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Introduction

This explanatory material for employees does not constitute a contract of employment with the Library, and does not change or modify any agreement between the Library and the employee. The sole purpose of the handbook is to provide general information regarding the personnel program, and the information provided may not apply in any particular case. In particular, unless otherwise indicated in a written contract between the employee and the Library, all personnel are considered employees at will, and any or all language which might be construed to the contrary is hereby specifically disclaimed. Nothing in this explanatory material shall be interpreted as an offer of employment or promise of continued employment. Continued employment of all employees is subject to the general discretion of the Board of Trustees with respect to all aspects of employment and benefits.

Organization and Administration

HISTORY

The Kankakee Public Library was established in 1899. It currently occupies the first four floors of the

Executive Centre on the corner of Merchant Street and Schuyler Ave. The Library moved to its current location January 5, 2004 after 105 years in the landmark building on Indiana Ave. The historic lions guard the front entrance to the modern facility that provides the latest in information services to the people of the city of Kankakee. The Library is easily accessible in the center of the city, serving as an anchor point in the thriving downtown business corridor.

GOVERNMENT

The Library provides service to all persons living within the corporate limits of the City of Kankakee. The Library is governed by a Board of Trustees consisting of (9) voting members appointed by the Mayor for a term of three (3) years each; three being appointed annually. The Trustees serve without remuneration. The Director shall be a non-voting member of the Board. The Board of Trustees shall employ a competent and qualified librarian. Includes recruiting, hiring and annually evaluating the director based upon a well-defined job description and expectations. The Board of Trustees, subject to existing statutes and ordinances, has the power to determine the rules and regulations governing library service and personnel.

Support

The Library is supported by taxation; the appropriation being made annually by the Corporate Authority. In addition, the Library receives income from fines, fees, grants, and gifts.

Mission Statement

We strive to inform, enrich, and empower all people in our community by providing equal access to information and programs. We believe in the freedom to read, to explore and to discover.

Vision of Library Service

The intention of the Kankakee Public Library is to provide the best library service possible, with collections of depth and breadth, and services provided by an expert and caring staff. The Library Board and staff recognize that the achievement of this vision can only be realized through creative partnerships between the public library and the communities and people it serves. Toward that end, the Board is striving to define the role of the public library in the community.

Goals

Commons:

People in the Kankakee area will be able to meet and interact with others and to participate in public discussions in a neutral location.

Formal Learning Support:

The people of Kankakee will find in their library informational resources, educational tools such as computers, library activities, and materials that will support the curricular objectives of area teaching institutions.

Current Topics and Titles:

The people of Kankakee will find the item or information that they are seeking at the Kankakee Public Library.

General Information:

The people of Kankakee will find in their library print, non-print, and electronic resources that cover a broad variety of topics, as well as skilled staff to assist in the use of such material.

Cultural Awareness:

Residents of Kankakee will celebrate the diversity of our city.

By-Laws

MEETINGS OF THE BOARD

The regular monthly meeting of the Library Board shall be held on the third Tuesday of each month at 5:30 p.m. at the Library. Special meetings may be held at any time at the call of the President, Vice-President, or any two members of the Board provided that notice and the purpose of the meeting be given at least 48 hours in advance. Notice of all regular meetings shall be mailed by the Secretary to all members at least four days before the meeting. Public notice is to be given to all local media and public notice will be posted on the library web site and in the Library. A quorum for the transaction of business shall consist of five members of the Board. A quorum of any committee consists of a majority of said committee. Board members unable to attend a meeting should notify the Director or the Assistant Director.

OFFICERS

The officers of the Board shall be a President, a Vice-President, and a Secretary. They shall be elected at the first regular meeting of the Board following the April appointments and shall serve for a term of one year. The President of the Board shall preside at all meetings, appoint all committees, shall be ex-officio on all committees, and generally perform the duties of a presiding officer. In the absence of the President, the Vice- President shall preside. It shall be the duty of the Vice-President to perform the duties of the President in the absence of the President. The Secretary of the Board shall keep a true and accurate account of the Board meetings, shall issue notice of all regular meetings, and, on proper authorization, of all special meetings called, and shall perform such duties as may properly belong to the office or be delegated by the President by action of the Board.

COMMITTEES

The standing committees of the Board shall be a Personnel Committee, a Budget Committee, a Building and Grounds Committee, and a Policy and Program Committee. Each shall consist of not more than five members and not less than two members, appointed by the President.

Personnel Committee:

This committee shall be charged with the responsibility of reviewing with the director all staff hiring and terminations. It shall be responsible for settling any general complaints concerning personnel problems.

Budget Committee:

This committee shall aid the Director in making annual estimates for the budget, and presenting said budget to the City Council.

Building and Grounds Committee:

This committee shall be responsible for all matters pertaining to the building and grounds, and shall make recommendations to the Board for the needed repairs and improvements.

Policy and Program Committee:

This committee shall be concerned with promoting good public relations and with reviewing policy and by-laws and the promotion of new services.

Special Committees:

Special committees for the study and investigation of special problems may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.

ORDER OF BUSINESS

The order of business of all regular meetings of the Board shall be:

- Call to Order/Roll Call
- Minutes (Approval)
- Public Comment
- Communications
- Bills and Invoices (Approval)
- Financial Report
- Director's Report
- Budget
- Personnel
- Building and Grounds
- Policies
- Programs
- Unfinished Business
- New Business
- Executive session as needed
- Adjournment

Any new business may be taken out of its above order, or the order of business may be suspended at any meeting by a two-thirds majority vote of the members present.

Robert's Rules of Order shall govern in the parliamentary procedure of the Board. In voting on expenditures of money, other than budgeted items, the Secretary may call the roll of the Board members, including the President.

As soon as is practicable, upon receipt of the moneys from any source whatsoever, the Director shall

deposit the sum of money in the Library's account.

Bids shall be submitted to the Board for equipment, furniture, repairs, labor, etc. They shall be made under seal where the estimate is \$2,500 or over.

DUTIES AND RESPONSIBILITIES

- The Board is the legal policy making body.
- The Board shall select and employ the Director.
- The Board shall encourage, support, and participate in public relations programs.
- The Board shall determine the goals and priorities which underlay the budget preparations, study and make necessary changes to the Director's prepared budget, and officially endorse the budget before it is submitted to the City Council.
- The Board shall periodically develop, review, and evaluate goals and purposes of the Library.
- The Board shall develop, review, and evaluate Library and personnel policies.
- The Board members shall attend all Board meetings.

EXPENDITURES

Salaries of all Library personnel shall be paid automatically on the 5th and 20th of each month. No committee shall authorize or be authorized to spend Library funds without Board approval. The Director may spend funds not exceeding \$500.00 for library purposes without Board approval with the exception of items in the Material Budget – books, periodicals, audio-visual, and software. All payroll reports, City of Kankakee Purchase Orders, and Library checks shall have two signatures. One will be the signature of the Director and the other that of a Board officer. The Director will prepare for the monthly Board meeting whatever financial reports are needed by the Board of Trustees.

AMENDMENTS

Amendments hereto shall be made only at regular meetings of the Board and must be proposed at least one month prior to final action on the same.

INVESTMENT POLICY

The Kankakee Public Library is a component unit of the city of Kankakee, and while it functions independently, it is financially dependent on the city. The Library Board has therefore reviewed and adopted the City of Kankakee's Investment Policy.

PUBLIC COMMENT

Members of the public shall be permitted to make comments or ask questions of the Board at each meeting, subject to the following time limitations:

- Each speaker will be allowed a maximum of 5 minutes per meeting.
- No more than 6 speakers will be heard per meeting.
- The president of the Board, upon the request of any member of the public seeking to make

comments or ask questions, may reasonably extend either or both of the foregoing time limitations. Any such extension of the time limitations shall not constitute a standing precedent.

- The Board shall permit any member of the public to comment to or ask questions of the Board during that portion of the meeting designated for public participation. The Board shall not respond to any questions during the meeting. Any actions or response will be made according to established library board policy. The Library Director shall inform the questioner of the result.
- Any person seeking to make comments at a Board meeting shall notify the Library Director by submitting a written notice immediately prior to the meeting at which they intend to comment. The notice shall include the speaker's legal name, address, and topic. At his/her discretion, the president may recognize such persons in any sequence or order. Any speaker who diverges from the topic described on the request form will forfeit his/her remaining time.
- Speakers shall be limited to speaking on the same topic not more than two times in 12 months.
- Residents of the City of Kankakee shall be heard before non-residents.
- The Board also will accept written comments in addition to or in lieu of spoken comments at a board meeting. Written comments must include the legal name, address, and phone number of the submitter. Written comments may be given to the Board at its monthly public meeting, mailed to the Board c/o the Library Director, or emailed to sbertrand@lions-online.org. Letters, emails or other written comments to the Board will be publicly acknowledged at the Board meeting at which they are received or at the next Board meeting if they are received between meetings.

MATERIAL SELECTION

PURPOSE

The purpose of the Material Selection Policy is to guide the Library's staff and to inform the public of the principles that govern the development of the Library's collection. Library staff members select material based upon their training and experience with the assistance of the guidelines set forth in this document.

SELECTION AUTHORITY

The responsibility for material selection is vested with the Library's Board of Trustees. This responsibility has been delegated for administrative purposes to the Director. Day to day responsibility for the selection of library materials is shared by the Library's staff.

SELECTION GUIDELINES

Materials are added to the Library's collection when they meet one or more of the following standards:

- The item will assist in meeting community or user needs.
- The item is necessary for the completeness or usefulness of a portion of the collection.
- Critical opinion or popular demand is such that the item will receive sufficient use to justify its addition to the collection.
- Critical opinion or popular opinion of the author or artist is high enough to warrant the addition of that author's works, independent of the evaluation of the present work.
- The item is in an appropriate format for use in the Library collection.
- The item is of sufficient currency as to provide accurate and up to date information or ideas.

- Selection of an item for inclusion in the Kankakee Public Library collection does not imply endorsement of the content of such item by the Kankakee Public Library staff, Board of Trustees, Administration, or by the City of Kankakee.

DESELECTION GUIDELINES

Selected materials are regularly assessed for their physical condition, currency and accuracy of information, relevance to library users, and performance within the context of the Library collection in which they are located. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff as a necessary means to maintain collection vitality, size and scope.

GIFTS AND DONATIONS

The Library accepts donations of books and other library materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to the purchase of library materials. Donations may be added to the collection, sold, or discarded. The Library cannot accept any reference materials older than 5 years old. The Library does not accept text books, encyclopedia, or magazines. For any donor requesting a receipt, one will be provided stating the number of items donated. The Library Staff will not provide an appraisal for any donations. Provision of a receipt does not imply that donated materials are tax deductible. No conditions may be imposed on the Library in its acceptance of any material. All donated material becomes the property of the Kankakee Public Library.

CHALLENGING MATERIALS

The Library Board of Trustees believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. Material selectors consequently strive to provide the widest possible range of resources within Kankakee Public Library collections. The content or manner of expressing ideas in material that is purposely selected to fill the needs of some library users, may, on occasion, be considered to be offensive by other library users. The library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material. Library users who object to materials located in a library collection are asked to complete a written request for the reconsideration of the materials. Request forms are available for this purpose at the Library. Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review.

FREEDOM TO READ

The Library has a responsibility to provide a representative selection of materials on all subjects of interest, giving no particular emphasis to any view point of group. Material is not excluded from selection merely because it contains frankness of expression, or presents views deemed unpopular, unorthodox, or erroneous. Materials selected in accordance with the above principles are. The Library does not restrict freedom of access for minors and believes that such access can only be restricted by the minor's parents or legal guardian. The Kankakee Public Library endorses the Library Bill of Rights, appended to this document. These documents, taken together, constitute the Materials Selection Policy of the Kankakee Public Library.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community that the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas. A person's right to use a library should not be denied or abridged because of origin, age, background, or views. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use.

BORROWING

Without fee

Residents within the City of Kankakee are eligible for a library card with full borrowing privileges, including Prairie Area Library System reciprocal borrowing of print material, without a fee. Non-residents who are owners of real estate within the City of Kankakee must present a tax bill showing that they pay taxes to the City of Kankakee to receive a card without paying a fee. Non-resident real estate cards are limited to one per household.

Cards for Kids

In accordance with the Illinois Cards for Kids Act, Pre-K through 12th grade students who reside outside of the City of Kankakee limits can obtain a free library card at the Kankakee Public Library if it is the closest public library to them geographically. Children under 18, including homeschool students, must have a parent or guardian present to sign the borrowing contract on the back of the library card. All policies that apply to a standard library card shall apply to the Cards for Kids cards, including the presentation of the required identification at the time of application and rules concerning the use of the card. The library card will expire at the end of the school year, and can be renewed as long as the child is still in the Pre-K through 12th grade and is 21 years old or under.

With fee

Non-residents may acquire borrowing privileges upon payment of a non-resident fee which is at the present time \$180.00 per year per household. It entitles a non-resident and any member of his or her household to one (1) year of library privileges. The amount of the fee is subject to change. A senior citizen, age 65 and over, may obtain a non-resident card for a fee of \$108.00 per year per household. The amount of this fee is subject to change. Students who reside in Kankakee County may obtain a non-resident card for a fee of \$65.00 per year. This card is valid for one year. The amount of this fee is subject to change. Resident cards will be renewed every two years. Non-resident cards will be renewed upon payment of the fee in effect at the time of renewal each year.

BORROWERS' CARDS

Eligibility

Library cards may be applied for at the Circulation Desk. Permanent residents of the City of Kankakee who are at least three (3) years of age or older are eligible to apply for a library card. The signature of a parent / legal guardian is required for all persons under 18 years of age. Each individual signing the library card is legally responsible for all materials borrowed on that card.

Proof of Identity

All applicants must present two forms of proof of identity and residency. One must be a picture ID, such as: a valid driver's license, student ID, or military ID card. The other must be mail sent to the applicant within the last 30 days by a corporation or governmental agency, such as: a utility bill, official school correspondence, rent receipt or tax bill. The Circulation Supervisor is empowered to determine the acceptability of any form of identification. All cards must be signed in the presence of an authorized staff member.

Replacement Cards

If a Kankakee Public Library Card is lost or damaged, a replacement card will be issued to the patron with proper id and proof of residency. Replacement cards are currently \$3.00 per card. The amount of the fee is subject to change.

RECIPROCAL BORROWING

Interlibrary loan services are available to Kankakee Public Library card holders. Others are encouraged to use their home library for this service.

LENDING POLICIES

- All library print materials have a loan period of two weeks.
- All audio visual items such as DVDs and compact discs have a seven-day loan period. A one-day grace period will be granted on all library materials. Fines will not be collected on library material that is returned within two days of its due date. If materials are returned after the grace period has ended, fines will not be pro-rated, and will accrue from the original due date.
- Overdue fines for all items except DVDs are \$.10 per day, per item to a maximum of \$5.00 per item. DVDs are \$1.25 per item for each day overdue to a maximum of \$10.00 per item. If an item is more than five weeks overdue, and sent to collections, a \$10.00 administrative fee will be added to the overdue fines.
- Only patrons in good standing will be allowed to check-out, renew items, or use the library's computers. A patron will be considered delinquent and therefore unable to check-out items when he or she has \$1.00 or more in outstanding fines and/or long overdue items.
- Reference books, newspapers, and current issues of magazines are not allowed to circulate.
- There is of three items per patron. Audiobooks are not considered for the purpose of this policy and are not subject to this limitation.
- Renewals of print materials are permitted unless the item is being reserved for another patron. Items may be renewed over the telephone. Videos may not be renewed. Renewal of interlibrary

loan items is subject to the rules of the lending library.

- Any item that is checked out may be reserved.
- Loan periods and fine schedules may be changed at any time.
- If requested, up to \$10.00 in fines may be waived per person per calendar year. Any patron requesting more than \$10.00 in fines be waved in a calendar year must make a written petition to the Kankakee Public Library Board of Trustees. Book replacement costs and associated fees may not be waived. Fines on material not owned by the Kankakee Public Library may not be waived. The Board of Trustees will vote to deny or approve petition for the waiving of additional fines. A person who is in the process of having their fines reviewed by the Board may have a maximum of two print items checked out to them. If a written petition to the Board has not been made within 60 days of the request for fine waiver, the fines will remain in force and check-out privileges will be revoked. (10/18/2011)
- Valid cardholders who are unable to present a library card at time of checkout may present a Driver's License or State ID to charge materials. This transaction may take place no more than 5 (five) times each calendar year (January 1st – December 31st). Added (11/15/11)

BOOK AND LIBRARY MATERIAL RETURN

The Library asks that only printed material be placed in the book return. Audio and video materials should be returned at the circulation desk during library business hours. Audio and video materials that are returned in the book drop will be charged a \$10.00 fine per item.

LOST AND DAMAGED MATERIAL

Material that is lost by a borrower shall be paid for at the current list price. If a current price of an item cannot be found the patron will be charged the list price for a similar replacement item. In addition, a service charge of \$5.00 for each item will be added to the cost of the item. A full refund for material lost and paid for shall be made if the material is returned in good condition together with the receipt for payment within ninety days of the date of payment for the loss. Refunds shall be made by check and mailed after approval by the Library Board at their next regularly scheduled meeting. The service charge is non-refundable.

Replacement material purchased by a patron may be accepted at the discretion of the Library Director if such material is deemed an appropriate replacement of the material that was lost or destroyed. If the patron provides an acceptable replacement, the \$5.00 service charge will be applied. Once a replacement item has been accepted by the Library it is the property of the Kankakee Public Library and will not be returned to the borrower should the borrower find the original lost item.

Lost and/or damaged materials that are the property of another library will be invoiced at an amount determined by the owning library.

VIOLATION OF RULES

Violation of the rules and regulations regarding the use of library cards will result in the revocation or suspension of said library card.

LIBRARY OF THINGS AND HOTSPOTS

- Patrons must be age 18 or over to borrow tools and equipment from the Kankakee Public Library's Library of Things ("Library").
- Prior to borrowing tools and equipment, all Patrons must (a) sign the Waiver and Indemnification Form; and (b) sign this Borrower's Agreement & Use Policy.
- By taking possession of any item, the Patron is certifying that he or she is capable of using that item in a safe and proper manner.
- Only the Patron is authorized to use Library tools and equipment. The Patron shall not permit the use of items checked out to him or her by any other person unless by the express permission of the Library.
- Patrons may borrow up to two tools or pieces of equipment at a time.
- All tools and equipment have a lending period of 7 days.
- All tools and equipment borrowed are to be returned to the Library by close of business on their due date. Tools and equipment may only be returned during the Library's open hours, and may not be returned in the book drop. A \$5.00 fee will be assessed for tools and equipment returned in the bookdrop. Tools and equipment must be picked up and returned at the Kankakee Public Library. Tools and equipment may not be sent or returned via inter-library loan. Tools and equipment returned to other libraries will incur a \$10.00 on the borrower.
- If a tool or piece of equipment is returned late, the Patron will be responsible for a late fee. This late fee will be assessed in accordance with the late fee schedule (\$5.00/day) for every day the Library is open until the tool is returned. Fines in excess of \$10 will prevent a patron from borrowing additional items. The maximum fine will vary depending on the value of the overdue item.
- The Library may replace severely delinquent (i.e. unreturned) tools and equipment, holding the Patron responsible for the full replacement cost, in addition to the accrued late fees. The Library reserves the right to use appropriate steps to retrieve delinquent tools and equipment or unpaid fines and fees.
- Tools and equipment may be reserved or checked out by any bearer of a valid public library card. Kankakee Public Library Patrons will be given preferential status when reserving an item. Patrons will be notified when reserved tools and equipment become available and have five days to pick them up.
- Patrons may renew tools and equipment one time.
- The Patron agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed tools and equipment.
- The Patron agrees that if any borrowed tool or piece of equipment becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the tool or equipment and notify the Library of the issue on return, if not earlier.
- All tools and equipment are to be returned in the same (or better) condition as they were issued, barring normal wear and tear. All tools must be returned clean.
- The Patron agrees to report any damage to the Library immediately. The Patron also agrees to pay for the loss of or damage to any item and further agrees to accept the Library's assessment of condition of items and to further agree to the Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal

the full replacement cost of the item plus a \$5 administrative fee.

- The Library reserves the right to refuse the loan of any item at its discretion. The Library reserves the right to make exceptions to this policy due to special circumstances.

