



PERSONNEL POLICY

INTRODUCTION

This manual contains a comprehensive version of the personnel policies of the La Grange Public Library of La Grange, Illinois, as adopted by Resolution No. 081605A on August 16, 2005, and as they may be amended from time to time hereafter.

The Personnel Policy is intended to serve the following purposes:

1. To establish guidelines enabling uniform treatment of all personnel matters throughout the Library's organization;
2. To provide each employee with a clear outline of the Library's personnel policies and the employment benefits provided by the LaGrange Public Library; and
3. To provide an outline of the responsibilities of employees and supervisors in dealing with personnel policy matters.

Neither the Personnel Policy nor the provisions contained therein shall constitute a contract of employment between the Library and any employee, either express or implied. The Personnel Policy does not establish any right or expectation of continued employment by any Library employee. The Library reserves the right to change, modify, alter, or rescind the policies contained within this Personnel Policy at any time, with or without notice.

Policies contained in the Personnel Policy apply to all Library employees.



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EMPLOYEES

Approved by the La Grange Public Library Board, August 18, 2015

Director

Appointment of the library director is made by the Library Board of Trustees. The library director has the authority to hire other employees, fix their compensation, and remove appointments subject to the approval of the Board of Trustees.

Staff

Appointment of staff members is based on education, qualifications, behavioral traits, and aptitude for the position based on the requirements of the position description. Appointments are made without regard to race, color, sex, age, religion, ancestry, disability (mental or physical), genetic information, marital status, military status, order of protection status, sexual orientation, or national origin, in accordance with applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Any employee who believes this policy has been violated should report the situation to the library director. All such matters will be held in confidence, thoroughly investigated and rectified if a policy violation is identified.

Classifications: Employees are classified as professional, paraprofessional and non-professional.

1. A professional employee is one who has a graduate degree in Library Science from an ALA-accredited library school.
2. A paraprofessional is defined as one who has a college degree and serves in an Associate-level position.
3. All other employees are classified as non-professional.
4. All employees are hired to fill classified positions. Each classification has a detailed "Position Description" which includes information about qualifications, duties and supervision. Position descriptions may be found in this policy manual.

Trial Period

There is a 3-month trial period for full-time and part-time employees following appointment, during which there is a written evaluation of the employee's performance.

Regular Employee Status

1. Employees are not regular employees until the full, 90-day trial period has been satisfactorily completed.
2. Certain rights and benefits, such as vacation leave, sick leave and personal days, are limited and not given during the trial period. This applies to new hires and to regular employees who are promoted to another position. These limitations are described in appropriate sections of this policy.
3. Completion of trial period: After 3 months, employees are eligible for all the benefits described in



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this manual.

4. Promotions: Persons promoted or transferred to a new position are subject to a trial period of 3 months in the new position. Benefits earned by them in their previous position are maintained during the trial period.

Substitutes

The Library may supplement its regular work force with substitute or temporary employees when necessary due to staff turnover, leaves of absence, or unusual situations. Substitutes do not have a regular work schedule. Employees hired under “temporary” or “substitute” status do not receive any of the benefits accorded to regular employees, except those required by law.

Advertisement of Vacancies

The La Grange Public Library shall advertise vacancies in the following manner:

- A. Job openings may be posted on the employee bulletin board and in the email system, and normally remain open for at least 7 days. Eligible employees will be considered for jobs for which they possess the required skills, competencies, and qualifications.
- B. Job openings may be posted on the Library’s website.
- C. Job openings may be advertised with professional organizations and/or local newspapers, as determined appropriate for the position, to attract qualified candidates.

Each job posting notice will normally include the dates of the posting period, job title, department, job summary, essential duties, and qualifications.

The Library reserves the right to advertise externally for applications at the same time as an internal posting commences.

Should vacancies in a given position recur within one month of the completion of a hiring process for that position, the Library reserves the right to reconsider the previously assembled pool of applications without undertaking the full advertising process.

The Library reserves its discretionary right to not post a particular opening.

Employment of Relatives (Anti-Nepotism)

The La Grange Public Library is committed to the hiring and employment of persons based upon merit. It is a goal of the Library to minimize action and employment decisions based on factors other than the efficient functioning of the Library and the highest quality of service to the public. The employment of relatives of current employees may cause conflicts with perceived favoritism, influence employment decisions, or create an appearance of impropriety.

For the purposes of this policy, a “relative” is any person who is related by blood, marriage or civil union.

Relatives of current employees may be hired only if they will not be working directly for or supervising a relative in the same line of authority within the organization. This applies to any relative, higher or lower in the organization, who has the authority to review employment decisions about the relative. No relatives of the Director will be eligible for employment.



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Volunteers

Approved by the La Grange Public Library Board, April 15, 2014

Volunteers are an important part of providing quality library services at the La Grange Public Library. All volunteers are assigned to a supervisor by the Marketing and Public Relations Coordinator.

Qualifications

1. Regular volunteers must be 18 years of age or older. The Marketing and Public Relations Coordinator may permit exceptions for community service group volunteers such as Boy Scouts.
2. Volunteers ages 12-17 are accepted as part of the Library's Teen Volunteer program. Teen volunteers must have signed permission to volunteer from a parent or guardian.
3. Paid employees who are non-exempt under the Fair Labor Standards Act are not eligible to become volunteer staff. Because board members volunteer their time in service to the library setting policy and long-range plans, they are discouraged from volunteering in the day-to-day activities of the library. However, under certain circumstances, board member expertise may be utilized at the discretion of the library director.
4. Applicants are required to complete an application form, and may be asked to complete an interview process prior to placement.

Community Service

Community Service volunteers are accepted for school-sponsored programs or court-ordered service. Community service volunteers must comply with all other volunteer requirements.

Community Service volunteers who are performing court-ordered service must be referred in writing by court authorities and be approved by the Marketing and Public Relations Coordinator. The Library reserves the right to decline volunteers based on the nature of court charges.

1. Court-ordered service volunteers must provide court paperwork before being hired.
2. Library staff will provide attendance documentation upon written request from the community service volunteer or from court authorities.
3. Library staff is not responsible for enforcement of volunteer attendance.

The library also accepts volunteers seeking to gain hours for school-sponsored programs.

1. The Library does not guarantee any set number of hours.
2. Volunteers are responsible for making supervising staff aware of any necessary documentation at the start of the volunteer assignment.

Regulations

1. Work Schedules: While the Library will try to accommodate the volunteer's needs, the volunteer's schedule will be planned according to the needs of the library.
2. Conduct: Business-like conduct is expected of volunteers. Volunteers must also follow the staff dress code.
3. Timekeeping Procedures: Each volunteer will enter his time worked on a time sheet provided by the library.
4. Accidents: On the job accidents for volunteers are covered by the Library's Volunteer Accident Insurance and are required to be reported to the staff supervisor or library director immediately.
5. Privacy of information between volunteer staff and public: The relationship between library staff and



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patrons is confidential. Information about patron records, circulation records or reference assistance may not be revealed to any person or governmental agency without authorization by the Director. Failure to adhere to this policy will lead to termination.

6. **Driving for the Library:** Volunteers who use private vehicles for library business must provide proof of Automobile Liability Insurance and a Valid Driver's License indicating that they are duly licensed and have state minimum auto liability insurance in effect.

Termination of Volunteer's Services

Volunteers serve at the will of the La Grange Public Library or its Director. No volunteer has a vested right in the position for which he or she has volunteered or for which he or she is assigned. A volunteer may be terminated at any time.

Volunteers who need to resign are asked to provide the Library with as much advance notice as possible, so that the Library may find another volunteer to fill the position.

References may be provided upon request, at the discretion of the supervisor.

Personnel Records of Volunteer Staff

Information about the volunteer's work records will be disclosed only with the volunteer's written permission. Information to be disclosed includes dates of work, type of work performed, and total hours worked.



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GENERAL INFORMATION

Approved by the La Grange Public Library Board, September 15, 2015

Work Schedules

1. Hours of Work
 - a. Full-time employees work 37.5 hours, 5 days per week.
 - b. Work schedules that include evenings, Saturdays, and Sundays may be required of employees.
2. Assignment of Schedules
 - a. Work schedules are normally arranged by the head of the department subject to the needs of the department.
 - b. Full-time employees will generally not be required to work more than 2 evenings per week, and they will generally not be required to work more than every other Saturday or Sunday.

Absences & Tardiness

1. An employee who will be late for work or is unable to come to work for any reason, including illness, should call his or her immediate supervisor prior to their scheduled starting time.
2. If the immediate supervisor cannot be reached, a message is to be left with the library director or librarian-in-charge along with a phone number where the employee can be reached.
3. Personal days and other days off, except for emergencies, should be planned a minimum of 7 calendar days in advance with the approval of the supervisor.
4. Frequent tardiness and excessive unexcused absences are both grounds for dismissal. (See Resignation and Dismissal section of this policy.)

Meals

1. The normal lunch and dinner period is 1/2 or 1 hour in length, as scheduled by the head of the department.
2. If employees work 5-1/2 continuous hours, they are required to take at least a 30-minute lunch or dinner period.
3. Lunch and dinner periods are unpaid time.

Rest Periods

1. Employees are normally permitted a paid, 15-minute rest period during each half day on duty. A half day is considered to be 3-1/2 to 5 continuous hours.
2. Lost time may not be made up by skipping meals or rest periods.
3. Time allowed for meals or rest periods may not be accumulated for future use, and time allowed for a rest period may not be added to a later lunch or dinner period so as to create a 45 or 75-minute period.
4. It is also to be understood that a 15-minute rest period is a privilege and not a guaranteed right. Employees will be expected to forego the rest period if, because of personnel shortages or other unusual conditions, public service will be affected.

Staff Lounge



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1. The Staff Lounge is available for breaks and meals.
2. Employees are responsible for cleaning their own dishes and utensils and for cleaning up after themselves.

Staff Parking

1. Staff who report to work shall park in the Village of La Grange Parking Structure.
2. The Library Business Manager issues CBD (Central Business District) decals to Library employees, subject to the rules and regulations of the Village of La Grange administration.

Mailboxes and Lockers

1. All employees are assigned a "mailbox" on the shelving behind the Patron Services desk. These should be checked daily when reporting for work so that all communications will be read.
2. Lockers located in the Staff Lounge are installed for employees' use to protect wallets, purses and other valuables. They may be requested from the Business Manager during employee orientation or anytime thereafter.

Dress and Manner

1. In a service-oriented organization where almost all staff members are in constant contact with the public, the dress and manner of staff members contribute directly to the impression that the Library makes on the community. For that reason, employees will be expected to dress and conduct themselves in a way suitable to their position and the work they are required to do.
2. The following may be defined as clothing detracting from the atmosphere of the Library and not acceptable: see-through, clinging, excessively tight or revealing garments; torn garments; athletic shorts; and extremely short skirts or shorts. The above is not to be construed as an all-inclusive list.
3. All employees are expected to wear some type of footwear in the building.

Payroll Direct Deposit

1. Employees are encouraged, but not required, to set up payroll direct deposit with the banking institution of their choice by filling out the necessary paperwork in Administration.
2. Employees may join Credit Union 1 at 450 East 22nd Street in Lombard, Illinois.
 - a. Employees who participate can arrange to have their contributions deducted automatically from their paychecks.
 - b. Literature on Credit Union 1 services will be distributed to all employees by the Administrative Services Department upon request.



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Librarian-in-Charge

1. Each Staff member must use his or her own best judgment about when to handle an emergency situation immediately and when to notify the librarian-in-charge.
2. The librarian-in-charge will be determined in this order:
 - a. Library Director
 - b. Head of Reference Services
 - c. Head of Youth Services
 - d. Head of Patron Services
 - e. Head of Technical Services
 - f. Reference Librarian on duty



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BENEFITS: PAID TIME OFF

Vacation Leave

Approved by the La Grange Public Library Board, February 19, 2013

All employees engaged in continuous service on the library staff working a minimum of 20 hours per week are eligible for paid vacation leave on the basis of the following information.

Accrual of Vacation Leave

Employees accrue vacation leave based on their regularly-scheduled hours. Accrual is calculated per pay period, and is based on the chart below.

Vacation Rate Calculation

1. Regular hours for a full-time employee are 37.5 per week; the basis for full-time vacation calculation.
2. The part-time employee's regularly scheduled hours are used to calculate vacation time (see "Vacation Formula").
3. Vacation for part-time and full-time employees is earned in hours.
4. Vacation accumulation is based solely upon regular hours worked and is not affected by hours worked in excess of regular hours. Sick leave with pay, paid leaves of absence, paid vacations and paid holidays shall be considered as working time in calculating vacation credit earned (unpaid absence of any sort shall not be included). (See "Sick Leave" and "Special Leaves of Absence" for additional details.)

Vacation Formula

Professional employees include those who hold a Masters Degree in Library Science. Non-professional and paraprofessional employees include all those except those defined as professional.

Professional Employees		
<u>Years of Service</u>	<u>Annual Benefit</u>	<u>Maximum Accrual</u>
1-10 years	20 days per year (4 weeks)	25 days (5 weeks)
11+ years	25 Days per year (5 weeks)	30 days (6 weeks)



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Paraprofessional and Non-Professional Employees		
<u>Years of Service</u>	<u>Annual Benefit</u>	<u>Maximum Accrual</u>
1 – 3 years	10 Days per year (2 weeks)	15 days
4 – 6 years	15 Days per year (3 weeks)	20 days
7 years	16 days per year (3 wks + 1 day)	21 days
8 years	17 days per year (3 wks + 2 days)	22 days
9 years	18 days per year (3 wks + 3 days)	23 days
10 years	19 days per year (3 wks + 4 days)	24 days
11 years	20 days per year (4 weeks)	25 days

Use of Vacation Leave

The following rules apply to use of accrued vacation leave.

1. No vacation leave may be taken during the three-month trial period.
2. After the three-month trial period, employees may only take vacation time after it has been accrued. Vacation time is taken in half-hour increments.
3. The scheduling of vacations shall be arranged by the library director upon the recommendation of Department Heads so as not to interfere with library service. Conflicts in requests for vacation leave normally will be resolved on the basis of seniority when requests for one time period are received simultaneously.
4. Employees working regularly less than 20 hours per week are not entitled to vacation leave. Employees who regularly work less than 20 hours per week may request time off without pay. This is subject to the approval of the Department Head and library director.
5. Holidays: Regular holidays and regular days off for each employee during his or her vacation shall not be considered as vacation time or credit used.
6. Employees may carry a maximum accrual of up to one week (based upon the employee's normal work week) more than their annual vacation earnings. Time accrued beyond the maximum will be forfeited. Exceptions must be approved in advance by the library director.

Unused Vacation Time

If resigning or terminated staff members have vacation credits at the time of their separation, they shall receive vacation leave at the end of their service or payment for all accrued vacation credits.



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Sick Leave

Approved by the La Grange Public Library Board, July 19, 2016

All regular employees engaged in continuous service on the library staff working a minimum of 20 hours per week are eligible for paid sick leave on the basis of the following regulations.

Accrual of Sick Leave

1. Employees accrue sick leave based on their regularly-scheduled hours. Accrual is calculated per pay period.
2. All full time employees accumulate sick leave at the rate of 7.5 hours per month or 12 working days per year.
3. All part-time employees who hold regular, classified positions and work a minimum of 20 hours per week accrue sick leave on the basis of the following schedule. Accrual is calculated per pay period.

<u>Work Week</u>	<u>Hours per Month</u>	<u>Hours per Pay Period</u>
37.5 hours	7.5	3.46
31-36 hours	7	3.23
26-30 hours	6	2.77
20-25 hours	5	2.31

4. Sick leave may be accumulated up to a maximum of 480 hours for full time and 240 hours for part-time employees eligible for sick leave.
5. Accumulated sick leave may not be used to extend vacation leave or other leaves of absence.

Use of Accrued Sick Leave

1. Paid sick leave can be used in minimum increments of one-half hour.
2. An eligible employee may use sick leave benefits for an absence due to his or her own illness, medical appointment, or injury, or that of a child, parent, sibling, mother-in-law, father-in-law, grandchild, grandparent, stepparent, spouse, or partner of the employee.
3. Payment of sick leave will be contingent upon prompt notification of illness or injury to the employee's supervisor.
4. Any sick day taken may require verification from a medical professional, if demanded by the library director.

IMRF Pension Service Credit for Unpaid, Unused Sick Leave

By law, IMRF members are allowed a maximum of one year of pension service credit for unpaid, unused sick leave at the rate of 1/20 of a month for each full day of sick leave accumulated under an established sick leave plan.

1. For IMRF employees, the Library will maintain a record of earned sick leave up to the maximum accrual which may be accumulated above.
2. This sick leave may be utilized to increase a retiring employee's pension service credit in accordance with Chapter 108 2, Illinois Revised Statutes, Paragraph 7-139(a) (8).
3. The retiring employee must contact the Village's Authorized IMRF Agent and complete the necessary forms to claim this credit.



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Holidays

Approved by the La Grange Public Library Board, September 15, 2015

The Library will be closed and will give holiday pay for the following holidays (with exceptions noted *) to employees who are regularly scheduled to work 20 hours or more per week holiday pay (with exceptions noted *) for the following holidays.

- New Year's Day
- Martin Luther King Jr's Birthday (Library Open: Floating Holiday)
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day (See Special Exception #3 below.)
- Easter Sunday*

* The Library will be closed on Easter Sunday as approved by the Board of Trustees. However, this will not be considered a "paid holiday" for the purposes of salary.

Holiday Pay

1. Full-time employees will be given 7.5 hours of holiday pay for each regular (non-floating) holiday. Full-time employees not scheduled to work on the holiday may take another day off within the pay period to compensate for the 7.5 hours holiday pay.
2. Part-time employees who regularly work 20 hours or more will be given holiday pay equal to the hours their regular schedule would have required them to work on that day or on a day designated by the Library Board of Trustees to celebrate a holiday.
3. Part-time employees working a regular schedule of less than 20 hours per week will not be given holiday pay.

Special Exceptions

1. When a regular holiday observed by the Library falls on a Sunday when the Library is not scheduled to be open, the Board will designate a day in the following week on which to observe the holiday.
2. In the event December 24 (Christmas Eve Day), December 25 (Christmas Day) or January 1 (New Year's Day) fall on a Sunday, the Library will be closed. However, this will not be considered a "paid holiday" for the purposes of salary. The Board of Trustees will designate a day in the following week on which to observe the holiday.
3. New Year's Eve:
 - a. When New Year's Eve falls on a Monday through Friday, the Library will close at 5:00 pm. Full-time employees will be paid 4 hours holiday pay for New Year's Eve.
 - b. When New Year's Eve falls on a Saturday, the Library will close at its normal time, and no holiday pay will be given.
 - c. When New Year's Eve falls on a Sunday, the Library will be closed, and no holiday pay will be given.



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4. In the event an employee is required to work on a designated holiday (to empty the bookdrop or respond to emergencies, e.g.), the employee will be paid for a minimum of one hour at a rate of time and a half for the amount of time worked. The employee will still receive his or her regular holiday hours as listed above in addition to the time and a half pay.

Floating Holidays

Each year, the Board of Trustees may designate certain holidays as “floating holidays.” The Library will be open on a floating holiday, and employees who work on the holiday will be given an equivalent number of hours as floating holiday pay. Floating holiday hours may be used one week before the holiday or up to one year after the holiday (no later than the next occurrence of that holiday). Hours not used after one year will be forfeited. Floating holiday hours must be used in a lump sum. Use of paid floating holidays must be requested in writing from the employee's Department Head at least two weeks in advance and are subject to staffing and operational needs.

Special Holidays

From time to time, the Library may grant employees additional holidays declared on special occasions by the President of the United States, the Governor of Illinois or the Village of La Grange, but only with the approval of the Library Board of Trustees.

Religious Holidays

Employees may take religious holidays as annual vacation leave or a personal day at the discretion of the employee.



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BENEFITS: LEAVES OF ABSENCE

Revised by the La Grange Public Library Board, November 15, 2016

Special leaves of absence may be granted by the library director to full time and part-time employees as outlined below. The amount of time granted and length of leave is at the determination of the library director but may not exceed the amounts of time indicated.

Compensatory Leave (Non-Exempt Employees)

Every effort is made to allocate overtime work fairly and to the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible. Employees are expected to work overtime if additional work effort is required to serve our customers. Non-exempt employees may not work over 40 hours per week without prior approval of the Executive Director.

Non-exempt employees who are required to work more than 40 hours in a work week will be given compensatory time off at a rate of 1-1/2 times the hours worked over 40. Holiday, vacation, personal, and sick time do not count as hours worked for purposes of calculating compensatory time.

Compensatory time may be accumulated to a maximum of 80 hours. Employees may use compensatory time if the use of compensatory time does not unduly disrupt the operations of the Library. The Library may in its sole discretion decide to pay compensatory time in cash in lieu of hours off.

This Compensatory Leave policy will take effect November 28, 2016. Any compensatory time earned before that time must be taken by November 27, 2016.

Bereavement Leave

Paid leave of absence will be granted for a death in an employee's family on the following schedule. In the case of part-time employees, "days" means days on which the employee is regularly scheduled to work.

Child (includes biological, adopted, stepchild, or foster child)	10 days
Spouse, partner, or parent	5 days
Sister, brother, grandparent, grandchild, mother-in-law, or father-in-law	3 days
Brother/sister-in-law	2 days
Aunt, uncle, niece, nephew, cousin	1 day

1. Leave may be used to:
 - a. attend the funeral;
 - b. make arrangements necessitated by the death
 - c. grieve the death
2. The leave must be used within 60 days of the date on which the employee receives notice of the death. Employees should provide at least 48 hours' notice that the employee intends to use the leave, unless such notice is impracticable.



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3. The Library may require reasonable documentation to support the request for leave, such as a death certificate, obituary or other written verification of death (e.g., from a funeral home, mortuary or crematorium).
4. Should an employee experience the death of more than one child in a 12-month period, the employee may take up to six weeks of unpaid leave.

Military Service

Leave will be granted for military service in accordance with current Federal and Illinois law.

Jury Duty

1. When an employee is required to serve as a juror, the Library will continue to pay the employee's regular salary.
2. When an employee is required to serve under subpoena as a witness in a court proceeding (except when the subpoena is related to library business), personal days, compensatory time or vacation time may be used.

Personal Day

1. Regular full-time employees receive one paid personal day during the calendar year, equivalent to 7.5 hours. Hours are earned each year on January 1.
2. Personal time should be taken in increments no smaller than one half hour.
3. Personal time must be used by the end of the calendar year or it will be forfeited.

Emergency Closing

In the event of inclement weather or emergencies, the Library may close to the public as approved by the library director or the Library Board President. The Library may use school weather closings and weather forecasts, among other factors, in deciding to close the Library. It is understood that the Library will remain open except when, in the opinion of the library director, doing so poses a safety risk to staff and to the public.

Staff members who are scheduled to work when the Library closes for an emergency will be paid for the hours they were scheduled. In the event the Library is open and an employee cannot get to work due to weather, the employee may choose to take a day of vacation, make the time up, or take a day of unpaid leave.



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Family and Medical Leave of Absence

Approved by the La Grange Public Library Board, September 15, 2015

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months and worked at least 1250 hours in the last 12 months. The “12-month period” is measured as a rolling 12-month period, rolling backward.

Reasons for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons:

1. the birth of a child and/or to care for such child;
2. the placement of a child with the employee for adoption or foster care;
3. to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or
4. the employee’s own serious health condition renders the employee unable to perform the functions of the employee’s position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week family/medical leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation of a spouse, son, daughter or parent. Qualifying exigencies may include

1. attending certain military events;
2. arranging for alternative childcare;
3. addressing certain financial and legal arrangements;
4. attending certain counseling sessions;
5. addressing issues related to short-notice deployment;
6. spending time with a covered family member who is resting and recuperating;
7. attending post-deployment briefings; and
8. for certain activities relating to the care of the military member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. *This single 12-month period begins with the first day the employee takes the leave.* A covered servicemember includes:

1. a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or
2. is on the temporary disability retired list; or



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3. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and:
 - i. was a member of the Armed Forces (including a member of the National Guard or Reserves);
 - ii. was discharged or released under conditions other than dishonorable; and
 - iii. was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Employees may not be granted a family/medical leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted a family/medical leave, the employee may be subject to immediate termination.

Notice of Leave

If the family/medical leave is foreseeable, the employee must give the Library at least 30 days notice in writing. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon practicable in writing.

Certification

Medical Certification

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification initially provided. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty status, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Library may also request additional information pertaining to the leave.

Certification for Service Member Family Leave

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the Library may also request additional information pertaining to the leave.



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Substitution of Paid Leave

Family/medical leave is unpaid leave. An employee who requests leave for any family/medical leave covered reason will be required to exhaust any remaining sick, vacation, and personal time. The exhaustion of this paid leave does not extend the leave period. In addition, if the employee is eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with family/medical leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with family/medical leave, employees must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

During an approved family/medical leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed. Vacation and sick time will continue to accrue at the same rate as when the employee is actively employed.

Intermittent Leave

Leave because of a serious health condition, to care for a servicemember with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the Library will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the Library may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide certification when required will not be permitted to resume work until it is provided.



PERSONNEL POLICY

Unpaid Leaves

Approved by the La Grange Public Library Board, February 19, 2013

1. Employees with 4 or more years of service who do not qualify for leave under the Family & Medical Leave policy may request unpaid leaves of absence for good cause shown for up to 3 months.
2. A partial list follows, but is not considered exhaustive:
 - a. Study
 - b. Travel
 - c. Protracted illness in employee's family when an employee is responsible for the care of the family member
3. Such requests are at the sole discretion of the Board of Trustees upon the recommendation of the library director and must be submitted in writing to the library director at least 6 weeks prior to the date upon which the leave is to begin. In the case of illness, requests should be submitted as early as possible.
4. Such leaves of absence shall be subject to other variables such as: number of employees already on leaves of absence; previous leave(s) of absence of the employee in question; and operational needs of the Library.
5. While on unpaid leave, an employee will neither earn seniority, vacation, holiday, or sick leave, nor shall the employee be entitled to any benefits. However, the employee, if a member of the health insurance group can retain their health insurance coverage if they elect to pay their portion of the premium during the leave.
6. Depending upon the length of a leave of absence, employees must give reasonable advance notice to the library director of intent to return from a leave if this will be more than two weeks earlier than the initial specified date for termination of the leave of absence.
7. Upon return from such leave, an employee will be given a job that he/she is qualified to fill, if available.



PERSONNEL POLICY

BENEFITS: INSURANCE

Approved by the La Grange Public Library Board, September 15, 2015

This policy provides a general description of health insurance available to employees. It is not meant to interpret, extend, or change the provisions of any plan in any way. The provisions of any plan may only be determined accurately by reading the actual plan document. Information about accessing plan documents online is available in the Administration Office. Employees who have any questions regarding any plan should ask the Business Manager. In the event of any discrepancy between this policy and the actual provisions of any plan, the plan shall control.

Each plan is governed by the laws of the State of Illinois and also by certain federal laws, including Section 89 of the Internal Revenue Code of 1986 as amended.

Plan Year

The records of each plan are maintained on a 12-month period. This 12-month period is known as the plan year.

Plan Administrator

The name, address and business telephone number of the Plan Administrator are: Library Director, 10 W. Cossitt Avenue, La Grange, IL 60525-2391, 708.215.3273. The name and address of the plan's agent for service of legal process is: Library Director, 10 W. Cossitt Avenue, La Grange, IL 60525-2391, 708.215.3273.

The Plan's Administrator keeps the records for each plan and is responsible for the administration of each plan. The Plan's Administrator will also answer any questions you may have about any plan.

Participation in the Plans

Eligibility

The Library provides health insurance benefits to regular employees who work 30 or more hours per week. Before the employee becomes a member or a participant in any Plan, there are certain eligibility and participation rules that must be met. These rules are explained in more detail in the plan documents.

Plan Funding

Each year the Library will contribute a portion of the cost of each plan. The Library's portion will be determined by the Board during the annual budget process. Employees may be required to pay a portion of the monthly premiums in order to participate.



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Medical Insurance

1. The Library makes one or more medical insurance plans available to employees regularly scheduled to work 30 or more hours per week which may provide hospital, surgical, medical, accident, out-patient services and major medical insurance.
2. The Library pays a portion of the health insurance premium for the individual employee. That portion is determined each year during the annual budget process.
3. Information describing the Group Insurance Plan is given to all employees.

A description of the Library-sponsored group health benefits; a statement of the conditions for participation in this plan and for eligibility to receive group health benefits; and a statement of the limits and conditions that affect receipt of the benefits can be found online.

Dependent Coverage

If you are an employee eligible to participate in this plan, your spouse or civil union partner and your children are eligible for dependent coverage under this plan. Premiums for dependents must be paid by the employee, and are not covered by the Library.

Dental and Vision Insurance

1. The Library makes dental and vision plans available to employees regularly scheduled to work 30 or more hours per week.
2. The Library pays a portion of the dental and vision insurance premium for the individual employee. That portion is determined each year during the annual budget process.

A description of the Library-sponsored benefits under this plan, a statement of the conditions for participation in this plan and for eligibility to receive benefits, and a statement of the limits and conditions that affect receipt of the benefits can be found online.

Dependent Coverage

If you are an employee eligible to participate in this plan, your spouse or civil union partner and your children are eligible for dependent coverage under this plan. Premiums for dependents must be paid by the employee and are not covered by the Library.

Life Insurance

1. The Library provides life insurance to employees regularly scheduled to work 30 or more hours per week.
2. The Library pays 100% of the life insurance premium for the individual employee. That portion is determined each year during the annual budget process.
3. No dependent coverage is offered for life insurance.

A description of the Library-sponsored life insurance benefits can be found online.

Insurance Coverage During Leave

1. When an employee is absent from the Library on disability or non-disability leave, the employee can



PERSONNEL POLICY

continue participation during the term of the leave by paying his or her portion of the premiums.

2. Upon retirement, an employee shall be given the opportunity to continue to participate in the Library's group insurance plan at the employee's expense and subject to the conditions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

Worker's Compensation Insurance

1. The Library provides Worker's Compensation Insurance to cover work-related injuries to employees.
2. Within three days, all work-related injuries to employees must be reported to the library director, and an incident report must be completed.

COBRA

1. COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) allows employees to continue in the Library's group health coverage (dental and vision are not included) for up to 18 months following separation from service.
2. All employees are eligible except those terminated for "gross misconduct".
3. Also eligible for the 18-month extension are employees who lose their eligibility to participate because of a reduction in their regular work schedule to less than 30 hours per week.
4. Details on COBRA, as they relate to the Library's group insurance plan, are available from the Administration Office.



PERSONNEL POLICY

BENEFITS: RETIREMENT

Approved by the La Grange Public Library Board, February 19, 2013

IMRF

1. The Library participates in the Illinois Municipal Retirement Fund (IMRF) program which covers more than 2,000 municipalities and 112,000 municipal employees.
2. Coverage is compulsory for all employees who are hired for a position normally requiring performance of duty for 1,000 hours or more per year.
3. The Library contributes the employer's share of IMRF. Employee contributions are withheld from each salary check and the employee's share (4.5%) reduces the gross income reported for Federal and State Income Tax purposes.
4. Employees enrolled in IMRF before January 1, 2011 (whether at the Library or another employer) must be work for eight years to be vested in IMRF. Employees first enrolled in IMRF on or after January 1, 2011 must work for 10 years to be vested in IMRF.
5. IMRF participants are also eligible for Illinois Continuation Health Insurance at the time of their retirement (see appropriate section of this manual).
6. An employee who participates in IMRF may voluntarily have additional funds contributed via payroll deduction. These funds do not reduce the gross income reported for federal and state income tax purposes.
7. Pamphlets describing the IMRF program are distributed to all eligible employees by the Administration Department.

Deferred Compensation Plan (457b Plan)

1. An employee may voluntarily defer a portion of his or her earnings in a tax-sheltered, income deferred plan.
2. The Library cooperates with ICMA Retirement Corporation in offering the plan to its employees through automatic payroll deductions.
3. Upon request, information describing the plan will be distributed to all employees by the Administrative Services Department.



PERSONNEL POLICY

BENEFITS

Tuition Reimbursement

Approved by the La Grange Public Library Board, February 18, 2014

The library will provide educational assistance in accordance with its objective of encouraging professional development and continuing education of the staff. Tuition and fees for courses directly related to the job or employment may be reimbursed subject to the following provisions.

Eligibility

The eligible employee is a permanent (not temporary) employee who works at least 20 hours per week and has been employed by the library for at least one year.

Prerequisites

1. The employee must submit a letter to the department head, with a copy to the library director, three weeks prior to the commencement of the course work. The letter will include the following:
 - a. Course Title
 - b. Cost
 - c. Duration
 - d. Justification
2. Any employee meeting the eligibility requirement and enrolled at the time of the adoption of this policy will be eligible with the approval of the department head and the library director.
3. The most recent performance evaluation is rated satisfactory by both the department head and the library director.
4. The course is to be taken during non-working hours.
5. The course is directly related to the employee's present work, or leads to fulfillment of a "Qualification for Appointment" as defined in that person's position description, or can reasonably be expected to provide potential for future assignments or promotions within the library.
6. Sufficient funds are available within the library Operating Budget. It follows that if funds are insufficient to support reimbursement, course work will not qualify for this assistance.
7. No more than \$2000 per employee will be reimbursed in a single fiscal year.
8. Written approval must be obtained from the department head and from the library director. (A course taken by the library director will require prior approval by the board of trustees.)
9. The course must be offered by an accredited school, college or university.



