1. ***PERSONNEL POLICY***
   1. *MANAGEMENT POLICY* – The duly elected Library Board shall have all management rights, authorities, and responsibilities as listed in *Illinois Statutes*. The Library Board shall select, appoint, and, when necessary for valid reasons, dismiss the Director of the library. The Library Board shall establish wage levels for the director. The Library Board shall provide an effective orientation for a new director to ensure the Director understands the policies and processes related to the daily operation of the library, as well as the reporting and budgetary requirements that assure accountability and compliance with the law. (Appendix X)
   2. *ADMINISTRATIVE POLICY –* The person appointed as Library Director shall be charged with the sole administration of the library:
      1. The Director shall be responsible to the Library Board in matters pertaining to and concerning the library.
      2. The Director shall be present at all Board meetings.
      3. The Director shall have the responsibility for collection development for all materials in the library, to include selection, ordering, processing, weeding, and inventory of the collection according to the guidelines in the policy.
      4. The Director will recommend changes in or additions to library policies as needed.
      5. The Director will maintain an active program of public relations.
      6. The Director will be familiar with local and state laws regarding public libraries.
      7. The Director will complete annual reports required by the Illinois State Library and compile records and statistics required to complete those reports.
      8. The Director will adhere to all requirements of OCLC and any library system in which the library participates.
      9. The Director will apply for state sponsored grants and other private grants that may benefit the Library.

10. It is the responsibility of the Director to maintain the Library computers.

11. The Director will comply with the American Library Association’s

*Statement of Professional Ethics*. (Appendix XI)

* 1. *SALARIES AND HOURS*
     1. A fair and equitable wage and benefit package will be determined at the initial hiring of a Director, based on education and experience.
     2. A wage and performance review will be held annually at the time the Board establishes the budget for the coming fiscal year.
     3. The Director will work a 30 hour week.
     4. Closings due to weather conditions or acts of God will be considered as hours worked.
     5. Any other closings deemed necessary by the Board will be considered as hours worked.
     6. A probationary period of 90 days will be required of all new hires.
  2. *SICK LEAVE, BEREAVEMENT LEAVE, PERSONAL LEAVE POLICY*
     1. Thirty (30) hours annually will be available for sick leave, bereavement leave, or personal leave.
     2. Any additional hours above the 30 will be granted on a day to day basis with no pay. If necessary, the library will be closed on a day to day basis.
  3. *VACATION POLICY*
     1. After one year service, the Director will be entitled to thirty (30) hours paid vacation per calendar year, based on the 30 hours worked per week. (approved 3/14/2016)
  4. *HEALTH INSURANCE POLICY*
     1. The Board does not pay for health insurance for the Director.
  5. *HOLIDAY POLICY*
     1. At the discretion of the Board, the Library will be closed on six federal and/or traditional holidays. These holidays include New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas. The Director will be paid for these holidays at the rate of seven (7) hours for each holiday. If the holiday falls on a day the library is closed, this holiday will be considered a floating holiday. The Director will determine another day within that same month on which to close the library.
  6. *LEAVES OF ABSENCE*
     1. A leave of absence without pay may be granted to the Director for maternity, adoption, illness, travel, graduate training, certification training or military training. All leaves will be considered on a case-by-case basis and must be approved by the Board. Leaves may be granted provided the library maintains its regular hours of operation.
     2. Requests for leave must be submitted in writing well in advance of the time when the leave is to begin. Written requests must indicate both a beginning and ending date for the leave.
     3. In some instances, it may be necessary to deny requests for leaves of absence. Leaves are a privilege and may be granted only if the best interests of the library can be maintained.
  7. *BEREAVEMENT LEAVE*
     1. If all thirty (30) hours under Section D are used, bereavement leave without pay may be granted.
  8. *JURY DUTY*
     1. In the event, the Director is called for jury duty, the Director will be released and be assured no loss of wages. If fees and expenses paid to jurors do not equal or exceed wages normally paid by the library, these fees can be turned in to the Board and the employee will be paid their wage minus the fees and expenses paid by the court.
  9. *MEETINGS, CONVENTIONS, AND WORKSHOPS*
     1. The Director and Board members attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the Library Board according to the amount appropriated in the budget. The Director and the Board are encouraged to attend and participate in continuing education activities.
  10. *DISCIPLINARY POLICY*
      1. The Director of the Milledgeville Public Library may be dismissed for any action or behavior that causes the Library’s image or operation to be diminished. This includes, but is not limited to: incompetence, misconduct, inattention to assigned duties, or unscheduled absences from work.
      2. Normally, termination would be a final step which would follow
         1. A substandard performance evaluation,
         2. Two (2) written warnings,
         3. Suspension, and/or
         4. Extended probation.
      3. It is important that complete and clear records be maintained of all disciplinary processes for the protection of the Director and the Board.
      4. The Library wants the Director to be successful in the job and will work with the Director to eliminate deficiencies.
      5. While notice of intent to terminate can be expected, the Milledgeville Public Library reserves the right to dismiss the Director without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.
  11. *RESIGNATION AND RETIREMENT POLICY*
      1. The Director wishing to resign or retire from employment must notify the Board as soon as practicable. The Board requires a minimum notice of one month.
      2. The Director must submit a formal, written resignation statement giving the exact date employment is terminated. Between the time of the notice and the time when employment ends, a final performance appraisal will be conducted.
  12. *EQUAL OPPORTUNITY EMPLOYMENT POLICY*
      1. It is the policy of the Milledgeville Public Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunity shall be according to the provisions or state and federal laws and regulations.
  13. *TRAVEL EXPENSE REIMBURSEMENT POLICY*

