

INTERNAL MEMO

TO: Library Board of Trustees

FROM: Jeannie Dilger, Executive Director

DATE: May 1, 2022

SUBJECT: FY 2022-2023 Budget

Trustees,

Last week, the Finance Committee reviewed next year's budget. I will attach their recommended budget with some explanations below.

INCOME

Property Tax Income

For the upcoming fiscal year, we are **estimating a 2.9% increase in property tax income**. Due to the Consumer Price Index increase of 7% in 2021, our Fall 2022 levy will be capped at 5%. Because our estimations are based on the Fall 2021 tax levy, we anticipate receiving more than this amount but have budgeted conservatively.

Other Fees and Income

Interest income (10-4101) increased this year because we've moved more money into CDs and treasury bills. We are estimating \$14,000 in interest next year, a 12.4% increase.

We are anticipating another fully funded Illinois State Library Per Capita Grant this year, in the amount of \$131,250. (10-4231)

Other fees and income are predicted to increase 11% overall.

Income Summary

A complete income and expense summary is shown on the first page. The Corporate Fund income will increase 3.8%.

Overall income is anticipated to increase by 3.9%.

EXPENSES

As always, we strive to tie budget increases and decreases to the strategic initiatives, to ensure that we are directing taxpayer dollars where residents want and need them most. I've highlighted major changes in expenses below within the strategic plan framework.



1 Experience: We strive to ensure that individuals have exceptional interactions with the library and are connected with resources and services that increase their quality of life. We exceed expectations.

1.1: The library has comfortable, flexible spaces that encourage use and connection.

As we wrap up the renovation of our three locations, we are getting a feel for how visitors are using the spaces. We would like to add some furniture to improve the user experience. As previously discussed, we'd like to change the old circulation desk that we reused at Main and reconfigure it, because users find the new layout confusing. We also want to replace aging display stands on both floors. Finally, some furniture items ordered this Spring may not arrive until the new fiscal year and will need to be paid from that budget. We are requesting \$160,000 in Furniture (10-5205).

1.2: The library's collection is vibrant and convenient to access.

The materials budget will see modest increases. While most collection lines will remain flat or even decrease, we are once again requesting an increase in the Electronic Materials line (10-5107) to accommodate increased interest in downloadable and streaming services, particularly eAudio. Overall, the **Materials lines (10-5100) will increase 2.5%.**

1.3: The library is committed to quality member interactions.

The programming budget (10-5813) includes increases in the adult programming to continue the popular Illinois Libraries Present monthly programs, as well as **adding adult programming at the branches**. Youth and teen programming expenses are decreasing due to shifting some money to youth and teen supplies, to accommodate the increased popularity of our "Take and Make" crafts.

We remain committed to providing quality interactions with members. We are evaluating staffing needs across departments, and we will likely add some hours in our public services departments this year. We are requesting an additional \$200,000 in salaries (10-5300) to accommodate those changes.



2 Engagement: We work continuously with the community to increase our reach and expand our impact. We are a valued community partner.

2.1: The community has high awareness of library services and programs.

With so many programs occurring at our three locations, our print newsletter is jam-packed with program details, leaving little room to promote new services and technology. Residents still report the print newsletter as their primary resource for information about the Library. We plan to add one page to one or two issues next year for more articles. That, coupled with a rising cost in paper, leads to a 23.6% increase in the Newsletter/Communications line (10-5913).

2.2: The library interacts with its diverse community to discover and respond to current needs of all groups.

To ensure that our staff are trained in equity, diversity, and inclusion, we've added money for EDI training to the Inservice & Training line (10-5814). We also plan to engage an EDI consultant to help us examine our internal procedures and policies. (10-5663)

2.3: The library creates and deepens meaningful partnerships with local organizations and businesses.

As part of our work with the United Palatine (UP) Coalition, we've invested in Charity Tracker software. This allows us to make direct referrals for our members to social service agencies throughout the community. Our \$2,000 contribution to the software costs has been included in POC Shared Administrative Costs (10-5823).



3 Endurance: We strive for sustainability in our practices, human and financial resources, and facilities. We are a resilient organization.

3.1: The library is a trusted steward of resources.

This year, we've been examining turnover, recruitment, and retention. I've attached a memo detailing our findings and the measures we are implementing as a result. To address the difficulty in the marketplace of attracting candidates, as well as increasing retention of good candidates, we've worked with the Policy Committee to propose retention and referral bonuses in Fringe Benefits (10-5328). We estimate those bonuses may cost up to \$6,000 but ultimately save the organization far more.

3.2: The library is a preferred employer that values staff development and retention.

While our salary scale benchmarking process, completed every 3-4 years, has helped us keep ahead of Illinois minimum wage increases, this year it is catching up with us. We will need to increase our minimum wage by 6.5% to get to \$13/hour in January 2023. To avoid wage compression, we will adjust the remaining pay grades gradually from 6.5% at the lower end to 2% at the higher end. (See Pay Grade Assignments, attached.)

Turnover in lower pay grades continues to create a strain, both on departments in terms of staffing gaps and training, but also on the HR staff in terms of recruiting and hiring. To mitigate turnover, we'd like to adjust some pay grades to 20 hours through attrition. (Currently some positions are 15 hours with no benefits.) The additional IMRF for those positions would cost approximately \$40,000.

With these changes and the additional staff hours proposed above, the **payroll expenses** (10-5300) would **increase by 17.1%**. This will make the percentage spent on **salaries and benefits 67% of the operating budget**, which will put us more in line with neighboring libraries. For comparison, last year we spent 54% on salaries and benefits.

Library	Population	Salaries & Benefits	Operating Budget	Salaries as % of Operating Budget
Arlington Heights	75,101	11,217,305	15,463,985	73%
Ela Area	34,462	4,562,500	6,612,934	69%
Indian Trails (Wheeling)	67,010	5,205,618	7,541,904	69%
Palatine	88,938	5,316,550	7,963,231	67%
Schaumburg	126,849	11,096,220	15,954,621	70%

Medical insurance premiums are increasing 4.3% this year, with dental and vision premiums staying flat. This is a fairly modest increase compared to similar organizations.

3.3: The library's systems and facilities are resilient, modern, and efficient.

The new capital maintenance plan will guide our maintenance and repairs over the next 5-10 years. Items identified for the next year are budgeted in the Special Reserve fund (75-5210) and include:

- Tuckpointing on the north side
- Replacement of 15 heat pumps
- Parking lot resealing
- Board room lighting and sound proofing
- Potential measures to address water incursion in the main electrical line



Due to the undefined nature of the last item, we have budgeted \$500,000 for those potential remedies. Actual costs could be significantly lower.

Expenses Summary

Corporate fund expenses are anticipated to increase by 15.9%. **Building and Maintenance fund** expenses are predicted to **decrease 18.2%** as newly renovated areas need less maintenance. Overall, expenses will see an increase of 10.8%.

ADDITIONAL FUNDS

The Financial Policy (section 5-4) states that the Board seeks to retain a balance in the operating funds of an amount needed to cover expenses for a period of six months. In each of the smaller funds, you can see we have made note of the current fund balance at the top and the anticipated fund balance at the end of the fiscal year at the bottom. Those notes are merely to help you confirm that we are retaining six months of expenses in the fund balances.

The 2019 Financial Management Plan (FMP) recommends a transfer of \$700,000 from Corporate to the Special Reserve fund at the end of the fiscal year. We expect the new FMP, to be completed in June, to revise that number. In the meantime, I'm recommending a **transfer of \$1,000,000 to Special Reserve**. A Tort Immunity fund transfer is necessary to maintain a fund balance of 50% of expenses. The Bond fund transfer covers the amount of next year's bond payments.

TXFR to Tort Immunity Fund	\$70,000
TXFR to Special Reserve Fund	\$1,000,000
TXFR to Bond Fund	\$561,550
TOTAL TXFR to Other Funds	\$1,636,050

The figures in the attached budget worksheets are our best estimates at this time. They will be available for community review and feedback after the May board meeting, in preparation for adoption of the working budget at the June Board meeting. If you have any questions at all, please don't hesitate to reach out to me.

Sincerely,

Jeannie Dilger

Jeannie Dilger
Executive Director

**Palatine Public Library District
Pay Grade Assignments**

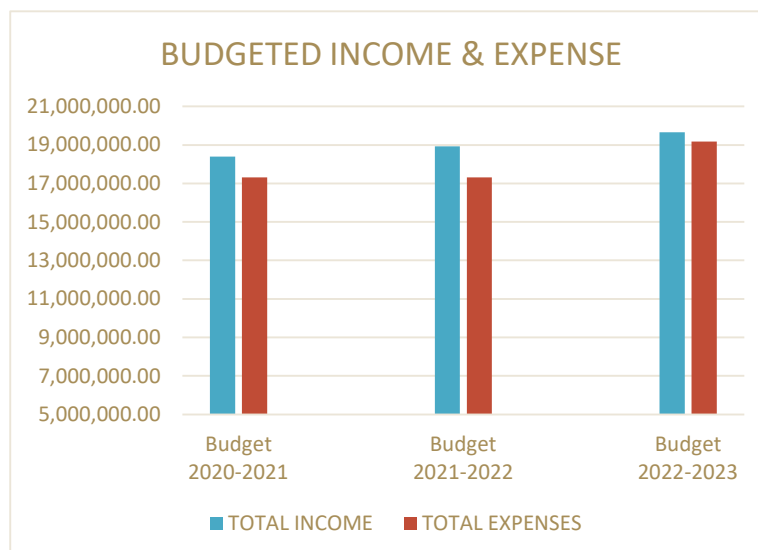
DRAFT 5/4/2022

			ADOPTED, effective 1/1/2022				PROPOSED, 1/1/2023		
Pay Grade	FLSA	Position Title	Range Minimum (Salary Hourly)	Range Midpoint (Salary Hourly)	Range Maximum (Salary Hourly)	Scale Increase	Range Minimum (Salary Hourly)	Range Midpoint (Salary Hourly)	Range Maximum (Salary Hourly)
35	E	Assistant Director	\$82,366 \$42.24	\$102,957 \$52.80	\$123,549 \$63.36	2%	\$84,013 \$43.08	\$105,017 \$53.85	\$126,020 \$64.63
34		Reserved for Future Use	\$75,826 \$38.89	\$94,782 \$48.61	\$113,739 \$58.33	2%	\$77,342 \$39.66	\$96,678 \$49.58	\$116,014 \$59.49
33		Reserved for Future Use	\$69,805 \$35.80	\$87,257 \$44.75	\$104,708 \$53.70	2%	\$71,201 \$36.51	\$89,002 \$45.64	\$106,802 \$54.77
32	E	Youth and Teen Services Manager	\$64,263	\$80,328	\$96,394	2%	\$65,548	\$81,935	\$98,322
	E	Adult Services Manager	\$32.96	\$41.19	\$49.43		\$33.61	\$42.02	\$50.42
	E	Collection Services Manager							
	E	Human Resources Manager							
	E	Finance Manager							
	E	Technology Manager							
31	E	Member Services Manager	\$59,160	\$73,950	\$88,740	2%	\$60,343	\$75,429	\$90,515
	E	Communications Manager	\$30.34	\$37.92	\$45.51		\$30.95	\$38.68	\$46.42
	E	Facilities Manager							
30	E	Technology Assistant Manager	\$54,463 \$27.93	\$68,078 \$34.91	\$81,694 \$41.89	2.5%	\$55,824 \$28.63	\$69,780 \$35.78	\$83,736 \$42.94
29	E	Youth and Teen Services Assistant Manager	\$50,138	\$62,673	\$75,207	2.5%	\$51,392	\$64,240	\$77,087
	E	Adult Services Assistant Manager	\$25.71	\$32.14	\$38.57		\$26.35	\$32.94	\$39.53
28	NE	Member Services Assistant Manager	\$46,157	\$57,696	\$69,236	2.5%	\$47,311	\$59,139	\$70,967
	E	Librarian	\$23.67	\$29.59	\$35.51		\$24.26	\$30.33	\$36.39
	E	Lead Cataloger							
27	NE	Communications Coordinator	\$42,492	\$53,115	\$63,738	3.5%	\$43,979	\$54,974	\$65,969
	E	Community Engagement Coordinator	\$21.79	\$27.24	\$32.69		\$22.55	\$28.19	\$33.83
26	NE	Graphic Designer	\$39,118	\$48,898	\$58,677	4.5%	\$40,879	\$51,098	\$61,318
	NE	Library Associate III	\$20.06	\$25.08	\$30.09		\$20.96	\$26.20	\$31.45
	NE	Marketing and Engagement Coordinator							
	NE	Facilities Coordinator							
	NE	Technology Support Specialist							
25	NE	HR Associate	\$36,012	\$45,015	\$54,018	5.5%	\$37,993	\$47,491	\$56,989
	NE	Accounting Associate	\$18.47	\$23.08	\$27.70		\$19.48	\$24.35	\$29.23
	NE	Technology Associate							
24	NE	Member Services Associate	\$33,153	\$41,441	\$49,729	5.5%	\$34,976	\$43,720	\$52,464
	NE	Library Associate II	\$17.00	\$21.25	\$25.50		\$17.94	\$22.42	\$26.90
	NE	Collection Services Associate II							
23	NE	Branch Library Associate	\$30,520	\$38,150	\$45,781	5.5%	\$32,199	\$40,249	\$48,299
	NE	Maintenance Assistant	\$15.65	\$19.56	\$23.48		\$16.51	\$20.64	\$24.77
22	NE	Billing Assistant	\$28,097	\$35,121	\$42,146	6.5%	\$29,923	\$37,404	\$44,885
	NE	Security Monitor	\$14.41	\$18.01	\$21.61		\$15.35	\$19.18	\$23.02
	NE	Member Services Assistant							
	NE	Collection Services Associate I							
21		Reserved for Future Use	\$25,866 \$13.26	\$32,333 \$16.58	\$38,799 \$19.90	6.5%	\$27,547 \$14.13	\$34,434 \$17.66	\$41,321 \$21.19
20	NE	Materials Assistant	\$23,812 \$12.21	\$29,765 \$15.26	\$35,718 \$18.32	6.5%	\$25,360 \$13.01	\$31,700 \$16.26	\$38,040 \$19.51

