



WALTON & TIPTON TOWNSHIP PUBLIC LIBRARY

EMPLOYEE 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 Library employees work per week. Therefore, the Library Board of Trustees ("Board") must have a policy in place regarding how the Director and Board approves hours.

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 the hiring and firing of the Director, approves Director's pay, and anything else that is needed for the operation of the Library.
3. **Employees:** anyone who is hired by the Director to work in a part-time capacity at the Library, hours may vary. A person may have responsibilities different from another person, but the ultimate purpose is to serve the Library and meet the needs of the Library.
4. **Hours:** time served at the Library that has been defined between the Director and the Employee.

III. Procedures

1. The Library requires employees to work varying hours on a part-time basis.
2. Employees must report hours worked and any time off, including vacation time and personal/sick time.
3. Employees must report hours worked on a time sheet Excel spreadsheet form called the "Walton & Tipton Township Public Library Employee Time Sheet," which is saved in the employee shared drive (Library Files [\\wtpl-dc-2019](#)) and titled "Timesheet 2023" as well as the Circulation Desk, right-hand side drawer.

4. The Director must approve payment on a bi-weekly basis.

5. The Board must approve Employees' payment during its monthly board meeting.

Resolution to Adopt Walton & Tipton Township Public Library
Employee 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 Library Employees work per week.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Walton & Tipton Township Public Library hereby adopts an Employee 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

AYE

Carol Dutchess, President

Carol Dutchess, President

Jennifer O'Neal, Vice President

Jennifer O'Neal, Vice President

Joan Davis, Secretary

Joan Davis, Secretary

Jeff Leffert

Jeff Leffert

Anne Robison

Anne Robison

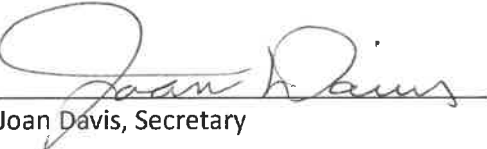
Paulette Sipe

Paulette Sipe

Paul Wines

Paul Wines

ATTEST:


Joan Davis, Secretary