1. It is the policy of the Milledgeville Public Library District (Library) to comply with the Local Government Travel and Expense Control Act through the promulgation of these regulations.
2. DEFINITIONS:
   1. “Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
   2. “Travel expense” means any expenditure directly incident to official travel by employees, members of the governing board, and officers of the Library for specific Library Purposes.
3. TYPES OF TRAVEL FOR WHICH TRAVEL EXPENSES WILL BE ALLOWED
   1. The Library will only approve travel expenses for employees or officers if the travel is necessary to complete official Library business, for the education of employees or officers, or necessary to obtain information for the betterment of the Library is some capacity.
4. TYPES OF EXPENSE ALLOWED AND PROHIBITED
   1. The actual cost of transportation is allowed (for example, airline tickets, train tickets, taxi fare, and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business.
   2. The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary.
   3. The costs of meals while traveling are allowed.
   4. The costs of conference fees, supplies, and books for educational purposes are allowed.
   5. Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted
5. MAXIMUM ALLOWABLE REIMBURSEMENT WITHOUT BOARD ACTION
   1. Library employees and officers may receive reimbursement fortravel expenses without specific Board Action as long as the expenses are under the Maximum Allowable Reimbursement as stated herein and the Procedure for Reimbursement below is followed.
      1. The Board will post the maximum allowable reimbursement rates for food, lodging, and transportation in the office of the Library Director which shall change from time to time at the direction of the Board. The Board shall use the following overriding principals to determine the maximums.
         1. Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first or business classes will be at the expense of the traveler. Any personal automobile expenses will always be approved at the IRS rate for business travel in the traveler uses their own automobile (as opposed to a Library automobile).
         2. Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area.
         3. Cost of lodging should be reasonable and customary for the area where the traveler is staying.
      2. The total maximum for any travel for Library purposes is $
      3. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the $ maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.
6. PROCEDURE FOR REIMBURSEMENT
   1. No expenses shall be reimbursed without a reimbursement request form (as included here) is completely filled out with receipts or estimates (with reservations and confirmation numbers) attached. In the event that travel expense is *prepaid*, actual receipts must be turned in and attached to the reimbursement request form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to the Library within 30 days.
7. EXPENSES INCURRED BY BOARD MEMBERS
   1. Expense may only be approved for reimbursement by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote.