



**Nancy L. McConathy Public District Policy Manual**

Staff Manual  
For Use Nancy L. McConathy Public Library

**Adopted October 2018**



## Nancy L. McConathy Public District Policy Manual

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### **Organization**

The Nancy L. McConathy Public Library District, which serves the Village of Sauk Village, was established on June 25, 1973. It was incorporated under the Laws of the State of Illinois. It operates independently of the civil service commission; hence it is not under the jurisdiction of the public personnel agency.

The Library is governed by a Board of Trustees consisting of seven members who are elected for a six-year term by registered voters who reside within the Nancy L. McConathy Library District or may be appointed to fulfill a vacancy between election periods. Trustees serve without remuneration of any kind.

The Nancy L. McConathy Public Library District is supported mainly on taxation. The budget is appropriated annually by the Board of Trustees.



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### TRUSTEE POLICY

The McConathy Public Library District Board of Trustees is comprised of seven (7) members including four (4) officers and three (3) board members. All Board members must adhere to all rules of the Library. It is the policy of the Board of Trustees of the Nancy L. McConathy Public Library District that the members of the Board shall be treated as library patrons when using the library.

Trustees will have the same rights and obligations as any other library patron when using the library

Trustees will neither demand nor expect special treatment from members of the library staff.

Such obligations shall include but are not limited to:

1. Civil and polite treatment to members of the library staff.
2. Payment of all fees and fines as required by the library rules.
3. Waiting in the proper place in line for service.
4. Following established rules for reference materials.
5. Not intervening on the behalf of other patrons who refuse to comply with library rules.
6. Adhering to proper procedure when contacting the Board Attorney (through the Board President or Library Director).

#### President job description

- Presides at all board meetings
- Works with Library Director to set board meeting times and locations
- Approves meeting agendas prepared by the Library Director
- Serves as the chief spokesperson for the library board
- Communicates as necessary with the library director

#### Vice-President job description

- Presides when president is absent
- Accepts responsibilities as delegated by the board president

#### Secretary job description

- Presides over meetings when the president and vice-president are absent.
- Works with the Library Director to prepare and maintain a list of all board members and their contact information.
- Responsible for recording meeting minutes unless Library Director is directed to do so
- Works with the Library Director to manage all records created by the board



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### Treasurer job description

- Works with the library director to make regular financial reports to the board

## I. Introduction

The Board of Trustees has formulated the following rules to advise all staff members of their respective privileges and responsibilities. Each staff member should read and be familiar with these rules as every staff member is responsible to observe the rules. If a staff member does not understand a specific rule or wishes to make a suggestion, he/she should see the librarian. The Board reserves the right to change these rules. All changes will be reviewed with staff to ensure understanding of the changes.

All Library positions are classified. Selection depends on the requirements of the position, with due attention to education and technical qualifications as well as personality, intellectual ability and general aptitude for the position involved. There will be no discrimination or favoritism because of race, gender/gender identification, sexual orientation, marital status, political opinions, religious affiliation or physical disability. However, when possible, Sauk Village residents will be given preferential status during hiring where qualifications are comparable.

The library exists to serve its patrons, and each staff member should always approach their work in the spirit of public service. Accordingly, the fundamental “rule” is that each staff member at all times must have an intelligent, courteous and interested attitude toward every patron. Indifference toward particular patrons or seemingly trivial requests is to be avoided.

The Board realizes that the following rules alone cannot make a good or happy employee, or well-functioning staff and library. Such objectives depend on the individual conscientiousness and cooperation of each and every staff member.

## II. Staff Appointments

### 1. At Will Employment

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

### 2. By Whom

- a. The Library Director shall be appointed by the Board of Trustees.
- b. All appointments of the staff shall be made by the Library Director.



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### 3. Positions

- a. Professional Staff
  1. Shall include the Library Director, an assistant Librarian and others as needed
  2. Shall have a minimum of a bachelor's degree from an accredited college or university, with some courses in Library Science or shall have at least five (5) years of library experience unless otherwise specified by the board.
- b. Paraprofessional Staff
  1. Shall include all Library Technical Assistants
  2. All LTAs shall have at least two (2) years of college education and/or equivalent experience and may be designated as Librarian in Charge when necessary.
- c. Non-Professional Staff
  1. Shall include all clerks, typists, pages, maintenance workers and other persons.
- d. Full-Time Positions
  1. A full time position requires a staff member to work 36+ hours per week.
- e. Part-Time Positions
  1. A part time position requires a staff member to work less than 36 hours per week.
- f. Temporary Position
  1. A temporary position requires a person to work a specified term as stated in the notice of appointment.
- g. Librarian in Charge
  1. At any time that the Library Director is absent from the Library premises during hours that the library is regularly open to the public, the Assistant Librarian will be designated as the Librarian in Charge. If the Assistant Librarian is not available, another qualified individual shall be designated.
  2. The Librarian in Charge shall have the duties and the responsibilities of the Library Director for the duration.