HOME LIBRARY VISITS

The Kankakee Public Library provides select services for City of Kankakee residents who have a disability, or a long or short-term medical condition that prevents them from visiting the Library. Patrons who seek these services are required to fill out an application form requesting the service. Medical information disclosed on the form will be kept strictly confidential. The Circulation Supervisor has authority to determine who is and is not eligible to receive this service. This is a door-to-door service. Employees will not enter the patron's residence. Services are provided by two staff members at all times. *(Passed 1/21/2020)*

NOTARY SERVICES

Notary service is offered at the Kankakee Public Library as a free service to the community. It is suggested to call ahead to be sure a notary is available. The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of persons who come before the notary for a specific purpose. Notaries do not have authority to provide legal advice.

Notary services will be provided under the following conditions:

- A current government issued ID with a photo and signature is required to verify identity.
- Patrons cannot sign documents before seeing the Notary. Notaries are required to see the documents being signed
- Documents need to be filled out before seeing the Notary. Notaries will not notarize anything with blank spaces.
- Notaries will not sign I-9 forms, deeds, wills, trusts, or any other real estate forms as these may require legal knowledge.
- Notaries have the right to refuse to sign any document that they deem questionable. They may refuse to perform notary services when the identity of the person requesting notarization has not been positively established using acceptable IDs.
- Illinois law requires that a notary and the patron seeking notarization be able to communicate directly with each other. Notaries are not permitted to make use of a translator to communicate with the patron. This means that only documents that are in a language in which both the Notary and the patron are fluent, can be notarized.
- The Library will not provide witnesses, and the patron may not solicit witness services by anyone in the Library.

Notary services are a courtesy provided by the Library and not the Notary's primary duty; therefore, the notary may ask the patron to wait while the Notary attends to other library matters. The library cannot guarantee notary service will be available at all times the library is open. *(passed 1/21/2020)*

Building and Equipment Use Policies

PROBLEM PATRON POLICY

Problem behavior is any behavior which either knowingly or unknowingly violates or restricts the rights of others to use the Library comfortably. Disruptive behaviors include, but are not limited to:

- refusal to obey reasonable direction given by library staff
- offensive or obscene language
- inappropriate dress that may be disturbing or offensive to other patrons
- cell phones used loudly or outside designated areas
- the use of restroom sinks for personal hygiene other than the washing of hands and face
- any offensive odor (generally defined as any odor detectable 10 or more feet away)
- panhandling or soliciting
- verbally or physically threatening staff or patrons
- sleeping or loitering
- public intoxication
- consuming food or beverages in the Library outside designated areas
- smoking within 15 feet of Library entrance
- stealing
- vandalizing or misusing library equipment and/or furnishings
- public indecency
- loud and/or excessive talking.

Every staff member has the responsibility to keep the Library as pleasant an environment for the public as possible, which includes discouraging disruptive behavior on the Library premises. Violations will be politely pointed out by staff members, provided that doing so will not place the staff member at physical risk. If the inappropriate behavior continues, the offender will be required to leave the Library premises. The Library assumes that all patrons are using the Library's materials and resources for legal purposes. We assume no responsibility for those users who may use Library materials or resources for illegal purposes. Illegal activities, whether observed by Library staff or patrons, occurring on Library premises will be reported to law enforcement authorities.

Service Animals

Only properly identified service animals under the control of their owners are allowed in the library.

Look-alike weapons

Look-alike weapons are prohibited from library property. A look-alike weapon is defined as any object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. The library director shall judge if an object is sufficiently similar to a genuine weapon as to be a violation of this policy.

Abandoned Personal Belongings

The Kankakee Public Library does not take responsibility for the safekeeping of any personal belongings left unattended in the library. Personal belongings such as bags, backpacks, purses or any other container left unattended for an hour or more may be considered suspicious and is subject to a search to determine ownership or any potential threat. Any unclaimed property will be considered abandoned after 48 hours

and may be discarded. Upon request, a department supervisor may decide to keep an item for a patron if the supervisor determines the situation warrants it. (10/20/21)

Bicycles, Skateboards etc.

Bicycles may not be brought into the library and must be stored outside on the available bike rack. Skateboards, roller skates, and roller blades may not be used in the library.

PEST CONTROL POLICY

The Library actively works toward pest prevention and containment to ensure the safety of library materials, facility, staff and patrons. Pests may include, but are not limited to, bed bugs, fleas, roaches, and ants. Library staff is trained in pest detection, containment, elimination and prevention, and regularly examines and updates its procedures according to best practices.

Kankakee Public Library works proactively to:

- Reduce risk to staff and patrons.
- Monitor our detection, testing and response levels on an ongoing basis.
- Cooperate with health inspectors from the City of Kankakee and Kankakee County Health Department.
- Contract only licensed, accredited, and reputable pest detection and control companies.

Prevention Protocol and Procedures

The Library recognizes all patrons and staff play a role in controlling pests in our community. Library staff must immediately report any sightings of live or dead pests to a supervisor. Patrons should immediately report any sighting of live or dead pests to library staff.

If the Library finds evidence of pests in materials or on library premises, we will contact a health inspector or other pest control specialist to determine if or where infestations may exist. Any materials or areas that are indicated to be problematic will be treated by a licensed, accredited, and reputable pest detection and control company. The materials or physical areas on library premises will be barred from public use until confirmed to be free of pests.

Staff Protocol

Staff will routinely inspect all incoming materials, including those returned at the public desks, in book drops, and through interlibrary loan, for signs of pests. Signs include live or dead pests, eggs, nymphs, and feces and spotting associated with pests.

Materials returned to the Library with detected presence of live or dead pests will be treated or discarded at the Library's discretion. Discarded items will be considered as damaged items under the Library's Circulation Policy.

All items identified by staff as potentially containing live or dead pests in any stage will be promptly quarantined. Items with live or dead pests or other suspected signs will be promptly placed in a plastic re-sealable storage bag(s), sealed, and taped shut. They will then be placed and enclosed in a plastic tub until

they can be inspected by a health inspector or pest control company.

For first time offenses, staff must:

- Talk with the patron about what staff found in the books/materials.
- Put a note in the patron's record.
- Show the patron the bagged materials and bugs whenever possible.
- If bed bugs are suspected, give the patron a copy of the Illinois Department of Public Health's handout on the prevention and control of bed bugs. The PDF can be printed in English or Spanish (<http://www.idph.state.il.us/envhealth/pcedbugs.htm>).
- Suggest ways the patron can address the issue, giving at least two solutions (e.g. keep materials in closed containers at all times when not being used, inspect them before return, talk with landlord or management if they live in a multi-unit living facility etc.).
- Give the patron potential consequences: "If it happens again your borrowing privileges will be suspended until you can demonstrate that you have had your area treated."
- Treat items if possible.

For second time offenses, staff must:

- Tell the patron it happened again.
- Put a note in the patron's record.
- Show the patron the bagged materials and bugs whenever possible.
- Inform the patron his/her Library privileges are suspended, and, if applicable, the Library privileges of any other patrons at the same residence are also suspended.
- Inform the patron that suspension will be lifted after the patron presents proof that his or her residence has been successfully treated for and eradicated of the pests by a licensed and accredited pest control company.
- Proof of treatment must be documented (management notice of treatment, bill from an exterminator).

Patron Protocol

Patrons must cease to borrow materials from the Library if they are experiencing a pest infestation in their residence. In the event that a patron discovers a live or dead pest, eggs, nymphs, feces or spotting associated with pests in library materials, the patron must immediately do the following:

- ***If the materials are inside of the Library:*** Bring the materials to a staff member and inform the staff member of the problem.
- ***If the materials are outside of the Library and in the possession of the patron:*** Place the materials into a sealable plastic bag and add tape to cover the sealed opening. Return the sealed materials directly to a staff member and inform the staff member of the problem.
- Patrons must not use book drops to return materials suspected or with evidence of pests.

- Patrons are prohibited from self-treating materials that are suspected to contain pests. Patrons will be held responsible for any damages sustained to materials during an attempted self-treatment. Successfully eradicating pests requires professional procedures and equipment contracted by the Library.

LOSS OF LIBRARY PRIVILEGES (BANNING)

Definition

Banning means a person is not allowed onto library property during the period of the ban, including outside areas such as the parking lot or reading garden. Exceptions can be made for legitimate use of Executive Centre offices. If a banned person is seen on library property during the banning period, the police will be called and the offender may be arrested for criminal trespass. All library user rights are suspended during the banning period.

Duration

- Individuals engaging in the following behaviors in the library can lose their library privileges for the associated reasons and durations.
- Criminal activity in the library, theft of library property, drug use and/or sale in the Library shall result in a one year banning from the library.
- Willful destruction or damage to library property and aggressive behavior or language to staff or patrons shall result in a sixth month to one year banning from the library.
- Multiple petty offenses including but not limited to sleeping; disruptive talking; interfering with staff; failure to follow reasonable staff directions etc. shall result in a one to three month banning from the library. All banning durations are subject to the discretion of the Library Director based upon the severity of the offense.

Other Causes

Other activities not listed may constitute a bannable offence if they are sufficiently disruptive of the ability of other patrons to enjoy the library in a reasonable manner. The Library director will determine what activities not listed may result in banning from the library and for what duration.

Appealing the Ban

A banning may be appealed to the Kankakee Public Library Board of Trustees in writing or in person. If a banned patron wishes to appeal in person, they may do so by requesting to be put on the agenda at the next regularly scheduled board meeting. All rules regarding speaking before the board must be followed. (*see Chapter II By-Laws; Sec. Public Comment; Subsec. 4 & 7 of this policy manual*). Anyone appealing a ban will be allowed on library property to attend the meeting if the rules for appearing before the board have been followed. The ban will be sustained or overturned by a simple majority vote of the board of trustees.

Expiration of the Ban

After the term of the ban has ended, the patron may resume coming to the library property without further action if the offense resulted in a banning of less than one year. If the term of the ban was one year, the patron must write a letter requesting that the board of trustees reinstate library privileges. A

simple majority vote of the board will determine if the ban will be lifted or continued for a period determined by the board. If a ban is extended by board action, the affected individual may request reinstatement at the conclusion of each extension using the method stated in this section. (7/19/16)

UNATTENDED CHILDREN POLICY

Children age 12 and under may not be left unattended in the library unless they are participating in a library-sponsored program (such program not to exceed one hour). Unattended school age children age 13 or over are free to utilize the library's resources as long as needed provided they demonstrate purposeful intent to use library resources, and that their behavior is not disruptive to other patrons or to staff members. The library does not provide child care. Unattended children with no observable intent to use library resources will be identified by library staff and the parents will be contacted. If the problem continues after parents are notified, or if parents cannot be reached, the juvenile authorities at the police department will first be contacted to pick up the children. Additional noncompliance will result in notification of the Department of Children and Family Services.

COMPUTER AND INTERNET USE *(passed 5/1/2022)*

- The Kankakee Public Library is committed to providing open access to informational, educational, recreational, and cultural resources for Library users of all ages and backgrounds. The Library has made information available in a variety of formats, from print materials to audiovisual materials. The Library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources. The use of the Library's computers and Internet is a privilege, not a right, and inappropriate use as determined by the library staff will result in a cancellation of those privileges.
- The Internet, as an information resource, enables the library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal, inaccurate or incomplete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.
- Parents are encouraged to guide their children when using the Internet to avoid potentially dangerous sites and online interactions. A parent's guide for online child safety is available in our Youth Services Department
- Use of the public Internet on the Kankakee Public Library computers signifies that Individuals have read and agree to follow this policy. Those who do not agree may not use the Internet in the Library. Users under the age of 18 are required to have a parent or legal guardian sign a user agreement. The use of the Library's computers and Internet connection is intended for patrons who have some knowledge of computers and the Internet. The staff's role is one of guidance, not instruction.
- Individuals living within the City of Kankakee are encouraged to obtain a Library card before using a public internet computer; however, this is not required.
- In some cases, such as a parent/guardian with children, it may be important for two people to work together at a computer. Special accommodations can be made for tutors or persons with

disabilities. Otherwise, because of limited space, a maximum of two people may sit/work together at any one computer.

- Patrons can log themselves in with their library card number or reserve time slots by stopping by the Adult Services Department or Youth Services Department and making a reservation with a staff member, or by calling the Library at 815/939-4564. Latecomers forfeit their time if more than fifteen minutes late.
- Time restrictions on public access internet computers are as follows:
 - *Adult Services* general use internet computers – A maximum of four hours of use per day.
 - *Adult Services* Express internet computers – A maximum of fifteen minutes of use per day.
 - *Youth Services* general use internet computers – A maximum of two one-hour sessions per day.
 - *Teen* general use internet computers – A maximum of two one-hour sessions per day.
 - *Youth Services* parent internet computers – A maximum of one 30 minute session per day.
 - Under special circumstances, additional computer use time may be added at staff discretion.
- The user accepts full responsibility for all use made of the Library's computers and Internet access. The Library is not liable for any damages or losses which may arise in connection with a patron's use of the computers or Internet. The Library is not responsible for damage to any patron property or loss of material while using the Library's computers.
- Misuse of the computer will result in the loss of computer privileges, potential loss of Library privileges and possible prosecution. Such misuses include, but are not limited to: using the computer for illegal activities; gaining or attempting to gain illegal access (hacking) into secured Library computer systems, or any other secured computer system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity, or security; violating copyright laws and software licensing agreements; accessing websites deemed by staff as inappropriate for viewing in a public place; or any activity prohibited by this policy.
- Violators of this policy may be given one warning for minor infractions at the discretion of the staff. Violators who have already received one warning or have committed a severe infraction will be banned for one year from Internet use in the Library. At the end of the one year ban, the violator may submit a written petition to the Board of Trustees of the Library to request reinstatement. Reinstatement will be made or not made at the discretion of the Board. The Library Board reserves the right to extend a ban beyond one year (in six month increments) for violators who have been previously banned and reinstated.
- Patrons using their own equipment to view the Internet in the Library via a wireless connection will not access websites deemed by staff as inappropriate for viewing in a public place. Failure to do so can result in banning from the Library.
- To guard against computer viruses, users are not allowed to bring outside software programs to

use on the Library's computers, nor are users allowed to save files to the hard drives.

- All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing.
- Black and white printouts on 8.5"x11" paper are 15¢ per page. Color print outs on 8.5"x11" paper are 50¢ per page. Black and white print-outs on 11"x17" paper are 30¢ per page. Color print outs on 11"x17" paper are \$1.00 per page.
- Appropriate Library decorum and etiquette is expected.

DISC CLEANING AND REPAIR

- The Library charges \$1.00 per disc cleaning and \$5.00 for damaged cases, which must be paid prior to cleaning. The Library will not refund any item that still does not work after a repair is made. The Library will charge the patron the regular price of item, if the disc(s) cannot be repaired.
- Library Staff will contact the patron via their preferred method of communication when disc(s) are not repairable.

Cracked or chipped disc(s) that have been damaged by deep scratches, heat, or chemicals cannot be repaired. (*passed 1/21/2020*)

RENTABLE MEETING SPACES

Use of Meeting Spaces

- The use of Library meeting space is primarily for Library sponsored programs. Occasionally these rooms may be available for non-library groups on a limited basis for a fee.
- Use of the meeting spaces may not interfere with the normal operation of the Library. Users of the meeting room may be asked to leave if use is deemed disruptive or in any way contrary to library policy.
- Any person renting a space that requires the payment of a fee must be 21 years of age at the time of the making of the reservation.
- Any department of or organization officially affiliated with the City of Kankakee, or any organization partnering with the Kankakee Public Library, may schedule the use of the library meeting space free of charge, dependent on availability. Local elected officials renting meeting space for purely partisan or campaign activities will be charged "standard" fees.
- Tenants of the Executive Centre are entitled to one free rental per month, during library hours, of the third floor meeting room.
- Religious groups may use the facility for educational, cultural, intellectual, charitable, and/or community related activities. No library property may be used for worship services.
- The Library reserves the right to review, accept or reject any or all applications for the meeting space use. The Library does not assume any liability for groups or individuals attending meetings in the Library, nor does the Library assume responsibility for any loss, damage, costs and/or expense that may arise during the use of library facilities.
- The Library Director reserves the right to move an event to another suitable Library room if needed. Fees will be adjusted accordingly.
- Any event that is cancelled because of failure to abide by any law, ordinance, policy or other legal requirement shall not be eligible for a refund.

- Staff and library trustees may rent library space at 50% the usual rate, subject to availability. Each staff member may rent a space at the reduced rate no more than twice in a year. The staff member or library trustee must be present for the duration of the event including setup and cleanup. The staff member may not be on the clock during the event. Room setup is handled by the staff member. The Rental Coordinator will be in attendance when the event is after regular library hours. *(Passed May 2020)*
- Coordinator will be in attendance when the event is after regular library hours. Meeting spaces on the first and third floors are reserved for meetings exclusively. Rentals for social gatherings shall be held in the fourth floor meeting spaces. *(Amended 3/21/2019, 1/21/2020)*

Fees

- Rental fees will be assessed for meeting space use according to the table in Appendix A of this policy.
- A surcharge of \$25 will be charged for any person without a current Kankakee Public Library card or any organization whose mailing address is outside the City of Kankakee.
- A janitorial maintenance fee shall be charged if the meeting room is not left in its original condition. Items may not be hung on the walls, windows, molding, or from the ceiling.
- Bookings on behalf of private individuals that are more than 30 days before the event require half the final rental be paid by cash, credit card, money order or certified check within 7 days of booking to reserve the date. The remainder of the payment is due 30 days before the event if paying by personal check, or 5 days before the event if paying with cash, credit card, certified check or money order. If booking a date less than 30 days prior to the event, the full payment is required within 7 days to reserve the date, and no personal checks will be accepted. If these deadlines are not met, the library reserves the right to cancel the reservation.
- Checks drawn from accounts of organizations or corporations will be accepted at any time. A nonrefundable fee of 2.75% will be charged for credit cards that are swiped in person. A nonrefundable fee of 3.75% will be charged for credit cards that are taken over the telephone or must be hand-entered in person.
- An event must be cancelled at least 48 hours before its scheduled time for a full refund of fees. A 50% refund will be given for cancellation less than 48 hours before the scheduled event. All refunds will be made by check issued after the next regularly scheduled library board meeting
- Any event scheduled in the meeting room will be cancelled if the library is forced to close due to weather or other emergency situation. The sponsoring organization will not incur any additional costs under these circumstances. The Library will not be liable for any costs incurred by the sponsoring organization under any circumstances.
- Any renter who has an outstanding rental invoice that is 90 days or more overdue will not be allowed to make further reservations until the invoice is paid. Any existing reservations also may be cancelled if the long-outstanding invoice is not paid.

Waiving of Fees

Room fees may be waived for nonprofit organizations at the discretion of the library director. The director will report all room waivers made to the library board at the monthly meetings. An organization may request waiving of room fees by filling out a room fee waiver application and submitting it to the library

director at least 30 days before the date of the event. The following criteria will be used in deciding if a room fee shall be waived. This list is not all-inclusive. (Adopted 4/16/2019)

- Longstanding partnerships
- Organizations located in Kankakee County
- Organizations serving groups that are considered in crisis or dealing with trauma in our community, such as youth and BIPOC (Black, Indigenous, People of Color)
- Local government agencies
- The Kankakee Valley Genealogy Society
- The room use has an educational purpose
- The room use supports the library's mission statement
- Other Libraries
- Organizations without funding sources
- Organizations that support library initiatives
- Organizations that would help the library initiate new services

Renter Responsibilities and Restrictions

- Fees for the 3rd floor meeting rooms may not be waived more than once a week.
- Fees for the auditorium may not be waived more than four times a year.
- Organizations whose fees have been waived may be moved to another location in the library to accommodate a paying customer.
- Fee waivers are on behalf of an organization not an individual.
- All activities taking place in a fee waived room must be free to the public. This restriction precludes any type of fundraising or other activity which requires a contribution by an attendee to fully participate.
- Meetings must occur during regular library hours. Meetings must end 30 minutes before library closes and be out of the space no more than 15 minutes before library closes.
- Event date(s) will be entered into our master calendar. KPL will not advertise event elsewhere.
- Major food preparation is not permitted in our kitchen. Only prepackaged or catered food may be served. Organizations are responsible for bringing their own supplies and utensils. Use of the meeting rooms must abide by the Kankakee County Health Department requirements. The library does not provide space or equipment for food preparation.
- Groups using the meeting room are required to have adult supervision at all times.
- The applicant must be present at the time of the scheduled event and will be responsible for any damages to the meeting space and must be at least 18 years of age.
- No open flames are allowed in any Library meeting space at any time.
- All advertising and public notices of events to be held in any Library meeting space must carry a clear statement of organizational sponsorship and will not imply the endorsement by the Kankakee Public Library or the City of Kankakee. Publicity for non-library events may not carry the library's telephone number.

