in a financial institution exceed 50% of the capital stock and surplus of a bank, exceeds 50% of the net worth of a savings bank or savings and loan association or exceeds 50% of the unimpaired capital and surplus of a credit union. The Treasurer shall maintain a list of acceptable collateral and may require collateralization of any investment or deposit. The Treasurer shall have the right to determine the collateralization ratio and may require third party safekeeping of collateral. Safekeeping shall be documented by a written agreement. Substitution of collateral held in safekeeping can be made without prior notice provided that the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

13. Internal Control

The Treasurer is responsible for establishing and maintaining an internal control structure designed to insure that the assets of the Library District are protected from loss of funds arising from fraud, employee error, theft, misuse, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees. The internal control structure

shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points:

- (a) Control of collusion;
- (b) Separation of transaction authority from accounting;
- (c) Custodial safekeeping; and
- (d) Written confirmation of telephone transactions for investments and wire transfers.

The Treasurer may rely upon the services of an independent certified public accountant preparing the annual audit for financial statement for internal control purposes.

14. Performance Standards

This investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a comparable rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to the benchmarks with similar maturity, liquidity and credit quality as the portfolio. The investment portfolio, in times of stable interest rates, shall be measured against the interest rate paid on a money market account at the financial institution which is the largest depository.

15. Reporting

The Treasurer shall prepare an investment report on a monthly basis which shall be available to the Board of Library Trustees no later than 30 days after the close of the applicable month. The report shall include information regarding securities in the portfolio by class or type, book value, income earned, and market value.

16. Investment Policy Changes

The Investment Policy shall be reviewed on an annual basis by the Treasurer who shall submit suggested modifications for approval by the Board of Library Trustees.

Approved: 09/1999

Effective: 01/01/2000



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Library Finances

Purchasing & Contracts Policy

Policy No. 6D

The policy applies to all purchases and contracts requiring an expenditure of funds under the control of the Board of Trustees of the Hodgkins Public Library District.

In accordance with good business practices, the Director may commit expenditures within the working budget, observing the limitation imposed by the Board of Trustees.

The Director shall present to the Board the terms of all formal contracts for approval. The Director has the authority to obtain the opinion of counsel (the library attorney).

The Director will retain all records of terms of agreements, contracts, service records or equipment, operating manuals, financial transactions, personnel records, and any other necessary details. All records shall be kept in a secure and locked cabinet.

No staff other than the Director shall enter into a contract, formal or implied, without the prior approval of the Director.

Approved: 09/16/2013



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Library Trustees

Flowers & Gifts Policy

Policy No. 7A

Sympathy flowers will be sent to trustees and the Library Director only and only upon deaths in the immediate family (mother, father, mother-in-law, father-in-law, brother, sisters, son, daughter).

Adopted: 06/28/1982

Flowers or a gift for illnesses will be sent to trustees and the Library Director only and only after five (5) days in the hospital.

Adopted: 06/28/1982

Flowers will be sent to board members and staff upon the death of a grandparent, parent, spouse, child or sibling.

Adopted: 06/28/1986



Identity Protection Policy

Policy No. 7B

1. Introduction and Identification of Act

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1, *et seq.* The Identity Protection Act requires the Hodgkins Public Library District (“District”) to draft, approve, and implement this Identity Protection Policy to ensure the confidentiality and integrity of Social Security numbers (“SSNs”) that the District collects, maintains, and uses. It is important to safeguard SSNs against unauthorized access because widespread dissemination of those numbers. The Identity Protection Act was passed in part to require the District and other governmental agencies to assess personal information collection practices and make necessary changes to those practices to ensure confidentiality. All District officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

2. Definitions

The following words shall have the following meanings when used in this Policy.

“Act” means the Illinois Identity Protection Act, 5 ILCS 179/1, *et seq.*

“Board” means the Board of Trustees of the District.

“District” means Hodgkins Public Library District.

“Person” means any individual in the employ of the District.

“Policy” means the Identity-Protection Policy.

“Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.

“Redact” means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

“SSN(s)” means any Social Security number provided to an individual by the Social Security Administration.

“Statement of Purpose” means the statement of the purpose or purposes for which the District is collecting and using an individual’s SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the District is attached to this Policy.

3. Statement of Purpose

The District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the District with his or her SSN or if an individual requests it.

4. Prohibited Activities

(a) Neither the District nor any Person may:

1. Public post or publicly display in any manner an individual's SSN
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet unless the connection is secure of the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Services, any private mail services, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

(b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the District nor any Person may:

1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an Internet website.
3. Use the SSN for any purpose other than the purpose for which it was collected.

(c) The prohibitions in paragraph (b) above do not apply in the following circumstances:

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that

sets for how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.

2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to the District for the collection of delinquent child support or of any State debt or to the District to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

5. Coordination with the Freedom of Information Act and Other Laws

The District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1, *et seq.*, and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request.

6. Limited Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

7. Embedded Social Security Numbers

Neither the District nor any Person shall encode or embed a SSN in or on a card or document, including but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.



8. Applicability

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail. This Policy does not apply to:

The collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or

Documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the District shall redact the SSN from such document if such law, rule, or regulation permits.

9. Availability of Policy

The Policy shall be filed with the Board within 30 days of its approval. All District employees shall be advised of the existence of this Policy.

District employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: Judy Young, Head Librarian, Hodgkins Public Library District, 6500 Wenz Avenue, Hodgkins, IL 60525; telephone number (708) 579-1844.

10. Amendments

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set for in the preceding section above.

11. Effective Date

This Policy becomes effective May 1, 2011.

