

Nauvoo Public Library
Bylaws
Revised: 4/18/16

The Nauvoo Public Library is located at 1270 Mulholland Street in Nauvoo, Illinois.

The Library shall be supported by tax levy and fund raising projects the Library Board deems necessary.

The fiscal year shall be May 1 through April 30 of each year.

The Nauvoo Public Library has nine board members. Board members serve a three year term until their successors are appointed. There are no limits to how many terms one may serve consecutively. Not more than one member of the city council is, or ever shall be, at any one time a member of the library board. Board members must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation. Board members must disqualify himself/herself immediately whenever the appearance of or a conflict of interest exists. The mayor may remove any board member who is unable to serve or is absent without cause from all regular board meetings for a period of one year, or is convicted of a misdemeanor for failing, neglecting, or refusing to discharge any duty imposed upon a board member, becomes a nonresident of Nauvoo, or who fails to pay the library taxes. The mayor shall fill the vacancy in the same manner that original appointments are made.

The board members have the following responsibilities:

1. To make and adopt such bylaws, rules and regulations, for their own guidance and for the government of the library as may be useful.
2. In cooperation with city government, to have the exclusive control of the expenditure of all monies collected for the library and deposited to the library fund.
3. In cooperation with city government, to have exclusive control of the construction of any library building and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose.
4. In cooperation with city government, to purchase or lease real or personal property, and to construct an appropriate building or buildings for the use of a library, using, at the board's option, contracts providing for all or part of the consideration to be paid through installments at stated intervals during a certain period not to exceed 20 years with interest on the unpaid balance at any lawful rate for municipal corporations in this State.
5. In cooperation with city government, to remodel or reconstruct a building constructed or purchased by the board, when such building is not adapted to its purposes or needs.
6. To sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes, and to lease to others any real property not immediately useful but for which plans for ultimate use have been or will be adopted. The corporate authorities shall have the first right to purchase or lease.
7. To appoint and to fix the compensation of a qualified librarian, shall have the authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to the approval of the board. The board may also retain counsel and professional consultants as needed.

8. To contract with any public or private corporation or entity for the purpose of providing or receiving library service or of performing any and all other acts necessary and proper to carry out their responsibilities.
9. To join with the board or boards of any one or more libraries in this State in maintaining libraries, or for the maintenance of a common library or common library services for participants, upon such terms as may be agreed upon by and between the boards.
10. To enter into contracts and to take title to any property acquired by it for library purposes.
11. To exclude from the use of the library any person who willfully violates the rules prescribed by the board.
12. To extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside of the city. The library board shall charge a nonresident fee at least equal to the cost paid by residents of the city, with the cost to be determined according to the formula established by the Illinois State Library. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system.
13. To exercise the power of eminent domain subject to prior approval of the corporate authorities.
14. To join the public library as a member and to join the library trustees as members in the Illinois Library Association and the American Library Association, having the purpose of library development and librarianship. To provide for the payment of annual membership dues, fees and assessments.
15. To invest funds pursuant to the Public Funds Investment Act.
16. To accumulate and set apart as reserve funds, portions of unexpended balances of the proceeds received annually from taxes or other sources, for the purpose of providing self-insurance against liabilities relating to the public library.

The library board appoints a qualified librarian as library administrator and gives active management of the library to the library administrator. The selection of books and other library materials shall be under the direction of library administrator. Books and other library resources are provided for the interest, information, and enlightenment of all people of the community the library serves. Materials are not excluded because of the origin, background, or views of those contributing to their creation. Material is not banned or removed because of board member/library user disapproval. Nor is material banned because it does not agree with rules or principles that form the basis of a belief, theory, or policy. The board of trustees annually reviews the performance of the library administrator.

The library board shall elect a President, Vice President, Secretary and Treasurer from the members of the board. Office terms shall be for one year. The President shall preside at all meetings of the board. In the absence of the President, the duties shall be performed by the Vice President. The President shall appoint all committees with the advice and consent of the Board. Ad hoc committees shall be appointed by the President as needed. The Secretary shall take minutes of each board meeting which shows attendance, the items discussed, and decisions made. The Secretary shall also assist the Librarian in preparing the Annual Report of the Library Board.

The Treasurer shall have charge of all monies used by the Library, monitor and provide the Board with monthly financial reports. The Treasurer shall serve as a member of the Finance committee, shall report at each meeting on the state of the funds. The Treasurer shall assist in the preparation of the budget, and shall handle all financial matters with the approval and direction of the Board.

In the event of the inability of the President to complete his/her term, the Vice President shall serve as President for the balance of the term. The office of Vice President shall be filled by election of the Board. Nominations from the floor will be placed before the Board at one meeting and voted on at that same meeting. The same nominating procedure is to be followed in the event any other officer cannot fill his/her term.