- The Library does not provide childcare for individuals attending meetings. Children under the age of 13 must be accompanied by an adult while in the Library. “Accompanied” is defined as being in the immediate presence of the adult.
- Auditorium-style set-up will seat 40 in the Third Floor Meeting Room. Maximum seating capacity in the Auditorium is 230 Auditorium-style. The room shall be returned to its original condition after each event. Time for set-up and take-down will be included in the schedule.

(Updated 3/16/2021)

Alcohol in Rentable Spaces

Alcohol may be served by renters of the library’s meeting rooms during hours when the library is closed. The renter may offer an “open bar” or a “cash bar” under the conditions stipulated below. A \$25 non-refundable Alcohol Fee will be added to the rental fee.

Open Bar:

- The renter must obtain a special event insurance rider with a minimum of \$1million of coverage. Kankakee Public Library and City of Kankakee must be named as Additionally Insured. The renter must provide proof of insurance to the Rental Coordinator within seven days of the scheduled event. Failure to do so will result in the cancelation of the event.
- All alcoholic beverages must be served by a Basset-certified bartender. The renter must provide proof of Basset certification within seven days of the scheduled event. Failure to do so will result in the cancelation of the event.
- The event must be by invitation-only.
- Alcoholic beverages cannot be sold at the event.
- Only beer and wine can be served. No other alcoholic beverages can be served.
- Alcoholic beverages cannot be brought onto library premises by guests of the named renter.
- It is the sole responsibility of the renter to comply with all local, state and federal laws governing the sale or distribution of alcoholic beverages.

Cash Bar:

- The renter must employ a licensed bar or caterer that is legally licensed to sell alcoholic beverages.
- The renter must provide proof of licensing to dispense alcoholic beverages by their preferred bar or caterer to the Rental Coordinator within seven days of the scheduled event. Failure to do so will result in the cancelation of the event.
- Only beer and wine can be served. No other alcoholic beverages can be served.
- It is the sole responsibility of the renter to comply with all local, state and federal laws governing the sale or distribution of alcoholic beverages.

OPEN MEETING SPACES

Use of the rooms can not disrupt Library operations in any way.

The conference rooms may be used by library related, non-profit or small study groups for quiet study only. Priority will be given to library related programs.

The room referred to as the “third floor suite” may be used by any non-profit person or organization without charge for up to four hours in total per week. A non-profit is defined as any person who is not working for the financial gain of themselves or any organization for which they are employed.

The maximum occupancy for either of the first floor conference rooms is ten. Please do not move furniture from other areas of the library into the conference rooms.

A conference room may be reserved up to one calendar year in advance by contacting the Circulation Desk. Reservations will be forfeited after fifteen minutes if no one shows.

Conference rooms may be used for a maximum of two hours a day per group.

Please leave the rooms in the same condition that you find them, nothing is to be attached to the walls.

Projects requiring paint, glue, glitter, or other materials that may damage the furniture or conference room are prohibited. If the room is not left in good condition, a janitorial fee (a minimum of \$20.00) will be charged to your library card.

Food and drink are not allowed in the meeting rooms.

LIBRARY PARTNERSHIPS

The Kankakee Public Library may establish an ongoing partnership with another non-profit or government agency initiated by a majority vote of the board. The partnership will be based upon an exchange of equal services or goods and must be in support of the mission of the Kankakee Public Library. Partnerships will be reviewed at the beginning of each fiscal year to determine if they remain equitable. The board may discontinue any partnership at any time with a simple majority vote. Library partners must abide by all library policies and rules unless such rules or policies are specifically waived by the board at the establishment of the partnership.

Responsibilities and Restrictions

- Use of the 3rd floor meeting rooms by a library partner may not occur more than once a week.
- Use of the auditorium or gallery will not occur more than four times a year.
- Partner organizations may be moved to another location in the library to accommodate a paying customer.
- All activities taking place sponsored by a library partner must be free to the public. This restriction precludes any type of fundraising or other activity which requires a contribution by an attendee to fully participate.
- Library staff will provide tables and chairs. Representatives of library partner organizations may rearrange furniture if necessary.
- Meetings must occur during regular library hours. Meetings must end 30 minutes before library closes and be out of the space no more than 15 minutes before library closes.

- A library partnership will be considered for cancellation if the organization fails to hold a scheduled event without properly informing the library beforehand two or more times.
- The number of attendees is to be reported to the Adult Services staff after the event takes place. These statistics are reported to the Library Board of Trustees each month.
- The library will consult with an organization representative and if requested, the library staff will design flyers, press releases, email newsletter, and social media. The design will be updated, at least, yearly. Event date(s) will be entered by library staff into the library master calendar as a “community-partnered event.”

(Updated 3/16/2021)

PUBLIC DISPLAYS

Bulletin Boards

Use of the Library’s Bulletin boards public information kiosk must be approved by a supervisor.

Displays

Library needs and activities take precedence; otherwise displays may be created by community organizations. Display space for individuals or non-profit organizations is available. Displays may be cultural, educational, civic, non-profit, religious or commercial. Partisan political exhibits may not be displayed. The Adult Services Supervisor may schedule one (1) community organization display per month. The Library is not responsible for damage or loss of exhibit materials. Displays cases must be reserved in advance and usage will be determined by the Director.

PHOTOGRAPHY AND VIDEO MONITORING

Security Cameras

The Board of Trustees of the Kankakee Public Library strives to maintain a safe and secure environment for Library staff and patrons. In pursuit of that goal, video surveillance of Library property may be used. Video surveillance records are the sole property of the Kankakee Public Library. Cameras may be positioned to survey public areas. Signage disclosing use of video surveillance will be posted. Video surveillance may be used to help identify person(s) who have violated library policies or help safeguard Library operations. Video surveillance will be monitored by authorized Library staff. Images may be shared with staff from time to time to assist staff in identifying persons suspended from Library property and maintain a safe and secure environment. Video surveillance records may be used to assist law enforcement agencies in accordance with applicable laws.

Photography in the Library

No photographs or videos shall be taken by staff or the public on library property without permission from a supervisor or administrator. Any photograph or videos taken by staff shall be for security purposes or for the promotion of library events or activities. Such photographs or videos taken by staff in the library shall not be disseminated on the internet or by any other means except to promote official library programs and activities. Any photographs or videos taken during scheduled work hours by staff is the intellectual property of the Kankakee Public Library regardless if it was created on a personal or library owned device. Photographs or videos taken by the public will only be allowed if the photographer agrees to respect the

privacy of other library users.

PROCTORING EXAMS

Kankakee Public Library provides free proctoring of written and online exams during regular library hours. The library will provide space to take the exam and/or a public computer for online exams. Exams will be proctored on the Third Floor which is the quiet floor of the library. A Kankakee Public Library Adult Services staff member will serve as the exam proctor. The library does not guarantee constant supervision of the student or a completely quiet environment.

The student is responsible to provide all proctor materials and information. Exam materials and/or proctor passwords can be sent to the library via USPS, email, or fax.

Exams may be proctored during the library's regular hours and must be completed at least 15 minutes before the library closes. The student is responsible for allowing enough time to complete their exam. Computers automatically shut down at the end of a business day.

The Library does not assume responsibility for the receipt of exam materials and/or passwords. The student must review all exam requirements with the proctor prior to the exam date. The student must be prepared to follow all instructions listed. For example, the student may be asked to provide current photo identification which must match the name on the test, turn in all electronic devices, etc.

Requirements vary by exam. For written exams, it is the student's responsibility to provide the stamped, addressed envelope for returning the exam. The Library proctor will return completed exams directly to the educational institution.

The Library does not assume responsibility for completed exams that are not received by the educational institution. The Library suggests the student follow up with their contact to make sure they received the test.

NOTIFICATION OF LAW ENFORCEMENT AND/OR EMERGENCY PERSONNEL

Any incident that takes place in the Library with sufficient severity to require the notification of law enforcement, the fire department, or emergency medical personnel will be reported to a supervisor as soon as possible. The relevant supervisor will prepare a written statement describing the incident, action taken, and individuals involved. The report will be submitted to the Director within 48 hours of the incident.

TORNADO WARNING

In the event of a tornado warning that includes Kankakee County, all patrons and staff are to move to one of the small meeting rooms, Martin Luther King Room, or Fiction area on the first floor. Anyone who refuses to move to one of the designated safety areas must leave the Library. The Library is considered closed for business for the duration of the Tornado Warning.

SEVERE WINTER WEATHER

In the event of severe winter weather, or any other circumstance in which the safety of the public and staff are in question, the Director shall decide if procedures for closing the Library shall be initiated. In the absence of the Director, a supervisor will attempt to contact the Director before initiating a closing. The Director will contact the President or the Treasurer or the Secretary of the Board of Trustees to obtain approval for the closing of the Library. In the event no Officer of the Board of Trustees is available, any other member may give approval for an emergency closing.

UPDATING OF PROCEDURES

Library administration shall undertake to review and update fire safety procedures as needed. Maps and information will be regularly circulated to the staff to keep them informed of proper procedures in the event of fire.

PERSONNEL POLICY

ADMINISTRATION

Legal responsibility is vested in the Board of Trustees which is the policy-forming body of the Library. The responsibilities of the Board include selection and appointment of the Library Director who is the administrative officer of the Library. The Library Director is responsible for the implementation of the policies and decisions of the Board. The Director is in overall charge of the Library personnel and is responsible for the recommendation to the Board for the hiring and termination of all employees. The Director is also responsible for the assignment of duties, employee morale, and establishing standards of service and staff development pursuant to guidelines established by the Board of Trustees.

APPOINTMENTS

Selection of Personnel

Selection of staff members shall be based on merit with regard for educational and technical qualifications, as well as personality, ability, temperament, length of service, and aptitude for the position involved.

In filling any supervisory position, the Director shall forward copies of all resumes and applications received for said position to each member of the Personnel Committee. The Director shall select those applicants who are most qualified to fill said position and shall arrange interviews with the candidates. At least one member of the Personnel Committee and one supervisor shall attend the interviews. The Director shall ultimately be responsible for making the recommendation for hiring to the full Board.

Because the Kankakee Public Library is supported by city taxation, first consideration will be given to qualified persons living within the city limits.

Employment candidate references will be contacted for factual verification. Anyone including intentionally false information on an application of employment is disqualified for employment.

The Kankakee Public Library is a drug free work environment. Finalists for employment will be required to submit to a drug test at the expense of the Library before beginning employment. Candidates who test positive for any illegal substance will be disqualified for employment.

No person shall be employed in a position that shall subject them to the direct supervision of or direct supervision by a member of their immediate family; to include: father, mother, sister, brother, husband, wife, child, grandparents, or in-laws.

Terms of Appointment

Based upon the recommendation of the Director and Personnel Committee, the Board may appoint, terminate, and determine the salaries of all employees consistent with position classification guidelines. The notice of appointment will state the position to which a person is appointed, the terms of salary, and the number of hours of service, if possible.

Full Time employees are those scheduled to work 37.5 hours per week.

Part-time employees are those who work fewer than 37.5 hours per week and more than 10 hours per pay period. Part-time employees are paid by the hour. Part-time employees shall not receive any benefits except those provided by law.

As needed employees may be retained on the payroll at the discretion of the Director to work as the need arises. No specific amount of regular hours is guaranteed to as-needed employees. If an as-needed employee works no hours over the period of one calendar year, they will be removed from the payroll.

No person may be employed by the Kankakee Public Library who has been convicted of a felony or a crime of dishonesty or moral turpitude after June 1, 2011 and any employee who is convicted of a felony, crime of dishonesty or moral turpitude after June 1, 2011 shall be subject to immediate dismissal.

TIME AND METHOD OF SALARY PAYMENT

Salaries are paid twice a month on the 5th and 20th of the month, for work done during the preceding period. The Director must inform each employee of the following:

- Withholding tax.
- Illinois Municipal Retirement Fund Contributions.
- The City of Kankakee handles payroll, tax withholding, and all IMRF contributions and benefits.

Employees above the rank of shelver will receive one annual payment of \$100 as reimbursement for the use of their personal cell phone to fulfill their work duties. This payment satisfied the compensation required by the *Illinois Wage Payment and Collection Act*.

ROUNDING OF HOURS

In accordance to the law, the library uses the 7 Minute Rule. Employees shall clock in at their scheduled work times. If a non-exempt employee clocks in seven minutes or less early or late, that employee's hours will be rounded to the nearest 15 minutes. Employees shall only work the hours they are scheduled by their supervisor. If any employee continually clocks in more than 7 minutes early or late, it will result in

disciplinary action. *(Passed 02/18/2020)*

SCHEDULES

The work week at the Kankakee Public Library will consist of 37 ½ hours. Typically, this will consist of five 7 ½ hour work days.

Schedules are arranged to meet the service requirements of the library. Although a typical workday is 7 ½ hours, as stated in paragraph 1, in some situations employees may be scheduled for longer hours on some days. When this occurs, work days with shorter hours will be scheduled for some subsequent days. Any departure from the employee's schedule must be cleared with the immediate supervisor.

Any time off from one's regularly scheduled work week may not be made up at a later date.

ABSENCES AND TARDIES

The employee will clock in for their shift on computer at their work station on or before his/her scheduled start time. Employees may not clock in or out a computer outside his/her work workstation. The employee is responsible for being aware of his/her current schedule.

The employee will notify his/her supervisor (preferably in writing) of any anticipated lateness or absences as early as possible. The employee will notify a supervisor of an unanticipated tardy or absence verbally as early as possible. Notification via voice mail or texting is not acceptable. If necessary, the employee may call a supervisor at home or via cell phone to notify him/her of the unanticipated absence or tardy.

Failure to appear for a scheduled shift without notification of a supervisor will be brought to the attention of the Director. Such failure to appear for a shift without notification is grounds for disciplinary action, including possible dismissal. Three or more unexcused tardies in a three month period will be considered problematic. The supervisor will issue a verbal warning to the employee when this threshold is reached. Habitual tardiness in subsequent quarters will be brought to the attention of the Director for possible disciplinary action, including possible termination.

REMOTE WORK POLICY

Remote working is an arrangement that allows employees to work at home or at some other off-site location for some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, the library recognizes that, in some cases, remote working arrangements can provide a mutually beneficial option for both the library and employees.

Remote working is also a reasonable and practical solution to temporarily sustain critical library services/tasks during times when the library building cannot safely be open to the public, such as during severe weather or unsafe travel condition, a library disaster, or other local, state, or national emergencies. Remote working will only be implemented in situations where the employee's duties can be performed effectively off-site and the library's operational needs will not be adversely affected. It in no way changes an employee's terms and conditions of employment.

Requests for remote working may be initiated by the library or the employee and are approved on a case-

by-case basis by the Director, in consultation with the Assistant Director, employee and their supervisor. A conversation will occur between these entities to determine if working remotely is needed. Arrangements can be temporary or permanent, based on the situation, and may include some of an employee's regularly scheduled hours. An employee cannot exclusively work from home, unless the library is closed due to an emergency. Remote working privileges may be cancelled or suspended at any time and for any reason, but particularly for poor job performance.

Employee Eligibility

Any employee (full-time/part-time; exempt/non-exempt) may be eligible for remote working, depending on the situation. To be eligible for consideration for remote working, an employee must:

- Have no record of performance problems/disciplinary actions within the preceding year;
- Exhibit good time-management and organizational skills and be self-motivated, disciplined, and able to work independently;
- Have high job knowledge.

Consideration for remote working is directly related to the requirements and suitability of the job performed by the employee, and employees must be able to carry out the same duties, assignments, and other work obligations at an off-site location as they do when working on the library's premises. Basic requirements may include job duties that:

- Entail working alone and with no required patron interaction;
- Have clearly defined tasks and objectives;
- Require little face-to-face communications with supervisors or other staff members;
- Involve measurable work activities so that work progress can be easily monitored.

Expectations

- Job responsibilities and work output and quality are expected to remain the same as in-library work.
- The employee and their supervisor will establish in advance any necessary work schedules, the amount of remote working each week, expectations for communication, including the manner (phone, email, text, etc.) and frequency, and means of tracking progress.
- A signed agreement between the supervisor, employee, and administration will be in place if an employee works remotely on a regular or semi-regular basis
- While setting defined work schedules may not be necessary when employees are working at any off-site location (including home), they are expected to work their assigned number of hours and will be expected to log all hours/tasks.
- Employee must be available to attend scheduled, required meetings (remotely or in person, as necessary).
- Employees who are working remotely are expected to abide by all library policies, including but not limited to overtime policies, and those regarding patron privacy.
- Any restricted or confidential information brought to an off-site location as part of an employee's job duties must be handled with the same security requirements as used within the library building

(e.g. personnel files should be kept in a locked file cabinet).

- The library will not provide furnishings for an employee's home office (e.g. desk, chairs, lighting, etc.) but some equipment may be furnished by the library, such as laptops, software, or other items that are necessary for the employee to fulfill their job duties. Any personal equipment an employee is using for work may be subject to FOIA (Freedom of Information Act).
- Hours an employee works remotely do not necessarily need to reflect the hours that the library is open.
- Employees are responsible for maintaining a safe and comfortable work environment conducive to completing assigned tasks.
- Remote working is not intended to be used in place of paid benefit time.
- An employee cannot be conducting a side business during hours they are working remotely.
- The library and employee agree to abide by all laws governing telecommuting.

(Passed 7/21/2020)

MEAL TIMES AND REST BREAKS

All employees scheduled to work more than five consecutive hours a day shall take thirty minutes for meal purposes. This meal time shall be without pay. Employees shall be allowed one fifteen minute rest break with each four consecutive hours of work. Meal times and rest breaks shall not be taken at the beginning or end of a work shift.

HOLIDAYS

The Library is closed and full-time staff members shall be paid for the following holidays:

Closings (paid holidays for full-timers)

- New Year's Day
- MLK Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Veterans Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Early closings that don't impact full-timers' hours

- Saturday of Merchant Street MusicFest – open 9am to noon (full-timers must work 37.5 hours that week or take vacation or personal time)
- Thanksgiving Eve – open 9am to 5pm (full-timers must work 7.5 hours that day or use vacation or personal time)
- New Year's Eve – 9am to 5pm (full-timers must work 7.5 hours that day or use vacation or personal time)

When a holiday falls on a full-time employee's day off, they earn 7.5 hours of discretionary time to be used the same week. The discretionary time will be scheduled with the approval of the employee's immediate superior.

Religious Observances

Employees who are members of religious groups which have major holidays other than those observed by the library may request permission from their supervisor to use vacation or personal business leave on those days.

VACATIONS

Vacations for all employees are subject to prior approval of the employee's immediate supervisor.

Requests shall be submitted via the library's time management system as far in advance as possible.

At all times, the welfare of the Library must receive primary consideration in making vacation schedules. In case of conflict of schedules, priority will be given to the first request received.

Vacation time shall be allotted to new full-time employees 90 days after their start date. Full-time employees receive vacation allotments based on the schedule listed below. Part-time employees are not eligible for paid vacation.

Vacation Schedule

Years of Service - Days Paid Vacation

One through four years - 75 working hours per year, earned at a rate of 2.885 hours each pay period.

Five through nine years - 112.5 working hours per year, earned at a rate of 4.3270 hours each pay period.

Ten or more years - 150 working hours per year, earned at a rate of 5.7692 hours each pay period.

Administration Years of Service - Days Paid Vacation

One and two years - 150 working hours per year, earned at a rate of 5.7692 hours each pay period.

Three or more years - 187.5 working hours per year, earned at a rate of 7.2115 hours each pay period.

When an employee shall have reached 125% of their annually allotted vacation time in unused time, they shall stop earning time until their unused total shall have dropped below 125%.
(Amended 8/18/2020)

PERSONAL DAYS

Two paid personal business days per year will be allotted to all full time staff members on January 1 of each year. This time shall be scheduled in advance with the supervisor. Full time employees must use personal days in the calendar year. Any unused personal time will be deleted on January 1 of the following year. (Amended 1/19/2021)

SICK LEAVE

Sick leave shall accrue at a rate of one day per month to become available on the last day of a completed work month. Sick leave may accumulate to a maximum of 60 days.

Benefits shall not be paid until such time as the Director is informed of the absence and the reason for such absence and there is no question concerning the validity of the absence. Salary continuation pay will commence on the day notice is given unless the delay in reporting is supported by reasons acceptable to the Director. The Director will require that an employee present a physician's statement that will substantiate the reason for an absence longer than three days.

Sick leave shall be granted to staff members for actual illness in their immediate family.

A member of the family is defined as father, mother, sister, brother, husband, wife, child, grandparent, or a member of their household. The judgment of the Director is to be relied upon in approving requests for sick leave to care for others not specifically covered by this policy.