### 4. Substitutions

- a. If, in the Library Director's opinion, any member of the staff becomes incapacitated or otherwise unable to perform his/her duties for any reason, the Library Director may designate performance of his/her duties until a new member is appointed to the position.

### 5. Separation of Service

- a. Resignations and Dismissals without prejudice
  1. In the case of the Library Director, at least one (1) month written notice shall be given to the Board of Trustees.



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2. In the case of the paraprofessional staff, at least three (3) weeks written notice shall be given to the Library Director.
3. In the case of all other staff members, at least two (2) weeks written notice shall be given to the Library Director.
4. In the case of employees who are honorably discharged, a notice of two (2) weeks will be given if possible.

### **6. Dismissal for Cause (Rev. Sept. 2019)**

- a. All employees of the library are employed at the will of the Library Director and or the Board.
- b. Any employee may be dismissed by the Library Director for unsatisfactory job performance or misconduct, including but not limited to failing to communicate, failure to adhere to policy/procedure changes. All dismissals of staff shall be presented to the Board at the next scheduled Board Meeting.
- c. Should any employee feel they were unfairly terminated they shall have the opportunity to meet with the Board to discuss their employment status. Once a decision is made by the Board, the decision will stand and the employee shall either remain terminated or return to their previous position with their previous salary.

### **7. Drug Free Work Policy (Rev. Jan. 2020)**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited at this workplace.

Legal use of doctor prescribed medication shall be allowed, with prior approval from the Library Director, if work duties are not affected. As laws changed regarding controlled substances the Library will adjust policies. Should the employee display signs of impairment, Supervisory staff will complete the Reasonable Suspicion Checklist to determine employee awareness status. If the employee is found to be impaired they shall be asked to leave their shift until they are able to properly attend to their duties.

Employees violating state laws concerning controlled substances will be prosecuted according to the law. Such employees will be immediately suspended without pay from their job pending trial. Employees found guilty will be dismissed.

### **8. Retirement**

The automatic retirement age of all employees will be age 70 and any employee who attains such age shall retire at the end of the fiscal year in which such age is attained. However, employees may be retained beyond the age of 70 by mutual agreement of the employee and the Library Board

### **9. Accrued Vacation**

Any employee whose service is terminated will be entitled to all earned vacation which has been accrued providing he/she meets one of the following criteria

- a. Appropriate written notice is given for resignation.
- b. Employment is terminated by dismissal due to library needs
- c. Staff member retires.



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### 10. Vacation Pay

Any full time employees entitled to at least twenty (20) vacation days per year but due to staffing problems is unable to use their vacation time, may sell back up to fifteen (15) vacation days per year at 100% of their daily pay. Instead, or in addition to, employees may carry over ten (10) days to the next fiscal year. Sell back cannot occur prior to December 1<sup>st</sup> or after December 31<sup>st</sup> and is only available if money is available in the payroll account to cover the payout.

## III. Employment

### 1. Working Conditions

- a. Two (2) adults should be on duty between 9:30 am and 5:00 pm daily if possible. One (1) adult must be on duty at all times.
- b. Staff members appointed to a full-time position shall work 36+ hours per week, inclusive of thirty (30) minutes per day for meals. Unless the Library Director shall otherwise determine, the work week shall be on a 5-day basis.
- c. The staff shall work hours convenient to the library as scheduled by the Library Director.
- d. Full time staff members shall be allowed a daily rest period of fifteen (15) minutes.
- e. Part time employees working six (6) hours or more shall have thirty (30) minutes for a meal exclusive of their day.
- f. Part time employees shall receive a fifteen (15) minute break after four (4) hours of work.

### 2. Schedule

- a. The staff shall work the hours convenient to the library schedule as scheduled by the Library Director. Employees' hours will be scheduled to cover the open hours of the Library.
- b. The first priority is to make sure the Library is sufficiently staffed at all times, however; the Library Director will attempt to work with employees' school and vacation schedules.
- c. Requests for additional work hours will not be honored, unless Library hours are extended and/or additional staff is needed due to vacations or special programming.

### 3. Time Clock Policy

- a. Each employee shall clock in and out for work
- b. Each employee is responsible for his/her own time card.
- c. The supervisor on duty may write in time for an employee who has neglected to punch in. The supervisor must initial the time card when writing in time.
- d. The Library Director will write in the time for any employee who is attending a meeting, workshop, or other library related activity not held within the library. The Library Director must initial the time card when writing in the time.
- e. Time is paid in thirty (30) minute increments. Should an employee clock in fifteen (15) minutes or more late will be docked for thirty (30) minutes off their scheduled time of work.





