

# Hinsdale Public Library

## Staff and Board Recognition Policy

### Staff Recognition—Library Funded

All Hinsdale Public Library staff are eligible for merit compensation increases as part of their annual performance review. There are also other opportunities throughout the year for HPL to recognize exceptional performance and show appreciation for the hard work of the staff.

Managers may recommend an employee for library-funded staff recognition for exceptional performance, the temporary addition of responsibilities, or a career milestone. All requests should be made in writing to the Executive Director, providing examples of the performance or achievement.

Any single financial award in excess of \$1,000 or the equivalent in paid time off must be approved by the Library Board.

Library funds may be used for the following forms of recognition and appreciation:

- **Financial Awards**  
Bonuses for exemplary performance or the temporary addition of responsibilities are paid for from HPL's budgeted Salary lines.
- **Paid Time Off**  
Paid Time Off for exemplary performance or the temporary addition of responsibilities may be awarded in lieu of or in combination with a financial award. This non-accrued paid time off must be used with approval of the employee's manager and within a designated time period. This time does not carry over or get paid out upon an employee's termination.
- **Gifts**  
Gifts given to an individual in recognition of performance are paid for from the Staff Recognition budget. Gifts should not exceed a \$50 value.
- **Mementos**  
Keepsakes or souvenirs designed to commemorate an event or occasion, such as a retirement, are paid for from the Staff Recognition budget. Mementos should not exceed \$200 in value.
- **Staff Development**  
In-house training opportunities and meals/refreshments served at these events are paid for from HPL's Staff Development budget line. Meal costs should not exceed \$25/employee.
- **Promotional Items**  
HPL apparel and other items used to promote related library or community initiatives are paid for from the Marketing or Special Events budget line.

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### **Condolence and Convalescence Messages**

- The Office Manager will send an expression of sympathy on behalf of HPL when notified of the death of an employee or an employee's immediate family member.
- The sympathy expression may include a donation to charity or flowers. Charitable donations should be equal to the amount of the average flower arrangement.
- The Office Manager will send flowers or a fruit basket when an employee has been hospitalized or has a serious illness. Managers should notify the Office Manager as soon as they are aware of an employee in one of these circumstances.

### **Staff Recognition –Externally Funded**

External funding, such as gifts from the Friends of the Hinsdale Public Library, also support staff morale and engagement by providing funding for group recognition and celebrations. External support typically funds incentives like:

- Small treat for staff birthdays (typically a small bag of candy for the staff member)
- Refreshments for a staff welcome or going-away gathering
- Beverages (non alcoholic) for introductory “buddy” orientation for new staff
- Acknowledging a significant event in a staff member’s life (e.g., flowers for the birth of a child)
- Holiday or other celebratory events (e.g., an all-staff lunch)
- Small or seasonal décor for staff workspaces

The Staff Development Committee Chair, in coordination with the Executive Director, oversees externally-funded staff recognition expenses. Expenses may not exceed the amount committed for that fiscal year.

### **Board Recognition**

HPL Board members are elected officials, serving without compensation. The Executive Director, in coordination with the Board President (or Treasurer for recognition of the President), may authorize the purchase of mementos to recognize the end of a term or other significant accomplishment. These keepsakes are paid for from the Board Development Budget and should not exceed \$200 in value.

### **Condolence Messages**

- The Office Manager will send an expression of sympathy on behalf of HPL when notified of the death of Board member or Board member’s immediate family member.
- The sympathy expression may include a donation to charity or flowers. Charitable donations should be equal to the amount of the average flower arrangement.

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Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board on April 26, 2022.

Reviewed 2/25/25.