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Reimbursement

The benefits of education are carried by individuals for the rest of their lives. Tuition reimbursement should be a shared expense with the amount provided by the library in direct proportion to the amount of effort put into the course work as reflected by the course grade. Assistance will be limited to a maximum of one course per school time period (i.e., semester, or quarter).

Course Grade	Percent of Reimbursement	
	Full Time	Part Time (20-36 hours)
A	80%	40%
B	70%	35%
C	60%	30%
D or lower	0%	0%
Pass*	75%	35%
Fail	0%	0%

* [Applies to courses where there are no letter grades]

The employee shall submit the following documents to the library director.

1. An official grade notice
2. A copy of an official fee schedule
3. A copy of a canceled check or other proof of payment
4. A completed Reimbursement Claim Form Voucher (available from the Administrative Assistant) signed by the employee.

Exclusions:

1. Costs of books, supplies, transportation or fees not included in the basic course costs (lab fees are considered as part of the tuition) will not qualify for tuition reimbursement.
2. Temporary employees will not qualify for tuition reimbursement.
3. Employees who leave library service prior to completion of the course will not qualify for tuition reimbursement.
4. Audited courses will not qualify.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our tuition reimbursement program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the Library and other sources may not exceed 100% of the allowable tuition and fees.

Tax consequences (if any) as a result of company reimbursement under this plan are the sole responsibility of the employee.

Repayments

In the event that the employee resigns or is terminated within twelve (12) months after reimbursement is received, the employee must repay La Grange Public Library in full.



PERSONNEL POLICY

COMPENSATION

Revised by the La Grange Public Library Board, July 19, 2016

It is the policy of the La Grange Public Library Board of Trustees to pay salaries which are consistent with job performance. Other factors which will affect compensation are general economic conditions, availability of qualified employees and the ability of the Library to fund the compensation program. The Library Board of Trustees recognizes the importance of equitable pay differentials for varied types of work.

Salaries, Classifications and Promotions

Pay Periods

1. A pay period consists of 14 working days.
2. The payroll is processed bi-weekly by the La Grange Public Library through contract with a payroll service.
3. Employees are paid for time worked up through the last day of the payroll period.

Time Sheets

1. All part-time and full time staff will record their work time through the online payroll system. All work time and paid or unpaid leave should be noted.
2. The payroll time sheets are approved by the immediate supervisor prior to payroll preparation.

Payment of Wages and Salaries

1. Hourly and salaried employees are paid by online deposit on a bi-weekly basis. Printed checks are available to those who request them in advance.
2. If a payday falls on a legal holiday, pay will generally be issued on the preceding work day.

Salary Scale

The Library salary scale is reviewed annually by the Personnel and/or Finance Committees of the Board of Trustees and may be revised by the Board whenever changes in the Federal Minimum Wage, cost of living, or salaries and wages for similar positions make it advisable. The salary scale is adjusted by the board upon the recommendation of the library director. A copy of the salary scale is included below.

The salary scale was adjusted by a factor in FY 2011-12 and will be reviewed every year thereafter.

Cost of Living Increases

Each year, staff will receive a cost of living adjustment (COLA) equal or less than the tax cap factor, as determined by the Board of Trustees.

1. The Board will set the COLA percentage each year during the budget process. Factors influencing the Board may include the following: the federal and state minimum wage, cost of living (CPI), and salaries and wages for similar positions in the Chicago metropolitan area.
2. Temporary or substitute employees will receive the same COLA as regular employees.



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Merit Increases

1. Increases above the cost of living adjustment are based on merit and are not automatic.
2. The Board sets aside a dollar amount for merit increases each year.
3. Merit increases for staff are determined by the library director.
4. Merit increases for the library director are determined by the Board.
5. Merit increases will not be given until employees have served at least 90 days in their present position.
6. All competent employees, except those at the top of their salary range for their classification, are eligible for increments following their annual evaluation.
7. The completion of an annual evaluation does not automatically mean an increase will be given.
8. Temporary or substitute employees are not eligible for merit increases.

Wage Range Limits

1. New employees will receive wages that fall between the minimum and maximum of the range.
2. When the salary scale is revised, employees who earn below the minimum wage of their range may have their wage increased to the new minimum, as appropriate.
3. Adjustments also may be made in wages above the minimum to avoid compression of the wages between pay grades, although the extent of these increases may be limited by available funding.
4. That employee whose wage equals or exceeds the new maximum will not have his/her wage adjusted.

Maximum Wage Reached In Range

If an employee has reached or exceeded the maximum wage for his or her range, the employee may still be eligible for a one-time merit bonus based on performance.



PERSONNEL POLICY

SALARY SCALE

Approved by the La Grange Public Library Board. Effective December 1, 2016.

GRADE	FLSA	POSITION		MINIMUM	MIDPOINT	MAXIMUM
12	E	Library Director	/year	\$79,134	\$98,908	\$118,701
			/hour	\$40.58	\$50.72	\$60.87
9	E	Head of Reference & Reader Services	/year	\$50,169	\$62,711	\$75,274
	E	Head of Youth Services	/hour	\$25.73	\$32.16	\$38.60
	E	Head of Technical Services				
8	E	Head of Patron Services	/year	\$43,101	\$53,887	\$64,652
			/hour	\$22.10	\$27.63	\$33.15
7	NE	Digital Services Coordinator	/year	\$37,034	\$46,288	\$55,541
	NE	Reference and Reader Services Librarian	/hour	\$18.99	\$23.74	\$28.48
	NE	Reference/Programming Librarian				
	NE	Young Adult Librarian				
	NE	Youth Services Librarian				
	NE	PR and Marketing Coordinator				
6	NE	Assistant Head of Patron Services	/year	\$31,825	\$39,771	\$47,718
	NE	Assistant Head of Youth Services	/hour	\$16.32	\$20.40	\$24.47
	NE	Bookkeeper				
	NE	Facilities Manager				
5	NE	Technical Services Associate	/year	\$27,331	\$34,174	\$40,997
	NE	Reference and Reader Services Associate	/hour	\$14.02	\$17.53	\$21.02
	NE	Young Adult Services Associate				
	NE	Youth Services Associate				
	NE	AP/Payroll Clerk				
4	NE	Summer Intern - Youth Services	/year	\$23,491	\$29,354	\$35,216
			/hour	\$12.05	\$15.05	\$18.06
3	NE	Clerk - Patron Services	/year	\$20,182	\$25,207	\$30,252
	NE	Clerk - Technical Services	/hour	\$10.35	\$12.93	\$15.51
1	NE	Page - Patron Services	/year	\$16,852	\$18,609	\$22,327
	NE	Page - Youth Services	/hour	\$8.64	\$9.54	\$11.45



PERSONNEL POLICY

EVALUATIONS

Revised by the La Grange Public Library Board, February 18, 2014

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's trial period in any new position. Additional formal performance evaluations are conducted at least annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Evaluation Procedure

1. Normally, evaluations are given when an employee completes his/her trial period. Evaluations are then scheduled annually.
2. The employee and supervisor complete an evaluation form prior to the review meeting.
3. The library director may review all evaluation forms for consistency between departments.
4. The supervisor will then meet with the library director discuss the evaluation.
5. Finally, the employee and supervisor will have the evaluation conversation to discuss job performance and upcoming goals.
6. All decisions regarding the salary, promotion or demotion of a staff member are the responsibility of the library director.

Promotions

Upon receiving a promotion to a higher range, an employee will receive a salary increase of at least 5% of the minimum salary in the employee's new salary range classification, provided that (1) the employee meets the minimum qualifications for the new position, and (2) budgetary constraints do not prohibit such an increase.



PERSONNEL POLICY

COMPLAINTS

Approved by the La Grange Public Library Board, August 18, 2015

The Library is committed to maintaining an open and fair method of resolving employee concerns and answering questions. To this end, the Library recognizes the need for a process by which employees may raise complaints related to their employment.

Definition

A complaint is a claim initiated by an employee alleging that the employee's employment or productivity has been adversely affected by one or more of the following:

1. Unfair treatment;
2. Unsafe or unhealthy working conditions;
3. Unfair application of Library policies and procedures; or
4. Unlawful discrimination based on race, color, religion, gender, political affiliation, sexual orientation, national origin, ancestry, citizenship status, marital status, arrest record, military status, age, disability or any other protected classification.

Process

1. When a problem first arises, the employee should submit a complaint in writing to his/her supervisor within 5 days of the incident.
2. The employee's supervisor will try to resolve the issue quickly after notification and respond in writing.
3. Should the employee still feel that the problem has not been fairly or thoroughly considered, the employee may appeal to the library director within 10 calendar days after the supervisor's response. The library director will set up a meeting with the employee and any other relevant parties, then make a decision within 10 days of receipt of the appeal.
4. If the complaint remains unresolved after it has been brought to the library director, the employee may then appeal in writing to the President of the Board of Library Trustees within 15 calendar days after the receipt of the Director's decision. The Board will consider the matter at their earliest convenience and respond in writing with a final decision.



PERSONNEL POLICY

RESIGNATION AND DISMISSAL

Revised by the La Grange Public Library Board, March 20, 2012

Resignation

1. Resignations of full time employees should be submitted in writing to the library director at least 30 calendar days before the effective date.
2. Part-time employees should submit their resignations in writing to their supervisor at least 15 calendar days before the effective date.

Discipline

Progressive steps will be followed in employee disciplinary matters, except in matters that the library or its management determines need to be addressed outside of the progressive system.

Normally, the employee's immediate supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, degree of deviation from expectations, and length of time involved.

Disciplinary actions may take place in several forms. The forms of disciplinary actions are: Verbal Warning, Written Warning, and Dismissal. The library director should be consulted beforehand when disciplinary action with an employee is necessary.

1. **Verbal Warning:** Verbal counseling sessions may take place between employees and supervisors in situations that are deemed less serious in nature. Every effort to determine and resolve the cause of the problem should be made. At the same time, however, it should be specifically stated that the employee is receiving a formal warning. Documentation of the verbal warning will be made and maintained in departmental files.
2. **Written Warning:** Written counseling sessions take place between a supervisor and an employee when the behavior of the employee is a repeated violation and verbal warning has been administered or is considered severe enough to warrant skipping the verbal warning step. Written warnings will indicate clear consequences (such as suspension or termination) if behavior does not change. Written warnings will be documented in the employee's personnel file, with copies to the employee and supervisor.

Dismissal

1. Before completion of the 3-month trial period, employees are on trial and may be dismissed at any time for any cause by the library director. The introductory period is an opportunity for the employee and the Library to evaluate whether the employee is suitable for a position with the Library. The Library reserves the right to extend or shorten the introductory period within its discretion.
2. After completion of the trial period, employees are considered regular employees and may be dismissed only after careful consideration of their employment record and all other related factors.



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3. An employee may be discharged at any time without regard to any progressive steps if he or she commits an offense for which immediate discharge is warranted or if, in the library's judgment, the employee's continued presence would be contrary to the well-being of the library or its employees. The library director must be consulted in any discussion of termination.
4. A few but not exclusive causes which could lead to dismissal of a regular employee are as follows.
 - a. criminal or dishonest conduct
 - b. refusal to follow Library policies
 - c. unexcused absences
 - d. frequent tardiness in reporting for duty
 - e. falsification of time and attendance records
 - f. drinking or using other intoxicants while on duty
 - g. improper behavior toward the public or Library employees
 - h. inability to perform duties as outlined in individual's position description
 - i. use of non-medical drugs or narcotics without a physician's prescription
 - j. refusal to carry out reasonable assigned duties or follow reasonable orders
 - k. failure to follow proper complaint procedures
 - l. insubordination
5. Dismissal action will always be taken by the library director.
6. Written appeal may be made to the Board of Trustees within 30 calendar days of dismissal.
7. Upon receipt of an appeal, the President of the Board of Trustees will appoint an ad hoc Hearing Committee of the Board to review the matter and make a recommendation to the Board within 45 calendar days. The employee has a right to be heard during a meeting of the ad hoc Hearing Committee.



PERSONNEL POLICY

PROHIBITED GIFTS

Reaffirmed by the La Grange Public Library Board, February 18, 2014

The La Grange Public Library (hereafter known as Library) will comply with the State's Gift Ban law 5 ILCS 430/10 through the promulgation of this policy. Neither the Open Meetings Act nor the Freedom of Information Act of Illinois, or any policies of this Library in furtherance of those Acts shall be applicable to proceedings, meetings or documents involved here, which are exempt therefrom.

Exemption

All non-salaried appointed or elected officials of the Library are exempt from this Policy and the State Act, as permitted by that Act.

Definitions

The term "gift," "prohibited source," and "employee," whether used in the singular or plural form and as used in this Policy, have the meaning as defined in the State's Gift Ban law 5 ILCS 430/10.

Prohibited Gifts

The solicitation and acceptance of any "gifts," from any "prohibited source," are banned and prohibited for all Library employees except as provided in the State's Gift Ban law 5 ILCS 430/10.

Enforcement

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

Ethics Officer

The President of the Board of Library Trustees shall designate the library director as Ethics Officer for the initial review of Statements of Economic Interests and disclosure forms (other than his or her own) for members, officers and employees of the library before they are filed. The Director shall provide guidance to members, officers and employees in the interpretation and implementation of the State Gift Ban Act. The President of the Library Board of Trustees shall review the Statement of Economic Interest to be filed by the library director. Any other matters or questions in this area will be referred to the Library Attorney by either the library director or the President of the Library Board of Trustees.



PERSONNEL POLICY

SEXUAL HARASSMENT

Revised by the La Grange Public Library Board, April 17, 2012.

It is Library policy that all employees at the Library are responsible for assuring that the workplace is free from sexual harassment. The Library's policy prohibits all forms of sexual harassment. Because of our strong disapproval of offensive or inappropriate behavior at work that directly or indirectly has sexual connotations, all employees must avoid any action or conduct which could be viewed as sexual harassment.

In order to provide a productive and pleasant working environment it is important that we at the Library maintain an atmosphere characterized by mutual respect. The types of conduct characterized as sexual harassment below will not be tolerated. In addition we will endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

"Sexual Harassment" Defined

"Sexual harassment" has been defined by federal and state laws and regulations as a form of sex discrimination. It is illegal and against the Library's policy for any employee, male or female, to sexually harass another employee by:

- making unwelcome sexual advances;
- directly or indirectly requesting sexual favors;
- engaging in other verbal or physical conduct of a sexual nature;
- making submission or rejection of such unwelcome conduct the basis for employment decisions affecting an employee; or
- creating an intimidating, hostile or offensive working environment by such conduct

Sexual harassment also exists when:

- Supervisors or managers make compliance with requests for sexual favors either a clear-cut or unspoken term of employment effecting hiring, compensation, promotion or retention.
- Agreement to or rejection of sexual favors is used by supervisors or managers as a basis for employment decision.
- Sexual harassment may also exist when such conduct by any other employee unreasonably interferes with an employee's work performance or creates an intimidating work environment.
- Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with work effectiveness.

Such behavior or conduct may take various forms, for example:

- Verbal - Comments with suggestive or sexual innuendoes, propositions or threats involving matters of a sexual nature.
- Nonverbal - The display of sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling or making obscene gestures.
- Physical - Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse or assault.



PERSONNEL POLICY

Reporting Procedures

1. Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors should IMMEDIATELY bring the problem to the attention of the library director or to the President of the Library Board.
2. All inquiries and/or complaints will be investigated at once by the library director, Librarian in Charge and/or Department Head and Board President. All complaints will be handled in a timely and confidential manner. The purpose of this provision is to encourage the reporting of any incidents of sexual harassment, to protect the privacy of the employee who files a complaint and to protect the reputation of any employee wrongfully charged with sexual harassment.
3. Investigation of a complaint will normally include conferring with the parties involved and any witnesses. Employees shall be guaranteed an impartial and fair hearing. All employees will be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.
4. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
5. Any employee determined to have sexually harassed another employee will be subjected to appropriate disciplinary procedures, up to and including termination.
6. A non-employee who subjects an employee to sexual harassment will be informed of the Library's Sexual Harassment Policy, with such other action being taken as appropriate.

Employee's Responsibility

1. All employees should conduct themselves in a way that ensures they do not take part in acts or actions that constitute sexual harassment.
2. Every supervisor is responsible for making sure that the employees within their area of responsibility are aware of this policy, for ensuring that personnel decisions are in accordance with this policy and for taking corrective actions (after consultation with the library director and Board President) when improper behavior is observed or reported.
3. The Library recognizes that the question of whether a particular action or incident is a purely personal, social relationship without discriminatory employment effect requires a factual determination based on all the circumstances. Given the nature of this type of discrimination, the Library also recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. We trust that all employees will continue to act responsibly to establish and maintain a pleasant working environment.
4. The Library encourages all employees to discuss any questions that they may have regarding sexual harassment or sex discrimination with the library director, Librarian in Charge and/or the Department Head and Board President.