Adopted: 04/18/2011



Trustee Bylaws

Policy No. 7C

ARTICLE I - NAME

The name of this elected organization shall be the Board of Trustees of the Hodgkins Public Library District located in Hodgkins, Illinois existing by the virtue of the provisions of the Chapter 81, Public Library District Act of the State of Illinois.

ARTICLE II - PURPOSE

The object of this Board shall be to hold and administer Library property and funds and to formulate policies and guide the direction of the Library's affairs.

ARTICLE III - MEETINGS

Section 1: Regular meetings of the Library Board shall be held at a minimum of ten (10) months of the year, the date, place, and hour to be set yearly by the Library Board prior to the end of the calendar year. Time and place of the meetings shall be posted at the library.

Section 2: The agenda shall be prepared by the Library Director in consultation with the President. Copies of the agenda and minutes must be available to each Library Board member no less than two days prior to a regular meeting. In addition, any pertinent documents which will require Library Board discussion and or approval must be available along with this agenda.

Section 3: The order of business for the regular meetings shall include the following:

- Roll Call/Call to Order
- Minutes
- Public Presentations
- Treasurer's Report
- Review of Bills
- Attorney's Report
- President's Report
- Correspondence



- Director's Report
- Committee Reports (if any)
- Unfinished Business
- New Business
- Adjournment
- Closed Session (if necessary)

Section 4: A quorum shall consist of four trustees, and a majority of those present shall determine the vote taken on any question unless a larger majority is specified by state statutes.

Section 5: *Robert's Rules of Order* shall govern the parliamentary procedure of the Library Board.

Section 6: Special meetings may be held at any time at the call of the President or at the call of any four members of the Library Board, provided that written notice thereof be given to all Trustees at least forty-eight hours before said meeting or oral notice in the case of a stated emergency. All notices shall state the purpose of the meeting. All special meetings must be in compliance with the Open Meetings Act, Illinois Compiled Statutes.

Section 7: ELECTRONIC ATTENDANCE AT MEETINGS

The fullest participation and attendance in all board meetings should be achieved whenever possible; and the use of telephone conferencing for meeting attendance and voting, at least in some governmental meetings, is permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The Library Board of Trustees in all of its regular and special meetings and committee meetings complies and intends to comply with the provisions of the Open Meetings Act. When needed, the capabilities of telephone conferencing for its meetings, as more specifically set out in this policy, will enhance and further the public's business as conducted by the Library Board of Trustees as follows:

- a) All pertinent provisions of the Open Meetings Act must be complied with, including specifically; the proper notice of any regular or special meeting; the proper record-keeping or minutes of each meeting; the appropriate agenda preparation for each meeting which, in addition, shall be posted along with the notice of the meeting; and any use of closed sessions shall be in compliance with the provisions of the Act.
- b) Pursuant to the Open Meetings Act, a quorum of members of the Board **MUST** be physically present at the location of the meeting. Only additional

members, i.e., those members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means.

- c) The location of the meeting included on the notice shall be equipped with a suitable speaker-phone system in order that the public audience, the trustees in attendance and any staff or guest(s) will be able to hear any input, vote or discussion of the teleconference and that any other location where the board conducts regular business shall have similar speaker-phone capabilities for use by board members, staff or public audience to attend at that location, if requested at least 24 hours in advance of the meeting.
- d) That sufficient security and identification procedures are employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all trustees attending or voting purposes are in fact authorized trustees with the right to speak and vote.
- e) As soon as it becomes apparent to the board that a meeting will require telephone conference, all subsequent notices of the meeting shall indicate that one or more trustees will or may be attending by telephone connection and the location or locations where speaker-phones will be available shall be noted thereon. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.
- f) All trustees attending meetings by telephone conference are entitled to vote as if they were personally and physically present at the meeting site so long as the telephone connection exists. All votes shall be taken by roll call to ensure that non-physically present members are casting their own votes if they cannot be seen.
- g) This policy shall not be construed to mean that teleconferencing shall be regularly used or used at every meeting of the Board, but shall be used only as necessary to allow participation of Board members who are unable to attend in person due to circumstances beyond their control. Acceptable circumstances are limited to: personal illness, disability, business purposes or the business of the public body, or family or other emergency.
- h) Teleconferencing shall not be provided for members of the public to use in order to attend or participate in a meeting.



- i) Only two trustees may participate by electronic attendance at a meeting. The presiding officer shall be present at the meeting. In the event that the President is not physically present at the meeting, the Vice-President shall preside.
- j) The Board of Library Trustees may conduct a closed meeting, pursuant to one of the exceptions to the Open Meetings Act, by way of a telephone conference call, provided that there is compliance with other requirements of the Act.

The meeting minutes shall indicate those trustees who attended by telephone connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting which were attended by telephone conference.

ARTICLE IV - MEMBERS

Section 1: The Hodgkins Public Library District Board of Trustees shall consist of seven (7) trustees elected to six (6) year terms of office by the voters of the Library District at a Consolidated Election.

Section 2: Any vacancy occurring shall be filled in accordance with 75 ILCS 16/30-25. All candidates for a vacancy must submit a letter of application and be willing to be interviewed by the Library Board.

Section 3: All new trustees shall receive copies of the following: By-laws, Policy Manual, current Budget & Appropriation Ordinance, the Levy Ordinance, the Strategic Plan, a history and map of the Library District, ILA Trustee Fact File, previous month's Library Board packet, copy of Illinois Library Laws, meeting dates and a list of names, addresses and telephone numbers of all library board members and the Library Director and Assistant Director. The vice-president and the Library Director shall conduct the orientation explaining these documents and outline the responsibilities of the library board and the staff, the library district's relationship to other governments, an explanation of the funding process and an overview of the financial reporting documents, an explanation of the agenda, the district's goals and objectives, and the major issues currently confronting the library board.