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- f. Employees are not to clock in more than five (5) minutes before their scheduled time to work.

### 4. Overtime

- a. Overtime is defined as the time worked, in units of one half hour, in excess of the hours worked previously specified for the full and part-time staff members.
- b. All overtime must be approved and scheduled by the Library Director or designee.
- c. Part time staff members shall receive compensation in the amount of their regular pay up to and including the first forty (40) hours. Compensatory time shall be paid at the rate of time and a half after forty (40) hours
- d. Full time salaried staff members shall receive no monetary compensation for overtime.

### 5. Holidays

- a. The Library shall be closed on the following holidays:

New Year's Day	Columbus Day
Martin Luther King Jr's . Birthday	Veteran's Day
President's Day/Lincoln's Birthday*	Thanksgiving Day
Pulaski Day	The day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	All Election Days

\*The Library will be closed as the schools are closed.

\*\*The Library may close for events & holidays etc. as the Board decides

- b. No employees shall be required to work on the days specified above.
- c. Full time employees shall receive full regular pay for all holidays specified above.
- d. Part time employees are not paid for holidays.
- e. When a holiday falls on a day which is a regular day off for a staff member, he/she shall receive the equivalent in additional compensatory time to be taken during the week of the holiday. If a holiday falls on a Sunday, the library will be closed on the following Monday.
- f. Part time employees are not paid for holidays.
- g. Employees who participate in other religious observances other those specified above shall be permitted to be absent on such days, on their own time without pay, upon prior approval from the Library Director. All such requests shall be submitted in writing two (2) weeks prior to the date to ensure the Library schedule can be covered. Employees will be allowed to make up for their lost time, at regular compensation, throughout the calendar year with approval from the Library Director.
- h. The Board of Trustees may specify partial holidays, in addition to the holidays listed above on which the Library shall be closed only part of the regular working day. In such case, the policies related to compensation shall apply.



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### 6. Sick Leave (Rev. Sept. 2019)

- a. Absence for personal illness is an excused absence. Sick leave is only allowable for absence from work due to illness, injury or doctor's appointments for self, spouse, child or a relative living with the employee.
- b. All full time employees shall earn sick leave with sick pay at a rate of one day, eight (8) hours, for each full month of employment. Sick days are given for the coming year on January 1<sup>st</sup>. Sick time can be used prior to accumulation with written consent and approval of the Library Director and Board. Should an employee be terminated, with cause, or decide to leave on their own, prior to earning used sick time they will be responsible to pay back all time used. If this should occur all funds must be returned prior to the employee receiving their final pay check. If funds have not been paid, the Library reserves the right to withhold any portion, up to and including the full amount of the check to cover the time used and shall seek legal action to recoup the remainder of funds used. Records of all sick time used shall be maintained by the Library Director.
- c. Earned sick leave, with pay, shall be cumulative not to exceed 240 work days.
- d. Absence due to personal illness shall be reported to the Library Director as soon as possible and in no case later than the start time for the work day of that absence. If an employee does not inform the Library Director by this time and fails to work their shift the Library Director will attempt to contact that employee. Failure to do so may result in disciplinary action, up to but not limited to termination for a no call/no show at the discretion of the Library Director or Library Board as appropriate. (REV Sept 2019)
- e. Absence due to personal illness in excess of three (3) consecutive days must be supported by a doctor's note in order to receive sick payment and/or to return to work. Should the nature of the illness require, the Library Director may require a doctor's approval for any sick duration regardless of days missed.
- f. If, for reasons of ill health or other responsibilities, an employee is unable to fulfill the requirements of his position, the Library Director, if circumstances permit, may transfer him to a position of equal rank involving less strain or to part time employment.
- g. In the case of absence for a period of three (3) to twenty (20) consecutive calendar days, notification of intention to return must be given no later than noon on the working day prior to return. (REV. 2019)
- h. In the case of absence for a period of time lasting twenty-one (21) or more consecutive calendar days notification of intent to return must be given no later than noon of three (3) working days prior to return. (REV Sept. 2019)
- i. No employee shall be reinstated after an absence due to personal illness in excess of two (2) consecutive calendar weeks unless a doctor's note is submitted attesting to the fact that the employee is in satisfactory physical condition. (REV Sept 2019)
- j. Disability Leave: Sick and vacation time may be used in cases of temporary disability. Temporary Disability leave will be granted at the discretion of the Library Director or Library Board as appropriate. Leave without pay may be requested in addition to sick and vacation leave. Sick time can be used prior to accumulation with written consent and approval of the Library Director and Board. Should an employee be terminated, with cause, or decided to leave on their own, prior to earning used sick time they will be responsible to pay back all time used. Records of all sick time used shall be maintained by the Library Director. The duration of leave without pay is limited to a



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maximum of three

(3) months. Arrangements must be made prior to disability leave in order to guarantee future employment for the employee.