PERSONNEL POLICY

SUBSTANCE ABUSE

Revised by the La Grange Public Library Board, September 15, 2015

The La Grange Public Library is committed and obligated to provide employees with a work place that is safe, productive and conducive to the welfare of all.

Abuse of drugs or alcohol inhibits an employee from proper performance of duties. In addition, the over-use or abuse of drugs or alcohol by any La Grange Public Library employee would create an unacceptable and dangerous work environment resulting in a risk to the safety and well-being of all Library employees and the patrons served.

The Library also believes that patrons are entitled to expect that the employees who serve them obey the law, are reasonably fit and healthy, and are free from the effects of drugs and alcohol.

Drug and Alcohol-Free Work Place

The La Grange Public Library shall be free from the non-medical use of controlled substances and from the use of alcohol. All employees are prohibited from the following: the unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance while on Library premises or while engaged in Library activities.

For the purposes of this policy, a controlled substance is any of the following:

- not legally obtainable,
- being used in a manner different than prescribed, or
- legally obtainable, but has not been legally obtained.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely and for promptly disclosing any restrictions to their supervisor.

As a condition of employment, each employee shall agree to abide by the Library's policy on a drug and alcohol-free work place.

Employee Assistance

The Library will assist and support employees who voluntarily seek help for alcohol or drug problems before becoming subject to discipline under this or other Library policies. Employees who seek such assistance will be allowed to use accrued paid time off; placed on leaves of absence, where available; referred to treatment providers; and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests, if they hold jobs that are safety sensitive, require driving, or if the employee has violated this policy previously.



PERSONNEL POLICY

Consequences for Violation of Policy

1. Violation of the standards of conduct in this policy shall result in disciplinary action up to and including termination of employment and referral for prosecution under local, state, and federal law.
2. In addition, the Library reserves the right to require an employee who violates this policy to satisfactorily participate in an approved drug or alcohol abuse program.

Notification of Drug Convictions

1. It is both a federal and state requirement that any employee involved in a Library activity that is funded directly by the federal government shall notify the library director within 5 days of any conviction for a criminal drug violation on library premises or while performing work for the Library.
2. Any such employee shall be disciplined by the Library in accordance with this policy and may be required to satisfactorily participate in a drug or alcohol abuse program.
3. The library director shall notify the appropriate governmental agency (from which the Library received grant monies) of that employee's conviction within 10 days of being notified of the conviction.

Dissemination of Information

1. The Library shall provide each employee with a copy of this policy, notify employees that compliance is mandatory, and post it in a place where other information for employees is posted.
2. The Library provides medical coverage for staff who work 30 hours or more which may include outpatient and inpatient treatment for substance abuse, subject to the terms and conditions of the group's medical carrier.



PERSONNEL POLICY

PROFESSIONAL ACTIVITIES AND EXPENSE REIMBURSEMENT

Revised by the La Grange Public Library Board, November 15, 2016

Staff members and members of the board are encouraged to attend professional meetings and participate in professional activities. The Library's annual budget provides funds for certain professional activities and travel allowances. Participation may be limited by the needs of the department and budget allocations.

Prior Approval

1. No travel or activity involving reimbursement of expenses or use of regular work time will be undertaken by any employee without the prior approval of the library director.
2. The selection of employees to attend specific conferences, workshops and meetings will be made by the library director.

Reimbursable Expenses

Subject to the availability of funds budgeted each fiscal year, the Library will reimburse expenses for transportation, lodging, meals, and membership dues related to professional activities and travel on library business. The Library will not reimburse entertainment expenses. 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.

Transportation

1. Round trip transportation by the most convenient and/or economical means will be determined by the library director.
2. When travel by private auto is the most convenient or economical, reimbursement will be at the rate per mile as most recently published by the Internal Revenue Service up to a maximum of 1,000 miles for each round trip.
3. All parking and toll charges incurred while traveling on authorized library business or while attending approved professional activities or meetings will be reimbursed. No reimbursement will be made, however, if parking and toll charges apply to travel by private auto beyond the 1,000-mile limit.

Lodging and Meals

1. A per diem rate, as most recently published by the U.S. General Services Administration, will be established to cover room, meals and gratuities. Reimbursement for meals will not exceed the government per diem rate. Reimbursement for lodging will not exceed 25% over the government per diem rate, except with prior approval of the library director.
2. Per diem reimbursement will be made only when travel requires an overnight stay and absence of at least 24 hours.
3. The per diem rate and the number of days per diem allowed will be established by the library director before travel actually begins, and reimbursement will not exceed the amount authorized.
4. Single meals which do not involve an overnight stay or per diem allowance will be reimbursed in the amount actually paid by the employee including reasonable gratuities.
5. Registration fees required for attendance at library conferences and workshops or at other related organizational or civic meetings will be fully paid by the Library.



PERSONNEL POLICY

Membership Dues

1. Membership dues in library and other related professional organizations will be reimbursed or partially reimbursed at the discretion of the library director.
2. American Library Association, Illinois Library Association and LACONI dues for basic membership in those associations are paid in full by the Library for all professional and paraprofessional employees. The employee must pay for additional divisions or associations.
3. Employees approved to attend the Public Library Association (PLA) conference will be reimbursed for PLA membership in that year, provided that the membership dues are cheaper than the non-member conference registration rate.

Reimbursement

1. The employee/trustee must submit an itemized list of expenses on the Library's reimbursement form. Receipts must be attached for commercial transportation, registration fees, lodging, and meals. All documents submitted for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act. The employee/trustee should keep a written record of travel by private auto.
2. Reimbursable expenses involved in authorized travel or attendance at professional activities will be paid only upon presentation of proper evidence that the travel has actually been performed or the activity actually attended.
3. Major travel and activity expenses will be reimbursed by check usually at the regular time of the month when all library bills are paid.
4. Minor reimbursements (under \$20) may be paid from petty cash.
5. Major reimbursable expenses involving long distance travel and per diem may be calculated and paid in advance with the understanding that if the advance exceeds the actual authorized expenses, the employee will refund the excess amount.
6. Routine travel and activity expenses will be reimbursed by regular monthly payments based on reimbursement forms submitted by individual employees and approved by the library director.
7. Any reimbursable expenses that exceed the maximum allowed (as detailed above) may only be approved by roll call vote at an open meeting of the Library Board of Trustees.
8. The Library shall comply with all other requirements of the Local Government Travel Expense Act. Any policy, procedure, or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

In-Service Training

1. Employees may be asked to attend staff training or meetings prior to or after normal working hours.
2. Employees who have to work more than their regularly-scheduled hours to attend required trainings or meetings will be compensated according to the compensation policy.



PERSONNEL POLICY

IDENTITY PROTECTION POLICY

Approved by the La Grange Public Library Board, August 18, 2015

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security numbers, La Grange Public Library intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 *et seq.*).

Requirements

1. All employees who have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
3. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
4. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used must be provided.

Prohibited Activities

No employee may do any of the following:

1. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's social security number on any card required for the individual to access products or services.
3. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.
4. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
5. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.



PERSONNEL POLICY

6. Collect, use, or disclose a social security number from an individual, unless:
 - a. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
 - b. The need and purpose for the social security number is documented before collection of the social security number; and
 - c. The social security number collected is relevant to the documented need and purpose.
7. Require an individual to use his or her social security number to access an Internet website.
8. Use the social security number for any purpose other than the purpose for which it was collected.

The prohibitions listed immediately above do not apply in the following circumstances:

1. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
2. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.
3. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
4. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Public Inspection and Copying of Documents

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

Public Availability

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

Applicability

This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation.

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

Approved by La Grange Public Library Board, August 18, 2015

Statement of Policy

Eligible employees may use unpaid victims' economic and security and safety leave for up to 8 weeks in a 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensuring economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Definitions

- A. "12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or Household Member" – means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;
- C. "Parent"- means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- D. "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- E. "Domestic or Sexual Violence" - means domestic violence, sexual assault, or stalking.

Coverage and Eligibility

Both full and part-time employees are eligible to apply for this leave.

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution of Time Off

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

Notice Requirement

An employee is required to give 48 hours notice to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
 - Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
 - A police or court record; or
 - Other corroborating evidence.
- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Effect on Benefits

During an approved VESSA leave, the Library will maintain the employee's health benefits, as if the employee continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Library will deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his/her portion of the premium during the leave. The employee's group health care coverage may cease if the premium payment is more than 30 days late. If the employee does not return to work at the end of the leave period, s/he may be required to reimburse the Library for the cost of the premiums paid by the Library for maintaining coverage during unpaid leave, unless s/he cannot return to work because of the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond the employee's control.

Job Protection

If the employee wishes to return to work at the expiration of VESSA leave, s/he is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of his/her own medical condition, s/he is required to provide medical certification that s/he is fit to resume work. Return to Work Medical Certification forms may be obtained from the Administration Department. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Reasonable Accommodations

The Library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Library.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.



PERSONNEL POLICY

SOCIAL MEDIA FOR EMPLOYEES

Approved by La Grange Public Library Board, February 18, 2014

Summary

Scope

The Social Media Policy for Employees (“Policy”) governs Library employees’ professional and personal use of social media sites, including, but not limited to, Facebook, Flickr, Goodreads, Pinterest, Twitter, YouTube, blogs, and wikis.

Purpose

The primary purpose of the Policy is to ensure that employees apply the Library’s ethical standards when posting on Library-sponsored social media sites.

Definitions

- “Library” shall mean the La Grange Public Library.
- “Posting” shall mean any content—including, but not limited to, writing, image, video, audio, or hyperlinks—contributed to a social media site. A comment shall be considered a posting.
- “Social media site” shall mean any online forum, website, or account in which users share information, ideas, messages, or other content with other users through postings.
- “Library-sponsored social media site” shall mean any social media site officially authorized and maintained by the Library.

Employees’ Use of Library-Sponsored Social Media Sites

Employees’ use of Library-sponsored social media sites is subject to the following rules and guidelines:

1. Employees shall be aware that the Library reserves the right not to publish any posting, or to remove it later, if it violates the terms of this Policy.
2. Employees shall be aware that the Library’s use of social media sites follows the requirements of the U.S. Stored Communications Act, the IL Freedom of Information Act and the IL Local Records Retention Act.

Content

1. Employees must uphold the Library’s policies and ethical standards. Employees shall act in accordance with all Library policies when posting on social media sites. Employees shall never post personal attacks, offensive language, comments that support or oppose political campaigns or ballot measures, sexual content or links to sexual content, solicitations of commerce, conduct or encouragement of illegal activity that violates the Library’s ethical standards, information that may compromise the safety or security of the Library, content that violates a legal ownership of any other party, or gossip about other Library employees, volunteers, board members, or patrons.
2. Employees must be accurate and professional. Employees shall check facts, present balanced views, check spelling and grammar, and respect copyright and other intellectual property laws. They shall be respectful of others even when they disagree. Employees’ use of social media sites shall reflect positively on the Library.

PERSONNEL POLICY

3. Employees shall protect patron privacy and respect confidential information. They shall not cite or obviously reference a patron without their approval. Employees shall never identify a patron by name without permission. They shall be sensitive when selecting images and videos to post. In accordance with the Children's Internet Protection Act, employees shall be very cautious using information about children under the age of 17.
4. Think before you post. Employees shall avoid inflammatory topics and consider possible consequences prior to posting.

Employees' Personal Use of Social Media Sites

The Library encourages employees to use social media beyond Library-sponsored social media sites. Employees' personal use of social media sites is subject to the following rules and guidelines:

1. Employees shall limit social media use at work to Library-related responsibilities.
2. Employees shall not discuss confidential Library matters, including, but not limited to, personal information about employees, volunteers, board members, or patrons.
3. When posting about professional issues on social media sites, employees shall make it clear that the views expressed are those of the author and do not represent the official views of the Library.
4. Employees shall be aware that Library employees' personal postings on issues of public concern are protected by the Constitution of the United States' First Amendment.
5. Employees participating in concerted employee activities should be aware that they are protected by the National Labor Relations Board.
6. Employees shall be aware that this Policy is not intended, and shall not be applied to, restrict employees from discussing their wages, hours and working conditions with co-workers.
7. Employees shall be aware that the Library reserves the right to monitor employees' public use of social media.



PERSONNEL POLICY

COMMUNICATION SYSTEMS

Approved by La Grange Public Library Board, September 15, 2015

It is the policy of the La Grange Public Library to provide or contract for the communication services and equipment necessary to promote the efficient conduct of business and to further the mission of the Library. All business equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in the Library's information systems are the Library's property. To ensure the proper use of communications systems and business equipment, the Library may monitor the use of these systems and equipment from time to time.

The Library strictly prohibits non-job-related uses of its software and business equipment on work time. Employees also are prohibited from using codes, accessing files, or retrieving any stored communication without prior clearance from an authorized Library representative.

Employees who violate this policy are subject to disciplinary action, up to and including termination.

Internet and Network Access

1. Electronic systems are owned/leased and maintained by the Library, and electronic communications are the sole property of the Library.
2. The Library reserves the right to monitor the use of electronic systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.
3. Employees are assigned a password, which should be changed within one day of receipt. Passwords should be kept confidential and not shared with other employees.
4. The use of personal passwords is not grounds for an employee to claim privacy rights in the electronic or communications systems. The Library reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to the Library to allow access to the systems.
5. The Library's prohibition against sexual, racial, and other forms of harassment is extended to include the use of electronic and telecommunications systems. Offensive, harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually-oriented messages or images. Employees who receive email or other information on their computers which they believe violates this policy should immediately report this activity to their supervisor.
6. Employees are prohibited from disseminating, printing, or copying copyrighted materials or in any other way violating copyright laws. The electronic posting of copyrighted information is also prohibited, unless the Library or the employee has created the information or owns the rights to it.
7. Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or the Library.

PERSONNEL POLICY

8. Employees should exercise care so that no personal correspondence appears to be an official communication of the Library. Personalized Library stationery and business cards may only be issued by the Library. Employees may not utilize Library stationery or postage for personal letters.

Cell Phone Use

Employees may make and/or receive calls on personal cell phones during non-working time (i.e., the employee's scheduled break time); however, these calls must be received and placed away from working areas. Employees may make and receive local personal calls on the Library's telephone during working hours. Personal phone use should be brief and not interfere with the employee's job duties.

The Library promotes cell phone safety when operating a motor vehicle. If the employee finds that it is absolutely necessary to utilize a cell phone while driving for the Library, the following must be observed:

- Employees may only use a cell phone or electronic device while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.
- Drivers should not remove their eyes from the road to look for, reach or answer the phone. Employees must place calls while stopped or have someone place the call for them.
- Employees must refrain from using cell phones while operating a motor vehicle in a school speed zone or in a construction /maintenance speed zone absent an emergency situation or the use of hands free/voice-activated equipment.
- Employees should not take notes or look up phone numbers while driving.
- Employees should not compose, send or read electronic messages while operating a motor vehicle.

Failure to adhere to this policy, including the safety rules, can result in discipline up to and including termination of employment.

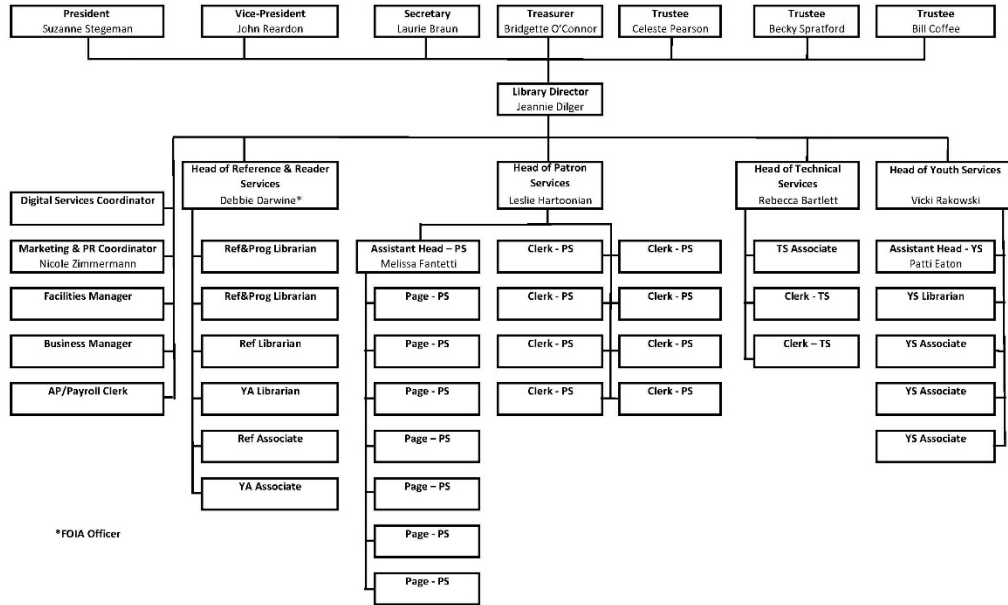


PERSONNEL POLICY

APPENDIX A – JOB DESCRIPTIONS

ORGANIZATION CHART

Organization Chart updated May 2016.