ARTICLE V - OFFICERS & DUTIES

Section 1: The officers of the Library Board shall consist of a President, a Vice President, a Treasurer, and a Secretary. They shall be elected at the first regular meeting of the Library Board following the Consolidated Election for trustees.

Section 2: If there shall be more than one nominee for any office, voting shall be by recorded vote and a majority of votes cast shall be necessary for election. Election shall be as prescribed by the Illinois Compiled Statutes.



Section 3: Officers of the Library Board serve a term of two years.

Section 4: Duties of the Officers shall be as prescribed by the Illinois Compiled Statutes, and specific duties as follows:

PRESIDENT: Shall preside at all meetings of the Library Board, appoint all committees, execute all documents authorized by the Library Board, have signatory authority on all disbursements, and generally perform all duties associated with the office of President. The president shall be the *only* spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

VICE PRESIDENT: Shall preside and perform the duties of the President as presiding officer in his/her absence. Shall with the Library Director conduct the orientation of new Library Trustees.

TREASURER: Presiding Officer of the Finance Committee, shall have signatory authority on disbursements and be bonded in an amount equal to that required by state statutes. Shall invest liquid assets at best possible rate with Library Board authorization consistent with the Public Funds Investment Act 30 ILCS 235. Shall produce Treasurer's Disbursements Reports and any other reports that may be required by state statutes.

SECRETARY: Shall keep a true and accurate record of all meetings of the Library Board. Shall keep a separate Trustee File of Executive Minutes. Shall be custodian of the Library records and seal. Shall act as Election Clerk and perform related duties as specified by the Election Code. Shall prepare annual certified list of persons required to file Ethics Statements with the Secretary of State and the County Clerk.

All officers of the Library Board shall also perform such other duties as the Board of Trustees or the President may assign.

ARTICLE V - COMMITTEES

Section 1: The President shall appoint the following standing committees:

Personnel

The Personnel Committee shall be comprised of two members of the Library Board of Library Trustees including the President and the Library Director. The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director for discussion among the full board prior to the formal review, assisting the Library Director in the

preparation of his or her annual statement of goals and objectives for the coming year, and assuming a leadership role in the resolution of any personnel conflict which cannot be resolved by the Library Director. The Library Director is responsible for the annual review of all other library employees.

Finance

The Finance Committee shall be comprised of two members of the Library Board of Library Trustees including the Treasurer and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget or Budget and Appropriations Ordinance for full board approval, drafting a Levy for full board approval, drafting a working budget for full board approval, monitoring library investments, and implementing the library's investment policy.

Building & Grounds

The Building and Grounds Committee shall be comprised of two members of the Library Board of Library Trustees and the Library Director. The Building and Grounds Committee's responsibilities include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas which are in need of repair, and making recommendations to the full board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

Policy

The Policy Committee shall be comprised of two members of the Library Board of Library Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop the Library Policy. This policy shall include the division of responsibility between Board and staff, a Library Materials Selection Policy, and shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall determine the library regulations governing the use of the Library and review sections of existing policy in a systematic fashion to insure that all policy is reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The entire library Policy must be approved by Board vote and made readily available to the public.

Section 2: No committee shall have other than advisory powers unless by suitable action of the Library Board, it is granted specific power to act.



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Library Trustees

Section 3: The President shall appoint ad hoc committees of one or more members of the Library Board with the approval of the Library Board for specific purposes as the business of the Library Board may require from time to time. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final written report is presented to the Library Board.

ARTICLE VII: DISBURSEMENT OF FUNDS

Section 1: Disbursement of funds shall be made only upon authorization by the Library Board.

Section 2: All disbursements shall be signed by two designated signers.

ARTICLE VIII: ADMINISTRATIVE LIBRARIAN

The Library Board shall appoint a qualified Library Director according to state standards to be the executive and administrative officer of the library on behalf of the Library Board and under its review and direction. The Administrative Librarian shall be present at all Library Board meetings and committee meetings.

ARTICLE IX: ORDINANCE AND BUDGET

The adoption of the appropriation ordinance and the budget and tax levy ordinance shall be as prescribed by the Illinois Compiled Statutes.

ARTICLE X: AMENDMENTS

Amendments to these by-laws may be presented at any regular Library Board meeting. Action on any proposed amendments shall take place at the next regular meeting of the Library Board. These by-laws may be amended by two-thirds affirmative vote of the members present and voting.

ARTICLE XI: CONFLICT OF INTEREST

No Board member may be paid for performance of work on behalf of the Hodgkins Public Library District. Expenses for meetings, workshops, and professional membership for trustees shall be paid by the Library subject to prior approval by the Board of Trustees.



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Library Trustees

ARTICLE XII: ALA ETHICS STATEMENT FOR TRUSTEES

Trustees must promote a high level of library service while observing ethical standards. Trustees 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 himself or herself immediately whenever the appearance of conflict of interest exists. Trustees must distinguish clearly in their actions and statements between their 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 appointment to a library board are expected to perform all of the functions of library trustees.

Adopted: 09/16/2013

Updated: 05/18/2015



Dress Code Policy

Policy No. 8A

1. Introduction

The Library maintains an excellent reputation in the Hodgkins area. In order to help maintain this reputation, all staff are required to present a professional image to the public. It is important that the public have confidence in the staff and the staff members have confidence and pride in themselves when transacting library business. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment.

2. Guidelines

Staff will wear clean and well-maintained attire appropriate for the type of work they do. Good personal grooming and hygiene is required, including clean and controlled hair and control of body odor.