IL Minimum Wage Chart	
Year	Minimum
1/1/2020	\$9.25
7/1/2020	\$10
1/1/2021	\$11
1/1/2022	\$12
1/1/2023	\$13
1/1/2024	\$14
1/1/2025	\$15

	Budget 2020-2021	Budget 2021-2022	Budget 2022-2023	Percent Change Over Last Year
INCOME				
10 Corporate	8,129,105.00	8,689,536.56	9,023,322.93	3.8%
20 Audit	500.00	500.00	500.00	0.0%
30 Building & Maintenance	236,342.00	255,580.00	263,279.00	3.0%
40 IMRF	359,432.00	388,691.00	400,404.00	3.0%
50 Social Security	283,115.00	306,161.00	315,387.00	3.0%
60 Tort Immunity	97,361.00	101,972.00	119,364.00	17.1%
70 Unemployment	500.00	500.00	500.00	0.0%
75 Special Reserve	700,000.00	700,000.00	1,000,000.00	42.9%
80 Capital Projects*	7,917,568.05	7,917,568.05	7,971,575.20	0.7%
90 Bond	666,041.67	561,550.00	566,050.00	0.8%
TOTAL INCOME	18,389,964.72	18,922,058.61	19,660,382.13	3.9%
EXPENSES				
10 Corporate	8,067,199.00	7,394,604.28	8,571,494.86	15.9%
20 Audit	5,400.00	5,575.00	5,800.00	4.0%
30 Building & Maintenance	278,436.00	320,000.00	261,849.00	-18.2%
40 IMRF	416,661.08	416,674.93	363,698.43	-12.7%
50 Social Security	252,623.20	281,339.02	299,607.23	6.5%
60 Tort Immunity	94,890.49	108,503.00	109,838.30	1.2%
70 Unemployment	500.00	500.00	500.00	0.0%
75 Special Reserve	432,750.00	1,123,256.00	1,667,800.00	48.5%
80 Capital Projects*	7,095,720.94	7,095,720.94	7,332,784.86	3.3%
90 Bond	666,041.67	561,550.00	566,050.00	0.8%
TOTAL EXPENSES	17,310,222.38	17,307,723.17	19,179,422.68	10.8%
Surplus (Deficit)	1,079,742.34	1,614,335.44	480,959.45	

*Capital Projects Fund is multi-year budget.



	FY2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 ACTUAL YTD 4/25/2022	FY 2022-23 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/21				\$3,681,079.28	
Income					
4000 Tax Levies	8,933,557.42	8,393,425.00	8,156,483.53	8,636,173.00	2.9%
4001 Tax Levies TIF	78,761.31	59,630.00	22,281.19	80,000.00	34.2%
4010 Replacement Tax	87,586.25	50,000.00	143,829.96	100,000.00	100.0%
4101 Interest- CD's & Bank	18,843.74	12,452.81	11,022.59	14,000.00	12.4%
4200 Other Fees and Income					
4201 Fines	1,953.73	100.00	29.80	0.00	-100.0%
4202 Sales of Supplies	12.00	0.00	1,149.69	1,000.00	#DIV/0!
4203 Lost/Repl/Process/Damage Fees	8,895.80	7,600.00	14,309.11	14,000.00	84.2%
4204 Collection Agency	4,329.71	5,000.00	1,926.81	1,600.00	-68.0%
4210-11 Copier/Printer/Fax Income	9,232.18	19,000.00	12,569.57	13,000.00	-31.6%
4212 Vending Machines	177.28	1,000.00	834.22	1,000.00	0.0%
4222 Meeting Room Fees	-105.00	5,000.00	3,020.00	2,700.00	-46.0%
4223 Interlibrary Loan Fees	25.00	100.00	0.00	100.00	0.0%
4224 Non-Resident Fees	10,525.72	8,000.00	11,961.80	11,000.00	37.5%
4231 Per Capita Grant	111,228.75	111,228.75	131,249.93	131,249.93	18.0%
4232 Gifts/Donations	35,174.70	15,000.00	4,610.46	17,500.00	16.7%
4233 Other Grants	43,256.38	0.00	5,410.55	0.00	#DIV/0!
4241 Misc-General	425.00	500.00	1,432.30	0.00	-100.0%
4261 Sale of Equipment	3,387.52	1,500.00	1,856.67	0.00	-100.0%
Total 4200 Other Fees and Income	<u>228,518.77</u>	<u>\$174,028.75</u>	<u>\$190,360.91</u>	<u>\$193,149.93</u>	<u>11.0%</u>
Total Income	\$9,347,770.11	\$8,689,536.56	\$8,524,888.64	\$9,023,322.93	3.8%

	FY2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 ACTUAL YTD 4/25/2022	FY 2022-23 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
Expenses					
5100 Materials					
5101 Print Materials	240,087.20	323,450.00	214,214.45	324,450.00	0.3%
5104 Databases	209,036.83	213,448.06	186,840.32	219,843.23	3.0%
5105 Nonprint Materials	118,360.03	185,148.00	81,710.85	186,148.00	0.5%
5107 Electronic Materials	186,211.48	214,148.86	156,946.44	229,204.98	7.0%
Total 5100 Materials	\$753,695.54	\$936,194.92	\$639,712.06	\$959,646.21	2.5%
5200 Capital Expenditures					
5205 Furniture	3,453.52	80,000.00	2,063.43	160,000.00	100.0%
5207 Computers/Technology	272,714.54	208,900.00	150,658.84	148,500.00	-28.9%
Total 5200 Capital Expenditures	\$276,168.06	\$288,900.00	\$152,722.27	\$308,500.00	6.8%
5300 Payroll Expenses					
5310 Gross Salaries	3,242,072.62	3,677,634.26	2,767,771.71	4,316,434.32	17.4%
5313 Health & Life Insurance	251,186.10	279,300.00	222,225.04	318,826.45	14.2%
5314 HSA Employer Contribution	3,937.50	3,600.00	1,800.00	1,800.00	-50.0%
5328 Misc. Fringe Benefits	5,636.05	12,591.00	4,420.53	15,190.00	20.6%
Total 5300 Payroll Expenses	\$3,504,212.27	\$3,973,125.26	\$2,996,217.28	\$4,652,250.77	17.1%
5400 Utilities					
5421 Gas	33,050.06	25,000.00	18,765.47	45,000.00	80.0%
5422 Electricity	159,848.92	160,000.00	107,439.86	130,000.00	-18.8%
5423 Water	5,046.39	8,000.00	7,170.11	8,500.00	6.3%
Total 5400 Utilities	\$197,945.37	\$193,000.00	\$133,375.44	\$183,500.00	-4.9%

	FY2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 ACTUAL YTD 4/25/2022	FY 2022-23 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
5600 Contracts					
5651 Copier & Printer Maintenance	26,449.81	23,827.68	18,885.86	23,827.68	0.0%
5653 Technology Support	86,590.05	77,510.00	50,716.99	110,090.00	42.0%
5654 Postage	1,840.80	1,841.00	1,387.80	1,840.80	0.0%
5655 LAN Management	66,710.00	69,840.00	55,814.25	101,280.00	45.0%
5656 Integrated Library Systems	151,465.07	86,621.28	79,720.98	95,948.98	10.8%
5657 Internet Service	23,837.99	23,844.00	20,195.44	22,419.12	-6.0%
5658 Bibliographic Support	406.68	700.00	0.00	0.00	-100.0%
5659 Book Recovery Service	4,099.10	4,500.00	1,912.88	3,000.00	-33.3%
5660 Accounting/Payroll/Bank Fees	14,177.53	12,500.00	11,959.57	15,000.00	20.0%
5661 Leases(Office Park)	2,637.92	1,318.96	1,318.96	2,800.00	112.3%
5663 Consultants	11,910.50	71,300.00	9,980.00	55,550.00	-22.1%
5666 Leases(Branches)	39,580.00	37,080.00	28,613.00	38,358.00	3.4%
5667 Telephone Lease	23,994.57	24,586.68	18,540.51	25,200.00	2.5%
Total 5600 Contracts	\$453,700.02	\$435,469.60	\$299,046.24	\$495,314.58	13.7%
5700 Supplies					
5771 Human Resources Supplies	1,009.02	1,000.00	63.99	1,300.00	30.0%
5772 Communications Dept Supplies	10,237.08	11,000.00	6,570.26	11,000.00	0.0%
5773 Copier & Printer Supplies	12,593.27	13,000.00	10,534.10	14,000.00	7.7%
5774 Library Services Supplies	43,901.47	57,186.00	33,498.95	45,000.00	-21.3%
5776 Program Supplies	15,542.16	48,000.00	19,352.76	23,500.00	-51.0%
Total 5700 Supplies	\$83,283.00	\$130,186.00	\$70,020.06	\$94,800.00	-27.2%

	FY2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 ACTUAL YTD 4/25/2022	FY 2022-23 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
5800 Operating - Other					
5810 Interlibrary Loan/Recip Borrow	8,370.24	8,200.00	4,480.94	8,850.00	7.9%
5811 Telephone	3,266.77	3,270.00	2,408.99	3,600.00	10.1%
5812 Postage	2,022.95	6,800.00	1,128.60	3,000.00	-55.9%
5813 Cultural/Educational Programs	28,730.25	42,300.00	25,290.72	40,500.00	-4.3%
5814 Inservice & Training/Mileage	30,426.52	40,242.00	21,620.34	49,993.80	24.2%
5815 Memberships	6,469.50	11,416.50	10,353.03	9,826.50	-13.9%
5816 Community Information	6,082.28	14,000.00	9,902.92	14,000.00	0.0%
5817 Legal	13,520.65	6,350.00	11,054.42	15,563.00	145.1%
5819 Want Ads/Legal Notices	1,273.62	1,200.00	1,649.70	2,000.00	66.7%
5820 Gifts/Donations	25,721.46	10,000.00	115.53	500.00	-95.0%
5823 POC Shared Administrative Costs	10,000.00	10,000.00	10,000.00	12,000.00	20.0%
5827 Sales Tax	360.31	150.00	0.00	0.00	-100.0%
Total 5800 Operating - Other	\$136,244.55	\$153,928.50	\$98,005.19	\$159,833.30	3.8%
5900 Auxiliary					
5913 Newsletter/Communication	60,284.00	63,500.00	48,337.68	78,500.00	23.6%
5914 Volunteer Programs	890.70	2,800.00	569.19	3,100.00	10.7%
Total 5900 Auxiliary	\$61,174.70	\$66,300.00	\$48,906.87	\$81,600.00	23.1%
Total Expenses	\$5,466,423.51	\$6,194,404.28	\$4,438,005.41	\$6,935,444.86	12.0%
7000 Transfers					
TXFR to Tort Immunity Fund	53,000.00	54,000.00	54,000.00	70,000.00	29.6%
TXFR to Special Reserve Fund	700,000.00	700,000.00	700,000.00	1,000,000.00	42.9%
TXFR to Bond Fund	666,041.67	561,550.00	561,550.00	566,050.00	0.8%
Total 7000Transfers	\$1,419,041.67	\$1,315,550.00	\$1,315,550.00	\$1,636,050.00	24.4%
Net Corporate Income	\$2,462,304.93	\$1,179,582.28	\$2,771,333.23	\$451,828.07	-61.7%
ANTICIPATED FUND BALANCE END OF FY2023				\$6,904,240.58	

	FY2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 ACTUAL YTD 4/25/2022	FY 2022-23 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/21				\$20,117.00	
Income					
4000 Tax Levies	\$301.49	\$500.00	\$515.00	\$500.00	0.0%
Total Income	\$301.49	\$500.00	\$515.00	\$500.00	0.0%
Expenses					
5600 Contracts					
5662 Audit Fund Expense	\$5,400.00	\$5,575.00	\$5,575.00	\$5,800.00	4.0%
Total 5600 Contracts	\$5,400.00	\$5,575.00	\$5,575.00	\$5,800.00	4.0%
Total Expenses	\$5,400.00	\$5,575.00	\$5,575.00	\$5,800.00	4.0%
Other Income					
7000 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Net Income	(\$5,098.51)	(\$5,075.00)	(\$5,060.00)	(\$5,300.00)	4.4%
ANTICIPATED FUND BALANCE END OF FY2023				\$9,757.00	

ANTICIPATED FUND BALANCE END OF FY2023

\$317,894.64

ANTICIPATED FUND BALANCE END OF FY2023

	FY2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 ACTUAL YTD 4/25/2022	FY 2022-23 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/21				\$167,103.00	
Income					
4000 Tax Levies	\$325,364.55	\$306,161.00	\$295,237.98	\$315,387.00	3.0%
Total Income	\$325,364.55	\$306,161.00	\$295,237.98	\$315,387.00	3.0%
Expenses					
5300 Payroll Expenses					
5312 Social Security Fund Exp	\$240,736.11	\$281,339.02	\$206,911.99	\$299,607.23	6.5%
Total 5300 Payroll Expenses	\$240,736.11	\$281,339.02	\$206,911.99	\$299,607.23	6.5%
Total Expenses	\$240,736.11	\$281,339.02	\$206,911.99	\$299,607.23	6.5%
Other Income					
7000 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Net Income	\$84,628.44	\$24,821.98	\$88,325.99	\$15,779.77	-36.4%
ANTICIPATED FUND BALANCE END OF FY2023				\$271,208.76	

	FY2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 ACTUAL YTD 4/25/2022	FY 2022-23 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/21				47,469.00	
Income					
4000 Tax Levies	50,954.94	47,972.00	45,860.20	49,364.00	2.9%
Total Income	\$50,954.94	\$47,972.00	\$45,860.20	\$49,364.00	2.9%
Expenses					
5800 Operating - Other					
5801 Library Insurance Package	2,530.00	2,530.00	2,496.00	0.00	-100.0%
5802 Public Library Insurance	85,693.00	105,973.00	97,435.00	109,838.30	3.6%
Total 5300 Payroll Expenses	\$88,223.00	\$108,503.00	\$99,931.00	\$109,838.30	1.2%
Total Expenses	\$88,223.00	\$108,503.00	\$99,931.00	\$109,838.30	1.2%
Net Operating Income	(\$37,268.06)	(\$60,531.00)	(\$54,070.80)	(\$60,474.30)	-0.1%
Other Income					
7000 Transfers	53,000.00	54,000.00	54,000.00	70,000.00	29.6%
Total Other Income	\$53,000.00	\$54,000.00	\$54,000.00	\$70,000.00	29.6%
Net Other Income	\$53,000.00	\$54,000.00	\$54,000.00	\$70,000.00	29.6%
Net Income	\$15,731.94	(\$6,531.00)	(\$70.80)	\$9,525.70	-245.9%
ANTICIPATED FUND BALANCE END OF FY2023				\$56,923.90	

	FY2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 ACTUAL YTD 4/25/2022	FY 2022-23 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/21				\$49,011.00	
Income					
4000 Tax Levies	301.00	500.00	515.00	500.00	0.0%
Total Income	\$301.00	\$500.00	\$515.00	\$500.00	0.0%
Expenses					
5330 Unemployment Payroll Expenses	318.00	500.00	-318.00	500.00	0.0%
Total Expenses	\$318.00	\$500.00	(\$318.00)	\$500.00	0.0%
Total Expenses	\$318.00	\$500.00	(\$318.00)	\$500.00	0.0%
Other Income					
7000 Transfers					#DIV/0!
Total Other Income	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Net Other Income	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Net Income	(\$17.00)	\$0.00	\$833.00	\$0.00	#DIV/0!
ANTICIPATED FUND BALANCE END OF FY2023				\$49,844.00	

	FY2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 ACTUAL YTD 4/25/2022	FY 2022-23 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
FUND BALANCE as of 06/21				\$1,687,128.00	
Income					
4000 Tax Levies	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Total Income	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Expenses					
5210 Building					
5210.10 Concrete, Masonry & Paving	47,500.73	35,000.00		115,700.00	230.6%
5210.30 Doors & Windows		16,000.00		18,400.00	15.0%
5210.40 Electrical	51,333.05	10,000.00	187.50	842,500.00	8325.0%
5210.50 Finishes		50,000.00		548,600.00	997.2%
5210.60 Fire Protection & Security		105,000.00		0.00	-100.0%
5210.70 HVAC	5,205.00			93,300.00	#DIV/0!
5210.80 Plumbing		32,256.00		29,300.00	-9.2%
5210.90 Miscellaneous		50,000.00		20,000.00	-60.0%
Total 5200 Capital Expenditures	\$104,038.78	\$298,256.00	\$187.50	\$1,667,800.00	459.2%
Total Expenses	\$104,038.78	\$298,256.00	\$187.50	\$1,667,800.00	459.2%
Other Income					
7000 Transfers	700,000.00	700,000.00	700,000.00	1,000,000.00	42.9%
Total Other Income	\$700,000.00	\$700,000.00	\$700,000.00	\$1,000,000.00	42.9%
Net Income	\$595,961.22	\$401,744.00	\$699,812.50	(\$667,800.00)	-266.2%

ANTICIPATED FUND BALANCE END OF FY2023

\$1,719,140.50

	BUDGET	ACTUAL to date for FUND	% REC'D/ SPENT
Income			
4200 Other Fees and Income	30,000.00	0.00	0%
4300.00 Proceeds from 2020 Bond	6,099,007.15	5,250,000.00	86%
4300.01 Bond Premiums from 2020 Bond		849,007.15	#DIV/0!
4301.00 Interest Income from 2020 Bond	1,000.00	829.23	83%
4302 Grant Income	1,841,568.05	1,657,544.01	90%
Total Income	\$7,971,575.20	\$7,757,380.39	97%
Expenses			
5210 Building			
5210.10 Concrete, Masonry & Paving	814,315.00	828,703.51	102%
5210.40 Electrical	177,558.00	150,425.55	85%
5210.80 Plumbing	0.00	9,130.00	#DIV/0!
5210.85 Building Consulting	23,500.00	14,629.13	62%
5210.90 Miscellaneous	3,600.00	0.00	0%
Total 5210 Building	\$1,018,973.00	\$1,002,888.19	98%
Total 5200 Capital Expenditures	\$1,018,973.00	\$1,002,888.19	98%
5250 Renovation Construction Costs			
5250.10 Main Direct Costs	3,792,669.00	3,603,779.07	95%
5250.20 Branches Direct Costs	265,670.00	214,376.09	81%
Total 5250 Renovation Construction Costs	\$4,058,339.00	\$3,818,155.16	94%
5260 Renovation Indirect Costs			
5260.10 Permits and Fees	79,294.00	75,681.00	95%
5260.11 Furniture, Fixtures & Equipment	1,019,342.86	956,181.36	94%
5260.12 Technology	200,000.00	223,728.69	112%
5260.13 Moving/Storage	183,332.00	185,020.96	101%
5260.14 Legal/Financial	7,500.00	3,753.00	50%
5260.15 Architectural/Engineering	509,721.00	221,658.37	43%
5260.16 Owner's Rep	109,000.00	67,480.00	62%
5260.20 Other Indirect Costs	50,000.00	51,099.15	102%
Total 5260 Renovation Indirect Costs	\$2,158,189.86	\$1,784,602.53	83%
6500 Bond Expenses			
6503 Legal/Misc Fees Due 2020 Bond	97,283.00	97,283.00	100%
Total 6500 Bond Expenses	\$97,283.00	\$97,283.00	100%
Total Expenses	\$7,332,784.86	\$6,702,928.88	91%
Net Income	\$638,790.34	\$1,054,451.51	

	FY2020-21 ACTUAL	FY 2021-22 BUDGET	FY 2021-22 ACTUAL YTD 3/31/2022	FY 2022-23 BUDGET (PROPOSED)	% CHANGE OVER PRIOR YEAR
Income					
Total Income	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Expenses					
6500 Bond Expenses					
6501 Principal Due 2020 Bond	515,000.00	385,000.00	385,000.00	405,000.00	5.2%
6502 Interest Due 2020 Bond	151,041.70	176,550.00	176,550.00	160,750.00	-8.9%
6503 Legal/Misc Fees Due 2020 Bond			300.00	300.00	#DIV/0!
Total 6500 Bond Expenses	\$666,041.70	\$561,550.00	\$561,850.00	\$566,050.00	0.8%
Total Expenses	\$666,041.70	\$561,550.00	\$561,850.00	\$566,050.00	0.8%
Other Income					
7000 Transfers	666,041.70	561,550.00	561,550.00	566,050.00	0.8%
Total Other Income	\$666,041.70	\$561,550.00	\$561,550.00	\$566,050.00	0.8%
Net Income	\$0.00	\$0.00	(\$300.00)	\$0.00	#DIV/0!

3-2 Holidays

~~The following days are designated by the Board as official holidays when the Library will be closed:~~

- ~~1. New Year's Eve (Main closed at 1:00 pm; branches closed all day)~~
- ~~2. New Year's Day~~
- ~~3. Easter Sunday~~
- ~~4. Memorial Day~~
- ~~5. July 4th~~
- ~~6. Labor Day~~
- ~~7. Thanksgiving Day~~
- ~~8. Christmas Eve~~
- ~~9. Christmas Day~~

~~The Library may be closed additional days, selected by the Executive Director and approved by the Board, to allow for continuing education of staff.~~

~~When any of the foregoing holidays (except New Year's Eve and Christmas Eve) fall on a Monday, the Library will be closed the previous Sunday.~~

~~Extraordinary holidays may be observed at the discretion of the Executive Director and must be approved by the President of the Board (or, in their absence, any other member of the Board).~~

The Library will be closed for official holidays, as delineated in Policy 9-40 Holidays and Other Scheduled Closings. (Adopted 8-13-86; Last Revised 8-20-19, Effective 9-1-19)

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9—Human Resources

9-1 Employment

All employment is by mutual consent of the employee and the Palatine Public Library District (hereafter referred to as the Library) and can be terminated at will by the employee or the Library with or without notice, with or without cause.