The Board Members meet monthly on the third Monday of each month at 7:00 p.m. at the Nauvoo Public Library. The President is authorized to poll the members by phone to change meeting nights in case of bad weather, etc. If fewer than five members of the Board are present at the scheduled monthly meeting, then a quorum is not present and the meeting must be rescheduled for the following Monday, being the fourth Monday of the month. A special meeting may be called by the President or by two Board Members. Notice of special meeting must be given at least 3 business days before scheduled date and must state the object of the meeting and no business shall be transacted at such meeting except as stated in the notice. Approved Minutes of Board Meetings are posted on the library's website and are available upon request.

The Board meeting shall proceed as follows. The President shall call the meeting to order. The roll call is taken. Members look over the agenda and approve or make changes. Members look over the minutes of the previous meeting and approve or make changes. The Treasurer presents the Treasurer's report. The Librarian presents the circulation report. Unfinished business is discussed. New business is discussed. There is a time for open discussion where anyone can bring up a topic for discussion. The date and time of the next meeting is announced. The meeting is adjourned.

Any proposal to alter, amend, suspend, or annul these Bylaws must be submitted to all board members in writing together with a notice of the meeting at which said proposal is to be acted upon. So that each board member has enough time to go over said proposal, the proposal and notice must be distributed at least fifteen (15) days prior to the meeting. A two-thirds majority of those present shall be required for adoption of proposed amendments.

Adopted by the following board members on _____.

Nauvoo Public Library
Job Description
Head Librarian

Summary: This person is responsible for all duties required to successfully direct the operations of the library, including but not limited to, managing day-to-day activities, developing and implementing new programs, and budgeting. The librarian will report to the Nauvoo Public Library Board Members. The librarian will perform such other duties as may be required.

Responsibilities:

1. Provide gracious, friendly, timely, and reliable service to all users – residents and non-residents alike.
2. Assist the Board Members in the development and revision of library and personnel policies.
3. Support and carry out policies adopted by the Board Members.
4. Interact effectively with the Board Members, patrons, and others as required, to enhance and promote library services.
5. Be responsible for day-to-day operations of the library.
6. Direct the development and maintenance of the library collection.
7. Select, order and process library material.
8. Provide reference and reader guidance to patrons.
9. Develop, supervise, and arrange programming to extend the services of the library.
10. Cooperate with the Board Budget Committee in preparation of the annual budget.
11. Understand the limitations of the budget and work effectively within its constraints.
12. Prepare monthly and annual reports, to include statistical circulation and inventory information as well as any other matter pertinent to the library and the Board.
13. Write grants for additional funding to support the library.
14. Attend meetings and continuing education programs pertinent to library activities, and remain knowledgeable in current library practices.
15. Direct staff activities and encourage staff development.
16. Supervise monthly financial accounting for presentation to the Board.
17. Prepare and release library publicity.
18. Maintain an active public relations program in and out of the library, including assisting with reorganization of a “Friends of the Library” group.
19. Protect patrons’ right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
20. Keep the library clean and attractive.

Qualifications: Management ability and an enthusiastic interest in the library and the community of Nauvoo. Must meet professional criteria of RAILS. Must have strong computer skills.

Nauvoo Public Library
Job Description
Library Aide

Summary: This person is responsible for daily library routines. The person will perform such other duties as may be required.

Responsibilities:

1. Provide gracious, friendly, timely, and reliable service to all users – residents and non-residents alike.
2. Check books in and out for patrons.
3. Add new patrons to the system.
4. Place “Holds” for patrons.
5. Print the “Hold Pickup List” from the library’s gmail account. Trap hold on library’s computer system. Prepare books to be sent via the inter-library loan system and/or place books on hold shelf.
6. Help patrons find books and/or information.
7. Assist patrons in using the microfilm machine, including printing from the microfilm machine.
8. Assist patrons in using the computers, including accessing the online card catalog, getting onto the Internet, and opening word processing software. For patrons needing help in using the Internet or the word processing software, the Library Aid will refer them to the computer books on the non-fiction shelves.
9. Assist users in using the copy machine and/or sending faxes.
10. Protect patrons’ right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
11. Shelve returned books.
12. Keep count of the different types of items checked out and equipment used, including adult fiction, adult non-fiction, juvenile fiction, juvenile non-fiction, audio books, videos, magazines, computer users, and microfilm machine users.
13. Keep count of the number of people who attend Story Time each week.
14. Keep the library clean and attractive.
15. Go through all sections and make sure things are where they should be.

Qualifications: Must be customer service oriented and have an enthusiastic interest in the library and the community of Nauvoo. Must have moderate computer skills.