

MISSION, BYLAWS AND POLICIES OF THE ALBION PUBLIC LIBRARY

6 North Fourth Street, Albion, IL 62806

Revised and Amended on November 12, 2019

THE MISSION OF THE ALBION PUBLIC LIBRARY

- To provide books, materials and services to meet the needs of the residents and community, regardless of race creed color occupation or financial position.
- To serve as a community resource for reliable information
- To provide guidance to children, young adults, and adults in the use of educational, informational, and recreational materials.
- To accept gifts of books and other materials with the understanding that items not found suitable for use may be disposed of.
- To keep the collection up-to-date, useful and attractive through continual weeding and purchasing of new material.

BYLAWS OF THE ALBION PUBLIC LIBRARY BOARD OF TRUSTEES

1. As a tax-supported public library, the Albion Public Library is governed by a board of nine (9) trustees, eight of whom serve for three-year terms. The ninth, if appointed by the City Council, is a member of the Albion City Council so he/she serves a one-year term.
2. All Trustees are residents of Albion or non-residents who have paid the fee to be library patrons. When board vacancies occur, the library seeks volunteers to serve as trustees. To become a trustee, a volunteer must have the support of a simple majority of the sitting trustees.
3. The mayor may remove any trustee for misconduct or neglect of duty.
4. Officers of the board shall be President, Vice-President, Secretary, and Treasurer.
 - a) The president shall call and conduct meetings and appoint all standing committees. In his/her absence, these duties are to be performed by the vice-president.
 - b) The secretary shall keep records of all proceedings of the board.
 - c) The treasurer shall be in charge of all money, sign all checks, and present an annual report.
5. The board shall meet on the second Tuesday night of the month at 6:00 p.m. with a minimum of five (5) meeting per year. A quorum shall consist of five (5) of the nine (9) members.
6. The May meeting shall be for the reading of annual reports and the election of officers.
7. Special meetings may be called by the president (or in his/her absence by the secretary] upon the request of three (3) trustees.
8. It is the duty of the board to adopt a written statement of policy under which the library operates. Board members should review the policy regularly and amend it if necessary.
9. Order of business:
 - a) Call to order and roll call

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- b) Reading and approval of the minutes
- c) Approval of the treasurer's report
- d) Librarian's report
- e) Communications
- f) Unfinished business
- g) New business
- h) Adjournment

LENDING POLICIES FOR THE ALBION PUBLIC LIBRARY

1. Any resident of the City of Albion may borrow books or materials free of charge. Library cards are issued upon application and proof of residence.
2. Non-resident cards may be issued upon application to households outside of the city limits for an annual fee which is adjusted annually in accordance with State Law.
3. Books, Audio CDs and Music CDs may be checked out for four (4) weeks and may be renewed once for two (2) weeks. Videos and DVDs may be checked out for one (1) week, multipart DVDs two (2) weeks and cannot be renewed. Old magazines may be checked out for one (1) week. The newest issue of a magazine may not be checked out. Magazines cannot be renewed.
4. A fine of ten cents (10¢) per day will be charged on each item that is not returned according to the above rule. No books or materials will be issued to any person incurring such a fine until it has been paid. No charge will be made for days when the library is closed.
5. A patron who loses or damages library materials will pay for the materials at a rate established by the librarian. The maximum penalty will be the cost of replacing the item plus any applicable fees. The Illinois Heartland Library System will assess penalties according to their guidelines for lost or damaged materials borrowed from that system.
6. The librarian reserves the right to limit the number of materials borrowed by an individual patron. The limitation is based on the patron's history of the timely return of borrowed materials in good condition.

OPERATION POLICY

1. The library is closed on Sundays and Mondays. The Albion Public Library is open to the public on Tuesdays from 1:00 p.m. to 7:00 p.m. on Wednesdays, Thursdays, and Fridays from 10:00 a.m. to 5:00 p.m., Saturdays from 10:00 a.m. to 1:00 p.m.

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2. The library shall be closed on any holiday observed by the City of Albion. Those holidays include the following:
 - a) New Year's Day
 - b) Lincoln's Birthday
 - c) Good Friday
 - d) Independence Day
 - e) Veterans Day
 - f) Thanksgiving and the day after Thanksgiving
 - g) Christmas Day
3. Closing the library due to inclement weather will be at the discretion of the Librarians.
4. The Board reserves the right to allow small groups, upon request, to hold meetings within the library building.
5. The public may send and receive faxes for \$1.00 per page.

COMPUTER USE POLICY

1. The public may use the library computers on a first-come, first serve basis. To use a computer, a patron must sign in and sign out when finished. The amount of time a patron can use a computer is not limited unless another patron is waiting. If a patron has been logged on for an hour or more when another patron is waiting, the patron using the computer will be asked to vacate the station so the waiting patron can be seated.
2. The public may Print /Copy for a fee of 50¢ per page.
3. Buying or selling on-line using library computers is prohibited.
4. Although some sites are blocked, patrons are prohibited from accessing sites that contain the following:
 - a) Pornography
 - b) Chat rooms
 - c) Gambling
 - d) Hate violence
 - e) Illegal acts
5. The Albion Public Library is not responsible for damages, direct or indirect, arising from a patron's use of a library computer.

DUTIES OF THE LIBRARIANS

1. The librarian(s) will have general charge of the library under the direction of the Board of Trustees. The librarian(s) shall prepare and present an annual report to the board and make other reports to the board as deemed necessary.
2. The librarian(s) shall turn over fees, fines, and other collected monies to the board treasurer, but shall retain sufficient funds for operation expenses.

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3. The library director is entitled to one week paid vacation after his/her first year of service and two weeks thereafter. During a librarian's absence, the assistant shall assume the obligations of the one on vacation.