This policy is not a contract and should not be construed as a contract. Nothing in this policy is intended to be an offer of employment or continued employment. Any of the policies and procedures contained herein can be changed by the library at any time, with or without prior notice. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-2 Equal Employment Opportunity

The Library provides equal employment opportunities without regard to sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other characteristic that is protected under applicable law. This policy applies to every aspect of employment including, but not limited to: recruitment, employment, promotion, transfer, training, compensation, benefits, reduction in force, and termination. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

9-3 Non-Exempt Employees

Non-exempt employees include all employees who are classified by the Library as covered by the overtime provisions of the federal Fair Labor Standards Act and any applicable state laws. Employees in this category are entitled to receive overtime pay for hours worked over 40 hours in a workweek at a rate time and one-half their of 1.5 times their regular rates of pay overtime pay for work in excess of 40 hours in a work week. All paid overtime must be approved in advance by the employee's manager. In an emergency situation, overtime must be authorized by the Person in Charge (PIC). (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-4 Exempt Employees

This category includes all employees who are classified by the Library as exempt from the overtime provisions, including overtime pay, of the federal

Fair Labor Standards Act and any applicable state laws. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-5 Full-Time Employees (37.5 hours/week or more)

Employees regularly scheduled to work 37.5 hours or more per week will be considered full-time employees and be entitled to various time off and insurance benefits as specified below. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-6 Part-Time Employees

Part-time employees receive various benefits based on the number of hours they are scheduled to work.

9-6.1 Part-Time (30-37 hours/week)

Employees regularly scheduled to work at least 30 hours but fewer than 37.5 hours per week will be entitled to various time-off benefits on a prorated basis as specified below. Part-time employees scheduled to work at least 30 hours per week are entitled to health insurance benefits.

9-6.2 Part-Time ~~Benefited Employees~~ (20-29 hours/week)

Employees regularly scheduled to work at least 20 hours but fewer than 37.5 hours per week will be entitled to various ~~time-time~~ off benefits on a prorated basis as specified below. ~~Part time employees scheduled to work at least 30 hours per week are entitled to health insurance benefits.~~ (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-~~76.3~~ Part-Time ~~Non-Benefited Employees~~ (Fewer than 20 hours/week)

Employees regularly scheduled to work fewer than 20 hours per week will not receive holiday, ~~sick leave~~, or vacation benefits. Part-time employees who are not eligible for paid vacation may take unpaid vacation at the yearly rate that corresponds to the length of vacation time given to part-time, vacation-eligible employees in the same job grade and the corresponding years of service. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-8 Substitutes

Employees who are hired as substitutes will not have a regular work schedule. Substitutes will not receive holiday, sick, personal, or vacation benefits. (Adopted 05-19-20, Effective 7-1-20)

9-9 Working Hours

The Library work week begins at 12:00 midnight on Sunday and runs through 11:59 p.m. on the following Saturday.

The standard work week for full-time employees is 37.5 hours, excluding meal breaks. The work schedule for both full-time and part-time personnel may include weekend and evening hours as the Library requires.

An employee scheduled to work at least 7.5 continuous hours must take a minimum 30-minute unpaid meal break. This meal break must be taken no later than five hours after beginning work (820 ILCS 140/3). The meal break is not optional and must be taken except in case of an emergency. Managers may grant employees working ~~less-fewer~~ than 7.5 hours permission to take a 30-minute unpaid meal break. All employees are permitted one 15-minute rest break that cannot be combined with a meal break and cannot be taken at the end of the work shift. Meal and rest breaks may not be taken in the final hour of an employee's shift. The time allotted for meal and rest breaks includes the time to leave and return to one's ~~work-station~~workstation.

~~All employees, except those exempt by the Fair Labor Standards Act, will be paid time and a half for work over 40 hours per week. All paid overtime must be approved in advance by the employee's manager. In an emergency situation, overtime must be authorized by the Person in Charge (PIC).~~

Telecommuting allows employees to work their assigned hours in another location in order to balance family and work life and to work in the most productive manner and environment for the benefit of the Library and the employee. Prior approval from the Executive Director is required. A telecommuting agreement may be given on a temporary or permanent basis and will be reviewed routinely.

Eligibility for a telecommuting agreement is based primarily on the responsibilities and autonomy of the actual job. Full- or part-time employees in good standing, with positive employee evaluations on file, may be considered. Some jobs more readily accommodate a telecommuting agreement, while others do not. Positions that might generally lend themselves to this situation (1) utilize discretionary authority and independent action; and (2) maintain a low percentage of time spent performing routine, manual, or clerical work; and (3) do not require use of fixed library assets, equipment, or material that cannot leave the premises. The Library will not be responsible for operating costs, home maintenance, cell phone, internet, or

any other incidental costs associated with the use of the employee's residence. (Adopted 11-13-96; Last Revised 6-15-21, Effective 7-1-21)

9-10 Attendance

Attendance and punctuality are important to the efficient operation of the Library. Regular and predictable attendance is an essential function of every position at the Library. Absenteeism and tardiness are disruptive and make it difficult for the Library to function properly.

Each employee is responsible for being present at the correct time each day. On occasion, employees may have reason to be absent from work. On these occasions, they are required to directly notify their supervisor prior to the start of their scheduled shift. ~~The voice mail system is in operation 24 hours per day. Employees should know their supervisor's extension and leave a message if they are unable to speak with their supervisor.~~ Employees are expected to follow ~~additional~~ departmental procedures as established. Human Resources may request a medical doctor's statement certifying that an illness or injury is the reason for the absence or to authorize a return to work.

An employee who is absent for two consecutive scheduled ~~work~~ days/workdays without prior or concurrent notice; contact; or approval from their supervisor, manager, or Human Resources will be considered to have voluntarily terminated employment based on job abandonment. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-11 Emergency Closings

On occasion the Library may close due to inclement weather conditions or other conditions such as loss of power, flooding, etc. Managers may approve a revised schedule for employees. Employees who are scheduled to work when the Library is closed for an emergency will be paid for the hours they were scheduled during the closing. If an employee has already requested paid time off (personal, vacation, or sick) or unpaid time off for any part of the closed period, that paid or unpaid time will be used. Employees who are not scheduled to work during the closed period will not receive additional pay. In the event an employee is required to work to respond to emergencies when the ~~L~~library is closed, the employee will be paid for a minimum of one hour at 1.5 times their normal hourly rate.

In the event the Library is open, and an employee cannot get to work due to weather, the employee may choose to take a personal or vacation day, make up the time, or take a day of unpaid leave. Any time to be made up must be approved in advance by the employee's manager, must be completed in the same pay period of the occurrence, and may not qualify for overtime pay. (Adopted 3-14-18; Last Revised 5-21-19, Effective 7-1-19)

9-12 Recruitment and Hiring

The Executive Director is responsible for the final selection, appointment, supervision, and dismissal of all ~~L~~library staff. The selection of staff members is based on their meeting the qualifications of the job as outlined in the job descriptions, including but not limited to education, experience, and technical qualifications. The Library reserves the right to waive the educational requirements for a position when it judges the candidate to be qualified based on additional experience or qualifications.

An ongoing recruitment program will provide for the highest quality personnel in accordance with the needs of the Library. Current employees are encouraged to apply for open positions for which they are qualified. Open positions are posted.

An employee who resigns from the Library within the prior ~~12 months~~five years and is rehired by the Library retains credit for all years of consecutive service at the Library for purposes of vacation accrual. An employee who changes benefited status during a 12-month period retains all years of consecutive service at the Library for purposes of vacation accrual. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-13 Immigration Compliance

The Library seeks to comply with the requirements of federal immigration law. The Library retains a properly completed Form I-9 for all employees. (Adopted 12-14-05; Last Revised 5-21-19, Effective 7-1-19)

9-14 Criminal Background Investigation

All new hires 18 years of age or older must sign a release for a criminal background investigation to be completed by the Illinois State Police.

The Library maintains all releases on file for at least two years. Whenever a request for information is made to the Illinois Department of State Police, the Library provides the individual named with a copy of the response furnished by the Department. The individual will then have seven days to notify the Library if any information contained in the response is inaccurate or incomplete. Based on the response from the State Police, further investigation may take place to determine continued employment. Any information obtained from such investigation is maintained on a confidential basis. (Adopted 4-9-97; Last Revised 5-21-19, Effective 7-1-19)

9-15 Employment of Family Members

It is a goal of the Library to minimize action and employment decisions based on factors other than the efficient functioning of the Library and the highest quality of service to the public. The employment of relatives of current employees may cause conflicts with perceived favoritism, influence employment decisions, or create an appearance of impropriety.

Family members of employees are eligible for employment provided they are qualified for the job. However, relatives of current employees may be hired only if they will not be working directly for or supervising a relative in the same line of authority within the organization. This applies to any relative, higher or lower in the organization, who has the authority to review employment decisions about the relative. No relatives of the Executive Director, Assistant Director, or Human Resources Manager will be eligible for employment.

Family members for this policy includes employee's parent, spouse, child, brother, sister, grandparent, grandchild, mother-/father-in-law, daughter-/son-in-law, domestic partner, or member of the household for whose care the employee is financially responsible.

Family members of current Trustees are not eligible to be hired. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-16 Personnel Records

A personnel file is maintained for each employee. Among other items, this file includes information regarding pay, performance, disciplinary action, and commendations. It is considered an official record.

Employees have a right to review their own files in the presence of the Executive Director, Assistant Director, or Human Resources Manager. Such requests for review must be made in writing. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-17 Resources Provided For Staff Use

To maintain a productive and comfortable work environment, the Library provides resources for use in the Library facilities including but not limited to: desks, work-stations, file drawers, computers, software, phones, and lockers for employees as necessary for their job. Although these resources are provided for staff use, they are the sole property of the Library. Staff is not required to access Library resources on unpaid time.

Accordingly, the Library reserves the right to inspect all Library-provided resources listed in the preceding paragraph and the contents thereof. Such inspections may occur before, during, or after the close of the day and without prior notice to the employee.

Employees are encouraged not to leave any valuable items in the workplace. The Library cannot assume any liability for loss, theft, or damage to any item left in a desk, in a locker, at a work-station, or in any other area of the Library.

Library walkie-talkies, phones, and computers are provided primarily for Library purposes. All personal telecommunication should be held to a minimum and should not be made at public desks. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-18 Dress Standards

Employees are to adhere to the Dress Code guidelines provided to employees. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-19 Staff Lounge

The Library maintains a staff lounge for the comfort and convenience of its employees during breaks and meal periods. Persons not employed by the Library are permitted to use the lounge only if accompanied by a staff member. (Adopted 11-13-96; Reapproved 2-10-16)

9-20 Standards of Conduct

Whenever people are required to work together for any purpose, certain guidelines are necessary to govern personal conduct. The Library believes that a safe environment is necessary for employees to be successful and productive. Conduct that disrupts an employee's ability to positively contribute to the organization on a day-to-day basis or the organization's ability to efficiently run its operations will not be tolerated. These guidelines are a necessary part of operating the Library and ensure that employees can work safely, effectively, and professionally in their jobs.

All employees are expected to conduct themselves appropriately at all times. A manager or Person in Charge has the authority to send an employee home with or without pay for violation of a policy or guideline. The following is a list of conduct that is specifically prohibited and may lead to disciplinary action up to and including termination. This list is intended to provide examples only, and is not intended to be all-inclusive:

- harassing, intimidating, abusing, coercing, or threatening any other employee or visitor
- unreasonable behavior or communication that demeans, insults, or humiliates people either as individuals or as a group

- frequent or excessive tardiness or absence from work, or failure to report absences
- insubordination, including improper conduct toward a person of authority, or failure or refusal to perform tasks as assigned in the appropriate manner
- non-compliance with or disregard of Library safety and security procedures
- unsatisfactory performance
- conduct that substantially interferes with work or prevents work from being accomplished
- falsifying, omitting, or withholding necessary information, including information on an employment application
- improper behavior or unethical conduct
- altering or falsifying timekeeping records
- tampering with, theft of, or unauthorized removal of property belonging to the Library, fellow employees, or anyone on Library property
- bringing dangerous or unauthorized items such as firearms, explosives, weapons, or other similar items on Library property
- intentionally intruding on a person's privacy by spying, ~~or~~ [stalking or asking intrusive questions](#)
- release of confidential information about the Library, its visitors, or another employee
- damage to Library property or disruption of Library services
- failure to comply with or enforce Library policy

The Library reserves the right to discipline or discharge employees for acts or omissions not appearing on the list. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-21 Progressive Discipline

It is important that all employees perform to the best of their abilities at all times. There may be occasions, however, when employees perform at an

unsatisfactory level, violate a policy, or behave in a manner that is inappropriate. As previously noted, employment may be terminated at will by the employee or the employer at any time with or without cause and without following any system of discipline or warning. Nevertheless, the Library may choose to exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of such less severe forms of discipline include coaching, verbal warnings, written warnings, probation, and suspension.

Although one or more of these steps may be taken in connection with a particular employee, no formal order or system is necessary. An employee may be discharged at any time without regard to any progressive steps if they commit an offense for which immediate discharge is warranted or if, in the Library's judgment, the employee's continued presence would be contrary to the well-being of the Library or its employees.

Terminations will be handled by the Executive Director or by the Executive Director's designee. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-22 Formal Complaints

The Library is committed to maintaining an open and fair method of resolving employee concerns and answering questions. Employees are encouraged to address issues as they arise with the support of their manager or Human Resources. The Library recognizes that there may be need for a formal process by which employees may raise complaints and concerns related to their employment. To this end, the Library makes available [at this](#) formal complaint procedure for all current Library employees.

Any employee may use this procedure without fear of reprisal or repercussions from any Library employee or Trustee for doing so. Retaliation by any employee or Trustee will not be tolerated. Any form of retaliation against an employee who files a formal complaint or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library policy. -Any employee or Trustee who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination or censure.

A current employee may file a formal complaint regarding their work situation when the employee believes an inequity must be addressed. Only a current employee can file a formal complaint, and no person may file a formal complaint on anyone else's behalf.

An employee desiring to initiate the formal complaint procedure should do so within a reasonable amount of time after the precipitating event.

Step 1: The employee should discuss the formal complaint with their manager. The manager may ask the employee to put the complaint in writing. The employee should give the supervisor a reasonable amount of time to review the concern and respond to the employee. If the employee is not satisfied that the formal complaint is resolved, the employee may proceed to Step 2.

Step 2: The employee may submit a written formal complaint to the Assistant Director or Human Resources Manager. The employee should again give a reasonable amount of time to review the concern and respond to the employee. If the employee is not satisfied that the formal complaint is resolved, the employee may proceed to Step 3.

Step 3: The employee may discuss the formal complaint with the Executive Director. The employee should notify the manager that they desire such a meeting. The Executive Director may request that the manager be present at this meeting. If the employee's manager will not attend the meeting, another manager or Assistant Director may also be present. The Executive Director will give the employee a written response to the formal complaint within a reasonable amount of time.

Step 4: If the employee feels that the formal complaint is still not resolved after following Steps 1 through 3, the employee may make a written appeal to the Board of Library Trustees. The Board will consider the formal complaint at the next scheduled Board meeting.

The Board will issue a written response to the employee within 10 calendar days of the meeting at which the formal complaint is discussed. The Board's decision will be final.

The employee's written formal complaint, along with all responses thereto, will be filed in the personnel file of the employee who submitted the complaint. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-23 Policy Against Discrimination and Harassment

The Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, that are illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964. In keeping with this commitment, the Library will not tolerate discrimination against or harassment of or by Library employees, by or to anyone, including any supervisor, coworker, Trustee, vendor, visitor, or contractor by any means, including via electronic communication. Violation of this policy shall be considered grounds for disciplinary action up to and including termination or censure.

Discrimination

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The Library will not tolerate harassing conduct that affects tangible job benefits; interferes unreasonably with an individual's work performance; or creates an intimidating, hostile, or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated or posted within the workplace that shows hostility toward a person because of their protected status.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to or by an employee where any of the following occur:

- submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment
- submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

Sexual harassment, as defined above, may include, but is not limited to the following:

- uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature
- graphic or suggestive comments about an individual’s dress or body
- displaying sexually explicit objects, photographs, writings, or drawings
- unwelcome touching, such as patting, pinching, or constant brushing against another’s body
- suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns
- electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyberstalking, and threats via all forms of electronic communication (email, text/picture/video messages, intranet/online posting, blogs, instant messages, and social network websites like Facebook and Twitter)

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.

Investigation Procedure

All Library employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An employee who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to their supervisor, any other manager or supervisor, or the Human Resources Department. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Department.

The Human Resources Department or its designee shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant or the accused harasser/discriminator to

discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Executive Director or their designee, who will review the investigation report and make a final decision. At the Executive Director's option, they or their designee may conduct further investigation, if necessary.

Complaints involving an elected or appointed official shall be submitted to the Executive Director. The Executive Director shall, in consultation with legal counsel, ensure that an independent review is conducted with respect to such allegations.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when misconduct has occurred.

A substantiated complaint against an employee or Trustee will subject the employee or Trustee to disciplinary action, up to and including termination or censure. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including termination or censure.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library policy. Any employee or Trustee who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination or censure.

Resolution Outside the Library

The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Contact Information:

Illinois Department of Human Rights (IDHR)
Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)
Chicago: 312-814-6269; TTD: 312-814-4760

United States Equal Employment Opportunity Commission (EEOC)
Chicago: 800-669-4000; TTY: 800-669-6820

(Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-24 Substance Abuse Policy

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, marijuana, illicit drugs, or controlled substances by any employee is prohibited on the premises and in the mobile units of the Library. Reporting to work under the influence of any of the above substances, including medical marijuana, to the extent that the employee's ability to perform job duties safely and satisfactorily is adversely affected, is likewise prohibited.

Any violation of the above prohibition will result in disciplinary action against the employee up to and including termination and possible referral for prosecution consistent with applicable federal, state, and local law.

The Illinois Drug Free Workplace Act requires that, as a condition of employment with the Library, all employees will abide by the terms of the policy and notify the Executive Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

The Library may require an employee who violates these provisions to participate satisfactorily in a drug abuse assistance or rehabilitation program. Information on such programs will be provided by Library administration. A request to participate in such a program does not excuse the employee from possible further disciplinary action.

The Library will make available to employees, as appropriate, educational material and programs on the dangers of substance abuse in the workplace. In addition, the Library will provide training to assist in identifying and addressing substance abuse by employees.

The Library will take adequate measures to inform employees of this policy, including a statement that employee compliance with this policy is mandatory. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-25 Job Descriptions

Job descriptions for all staff positions are developed and maintained by the Library. Copies of all job descriptions are available for employees. Job descriptions are updated periodically as needed and may change with or without advance notice. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-26 Performance Evaluations

Performance evaluations are an important communication tool between employees and their supervisors. Employees including the Executive Director will receive formal performance assessment (such as a performance evaluation or performance plan) no less than annually. The supervisor will review the written evaluation with each employee. Employees are encouraged to openly discuss any questions or comments they may have regarding the evaluation. The employee will be asked to sign the performance evaluation and will be given a copy. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

9-27 Salary Reviews

The Executive Director establishes all staff salaries within the framework of the salary schedule established annually by the Board. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

9-28 Payroll Procedures

Paychecks are issued semimonthly. If payday falls on a weekend or holiday, employees will be paid on the last weekday before the weekend or holiday. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-29 Time and Attendance

The Library uses computer software to automatically process and manage time and attendance records. Employees are responsible for clocking in and clocking out for their scheduled shifts. Employees must not clock in or clock out for another employee. Any employee who violates this policy shall be subject to discipline, up to and including termination.

At the end of every pay period, managers review, make corrections to, and approve the time and attendance records for each of their employees.
(Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-30 Illinois Municipal Retirement Fund

The Library and eligible Library employees participate in the Illinois Municipal Retirement Fund (IMRF) pursuant to state laws. Both the Library and the participating employees contribute to IMRF. IMRF provides disability and retirement benefits to eligible employees. All aspects of participation in and benefits provided by IMRF are determined by IMRF and not by the Library. Employees with questions are directed to the IMRF website, www.imrf.org.
(Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-31 Payroll Deductions

The Library is required by law to comply with all statutory rules and regulations with respect to payroll deductions. Generally, payroll deductions consist of federal and state income taxes, Social Security tax (Federal Insurance Contribution Act or FICA), wage garnishments, and other applicable deductions required by the state or municipality.

Some employee benefits also result in payroll deductions. See Human Resources for information concerning individual payroll deductions. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-32 Medical Insurance

Medical insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. This policy is subject to the provisions of the Affordable Care Act. The Library will pay a portion of individual and dependent premiums for medical insurance for employees eligible under the terms of the Affordable Care Act, as determined by the annual budget. The employee is responsible for the balance of the premium. Domestic partners, as defined by the insurance carrier's policy, are eligible to apply for coverage as a dependent. The Library reserves the right to select the insurance plan and benefits provided, to change them at any time, and to change any required premium contribution. (Adopted 11-13-96; Last Revised 6-15-21, Effective 7-1-21)

9-33 Dental Insurance

Dental insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. The Library may pay a portion of the individual and dependent premiums, as determined by the annual budget. Domestic partners, as defined by the insurance carrier's policy, are eligible to

apply for coverage as a dependent. (Adopted 11-13-96; Last Revised 6-15-21, Effective 7-1-21)

9-34 Vision Insurance

Vision insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. The Library may pay a portion of the individual and dependent premiums, as determined by the annual budget. Domestic partners, as defined by the insurance carrier's policy, are eligible to apply for coverage as a dependent. (Adopted 2-10-16, Last Revised 6-15-21, Effective 7-1-21)

9-35 COBRA

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) allows employees to continue in the Library's group ~~medical-health insurance~~ coverage for up to 18 months following separation from service. ~~Dental and vision are not included.~~ Employees who lose their eligibility to participate because of a reduction in their regular work schedule to ~~less-fewer~~ than 30 hours per week are also eligible

for the 18-month extension. The Library charges employees 2% of monthly premiums to administer COBRA insurance. (Adopted 5-19-20, Effective 7-1-20)

Commented [AA1]: COBRA continuation must be identical to the coverage currently available under the plan...which means we should also include dental & vision

9-36 Life Insurance

Life insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. The Library may pay a portion of the premium, as determined by the annual budget. Life insurance is not available for dependents. (Adopted 3-11-09; Last Revised 5-21-19, Effective 7-1-19)

9-37 Additional Life Insurance

IMRF-enrolled employees may obtain additional life insurance through a voluntary life insurance plan. Employees are responsible for 100% of the premium through payroll deductions. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

9-38 Employee Assistance Program

The Library offers an employee assistance program to all employees and their families. All contact is confidential. For further information contact Human Resources or call the Employee Assistance Program directly using the number provided to all employees. (Adopted 1-12-00; Last Revised 2-10-16, Effective 3-1-16)

9-39 Safety

Establishment and maintenance of a safe work environment are shared responsibilities of the Library and its employees. The Library will do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities.

Employees have an absolute obligation to report or correct unsafe conditions as promptly as possible. The Library will not take reprisals against employees who come forth with a safety recommendation or refuse to operate any equipment in an area they reasonably feel is unsafe.

All accidents, especially those that result in injury, must be reported immediately to the nearest available supervisor, regardless of how insignificant they may appear. Such reports are necessary to comply with federal and state laws and to initiate insurance and worker's compensation procedures. Failure to immediately report an accident may result in discipline, up to and including termination.