Nametags should be worn when on duty. Nametags are provided by the Library.

The dress code is business casual, which aims for a professional appearance while also achieving a certain level of comfort. Examples of business casual attire include:

- Blouses, sweaters, button up shirts, polo shirts
- Slacks, chinos, capri pants, khakis / “dress pants”
- Skirts or dresses of an appropriate length
- Dress shoes, flats, boat shoes, loafers, sandals

In compliance with this policy, the following are examples of unacceptable attire:

- T-shirts with slogans or large-letter advertising/text unless related to Library sponsored programs and initiatives
- Torn, unhemmed, patched/faded clothing
- Halter tops, tanks tops, tube tops, muscle shirts, or low cut blouses
- Strapless sun dresses
- Short shorts or dresses (aim for walking length, or no more than 4 inches above the knee)
- Sweat suits/warm up suits; sweatpants, yoga pants, and pajama pants
- Blue jeans (Mon – Thurs)
- Flip-flops, shower shoes, or house slippers

Some activities, such as cleaning days, outside activities, or craft projects, may call for variations from this dress code at the discretion of the Library Director.

Adopted: 06/16/2014



Personnel Policy

Policy No. 8B

I. INTRODUCTION

To achieve the proper and professional operation of the Hodgkins Public Library District, the Library employs individuals whose function is to see that library users receive quality service, provided in a friendly and courteous manner.

Each individual accepting employment on the staff of the Library is required to read this Personnel Policy and accepts the responsibility of abiding by the rules and regulations stated herein. It is neither possible nor intended that this Policy shall anticipate every matter or problem concerning employment by the Library. Matters in question will be interpreted by the Library Director. Final authority on all matters rests with the Library's Board of Trustees.

The Personnel Policy does not give any employee, or potential employee, a property or liberty interest in a specific classification or position. The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, national origin, sex, age, handicap or other factors prohibited by law.

The Library does not employ individuals under the age of 14 years, but may hire individuals who are 15 years of age whose employment is approved by his/her high school in written form, with the additional written approval of the parents/guardians, and in accordance with FLSA Regulations.

The Library may supplement its regular work force with temporary or substitute employees when necessary due to peak workloads, regular employee absences or other unusual situations. Substitute and temporary employees are not eligible for paid absences, paid vacations, paid sick leave, paid holidays, participation in group insurance plans, merit increments or participation in IMRF or FICA (when working less than 1,000 hours per year).

The Library requires that employees be either a United States citizen or authorized to be employed in the United States. Verification of this must be provided at time of hiring and shall consist of either a United States passport, a Certificate of Citizenship or Naturalization, an unexpired foreign passport authorizing United States employment, or resident alien card containing the applicant's identification and United States employment authorization. If applicants do not have any of the above documents, they may provide the following combination of documents instead:

Social Security Card or
United States Birth Certificate

AND

Driver's License or
State ID Card



Applicants for employment aged 18 and above are subject to a criminal background investigation.

2. AT-WILL EMPLOYMENT

The Hodgkins Public Library District assumes no contractual liability to any employee via the terms and conditions contained in this personnel policy. The District has the unilateral right to change the terms and conditions of employment for all employees without notice or input.

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

3. PROBATIONARY PERIOD AND REGULAR EMPLOYEE STATUS

There is a six (6) month probationary period for both full and part-time employees following hiring, during which there is an evaluation of employees’ performance and the Library’s need for their services. Employees are not considered to be regular employees until the entire probationary period has been satisfactorily completed. The probation period may be extended by the number of days the employee is absent from scheduled work while in a probationary status. New employees whose job performance is deemed to be unsatisfactory after reasonable efforts have been made to improve their performance may be terminated at any time prior to completion of the probationary period. Certain rights and benefits, such as vacation leave and payment of accumulated leave, are limited or not given during the probationary period. These limitations are described in appropriate sections of this Policy. After six (6) months, employees are entitled to all rights and benefits described in this Policy, except medical and life insurance and sick time, which will begin with the date of hire. New employees may be discharged with or without cause during the probationary period. Successful completion of the probationary period does not alter the employee’s “at will” employment status.

Persons promoted are subject to a probationary period of two (2) months in that new position. Benefits earned in their previous position are maintained during the probationary period.

Regular employees may be placed on probation for up to two (2) months when his/her performance has deteriorated and their supervisor believes it is necessary to impress upon them the need for improvement. Employees who improve satisfactorily during the probation may be restored to their regular status. Failure to improve performance to a standard of competent or better in their evaluation at the end of the probation may result in transfer to another job or termination. The probation period may also be extended by the number of days the employee is absent from scheduled work while on probation.

4. HOURS OF WORK

Schedule

The library will establish working hours as required by work load, patron service needs and the efficient management of personnel resources. A work week for full-time employees is defined as 40 hours a week; part-time employees less than 40 hours a week. A work week is defined as beginning on Sunday at 12:01am and ending the following Saturday at 12:00am. Increments of time less than fifteen (15) minutes are not counted for payroll purposes. Rest periods (breaks) are considered as time worked.

Schedules are normally arranged by the Assistant Director to provide for the proper functioning of the Library. Typical hourly requirements for each classification are listed in the Job Descriptions. It is understood that such schedules will not violate any provisions of local, state or federal law.

Reporting Absences

Failure to report for work or directly notify the immediate supervisor or Library Director within one (1) hour of the beginning of the assigned work shift may be cause for dismissal.

Meals and Rest Periods (Breaks)

Lunch, during the day shift, or Supper, during the evening shift, are half (1/2) an hour.