Sick leave may be used for doctor's appointments.

Sick leave may never be used as unscheduled vacation.

Neither weather nor civil disobedience shall be accepted as a valid excuse for not reporting to work.

Any sick leave taken may not be made up at a later date.

(Updated 2/18/2020)

EXTENDED ILLNESS

For an extended illness an employee shall use all or a portion of unused vacation leave when the sick leave is exhausted.

Under the Family and Medical Leave Act of 1993 (FMLA), employees are entitled to a total of up to 12 work weeks of unpaid leave during any 12-month period to care for themselves or a family member. If an extended leave is anticipated, the employee shall consult with their supervisor or the Director to clarify

their rights under the FMLA.

MATERNITY LEAVE

An employee who is pregnant can continue working as long as she is able to fulfill her regular duties. Maternity leave will be treated in exactly the same manner as a leave for an extended illness.

EMERGENCY PAY

If the library should be closed for any unscheduled reason, full-time salaried staff shall receive their normal pay for the duration of the closure. Part-time hourly staff shall receive pay based up their previously scheduled hours for the duration of the closure. *(Passed 3/17/2020)*

BREAST FEEDING

For up to one year after the birth of their child, Employees may be given one break every 3 hours for the purpose of expressing milk. Employees will be provided a private space with a lock on the door for this purpose. A bathroom or storage area does not serve as an accommodation space under this policy. Employee shall be responsible for informing their supervisor of when they will take their lactation break so that proper staff planning can be made. The term allowed for lactation breaks may be extended beyond one year at the discretion of the director.

SCHOOL VISITATION

The Kankakee Public Library will allow regular full-time employees time off during the normal school year (up to eight (8) hours per year) to attend necessary educational or behavioral conferences at the school his or her child attends. You will be required to use vacation or personal time if available or take the time as unpaid.

JURY DUTY

If a full-time employee is required to serve as a juror or under a subpoena as a witness in a court proceeding, the library shall pay the regular salary of the individual provided that the employee works such hours as are possible during the jury service.

Part-time employees are paid only for hours worked in the library of their assigned schedules.

All money earned by an employee from jury service must be remitted to the library, if that money is earned during a paid library shift.

CIVIC DUTY

Payment for time off for other civic duties shall be made only at the discretion of the Director after due consideration of the nature of the case. In no event shall any such decision necessarily be used as a precedent for future requests for payment.

MILITARY LEAVE POLICY

Military Leave Policy under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

The Kankakee Public Library is committed to ensuring that employees who must leave their jobs because of their “uniformed services” obligations enjoy all the rights they are entitled to under law.

DEATH IN THE FAMILY

Employees may have up to three days leave with pay in the course of a year for deaths in the immediate family. At the discretion of the employee’s supervisor and the Director, sick time may be used for additional funeral leave. A member of the immediate family is defined as a father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or other member of the employee’s household. The judgment of the Director is to be relied upon in approving requests for paid time off for the funeral of others not specifically covered by this policy.

VESSA LEAVE POLICY

In accordance with the Illinois Victim’s Economic Security and Safety Act (VESSA), the Kankakee Public Library will provide 12 weeks of unpaid leave during a twelve (12) month period to eligible employees who (1) are victims of domestic or sexual violence; or (2) have a family or household member who is a victim of domestic or sexual violence. Employees may take leave to (1) seek medical attention; (2) obtain services from a victim services organization; (3) relocate or take other measures to increase the safety of the employee; or (4) to seek legal assistance. Employees must give at least 48 hours advance notice of their need for leave, unless such notice is not practicable. Upon returning from leave, an employee will be restored to his or her same position or an equivalent position. Prior to an employee’s return from leave, The Library may require that the employee provide certification indicating that the employee or a member of his or her household is a victim of domestic violence.

The Kankakee Public Library will maintain benefit coverage for the employee and any family or household member at the same level and subject to the conditions that coverage would have been provided had the employee not taken leave. The Library will recover the premium it paid for maintaining coverage if the employee fails to return from leave for a reason other than (1) the continuation, recurrence or onset of domestic or sexual violence that entitles the employee to leave; or (2) other circumstances beyond the control of the employee.

The Kankakee Public Library will not take any adverse employment action against an employee because the employee (1) is, or is perceived to be a victim of domestic or sexual violence; (2) participated in proceedings pertaining to domestic or sexual violence; (3) requested an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, modified schedule, changed telephone number, or implementation of a safety procedure; or (4) because the workplace is threatened or disrupted in some way by the alleged domestic or sexual abuser. The Library will also make a reasonable accommodation to known limitations affecting otherwise qualified applicants or employees which result from circumstances covered by VESSA, unless such an accommodation would create an undue hardship to the Library.

An employee is not entitled to take 12 weeks FMLA leave in addition to 12 weeks leave under VESSA.

VOTING TIME

You are encouraged to vote either before or after your regularly scheduled work hours. If this is not possible due to your work schedule, you may schedule in advance with your supervisor up to two (2) hours of unpaid time off to vote. The employee may use two hours of vacation or personal time to vote, should

they desire.

TRANSFERS AND PROMOTIONS

The Kankakee Public Library encourages promotions from within and strives, to the extent possible, to make vacant positions available to current employees before seeking new employees from outside of the employees of the Library.

In an effort to encourage professional growth and development, all Library employees will be informed of job openings via their library provided email account. Internal Transfer/Promotion require a letter of intent and resume to be sent to the supervisor of the department in which the opening is available.

ADMINISTRATIVE LEAVE

An employee may be placed on administrative leave at the sole discretion of the Library Director whenever the Library Director determines that the employee's continued presence on the job is inappropriate or unduly disruptive. In such case, the employee shall be relieved from normal job duties but shall continue to be considered an employee of the Library and shall continue to receive all normal pay and benefits. Part-time employees placed on Administrative Leave shall be paid the hours they would be scheduled to work in an average week. Provided, Administrative Leave shall not be considered discipline; but is rather a temporary removal from duty. Administrative Leave shall be for such time as the Library Director may direct. By way of example, but in no way as a limitation, Administrative Leave may be used such as during an internal investigation of personnel actions or alleged violations of these rules.

LEAVES OF ABSENCE

There may be occasions during your employment when you need a leave of absence. A leave of absence (LOA) is defined as an unpaid, pre-approved absence from work for a specified period of time for family and medical, military or personal reasons.

The maximum length of time you may be on a Leave of Absence depends on the type of leave and your years of service with the Library. Types of leave include:

- Family Medical Leave Act (FMLA)
- Victims' Economic Security and Safety Act (VESSA)
- School Visitation Rights Act (SVRA)
- Personal Leave of Absence (PLOA)
- Workers' Compensation Leave of Absence (WCLOA)
- Military Leaves of Absence under the Uniformed Services Employment and Reemployment Rights Act (USERRA)

The decision to grant or deny a personal leave of absence will be based, in part, upon departmental needs and staffing requirements.

ELIGIBLE EMPLOYEES

In order to qualify for reemployment rights, an employee must have left his or her job for the purpose of performing voluntary or involuntary service in the "uniformed services." This includes time away from work for purposes of an examination to determine fitness for military service. "Uniformed services" include the Army, Navy, Marine Corps, Air Force, Coast Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard, Air National Guard, the

Commissioned Corps of the Public Health Service, members of the state militia called into service or training of the U.S. or the state, and any other category of persons designated by the President of the United States in a time of war emergency.

To qualify for any benefits under this heading, an employee must have been released from such service under honorable or general conditions.

REEMPLOYMENT RIGHTS

The Kankakee Public Library will not discriminate in regard to any term or condition of employment against any eligible employee by virtue of his or her voluntary or involuntary “uniformed services.”

Absent special circumstances, such as undue hardship or dramatic changes to the Library, eligible employees are entitled to rights following military leaves of absence to the extent provided by law. This means that returning employees will be placed in the position the employee would have had, had the employee not taken military leave. Where the employee is not qualified to perform the duties of the position they would have had, The Library will make reasonable efforts to qualify that employee for the new position. In the event those reasonable efforts fail, the employee will be placed in the position s/he occupied at the commencement of his/her military leave. If for some reason, the employee is no longer qualified to perform that position with or without reasonable accommodations despite the Library’s efforts to qualify the employee, s/he will be placed in the nearest approximation to his/her former position or the position s/he would have had with full seniority.

Returning employees will be entitled upon reemployment to the seniority and other rights and benefits they would have had, had the employee not taken military leave and been continuously employed by the Library. **Note:** The Library reserves the right to refuse to rehire an employee who is absent from employment for a cumulative period of more than five years, to the extent permitted by law.

EMPLOYEE’S OBLIGATIONS TO REEMPLOYMENT RIGHTS

In order to qualify for these rights, Employees must do the following:

- **Provide adequate notice** of impending service to The Library Director. The Library Director may require contact information for the employee’s military officer. The Library Director may excuse this requirement where notice is impossible or unreasonable under the individual circumstances in each case.
- **Report back to work or apply for reemployment within the required time lines imposed by law.** In general, this will mean that the employee must submit an application for reemployment within 90 days after release.

Employees who have questions about their eligibility for military leave, their reemployment benefits, and what is required of them to secure those benefits, should contact The Library Director.

ACCOMMODATIONS FOR A DISABILITY

The Library is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). It is the Library’s policy not to discriminate against any qualified employee or applicant with regard to any terms of conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job with or without reasonable accommodations.

If you have a disability (as defined in the Americans with Disabilities Act), explain to your supervisor and/or Library Director what job-related accommodation you might need to perform the essential functions of your job. Additional conversation is encouraged between employees requesting job related accommodations and the Library Director, with consultation from supervisor will determine accommodation needs and identify potential accommodation solutions. The Kankakee Public Library provides reasonable accommodations except in those instances where an accommodation would create an undue hardship as determined by the Americans with Disabilities Act.

DEVELOPMENT OF STAFF

In-Service Training

New staff members, during the first few days of employment, shall be given orientation in the general operation of all departments, the Library's objectives and history, as well as instructions concerning their own duties.

Staff Meetings

Department Heads meetings are held on a regular basis but not less than quarterly. Information from these meetings will be passed on to the general staff at meetings held in the various departments.

Encouragement of Further Education

Full-time employees are encouraged to take advantage of available college level courses which will contribute to their value to the Library, if work schedules can be arranged convenient to the Library.

Completion of courses in Library or Information Science may be considered as a recommendation for a merit increase in the employee's pay.

Professional Reading

The Library purchases a variety of professional library books, pamphlets, and materials which are available to all staff members.

Staff members are to avail themselves of opportunities to browse through new books, magazines, and other materials which are in circulation or about to circulate. Questions at the main desk cannot be answered intelligently if staff members are not alert, well informed, and know what materials are available.

Attendance at Professional Meetings

When the work of the library permits, time with pay is allowed for staff members to attend library conferences and other professional meetings. Board approval is required. As far as possible, the privilege of attendance at such meetings is rotated among staff members. Active participation, such as prepared talks or committee work, merits priority in attending meetings.

Membership in Library Associations

It is recommended that the Director and Department Heads hold membership in ILA and ALA, and all staff employees in general are urged to join, at least, ILA and to participate in its activities.

The institutional membership dues shall be paid by the library for Library Administration Council of Northern Illinois and any other library organization that could add to the improvement of the Kankakee Public Library.

Staff members and Board members will be responsible for their personal dues.

Travel and maintenance of any persons attending meetings will be assumed by the Library.

The President of the Board and Director's personal dues in ILA and ALA shall be paid by the Library.

INSURANCE AND OTHER BENEFITS

The Library will pay 80% of the premium single coverage health insurance for all full-time salaried employees. 20% of premium cost shall be the responsibility of the covered employee. Coverage for dependents of employees shall be at the sole cost of the employee.

All library employees are covered by Social Security and contribute as mandated by law.

All employees working more than 600 hours per year are members of the Illinois Municipal Retirement Fund (IMRF) and contribute at the rate prescribed by law.

All employees are covered by Workmen's Compensation and State Unemployment Insurance without cost to the individual.

WORKERS' COMPENSATION

Workers' Compensation is compensation for medical bills, lost time from work, disability or death as a result of an occupational injury or illness. Non-occupational illness and injuries may be covered under The Library's health and disability plans.

To receive these benefits, you must report all accidents and injuries immediately to your supervisor. (Failure to immediately notify your supervisor may result in the denial of your claim.) All event reports, documents and other relevant information must be forwarded to the Library Director.

SALARY REVIEW

Salaries for all employees shall be reviewed not less than annually for possible increase consistent with position classification guidelines. This review would normally be held during March with any authorized increases becoming effective the first pay period following May 1.

RED CIRCLE EMPLOYEES

Any employee whose pay falls outside the maximum pay for their grade at the time of the establishment of the pay grades shall not receive an annual raise until their pay falls at or below the maximum pay for their grade. In lieu of a raise, the employee may receive a bonus payment in an amount to be decided by the library director. When the employee's pay falls at or below the maximum amount for their grade, they shall receive a raise commensurate with their grade. (*Passed April 21, 2020*)

PERSONNEL RECORDS

The Kankakee Public Library maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

These files are the property of The Kankakee Public Library, and access to the information they contain is restricted. Generally, only personnel of The Kankakee Public Library who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Director. With reasonable advance notice, employees may review their own personnel files in the Kankakee Public Library offices and in the presence of an individual appointed by The Kankakee Public Library to maintain the files.

PERFORMANCE REVIEW

All Library employees will be evaluated during the third month of employment, the twelfth month of employment, and annually thereafter.

A formal performance evaluation may be conducted at any other time circumstances warrant.

Each performance evaluation will be signed by the evaluator and the employee being evaluated.

Each Library employee will receive a copy of this evaluation.

PROMOTIONS

When vacancies occur, it is the policy of the Library to fill them by promotion or transfer if candidates with necessary qualifications are available on staff.

If suitable candidates are not available the library will seek new appointees elsewhere.

Promotions are based upon: evidence of satisfactory performance; promise of future development; and educational, technical, and personal qualifications.

Appointment and promotions are based on merit without interference from political, economic, religious, or other groups.

RESIGNATIONS AND RETIREMENT

Resignations are to be submitted in writing and presented to the Library Director one month prior to the effective date for librarians and personnel holding positions of Department Head and two weeks prior to the effective date for all other employees.

The Library does not have a mandatory retirement age. Employees may work until they elect to retire so long as they retain the physical and mental capability to perform their assigned duties.

Retirement is defined as leaving the employment of the Library and receiving a pension under the provision of the Illinois Municipal Retirement Fund (IMRF).

Earned but unused vacation will be paid upon resignation/retirement.

Cumulated sick leave will not be paid upon resignation/retirement.

Any employee who resigns and later returns to the employment of the Library shall be considered a newly hired employee for all purposes, including the granting of vacation.

EMPLOYMENT DISCIPLINARY POLICY

All employees are expected to conduct themselves in a respectful and professional manner at all times. If this does not occur, the employee will be subject to discipline up to and including termination. This policy serves as a general guide and does not and cannot include every possible scenario or situation that may arise.

Termination

The following infractions will normally result in **termination**, without prior corrective action.

- Disclosing, tampering with, or removing any confidential information, employee personal information, or confidential library business to an unauthorized person or entity.
- Dishonesty, misrepresentation of facts, or falsification of any record or document includes, but not limited to the employment application, electronic time card/clock, dishonesty or misrepresentation of facts in order to obtain benefits or privileges.
- Any destruction or abuse of library property or property of another entrusted to the library.
- Unauthorized possession, removal, use or theft of library property or the property of others entrusted to library.
- Any employee who is convicted of a felony, drug-related crime or any crime related to sexual abuse who does not report his or her conviction within five working days of such a conviction.
- Inappropriate use of a Family Medical Leave of Absence or any other Leave policy. This includes but is not limited to calling in sick or having an unscheduled absence for a shift when the employee is working in another organization or working at another job while on FMLA.
- Failure to cooperate with a fitness for duty testing or follow through with a treatment plan recommended by the Employee Assistance Program.
- Misconduct, gross negligence or any conduct that is in conflict with and/or jeopardizes the wellbeing of citizens, visitors or employees; this includes but is not limited to, cursing (swearing), using threatening or vulgar language, exhibiting behavior that is intimidating, coercing, harassing, indecent, immoral, or violent.

Two Day Suspension

Although not inclusive, the following list of infractions normally will, depending on the circumstances, result in the employee being given a final warning and a **two (2) day suspension** without prior corrective action. However, depending on the circumstances or severity of the violation, any of the following

violations could result in immediate termination:

- Abandoning your work or leaving work area without permission or relief.
- Being in an unauthorized area.
- Refusing to cooperate in an investigation authorized by library.
- Sexual harassment or discrimination in violation of the law or library Policy. (See Harassment Policy in the Human Resources Policy Manual).
- The employee who is in a position to influence or control decisions affecting the library who fails to notify his/her supervisor of a potential conflict or engages in any action that presents a conflict of interest
- Any behavior or action that violates the professional, technical or ethical standards.
- Insubordination, to include refusal or failure to follow written and verbal instructions or perform designated work as requested.
- Failure to comply with mandatory requirements (including, but not limited to, safety training, attending orientation, infection control, Employee Health testing,).
- Gambling on library premises.
- Conviction of a serious crime which has an adverse impact on the business or image of the library.
- Failure to provide notification of an absence or providing that notification more than one (1) hour beyond the beginning of a scheduled shift or no call, no show (“NCNS”). Exceptions could include incapacitation or any other unforeseen emergency provided that the employee provides supporting documentation upon returning to work.
- Sleeping while on duty.

Second Warning

Although not inclusive, the following list of infractions will normally result in the employee being given a **second warning**. However, depending on the employee’s previous disciplines, the circumstances or severity of the violation, any of the following infractions could result in further corrective action up to and including termination.

- Solicitation for the benefit of any business in which the library employee has an interest. Also, the solicitation of tips or a gratuity, to include the accepting of anything of substantial value for personal use.
- Violation of fire, health sanitation, safety and security regulations or practices.
- Violation of the Computer Usage Policy to include any prohibited activity such as unauthorized file, database or internet access or other activities that promote a personal commercial enterprise.
- Overstaying or extending meals or breaks beyond the allowable time.
- Failure to perform in a courteous, conscientious, and caring manner in responding to the needs of a customer.
- Retaliation against an employee, citizen, or visitor for reporting violations of Library policy.
- Disruptive behavior that demonstrates a blatant disregard for the dignity and respect of coworkers, and/or visitors resulting in a disruption of work.

Verbal Warning

Although not inclusive, the following list of infractions will normally result in the employee being given a **verbal warning**. However, depending on the employee’s previous disciplines, the circumstances or severity

of the violation, any of the following infractions could result in further corrective action up to and including termination.

- Violation of library Smoke Free Environment Policy.
- Working extra hours without proper authorization (i.e. unauthorized overtime).
- Unauthorized storage of equipment, supplies, or property in lockers.
- Neglect or failure to perform essential job functions in a manner that meets library performance standards. This can include, although not limited to, poor quality or quantity of work, failure to fulfill job requirements or assignments, causing or contributing to unsafe work conditions and performing unsafe procedures
- The taking of rest breaks or the eating of meals at a public service desk.

Any violation of library attendance practices in accordance with Policy will result in disciplinary action up to and including termination except when authorized under the Family and Medical Leave Act.

Any violation of library Time Recording in accordance with Policy will result in disciplinary action up to and including termination.

Whenever conduct violations occur, the supervisor is to evaluate the nature and severity of the entire situation and consider the employee's previous record before determining appropriate corrective action.

When requested, an administrator will serve in a consulting role by providing advice or guidance regarding any aspect of this policy.

The preceding are guidelines. Any violations may result in more severe corrective action than previously outlined.

The preceding list is not all inclusive. Common sense and good judgment are to be used in determining appropriate behavior and corrective action.

Disciplinary action pertaining to alcohol and drugs is addressed in the Drug and Alcohol Policy.

All suspensions and discharges require the approval of the director or his or her designee. Discharge actions will be reviewed by the director prior to informing the employee of such actions.

The discharge should normally take place during a face-to-face discussion and the supervisor should promptly give the Discharge Notice to the employee and send a copy to an administrator.

(Passed 2/18/2020)

ANTI-HARASSMENT POLICY

The Kankakee Public Library is committed to treating all employees with dignity and respect. Accordingly, the Library uncompromisingly enforces its Anti-Harassment Policy in order to create an environment that is free from discrimination or harassment of any kind. In keeping with this commitment to treating employees with dignity and respect, the Library makes employment decisions based on an assessment of

each employee's merits, qualifications, and abilities. Decisions are not based on, or affected, by an applicant's or employee's race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law.