All employees are covered by worker's compensation insurance for injuries sustained in the performance of their duties. Employees are required to maintain regular communication with Human Resources regarding their return-to-work date and potential work limitations or restrictions. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-40 Holidays and Other Scheduled Closings

The following days are designated as official holidays when the Library will be closed:

~~_____ New Year's Day~~
~~_____ Memorial Day~~
~~_____ July 4th~~
~~_____ Labor Day~~
~~_____ Thanksgiving Day~~
~~_____ Christmas Eve~~
~~_____ Christmas Day~~
~~_____ New Year's Eve (half day)~~

~~_____ The Library also will be closed on Easter Sunday, on the Sunday before Memorial Day, and on the Sunday before Labor Day. Those employees with benefits regularly scheduled to work every Sunday will receive a paid holiday for these days.~~

~~Should a holiday fall on a benefited employee's day off, the employee may request an alternate day with pay within 30 days of the holiday or at the discretion of the employee's immediate supervisor. The employee will be paid their prorated time for the holiday.~~

- New Year's Day
- Easter Sunday
- Memorial Day (closed Sunday and Monday)
- Independence Day
- Labor Day (closed Sunday and Monday)
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve (close at 1 PM)

Employees who work 20 hours or more per week will receive holiday pay for these dates.

- Full-time employees will be given 7.5 hours of holiday pay for each regular holiday.
- Part-time employees who work 20 hours or more will be given holiday pay equal to the hours their regular schedule would have required them to work on that day.
- Part-time employees working a regular schedule of fewer than 20 hours per week will not be given holiday pay.

There are a few special exceptions to these pay rules:

- New Year's Eve:
 - Full-time employees will be given 3.75 hours of holiday pay.
 - Part-time employees who work 20 hours or more will be given holiday pay equal to the hours their regular schedule would have required them to work after 1 PM.
 - Part-time employees working a regular schedule of fewer than 20 hours per week will not be given holiday pay.
- Easter Sunday: Employees who work 20 hours or more will be given holiday pay equal to the hours their regular schedule would have required them to work on that day. Employees who are not regularly scheduled to work on Sunday do not receive holiday pay for this day.
- Memorial Day Sunday and Labor Day Sunday: Employees who work 20 hours or more will be given holiday pay equal to the hours their regular schedule would have required them to work on that day. Employees who are not regularly scheduled to work on Sunday do not receive holiday pay for these days.
- Should a holiday other than Easter Sunday, Memorial Day Sunday, or Labor Day Sunday fall on a benefited employee's day off, the employee may request an alternate day with pay within 30 days of the holiday or at the discretion of the employee's immediate supervisor.

(Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-41 ~~Birthday and Personal Days~~ Floating Holidays

Commented [JD2]: This change is designed to recognize that not all staff celebrate Christian holidays.

~~All full-time employees are entitled to a paid day off for their birthday. Part-time non-benefited employees are entitled to four hours off for their birthday. Part-time benefited employees will receive their prorated holiday pay. The birthday holiday selected must be approved by the employee's immediate supervisor. One birthday holiday may be taken per calendar year. Employees are eligible for the birthday holiday after completing three months of employment. During their first calendar year of employment, employees are only eligible if their birthday has not yet occurred at the time of hire.~~

~~Employees who are designated~~ All benefited full-time employees will be granted up to ~~two personal~~ five floating holidays with pay per calendar year. Time is pro-rated for employees working 20-37 hours per week.

During their first calendar year of employment, staff members hired from January ~~12~~ to March 31 earn ~~two-four~~ days; staff members hired from April 1 to ~~June 30~~ earn three days; staff members hired from July 1 to September 30 earn ~~one-two~~ days; and staff members hired from October 1 to December 31 earn ~~no-one~~ days. ~~Following one calendar year of employment, employees are eligible to take both days starting January 1 of each year. The personal day selected must be pre-approved by the employee's immediate supervisor. Employees changing from a non-benefited position to a benefited position will follow the same guidelines starting on their effective date during their first calendar year of benefited employment. Employees moving to a position with more regular hours will follow the same guidelines starting on their effective date during their first calendar year of benefited employment.~~

~~Part-time non-benefited employees working fewer than 20 hours per week are entitled to four-eight hours off for their birthday~~ floating holiday time.

Employees can take their ~~personal~~ floating holidays as soon as they are earned. Floating holidays may be taken in half-hour increments. Personal Floating holidays do not accumulate from calendar year to year and are not converted into pay at termination of employment. The floating holidays selected must be pre-approved by the employee's immediate supervisor.
(Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-42 Sick Leave

Sick leave with full pay will be granted to employees ~~who are designated benefited employees~~ based on the following schedule:-

37.5 hours/week: Sick leave is ~~granted~~ earned at the rate of one day per month ~~of full-time service~~ up to a maximum of 240 days.

20-37 hours/week: ~~#~~Sick leave is earned on a prorated basis, ~~for part-time benefited employees based on number of hours the employee is regularly scheduled per week.~~

Fewer than 20 hours/week: Sick leave is earned at the rate of 3 hours per month.

Unused sick leave is not converted into pay at termination of employment. Upon retirement, accumulated sick leave may qualify for additional IMRF pension credit.

Employees are eligible for sick leave after completing 30 days of employment. Sick leave is earned during this 30-day period.

Sick leave may be taken in half-hour increments for medical reasons including ~~the care of the ill~~ illness, injury, medical appointment, mental health time, or caring for a family member. Human Resources may request a medical doctor's statement certifying that an illness or injury is the reason for the absence of two days or more or to authorize a return to work.

No sick leave is earned by an employee for any calendar month in which an employee is on an unpaid leave of absence. Benefited employees will not be granted time off without pay unless under an approved medical leave (see 9-49.4 and 9-49.6). (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-43 Vacation

Full-Time Employees

Full-time librarians, managers, assistant managers, the Assistant Director, and the Executive Director receive four weeks annual paid vacation.

All other full-time staff receive two weeks annual paid vacation. After five years of benefited employment, these staff members receive three weeks; after 10 years of benefited employment, they receive four weeks. Vacation benefits are accrued semimonthly.

Part-Time ~~Benefited~~ Employees (20-37 hours/week)

These employees earn vacation benefits prorated according to the number of hours scheduled to work each week. They receive the prorated equivalent of two weeks annual paid vacation. After five years of benefited employment, they receive the prorated equivalent of three weeks; after 10 years of

Commented [JD3]: This is a new benefit we are proposing. Previously, employees <20 hours/week earned no sick time and had to be unpaid if they took time off for illness.

Commented [JD4R3]: Eventually we will remove the special section on COVID sick time and keep this section.

benefited employment, they receive the prorated equivalent of four weeks. Vacation benefits are accrued semimonthly.

Employees can never carry more vacation time than they are entitled to accrue in one year. Employees carrying the maximum vacation time will not accrue additional vacation time.

New staff hired with vacation benefits must work three months before being eligible for prorated vacation time. After the completion of three months, vacation accrual is retroactive to hire date or benefit date. For employees moving to a position with 20 or more regular hourschanging status from a non-benefited position to a benefited position, the three-month waiting period does not apply if they have been an employee of the Library for more than three months.

Conditions for taking vacations are as follows:

- Vacation time may be taken in half-hour increments.
- Vacation days selected must be preapproved by the employee's immediate supervisor.
- No vacation accrual is earned by an employee when on an unpaid leave of absence.
- Unused vacation is paid out at the time of termination.

Any exceptions to this policy must be approved in advance by the Executive Director. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-44 Tuition Reimbursement

The Library offers a tuition reimbursement program to assist current employees in obtaining education or training to increase their competence in present jobs and to prepare for the possibility of advancement within the Library. Tuition for courses directly related to the job or employment may be reimbursed subject to the following provisions.

Employees may be eligible to participate in the program after completing one year of employment. Applications for tuition reimbursement must be endorsed by the employee's manager. An employee is expected to pay for the initial course or class taken in any degree or certification program. Employees must complete an application form, participate in an interview, provide verification of successful completion of the first course or class (grade B or above), and have the Executive Director's approval for tuition reimbursement before enrolling in the remaining classes for which they intend to request tuition

reimbursement. This application process may take place during enrollment in the beginning course or after its completion. Approval is not finalized until after verification of successful completion of the initial course.

The benefits of education are carried by individuals for the rest of their lives. Tuition reimbursement should be a shared expense between the Library and the employee. Employees who achieve a grade of B or higher (or Pass in the case of a Pass/Fail course) will be reimbursed 60% of tuition only. Fees, books, and supplies are not included.

The amount of tuition reimbursement an employee may receive for any fiscal year may be limited by budgetary constraints. An employee will be reimbursed for no more than two courses or classes during any one fiscal year, whether reimbursement is provided in the same or following fiscal year.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under the Library's tuition reimbursement program, but they are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the Library and other sources may not exceed 100% of the allowable tuition.

Upon completion of courses or a certification program, there is no implied promise or guarantee of position reclassification or adjustment to the employee's salary.

To be eligible to receive tuition reimbursement, employees must be on the Library's payroll on the date the reimbursement check is approved by the Board of Library Trustees.

The Library may request that an employee enroll in a class or course for purposes of training or continuing education. When the Library assigns an employee to a workshop, class, or course, the provisions of the tuition reimbursement policy do not apply. The Library will pay fees for the class or course. (Adopted 4-28-93; Last Revised 5-21-19, Effective 7-1-19)

9-45 Acceptance of Gifts

On occasion, members or vendors may wish to express appreciation for exceptional library service, recognition of a holiday, or an employee's retirement. Employees may accept gifts such as food or flowers from members or vendors. These gifts must be received only in compliance with the State's Gift Ban Act (5 ILCS 430/10-15 through 10-40). Employees may not accept any gift in the form of a service, loan, tangible item (other than food or flowers), or tip from any Library ~~patron~~ member or vendor. (Approved 1-8-14; Last Revised 3-16-21, Effective 4-1-21)

9-46 Training

The Library will provide appropriate training for all employees. All employee travel and training must be preapproved according to the guidelines set by the Executive Director or designee. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

9-46.1 Professional Memberships

Professional librarians and management team members are eligible for reimbursement for membership dues in professional organizations. American Library Association (ALA) and Illinois Library Association (ILA) dues for basic membership in those associations are paid in full by the Library. Other association dues appropriate to the position may also be approved. In some cases, a division of ALA may offer a conference discount to its members. Employees approved to attend that conference may be reimbursed for membership in that year, provided that the member conference rate plus membership dues is less than the non-member conference rate. (Adopted 5-21-19, effective 7-1-19)

9-47 Use of Vehicles for Library Business

9-47.1 Use of Library District Vehicles for Library Business

All drivers of Library vehicles must have and show proof of a valid, current, and class-appropriate driver's license. The Library will verify with the issuing state that the employee has a clear, valid driver's license upon hire and on an annual basis thereafter. Drivers and passengers using library vehicles must be on Library business. The driver and passengers must observe all applicable motor vehicle laws and regulations. The driver and passengers must wear seat belts and use appropriate restraints. Using a phone while driving a Library vehicle is prohibited. Failure to comply with these requirements may result in disciplinary action up to and including dismissal. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-47.2 Use of Private Vehicles for Library Business

When private vehicles are used for Library business, drivers must have and show proof of a valid, current, and class-appropriate driver's license and adequate insurance. The Library will request proof of insurance upon hire and every six months thereafter. Approval to attend meetings or conferences outside the Library includes approval of use of a private vehicle for Library business. The Library will reimburse the operator of the vehicle at the prevailing rate per mile set by the Internal Revenue Service. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-48 Expense Reimbursement

The Library will reimburse reasonable, documented expenses incurred by staff members or Trustees while on Library business. Expenses incurred by staff members must be preapproved by the Executive Director or designee. Reimbursement of expenses for employees and officials of the Library shall be in compliance with the Illinois Public Act 99-0604, Local Government Travel Expense Control Act, and pursuant to the requirements set forth herein.