- k. Upon retirement, an employee is eligible to receive pay for all accumulated sick pay at a rate of \$25.00 per day for up to one hundred (100) days as long as money is available. This payout will not be given until the end of the fiscal year of retirement based on payroll monies available at that time.

### 7. Excused Leaves of Absence

- a. **Military Leaves:** Full-time employees who enlist or are called into active, military service of the United States during a state of active war or national emergency requiring active military service shall be placed on leave without pay during the period of such active military service. His/ Her position shall be held available for him/her during this period as required by law and their seniority will accrue. This applies to the initial enlistment only.
- b. **Annual Military Training Obligation:** Full-time employees who are required to attend an annual period of military training not to exceed 15 days are granted necessary leave without pay.
- c. **Jury Duty:** Full-time employees who are required to serve on jury duty are granted necessary leave with pay. The jury duty checks must be signed over to the library.
- d. **Personal Leave:** Full-time employees shall receive two paid personal leave days yearly after one year of service. These days are non-accruable.
- e. **Death in a Family:**
  1. A leave of absence, with pay, not to exceed five days, shall be granted in the event of a death in the immediate family of a full-time employee. The immediate family is defined as a father, mother, brother, sister, husband, wife, son, daughter and any relative living with the employee.
  2. The above leave may be extended by the Board of Trustees at its discretion. Any further leave is without pay.
- f. **Other Excused Leave:** The Board of Trustees may authorize any other leave of absence, either with or without pay, as it may be determined.
- g. Any misrepresentation by a staff member as to an application for an excused leave of absence or any abuse of excused leaves can result in restriction of refusal of such leaves in the future, or dismissal.
- h. Request for time off shall be submitted in writing to the Library Director, who shall approve and schedule such time off only if it does not interfere with the efficient running of the library.

### 8. Personnel Records

The Library Director shall keep and maintain personnel records in such form as the Board may require. Personnel files are confidential and available only to the Librarian and to the employee upon written request to the Librarian. Should a personnel problem arise, the files are available to the Chairperson of Personnel upon written request to the Librarian. The employee shall be notified of such a request. The file will be examined in the presence of the Librarian.



**9. Vacations**

- a. The Library Director shall be entitled to three (3) weeks of paid vacation (based on a 36+ work week) after one year of continued service. After two years, a maximum of four (4) weeks of paid vacation is given. After ten years, a maximum of five (5) weeks of paid vacation is given. After 25 years, 6 (six) weeks of paid vacation is given.
- b. All other full-time staff members who have completed at least twelve (12) months of continuous service are entitled to a paid vacation in accordance with the following schedule:

<u>Length of Service</u>	<u>Vacation Time</u>
1 year but less than 5 years	2 work weeks
5 years but less than 10 years	3 work weeks
10 years but less than 15 years	4 work weeks
15 years to 24 years	5 work weeks
25 years or more	6 work weeks

- c. Vacation days are given for the coming year on January 1<sup>st</sup>. Vacation time can be used prior to accumulation with written consent and approval of the Library Director and Board approval. Should an employee be terminated, with cause, or decide to leave on their own, prior to earning used sick time they will be responsible to pay back all time used. If this should occur all funds must be returned prior to the employee receiving their final pay check. If funds have not been paid, the Library reserves the right to withhold any portion, up to and including the full amount of the check to cover the time used and shall seek legal action to recoup the remainder of funds used. Records or all vacation time used shall be maintained by the Library Director.
- d. Two weeks of an employee's vacation time may be held over to the next year for use.
- e. Vacation Time may be taken in 1 day increments.
- f. Vacations will be scheduled by the Librarian. Library needs must take precedence, but consideration will be given to the preference of individual staff members. Seniority will be taken into consideration when appropriate. No vacation will be permitted during a time that the employee's absence would interfere with the normal operation of the Library.
- g. If a designated holiday occurs during the regularly scheduled vacation time, it will not be included as part of the vacation but will be considered as an additional day of excused absence with pay.
- h. The amount of vacation to which an employee is entitled shall be determined by the completed years of employment and no allowance will be made for portions of a year.
- i. Part-time employees are not entitled to a paid vacation.



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### j. Employees not eligible

for vacation or who wish to extend vacation periods beyond the paid vacation may be granted vacation time without pay not to exceed two weeks upon the discretion of the librarian.

