



## Introduction

These policies, in conjunction with the Smithton Public Library District Employee Handbook (Personnel Policies) and the Bylaws of the Smithton Public Library District Board of Trustees, approved by the Board of Trustees of the Smithton Public Library District, in addition to applicable library law found in the Illinois Compiled Statutes, serve as the governing documents for the operation of the Smithton Public Library District.

### ***Mission Statement***

The Smithton Public Library District provides a gateway to information resources with the goal of promoting education and knowledge and fostering a lifelong desire to read and learn.

### ***Vision Statement***

The Library is the primary resource for the pursuit of lifelong learning and knowledge.

### ***Values Statement***

Access • Intellectual Freedom • Outreach • Service • Stewardship

### ***Governance***

The Smithton Public Library District (SPLD) incorporates territory in and around the village and township of Smithton, Illinois. The governing body of the Smithton Public Library District is the Board of Trustees, composed of seven board members elected to four-year terms. The SPLD derives its authority to operate from the Public Library District Act of 1991 (75 ILCS 16) and other provisions found in the Illinois Compiled Statutes (See *Illinois Library Laws & Rules : In Effect January 2010*).

### ***Organization***

The Board of Trustees is responsible for levying taxes, approving budgets and appropriations, adopting policies, ordinances, and resolutions, hiring a qualified Library Director to implement policies and carry out day-to-day operations of the library, evaluate the director, and if necessary, dismiss the director.

The Library Director is responsible for all day-to-day operations of the library, including but not limited to: hiring, evaluating, and dismissing staff, collection management decisions, library programming, library technology, and library promotion. The Library Director reports to the Board of Trustees.

SPLD Staff is generally composed of the following full and part-time positions:

Library Director  
Assistant Librarian  
Circulation Clerk  
Periodicals Clerk

Adopted by Resolution of the Board September 15, 2011



Accounting / Bookkeeper  
Page / Library Assistant

All SPLD staff report directly to the Library Director unless otherwise specified *explicitly* by the Library Director.

### ***SPLD Memberships***

In order to provide patrons with the greatest possible resources, the Smithton Public Library District is a full member of the Illinois Heartland Library System and OCLC.

The Smithton Public Library District is also an institutional member of the Illinois Library Association and a member of the Smithton Chamber of Commerce.

### ***Illinois Public Library Core Standards***

The Smithton Public Library District affirms and adheres to the Illinois Public Library Core Standards found on p. 2 and 3 of *Serving Our Public 2.0: Standards for Illinois Public Libraries*. These standards are considered essential to the foundation of quality library service to Illinois residents by the Illinois Library Association and the Illinois State Library.

### ***ALA Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement***

In compliance with Core Standard 5, The Smithton Public Library District affirms and adheres to the American Library Association's statements regarding the Freedom to Read, the Freedom to View, and the Library Bill of Rights (see Appendix).