



WALTON & TIPTON TOWNSHIP PUBLIC LIBRARY
DIRECTOR PAY APPROVAL POLICY

I. Purpose

Members and supporters of the Walton & Tipton Township Public Library (herein referred to as “Library”) are required to know the hours the Director works per week. Therefore, the Library Board of Trustees (“Board”) must have a policy in place regarding how the Director’s bi-weekly hours are approved.

II. Definitions

1. **Director:** person who is hired as a full-time leader of the library, and who serves as the person to oversee daily operations, set the annual budget, determine staff pay rates and approval of payment, hiring and firing, and any other duties as deemed by the Board.
2. **Board:** group of appointed members who oversees the Library’s budget, approves spending of funds, approves hiring and firing of the Director, approves Director’s pay, and approves anything else that is needed for the operation of the Library.
3. **Hours:** the Director is the only full-time employee at the rate of 35 hours per week. The hours may be flexible and worked as is appropriate to best fulfill the needs per each week.

III. Procedures

1. The Library requires the Director to work 35 hours per week, which is considered full-time employment.
2. The Director must report hours worked and any time off, including vacation time and personal/sick time using a Word document saved in the Director’s computer folder under the title, “Director Pay.”
3. The President of the Library’s Board must approve the Director’s payment on a bi-weekly basis.
4. The Board must approve the Director’s payment during its monthly board meeting.



WALTON & TIPTON TOWNSHIP PUBLIC LIBRARY

DIRECTOR'S TIME SHEET

MONTH and PAY DAY	HOURS WORKED	VACATION & SICK/PERSONAL HOURS	BOARD PRESIDENT APPROVAL
June 5 th 19 th	70	None	_____ _____
July 3 rd 17 th 31 st			_____ _____ _____
August 14 th 28 th			_____ _____
September 11 th 25 th			_____ _____
October 2 nd 16 th 30 th			_____ _____ _____
November 13 th 27 th			_____ _____
December 11 th 23 rd			_____ _____

Notes: Hours are 35 per week as required for full-time status. The hours may be varied during the week as long as 35 hours are met.

Carol Dutchess, president of the Library's Board of Trustees, signs off on all Director time reports.

Resolution to Adopt Walton & Tipton Township Public Library

Director Pay Approval Policy

WHEREAS, the Board of Trustees of the Walton & Tipton Township Public Library recognizes the responsibility to the residents and taxpayers of the district to maintain full disclosure regarding spending of taxpayer monies.

WHEREAS, the Board of Trustees of the Walton & Tipton Township Public Library recognizes the responsibility to the residents and taxpayers of the district to report the hours the Director works per week.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Walton & Tipton Township Public Library hereby adopts a Director Pay Approval Policy.

DULY ADOPTED by the Board of Trustees of the Walton & Tipton Township Public Library at its regular board meeting held on the **9th day of June, 2026**, at which meeting a quorum was present:

NAY

Carol Dutchess, President

Jennifer O'Neal, Vice President

Joan Davis, Secretary

Jeff Leffert

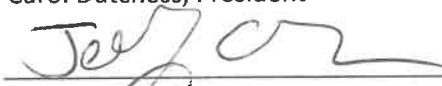
Anne Robison

Paulette Sipe

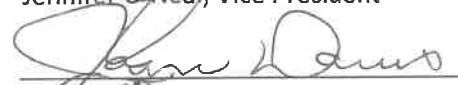
Paul Wines

AYE


Carol Dutchess, President



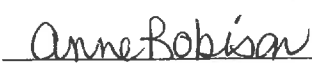
Jennifer O'Neal, Vice President



Joan Davis, Secretary



Jeff Leffert



Anne Robison



Paulette Sipe

Paul Wines

ATTEST:



Joan Davis, Secretary