## 10. Comp Time

Due to the nature of the Library, there are times that salaried employees may be required to work on previously scheduled days off, i.e. holidays or weekends. In order to ensure that the Library remains fully staffed during regular business hours a comp time policy has been put into place.

For the purpose of this policy, comp time will refer to as the paid time off that is given to compensate for hours worked above and beyond their normal salaried hours.

In order to maintain accountability, the Director, or their designee, will keep track of extra time worked on the back of the employee's time sheet in the same fashion as vacation, sick and personal time is kept.

All employees must receive approval from the director **PRIOR** to working unscheduled hours. If these hours are approved, each employee is responsible for clocking in and clocking out to keep accurate time worked above and beyond their regularly scheduled work hours. Comp Time, like all other paid time off, can be used for time off in the form of a half day or a full day. Should an employee wish to use their accumulated comp time, they are responsible for informing the Director, or their designee, no less than 48 hours before the end of the pay period.

## 11. Part Time Employee Personal Days

Employees who work part time, less than 36 hours a week, shall be awarded a total of three (3) personal days a year they can take off, with pay, for any reason. These days are awarded on January 1<sup>st</sup> and must be used by December 31<sup>st</sup> of the same year. Unused days will NOT be carried over into the next year and will be forfeited by the employee if they are not used by the allotted time. REV. March 2019

## 12. Emergency Closing

Should the library have to closed due to an emergency, including but not limited inclement weather all full time staff will be paid the full day. Part time staff will be given the option to either decline payment or to be paid during that current pay period with the knowledge they will have ninety (90) days to make up that time. Employees must complete and sign a form designating their choice. REV. February 2019

## 13. Misconduct

Any incident involving an employee requiring police intervention will be prosecuted fully by the Nancy L. McConathy Public Library District. Complaints



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will be signed by the staff member in charge at the time of incident. The Library Director must be notified as soon as possible of all such incidents. It will be the responsibility of the Library Director to inform the Board as soon as possible.

### IV. Salary and Advancement

#### 1. Salary

- a. Salary for the Library Director shall be determined by the Board or Trustees.
- b. Salary for all other employees shall be recommended by the Library Director with the approval of the Board of Trustees.
- c. Only in cases of extreme financial difficulties for the Library may salaries be lowered through negotiation with the Board and staff.

#### 2. Promotions and Transfers

While promotion implies an assignment to new duties, involving increased responsibilities and carrying with it an increase in salary and a change in class position, a transfer, on the other hand, is a shift of an employee to a position of the same grade in another unit, without an increase in salary. Transfers are made whenever feasible or necessary to meet the needs of the Library and the welfare of the staff. They are used in five (5) ways:

1. As an aid to proper placement
  2. For in-service training
  3. To provide additional or wider experience
  4. To achieve more effective personnel utilization
  5. As a means of equalizing promotional opportunities, i.e. movement from one unit or department to where the rate of turnover is low to another which offers more possibilities to the employee.
- a. When vacancies occur, it is the Library's policy to evaluate for promotion or transfer candidates with the necessary qualifications who are already on staff. However, the Library is also free to seek candidates from other sources in an effort to ensure that the vacancy is filled by the most qualified person available.
  - b. Announcement of pending vacancies will be made to staff. Request for promotion or transfer to a vacancy or to a particular type of position, may be made at any time by a member of the staff who considers him/herself to be qualified for the position. Such a request should be submitted to the Library Director in writing.



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- c. Promotions are based upon evidence of satisfactory performance, promise of future development and educational, technical and personal qualifications.
- d. In the case of a temporary vacancy, it is sometimes possible to place a staff member on acting assignment. Temporary motions carry with them a temporary advancement in salary decided by the Board.

### 3. Merit Evaluation

All new employees shall be evaluated by the Library Director after ninety (90) days of employment. Periodic reports from the Library Director on the work of staff members are essential to a just and intelligent personnel policy and to the placement of the individual in the position where he/she can work with the greatest benefit to the Library and satisfaction to him/herself. In order to evaluate the abilities, performance and potential of staff members, the Library Director will submit evaluations for each employee. These reports may be considered by the Library Director for determining promotion, salary adjustment, transfer and dismissal and shall become part of each employee's personnel record.

### 4. Time and Method of Salary Payment

- a. The Library Director shall keep and maintain such records as the Board may from time to time require which indicate hours worked and deductions taken.
- b. All staff will be paid on a biweekly schedule.
- c. A staff member, due to special circumstances may request, in writing, advance payment of salary due provided such request is made 5 working days in advance.