Training Expenses

The Library will pay its pro rata share for staff/Trustees attending meetings in conjunction with staff/Trustees from other libraries. Whenever possible, the Library will pay the registration fees and major transportation expenses in advance. The lowest reasonable cost options should be chosen whenever possible, in coordination with Administration. A traveler may upgrade at their own expense or with air miles. Air miles earned on flights belong to the traveler.

A report of any meeting attended will be submitted to the supervisor and the Board if requested.

Travel Expenses

Travel expenses are those expenses directly incident to official travel by employees or officials that involve reimbursement or direct payment to private companies providing transportation or related expenses. These expenses include ordinary and reasonable travel, meal, and lodging costs incurred for the authorized and legitimate purposes of the Library.

Entertainment Expenses

No employee or official may receive payment for any entertainment expense, unless such expense is directly related to the purpose of the program or event. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other activity of public or private entertainment or amusement.

Cell Phone and Internet Use Expenses

Employees required to work from home will be reimbursed a flat monthly rate for cell phone and internet use. The reimbursement rate for cell phone usage will be \$10 for full-time and \$5 for part-time staff. The reimbursement rate for

internet usage will be \$20 for full-time and \$10 for part-time staff. These rates are based on available data of average monthly cell phone and internet costs.

In order to receive the reimbursement, staff must request it by the end of the month following the month in which the work was performed.

Expense Authorization

The Library Travel Reimbursement Request form provided by the Library must be completed and authorization for travel expenses obtained prior to the activity or travel, unless preapproval is not reasonably possible. The information is to include the employee or official's name, title/office, travel dates, cost estimates for transportation, lodging, meal, and other necessary costs or receipts for the cost of the travel, meals, or lodging if the expenses have already been incurred. ~~The employee or official should indicate whether per diem or actual reimbursement allowances will be requested.~~ For travel, the lowest reasonable cost options should be chosen whenever possible. Staff expenses allowable under this policy must be approved by the Executive Director and can be exceeded only due to an emergency or other extraordinary circumstance, as determined by the Board of Library Trustees by roll call vote at an open meeting of the Board. In addition, expenses incurred by a member of the Board require Board approval by a roll call vote at an open meeting of the Board.

Reimbursement

The Library will pay or reimburse for an authorized employee's or official's travel expenses for those activities that involve training or study as recommended or directed by law or by an applicable agency or entity with oversight or regulatory authority over the Library; for activities that further the knowledge or expertise of the employee or official, or involve the sharing of such knowledge or expertise; or that involve professional collaboration with others in the employee's or official's professional field.

The maximum allowable reimbursement for travel expenses shall be the per diem expense or the actual, ~~ordinary and reasonable~~ expenses incurred, whichever is lower.

- Per diem expenses are based on the U.S. General Services Administration (GSA) per diem rates. Refer to the GSA website: www.gsa.gov/perdiem for per diem rates according to the geographic areas involved in travel. Because rates for specific localities may change as often as every two months, please be careful to ensure that the applied rate is appropriate to the actual dates of travel.

- For actual expenses, the original receipts or proofs of payment are required.

~~This policy shall be in addition to any current regulations, requirements, or guidelines on expense reimbursement for employees or officials of the Library. In the event of any inconsistency or conflict, the provisions of this policy shall control.~~ (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-49 Studies and Projects

The Executive Director has the discretion to approve or disapprove all proposals for studies, projects, or internships involving the Library, its material, personnel, and members. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-50 Leaves of Absence

9-50.1 Jury Duty

Employees will be excused from work for the purpose of fulfilling jury duty. All employees will be compensated for the time they are normally scheduled to work. Employees will not be required to work an evening shift on a day of serving jury duty. (Adopted 11-13-96; Last Revised 2-10-16, Effective 3-1-16)

9-50.2 Military Leave

Military leave will be provided in accordance with applicable law. (Adopted 11-13-96; Reapproved 2-10-16)

9-50.3 Bereavement

Employees may take up to three paid days per death in their immediate family. This time is prorated for part-time employees. Immediate family for this policy includes employee's parents, spouse, child, brother, sister, grandparent, grandchild, mother-/father-in-law, daughter-/son-in-law, brother-/sister-in-law, grandparent-in-law, domestic partner, or member of the household for whose care the employee is financially responsible.

Furthermore, an employee who has been employed by the Library for at least 12 months and has worked at least 1,250 hours in the last 12 months may take up to two weeks of unpaid time off for the death of the employee's child. Additional approved time may be taken from accrued sick leave and vacation. Exceptions may be approved by the Executive Director. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-50.4 Family and Medical Leave

This policy is subject to the provisions of the Family and Medical Leave Act (FMLA). Eligible employees may take up to a total of 12 work weeks of leave during the designated 12-month period for any one or more of the following reasons:

- the birth of the employee's child, and to care for the newborn child
- the placement with the employee of a child for adoption or foster care, and to care for the newly placed child
- to care for the employee's spouse, child, or parent with a serious health condition
- a serious health condition that makes the employee unable to perform one or more of the essential functions of their job
- any qualifying exigency arising out of the fact that the spouse, or a child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation

An eligible employee is any employee who has been employed by the Library for at least 12 months (need not be consecutive) and for at least 1,250 hours of actual service during the 12-month period immediately preceding the commencement of the leave.

The 12-month period in which the 12-work-week leave entitlement occurs will be a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 work weeks that has not been used during the immediately preceding 12 months.

An eligible employee who is the spouse, child, parent, or next of kin of a covered service member will be entitled to a total of 26 work weeks of leave during a single 12-month period to care for the service member, provided such leave will be available only during a single 12-month period, during which the eligible employee will be entitled to a combined total of only 26 work weeks of leave, inclusive of any other entitled leave.

For the purpose of this policy, a "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care
- a serious health condition involving continuing treatment by a health care provider

The determination as to whether or not a condition is a “serious health condition” as that term is defined in the Family and Medical Leave Act and the federal regulations promulgated thereunder will be made by the Library on a case-by-case basis.

Family or medical leave may be taken intermittently or on a reduced-leave schedule when necessary. Employees needing intermittent leave or leave on a reduced schedule should attempt to schedule the leave so as not to disrupt the operations of the Library. Certification of the medical necessity of intermittent leave or leave on a reduced-leave schedule may be required. Recertification may be required after a significant period of time or a change in medical condition.

In any instance where the necessity for leave arises from any qualifying exigency due to a spouse, child, or parent of the employee being on active duty in the Armed Forces is foreseeable, whether because the spouse, child, or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee will provide such notice to Library as is reasonable and practicable.

Insurance coverage will be maintained for the duration of the 12 work weeks of leave for those employees with current coverage under the Library’s plan. The terms and conditions of insurance coverage, including any applicable premium contributions by the employee, will remain the same during the family or medical leave. Employees on leave must make timely payment of any employee portion of the insurance premiums. If an employee’s premium payment is more than 30 days late, coverage may be dropped 15 days after written notice to the employee.

Employees must provide sufficient notice of the need for FMLA leave and must explain the reasons for the needed leave. A request for family or medical leave should be made 30 days in advance, when the need for the leave is foreseeable. Such requests should be made to Human Resources. When unforeseeable events occur that require family or medical leave, employees must give notice to Human Resources as soon as practical, but not later than three days after the employee learns of the need for leave.

Requests for family or medical leave or for extensions of such leave must be substantiated by medical certification. A form will be provided to the employee.

Employees are required to maintain regular communication with Human Resources regarding their return-to-work date and potential work limitations or restrictions.

When medical leave is granted due to an employee's own serious health condition, the employee must obtain and present, at the employee's expense, certification from the employee's health care provider that the employee is able to resume work at the time the employee seeks reinstatement. Second and third opinions with respect to any medical certification may be sought by the Library at its expense. The health care provider for any such second or third opinions will be designated by the Library.

Eligible employees who have any accrued paid time off benefits must substitute all such available paid leave as part of the 12 work weeks for FMLA leave. Upon exhaustion of all accrued paid time off benefits that is substituted for FMLA leave, any remaining portion of FMLA leave will be unpaid.

Employees will not accrue sick leave or vacation during the unpaid period of the leave. Employees will begin accruing sick leave and vacation benefits when they return from leave. Should a paid holiday fall during the paid period of the leave, the employee will receive holiday pay. No holiday pay will be given if on unpaid leave.

Employees taking family or medical leave will be restored to their previous position or to an equivalent position in accordance with the Family and Medical Leave Act, provided the employee would otherwise be employed at the conclusion of the leave if the employee had not taken the leave.

Acceptance of employment elsewhere during the term of the leave will result in termination. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-50.5 Paid Parental Leave

Employees eligible for, and who have applied for, a qualifying FMLA leave due to a birth or adoption of a child are eligible to request paid parental leave. All other requirements and provisions under the FMLA will apply. This policy runs concurrent with FMLA.

Eligible employees will receive a maximum of six weeks of paid parental leave per birth or adoption (the child must be 17 or younger) of a child. The adoption of a child by a new spouse is excluded from this policy. Multiple births or adoptions, such as the birth of twins or adoption of siblings, does not increase the six-week total amount of paid parental leave granted for that

occurrence. In addition, an employee will not receive more than six weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame. When both parents are eligible employees, both parents may request to use up to six weeks of paid parental leave.

Paid parental leave time runs concurrent with the approved FMLA leave. Once paid parental leave time is exhausted, employees may use additional FMLA leave. In this way, any paid time and any unpaid time will run concurrent with FMLA leave and be counted toward the 12-week allotment.

Employees must use paid parental leave within six months following the beginning of the approved FMLA leave coinciding with birth or adoption of a child. Any unused paid parental leave will be forfeited at the end of the six-month time period.

Paid parental leave is compensated at the employee's current hourly rate based on the employee's normally scheduled weekly work hours as defined by their current job. Paid parental leave will be paid on regularly scheduled pay dates. All standard payroll taxes and standard deductions (such as IMRF and insurance) will apply.

Upon separation of employment, the employee will not be paid for any unused paid parental leave for which they were eligible.

The employee will provide Human Resources with notice of the request to use paid parental leave at the time of the request for FMLA. (Adopted 5-21-19, Last Revised 3-16-21, Effective 4-1-21)

9-50.6 Medical Leave for Non-Eligible FMLA Employees

The Library may grant employees not eligible for FMLA an unpaid medical leave of absence for any one or more of the following reasons:

- the birth of the employee's child, and to care for the newborn child
- the placement with the employee of a child for adoption or foster care, and to care for the newly placed child
- to care for the employee's spouse, child, or parent with a serious health condition
- a serious health condition that makes the employee unable to perform one or more of the essential functions of their job

The maximum amount of time the Library may allow is typically six weeks in a rolling 12-month period. An extension may be granted at the discretion of the Executive Director. To be eligible for such a leave, an employee must have

been employed by the Library for at least six months. Eligibility is determined as of the date the leave commences, not when the leave is requested.

The Library will require medical certification to support a claim for leave for an employee's health condition within seven days of a request for a leave. The certification must include a statement that the employee is unable to perform the functions of their position, the date on which the health care condition began, and the probable duration of the absence. If the need for the leave is foreseeable, such as a planned medical treatment, at least 30 days' prior written notice must be given by the employee. If the need is unexpected, employees are required to provide as much notice as possible.

This medical leave is generally unpaid leave. However, employees with benefits must use any available sick, personal time, and vacation during this period. During the paid portion of the leave, the employee with benefits will continue to accrue benefits.