Employees are permitted a fifteen (15) minute break during every four (4) hour work period. Lost time may not be made up by skipping meals or breaks. Time allowed for meals or breaks may not be accumulated for future use. Employees are not permitted to leave the building during breaks except with the prior permission of their Supervisor or the Director. It is also understood that the fifteen (15) minute break is a privilege and not a guaranteed right. Employees will be expected to forego the break if, because of personnel shortages or other unusual conditions, public service will be affected.

The Library Director is authorized to allow employees to combine break time and meal time. Similarly, the Library Director may order employees to combine break time and meal time if required for the efficient operation of the Library.



Compensatory Time/Overtime

“Overtime” means the time spent in the actual performance of work ordered or authorized by the Library Director or Assistant Director, which is in excess of forty (40) hours worked in any work week.

For non-exempt employees, hours worked up to forty (40) hours in any work week are computed as straight time. Exempt employees are not entitled to overtime under the Fair Labor Standards Act.

All non-exempt employees must receive prior approval from the Assistant Director or Library Director before working in excess of 40 hours in any work week. Failure to do so may result in disciplinary action.

Any hours worked in excess of 40 hours will be classified as compensatory time or “time coming” and shall be provided to the employee within the same pay period, if possible, or in the next pay period.

The Library will not unreasonably deny an employee’s requests for use of compensatory time off. Use of earned compensatory time off must be approved in advance by the Library Director and shall be counted as time worked for payroll purposes and benefits calculations.

Time Sheets

Completion and submission of accurate time sheets in a timely manner is the responsibility of the individual employee. Failure to do so may result in a delayed paycheck and repeated failure to hand in time sheets may result in disciplinary action. The Library Director verifies the accuracy of each time sheet and is responsible for submitting payroll to the accounting service. All employees are required to complete an individual time sheet showing daily hours worked, and to complete it at the close of each work day. Employees are not permitted to sign in or commence work more than fifteen (15) minutes before their normal starting time or to sign out or stop work later than fifteen (15) minutes after their normal quitting time without the prior approval of the Assistant Director or Library Director.

Unapproved absences shall not be considered as hours worked for pay purposes. Filling out or tampering with another employee’s time sheet or falsifying one’s own time sheet is strictly prohibited and will be grounds for disciplinary action, including termination.

5. SALARIES, CLASSIFICATIONS AND PROMOTIONS

Pay Periods

Salaries for full-time exempt employees are calculated on a yearly basis, bi-weekly in 26 equal installments.



Salaries for non-exempt full time and part time employees are calculated on an hourly basis. Hourly staff members receive checks for the hours worked in the current payroll period.

Salaries are paid by Direct Deposit. Paycheck stubs will be issued every other Thursday. If a payday falls on a legal holiday (like Thanksgiving), paycheck stubs will be issued the preceding Wednesday or Tuesday.

The Library salary schedule is reviewed yearly, and revised as needed, by the Board of Trustees with recommendations from the Library Director.

Raises

Raises are based on merit and are not automatic. They will not be given to an employee until they have been employed for at least six (6) months, and have completed their probationary period and been placed on regular status. Eligible employees will be considered for raises following their annual evaluation based on job performance. All raises must be approved by the Library Director.

Should the processing of the employees' merit raises be delayed through no fault of the employee, the Library Director may authorize the raise effective date the employee would otherwise have received the raise.

Promotions

When vacancies occur or new positions are established, current employees will be given consideration for promotion to higher paid positions if they have the necessary qualifications. Employees promoted will begin at the entry point of the new position and complete a two (2) month probationary period in that position. Employees not satisfactorily completing their probationary period may be returned to their prior position and salary if it has not already been filled or there is some substantial shortcoming which renders continuance in employment is detrimental to the Library.

6. HOLIDAYS

Days Observed

The Library will be closed all day on the following days:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving Day

Christmas Eve
Christmas Day
New Year's Eve

Full-time employees will receive their regular pay for these holidays.

Additional holidays may be declared upon special occasions by the President of the United States, or the Governor of Illinois. The Board of Trustees may approve the closing of the library on these special holidays at their discretion.

When a holiday falls upon a day which is a regular day off for full-time employees, they will be given another day off the same work week or a day off at a later date. Part-time employees will work their regular schedules.

7. VACATION LEAVE

Paid vacation is earned by all full-time employees. Vacation leave is governed by the following regulations:

- After 1 year of continuous employment and through 5 years of employment – 10 days
- Between 6 and 10 years of employment – 15 days
- After 11 years of employment – 20 days

Vacation leave for exempt employees may be negotiated at the point of hire and during performance reviews and will therefore potentially follow regulations outside of this policy.

Any full-time employee who resigns or is terminated prior to the completion of one year of service shall receive his/her pro rata share of earned vacation.

The scheduling of vacations is subject to the approval of the Assistant Director or Library Director. Vacation requests of more than two (2) consecutive working days require that approval be obtained at least two (2) weeks in advance of time requested. If prior approval is not obtained before taking vacation leave, it may be deducted from the employee's paycheck as leave without pay.

All vacation days must be used by the end of the calendar year. Any unused vacation time will be forfeited. Any exceptions must be approved by the Library Board of Trustees.

Part-time employees may request time off without pay. This is subject to the approval of the Assistant Director or Library Director, and should be requested in writing, at least two (2) weeks in advance.

Probationary Period

Vacation leave is earned from the start of employment, but may not be used until after the completion of the employee's probationary period. Vacation leave may be taken before the completion of one year of continuous service with the approval of the Library Director. However, should the employee leave or be discharged before completing one year of continuous service, any paid vacation leave taken will be deducted from the employee's final paycheck.