### 5. Dress Policy

The goal of the Library is to maintain a professional and family orientated atmosphere at all times. To ensure this, all staff clothing shall be clean and well maintained. Shoes must be worn at all times. Open toed and backless shoes are acceptable. The following items are examples of unacceptable attire:

- Torn, ripped or excessively faded clothing
- Halter, tube or tank tops
- Any clothing that shows a bare midriff
- Muscle shirts
- Drooping pants that expose undergarments
- Sleeveless sun dresses
- Shirts with obscene or inappropriate slogans



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xcept for religious, health reasons or when associated with library programming, no caps, hoods or head coverings shall be worn.

### V. Benefits and Economic Security

#### 1. Insurance

Life insurance is available for full time employees only. Individual benefits are paid for by the Library. Staff can get other benefits from vendors that contract with the library. Staff will responsible for payment through payroll deductions. (Rev Aug. 2020)

#### 2. Accidents and Emergencies

All accidents, whether to staff or to the public should be reported to the Library Director as soon as possible.

#### 3. Unemployment Compensation

The Library participates in the State of Illinois Unemployment Compensation program. Due to the nature of unemployment compensation policies, current information is available from the Library Director.

#### 4. Workman's Compensation

The Library participates in a Workman's Compensation program. Due to the nature or workman's compensation policies, current information is available from the Library Director.

### VI. Professional Development

#### 1. In-Service Training

The Library Director may require new staff members to take and complete satisfactory training which the Library Director deems necessary. New employees shall receive orientation training of the general operations for the Library, its objectives and instruction of their duties.

#### 2. Continuing Education

1. The Board may grant limited leaves of absence to staff members, or permit special arrangements of work hours or assignments to permit staff members to attend educational courses, meetings or programs in Library Science or degreed studies if normal operations of the Library are not impaired.
2. The Board may request any staff member to attend, at the Library's expense and with pay, any education courses, meetings or programs in





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Science. This assistance is to pay for the class only. No assistance will be provided towards books, supplies, lab fees or transportation. If the employee receives any financial assistance the library shall cover the remaining balance. Any applicant must submit their proof of registration for board approval, once approved the employee shall be given the funds to attend the class. If the employee fails to complete to class and or fails, the class the library will require all assistance given to be returned. Should an employee choose to terminate employment within five (5) years of completion of the program they will be responsible for reimbursing the Library to the total amount provided.

### 3. Tuition Reimbursement Policy

All full time employees are eligible to receive tuition assistance to further their education in library related classes. Any employee who wishes to participate in this program must have prior written approval from the Library Director. Once the written request has been received, the Library Director will present the request to the Board of Trustees for final approval.

Each candidate will be given assistance based on funds available for the fiscal year (July 1<sup>st</sup>-June 30<sup>th</sup>) at 50% of the cost of the class. This assistance is to pay for the class only. No assistance will be provided towards books, supplies, lab fees, transportation or any other non-class related cost. If the employee receives a scholarship or other assistance, the library will provide 50% of any remaining class cost.

The Library is aware of the high rising cost of tuition and understands that financial burdens can hinder individuals from furthering their education. Assistance will be provided once the candidate has provided proof that they have registered for the class. Prior to receiving the financial assistance, candidates will be required to sign and submit the application form, acknowledging repayment of all assistance. If the candidate fails to complete the class either due to not attending or not passing, the library will require repayment of all assistance for that class. Should the candidate choose to terminate employment within 12 months of completion of the class, they will be responsible for reimbursing the Library the total amount provided.

Class schedules must be reviewed with the Library Director prior to beginning to term to ensure the Library is properly staffed at all times. The Library will do its best to accommodate all schedules, however Library coverage will remain the top priority.

### 4. Staff Meetings



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### Staff meetings

shall be held at such times as the Library Director may designate. All Staff will be required to attend staff meetings unless excused in advance by the Library Director. Time spent in attending staff meetings shall be considered as time worked and will be compensated as such.

### **5. Professional Meetings and Conventions**

With approval of the Board, and at its discretion, staff members may be granted time with pay to attend library conferences, conventions and other professional meetings as representatives of the Library if such attendance will not interfere with the normal operations of the Library. Sufficient travel time will be allowed, and paid in accordance with the current IRS laws and guidelines, but travel shall be on weekends whenever possible.

Upon Board approval, the Library will pay all or any part of the reasonable expenses incurred in such attendance. While gone, employees will receive, up front, a per diem of \$75.00 dollars per day for the length of the conference/convention. Employee is responsible for turning in all receipts for items spent with the per diem. Any money not used shall be returned to the Library with the receipts at the time of return.