POSITION DESCRIPTIONS

Approved by the La Grange Public Library Board.
 Descriptions begin on the next page.



PERSONNEL POLICY

Assistant Head of Patron Services

Revision Date:	May 2012
Department:	Patron Services
Job Grade:	6
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 8
Reports to:	Head of Patron Services

General Description

This position is responsible for the Patron Services Paging staff. Under the administration of the Head of Patron Services, this position is also responsible for all aspects of departmental daily operations when department head is not available.

Major Duties and Responsibilities (to include, but not limited to)

1. Substitutes for Head of Patron Services in that person's absence. Supervises staff and deals with scheduling issues.
2. Along with the department head, provides training for Patron Services staff.
3. Hires, trains, schedules, and evaluates Pages.
4. Provides customer service in a courteous, consistent and responsible manner.
5. Resolves patron questions concerning circulation policies and procedures.
6. Handles follow up on unreturned library materials, mails overdue notices and clears patron records.
7. Frequently consults with the Head of Patron Services concerning damaged materials and collection issues.
8. Determines what materials cannot be recovered and refers those titles to the appropriate selector or department head for replacement or withdrawal.
9. Coordinates voter registration, trains registrars, maintains materials and forwards forms to the County Clerk.
10. Periodically checks and reports to department head on shelf order in all areas.
11. Maintains New Book display units in the Lobby.
12. May order departmental supplies.
13. May process reserves.
14. Works at the Circulation Desk when scheduled.
15. Other duties as assigned.

Contacts Outside of Immediate Department

All departments

Necessary Knowledge, Skills, Abilities

1. Basic knowledge of office procedures and record keeping.
2. Must have working knowledge of SWAN database, including effective search strategies.
3. Working knowledge of Windows operating system.
4. Working knowledge of Microsoft Office applications.
5. Ability to understand, remember and carry out instructions with a high degree of accuracy.
6. Ability to multi-task effectively.
7. Ability to exercise tact and decisiveness when dealing with patrons in person or on the telephone.
8. Ability to organize work and maintain good working relationships with others.
9. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. Two years of college or LTA certificate.
2. At least two years of work experience in direct public contact and customer problem solving.
3. One year library circulation experience in an automated setting.
4. Must be available evenings and weekends.



PERSONNEL POLICY

Working Conditions

Office Environment

Physical Demands

Prolonged sitting

Pushing carts

Lifting and carrying moderately heavy (up to 20 pounds) loads

Other Essential Job Requirements:

None



PERSONNEL POLICY

Assistant Head of Youth Services

Revision Date:	December 2016
Department:	Youth Services
Job Grade:	6
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Head of Youth Services

General Description

The Assistant Head of Youth Services is responsible for a variety of duties with a primary focus on developing and coordinating programs, and training support staff in program development and implementation. The Assistant Head also helps to create a welcoming environment to engage children from birth through sixth grade, parents, caregivers, and educators, and provides reference and reader's advisory to patrons.

Major Duties and Responsibilities (to include, but not limited to)

1. Substitutes for Head of Youth Services in that person's absence. Supervises staff and deals with scheduling issues.
2. Provides a welcoming and caring environment through interaction with children, their parents and caregivers.
3. Responsible for overseeing the planning and coordination of in-house programming. Schedules the Youth Services programs and rooms. Plans, prepares and presents story times and other programs throughout the year. Responsible for booking outside performers and making sure all related paperwork is maintained.
4. Trains staff to conduct programs.
5. Plans the Summer Reading program for each age group including: developing reading incentives, determining prizes, and soliciting prizes from area businesses; writing publicity for the library newsletter, and preparing brochures for area schools.
6. Supports the Youth Services Librarian in outreach efforts and represents the library in the community in the absence of the Youth Services Librarian. Provides in-service programs and advisory services to preschool teachers and community groups, as well as school parent volunteers. May present or assist in school classroom visits to the library.
7. Provides reference and reader's advisory service to patrons.
8. Catalogs books and other materials. May enter bibliographic information into database.
9. Creates content for and updates information on the Youth Services portion of the library website. Writes Youth Services content for the library newsletter and assists the Marketing and PR Coordinator in promoting Youth Services programs.
10. Selects materials for a specified area(s) of the collection. Reads reviews, evaluates and creates book lists to assist in the development of the collection. Assists in weeding and collection maintenance.
11. Compiles departmental statistics.
12. Orders craft items and supplies and posts bills to the youth Services Budget.
13. Maintains current knowledge through attendance at workshops, Youth Services Zone Meetings, reading professional journals and attending professional meetings and/or classes
14. Assists in the development and writing of Youth Services procedures and long range planning.
15. Other duties as assigned.

Contacts Outside of Immediate Department

- All other departments
- Patrons, with a focus on children, their parents and caregivers
- Community schools, preschools and other organizations serving youth.

Necessary Knowledge, Skills, Abilities

1. Knowledge of children's literature and child and adolescent development.
2. Knowledge of reference resources.
3. Working knowledge of Windows operating system.
4. Working knowledge of Microsoft Office applications.
5. Ability to learn new technology and communicate this knowledge to staff and patrons.
6. Enthusiasm and energy in working with children, their parents, and caregivers.



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7. Ability to exercise initiative and make independent decisions.
8. Ability to organize work and maintain good working relationships with others.
9. Ability to use automation and AV equipment for library services.
10. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. Bachelor's degree in library science, education, or a related field from a college of recognized standing.
2. At least two years of work experience with children.
3. Must be available evenings and weekends.

Working Conditions

Office Environment

Physical Demands

Prolonged sitting

Pushing carts

Lifting and carrying moderately heavy (up to 20 pounds) loads

Able to get down on the floor

Other Essential Job Requirements

None



PERSONNEL POLICY

Bookkeeper

Revision Date:	August 2016
Department:	Administration
Job Grade:	6
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Library Director

General Description:

The Accounts & Payroll Clerk is responsible for a variety of administrative, bookkeeping and secretarial duties including payroll data entry and processing monthly bills. This position also publishes board meeting agendas, compiles board packets, and takes minutes at regular board meetings.

Major Duties and Responsibilities (to include, but not limited to)

1. Processes the biweekly payroll. Enters new hires into payroll software and trains employees on its use. Primarily responsible for all payroll records within the payroll software (including monthly reports and annual W-2s), and serves as point-of-contact with software vendor.
2. Publishes board agendas and minutes in accordance with the Open Meetings Act. Compiles and distributes monthly board packets. Attends monthly board meetings, takes minutes at those meetings, and transcribes minutes.
3. Responsible for the payment of bills and oversees accounts payable. Acts as a liaison to the Library's outsourced accountants and works with vendors to handle discrepancies in invoices.
4. Maintains automated fund accounting system in compliance with library accepted accounting principles. Transfers funds as needed to maintain bank balance.
5. Responsible for maintaining personnel files. Completes new hire paperwork, including I-9s and health insurance enrollment. Completes all necessary employee termination paperwork.
6. Handles minor benefits administration tasks in conjunction with the Library's health insurance brokerage.
7. Responsible for creating, maintaining, and filing business records in the administrative office.
8. Coordinates cash handling and cash register procedures in collaboration with the Head of Patron Services. Empties library-wide coin-op machines weekly and records amount collected. Makes weekly bank deposits.
9. Records and acknowledges donations.
10. Orders supplies for the library (and may pick up supplies at local businesses). Responsible for maintaining the public coffee café, including ordering supplies.
11. Works with auditor in preparation of annual audit.
12. Opens mail and distributes to appropriate departments
13. Other duties as assigned.

Contacts Outside of Immediate Department

- All other departments in the library
- Board members
- Village staff
- Vendors and sales representatives

Necessary Knowledge, Skills, Abilities

1. Working knowledge of Windows operating system.
2. Considerable knowledge of QuickBooks and Microsoft Office applications, especially Excel.
3. Ability to learn new technology and software.
4. Knowledge of business arithmetic, bookkeeping, and filing.
5. Understanding of fund accounting systems.
6. Ability to type accurately at a medium rate of speed (45-50 wpm)
7. Ability to exercise tact and decisiveness in a pleasant manner when dealing with others.
8. Ability to exercise initiative and make independent decisions.
9. Ability to make appropriate judgments and prioritize the use of time and available resources in meeting the goals of the department and the library.
10. Ability to organize work and maintain good working relationships with others.



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11. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. Associate Degree or two years of college coursework in Accounting or Business Management.
2. At least three years of related experience or business school training with emphasis in accounting and/or payroll.
3. Must be available to attend monthly Library Board meetings in the evening.

Working Conditions

Office environment

Physical Demands

Prolonged sitting
Extensive hours of computer use
Lifting light to moderately heavy lifting (up to 20 lbs.)

Other Essential Job Requirements

None



PERSONNEL POLICY

Digital Services Coordinator

Revision Date:	December 2016
Department:	Administration
Job Grade:	7
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Library Director

General Description

The Digital Services Coordinator identifies, explores and advocates for the use of emergent technologies, and develops strategies for implementation and delivery of digital services to the public. This position is responsible for the selection, development and implementation of technologies that will enhance the library website and provide easy 24/7 access to the library's various electronic services and resources. This position also provides training and tools for patrons and staff members.

Major Duties and Responsibilities (to include, but not limited to)

1. Coordinates the Library's online presence and digital services efforts to meet the needs of the public and uphold the Library's mission, goals, and objectives.
2. Plans and prioritizes projects and sets goals for the Library's online presence and digital services efforts. Works in project management capacity in support of Library digital service objectives.
3. Serves as Chair of the Website Committee, and works with library staff to design, develop, and update an interactive library website and mobile site. Coordinates web content contribution by working with appropriate staff.
4. Conducts usability testing and customer research to ensure that all digital services and resources are integrated and designed for ease of use and convenience of the public. Ensures that digital library services are convenient and easy to use via mobile devices. Provides troubleshooting for patrons using the Library's website and digital services.
5. Develops and presents training programs and materials to enable patrons and staff at all levels to understand and use new technologies, products and services.
6. Participates on the Management Team to develop and integrate digital services efforts into the overall strategic plan of the Library. Makes budget recommendations related to digital services, and contributes to Technology Plan revisions.
7. Identifies, researches, evaluates, recommends, and implements new technologies to promote community and enhance the delivery of digital services to the public.
8. Provides in-person library services for at least one shift a week at a public service desk, with duties in reference, young adult services, and children's services. Utilizes library technology, including online databases and the internet as well as traditional library resources, in answering patron queries. Instructs and guides patrons in the use of library resources.
9. Assesses use of digital resources. Utilizes analytical tools to track and understand patron behaviors and increase the number and length of visits to digital library resources.
10. Works closely with the Marketing & PR Coordinator in the marketing of digital services and products to the community.
11. Engages in professional development appropriate to digital services, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings. Maintains an awareness of products, services, technology applications, and trends.
12. Other duties as assigned.

Contacts Outside of Department

1. All other library departments.
2. Library patrons.
3. Outside agencies.



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Necessary Knowledge, Skills, Abilities

1. Extensive knowledge of technology, including internet and social media applications, electronic resources, and other web-related technologies, as related to public libraries.
2. Working knowledge of HTML.
3. Ability to exercise initiative and to make independent decisions.
4. Ability to empathize and relate to patron needs.
5. Ability to learn new technology and communicate this knowledge to staff and patrons.
6. Ability to manage multiple projects, set clear objectives, and measure and monitor process, progress and results.
7. Ability to organize work.
8. Ability to work collaboratively with others.
9. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. An MLS from an ALA-accredited graduate school, or a bachelor's degree in a related field.
2. One year of work experience in a public service environment.
3. One year of experience with digital services, website development, technology training, electronic resources, or related experience.
4. Must be available evenings and weekends.

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting
Lifting heavy books
Extensive hours of computer use

Other Essential Job Requirements

None



PERSONNEL POLICY

Facilities Manager

Revision Date:	May 2012
Department:	Administration
Job Grade:	6
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Library Director

General Description

This position is responsible for maintaining the library building and grounds, which involves performance of a variety of duties to assist in maintaining the physical condition of the facility.

Major Duties and Responsibilities (to include, but not limited to)

1. Plans, organizes and directs all maintenance operations including contracts for cleaning, HVAC, landscaping, carpet cleaning, generator and sprinkler system maintenance. Oversees all maintenance contracts and warranties, and reviews contracts and contractor performance with the Library Director.
2. Trains for and develops a basic understanding of operation of building mechanical systems including HVAC, fire alarm, plumbing, electrical and other systems in the library building.
3. Is available for library emergencies, and serves as the first respondent to police, fire and security system calls.
4. Inventories and orders building and janitorial supplies and equipment, including those needed by contractors.
5. Gives instruction to tradesmen and others concerning the location and general nature of repair and maintenance needs.
6. Schedules special projects, such as carpet cleaning, window cleaning. Periodically inspects library premises regularly to ensure proper upkeep and makes recommendations for non-routine work or repair to the Library Director.
7. Ensures that the library complies with existing fire, safety, building, and maintenance codes and regulations.
8. Arranges chairs, tables, and equipment in the Meeting Room for scheduled meetings and programs
9. Picks up litter from grounds around building and in parking lot. Picks up recyclable materials around the building, emptying them into a recyclable dumpster. Breaks down boxes and places them in a recyclable dumpster.
10. Performs minor repairs, including mechanical, electrical, plumbing and carpentry, as necessary to support the departments. Typical examples are as follows.
 - assembles new furniture and equipment
 - makes minor repairs to damaged equipment and furniture
 - checks lights and replaces burned out lamps
 - shovels snow
 - spreads salt on icy patches
 - dusts shelving
 - spot cleans walls, carpet and furniture
11. Performs other duties as assigned, as necessary to maintain the cleanliness, appearance and effective operation of the physical facilities.

Contacts Outside of Immediate Department:

- All departments
- Vendors, tradesmen, and contractors

Necessary Knowledge, Skills, Abilities

1. Ability to determine when contractor repairs or maintenance are needed and are beyond the scope of this job and to exercise good judgment in determining appropriate maintenance actions.
2. Knowledge of basic cleaning and maintenance procedures; the ability to do simple repairs and assembly.
3. Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner
4. Ability to exercise good attention to detail and accuracy and neatness in work.
5. Ability to communicate effectively in English, both orally and in writing.



PERSONNEL POLICY

Qualifications for Appointment

1. Graduation from high school or High School Equivalency Certificate. Technical or trade school courses are desirable.
2. At least one year experience with a similar physical plant.
3. Proficiency with hand tools and mechanical ability.
4. Ability to enter data into a computer and interpret data.
5. Must be available evenings and weekends.

Working Conditions

Works in all library areas, inside and outside in all weather conditions

Physical Demands

Carrying heavy loads
Climbing ladders
Bending, stooping, kneeling

Other Essential Job Requirements:

Must be able to drive, hold a valid driver's license, and have access to reliable transportation.



PERSONNEL POLICY

Head of Patron/Customer Services

Revision Date:	May 2013
Department:	Patron Services
Job Grade:	8
FLSA Status:	Exempt
Number Supervised:	FT: 0 PT: 12
Reports to:	Library Director

General Description

The Head of Patron/Customer Services is responsible for the operation of the Patron Services Department. This includes providing high-quality service in all aspects of serving the public, managing public service staff, circulating materials (physical and digital), using and recommending improvements to the integrated library system, managing cash and credit card transactions, and creating reports and maintaining records.