The Kankakee Public Library will not condone or tolerate harassment based on an individual's race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual orientation, physical or mental disability or handicap, or any other legally protected class. The Kankakee Public Library also prohibits harassment of its employees by non-employees, such as library users, vendors, and other third parties with whom our employees interact while performing their job duties.

Harassment Defined

This Policy expressly prohibits any verbal, physical or visual conduct of any kind which is offensive to an employee because of the individual's, race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law, and which creates an environment which is intimidating, hostile, or offensive to the employee or which interferes with the employee's performance of his or her duties.

This Anti-Harassment Policy also expressly prohibits all forms of sexual harassment. Sexual harassment, for purposes of this Policy, consists of unwelcome sexual advances, requests for sexual favors, or any other verbal, physical or visual conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision which affects the harassed employee; or
- The harassment creates an environment, which is intimidating, hostile, or offensive to the employee or interferes with the employee's performance of his or her duties.

Prohibited Conduct

Examples of conduct prohibited by this Anti-Harassment Policy include, but are not limited to, the following:

- Unwanted physical contact or touching;
- Persistent or repeated unwelcome requests for dates or a social relationship;
- Unwelcome sexually suggestive jokes, gestures, or comments;
- Preferential treatment for an employee or a promise of preferential treatment for an employee, in exchange for dates or sexual conduct, or the denial or threat of denial of employment, benefits, or advancement for refusal to consent to sexual advances; The use of epithets, slang words or names, stereotypes or other language which degrade any person or group of persons on the basis of race, color, ancestry, religion, religious creed, national origin, sex, age, pregnancy, sexual orientation, marital status, disability or any other protected characteristic;
- The display of sexually oriented pictures, posters, Internet sites, or other material offensive to any employee;
- The display of any pictures, posters, Internet sites, or other material offensive to any employee on account of his or her race, color, ancestry, religion, sex, national origin, citizenship status, age,

pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law;

- Making offensive social media posts on the basis of one's race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law;
- Verbal or physical threats or abuse directed at an employee because of his/her race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law.

Reporting Harassment

Any employee who believes he or she has been a victim of harassment by any other employee, user or vendor of the Library or who believes he or she has witnessed the harassment of others should report the incident(s) immediately to their direct supervisor or Library Administration. The Kankakee Public Library will conduct appropriate thorough investigation into each complaint and will take prompt corrective action where the evidence shows that a violation of this policy occurred. Information about individual complaints and their disposition is considered confidential and will be shared only on a "need to know" basis.

Policy Against Retaliation

The Kankakee Public Library will not retaliate against any employee who has made a good faith report of alleged harassment.

Responsibility of Supervisory Employees

All administrator or supervisor are responsible for helping to prevent harassment. Any administrator or supervisor who becomes aware of any possible harassment of or by any employee, patient, or supplier must immediately advise the Library Director.

Disciplinary Action

Any employee found to have engaged in conduct that violates this Policy will be subject to disciplinary action, up to and including discharge.

False or Frivolous Complaints

False or frivolous complaints will not be tolerated, given the seriousness of the consequences for the accused. A false or frivolous complaint is one where the accuser is using a complaint of harassment or discrimination to accomplish something other than reporting violations of this policy. It does not refer to complaints made in good faith that, after a thorough investigation, cannot be proven. Any employee who is found to have made a false or frivolous complaint will be subject to discipline up to and including termination.

CONFLICTS OF INTEREST

The Library expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Library. Business dealings that appear to create a conflict between the interests of the Library and an employee are

unacceptable.

Library employees may not engage in any service or activity for which they are being paid or given anything of value by any outside party while they are simultaneously on duty at the Library.

The Library recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Library may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member as a result of the Library's business dealings.

It is the responsibility of every Library employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the Library. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from the Library. Such disclosure must be made in writing by the employee and forwarded to the employee's supervisor for review of a potential conflict of interest.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth those that most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he should immediately contact his supervisor to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

INTERNET / E-MAIL / SOCIAL MEDIA

All employees are expected to conform to the standards regarding electronic correspondence and communication systems provided by the Kankakee Public Library. The Kankakee Public Library owns this system and all messages created, sent, or received including, but not limited to, all Internet/Intranet transmissions remain the property of the Kankakee Public Library. Furthermore, The Kankakee Public Library has, and will exercise, the right to review, audit, monitor, access, and disclose all matters on its electronic correspondence and communications system at any time, with or without notice. Such access may occur during or after working hours. Employees who use the Internet/Intranet system to harass, bully, or intentionally offend other coworkers may be subject to discipline, including the termination of employment with the Kankakee Public Library.

While at work, employees shall not use the internet for any purpose unrelated to the business of the Library. Violations of this policy will lead to discipline, up to and including termination.

Internet and email access may not be used for transmitting, retrieving or storing any communications of a discriminatory, harassing, bullying or pornographic nature. Messages with remarks about an individual's her race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law or harassment of any of these bases via email/internet is strictly prohibited.

The Library respects the right of employees to use social networking, personal websites and weblogs as a medium of self-expression. If you choose to identify yourself as a Library employee and discuss matters

related to the Library or Library staff on your website, weblog, or other online social network, please proceed with caution and discretion. Although your website, weblog, or any other medium of online publishing may be a personal project conveying your individual expression, some people may nonetheless view you as a de facto spokesperson for the Library. Such activities at or outside of work may affect your job performance, the performance of others, staff morale, teamwork, and/or the reputation or business interests of our agency.

POLITICAL ACTIVITY

All employees are urged to exercise their individual right to vote as citizens. No employee may use his or her official position to coerce or inhibit others in the free exercise of their political rights. No employee shall engage in political activities while on duty. No employee may wear any apparel while on duty bearing images or writing that espouses any political party, candidate or ideology.

DISPENSING MEDICATIONS TO THE PUBLIC

Kankakee Public Library Staff will not dispense medications, over-the-counter, or prescription, to any member of the public. *(Passed 1/21/2020)*

CONFIDENTIALITY

All circulation records are made confidential by law. Employees may not reveal such information except under the direction of their supervisor or with the supervisor's approval. Questions concerning this policy, including what constitutes confidential information, should be referred to the employee's supervisor.

Further, the Library expects that any knowledge, techniques, written or graphical material and other information relative to the Library's business obtained or created during the course of employment by the Library remain the property of the Library.

AT-WILL EMPLOYMENT

Unless an employee is represented by a labor union or working under an employment contract, all employment with the Kankakee Public Library is at-will and may be terminated at any time by the employee or the Library, with or without notice, and for any non-discriminatory, non-retaliatory reason.

DRUG-FREE WORKPLACE

Purpose

In compliance with the Drug-Free Workplace Act of 1988, the Kankakee Public Library has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Kankakee Public Library employees and to the security of the Library's equipment and facilities. For these reasons, the Kankakee Public Library is committed to the elimination of drug and alcohol use and abuse in the workplace.

Level of Responsibility

This policy applies to all employees and all applicants for employment at the Kankakee Public Library. The Human Resource Director (HRD) is responsible for policy administration.

Policy

Kankakee Public Library requires that all employees be drug-free and alcohol-free while at work. While at work, all employees are prohibited from manufacturing, possessing, using or distributing drugs or alcohol, having a prohibited amount of a drug in their body, or being under the influence of alcohol or cannabis.

Definitions

Library Premises: includes all offices, grounds, parking lot, lockers, or any site on which the Library is conducting business.

Illegal Drug: means a substance whose use or possession is defined as illegal under the Illinois controlled substance act. 720 ILCS 570/ Illinois Controlled Substance Act.

Refuse to Cooperate: means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a required test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

Under the Influence of Alcohol: means an alcohol concentration equal to or greater than .04, or actions, appearance, speech, or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

Under the Influence of Drugs: means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (cannabis, prescription and possibly (OTC) over the counter) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

Under the Influence of Cannabis: means specific articulable symptoms that reasonably cause a supervisor to conclude that an employee is impaired because of cannabis use.

Employee Assistance Services (EAP)

- **Self-Referral**
 - Kankakee Public Library will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other Kankakee Public Library policies.
 - Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law.
- **Management Referral**
 - An employee who is determined to be under the influence of cannabis, or tests positive for alcohol or drugs, or who admits to a drug or alcohol problem while being disciplined for performance problems, shall be referred to the EAP. The employee must accept the referral and provide documentation of his or her successful completion of an evaluation and any recommended treatment including aftercare, and sign a Last Chance Agreement (see forms).
- **Failure to comply will result in termination**
 - Any employee who commits an otherwise terminable offense, regardless of whether or not he or she tests positive, and any employee who tests positive twice will be terminated and offered

the services of the EAP.

- Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.
- **Fit for Duty**
 - Employees should report to work fit for duty and free of any adverse effects of illegal drugs, Cannabis/Cannabis products, or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications.
 - Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules

Whenever employees are working, are present on Library premises, or are conducting library-related work offsite, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol, cannabis or an illegal drug as defined in this policy.
- Possessing or consuming alcohol or cannabis.
- The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing Library business or while in a Library facility, is prohibited.
- Members of management may consider an employee to be impaired or under the influence of cannabis if he or she has a good faith belief that the employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position. A positive drug test for cannabis plus additional factors listed below may be considered evidence that an employee is impaired or under the influence of cannabis.
- Kankakee Public Library will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Pre- Employment

Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable Suspicion

- Employees are subject to testing based on (but not limited to) observations by at least two

members of management of apparent workplace use, possession or impairment. Library

- Administration should be consulted before sending an employee for testing. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs, cannabis, or alcohol. Examples include:
 - Odors (smell of alcohol, body odor or urine).
 - Movements (unsteady, fidgety, dizzy).
 - Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
 - Face (flushed, sweating, confused or blank look).
 - Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
 - Emotions (argumentative, agitated, irritable, drowsy, irrational, unusual).
 - Actions (yawning, twitching, physical dexterity, agility, coordination).
 - Inactions (sleeping, unconscious, no reaction to questions).
 - Negligence or carelessness in operating equipment
 - Disregard for the safety of the employee or others
 - Disruption of productivity
 - Carelessness that results in any injury to the employee or others
- When reasonable suspicion testing is warranted, both the employee's supervisor and Library Administration will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment. 3. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for the employee to be transported home.

Post-accident

- Employees are subject to testing when they cause or contribute to accidents that seriously damage library equipment or property or that result in an injury to themselves, another employee, or a member of the public requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle while performing their Library duties is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.
- Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for the employee to be tested

Collection and Testing Procedures

- Employees subject to alcohol testing will be transported to a Riverside Workforce
- Health-designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes

later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, urine, and blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

- Employees subject to drug testing will be transported to a Riverside Workforce
- Health-designated testing facility and directed to provide urine specimens. Employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana cannabis, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens.
- There must be a chain of custody from the time specimens are collected through testing and storage.
- The laboratory will transmit all positive drug test results to a medical review officer
- (MRO) retained by Riverside Workplace Health, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to Kankakee Public Library until such time that the MRO has confirmed the test to be positive.

Consequences

- Applicants who refuse to cooperate in a drug test or who test positive for alcohol or illegal drugs will not be hired and will not be allowed to reapply/retest in the future. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.
- Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, CBA, the employee's work history/record and any state law requirements, the Kankakee Public Library may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Kankakee Public Library for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.
- Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include the employee's supervisor and

Library Administration. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

Kankakee Public Library reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs

Kankakee Public Library prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug or cannabis in or on company premises or while conducting company business. Kankakee Public Library employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

Reporting

Employees suspecting a member of management being under the influence of illegal drugs or alcohol should immediately report it to a member of Administration. That member of Administration will investigate under the requirements of this policy. A staff member or member of management who suspects the Assistant Director will immediately report it to the Director, who will investigate under the requirements of this policy. A staff member or member of management who suspects the Director will immediately report it to the Assistant Director, who will investigate under the requirements of this policy. Any suspicion of illegal drug use will be reported to the Library Board President immediately. *(Passed 2/18/2020)*

CHANGES IN PERSONAL STATUS

If you get married, move, add to your family, or simply change your phone number, please notify the Library Director within thirty (30) days of the change. As some changes impact your benefits, it is important that you report changes right away. Reporting changes allows us to maintain accurate records for Social Security, income tax and other purposes as required by law and for your own protection.

EMPLOYMENT OF RELATIVES

Immediate family members are not permitted to work in: 1) a direct supervisory or management

relationship whereby one would have an impact on the other with respect to salary, hours of work, staffing, work schedule, or evaluations; and/or 2) the same department
Family members may apply for other open positions within the Library that are not in conflict with any local, state or federal statute.

EQUAL EMPLOYMENT OPPORTUNITY

The Kankakee Public Library, as an equal opportunity employer, will recruit, hire, promote, transfer and retain employees who are best qualified to meet the needs of a specific department and our organization as a whole. All qualified applicants will be considered for available positions within the Library without regard to race, color, ancestry, religion, sex, national origin, citizenship status, age, pregnancy, marital status, sexual-orientation, physical or mental disability or handicap, or any other characteristic protected by federal or state law. The Kankakee Public Library welcomes diversity in the workplace and appreciates the gift it brings in serving others.

PER DIEMS

Per Diem is the amount provided to a traveler to cover expenses such as food, beverages, meals, meal gratuities, fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardess on ships and hotel individuals in foreign countries. Per Diem is a fixed amount for official travel status and is not a reimbursement for actual costs incurred. United States General Service Administration per diem rates for the current year will be used. Receipts or a signed declarative statement detailing the expense incurred must be submitted to the business office within 30 days of the date of the expense for reimbursement to be made.

SUSPENSION

A staff member charged with misconduct which could necessitate termination may be suspended without pay pending the outcome of the investigation. If the employee is cleared by said investigation, restitution of unpaid salary is made.

This suspension can be initiated by the Director or a quorum of the Board of Trustees.

TERMINATION

Termination of employment may be initiated for any of the following reasons:

Unsatisfactory work performance including habitual tardiness, excessive absence, or physical or mental inability to perform. If the work of a staff member is unsatisfactory, the employee shall be so advised in writing. If, within a reasonable time, the work shows no improvement, the employee is then subject to dismissal.

Discharge for cause (e.g. conduct inconsistent with the principles of the Library, violation of policy, illegal act or repeated insubordination), which must be carefully documented, is customarily immediate, without notice. Discharge may also occur due to elimination of a position during reorganization or retrenchment.

No employee shall be dismissed for political, racial, or religious reasons.

GRIEVANCE

Any staff member with a personal grievance or complaint is strongly encouraged to discuss the situation with his/her immediate supervisor. If **unresolved**, the employee may take it to the Director of the Library. If the grievance or complaint is not resolved at this level, or if the employee feels the situation is such that meaningful communication with the Director is not feasible, the employee may present the problem in writing to the Board of Trustees via the Chairperson of the Personnel Committee.

Appendix A: Fee Schedule

Library Cards

Adult/Family...\$180.00 per household per year
...\$90.00 per household per 6 months
...\$45.00 per household per 3 months

Senior/Family...\$90.00 per household per year
...\$45.00 per household per 6 months
...\$22.50 per household per 3 months

Overdues

Print/Audio.....10¢ per day with a 1 day grace.
Second day begins fees retroactively from first day.
Max fine is \$10.00.

Video.....\$1.25 per day. Max fine is \$10.00.

Replacement.....List price of lost or destroyed item plus \$5.00 service fee.

Circulation Fees

Replace Card...\$3.00 for an active card.

Lost Security Tag or Bar Code...\$1.00

Book Sale...all items 50¢ (subject to change)

Internet and Computers

Non Resident.....\$1.00 per session per day

Computer Card.....\$50.00 per person per year

Prints.....15¢ per page

Thumb Drives...Varies
(Call Adult Services for pricing)

Paper.....5¢ for 3 sheets

Faxing...\$1.50 first page, \$1.00 additional pages (\$10.00 maximum)

Photocopies

8.5X11

Black and White - 15¢ per page

Color - 50¢ per page

8.5X14

Black and White - 20¢ per page

Color - 75¢ per page

11X17

Black and White - 30¢ per page

Color - \$1.00 per page

Meeting Rooms

See Meeting Room Fees sheet on next page.

Appendix B: Room Rental Fee Schedule

ROOM RENTALS

at the kankakee public library

3RD FLOOR	SUITE	MEETING ROOM
CAPACITY	10	40
INCLUDED	CHAIRS, TABLES	CHAIRS, TABLES, PROJECTOR/SCREEN, LAPTOP/CONNECTION, MICROPHONE/SOUND
PRICE	\$20/HR	\$30/HR

4TH FLOOR	GALLERY	AUDITORIUM
CAPACITY	100	248
INCLUDED	CHAIRS, TABLES, COAT ROOM, PODIUM, KITCHEN (NO FOOD PREP)	CHAIRS, TABLES, PODIUM, PROJECTOR/SCREEN, LAPTOP/CONNECTION, MICROPHONE/SOUND, LIGHTS
PRICE	\$300 for up to 5 hours \$50 FOR EACH ADDITIONAL HOUR	\$400 for up to 5 hours \$50 FOR EACH ADDITIONAL HOUR

Taya: 815-216-5734
dantayarobertson@gmail.com

*****PRICES AND EQUIPMENT SUBJECT TO CHANGE**

Appendix C: Reasonable Cause/Reasonable Suspicion Testing Form

Please record the following information to document your reasonable cause/reasonable suspicion test determination.

Employee's Name: _____	Employee's ID: _____
Job Title: _____	
Location of Incident: _____	Date: _____
Time Observed: _____	
Supervisor's Name & Signature: _____	
Concurring Supervisor's Name & Signature: _____	

Observations (Please check all that apply, and include descriptions of any *changes* in behavior.)

Appearance:

- | | | | |
|-------------------------------------|--|--|--|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Tremors/ Twitches | <input type="checkbox"/> Flushed or Pale | <input type="checkbox"/> Dilated Pupils |
| <input type="checkbox"/> Sleepy | <input type="checkbox"/> Sores/ Puncture Marks | <input type="checkbox"/> Heavy Eyelids | <input type="checkbox"/> Bloodshot eyes |
| <input type="checkbox"/> Disheveled | <input type="checkbox"/> Excessive Sweating | <input type="checkbox"/> Cleanliness | <input type="checkbox"/> Other (explain below) |

Description/Notes: _____

Behavior/ Demeanor:

- | | | | |
|--|------------------------------------|--|--|
| <input type="checkbox"/> Nervous | <input type="checkbox"/> Erratic | <input type="checkbox"/> Mood Swings | <input type="checkbox"/> Lethargic |
| <input type="checkbox"/> Irritable | <input type="checkbox"/> Paranoid | <input type="checkbox"/> Verbally/Physically Abusive | <input type="checkbox"/> Highly Excited |
| <input type="checkbox"/> Confusion/Inattentive | <input type="checkbox"/> Combative | <input type="checkbox"/> Fatigue/ Sleeping/ Drowsiness | <input type="checkbox"/> Other (explain below) |

Description/Notes: _____

Motor Skills:

- | | | | | |
|-----------------------------------|---|----------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Swaying | <input type="checkbox"/> Falling | <input type="checkbox"/> Unbalanced | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> Unsteady | <input type="checkbox"/> Lack of Coordination | <input type="checkbox"/> Fidgety | <input type="checkbox"/> Stumbling | |

Description/Notes: _____

Speech:

- | | | | |
|-------------------------------------|--------------------------------------|--|--|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Slurred | <input type="checkbox"/> Loud | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Exaggerated | <input type="checkbox"/> Talking Excessively | |

Description/Notes: _____

Odor:

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> Normal | <input type="checkbox"/> Smell of Alcohol | <input type="checkbox"/> Excessive Cologne |
| <input type="checkbox"/> Body Odor | <input type="checkbox"/> Smell of Marijuana | <input type="checkbox"/> Other (explain below) |

Description/Notes: _____

Test Conducted: Yes No

Comments: _____

Appendix D: Last Chance Agreement

The following agreement is a commitment to the conditions of employment between the City of Kankakee and _____ (employee name).

I, _____ (employee name) understand that as a result of my violation of the Drug and Alcohol Policy, I have been formally informed by the City that my employment as of this date _____ is conditional regarding my compliance with the conditions enumerated below.

I agree to:

1. An evaluation by a Substance Abuse Professional (SAP), that has been approved by the Company set through the Employee Assistance Program; and
2. Participate in any rehabilitation or educational program, that has been approved by the City and the SAP, for professional treatment regarding the violation of this policy; and
3. Return to work only after presenting a “recommendation” for a return to duty “signed by my treatment counselor; and
4. Follow the treatment prescribed by my treatment counselor to its conclusion; and
5. Consent to “follow-up” substance abuse testing at the request of the City for a period of up to 60 months.
6. Be subject to all other work rules including attendance, tardiness, and job performance issues.
7. Agree to sign a release of information statement to allow my treatment provider to report to the Human Resources Director any lapse or missed treatment sessions.