8. SICK LEAVE

The purpose of sick leave is to provide protection for employees when they are ill or an immediate member of the family is ill. (Immediate family is defined as: spouse, parent, child, sister or brother, and the corresponding relationship by marriage.) Paid sick leave is earned by all regular, full-time employees, at a rate of 12 days per year.

Accumulation

Sick leave may be accumulated up to a maximum of 60 days. Accumulated sick leave may not be used in lieu of or in addition to vacations or leaves of absence.

Full time employees with less than five (5) years of consecutive employment as of June 1, 2014, shall lose all sick leave accumulated to the date of termination and shall not be compensated in any way for such leave. Employees hired prior to June 1, 2014, with 5 to 9 years of consecutive employment will receive 25% of their accumulated sick leave pay. Employees hired prior to June 1, 2014, with ten (10) years or more of consecutive service, will receive 100% of their accumulated sick leave pay.

Employees who receive pay for accumulated sick leave will not be able to apply that time to their IMRF service time.

Notification and Verification

It is the employee's responsibility to notify the Library Director, or Person in Charge, within one hour of their scheduled work time if they are going to be absent, or risk losing pay. The Library Director may require verification for any sick time taken. A sick leave of three (3) consecutive days or more will require a physician's statement. Any sick days taken in excess of days accumulated will be deducted from the employee's next paycheck.

9. SPECIAL LEAVE OF ABSENCE

Special leaves of absence may be granted by the Library Director to employees holding full-time classifications. The amount of time granted and length of leave is to be determined by the Library Director, but may not exceed the amounts of time indicated in the policy.

The Hodgkins Public Library abides by the Family and Medical Leave Act (FMLA), which entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Bereavement

Paid leave of absence will be granted to full-time and part-time employees for a death in any employee's family per the following amounts:

- Three (3) days – spouse, partner in a civil union, parent, step-parent, child or step-child, grandchild or step-grandchild
- Two (2) days – brother, sister, step-brother, or step-sister, grand parent or step-grand parent
- One (1) day – aunt, uncle, niece, or nephew

Military Service

Leave without pay will be granted for military service in accordance with current Federal and Illinois laws.

Jury Duty

When an employee is required to serve as a juror, the Library will continue to pay the employee's regular salary. Employees must turn over to the Library reimbursements paid to them on scheduled work days by the court for their services as jurors.

Maternity/Paternity Leave of Absence

Pregnant, full-time, female employees may take maternity leave without pay in addition to accumulated sick leave earned. The maternity leave may not exceed a period of two (2) months before the expected birth, unless required by a physician, and four (4) months after the birth of a child. The spouse of an expectant mother may be granted paternity leave of absence without pay, for a like period of time. The Library will hold the position available for the employee taking either a maternity or paternity leave of absence.

Employees must give the Library Director an advance notice of at least one (1) week of an intent to return to work, if the return date is more than two (2) weeks earlier than the initial specified date for return to work from leave.

Leave for Illness or Injury

Regular, full-time employees may be granted a leave of absence without pay, not to exceed six (6) months, in case of prolonged absence due to injury, or illness. Employees are required to use all accumulated sick leave prior to the leave of absence. Employees injured in the course of employment are covered by the Worker's Compensation Act.

Special Leave of Absence

Regular, full-time employees may request a special leave of absence without pay not to exceed six (6) months for good cause shown. Employees must specify a date of return. A partial list is as follows but is not considered as being exclusive nor exhausting all possible causes:

- Study
- Protracted illness in employee's family when employee is responsible for the care of the family member
- Parental child care not covered by Maternity/Paternity Leave

Such leaves of absence shall be subjected to other variables such as:

- Number of employees already on leave
- Previous leaves of absence of the particular employee
- Operational needs of the Library

Depending on the length of the Leave of Absence, employees must give two (2) weeks advance notice to the Library of intent to return from leave if more than two (2) weeks earlier than initial specified date for termination of leave.

During the Leave of Absence, employees may not be gainfully employed. The Library will make every effort to hold positions available.

Employees on unpaid leaves of absence are not eligible for paid absences, paid sick leave, paid vacation or paid holiday. Additionally, they do not accrue sick leave or vacation leave in any month in which they do not work at least 20 calendar days.

Personal Days

Each full-time employee is granted three (3) personal days. Personal days may not be added to vacation leave. The employee must receive permission from the Library Director before using a personal day. Personal days do not accumulate and must be used by the end of the calendar year.

10. PROFESSIONAL ACTIVITIES/TRAVEL EXPENSES

Staff and Board members are encouraged to attend professional meetings and participate in professional activities. The Library's annual budget provides funds for certain professional activities and travel expenses. Prior approval from the Library Director is required to participate in and for reimbursement for any travel or registrations expenses. Participation may be limited by staffing needs and budget allocations.

The following expenses for professional activities and travel will be reimbursed.

1. Transportation – Travel by air will be purchased prior to the trip at coach/tourist class rates, plus the cost to and from the airport. Charges may only be made by the Library Director on the Library's Corporate Credit Card.
Travel by employee's vehicle will be reimbursed at the current IRS allowable rate. Local travel within the Chicago area will be reimbursed from the point of origin to the destination and back.
2. Parking and Tolls – All parking and toll charges incurred while traveling on authorized library business will be reimbursed.
3. Overnight Stays – Standard rate rooms will be allowed when travel requires an overnight stay and an absence of at least 24 hours. Overnight stays must be approved by the Director, prior to the employee's departure, will be charged to the Library's Corporate Credit Card.
4. Meals – Food costs while on library business will be reimbursed as follows:
 - Breakfast - \$12.00
 - Lunch - \$15.00
 - Dinner - \$25.00

Reimbursement for any food costs above the allowed amount will be subject to approval by the Library Director. No alcohol costs will be reimbursed by the Library for any reason. Receipts will be required for all meals purchased.