Major Duties and Responsibilities (to include, but not limited to)

1. Creates a welcoming library environment for patrons. Responsible for overseeing the courteous reception of patrons. Resolves internal and external customer service issues.
2. Coordinates and plans services to meet the information needs of library patrons. Evaluates and adapts community input as a resource in the development of programs, services and the collection.
3. Sets annual objectives and budget for the department in line with library goals and the Long Range Plan. Administers Patron Services budget lines.
4. Hires, trains, schedules and evaluates department staff and volunteers.
5. Oversees the operation of SWAN integrated library system, serves as the contact person for SWAN, and maintains manuals for use of SWAN.
6. Regularly works at the Patron Services Desk performing circulation functions, including fines, fees and retrieval of overdue items.
7. Makes determination on collection agency referrals, reviews replacement cost for lost and damaged materials, and takes appropriate steps to have missing or damaged items replaced or withdrawn.
8. Meets with departmental staff regularly to discuss current activities, policies, events and concerns.
9. Coordinates cash handling and cash register procedures in collaboration with the Business Manager.
10. Coordinates voter registration within the library and communication with Cook County Clerk's Office.
11. Works with the Marketing/PR Coordinator to promote the department and programs on the website, in the *Book Report* and other media outlets.
12. Responsible for departmental content on the library website and various other social media outlets.
13. Knows library policies and procedures and has the ability to make judgments in relation to library policies applied to the public.
14. In collaboration with the Library Director and other Library staff, develops policies and procedures and writes service plans as needed.
15. Gathers and reports on departmental statistics. Prepares department reports and attends monthly board meetings and committee meetings as requested.
16. Serves as Librarian-in-Charge of the building at designated times.
17. Engages in professional development appropriate to patron services and circulation, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings. Recommends and schedules staff continuing education programs.
18. Other duties as assigned.

Contacts Outside of Immediate Department

- All other departments in the library
- RAILS and SWAN staff members
- Circulation and patron services managers in other libraries
- Vendors



PERSONNEL POLICY

Necessary Knowledge, Skills, Abilities

1. Knowledge of basic library tools, including the online card catalog and integrated library systems
2. Working knowledge of Windows operating system and Microsoft Office applications.
3. Ability to learn new technology and communicate this knowledge to staff and patrons.
4. Ability to supervise the work of others.
5. Ability to work collaboratively within the library and the community.
6. Ability to anticipate library and patron needs and to communicate these to appropriate library staff.
7. Ability to use good judgment in relation to library policies applied to the public.
8. Ability to exercise initiative and make independent decisions.
9. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. MLIS or MLS degree from an ALA-accredited library school, or bachelor's degree from a college of recognized standing and two years of management experience.
2. Three years of customer service experience in a library or retail setting.
3. At least one year of supervisory experience.
4. Must be available evenings and weekends.

Working Conditions

Office Environment

Physical Demands

Walking, standing, sitting
Lifting heavy books
Pushing carts
Shifting books
Extensive hours of computer use

Other Essential Job Requirements

None



PERSONNEL POLICY

Head of Reference and Reader Services

Revision Date:	May 2012
Department:	Reference and Reader Services Department
Job Grade:	9
FLSA Status:	Exempt
Number Supervised:	FT: 5 PT: 1
Reports To:	Library Director

General Description

The Head of Reference and Reader Services is responsible for directing, managing and developing the services and resources for the Adult Reference and Reader Services Department, including: staff scheduling and supervision; selecting, updating, weeding and purchasing all materials and databases in the department, as well as in designated circulating areas; and equipment. The Head of the Reference and Reader Services Department attends regular meetings as required and acts as the Librarian in Charge when needed. This position is responsible for the budget and purchase decisions of the Reference and Reader Services Department and the hiring and supervision of staff.

Major Duties and Responsibilities (to include, but not limited to)

1. Sets annual objectives and budget for the department in line with library goals and the Long Range Plan.
2. Hires, trains, schedules and evaluates department staff and volunteers.
3. Creates a welcoming library environment for adults, provides for the safety and comfort of patrons, and at all times performs as an advocate for the interests of adults.
4. Provides reference and reader's advisory to departmental patrons. Utilizes library technology including on-line databases and the Internet, as well as traditional library resources, in answering patron queries. Instructs and guides patrons in the use of library resources.
5. Oversees interlibrary loan in collaboration with the Head of Patron Services.
6. Responsible for the selection, acquisition and cataloging of print and non-print departmental materials.
7. Evaluates, selects and oversees use of databases for staff and public.
8. Administers the Reference and Reader Services budget lines.
9. Meets with departmental staff regularly to discuss current activities, policies, events and concerns.
10. Coordinates and plans services to meet the information needs of library patrons. Evaluates and adapts community input as a resource in the development of programs, services and the collection.
11. Promotes interest and use of the collection and services within the library utilizing a variety of methods including assembling displays, bulletin boards, and signage; and creating print and online bibliographies.
12. Responsible for microform equipment servicing and negotiating maintenance contracts
13. Acting as FOIA Officer, receives requests and follows policy in responding to these requests.
14. Works with the Marketing/PR Coordinator to promote the department and programs on the Web site, in the *Book Report* and other media outlets.
15. Responsible for departmental content on the library website and various other social media outlets.
16. Knows library policies and procedures and has the ability to make judgments in relation to library policies applied to the public.
17. In collaboration with the Library Director and other Library staff, develops policies and procedures and writes service plans as needed.
18. Gathers and reports on departmental statistics. Prepares department reports and attends monthly board meetings and committee meetings as requested.
19. Serves as Librarian-in-Charge of the building at designated times.
20. Engages in professional development appropriate to Adult Services, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings. Recommends and schedules staff continuing education programs.
21. Attends weekly Management team meetings with Library Director.
22. Other duties as assigned.



PERSONNEL POLICY

Contacts Outside of Immediate Department

- All other departments in the library
- Local area librarians
- Publishers and sales representatives
- Professional organizations

Necessary Knowledge, Skills, Abilities

1. Extensive knowledge of adult literature, area reference resources and use of technology.
2. Extensive reading background in a variety of genres and subject areas.
3. Working knowledge of Windows operating system.
4. Working knowledge of Microsoft Office applications
5. Ability to learn new technology and communicate this knowledge to staff and patrons.
6. Ability to supervise the work of others.
7. Ability to use good judgment in relation to library policies applied to the public.
8. Ability to exercise initiative and make independent decisions.
9. Ability to communicate effectively in English, both orally and in writing.
10. Ability to assess and evaluate the appropriate use of resources.
11. Ability to work collaboratively within the library and the community.

Qualifications for Appointment

1. MLIS or MLS degree from an ALA-accredited library school.
2. Three years of library work experience including at least two years of reference experience.
3. One year of supervisory experience.
4. Must be available evenings and weekends.

Working Conditions

Office conditions

Physical Demands

Walking, standing, sitting
Lifting heavy books
Pushing carts
Shifting books
Extensive hours of computer use

Other Essential Job Requirements

None



PERSONNEL POLICY

Head of Technical Services

Revision Date:	August 2016
Department:	Technical Services
Job Grade:	9
FLSA Status:	Exempt
Number Supervised:	FT: 2 PT: 1

General Description:

The Head of Technical Services is responsible for the acquisition and management of adult circulating print materials and technical services supplies. The Head of Technical Services catalogs nonfiction materials, coordinates data entry and processing of all library materials, selects nonfiction print materials in designated areas of the adult collection, and coordinates ordering and processing of all periodicals. This position is responsible for the budget and purchase decisions of the Technical Services Department and the hiring and supervision of its staff.

Major Duties and Responsibilities (to include, but not limited to)

1. Sets annual objectives and budget for the department in line with library goals and the Strategic Plan.
2. Hires, trains, schedules and evaluates department staff and volunteers.
3. Coordinates and plans selection, acquisition, cataloging, and processing to meet the needs of library departments. Evaluates and adapts community input as a resource in the development of programs, services and the collection.
4. Manages the adult circulating print materials budget in collaboration with the selectors. Administers the Technical Services budget lines.
5. Catalogs print materials and directs their physical processing.
6. Coordinates bibliographic data entry procedures of library materials.
7. Selects, replaces and weeds materials in designated adult collection areas using a variety of review sources.
8. Supervises the ordering and processing of periodicals in collaboration with the selectors. Monitors orders for adult materials.
9. Manages standing orders in collaboration with the selectors.
10. Conducts selector meetings regularly.
11. Meets with departmental staff regularly to discuss current activities, policies, events and concerns.
12. Responsible for departmental content on the library website and various other social media outlets.
13. Knows library policies and procedures and has the ability to make judgments in relation to library policies applied to the public.
14. In collaboration with the Library Director and other Library staff, develops policies and procedures and writes service plans as needed.
15. Gathers and reports on departmental statistics. Prepares department reports and attends monthly board meetings and committee meetings as requested.
16. Serves as Librarian-in-Charge of the building at designated times.
17. Engages in professional development appropriate to Technical Services, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings. Recommends and schedules staff continuing education programs.
18. Attends weekly Management team meetings with Library Director.
19. Other duties as assigned.

Contacts Outside of Immediate Department

- All other departments in the library
- Vendors and jobbers
- SWAN database maintenance staff members

Necessary Knowledge, Skills, Abilities

1. Extensive knowledge of bibliographic sources, area reference resources and use of technology.
2. Working knowledge of Windows operating system.
3. Working knowledge of Microsoft Office applications.
4. Ability to learn new technology and communicate this knowledge to staff and patrons.



PERSONNEL POLICY

5. Ability to supervise the work of others.
6. Ability to use good judgment in relation to library policies applied to the public.
7. Ability to exercise initiative and make independent decisions.
8. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. MLIS or MLS degree from an ALA-accredited library school.
2. Three years of library work experience, including at least two years of cataloging experience.
3. One year of supervisory experience.
4. Must be available evenings and weekends.

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting
Lifting heavy books
Pushing carts
Shifting books
Extensive hours of computer use

Other Essential Job Requirements

None



PERSONNEL POLICY

Head of Youth Services

Revision Date:	May 2012
Department:	Youth Services
Job Grade:	9
FLSA Status:	Exempt
Number Supervised:	FT: 2 PT: 3
Reports To:	Library Director

General Description

The Head of Youth Services is responsible for directing the management and the development of programs, services, activities and resources for the engagement and involvement of children from birth through sixth grade and their parents and caregivers. This position is responsible for the budget and purchasing decisions of the Youth Services Department and the hiring and supervision of staff.

Major Duties and Responsibilities (to include, but not limited to)

1. Sets annual objectives and budget for the department in line with library goals and the Long Range Plan.
2. Hires, trains, schedules and evaluates department staff and volunteers.
3. Creates a welcoming library environment for children and their caregivers, provides for the safety and comfort of patrons, and at all times performs as an advocate for the interests of children.
4. Plans and conducts storytimes and programs to meet the needs of children from birth through Grade 6.
5. Plans and implements outreach activities such as programs for special needs groups, preschools and Head Starts, and other community programs.
6. Provides reference and reader's advisory to departmental patrons. Utilizes library technology including on-line databases and the Internet, as well as traditional library resources, in answering patron queries. Instructs and guides patrons in the use of library resources.
7. Responsible for the selection, acquisition and cataloging of print and non-print departmental materials.
8. Responsible for the Youth Services budget lines
9. Meets with departmental staff regularly to discuss current activities, policies, events and concerns.
10. Coordinates and plans services to meet the information needs of library patrons. Evaluates and adapts community input as a resource in the development of programs, services and the collection.
11. Responsible for school/library cooperation through the development of collaborative relationships with community, public and private school library staff.
12. Promotes interest and use of the collection and services within the library utilizing a variety of methods including assembling displays, bulletin boards, and signage; and creating print and online bibliographies.
13. Works with the Marketing/PR Coordinator to promote the department and programs on the Web site, in the *Book Report* and other media outlets.
14. Responsible for departmental content on the library website and various other social media outlets.
15. Knows library policies and procedures and has the ability to make judgments in relation to library policies applied to the public.
16. In collaboration with the Library Director and other Library staff, develops policies and procedures and writes service plans as needed.
17. Gathers and reports on departmental statistics. Prepares department reports and attends monthly board meetings and committee meetings as requested.
18. Serves as Librarian-in-Charge of the building at designated times.
19. Engages in professional development appropriate to Youth Services, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings. Recommends and schedules staff continuing education programs.
20. Attends weekly Management team meetings.
21. Other duties as assigned.



PERSONNEL POLICY

Contacts Outside of Immediate Department

- All other departments in the library
- Schools, teachers
- Community organizations
- Professional organizations
- Publishers and sales representatives

Necessary Knowledge, Skills, Abilities

1. Extensive knowledge of children's literature, reference resources and use of technology.
2. Working knowledge of Windows operating system and Microsoft Office applications.
3. Ability to learn new technology and communicate this knowledge to staff and patrons.
4. Ability to establish good rapport and positively engage children, their parents and caregivers.
5. Ability to supervise the work of others.
6. Ability to use good judgment in relation to library policies applied to the public.
7. Ability to exercise initiative and to make independent decisions.
8. Ability to communicate effectively in English, both orally and in writing.
9. Knowledge and skill in public speaking and presentations.
10. Knowledge and understanding of child development.
11. Ability to assess and evaluate the appropriate use of resources.
12. Ability to work collaboratively within the library and the community.
13. Confident attitude performing before adults and children.

Qualifications for Appointment

1. MLIS or MLS degree from an ALA-accredited library school.
2. At least three years of library work experience including two years of work with children.
3. One year of supervisory experience.
4. Must be available evenings and weekends.

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting
Lifting heavy books
Pushing carts
Shifting books
Extensive hours of computer use
Dancing, singing and improvisation

Other Essential Job Requirements

Must be able to drive, hold a valid driver's license, and have access to reliable transportation.



PERSONNEL POLICY

Library Associate - Substitute

Revision Date:	May 2015
Department:	various
Job Grade:	5
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	various

General Description

The Substitute Library Associate fills in at the Youth Services desk, Young Adult Services desk, and/or the Reference and Reader Services desk on an as-needed basis. Duties include assisting patrons with reference and reader's advisory and instructing patrons on the use of equipment, software, and databases.

Major Duties and Responsibilities (to include, but not limited to)

1. Provides reference and reader's advisory to patrons of all ages. Utilizes library technology including online databases and the Internet, as well as traditional library resources, in answering patron queries by phone and in-person.
2. Instructs and guides patrons in the use of library resources. Assists patrons with technology, such as public computers, eReaders, and tablets.
3. Performs closing procedures in the department at the end of the day.
4. May assist with weeding projects, shelf-reading, stocking displays, or similar tasks.
5. Other duties as assigned.

Contacts Outside of Department

- All other library departments.
- Library patrons.

Necessary Knowledge, Skills, Abilities

1. Knowledge of literature and age-appropriate materials.
2. Comfort with the use of technology.
3. Knowledge of library services and programs.
4. Working knowledge of Windows operating system.
5. Working knowledge of Microsoft Word.
6. Ability to use good judgment in relation to library policies applied to the public.
7. Ability to work with a minimum of supervision.
8. Ability to work collaboratively with others.
9. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. At least two years of college. Coursework in education or library science preferred.
2. One year of work experience in a library.
3. Must be available some evenings and weekends.

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting
Lifting moderately heavy (up to 20 lb) loads
Pushing carts
Computer use

Other Essential Job Requirements

None



PERSONNEL POLICY

Library Director

Revision Date:	May 2012
Department:	Administration
Job Grade:	12
FLSA Status:	Exempt
Number Supervised:	FT: 6 PT: 2
Reports To:	Library Board of Trustees

General Description

The Library Director works closely with the Library Board to accomplish the Library's mission. This position administers all library and library-related activities and services as directed and outlined in the policies adopted by the Board of Trustees. The Library Director also plans, organizes, develops and directs the operation of the Library. The person is the face of the Library in both the La Grange and greater library community and models the standard and philosophy of service for the Library Staff and Trustees.

Major Duties and Responsibilities (to include, but not limited to)

Administration

1. Supervises the general day-to-day operation of the Library.
2. Directly or through subordinates, hires and trains employees, assigns and monitors work, evaluates personnel, disciplines employees as necessary and promotes staff development opportunities.
3. Drafts and revises annual levy request and operating budget for Library Board approval; presents the adopted budget to local officials; monitors and approves expenditures as directed by the Library Board; administers gifts, state and federal money.
4. Signs contracts and agreements as the Library agent.
5. With the assistance of the Board of Trustees and the Library Staff, oversees the development of and updating of the Library's Long Range Plan.
6. Facilitates internal communication and good morale through staff meetings, in-service days and other forms of open dialogue.
7. Prepares, presents and interprets regular statistical, financial and narrative reports including, but not limited to, monthly and annual board reports and the annual state report.
8. Conducts ongoing evaluations of existing library programs, services, policies and procedures and makes recommendations to the Staff and the Board for improvements.
9. Actively seeks, applies for and facilitates the use of grants and other forms of alternative funding.
10. Actively participates in professional organizations, attends professional education programs and keeps up with professional publications.

Board of Trustees

1. Reports regularly to the Board on operational, staff and service issues; acts as the conduit between the Board and the Staff to ensure smooth implementation of policy within the daily operations of the Library.
2. Administers board policies and advises Board on policy formulation in so far as it affects library functions and services; works with the Board to develop responsive library policies.
3. Sets annual objectives in line with the Long Range Plan and reports on progress periodically; presents an annual report to the Board based on these objectives; coordinates similar annual reports for all Department Heads to present to the Board.
4. Supports and advises the Board in its fund-raising initiatives.
5. Keeps Board Members informed of advancements and changes in the library field; plans and recommends development needs and improvements of library services.
6. Informs and advises the Board as to local, regional, state and national developments as they relate to the Library.
7. Attends and participates in monthly Board meetings and committee meetings, as an ad hoc, non-voting member; prepares meeting agendas and necessary documents in cooperation with the Library Board President.
8. May serve as spokesperson for the Board in speaking to the news media and within the community.