Failure to comply with these conditions or a second positive test result, a refusal to test, or an adulterated test result will be just cause for my immediate termination.

By signing below, you are indicating that you understand this agreement. If you understand and agree to the conditions of this Last Chance Agreement and commit to comply with these conditions, and you understand that any violation of the above conditions, including another positive test result or refusal, will be grounds for termination of employment, please indicate such by signing your name, and today’s date, below.

Signature of Employee

Date

Signature of Human Resources Director

Date

Appendix E: Pay Scale

FY 20/21

Pay Grade	Job Title	Minimum	Midpoint	Maximum
6	Director		\$72,489.11	
5	A Director		\$61,732.29	
4	Supervisor	\$39,356.25	\$42,168.75	\$44,981.25
3	Assistant III	\$28,762.50	\$30,205.50	\$31,648.50
		\$14.75	\$15.49	\$16.23
	Assistant II	\$11.21	\$12.50	\$13.79
1	Assistant I	\$11.00	\$11.00	\$11.00
		Minimum	Midpoint	Maximum

IL Min Wage = \$11

FY 21/22

Pay Grade	Job Title	Minimum	Midpoint	Maximum
6	Director		\$74,663.78	
5	A Director		\$63,584.26	
4	Supervisor	\$40,536.94	\$43,433.81	\$46,330.69
3	Assistant III	\$29,620.50	\$31,109.23	\$32,597.96
		\$15.19	\$15.95	\$16.72
	Assistant II	\$12.23	\$13.01	\$13.79
1	Assistant I	\$12.00	\$12.00	\$12.00
		Minimum	Midpoint	Maximum

IL Min Wage = \$12

FY 22/23

Minimum	Midpoint	Maximum
	\$76,903.70	
	\$65,491.79	
\$41,753.05	\$44,736.83	\$47,720.61
\$30,509.12	\$32,042.50	\$33,575.89
\$15.65	\$16.43	\$17.22
\$13.25	\$13.65	\$14.05
\$13.00	\$13.00	\$13.00
Minimum	Midpoint	Maximum

IL Min Wage = \$13

FY 23/24

Pay Grade	Job Title	Minimum	Midpoint	Maximum
6	Director		\$79,210.81	
5	A Director		\$67,456.54	
4	Supervisor	\$43,005.64	\$46,078.93	\$49,152.23
3	Assistant III	\$31,424.39 \$16.12	\$33,003.78 \$16.93	\$34,583.17 \$17.73
	Assistant II	\$14.27	\$14.37	\$14.47
1	Assistant I	\$14.00	\$14.00	\$14.00
		Minimum	Midpoint	Maximum

IL Min Wage = \$14

FY 24/25

Minimum	Midpoint	Maximum
	\$81,587.13	
	\$69,480.24	
\$44,295.81	\$47,461.30	\$50,626.79
\$31,122.23 \$16.60	\$33,371.45 \$17.43	\$35,620.67 \$18.27
\$15.29	\$15.44	\$15.59
\$15.00	\$15.00	\$15.00
Minimum	Midpoint	Maximum

IL Min Wage = \$15

Appendix F: Job Descriptions

ASSISTANT DIRECTOR (FLSA EXEMPT)

Job Summary: Under the administration of the Library Director, is responsible for providing leadership and management of library operations and the activities of its employees. In the absence of the Library Director, serves as person in charge of the library. Directly administers up to three staff.

Duties and Responsibilities

- Responsible for training, scheduling, and evaluating staff.
- Responsible for coaching and enhancing supervisory skills of department heads.
- Responsible for planning and implementing staff development.
- Regularly scheduled to work a public service desk.
- Assists the director in developing of major policies, goals, objectives, and general planning activities of the library.
- Seeks out, prepares, and manages grants.
- Coordinates press/media releases, and other library produced material for the public to ensure they appropriately reflect the library's images.
- Serves as liaison to the community. Along with the director, represents and promotes the library by actively participating in community organizations and groups throughout the city.
- Responsible for collection development in assigned areas.
- Attends board meetings.
- Serves as resource person for policy and procedures questions; responds to patrons' complaints and security issues.
- Recommends level of service to be offered.
- Participates in the overall development of the library budget.
- Keeps abreast of trends by attending workshops and meetings relating to various services; and by reading professional literature.
- Prepares monthly reports of assistant director's activities including building wide statistical analysis for board each month.
- Oversees the library website.
- Works on behalf of department heads with vendors to insure the best pricing and service to the library.
- Promotes the library by the practice of good public relations.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- An extensive knowledge of library materials, practices, techniques, and technology.
- Ability to work and communicate well with public and staff.
- Proven leadership skills to lead teams and to motivate and direct employees.
- Ability to exercise independent judgment, set priorities, exercise discretion, follow through tasks to completion, and adapt to a changing work environment.

- Basic knowledge of administrative techniques and procedures.
- Ability to interpret library policies in a diplomatic and sensitive manner.
- Ability to remain calm in stressful situations and provide leadership in emergencies.
- Ability to bend, lift, and reach.
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment.
- An extensive knowledge of Windows-based software, and online and electronic resources.
- Basic knowledge of network server technology.

Qualifications

- A Master's of Library Science degree from an ALA accredited institution with two years library and two years supervisory experience.
- Available to work evenings and weekends.
- Access to transportation.

CIRCULATION SUPERVISOR (FLSA EXEMPT)

Job Summary: Under the administration of the Library Director, is responsible for the overall operation of the circulation department. Supervises up to fifteen people. Acts as building supervisor as assigned.

Duties and Responsibilities

- Responsible for training, scheduling, and evaluating department staff.
- Regularly scheduled to work the circulation desk.
- Responsible for efficient desk procedures, including interlibrary loan, library card registration, reserves, and overdue/collection operations.
- Interprets library policies and effectively explains them to staff and public.
- Resolves problems related to the circulation of library materials.
- Responsible for collection development in assigned area
- Serves as a liaison to RAILS and PrairieCat in matters of circulation.
- Keeps abreast of trends by attending workshops and meetings relating to circulation; and by reading professional literature.
- Prepares monthly reports of activities in department including statistical analysis for board each month.
- Maintains public order in the department and the building.
- Promotes the library by the practice of good public relations.
- Coordinates programs and special projects with other department heads when appropriate.
- Responsible for the coffee bar and café area
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to work and communicate well with public and staff.
- Ability to exercise independent judgment, set priorities, exercise discretion, follow through tasks to completion, and adapt to a changing work environment.

- Ability to interpret library policies in a diplomatic and sensitive manner.
- Ability to remain calm in stressful situations and provide leadership in emergencies.
- Ability to bend, lift, and reach.
- Familiarity with a variety of popular materials commonly found in a public library.
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment.
- A working knowledge of Windows-based software and the internet.

Qualifications

- Five years working a public service desk in a library, or a Library Technical Assistant Certificate and three years working a public service desk in a library.
- Available to work evenings and weekends.
- Access to transportation.

ADULT SERVICES SUPERVISOR (FLSA EXEMPT)

Job Summary: Under the administration of the Library Director, is responsible for the overall operation of the adult services department, including reference, readers advisory, genealogy, and the law library. Supervises up to ten people. Acts as building supervisor as assigned.

Duties and Responsibilities

- Responsible for training, scheduling, and evaluating department staff.
- Regularly scheduled to work the reference and readers advisory desks.
- Interprets library policies and effectively explains them to staff and public.
- Responsible for the department's budget.
- Responsible for program planning, development and implementation for the adult services department.
- Responsible for collection development in the department.
- Responsible for outreach to community organizations.
- Serves as a liaison to Prairie Area Library System in matters affecting adult services.
- Keeps abreast of trends by attending workshops and meetings relating to various adult services; and by reading professional literature.
- Prepares monthly reports of activities in department including statistical analysts for board each month.
- Develops public relations materials concerning adult services, including press releases for media outlets.
- Responsible for bibliographies, displays, and booklists, both print and electronic.
- Maintains public order in the department and the building.
- Promotes the library by the practice of good public relations.
- Coordinates programs and special projects with other department heads and the Friends of the Library when appropriate.
- Coordinates teen and readers advisory services with Youth Services Supervisor at the RA/YA desk.

- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- A working knowledge of library materials, practices, techniques, and technology.
- Knowledge of reference and readers advisory tools and techniques, both print and non-print.
- Ability to work and communicate well with public and staff.
- Ability to exercise independent judgment, set priorities, exercise discretion, follow through tasks to completion, and adapt to a changing work environment.
- Ability to interpret library policies in a diplomatic and sensitive manner.
- Ability to remain calm in stressful situations and provide leadership in emergencies.
- Ability to bend, lift, and reach.
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment.
- A working knowledge of Windows-based software and the internet.
-

Qualifications

- A Master's of Library Science degree from an ALA accredited institution or a Bachelor's Degree with two years working in an Adult Services Department.
- Available to work evenings and weekends.
- Access to transportation.

YOUTH SERVICES SUPERVISOR (FLSA EXEMPT)

Job Summary: Under the administration of the Library Director, is responsible for the overall operation of the youth services department serving library patrons from birth through teens and caregivers. Supervises up to ten people. Acts as building supervisor as assigned.

Duties and Responsibilities

- Responsible for training, scheduling, and evaluating department staff.
- Regularly scheduled to work the youth services and teen desks.
- Interprets library policies and effectively explains them to staff and public.
- Responsible for the department's budget.
- Responsible for program planning, development and implementation for the youth services department.
- Responsible for collection development in the department.
- Responsible for outreach to schools and other area youth organizations.
- Serves as a liaison to Prairie Area Library System in matters of youth services.
- Keeps abreast of trends by attending workshops and meetings relating to youth services; and by reading professional literature.
- Prepares monthly reports of activities in department including statistical analysis for board each month.
- Develops public relations materials concerning youth services, including press releases for media outlets.

- Responsible for bibliographies, displays, and booklists, both print and electronic.
- Maintains public order in the department and the building.
- Promotes the library by the practice of good public relations.
- Responsible for creating a visually inviting environment for children and teens.
- Coordinates programs and special projects with other department heads when appropriate.
- Coordinates teen and readers advisory services with Adult Services Supervisor at the RA/YA desk.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- A broad knowledge of a variety of materials of interest to children and teens.
- A broad knowledge of children's and young adult literature.
- A basic knowledge of library materials, practices, techniques, and technology.
- Knowledge of reading readiness and childhood development.
- Ability to relate to children of all ages and their caregivers.
- Ability to work and communicate well with public and staff.
- Ability to exercise independent judgment, set priorities, exercise discretion, follow through tasks to completion, and adapt to a changing work environment.
- Ability to interpret library policies in a diplomatic and sensitive manner.
- Ability to remain calm in stressful situations and provide leadership in emergencies.
- Ability to bend, lift, and reach.
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment.
- A working knowledge of Windows-based software and the internet.

Qualifications

- A Bachelor's Degree and two years working with children, or a Library Technical Assistant Certificate and five years working with children.
- Available to work evenings and weekends.
- Access to transportation.

TECHNICAL SERVICES SUPERVISOR (FLSA EXEMPT)

Job Summary: Under the administration of the Library Director, is responsible for the overall operation of the Technical Services Department. Supervises up to three people. Acts as building supervisor as assigned.

Duties and Responsibilities

- Responsible for training, scheduling, and evaluating department staff.
- Regularly scheduled to work a public service desk.
- Maintains integrity of database.
- Oversees the copy cataloging and data entry for books, AV, and serials.
- Performs original cataloging.
- Oversees the acquisitions and processing of all library materials.
- Troubleshoots order problems with vendors.

- Attends meetings and workshops relevant to Technical Services.
- Interprets library policies and effectively explains them to staff and public.
- Serves as a liaison to Prairie Area Library System in matters of Technical Services.
- Keeps abreast of trends by attending workshops and meetings relating to Technical Services; and by reading professional literature.
- Prepares monthly reports of activities in department including statistical analysis for board each month.
- Maintains public order in the department and the building.
- Promotes the library by the practice of good public relations.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- A working knowledge of library materials, practices, techniques, and technology, including current cataloging.
- Knowledge of reference and readers advisory tools and techniques, both print and non-print.
- Attention to detail.
- Ability to work and communicate well with public and staff.
- Ability to exercise independent judgment, set priorities, exercise discretion, follow through tasks to completion, and adapt to a changing work environment.
- Ability to interpret library policies in a diplomatic and sensitive manner.
- Ability to remain calm in stressful situations and provide leadership in emergencies.
- Ability to bend, lift, and reach.
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment.
- A working knowledge of Windows-based software and the internet.

Qualifications

- A Library Technical Assistant certificate or two years of college and two years' experience working in a library. Technical Services experience preferred.
- Copy Cataloger Certification (Illinois Statewide Cataloging Standards).
- Available to work evenings or weekends.
- Access to transportation.

NIGHT SUPERVISOR (FLSA EXEMPT)

Job Summary: Under the administration of the Library Director, is responsible for overseeing evening library operations, closing procedures, and maintaining of public order in and around the Library. Supervises up to five people. Acts as building supervisor as assigned.

Duties and Responsibilities

- Interprets library policies and effectively explains them to staff and public.
- Maintains public order in the building.
- Responsible for training, scheduling, and evaluating shelvers and library monitor(s).

- Responsible for collection development in assigned area
- Regularly scheduled to work a public service desk.
- Coordinates programs and special projects with other department heads when appropriate.
- Facilitates evening events and use of third floor meeting room.
- Keeps abreast of trends by attending workshops and meetings; and by reading professional literature.
- Assists in the preparation of monthly reports of activities including statistical analysis for board each month.
- Promotes the library by the practice of good public relations.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to work and communicate well with public and staff.
- Ability to exercise independent judgment, set priorities, exercise discretion, follow through tasks to completion, and adapt to a changing work environment.
- Ability to interpret library policies in a diplomatic and sensitive manner.
- Ability to remain calm in stressful situations and provide leadership in emergencies.
- Ability to bend, lift, and reach.
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment.
- A working knowledge of Windows-based software and the internet.

Qualifications

- A Library Technical Assistant certificate or two years of college and three years of work experience, including one year working in a public library. Previous supervisory experience preferred.
- Available to work evenings or weekends.
- Access to transportation.

LIBRARY MONITOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Night Supervisor, performs tasks related to maintaining public order in and around the Library.

Duties and Responsibilities

- Enforces library rules of conduct. In collaboration with supervisors takes further action as necessary.
- Greets and directs as necessary.
- Walks through the building (all floors, hallways, bathrooms, etc...) and grounds.
- Walks staff and patrons to their cars as requested.
- Promotes the library by the practice of good public relations.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Ability to follow oral and written instructions.

- Ability to work and communicate well with public and staff.
- Ability to remain calm in stressful situations.
- Ability to use judgment in making decisions in referring questions and complaints to appropriate staff.
- Ability to follow through tasks to completion and adapt to a changing work environment.
- Ability to bend, lift, reach, carry, push, and pull.

Qualifications

- High School diploma or equivalent.
- Three years work experience, including experience working with teenagers.
- Available to work evenings and weekends.

CIRCULATION ASSISTANT II (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Circulation Supervisor, provides direct service to the public at the Circulation Desk; position can be either part-time or full-time

Duties and Responsibilities:

- Regularly scheduled to work the Circulation Desk
- Performs check-in and check-out functions
- Answers/routes phones
- Accounts for money intake and dispersals
- Assists with the library courier
- Prepares materials for hold shelves
- Issues library cards to the public
- Assists with displays
- May create and lead programs
- Assists in collection development
- May assist with bill collection/notices
- Performs weeding and inventory
- Performs new patron reports
- Performs reader advisory
- May create signage/flyers, and newsletter
- May assist with outreach/homebound patrons
- May assist with interlibrary loan and overdue processes
- May assist with social media duties
- Interprets policies to the public and refers unresolved issues to Assistant IIIs and the Circulation Supervisor
- May participate in library committees
- Participates in continuing education
- Assists Circulation Supervisor in maintaining public order in the department
- Promotes the library and the librarianship by the practice of good public relations

- Performs Assistant I duties in absence Assistant I
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Familiarity with a variety of popular materials commonly found in a public library
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Attention to detail
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working with the public; library experience preferred
- Available to work evenings and weekends

ADULT SERVICES ASSISTANT II (FLSA NON-EXEMPT)

Job Summary: Under the supervision of Adult Services Supervisor, provides direct service to the public at the Adult Services desk; position can be either part-time or full-time

Duties and Responsibilities:

- Regularly scheduled to work the Adult Services Desk
- Performs check-in and check-out functions
- Answers/routes phones
- Accounts for money intake and dispersals
- Assists patrons with the use of the public computers
- May create and lead adult programs
- Assists in collection development
- Assists with displays
- Answers in-depth research questions from public
- Assists with basic microfilm questions
- May assist with newsletter
- May create signage/flyers
- Performs weeding and inventory
- May assist with room rentals and set-up
- May assist with audio/visual equipment

- May assist with social media duties
- May participate in library committees
- Participates in continuing education
- Interprets policies to the public and refers unresolved issues to Assistant IIIs and the Adult Services Supervisor
- Assists Adult Services Supervisor in maintaining public order in the department
- Promotes the library and the librarianship by the practice of good public relations
- Performs Assistant I duties in absence of Assistant I
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Familiarity with a variety of popular materials commonly found in a public library
- Broad based knowledge of a variety of general topics
- A basic knowledge of library materials, practices, techniques, and technology
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, adapt to a changing work environment
- Attention to detail
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working with the public; library experience preferred
- Available to work evenings and weekends

YOUTH SERVICES ASSISTANT II (FLSA NON-EXEMPT)

Job Summary: Under the supervision of Youth Services Supervisor, provides direct service to the public at the Youth Services and/or Teen desks; position can be either part-time or full-time

Duties and Responsibilities:

- Regularly scheduled to work the Youth Services and/or Teen Services Desks
- Performs check-in and check-out functions
- Answers/routes phones
- Accounts for money intake and dispersals
- Assists patrons with the use of public computers
- Plans and presents programs for teens and children
- Assists in collection development
- Assists with displays

- Visits schools and other area youth organizations; conducts library tours and performs outreach
- May assist with social media duties
- May assist with audio/visual equipment
- Interprets policies to the public and refers unresolved issues to Assistant IIIs and the Youth Services Supervisor
- Collects and maintains internet computer user agreements for minors
- May create signage/flyers
- Performs weeding and inventory
- Identifies and develops grant opportunities
- May participate in library committees
- Participates in continuing education
- Assists Youth Services Supervisor in maintaining public order in the department
- Promotes the library and the librarianship by the practice of good public relations
- Performs Assistant I duties in absence of Assistant I
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Familiarity with a variety of popular children's and young adult materials commonly found in a public library
- Knowledge of reading readiness and childhood development
- Ability to relate to children of all ages and their caregivers
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Attention to detail
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working with the public; library experience preferred
- Available to work evenings and weekends

TECHNICAL SERVICES ASSISTANT II (FLSA NON-EXEMPT)

Job Summary: Under the supervision of Technical Assistance Supervisor, performs work related to the acquisitions and data entry of materials; position can be either part-time or full-time

Duties and Responsibilities:

- Performs copy cataloging and data entry for books, AV, and serials
- May place orders for audio/visual materials
- Receives and processes donations
- Monitors and orders supplies
- Assigns call numbers to spine labels
- Repairs and mends materials
- Troubleshoots order problems with vendors
- May participate in library committees
- Participates in continuing education
- Attends meetings and workshops relevant to Technical Services
- Withdraws items from the database as determined by weeding
- Promotes the library and the librarianship by the practice of good public relations
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to work and communicate effectively with public and staff
- Basic knowledge of copy cataloging and data entry
- Ability to show initiative, follow tasks to completion and adapt to a changing work environment
- Attention to detail
- Ability to reach, push, pull, bend, carry and lift up to 50 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent; library experience preferred.
- Bar Coders Certification (Illinois Statewide Cataloging Standards)

PUBLIC SERVICES ASSISTANT I (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the department supervisor, performs tasks related to the shelving of library materials and basic public service desk transactions; part-time position

Duties and Responsibilities:

- Shelves print and non-print materials and shifts materials as needed
- Shelf reads as assigned
- Keeps public areas neat and orderly
- Answers patrons' directional questions
- Opens and closes department
- Retrieves material from picklist
- Performs check-in and check-out functions
- Takes fines for overdue materials only
- Uses catalog for basic searches