## **VII. Employee Relations**

### **1. Grievance Procedure**

- a. An employee with a grievance shall first put his/her grievance in writing and deliver it to the Library Director who will respond in writing in an attempt to reach a satisfactory agreement with employee
- b. If an agreement cannot be reached the employee shall draft a letter to the Board President and include the letter he/she sent to the Library Director. The item will be discussed at the next board meeting. The employee shall be notified of the date and time.
- c. The employee has the right to be present at the meeting, in executive session, and shall explain the grievance to the Board. The Library Director shall have the same opportunity to address the Board, in executive session.
- d. The Board may rule immediately or may take the matter under advisement and announce a decision no later than the next regular board meeting. The written decision shall be conveyed to the employee and the Library Director. The decision of the Board is final.

## **VII. Social Networking Policy**

With the rapid growth and application of social networking, McConathy Public Library District recognizes the need to have a policy in place that ensures that employees



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who use social media as part of their jobs, in a personal capacity or both understand the library's requirements regarding such use. Even if an employee's use of social media takes place outside of the workplace, an employee's actions may have an impact on the employee's job, the jobs of fellow employees or the business of McConathy Public Library District. As new technologies continue to evolve, the social networking policy may evolve and be updated. Failure to abide by the policy may result in disciplinary action, up to and including separation of employment.

Employees will be held personally responsible for any online content they publish and any activities in which they engage online, and will abide by all applicable laws.

Employees may not provide, mention, display or otherwise disclose any confidential or proprietary information of any other person, entity, or party, including McConathy Public Library District. Confidential and proprietary information includes, but is not limited to, information regarding any trade secrets, intellectual property, or potential or non-public business transactions, products or services of any other person, entity or party, including McConathy Public Library District.

Employees may not post, send or otherwise disseminate any information online regarding McConathy Public Library District, fellow employees, patrons, regulators or competitors that is false, misleading, obscene, defamatory, libelous, slanderous threatening harassing, bullying, intimidating, abusive, hateful, discriminatory or embarrassing. In addition to disciplinary action, violation of this policy may result in legal action against the employee, McConathy Public Library District, or both.

Unless authorized in writing by the McConathy Public Library District, employees may not speak on behalf of or otherwise hold themselves out as representing McConathy Public Library District and may not make any offers or promises on behalf of McConathy Public Library District.

Unless authorized in writing by the McConathy Public Library District, employees must make it clear that their words, beliefs, submissions and opinions are personal and do not necessarily reflect the views of McConathy Public Library District.

Unless authorized in writing by McConathy Public Library District, employees may not post pictures of fellow employees or patrons online without obtaining prior permission from such persons.

### **VIII. Sexual Harassment Policy**

#### a. PROHIBITION ON SEXUAL HARASSMENT



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It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VI of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Nancy L. McConathy Public Library District to prohibit harassment of any person by any official, agent or employee on the basis of sex or gender. All officials, agents and employees are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

### b. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.

Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.

Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.

Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).



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The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

### c. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

**Electronic/Direct Communication.** If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

**Contact with Supervisory Personnel.** At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, the library director or a member of the board of trustees.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the library district will not be presumed to have knowledge of the harassment.

**Resolution Outside Library District.** The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the library district. However, all employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.



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Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the library district. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

### d. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No library official shall take any retaliatory action against any library employee due to library employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any library employee that is taken in retaliation for a library employee's involvement in protected activity pursuant to this policy,

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.



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Pursuant to the

Whistleblower Act (740 'LCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 'LCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge — due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

e. **CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT**

In addition to any and all other discipline that may be applicable pursuant to library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 LCS 430/565, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the library and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the library district shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

f. **CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT**

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.



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In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

Note: This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.

### **IX. Harassment Policy**

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. Employer will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

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 proceedings; or





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### 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.



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### X. Job Descriptions

#### Director

##### General Description:

This position oversees all positions and reports directly to the Board of Trustees. This is a full-time position.

##### Job Duties:

- Greet patrons with friendly customer service.
- Assist with circulation when needed.
- Maintain equipment records and needs.
- Ordering circulation materials.
- Ordering supplies and equipment in the absence of the Assistant Director.
- Oversee and maintain all coding entering of all accounting in the absence of the Assistant Director
- Resolving patron concerns as needed.
- Resolving employee concerns.
- Ensuring all reports are completed timely.
- Ensure all payroll is completed timely.
- Must have excellent oral and written communication skills.
- Maintain all employee records.
- Maintain all Library records.



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- Ensure employees are properly trained
- Ensure all employees have access to continuing education.
- Reporting all concerns to the Board of Trustees.
- Responsible for maintaining a clean and hazard free environment inside and out.
- Completing all employee evaluations in a timely matter.
- Organizing and implementing quarterly staff meetings
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.
- FOIA officer
- Grant Writing

### Educational/age requirements:

Employees must be 21 years old or older. This position requires a Bachelors degree upon hire with the intention to obtain a Masters in Library Science within 5 years of employment. The time may be adjusted by the Board should there be a need to do so.