PERSONNEL POLICY

Facilities

1. Responsible for overseeing the maintenance of physical facilities, technology equipment and grounds; makes recommendations for and plans for improvements and repairs.
2. Responsible for coordination of compliance activities of the Library specified in the Americans With Disabilities Act.
3. Responsible for creating and updating the Disaster Plan, conducting safety drills, and maintaining all library security systems.

Collection and Services

1. Oversees the development and execution of an array of service programs to address the various needs of users and to make the Library as accessible as possible to all users; evaluates library services and makes recommendations for improvements.
2. Oversees the development, execution and updating of the Library's formal plans for reference services, reader's advisory, circulation services, technical services, programming, collection development, and technology for patrons of all ages.
3. Continually investigates the value, costs and logistics of adding library services, new media, and new technologies in order to keep the Library current and proactive in its service to the public.

Public Relations / Public Service

1. Monitors changing needs of the community and promotes library services through the attendance at public meetings and special programs and through speaking engagements before community groups.
2. Works with elected officials, school officials, civic organizations, local businesses, and the Friends of the Library to develop programs and resolve problems.
3. Coordinates library resources with other educationally and recreationally oriented programs and services available in the community.
4. Oversees the planning and implementation of a Library Public Relations and Marketing Plan.
5. Assists and guides local volunteer organizations (e.g., Friends of the Library) who wish to help with library promotion, fundraising and enhancement of services.

Performs other duties as assigned.

Contacts Outside of Immediate Department

- Library patrons
- All Library departments and employees
- Board members
- Local government officials
- Local businesses and the LaGrange Business Association
- Local agencies and schools
- Reaching Across Illinois Library System (RAILS), American Library Association, Public Library Association, Illinois Library Association and other professional organizations
- Volunteers
- Friends of the Library
- Press

Necessary Knowledge, Skills and Abilities

1. Ability to empathize and relate to patrons and community needs; a strong commitment to customer service
2. Ability to inspire and encourage, coupled with the ability to make difficult decisions
3. Ability to foster a culture of inquiry, listening to all opinions
4. Ability to meet people easily and to participate effectively in the cultural and intellectual activities of the community

PERSONNEL POLICY

5. Thorough knowledge of modern management principles and practices as they relate to the administration of public libraries
6. Working knowledge of budgetary and accounting processes
7. Thorough knowledge of professional public library principles, practices and procedures along with current trends and developments in the library world
8. Working knowledge of local, state, and federal laws as they relate to the library
9. Ability to motivate, direct and supervise professional, paraprofessional and clerical library staff in a manner conducive to full performance and high morale
10. Ability to exercise initiative and make independent decisions
11. Ability to establish and maintain proper priorities and meet deadlines, to work within a confidential environment, and to produce and maintain accurate files and reports
12. Confident attitude about working with, and the ability to learn to operate, technology equipment and software for library services
13. Proficient in use of Windows operating system, Microsoft Office applications and the Internet
14. Ability to communicate effectively in English, both orally and in writing

Qualifications for Appointment

1. A MLIS or MLS from an ALA-accredited library school
2. Seven years of progressively responsible professional public library experience, at least 3 of which demonstrated management ability in administration, budgeting, planning, fundraising and supervision
3. Must be available evenings and weekends
4. Must be an active member of at least two professional library associations

Working Conditions

Office conditions

Physical Demands

Walking, standing, sitting
Bending and lifting loads up to 20 lbs
Extensive hours of computer use

Other Essential Job Requirements

Must be able to drive, hold a valid driver's license, and have access to reliable transportation.



PERSONNEL POLICY

Public Relations and Marketing Coordinator

Revision Date:	December 2016
Department:	Administration
Job Grade:	7
FLSA Status	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Library Director

General Description

This position is responsible for external and internal public relations and marketing of library services and programs; planning and coordinating public events; working with donors and the Friends of the Library officers.

Major Duties and Responsibilities (to include, but not limited to)

1. Supports and advises the Library Director in public relations matters.
2. Creates library marketing plan. Sets annual objectives and budget for the public relations, marketing and adult programs in line with library goals and the Long Range Plan.
3. Responds to each patron's Comments and Suggestions form in a positive way after these are reviewed, by contacting the patron via letter, phone or email.
4. Sets annual objectives and budget for PR and marketing in line with library goals and the Long Range Plan
5. Gathers and reports on PR statistics. Prepares reports and attends monthly board meetings and committee meetings as requested.
6. Coordinates with Library Director, other members of staff, and board to provide consistent written, oral and visual print and non-print messages in support of services. Coordinates internal (board and staff) and external (newspaper, radio, cable television, posters) publicity efforts to keep staff aware of the message going outside the library. Publicizes library programs externally and internally.
7. Coordinates community outreach program publicity as defined by department heads and may plan those programs.
8. Supervises the final design, writing, editing, printing and mailing of the library's newsletter issued six times per year and plans deadlines in advance of the mailing in concert with heads of departments and the Library Director.
9. Coordinates and schedules all displays and exhibits within the library including the display cases throughout the building and the Gallery space in the Lower Level.
10. Serves as staff liaison to the officers of the Friends of the Library.
11. Coordinates other media outreach initiatives, such as the writing, review and editing of press releases; content on the library's digital signage; website content and ephemeral print publications such as bibliographies, bookmarks, fund raising materials and informational brochures related to library services.
12. Serves as communications liaison to the newspapers covering La Grange, and builds a relationship with our local press corps.
13. Attends regular meetings of the La Grange Business Association and other community organizations as assigned by the Library Director.
14. Attends weekly Management team meetings with Library Director.
15. Other duties as assigned.

Contacts Outside of Immediate Department

- All library departments
- Trustees
- Potential donors
- Officers of Friends of the Library
- Vendors, suppliers, consultants
- Members of the Media
- Community groups
- Village employees



PERSONNEL POLICY

Necessary Knowledge, Skills and Abilities

1. Strong computer skills in website design
2. Working knowledge of Windows operating system.
3. Working knowledge of Microsoft Office applications
4. Ability to learn new technology and communicate this knowledge to staff
5. Strong writing, oral presentation and consulting skills

Qualifications for Appointment

1. College graduate in Communications, Journalism or related field.
2. At least two years experience in communications with strong background in internal/external communications (media relations, public relations, publications).
3. Must be available evenings and weekends.

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting
Extensive hours of computer use
Moving chairs and tables

Other Essential Job Requirements

Must be able to drive, hold a valid driver's license, and have access to reliable transportation.



PERSONNEL POLICY

Patron Services Clerk

Revision Date:	May 2012
Department:	Patron Services
Job Grade:	3
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports to:	Head of Patron Services

General Description

A Clerk in Patron Services greets library visitors in person and on the phone, providing them with the information they need, library card registration, check-in and check-out services and organizes and maintains library materials.

Major Duties and Responsibilities (to include, but not limited to)

1. Greets library patrons, both in person and on the phone, and refers to the correct department.
2. Performs circulation and registration functions.
3. Answers directional questions and assists patrons.
4. May process reserve materials for patrons, place holds and telephone patrons regarding reserved and interlibrary loan materials.
5. Assists and instructs patrons with self-check, accessing their record on the WebPac, use of E-Commerce, and use of the coin operated photocopier.
6. Issues and renews library cards and enters them in the database.
7. Provides general orientation to the building for new patrons.
8. Files a variety of records related to circulation function.
9. Receives and records payments of fines and charges for damaged or lost materials.
10. May be assigned shelf reading in any collection.
11. May retrieve periodicals from storage.
12. May substitute for staff in other departments.
13. Maintains and monitors status of new Adult Fiction and Non Fiction lobby display.
14. Processes and maintains the daily newspapers.
15. May clean and repair CD's and DVD's.
16. May restock used book, periodical and A/V sale shelving.
17. Pre-sorts checked in materials in preparation for shelving.
18. Other duties as assigned.

Contacts Outside of Immediate Department:

All other departments

Necessary Knowledge, Skills, Abilities

1. Knowledge of basic filing principles.
2. Working knowledge of Windows operating system.
3. Working knowledge of Microsoft Office applications
4. Ability to learn new technology.
5. Ability to exercise tact and decisiveness in a pleasant manner when dealing with patrons.
6. Ability to pay close attention to details while handling several tasks at once.
7. Ability to understand, remember and carry out instructions with a high degree of accuracy.
8. Ability to organize work and maintain good working relationships with others.
9. Ability to communicate effectively in English, both orally and in writing.
10. Strong book knowledge and an interest in reading.
11. Ability to operate the cash register accurately.



PERSONNEL POLICY

Qualifications for Appointment

1. Graduation from high school or High School Equivalency Certificate.
2. At least two years of work experience. At least one year work or volunteer experience dealing with the public in a customer service setting.
3. Must be available evenings and weekends

Working Conditions

Office environment

Physical Demands

Prolonged sitting and standing
Lifting and carrying moderately heavy (up to 20 pounds) loads
Pushing carts

Other Essential Job Requirements

None



PERSONNEL POLICY

Patron Services Page

Revision Date: May 2012
Department: Patron Services
Job Grade: 1
FLSA Status: Non-exempt
Number Supervised: FT: 0 PT: 0
Reports To: Head of Patron Services

General Description

This position is responsible for shelving library materials, shelf-reading, straightening newspapers, checking the book drop and occasionally answering directional questions.

Major Duties and Responsibilities (to include, but not limited to)

1. Shelving library materials.
2. Shelf reading.
3. Keeps magazines and newspapers straightened both in the back issue shelving and in the Quiet Reading Room.
4. Empties book drops on a scheduled basis.
5. Answers directional questions.
6. Retrieves back issues of periodicals and microforms from closed stacks.
7. May perform simple maintenance tasks both inside and outside of the building.
8. May assist with set up of meeting room furniture.
9. Other duties as assigned.

Contacts Outside of Immediate Department

- Library staff
- Patrons

Necessary Knowledge, Skills, Abilities

1. Basic knowledge of Dewey Decimal System and ability to alphabetize.
2. Ability to organize work and maintain good working relationships with others.

Qualifications for Appointment

1. Minimum of one year of high school.
2. Must be at least 16 years old.
3. Test for knowledge of the Dewey Decimal System and alphabetizing is required.
4. Must be available evenings and weekends.

Working Conditions

Office environment

Physical Demands

Reaching, lifting, and bending
Carrying light loads
Pushing carts

Other Essential Job Requirements

None



PERSONNEL POLICY

10. Ability to exercise initiative and work with a minimum of supervision.
11. Ability to empathize and relate to patrons' needs.
12. Ability to communicate effectively in English, both orally and in writing.
13. Ability to type accurately with a minimum of errors.
14. Ability to utilize good problem-solving skills.

Qualifications for Appointment

1. Two years of college or LTA certificate. Coursework in education or library science preferred.
2. Must complete a basic library reference class within the first 12 months of employment.
3. At least two years of library work experience.

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting, climbing stairs
Lifting moderately heavy (up to 20 lb) loads
Pushing carts
Moving tables and chairs

Other Essential Job Requirements

None



PERSONNEL POLICY

Reference and Reader Services Librarian

Revision Date:	December 2016
Department:	Reference and Reader Services
Job Grade:	7
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Head of Reference and Reader Services

General Description

The Reference Librarian provides information on a wide range of topics using print and non print materials; provides extensive services in reader's advisory; selects, maintains and weeds materials in assigned subject areas; performs a variety of technical tasks and instructs patrons on the use of equipment, software and databases; and attends workshops, seminars and conferences to maintain current professional standards.

Major Duties and Responsibilities (to include, but not limited to)

1. Provides reference and reader's advisory to departmental patrons. Utilizes library technology including on-line databases and the Internet, as well as traditional library resources, in answering patron queries. Instructs and guides patrons in the use of library resources.
2. Selects, replaces, and weeds materials in designated collection areas using a variety of review sources.
3. Handles incoming interlibrary loan requests and routes title to appropriate selector for consideration for purchase.
4. Serves as Librarian-in-Charge of the building at designated times.
5. Assists patrons with equipment, such as photocopiers, microform machines and PC workstations.
6. Promotes interest and use of the collection and services within the library utilizing a variety of methods including assembling displays, bulletin boards, and signage; and creating print and online bibliographies.
7. Leads book discussions and coordinates seasonal department programs.
8. Engages in professional development appropriate to Adult Services, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings.
9. Other duties as assigned.

Contacts Outside of Department

- All other library departments.
- Library patrons.
- Outside agencies.

Necessary Knowledge, Skills, Abilities

1. Extensive knowledge of adult literature, area reference resources and use of technology.
2. Extensive reading background in a variety of genres and subject areas.
3. Working knowledge of Windows operating system.
4. Working knowledge of Microsoft Word.
5. Ability to use good judgment in relation to library policies applied to the public.
6. Ability to exercise initiative and to make independent decisions.
7. Ability to empathize and relate to patron needs, exploring beyond the initial question to determine the actual information desired.
8. Ability to organize work.
9. Ability to work collaboratively with others.
10. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. A MLS from an ALA accredited graduate school.
2. One year of work experience, in a public service environment.
3. Must be available evenings and weekends.



PERSONNEL POLICY

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting
Lifting heavy books
Pushing carts
Shifting books
Extensive hours of computer use

Other Essential Job Requirements

None



PERSONNEL POLICY

Reference/Programming Librarian

Revision Date:	December 2016
Department:	Reference and Reader Services
Job Grade:	7
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Head of Reference and Reader Services

General Description

The Reference/Programming Librarian provides information on a wide range of topics using print and non print materials; provides extensive services in reader's advisory; selects, maintains and weeds materials in assigned subject areas; performs a variety of technical tasks and instructs patrons on the use of equipment, software and databases; and attends workshops, seminars and conferences to maintain current professional standards. In addition, this position is responsible for planning, coordinating, and evaluating adult programming.

Major Duties and Responsibilities (to include, but not limited to)

1. Provides reference and reader's advisory to departmental patrons. Utilizes library technology including on-line databases and the Internet, as well as traditional library resources, in answering patron queries. Instructs and guides patrons in the use of library resources.
2. Selects, replaces, and weeds materials in designated collection areas using a variety of review sources.
3. Plans, coordinates, attends, and evaluates programming to serve the needs and interests of adults in the community. Works with various community organizations to bring in speakers and presenters.
4. Works with the Marketing & PR Coordinator to promote the adult programs in the Book Report and other media outlets; responsible for the content of adult programs section on the library website and calendar of events.
5. Administers adult programming budget.
6. Assists patrons with equipment, such as photocopiers, microform machines, PC workstations, and mobile devices.
7. Promotes interest and use of the collection and services within the library utilizing a variety of methods including assembling displays, bulletin boards, and signage; and creating print and online bibliographies.
8. Plans and implements outreach activities related to adults, in conjunction with the Marketing & PR Coordinator and other library departments, as necessary.
9. May lead book discussions and coordinate seasonal department programs.
10. Engages in professional development appropriate to Adult Services, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings.
11. Other duties as assigned.

Contacts Outside of Department

- All other library departments.
- Library patrons.
- Outside agencies.

Necessary Knowledge, Skills, Abilities

1. Extensive knowledge of adult literature, area reference resources and use of technology.
2. Extensive reading background in a variety of genres and subject areas.
3. Ability to plan and coordinate programs.
4. Working knowledge of Windows operating system.
5. Working knowledge of Microsoft Word.
6. Ability to use good judgment in relation to library policies applied to the public.
7. Ability to exercise initiative and to make independent decisions.
8. Ability to empathize and relate to patron needs, exploring beyond the initial question to determine the actual information desired.
9. Ability to organize work.



PERSONNEL POLICY

10. Ability to work collaboratively with others. Able to establish good relationships with program presenters, speakers, and performers.
11. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. MLS degree from an ALA-accredited graduate school.
2. One year of work experience, in a public service environment.
3. Must be available evenings and weekends.

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting

Lifting heavy books

Pushing carts

Shifting books

Extensive hours of computer use

Must be able to lift, push and pull equipment and furnishings as necessary to set up for programs.

Other Essential Job Requirements

None



PERSONNEL POLICY

Technical Services Associate

Revision Date: August 2016
Department: Technical Services
Job Grade: 5
FLSA Status: Non-exempt
Number Supervised: FT: 0 PT: 0
Reports to: Head of Technical Services

General Description

This position is responsible for the operation of acquisitions transactions; creation of bibliographic records; entries into the database for materials added to the collections; materials processing; and withdrawing of materials.