5. Registration Fees – Fees required for attendance at Library conferences and workshops or at other related organizational or civic meetings will be fully paid by the Library with prior approval by the Library Director.
6. Membership – Fees required for membership into library, local and civic organizations that pertain to promotion of the library and its services, will be fully paid by the Library with prior approval by the Library Director.

Reimbursable expenses for authorized travel and/or attendance at professional activities will be paid only upon presentation of proper evidence that the travel has actually been performed or the activity actually attended. Receipts for all expenses are required before reimbursement will be paid.



Travel expenses over \$100 will be paid by check after they are approved at the next Board meeting after the costs are incurred. Minor expenses under \$100 may be paid from the petty cash if funds are available.

11. INSURANCE AND OTHER BENEFITS

FICA and IMRF

The Library participates in the Federal Insurance Contributions Act (FICA), commonly known as “Social Security Insurance”. Participation is required of all employees, and payroll deductions are automatically made in accordance with current provisions of FICA. The Library also participates in the Illinois Municipal Retirement Fund (IMRF) program which covers more than 2,000 municipalities and 112,000 municipal employees. Coverage is compulsory for all employees who are under 70 years of age at the time of employment and who are hired for a position normally requiring performance of duty for 1,000 hours or more per year. Contributions are withheld from each salary check. Booklets describing the IMRF program are available.

Group Insurance Plan

The Hodgkins Public Library is part of the LIMRiCC Insurance Consortia of Libraries. The Library makes available to full-time employees a plan which provides health insurance coverage for employees and their dependents, including hospital, surgical, medical, accident, out-patient services and multi-care (major medical) insurance. All full-time employees who are under 70 years of age at the time of employment are eligible to participate. The following is a breakdown of premiums for employees and their families:

| | <u>Library Share</u> | <u>Employee Share</u> |
|-----------------------|-----------------------------|------------------------------|
| Employee Only | 100% | 0% |
| Employee + Spouse | 60% | 40% |
| Employee + Dependents | 80% | 20% |
| Employee + Family | 60% | 40% |

Leave of Absence - When an employee is on an unpaid Leave of Absence for up to six (6) months, participation in the Group Health Insurance Program will continue, with the Library paying 50% of the premiums, and the employee paying the other 50%.

When an employee is on unpaid Leave of Absence for more than six (6) months, they may continue to participate in the Group Health Insurance Program by paying 100% of their premiums.

Retirement/Voluntary Termination – When an employee leaves the Library, either through retirement or voluntary termination, they have the right to participate in the Library’s Group Health Insurance Program at their own expense, per Federal guidelines.

Life Insurance – All full-time employees receive a life insurance policy that is in effect during their employment at the Library.

Employees who retire, and who are participating in the Group Health Insurance Program at the time of retirement shall have the group life insurance reduced by 50% on the following January 1st, after their date of retirement. On each succeeding January 1st, insurance will be reduced by \$2,500, subject to a minimum of \$2,500, which will be continued by the Library until their death at no cost to the individual during their participation in the Group Health Insurance Program.

If an individual is absent from the Library on an unpaid Leave of Absence, the Library will pay the premium for the Group Health Insurance Program as well as the life insurance premium, while full participation in the program is being paid by the Library. At the time that the Library ceases payment of the Group Health Insurance Program for the employee, the life insurance plan will be reduced by 50% and annually thereafter by the same increments as when an individual retires.

12. BORROWING PRIVILEGES

All Library employees are eligible for full borrowing privileges of Library materials. Staff are expected to abide by circulation policy guidelines and are prohibited from using override permissions for excessive renewals and due date extensions, as well as from waiving fines/fees without permission of the Library Director or Assistant Director. Any employee who abuses borrowing privileges will be subject to disciplinary actions as deemed appropriate by the Assistant Director or Library Director.

13. DISCIPLINARY ACTIONS

Disciplinary and Grievance Procedure

Grievances must be conducted through proper channels and in the proper sequence.

Under no circumstances may a grievance or statement be submitted directly to the Board of Trustees or to any member of the Board of Trustees without first going to the Library Director.

Misconduct - Employees misconduct subject to disciplinary action shall include, but not be limited to:

- Violation of Library Personnel Policies and practices, administration directives, rules and regulations;
- insubordination
- incompetence
- failure to perform required duties in a satisfactory manner;
- dishonesty
- consumption of alcohol or controlled substances while on duty
- being under the influence of alcohol or controlled substances while on duty
- carelessness or negligence toward Library property, private property, employees or the public
- unauthorized absences
- tardiness
- filing of false or misleading reports
- being convicted of a felony offense

Discipline - The following disciplinary action may be taken or recommended by the Library Director or employee supervisors: (see attached Disciplinary Action Report)

- a. Verbal reprimand: This may be given for relatively minor instances of employee misconduct.
- b. Written reprimand: This action, with the approval of the Library Director, must be prepared in writing, detailing the reasons for the action, and, when appropriate, the results of any inquiry or investigation of the incident. A copy of the approved action is to be placed in the employee's official personnel file and a copy provided to the employee. Within seven (7) days, the employee may submit a written response to the action to be placed in his/her personnel file.
- c. Suspension without pay: This is temporary suspension from Library service, without pay, for a period of time not to exceed thirty (30) days. The reasons for such action must be detailed in writing and approved by the Library Director. When appropriate, details of any inquiry or investigation of the incident should be included. A copy of the approved action should be placed in the employee's official personnel file, and a copy provided to the employee. Within seven (7) days, the employee may provide a written response to the action to be placed in their personnel file.
- d. Dismissal: This is termination from Library employment for serious misconduct, incompetence or failure to perform duties in a satisfactory manner.
- e. Any suspension in excess of five (5) days or dismissal is subject to the grievance procedure described in (c) below.