- Answers/routes phone calls
- Answers basic questions about library services and programs
- Assists with program and room rental set-up
- May assist with programs with an Assistant II present
- Monitors public restrooms
- May fax materials for patrons
- May assist with printing materials for patrons
- May participate in library committees
- Participates in continuing education
- Promotes the library by the practice of good public relations
- Performs cleaning of public and staff spaces as needed
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to accurately file numerically and alphabetically
- Ability to follow oral and written instructions
- Ability to work and communicate effectively with public and staff
- Ability to use judgment in making decisions in referring questions and complaints to appropriate staff
- Ability to follow tasks to completion and adapt to a changing work environment
- Attention to detail
- Ability to reach, push, pull, bend, carry and lift up to 50 pounds

Qualifications:

- Must be at least 16 years of age or 15 years of age with a work permit
- Available to work evenings and weekends

CIRCULATION ASSISTANT III/INTERLIBRARY LOAN COORDINATOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Circulation Supervisor, provides direct service to the public at the Circulation Desk coordinating interlibrary loan services; exercises leadership in the absence of the Circulation Supervisor and Assistant Circulation Supervisor; position can be either part-time or full-time

Duties and Responsibilities:

- Manages all incoming and outgoing OCLC interlibrary loan requests and materials
- Places, processes and returns holds for all users, including reciprocal borrowers
- Processes and places holds for materials requested from FMI databases
- Utilizes the ILL module in Circulation software for patron requests
- Maintains interlibrary loan files and supplies
- Facilitates interlibrary loan and reciprocal borrowing bills between libraries
- Assists in collection development
- Participates in continuing education opportunities
- Participates in library committees

- May assist with social media duties
- Assists Circulation Supervisor in maintaining public order in the department and the building
- Promotes the library and the librarianship by the practice of good public relations
- Performs Assistant I and II duties as needed
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to set priorities, make decisions, and enforces policies with patrons and staff in absence of supervisor
- Attention to detail
- Familiarity with a variety of popular materials commonly found in a public library
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working with the public; library experience preferred
- Available to work evenings and weekends

CIRCULATION ASSISTANT III/BILLS AND COLLECTION NOTICES COORDINATOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Circulation Supervisor, provides direct service to the public at the Circulation Desk managing patron bills and collection notices; exercises leadership in the absence of the Circulation Supervisor and Assistant Circulation Supervisor; position can be either part-time or full-time

Duties and Responsibilities:

- Sends bills to patrons on unreturned, damaged, and lost materials
- Keeps necessary logs on bill and collection materials
- Checks shelves for materials
- Makes calls to patrons
- Assists in collection development
- Participates in continuing education opportunities
- Participates in library committees
- May assist with social media duties
- Assists Circulation Supervisor in maintaining public order in the department and the building
- Promotes the library and the librarianship by the practice of good public relations

- Performs Assistant I and II duties as needed
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to set priorities, make decisions, and enforces policies with patrons and staff in absence of supervisor
- Attention to detail
- Familiarity with a variety of popular materials commonly found in a public library
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working with the public; library experience preferred
- Available to work evenings and weekends

CIRCULATION ASSISTANT III/OUTREACH COORDINATOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Circulation Supervisor, provides direct service to the public at the Circulation Desk and in the community with outreach services; exercises leadership in the absence of the Circulation Supervisor and Assistant Circulation Supervisor; position can be either part-time or full-time

Duties and Responsibilities:

- Responsible for implementation of field services for public in need
- Acts as a liaison between library and community organizations in promoting library programs, resources, and services
- Collaborates with local community agencies
- Makes homebound deliveries when needed, and provides mobile library for senior facilities, local schools, and community events
- Assists in collection development
- Participates in continuing education opportunities
- Participates in library committees
- May assist with social media duties
- Assists Circulation Supervisor in maintaining public order in the department and the building
- Promotes the library and the librarianship by the practice of good public relations
- Performs Assistant I and II duties as needed

- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to set priorities, make decisions, and enforces policies with patrons and staff in absence of supervisor
- Attention to detail
- Familiarity with a variety of popular materials commonly found in a public library
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working with the public; library experience preferred
- Must have a valid drivers' license and reliable transportation
- Available to work evenings and weekends

ADULT SERVICES ASSISTANT III/PROGRAMMING COORDINATOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Adult Services Supervisor, provides direct service to the public at the Adult Services Desk; exercises leadership in the absence of the Adult Services Supervisor and Assistant Adult Services Supervisor; position can be either part-time or full-time

Duties and Responsibilities:

- Books and hosts special library events
- Sets up and coordinates regular programming
- Acts as a liaison between library and businesses and community organizations
- May set up and run audio/visual equipment
- Assists in collection development
- Participates in continuing education opportunities
- Participates in library committees
- May assist with social media duties
- Assists Adult Services Supervisor in maintaining public order in the department and the building
- Promotes the library and the librarianship by the practice of good public relations
- Performs Assistant I and II duties as needed
- May perform light cleaning

- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to set priorities, make decisions, and enforces policies with patrons and staff in absence of supervisor
- Attention to detail
- Familiarity with a variety of popular materials commonly found in a public library
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working with the public; library experience preferred
- Available to work evenings and weekends

ADULT SERVICES ASSISTANT III/MEDIA COORDINATOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Adult Services Supervisor, provides direct service to the public at the Adult Desk and; exercises leadership in the absence of the Adult Services Supervisor and Assistant Adult Services Supervisor; position can be either part-time or full-time

Duties and Responsibilities:

- Performs print, digital, and social media duties
- Assists in booking and organizing room rentals
- Performs website assistance/design
- Designs Merchant Street MusicFest print and media materials
- Acts as a liaison between library and businesses and community organizations
- May set up and run audio/visual equipment
- Assists and manages programming and events
- Assists in collection development
- Participates in continuing education opportunities
- Participates in library committees
- Assists Adult Services Supervisor in maintaining public order in the department and the building
- Promotes the library and the librarianship by the practice of good public relations
- Performs Assistant I and II duties as needed
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to set priorities, make decisions, and enforces policies with patrons and staff in absence of supervisor
- Attention to detail
- Familiarity with photo editing software or a willingness to learn
- Familiarity with a variety of popular materials commonly found in a public library
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working with the public; library experience preferred
- Available to work evenings and weekends

ADULT SERVICES ASSISTANT III/GENEALOGY COORDINATOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Adult Services Supervisor, provides direct service to the public in the genealogy room and at Adult Services Desk; exercises leadership in the absence of the Adult Services Supervisor and Assistant Adult Services Supervisor; position can be either part-time or full-time

Duties and Responsibilities:

- Liaison to the Kankakee Valley Genealogical Society
- Attends Kankakee Valley Genealogical Society meetings regularly
- Re-shelves the library's materials in the genealogy room
- Keeps genealogy room orderly
- Answers genealogy questions in person, via phone, and email
- Performs research
- Assists in collection and resource development
- Hosts genealogy programs and events
- Assists in inventory of genealogy room
- Participates in continuing education opportunities
- Participates in library committees
- May assist with social media duties
- Assists Adult Services Supervisor in maintaining public order in the department and the building
- Promotes the library and the librarianship by the practice of good public relations
- Performs Assistant I and II duties as needed
- May perform light cleaning

- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to set priorities, make decisions, and enforces policies with patrons and staff in absence of supervisor
- Attention to detail
- Familiarity with genealogy software, resources and collection, or willingness to learn
- Familiarity with a variety of popular materials commonly found in a public library
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working with the public; library experience preferred
- Available to work evenings and weekends

ADULT SERVICES ASSISTANT III/RENTAL COORDINATOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of Adult Services Supervisor, the employee will manage rentals and set-ups of library meeting space. Exercises leadership in the absence of the Adult Services Supervisor.

Duties and Responsibilities

- Will fill out contracts and other paperwork with high accuracy
- Will book and coordinate rentals in person, via email, or over the phone
- Acts as main contact with renters including post rental feedback
- Enforces library liquor policies with renters
- Will use professional etiquette when communicating with renters
- Will perform set-up of tables and chairs, attend events, and supervise clean-up
- Will work meeting room electronics; including-projector, PowerPoint, WiFi connectivity, microphones, and DVD/BluRay player
- Coordinates with janitor on the rental room cleanliness including windows, floors, tabletops, countertops, garbage, etc.
- Answers and transfers telephone calls for the library
- Maintains an inventory of meeting room supplies
- Visits community organizations; conducts library tours
- Performs social media duties

- Coordinates with Media Coordinator advertising strategies and materials directed to potential renters
- Accounts for money intake and dispersal in coordination with the Business Office Manager
- Interprets policies to the public for renters and refers unresolved issues to the Adult Services Supervisor
- Performs closing and opening procedures of meeting rooms before or after events
- Refers unresolved questions to the Adult Services Supervisor
- Promotes the library and librarianship by the practice of good public relations
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Familiarity with the advertisement and management of rentable spaces
- Ability to create efficient systems to stay organized
- Basic knowledge of library services, policies, and procedures
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, adapt to a changing work environment
- Attention to detail
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 30 pounds
- Ability to move and think quickly in urgent but non-emergency situations
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and internet search engines

Qualifications:

- Some experience working in public events management preferred; experience working with the public required
- Available to work evenings and weekends with a flexible schedule

YOUTH SERVICES ASSISTANT III/YOUTH COORDINATOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Youth Services Supervisor, provides direct service to patrons ages birth to 12 at the Youth Desk and in the community with outreach services; exercises leadership in the absence of the Youth Services Supervisor and Assistant Youth Services Supervisor; position can be either part-time or full-time.

Duties and Responsibilities:

- Acts as a liaison between library with businesses and community organizations promoting library programs, resources and services for children
- Leverages community experts, coaches and mentors for services and programs in order to meet youth needs and interests of children

- Coordinates and maintains relationships with local school administration to provide library services in the schools
- Manages the instruction of patrons in the basic information gathering and research skills
- Coordinates and leads tours for classes and groups for children
- Manages the set-up, coordinates, implements, and evaluates regular programming and services for children which fulfill the diverse educational, recreational and personal needs of local youth and families
- Coordinates print, digital, and social media duties
- Performs bulk of collection development for children
- Prepares children for transition to teen level reading
- Participates in continuing education opportunities
- Participates in library committees
- Assists Youth Services Supervisor and Assistant Supervisor in maintaining public order in the department and the building
- Coordinates purchasing AV material for children
- Promotes the library and librarianship by the practice of good public relations
- Performs Assistant I and II duties as needed
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to set priorities, make decisions, and enforces policies with patrons and staff in absence of supervisor
- Understanding of child development
- Attention to detail
- Familiarity with photo editing software or a willingness to learn
- Familiarity with a variety of popular materials for youth ages Birth to 12 commonly found in a public library
- Ability to seek out and learn emerging technology
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to interpret library policies in a diplomatic and sensitive manner while remaining calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Understanding of the programming, reference, and materials needs of children
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working with the public; positive experience working with children and library experience preferred
- Available to work evenings and weekends

YOUTH SERVICES ASSISTANT III/TEEN COORDINATOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Youth Services Supervisor, provides direct service to teens ages 13-18 at the Teen Services Desk and in the community with outreach services; Exercises leadership in the absence of the Youth Services Supervisor and Assistant Youth Services Supervisor; position can be either part-time or full-time

Duties and Responsibilities:

- Acts as a liaison between library with businesses and community organizations, promoting resources, services, and library programs for teens
- Primarily works in the Teen Zone
- Leverages community experts, coaches and mentors for services and programs in order to meet teen needs and interests
- Works with secondary schools, communicates with teachers and administration by providing library services
- Coordinates and leads tours for classes and groups for teens
- Manages the set-up, coordinates, implements, and evaluates regular programming and services for teens which fulfill the diverse educational, recreational and personal needs of local youth and families
- Coordinates print, digital, and social media duties and displays for teens
- Coordinates daily activities of staff and volunteers assigned to Teen Services
- Performs bulk of collection development for teens
- Coordinates purchasing AV material for teens
- Works to develop rapport with teens in the library and helps to fulfill their informational and recreational needs
- Assists patrons out of youth level reading to teen reading and out of teen level reading to adulthood
- Creates an environment in the Teen Zone that attracts and invites young adults to use the collection
- Participates in continuing education opportunities
- Participates in library committees
- Assists Youth Services Supervisor and Assistant Supervisor in maintaining public order in the department and the building
- Promotes the library and librarianship by the practice of good public relations
- Performs Assistant I and II duties as needed
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to set priorities, make decisions, and enforces policies with patrons and staff in absence of supervisor

- Understands the programming, reference, and materials needs of teens in a multicultural community
- Attention to detail
- Familiarity with photo editing software or a willingness to learn
- Familiarity with a variety of popular materials for teens commonly found in a public library
- Ability to seek out and learn emerging technology
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to interpret library policies in a diplomatic and sensitive manner, while remaining calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working with the public; positive experience working with children and teens, and library experience preferred
- Available to work evenings and weekends

CIRCULATION ASSISTANT SUPERVISOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Circulation Supervisor, this position can be added to a full-time Assistant III position in Circulation Department

Duties and Responsibilities:

- Performs Assistant III duties
- Recommends goals and objectives for the Circulation Department
- Assists supervisor in conducting regular community needs assessments in order to create tailored services for Circulation Department
- Has library key and security passcode and can be in library unsupervised for a limited time, not to exceed 4.5 hours in one day
- May open or close the library in an emergency
- Ranks second in Circulation Department and makes decisions in absence of Circulation Supervisor
- Assists with responsibility of the Circulation Department and provides support to the Circulation Supervisor
- May sit in on department employee interviews with Circulation Supervisor
- Consults with Circulation Supervisor on department employee evaluations
- May create department schedule in absence of the Circulation Supervisor
- Can make change in top safe in Business Office
- Participates in Assistant Supervisor/III meetings regularly
- Attends and participates in supervisor staff meetings in absence of the Circulation Supervisor

- Acts as a liaison from Circulation Supervisor to department staff
- Assists Circulation Supervisor in maintaining public order in the department and the building
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to set priorities, make decisions, and enforces policies with patrons and staff in absence of supervisor
- Attention to detail
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to learn and apply team-building skills
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working as an Assistant III at the Kankakee Public Library
- Available to work evenings and weekends

YOUTH SERVICES ASSISTANT SUPERVISOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Youth Services Supervisor, this position can be added to a full-time Assistant III position in Youth Services Department

Duties and Responsibilities:

- Performs Assistant III duties
- Recommends goals and objectives for the Youth Services Department
- Assists supervisor in conducting regular community needs assessments in order to create tailored services and programs for youth
- Has library key and security passcode and can be in library unsupervised for a limited time, not to exceed 4.5 hours in one day
- May open or close the library in an emergency
- Ranks second in Youth Services Department and makes decisions in absence of Youth Services Supervisor
- Assists with responsibility of the Youth Services Department and provides support to the Youth Services Supervisor
- Assists with responsibility of the Youth Services Department with Youth Services Supervisor
- May sit in on department employee interviews with Youth Services Supervisor
- Consults with Youth Services Supervisor on department employee evaluations

- May create department schedule in absence of the Youth Services Supervisor
- Can make change in top safe in Business Office
- May be the library supervisor on duty for a limited time during supervisor breaks or on Saturdays
- Participates in Assistant Supervisor/III meetings regularly
- Attends and participates in supervisor staff meetings in absence of the Youth Services Supervisor
- Acts as a liaison from Youth Services Supervisor to department staff
- Assists Youth Services Supervisor in maintaining public order in the department and the building
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to set priorities, make decisions, and enforces policies with patrons and staff in absence of supervisor
- Attention to detail
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to learn and apply team-building skills
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working as an Assistant III at the Kankakee Public Library
- Available to work evenings and weekends

ADULT SERVICES ASSISTANT SUPERVISOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Adult Services Supervisor, this position can be added to a full-time Assistant III position in Adult Services Department

Duties and Responsibilities:

- Performs Assistant III duties
- Recommends goals and objectives for the Adult Services Department
- Assists supervisor in conducting regular community needs assessments in order to create tailored services and programs for adults
- Has library key and security passcode and can act as Supervisor on Duty in library for a limited time, not to exceed 4.5 hours per day
- May open or close the library in an emergency
- Ranks second in Adult Services Department and makes decisions in absence of Adult Services Supervisor
- Assists with responsibility of the Adult Services Department and provides support to the Adult Services Supervisor

- May sit in on department employee interviews with Adult Services Supervisor
- Consults with Adult Services Supervisor on department employee evaluations
- May create department schedule in absence of the Adult Services Supervisor
- Can make change in top safe in Business Office
- Participates in Assistant Supervisor/III meetings regularly
- Attends and participates in supervisor staff meetings in absence of the Adult Services Supervisor
- Acts as a liaison from Adult Services Supervisor to department staff
- Assists Adult Services Supervisor in maintaining public order in the department and the building
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to set priorities, make decisions, and enforces policies with patrons and staff in absence of supervisor
- Attention to detail
- Ability to work and communicate effectively with public and staff
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to learn and apply team-building skills
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations
- Ability to reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- A working knowledge of Windows-based software and the internet

Qualifications:

- A high school diploma or equivalent, and at least one year of successfully working as an Assistant III at the Kankakee Public Library
- Available to work evenings and weekends

ASSISTANT III/BUSINESS MANAGER (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Director and Assistant Director; performs generally accepted duties as assistant and bookkeeper for the library administration.

Duties and Responsibilities:

- Maintains bookkeeping functions including managing all debit and credit accounts
- Deposits checks and makes transfers at bank weekly
- Records debit card receipts
- Manages invoices and payments for meeting rooms and Depot
- Performs routine daily tasks such as mail sorting and routing
- Maintains business files and personnel files
- Collects/distributes mail and other items for all departments and posts mail
- Maintains monthly accounting of copier income and orders copier supplies
- Assists Director in preparation of monthly library board packet

- Takes minutes for library board meetings
- Assists Assistant Director with booking bands, and prepares band contracts for Kankakee Event Partnership events, including Merchant Street MusicFest
- Participates in continuing education opportunities
- Participates in library committees
- Promotes the library and librarianship by the practice of good public relations
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to create efficient systems to keep a complex work area neat and organized
- Demonstrated knowledge of Microsoft Office, Windows-based software, and QuickBooks
- Ability to work and communicate effectively with staff and public
- Accuracy in mathematical calculation
- Attention to detail
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to work independently until assigned tasks are completed
- Ability to remain calm in stressful situations
- Ability to adapt to the physical requirements of several outdoor public events and one two-day outdoor summer festival annually
- Ability to walk two city blocks, reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment

Qualifications:

- A high school diploma or equivalent, and at least two years' work in relative field
- Available to work evenings and weekends

ASSISTANT III/ DIVERSITY, EQUITY, AND INCLUSION (DEI) COORDINATOR (FLSA NON-EXEMPT)

Job Summary: Under the supervision of the Director and Assistant Director; works as an institutional resource to detect and eradicate bias in all aspects of the library's functioning; position can be either part-time or full-time.