All employees must be able to interact harmoniously with all customers and staff.

### Assistant Director

### General Description:

This position oversees all positions and reports directly to the Director. This is a full-time position.

### Job Duties:

- Greet patrons with friendly customer service.
- Assist with circulation when needed.
- Maintain equipment record and needs.
- Ordering supplies and equipment as needed.
- Resolving patron concerns as needed.
- Resolving employee concerns in the absence of the Director.
- Ensuring all reports are completed timely in the absence of the Director
- Ensure all payroll is completed timely in the absence of the Director.
- Must have excellent oral and written communication skills.
- Oversee and maintain all coding entering of all accounting.
- Oversee planting and maintaining of the community garden.
- Must ensure all opening and closing procedures are completed.



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- Will be responsible to keep library keys and security code safe at all times.
- FOIA officer
- Grant Writing

### Educational/age requirements:

Employees must be 21 years old or older. This position requires an associates degree at time of hire with the intention to obtain a bachelors degree within 5 years of employment. The time frame may be adjusted by the Board should there be a need to do so.

All employees must be able to interact harmoniously with all customers and staff.

## Lead Circulation Clerk

### General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with minimal supervisory responsibilities. This position reports to Assistant and Director and Director only.

### Job Duties:

- Must be able to complete all circulation duties as needed.
- Must be able to assist in training off all new procedures.
- Handle patron concerns as needed.
- Maintain material catalog including entering new items.
- Must update and maintain the Library website.
- Must maintain viral outreach programs through surveys, newsletters, and social media.
- Updating electronic sign.



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- Creating flyers for events and programming.
- Updating and maintaining the Google calendar for the website.
- Ongoing staff training with computer troubleshoot concerns.
- Creating procedural manuals for day to day operations for circulation and processing.
- Assisting in manual labor as needed.
- Maintain inventory for free book distribution.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

### Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.

## Programing Liaison

### General Description:

Provide and plan activities for all segments of the population. Assist with circulation duties as needed. This is a full-time position that will require nights and weekends. This position reports to senior staff as appropriate.

### Job Duties:

- Greet patrons with friendly customer service.
- Maintain the Library's presence in the community by attending events.
- Developing and implementing programming services.
- Preparing and budgeting for programing.
- Creating a monthly calendar of events.
- Assist with updating our social media and website.
- Must have a strong commitment for public services.
- Must ensure all opening and closing procedures are completed.



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- Will be responsible to keep library keys and security code safe at all times.

### Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.

### Night/Weekend Supervisor/ Trainer

#### General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with minimal supervisory responsibilities. This position reports to senior staff as appropriate.

#### Job Duties:

- Greet patrons with friendly customer service.
- Complete all aspects of circulation including but not limited to: using OCLC and Workflows to check materials in and out.
- Renew and fulfill holds as needed.
- Assist patrons with locating requested materials.
- Inspect incoming and outgoing materials for damages
- Collecting and keeping track of all fees and fines collected per shift.



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- Issue and renew patron library cards.
- Modify patrons' records as needed
- Assist patrons with basic level computer questions as needed.
- Assist with training all new hires in all areas of circulation.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

### Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.

## Night/Weekend Supervisor

### General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with minimal supervisory responsibilities. This position reports to senior staff as appropriate.

### Job Duties:

- Greet patrons with friendly customer service.
- Complete all aspects of circulation including but not limited to: using OCLC and Workflows to check materials in and out.
- Renew and fulfill holds as needed.
- Assist patrons with locating requested materials.
- Inspect incoming and outgoing materials for damages



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- Collecting and keeping track of all fees and fines collected per shift.
- Issue and renew patron library cards.
- Modify patrons' records as needed
- Assist patrons with basic level computer questions as needed.
- Must ensure all opening and closing procedures are completed.
- Will be responsible to keep library keys and security code safe at all times.

### Educational/age requirements:

Employees must be 21 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.

## Circulation Clerk

### General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and with no supervisory responsibilities. This position reports to the Night/weekend supervisor and other senior staff as appropriate.

### Job Duties:

- Greet patrons with friendly customer service.
- Complete all aspects of circulation including but not limited to: using OCLC and Workflows to check materials in and out.
- Renew and fulfill holds as needed.





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- Assist patrons with locating requested materials.
- Inspect incoming and outgoing materials for damages
- Collecting and keeping track of all fees and fines collected per shift.
- Issue and renew patron library cards.
- Modify patrons' records as needed
- Assist patrons with basic level computer questions as needed.

### Educational/age requirements:

Employees must be 16 years old or older or have clearance to work from their high school. There is no education requirement.

All employees must have good verbal and written communication skills. Must be able to interact harmoniously with all patrons and staff.