

107. General Policy

I: Hours of Operation

The Tolono Public Library District maintains consistent, posted hours of service during which all Tolono Public Library District services are available to patrons. Those hours are:

- Monday: 8:00 AM – 7:00 PM
- Tuesday: 8:00 AM – 7:00 PM
- Wednesday: 8:00 AM – 7:00 PM
- Thursday: 8:00 AM – 7:00 PM
- Friday: 8:00 AM – 7:00 PM
- Saturday: 10:00 AM – 4:00 PM
- Sunday: 12:00 PM – 4:00 PM

Book drops are available for the return of library materials during the hours the Library is closed.

II: Library Closings

The Tolono Public Library District will be closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Tolono Fun Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas Day
- New Year's Eve at 4:00 PM

During hazardous weather or other emergencies, the Library may be closed by the Library Director or appropriate steps taken per the Library Emergency Procedure document.

III: Services

The Library serves all individuals from and to the Tolono Public Library District. The Library shall fully utilize the Illinois Heartland Library System services. Surveys of the general public shall be conducted as needed to determine possible changes in library services. Services and programs shall be designed to serve all age groups, including patrons with disabilities.

IV: Staff

EMPLOYMENT:

- No one shall be appointed to the Library Board of Trustees that has a first-degree relationship to an existing board member or staff member.
- Board members are encouraged to perform volunteer services and receive reimbursement for materials only.
- New employees will be on a six-month probation. A newly hired Library Director will be evaluated at three, six, and nine months.
- Employment and compensation with the Library are “at will” which means that either the employee or the Library may terminate the employment relationship at any time, for any reason or no reason, with or without cause or notice. This employee handbook does not constitute a contract of employment with the Library. Nor shall it or any of its provisions be construed as a term of any employment contract or be interpreted to give the right to any employee to be retained in the service of the Library.
- After the six-month probation, employees will receive quarterly “check-ins.” These meetings will ensure that everything continues to run smoothly and provide an opportunity for feedback.

HOURS:

- The number of work hours per week (or per month) and the hourly pay rate allowed is determined by the Library Board of Trustees for each staff member.
- The Library Director shall arrange individual work schedules.

DISMISSAL:

- A majority vote of the Library Board of Trustees may dismiss the Library Director.
- Dismissed personnel have the right to appeal to the board in writing.

V: Services

- The cost to the patron shall be \$.15 per black and white copy and \$.50 per color copy.
- The fax machine fee is \$1.00 per page to send and \$.50 per page to receive.
- Notary

VI: Gifts

The Tolono Public Library District welcomes gifts, bequests, and endowments in the form of money, books, or other materials, equipment, periodical subscriptions, or properties real or personal. However, the Library reserves the right to decide the use or rejection of said gifts.

VII: Purchase of Materials or Services

- Bidding:** Contracts for the construction, repairs, or remodeling of library facilities or the acquisition of library materials or equipment estimated to be over the State of Illinois guidelines (\$10,000) will be awarded after public notice of open bidding has appeared in the local newspaper. The lowest bidder shall be given the contract, except when availability, quality of work or material, or other considerations are in question.
- Board or staff involvement:** No Library Board of Trustee member or staff member shall have any personal interest in library contracts for materials or services.
- Funds allocated in the budget for specific purchases cannot be used for other items (i.e., books)

VIII: Unattended Children

- A. Parents or guardians are responsible for the behavior of their children while they are in the Library. The Tolono Public Library District is committed to helping children with activities related to the Library. However, the Library is not responsible for the safety of children left unattended.
- B. Preschool children may not be left unattended in the Library. Although parents and/or guardians are not expected to attend library programs explicitly planned for young children, they are expected to remain in the building in case of an emergency.
- C. School-aged children may be left unattended for a reasonable time, not to exceed one hour. Parents and/or guardians who leave their children at the Library unattended are expected to make arrangements to ensure that their children behave properly.
- D. In situations where these policies are abused, the library staff will take appropriate action, including contacting parents or legal authorities. However, in no instance will library staff provide transportation for children left unattended at the Library.

IX: Animals in the Library

- A. Animals are prohibited from the Tolono Public Library District with the following exceptions:
 - Service animals and service animal trainees
 - Therapy and support animals
 - Animals featured in a program sponsored by the Tolono Public Library District
- B. Service and support animals are welcome at the Tolono Public Library, but with the following guidelines:
 - Service and support animals must be supervised by the owner at all times while inside the Library. If the animal is walking, it must be on a leash. The Library does not take responsibility for monitoring the safety or behavior of unattended animals.
 - Service and support animals are expected to behave in a quiet, orderly manner. Should an animal exhibit noisy or disruptive behavior, damages library property, or poses a threat to the health or safety of others, the patron will be asked to remove the animal from the Library.
 - Service and support animals must be housebroken. If the animal cannot control its bodily functions, the patron will be asked to remove the animal from the Library.
- C. Library staff may ask the patron:
 - Is the animal a service animal required because of a disability?
 - What work or task has the animal been trained to perform?
- D. Library staff may not ask the patron:
 - What is your disability?
 - What documentation or visible designation do you have to prove the animal is a service animal?

X: Finances and Check Writing

- A. It is the responsibility of the treasurer to oversee all library expenses promptly. If the treasurer is temporarily unavailable, the President, Library Director, or other designated trustee may also write checks.

- B. A check for payment of any legitimate library expense of \$1,500 or more must carry the signature of two library officers. Signatures must be that of the Treasurer, the President, Library Director, or another designated trustee.
- C. No more than \$20.00 shall be in the petty cash at the beginning of the month.

XI: Changes in Policy

The Library Board of Trustees and the Library Director shall review library policies bi-annually. Any changes, deletions, or additions may be proposed, discussed, and voted on at any regular meeting. A majority vote of the board shall constitute immediate adoption of the policy.