Duties and Responsibilities:

- Implements diverse and inclusive programming for library staff
- Supports and advises programming staff to ensure diverse and inclusive public programming
- Conducts outreach via local BIPOC (Black, Indigenous, or people of color) organizations and neighborhood meetings
- Coordinates outreach with Outreach Coordinator as needed
- Will lead library's anti-racism taskforce
- Coordinates Soul Collections book discussions
- Assists with educational information for social media and displays
- Conducts ongoing diversity audit of collection; consults with supervisors on collection development

- Reviews current and proposed library policies, and procedures, for bias
- Reviews recruiting, interviewing, and hiring procedures
- Creates regular staff updates on diversity and inclusion topics
- Attends Kankakee County Hispanic Partnership and NAACP meetings regularly
- Provides videos, webinars, and continuing education opportunities on inclusivity for staff
- Remains continually informed about cultural sensitivities
- Acts as advisor to staff about diversity concerns in the workplace
- Participates in continuing education opportunities
- Participates in library committees
- Promotes the library and librarianship by the practice of good public relations
- May perform light cleaning
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledgeable about diversity issues locally and nationally
- Will have a cultural sensitivity and appreciation for all racialized and minoritized groups
- Demonstrated knowledge of Microsoft Office and Windows-based software
- Ability to work and communicate effectively with staff and public
- Ability to exercise discretion, follow tasks to completion, and adapt to a changing work environment
- Ability to work independently until assigned tasks are completed
- Ability to remain calm in stressful situations
- Ability to walk two city blocks, reach, push, pull, bend, carry and lift up to 20 pounds
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment

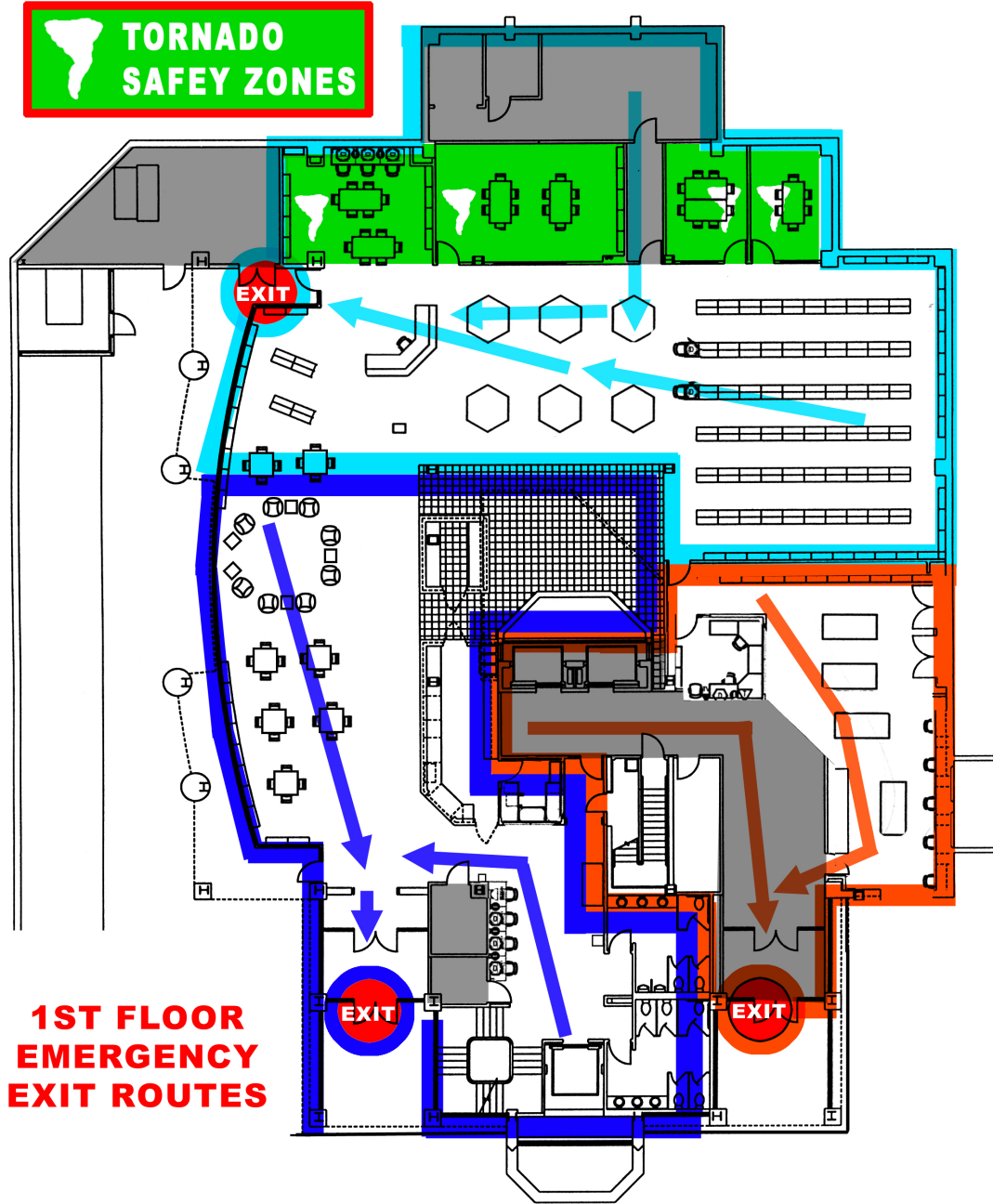
Qualifications:

- Associate degree preferred, but not required; a high school diploma or equivalent, and at least two years' work in related field required
- Available to work occasional evenings and weekends
- Applicants of racialized, minoritized and/or Spanish speaking communities are encouraged to apply

(Passed 4/20/2021)

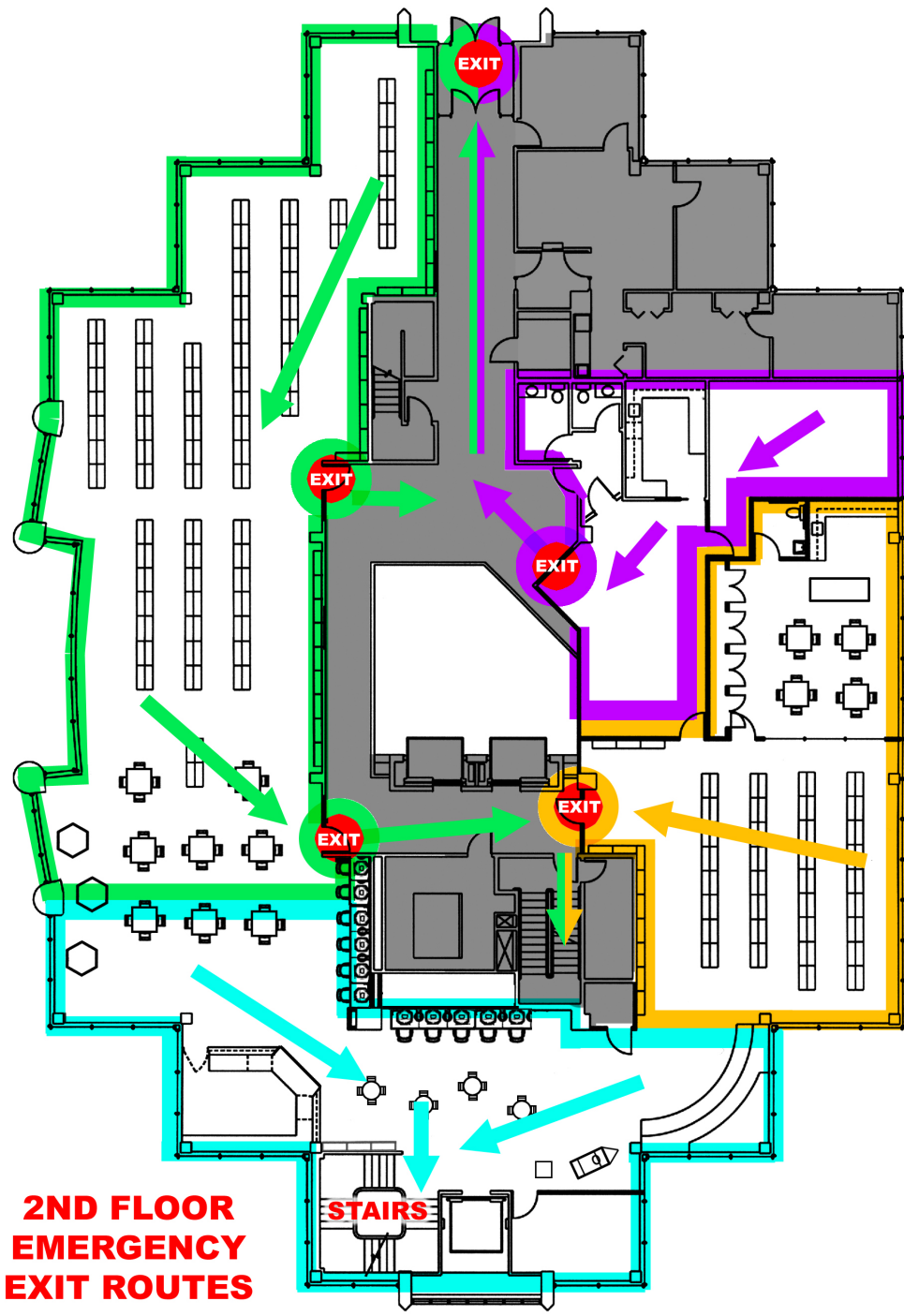
Appendix G: Emergency Maps

FIRST FLOOR



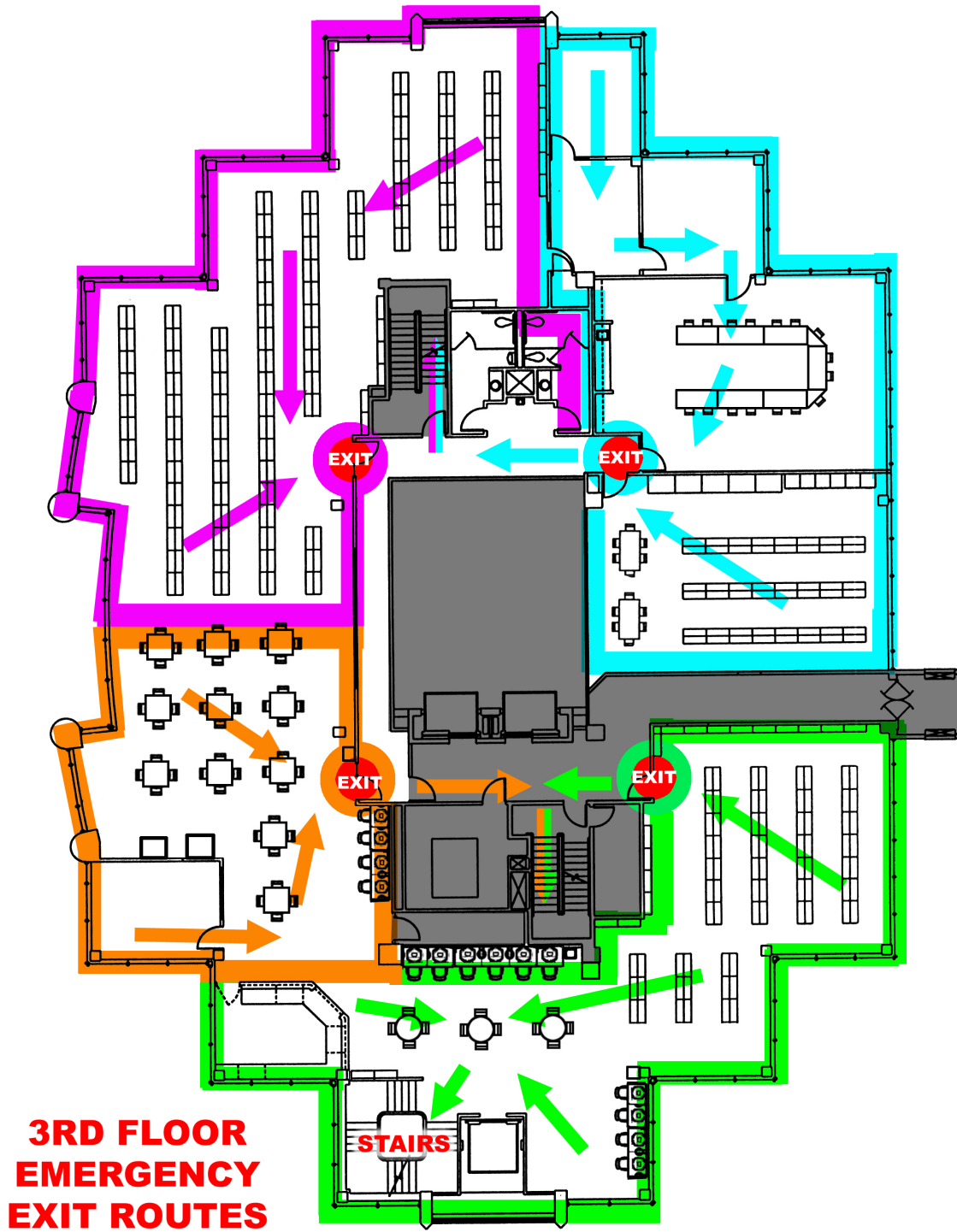
**1ST FLOOR
EMERGENCY
EXIT ROUTES**

SECOND FLOOR

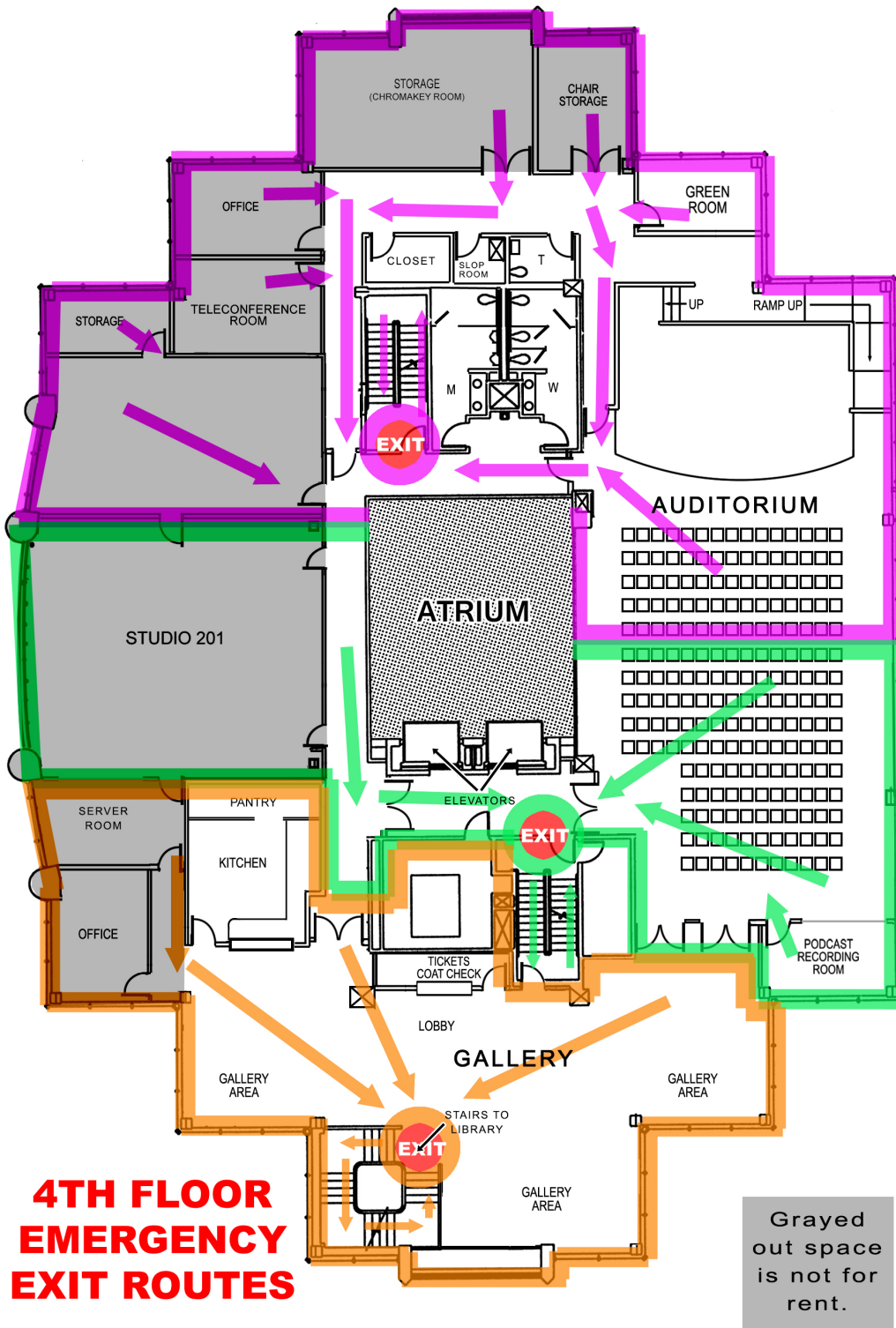


**2ND FLOOR
EMERGENCY
EXIT ROUTES**

THIRD FLOOR



FOURTH FLOOR



Appendix H: Pandemic Response Procedures

Level I: Precautionary Health Measures

1. Cleaning & Supplies
 - a. Purchase additional cleaning and disease prevention supplies
 - b. Provide tissues and hand sanitizer to staff and in public areas
 - c. Offer staff gloves, to be used if desired. As appropriate, recommend use by staff who handle many materials.
 - d. Perform additional routine cleaning, as needed, of all frequently touched surfaces in the Library, such as workstations, countertops, and door knobs
 - e. Provide staff with disinfectant wipes for quick disinfection
 - f. Staff should contact their supervisor if an area needs to be thoroughly cleaned; Supervisors will have access to medical-grade disinfectant.

2. Work Adjustments
 - a. Ask patrons who refuse to show basic hygiene practices to leave (sneezing on surfaces, coughing without covering mouth, or coughing into hands) to leave the Library
 - b. Authorities may request that persons returning from an infected area of the world not return to work for a period of time. Library employees are required to follow those recommendations. Absences for this purpose will be excused.
 - c. Any employee presenting symptoms congruent with the outbreak will be asked to return home and/or refrain from coming to work.
 - d. Review documentation of departmental procedures and/or departmental cross training so others can take over for sick employees

3. Communicate to the Public
 - a. Share official sources for health information with patrons
 - b. Recommend that patrons and staff with symptoms not enter the building
 - c. Promote healthy habits
 - d. Promote online library services

4. Communicate to Staff
 - a. Share this Pandemic Response Procedure
 - b. Encourage staff to receive appropriate vaccinations
 - c. Emphasize that staff should stay home when sick and follow respiratory etiquette and hand hygiene
 - d. Communicate any CDC reporting requirements
 - e. Advise traveling staff to check the CDC's Traveler's Health Notices
 - f. Promote healthy habits

Level II: Moderated Services

In the event that an official source declares a pandemic, the Library will respond according to the official recommendations of the CDC, Kankakee County Health Department, or other appropriate public health authorities. The responses to the recommendations may include:

1. Service Adjustments
 - a. Create social distancing by number of public seats, limiting number of public seating, and limiting the number of patrons in the library at one time.
 - b. Reduce or suspend services. Public health authorities may advise that libraries and other gathering places minimize or entirely suspend situations where numerous individuals congregate in relatively confined spaces. In such cases, the Library Director may suspend some or all:
 - i. Library programming
 - ii. Public meeting room use
 - iii. Deliveries to homebound, nursing homes, retirement centers, and schools
 - iv. Holds processing
 - v. Review and prepare options for emergency library services as necessary
2. Work Adjustments
 - a. Cancel all library-related travel to areas under a CDC Traveler's Health Notice Warning Level 3 (Avoid Nonessential Travel) and reconsider library-related travel to Level 2 areas.
 - b. Adjust volunteer work schedules as affected by service adjustments
3. Communicate to Public
 - a. Continue messaging as in Level I. Messages should explicitly state that service reductions are being done to slow down disease transmission, not because of an abundance of sick staff.
 - b. Post an alert on the website outlining adjustments to services; adjust homepage to include pointers to official sources of info about the pandemic
 - c. Contact affected program registrants, meeting room users, study room reservations, etc. notify of service adjustments
 - d. Remind public that they do not need to return items while they are not feeling well. They should renew items online or via phone instead of returning materials in person.
4. Communicate to Staff
 - a. Library Director to monitor and coordinate response among authorities, schools, villages, and library
 - b. Encourage staff to wear gloves when handling materials
 - c. Review and adjust staff phone/text list to ensure information is current

Level III: Temporary Closure

1. Service Adjustments
 - a. Temporary Closure During the course of a pandemic, the Library Director, in consultation with the Board president, may temporarily close the Library building under one or more of the following conditions:
 - i. Public health authorities advise, request or order such a closure
 - ii. District 111 schools close/move to E-Learning days
 - iii. Public visitation is too low to warrant keeping the buildings open
 - iv. Staffing levels are too low to operate the Library
 - v. Any other conditions that prevent the Library from operating the facilities safely and effectively
 - b. Extend due dates
 - c. Post closed signs on library premises, and on library website and social media
 - d. Inform vendors and delivery services that we are closed and not accepting deliveries
 - e. Notify RAILS
 - f. Notify after-hours cleaning company
 - g. Notify vending companies
2. Work Adjustments
 - a. Staff are to refrain from reporting to work in person.
 - b. Supervisors and select staff will work from home.
 - c. Library Administration and Media Lead will continue to work remotely to communicate with public
 - d. Library Administration will continue to work remotely to coordinate response among staff and with Library Board of Trustees.
 - e. Library Administration will seek payroll protection from Library Board.
3. Communicate to the Public
 - a. Post an alert message on the website indicating the library is closed; homepage to include pointers to official sources of info about the pandemic
 - b. Post library closed message on front door of main library
 - c. Continue to share official sources for health information and library service updates with patrons via digital communications channels
4. Communicate to Staff
 - a. Library Administration to continue to monitor and coordinate response among authorities, schools, villages, and library

FINAL CAVEAT: Should the situation call for a more nuanced response than is outlined here, the Library Director and Board may adjust the library's response to meet emergent needs.

(Passed 3/17/2020)