Grievance - All employees have the right to register formal grievances regarding the administration of Personnel Policies and practices, established Library rules and regulations, job assignments, and unsafe or unhealthy conditions or practices. Subjects for grievances are limited to those matters which are financially, legally and practically within the power of the Library to adjust.

- a. Grievances are to be initially filed in writing within seven (7) days with the employee's supervisor. The supervisor will respond in writing within seven (7) days, detailing the manner in which the grievance will be adjusted, denying the grievance, or referring the matter to the Library Director.
- b. The employee may appeal the decision of the supervisor to the Library Director in writing within seven (7) days of the decision. The Library Director will respond to the appeals and grievances in writing within seven (7) days of receipt detailing the manner in which the grievance will be adjusted, denying the grievance, or referring the matter to the President of the Board of Trustees.
- c. The employee may appeal the decision of the Library Director to the President of the Board of Trustees in writing within seven (7) days of the decision. The President may then appoint a Personnel Committee to examine all facts of appeals and referred grievances and make a recommendation to the Board of Trustees. The employee may appear before the Personnel Committee and the Board of Trustees. The Board of Trustees will make a final determination and written response to the employee within thirty (30) days of receipt.
- d. The failure to file a written response within the required deadline shall be deemed a denial of the grievance.

14. UNACCEPTABLE EMPLOYEE CONDUCT

Illinois is an "at will" State. "At-will" means that the employee or employer may end employment at any time without penalty or cause. Certain causes or reasons for discipline, however, are common to most employers and those reasons or causes are set forth below. The following causes for disciplinary action are intended solely to provide employees with general guidelines for conduct. They are not intended to be an all-inclusive list of unacceptable behavior. Rather, they are examples of the sound judgment, courtesy, or common sense behavior.

Grounds for immediate disciplinary action, and/ or dismissal are listed below. This is not meant to be a complete list but to illustrate the kinds of actions that are considered to be inappropriate and detrimental to safe and effective library operations.

- Falsifying employment application, time sheet, expense report, personnel or other documents or records of the organization.

- Fraudulent misrepresentation with regard to request for or utilization of sick leave, funeral leave, jury duty, or other leaves of absence exclusive of vacation and holidays.
- Insubordination or failure to perform reasonable duties when assigned by authorized personnel. Insubordination or failure to carry out a supervisor's request or to comply with prescribed work rules, guidelines, or procedures.
- Violence, threat of violence, disorderly conduct of a criminal nature or use of obscene language while on duty or on library property. This includes any action or failure to take reasonable action which endangers the physical safety of other persons or the property or HPLD or others.
- Intoxication or being under the influence of an illegal substance while on duty.
- Theft, loss, destruction or unauthorized use of library property, including excessive use of library telephones, computers or other equipment to conduct personal business.
- Neglect of duties, in whole or part, such as failure to perform or tardiness in reporting to or performing assigned duties. Unexcused absence, excessive or chronic absenteeism or tardiness, refusal to work scheduled or assigned hours, over-extending rest or lunch breaks or abuse of leave privileges.
- Incompetence in the performance of the duties of the position. The term "incompetence" means the lack of ability, knowledge, or volition to perform duties that are reasonable within the scope of employment.
- Unauthorized viewing, use or disclosure of confidential information including, but not limited to, patron and personnel records.
- Any breach of other rules and regulations set forth within all library policies, or practices considered necessary for the orderly administration and operation of the library.

The Library Director has the right to discipline, suspend without pay, or dismiss an employee.

Adopted: 06/16/2014

Updated: 01/18/2016



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Library Staff

Tuition Reimbursement Policy

Policy No. 8C

Full-time employees (40 hours per week) and regular part-time employees (20+ hours per week) are encouraged to voluntarily continue their formal and vocational education when it would aid in the performance of their job or a promotion.

Full-time and regular part-time employees wishing to enroll in formal or vocational education and be reimbursed for on-half of the cost, should seek approval of the Head Librarian prior to enrolling to be sure the class relates to Library District goals.

With such prior approval, one-half of the tuition will be reimbursed, up to \$4,000 per year for full-time employees and up to \$2,000 per year for regular part-time employees, upon satisfactory completion of the course. The employee must show that he received a grade of B or better in the course.

This course must not interfere with the time required for job performance. It is strictly voluntary and on the employee's own time.

Adopted:



Unpaid Internships Policy

Policy No. 8D

1. Policy

The Hodgkins Public Library District provides opportunities for unpaid internships for students working toward a degree in Library and Information Science or a related field of study.

2. Rules

All candidates must complete an Internship Application.

A background check may be required if the candidate is offered an unpaid internship within the library.

Candidates must be enrolled in a graduate or undergraduate program or have graduated in the past 12 months.

The Library Director will review all applications. Candidates will be interviewed to determine the requirements of the internship as established by the sending institution. The relationship between the program requirements and those of the library internship will be determined by the Director.

All candidates must be approved by the Library Director who will assign an employee to act as supervisor and mentor to the intern.

Interns may be assigned to one specific department or several departments. No more than one intern will be assigned to a department at one time.

Interns are expected to maintain a regular schedule as established by the Library Director and to commit to a set number of hours per week for the extent of their internship.

Interns are expected to comply with all Library policies.

The Director will maintain all records and complete any documentation required by the intern's educational program.

In the event that an intern does not adequately perform the duties assigned, that person may be discharged from service by the assigned supervisor with the approval of the Library Director.

Approved: 08/19/2013