Major Duties and Responsibilities (to include, but not limited to)

1. Substitutes for Head of Technical Services in that person's absence.
2. Performs all acquisitions functions.
3. Responsible for training other departments' staff in bibliographic procedures.
4. Responsible for bibliographic data entry.
5. Responsible for placing orders with multiple vendors.
6. Produces spine labels for all library materials and applies RFID tags.
7. Gathers and records acquisition statistics in a spreadsheet program and reports these to the head of the department.
8. Performs inventory functions of collection management.
9. Unpacks book shipments and checks against orders.
10. Compiles statistical information and reports as requested by other departments.
11. Assists Head of Technical Services in planning & implementing procedures and special projects.
12. Other duties as assigned.

Contacts Outside of Immediate Department

All departments

Necessary Knowledge, Skills, Abilities

1. Ability to exercise initiative and make independent decisions.
2. Working knowledge of Windows operating system.
3. Working knowledge of Microsoft Office applications.
4. Ability to learn new technology and communicate this knowledge to staff.
5. Ability to pay close attention to details.
6. Working knowledge of library bibliographic sources.
7. Ability to understand, remember and carry out instructions with a high degree of accuracy.
8. Ability to organize work and maintain good working relationships with others.
9. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. Two years of college or LTA certificate.
2. Two years of library work experience.

Working Conditions: Office Environment

Physical Demands

Prolonged sitting
Pushing carts
Lifting and carrying moderately heavy (up to 20 pounds) loads

Other Essential Job Requirements: None



PERSONNEL POLICY

Technical Services Clerk

Revision Date:	August 2016
Department:	Technical Services
Job Grade:	3
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Head of Technical Services

General Description

This position is responsible for processing all new materials; database entry; tracking magazine renewals; repairing library materials; receiving library materials; and managing inventory of supplies.

Major Duties and Responsibilities (to include, but not limited to)

1. Responsible for work involving all aspects of processing materials.
2. Processes and delivers periodicals for circulation.
3. Enters magazines in database as they are received and monitors magazines not being received.
4. Laminates dust jackets and attaches them and pockets to books.
5. Performs temporary repairs to materials.
6. Produces book and magazine spine labels and applies RFID tags.
7. Enters bibliographic information into the database.
8. Receives library materials from delivery sources.
9. Manages the department's supply inventory.
10. Manages periodical subscriptions.
11. Withdraws materials from shelves and from all databases.
12. Other duties as assigned.

Contacts Outside of Immediate Department

- All departments
- Magazine publishers

Necessary Knowledge, Skills, Abilities

1. Knowledge of basic filing principles.
2. Working knowledge of Windows operating system.
3. Working knowledge of Microsoft Office applications.
4. Ability to learn new technology.
5. Ability to pay close attention to details while handling several tasks at once.
6. Manual dexterity.
7. Ability to exercise initiative and to work with a minimum of supervision.
8. Ability to organize work and maintain good working relationships with others.
9. Ability to understand, remember and carry out instructions with a high degree of accuracy.
10. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. Graduation from high school or High School Equivalency Certificate.
2. At least two years of work experience.

Working Conditions

Office environment

Physical Demands

Prolonged standing
Pushing carts
Lifting and carrying moderately heavy (up to 20 pounds) loads

Other Essential Job Requirements: None



PERSONNEL POLICY

Young Adult Services Associate

Revision Date:	March 2015
Department:	Reference and Reader Services
Job Grade:	5
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Head of Reference and Reader Services

General Description

Working in conjunction with the Young Adult Librarian, the Young Adult Services Associate is responsible for assisting in the development and implementation of library programs, services, activities and resources for young adults (ages 12-18, or 7th through 12th grade), their parents, teachers and schools. This position requires initiative and the ability to make some independent decisions.

Major Duties and Responsibilities (to include, but not limited to)

1. Provides reader's advisory and reference service to young adults and parents, in conjunction with the Reference department if necessary. Utilizes library technology including on-line databases and the Internet, as well as traditional library resources, in answering patron queries.
2. Assists in planning and presentation of programming for young adults, occasionally teaming with the YA Librarian as well as presenting programs solo. Assists the YA Librarian in planning and implementing specific YA programs: may arrange the program logistics, purchase needed materials, supplies and prizes, and design promotional material.
3. Assists in weeding and reorganization of the Young Adult collection.
4. Creates and updates annotated bibliographies, both in print and online.
5. Assists patrons with all forms of technology within the Young Adult room, including databases, PCs, etc.
6. Instructs and guides young adult patrons in the use of library resources.
7. Serves as backup at Reference and Reader Services Desk as needed.
8. Contributes to updating the Young Adult website and social networking site(s).
9. Promotes interest and use of the Young Adult collection and services within the library utilizing a variety of methods including: assembling creative displays, bulletin boards, and signage.
10. Maintains statistics on the use of Young Adult services.
11. Follows procedures for opening and closing of the department.
12. Other duties as assigned.

Contacts Outside of Immediate Department

- All other departments in the library
- School teachers, students, librarians, staff and volunteers
- Staff at other libraries
- Community organizations

Necessary Knowledge, Skills, Abilities

1. Knowledge of Young Adult literature, area reference resources and automated information retrieval.
2. Knowledge of adolescent development and an understanding that reflects respect and acceptance of teenagers.
3. Ability to demonstrate creativity in providing library service.
4. Ability to establish good rapport and to positively engage young adults and their parents.
5. Working knowledge of Windows operating system.
6. Working knowledge of Microsoft Office applications
7. Ability to learn new technology and communicate this knowledge to patrons
8. Ability to communicate effectively in English, both orally and in writing.
9. Ability to speak confidently in front of groups.
10. Ability to be flexible and to adapt to the needs of the young adult populations served.
11. Ability to exercise initiative and work with a minimum of supervision.
12. Ability to organize work and maintain good working relationships with others.



PERSONNEL POLICY

Qualifications for Appointment

1. At least two years of college or LTA certificate. Coursework in education or library science preferred.
2. At least two years work experience, including some work with adolescents.
3. Must be available evenings and weekends.

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting, climbing stairs
Lifting moderately heavy (up to 20 lb) loads
Pushing carts
Moving tables and chairs

Other Essential Job Requirements

None



PERSONNEL POLICY

Young Adult Services Librarian

Revision Date:	December 2016
Department:	Young Adult Services
Job Grade:	7
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Head of Reference and Reader Services

General Description

The Young Adult Services Librarian is responsible for the development and implementation of library services, resources and programs for young adults (ages 12-18, or 7th through 12th grade), their parents, teachers and schools. This position is also responsible for the selection of materials for young adults.

Major Duties and Responsibilities (to include, but not limited to)

1. Creates a welcoming library environment for young adults, provides for the safety and comfort of young adult patrons, and at all times performs as an advocate for the interests of young adults.
2. Plans and implements programs that respond to the needs and interests of young adults in the community; solicits donations from local businesses to support these programs. Evaluates and adapts community input as a resource in the development of programs, services and the collection.
3. Provides reference and reader's advisory to departmental patrons. Utilizes library technology including on-line databases and the Internet, as well as traditional library resources, in answering patron queries. Instructs and guides patrons in the use of library resources.
4. Responsible for the selection of print and non-print young adult materials, within a set budget.
5. Responsible for school/library cooperation through the development of collaborative relationships with community, public and private school library staff.
6. Promotes interest and use of the collection and services within the library utilizing a variety of methods, including assembling displays, bulletin boards, and signage; and creating print and online bibliographies.
7. Works with the Marketing/PR Coordinator to promote the services and programs on the website, in the library's newsletter and other media outlets.
8. Responsible for young adult content on the library website and various other social media outlets.
9. Knows library policies and procedures and has the ability to make judgments in relation to library policies applied to the public.
10. Gathers and reports on young adult usage statistics.
11. Serves as Librarian-in-Charge of the building at designated times.
12. Engages in professional development appropriate to Young Adult Services, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings.
13. Other duties as assigned.

Contacts Outside of Immediate Department

- All other departments in the library
- Community schools, teachers and students
- Community organizations
- Local area librarians and school librarians
- Director of local high school TV and radio stations
- Publishers and sales representatives
- Professional organizations

Necessary Knowledge, Skills, Abilities

1. Extensive knowledge of young adult literature, reference sources and use of technology.
2. Ability to establish good rapport and to positively engage young adults and their parents.
3. Working knowledge of Windows operating system.
4. Working knowledge of Microsoft Office applications.
5. Ability to learn new technology.



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6. Ability to use good judgment in relation to library policies applied to the public.
7. Confident attitude performing before adults and young adults.
8. Ability to exercise initiative and to make independent decisions.
9. Ability to anticipate library and patron needs and to communicate these to appropriate library staff.
10. Ability to communicate effectively in English, both orally and in writing.
11. Ability to assess and evaluate the appropriate use of resources.
12. Knowledge and skill in public speaking and presentations.
13. Knowledge of understanding of adolescent development.

Qualifications for Appointment

1. MLIS or MLS degree from an ALA-accredited library school.
2. One year of library work experience.
3. Experience working with adolescents.
4. Must be available evenings and weekends.

Working Conditions

Office environment

Physical Demands

Walking, standing, sitting
Lifting heavy books
Pushing carts
Extended computer use

Other Essential Job Requirements

Must be able to drive, hold a valid driver's license, and have access to reliable transportation.



PERSONNEL POLICY

Youth Services Associate

Revision Date:	March 2015
Department:	Youth Services
Job Grade:	5
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Head of Youth Services

General Description

The Youth Services Associate is responsible for a variety of tasks in support of the Youth Services Department – birth through sixth grade. Duties include assisting patrons with reference and reader's advisory, preparing material for circulation, assisting in weeding the juvenile collection; and conducting programs as assigned.

Major Duties and Responsibilities (to include, but not limited to)

1. Provides reader's advisory and reference service to children and parents. Utilizes library technology including online databases and the Internet, as well as traditional library resources, in answering patron queries.
2. Assists with projects, programs and events in the Youth Services Department. This may include suggesting, planning, preparing and implementing all aspects of a program. May arrange the program logistics, purchase needed materials, supplies and prizes, and design promotional material.
3. Creates and updates annotated bibliographies, both in print and online.
4. Maintains statistics on the use of departmental services.
5. Withdraws materials as requested.
6. Performs monthly shelf reading assignments.
7. Promotes interest and use of the Young Adult collection and services within the library utilizing a variety of methods including displays, bulletin boards, and signage.
8. Follows procedures for opening and closing of the department.
9. Other duties as assigned.

Contacts Outside of Immediate Department

- All other departments in the library
- School and preschool teachers, students, librarians, staff and volunteers
- Staff at other libraries
- Community organizations

Necessary Knowledge, Skills, Abilities

1. Ability and enthusiasm to engage children and interact with their parents and caregivers.
2. Ability to work collaboratively with external groups and organizations.
3. Knowledge of children's literature and age appropriate material.
4. Ability to speak confidently in front of groups.
5. Knowledge of library services and programs.
6. Working knowledge of Windows operating system.
7. Working knowledge of Microsoft Office applications.
8. Ability to exercise initiative and work with a minimum of supervision.
9. Ability to organize work and maintain good working relationships with others.
10. Ability to exercise tact and decisiveness in a pleasant manner when dealing with patrons.
11. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. At least two years of college or LTA certificate. Coursework in education or library science preferred.
2. At least two years work experience, including some work with children.
3. Must be available evenings and weekends.

Working Conditions

Office environment



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Physical Demands

Walking, standing, sitting, climbing stairs
Lifting moderately heavy (up to 20 lb.) loads
Pushing carts
Moving tables and chairs

Other Essential Job Requirements

None



PERSONNEL POLICY

Youth Services Librarian

Revision Date:	December 2016
Department:	Youth Services
Job Grade:	7
FLSA Status:	Non-exempt
Number Supervised:	FT: 0 PT: 0
Reports To:	Head of Youth Services

General Description

The Youth Services Librarian provides information on a wide range of topics using print and non print materials; provides reader's advisory service; and selects, maintains and weeds materials in assigned subject areas. In addition, this position is responsible for developing and conducting outreach programs, and maintaining and establishing relationships with local grade schools, day care centers and public and private community organizations.

Major Duties and Responsibilities (to include, but not limited to)

1. Works with department head to develop and implement an outreach plan for the Youth Services Department.
2. Solicits, schedules and conducts visits to community schools, preschool programs and organizations to provide information on the services and resources of the library and engages these groups in the collaborative use of library services and programs.
3. Maintains collaborative working relationship with key individuals in schools, preschool programs and organizations to identify ongoing needs and enhance library services offered. Arranges visits and tours for school and community groups.
4. Provides reference and reader's advisory to departmental patrons. Utilizes library technology including on-line databases and the Internet, as well as traditional library resources, in answering patron queries. Instructs and guides patrons in the use of library resources.
5. Selects, replaces, and weeds materials in designated collection areas using a variety of review sources. Coordinates the department's efforts to support the local school curriculum with nonfiction, reference, and textbook collections.
6. Serves as Librarian-in-Charge of the building at designated times.
7. Promotes interest and use of the collection and services within the library utilizing a variety of methods including assembling displays, bulletin boards, and signage; and creating print and online bibliographies.
8. Develops and conducts storytimes, book discussions, or other programs to children, their caregivers, and educators, both inside and outside of the library. Works with Young Adult Librarian on school-related outreach to middle schoolers as needed.
9. Assists in creating content for and updating the Youth Services portion of the library website and various other social media outlets.
10. Engages in self-directed professional development appropriate to Youth Services, including reviewing current professional journals, attending professional workshops and meetings; and communicating with peers in other library settings.
11. Other duties as assigned.

Contacts Outside of Department

- All other departments in the library
- School and preschool teachers, students, librarians, staff and volunteers
- Staff at other libraries
- Community organizations

Necessary Knowledge, Skills, Abilities

1. Extensive knowledge of children's literature (including age-appropriate materials), reference resources, and use of technology.
2. Extensive reading background in a variety of genres and subject areas.
3. Ability and enthusiasm to engage children and interact with their parents and caregivers.
4. Ability to learn new skills and concepts, and to effectively communicate this knowledge to staff and patrons.
5. Ability to work collaboratively with external groups and organizations.
6. Ability to speak confidently in front of groups.



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7. Working knowledge of Windows operating system and Microsoft Office suite.
8. Ability to use good judgment in relation to library policies applied to the public.
9. Ability to exercise initiative and to make independent decisions.
10. Ability to exercise tact and decisiveness in a pleasant manner when dealing with patrons.
11. Ability to organize work.
12. Ability to work collaboratively with others.
13. Ability to communicate effectively in English, both orally and in writing.

Qualifications for Appointment

1. A MLS from an ALA-accredited graduate school.
2. One year of work experience in a public service environment. Experience working with children preferred.
3. Must be available evenings and weekends.

Working Conditions

Office environment, with visits to schools.

Physical Demands

Walking, standing, sitting
Lifting moderately heavy (up to 20 lb) loads
Pushing carts
Shifting books
Extensive hours of computer use
Moving tables and chairs

Other Essential Job Requirements

Must be able to drive, hold a valid driver's license, and have access to reliable transportation.



PERSONNEL POLICY

Youth Services Summer Intern

Revision Date: March 2015
Department: Youth Services
Job Grade: 4
FLSA Status: Non-exempt
Number Supervised: FT: 0 PT: 0
Reports to: Head of Youth Services

General Description

This internship is designed for students working on a library technical assistant (LTA) or master's degree in library science (MLS). Under the supervision of the Head of Youth Services, the intern provides direct service to the public and works on a variety of tasks. This position is typically scheduled for June through August.

Major Duties and Responsibilities (to include, but not limited to)

1. Prepares materials and activities for storytimes and other summer programs.
2. Works with Youth Services staff to present programs.
3. Assists staff members while on desk during peak hours. Provides some reader's advisory using print and electronic resources.
4. Helps with the summer volunteer program, including posting up-to-date schedules, preparing tasks for volunteers, and sending out queries to volunteers for program assistance.
5. Refers patrons to the appropriate staff member or department.
6. Performs other duties as assigned.

Contacts Outside of Immediate Department:

None

Necessary Knowledge, Skills, Abilities

1. Experience working with children.
2. Ability to follow tasks through to completion.
3. Ability to use a variety of office and library equipment.
4. Ability to work effectively with staff and public.
5. Ability to reach, bend and lift.

Qualifications for Appointment

1. At least two years of college. Coursework in education or library science preferred.
2. Must be working on a library technical assistant (LTA) certificate or master's degree in library science (MLS).
3. At least one year of work experience. Experience working with children preferred.
4. Must be available to work evenings and weekends.

Working Conditions

Office Conditions

Physical Demands

Reaching, bending
Carrying light loads
Pushing carts

Other Essential Job Requirements

None