When medical leave is granted due to an employee's own serious health condition, the employee must obtain and present, at the employee's expense, certification from the employee's health care provider that the employee is able to resume work at the time the employee seeks reinstatement. (Adopted 3-11-09; Last Revised 8-17-21, Effective 9-1-21)

9-50.7 Victims' Economic Security and Safety Leave

Victims' Economic Security and Safety Leave Act (VESSA) provides employees who are victims of domestic, sexual, or gender violence, and/or employees who have a family or household member who is a victim of such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from discrimination and retaliation. Employees must provide the ~~employer~~Library with at least 48 hours prior notice, unless providing notice advance notice is not practical~~le~~. If not practical~~le~~, employees must provide notice within a reasonable period after absence. An employee who is a victim of domestic, gender, or sexual violence may take unpaid leave from work for up to 12 work-weeks per 12-month period according to the provisions set forth in ~~the Victims' Economic Security and Safety Act (VESSA)~~. (Adopted 3-11-09; Reapproved 2-10-16)

9-50.8 Emergency Paid Sick Leave Due to COVID-19

The purpose of this policy is to provide eligible employees with leave and paid sick leave due to COVID-19. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the Library's other leave policies.

For the purpose of this policy, "child" means the employee's own child under the age of 18, which includes biological, adopted, or foster children,

stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one

who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency Paid Sick Leave

All employees unable to work (or telework) due to one of the following reasons are eligible:

- the employee is subject to a federal, state, local, or Library quarantine or isolation order related to COVID-19
- the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- the employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
- the employee is caring for an individual who is subject to either of the first two reasons above
- the employee is caring for their child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions
- the employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor

All eligible employees are entitled to the number of hours worked, on average, over a two-week period for each instance or exposure.

Emergency paid sick leave will be paid at the employee's regular rate of pay.

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or childcare provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than ~~fourteen~~ 14 during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Emergency paid sick leave under this policy will not be provided beyond December 31, 2022. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

The only exception under which employees may take sick leave on a reduced schedule for the above reasons is if they are able to, and want to, telework, with the agreement of the Library. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) uses the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Library, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated against or discharged for doing so.

(Adopted 5-19-20, Last Revised 12-21-21, Effective 1-1-22)

9-51 COVID-19 Vaccinations

The Library recognizes its responsibility to provide employees a workplace free of recognized hazards. Further, the Library believes that the suppression of the COVID-19 virus is a priority for the health, safety, and welfare of employees, residents, and Library visitors. This policy is intended to maximize the protection afforded by the COVID-19 vaccine. The goal of this program is

to protect employees, employees' family members, Library visitors, and the broader community. This policy is intended to follow all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

As a condition of employment, all employees of the Library must provide proof of full vaccination or a weekly negative COVID-19 test. Newly hired employees will be required to supply proof of immunization to be exempt from weekly testing. This policy does not cover volunteers or visitors.

If an employee has not complied with this requirement, the employee may not report to work on-site.

Employees should contact their county public health department to obtain information about vaccination or testing sites. Employees may also be able to obtain vaccine availability information from their own health care providers. Vaccinations should be processed through the employee's health insurance where applicable or otherwise submitted for reimbursement if there is a cost.

All employees will be granted up to two hours paid time off work to receive any vaccinations occurring during their scheduled work time. -Employees are to work with their managers to schedule proper time to obtain the COVID-19 vaccine. -No reimbursement or paid time off will be offered for weekly testing.

Confidentiality

Confidentiality and respect to our employees' rights are important to us. Records documenting vaccinations and declinations will be maintained by Human Resources. Only key Human Resources staff will have access to vaccine compliance records. All information received under this policy will be kept confidential to the greatest extent possible. Sharing of information shall be based on a need-to-know basis and only to the level required to notify management personnel regarding those employees who are not in compliance with this policy.

No employee will be discriminated, harassed, or retaliated against for their vaccination status. If an employee believes that they have been treated in a manner contrary to this policy, please notify Human Resources immediately.

Consequences of Non-Compliance

All persons covered under this policy shall be aware that compliance is a condition of employment or access to the Library facilities. Employees who do not certify that they have received the COVID-19 vaccine or show proof of a negative weekly test will not have access to the Library's non-public facilities.

Right to Change or Terminate Policy

If vaccine shortages occur and/or if CDC or government officials' recommendations are altered, the Library may change, suspend, or revoke all or part of this policy.

Effective Date

The effective date of this COVID-19 Vaccination Policy is January 1, 2022. After that date, if a staff member has not provided documentation of vaccination, they must provide HR proof of a negative COVID-19 test weekly. Failure to comply may lead to disciplinary action, up to and including termination. Staff members not in compliance with this policy will be placed on unpaid leave until their employment status is decided by the Executive Director after consultation with the Human Resources Manager.

(Adopted 10-19-21, Effective 1-1-22)

9-52 Resignation

An employee who intends to resign is requested to give advance notice in writing to their manager. Resignations should state the reason and the effective date. The effective date should be the last day the employee is scheduled to work. Managers and exempt employees are asked to give a four-week notice of intent to resign. Non-exempt employees are asked to give a two-week notice. Employees are required to be physically present on their last scheduled day of employment. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-53 Exit Interview

A resigning employee will have the opportunity to have an exit interview with the Human Resources Manager, Assistant Director, or Executive Director. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-54 HIPAA Anti-Retaliation Policy

Title II of the Federal Health Insurance Portability and Accountability Act (42 USC §§ 1320d to 1329d-8, and Section 264 of Public Law 104191) ("HIPAA"), and its accompanying Privacy Regulations, 45 CFR Parts 160 and 164, require that "covered entities," as defined by the HIPAA Privacy Regulations, refrain from any retaliatory acts targeted toward those who file complaints or otherwise report HIPAA violations or infractions. The purpose of this policy is to clearly state the position of the Library on intimidation and retaliation. This policy applies to all workforce, volunteers, management, and officials of the Library.

Under no circumstances will the Library intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any individual for the following:

- the exercise of rights guaranteed under HIPAA, including the filing of a HIPAA complaint against the Library
- the filing of a HIPAA complaint with the Secretary of HHS
- testifying, assisting, or participating in a HIPAA investigation, compliance review, proceeding, or hearing
- opposing any act or practice that is counter to the HIPAA regulations, provided the individual has a good-faith belief that the practice opposed is unlawful, and the manner of the opposition is reasonable and does not involve a disclosure of protected health information in violation of HIPAA

No retaliatory action against an individual or group involved in filing HIPAA complaints or otherwise reporting infractions will be tolerated.

Under no circumstances will the Library require any member(s) of its workforce, volunteers, management, or officials to waive their rights under HIPAA.

All allegations of HIPAA retaliation against individuals will be reviewed and investigated by the Library in a timely manner. The Human Resources Department shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Executive Director or their designee, who will review the investigation report and make a final decision. At the Executive Director's option, they or their designee may conduct further investigation, if necessary. (Adopted 9-10-03; Last Revised 3-16-21, Effective 4-1-21)

9-55 Employee Enforcement of Privacy Policy

The ~~Board of Library Trustees~~ places the highest priority on the effective implementation of the Privacy Policy by the Library staff. All employees are expected to have a working understanding of the privacy policy in effect and must adhere to the provisions of the Library's Privacy Policy and procedures.

To assist in policy implementation, a designated Person in Charge will be on duty at the Main Library during all hours that Library facilities are open to the public.

An employee may not disclose the personally identifiable information of a user contained in library circulation or registration records except in accordance with Privacy Policy and procedures.

The Person in Charge may, however, disclose private information to proper authorities contrary to the Privacy Policy only if the employee reasonably believes that an individual faces a real and imminent threat of bodily harm that could be averted by the prompt disclosure of such information in accordance with Policy 11-9. If an employee releases the information, they must report the matter to the Executive Director or designee as soon as possible.

Employees who violate the Library's Privacy Policy will be subject to disciplinary action up to and including dismissal.

The employee's obligation to protect the privacy of library users under federal and state laws is perpetual and thus extends beyond the term of employment. (Adopted 9-8-04; Last Revised 5-21-19, Effective 7-1-19)

9-TBD Referral Bonus

The Library will pay a referral bonus to employees who bring new talent to the organization. Referred employees cannot be current or former employees of the Library in any capacity, including substitutes and interns.

All employees are eligible to receive a referral bonus except for the following:

- Executive Director or Assistant Director
- HR employees or any employee whose regular job includes the recruitment of employees
- Hiring manager/supervisor or other persons associated with the selection of the candidate

The referral bonus recipient must be a single employee identified on the candidate's job application. The bonus recipient will receive \$200.00 for each external candidate who is hired and remains employed for three months. An employee may receive multiple bonuses for multiple hired candidates, up to \$600.00 in any fiscal year. Referral bonus payments will be paid out during regular payroll processing on the first pay date following the referred employee's three-month anniversary. The bonus recipient must still be

employed by the Library to receive payment. The referral bonus is subject to all necessary taxes and deductions.

The hiring process will be fair and consistent with Library policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for referral bonus. (Adopted MM-DD-22, Effective 7-1-22)

9-TBD Retention Policy

To encourage entry-level employees to remain with the Library for more than six months, the Library will pay a retention bonus. All employees hired in pay grade 20 are eligible to receive a retention bonus after six months of employment. Employees who are moved internally to a new position are not eligible for the retention bonus.

The employee will receive \$500.00 after completing six months of employment. Retention bonus payments will be paid out during regular payroll processing on the first pay date following the referred employee's six-month anniversary. The bonus recipient must still be employed by the Library in the same position to receive payment. The retention bonus is subject to all necessary taxes and deductions.

The hiring process will be fair and consistent with Library policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a retention bonus. (Adopted MM-DD-22, Effective 7-1-22)

Policy 9 Comprehensive Review: Adopted 11-13-96; Last Revised 6-15-21, Effective 7-1-21.



INTERNAL MEMO

TO: Library Board of Trustees

FROM: Jeannie Dilger, Executive Director

DATE: May 1, 2022

SUBJECT: Days Closed FY 2022-2023

Trustees,

May is the month when we adopt our schedule of closed dates for the upcoming fiscal year. In accordance with the holiday policy, I would like to propose the following closing schedule for 2022-2023.

Proposed Schedule of Closings for FY 2022-2023

- Sunday, July 3 – Independence Day observance
- Monday, July 4 – Independence Day
- Sunday, September 4, Labor Day observance
- Monday, September 5 - Labor Day
- Friday, September 16 – Staff Development Day
- Thursday, November 24 - Thanksgiving Day
- Saturday, December 24 - Christmas Eve
- Sunday, December 25 - Christmas Day
- Saturday, December 31 - New Year's Eve close at 1pm
- Sunday, January 1 - New Year's Day
- Friday, February 17 – Staff Development 9am-1pm, Library open 2-6pm
- Sunday, April 9 – Easter
- Sunday, May 28 – Memorial Day observance
- Monday, May 29 - Memorial Day

Sincerely,

Jeannie Dilger

Executive Director

PALATINE PUBLIC LIBRARY DISTRICT BOARD OF LIBRARY TRUSTEES ANNOUNCES VACANCY

The Palatine Public Library District Board of Library Trustees announced a vacancy at its regular Board meeting on July 16, 2019, and seeks to fill this vacancy until the new Board is seated in May 2021 following the consolidated election on April 6, 2021.

The Board will fill the current vacancy by appointment. Interested persons should submit an application or a resume, along with a letter of interest indicating why they would like to serve on the Board of Library Trustees. Applications are available online at www.palatinelibrary.org/board. Paper copies are also available at all Palatine Public Library District locations.

Application materials may be submitted via email to Executive Director Jeannie Dilger at jdilger@palatinelibrary.org or by mailing paper materials to her at the above address. All application materials must be received by August 30, 2019 at 5:00 p.m.

The selected candidate must meet all legal qualifications for this office, including residency in the Palatine Public Library District and registration as a voter in the District. Applicants may be interviewed by the Board of Library Trustees.

For further information about the duties of Library Trustees, please call Executive Director Jeannie Dilger at 847-358-5881 ext. 209 or email jdilger@palatinelibrary.org.

CANDIDATE GENERAL INFORMATION

Full Name: _____

Address: _____

City/Village: _____

Zip Code: _____

Contact Information

E-mail Address: _____

Home Telephone: _____

Cell Phone: _____

Optional Information

Spouse's/Partner's name: _____

Children (names and ages): _____

Are you a registered voter? _____ Yes _____ No

BACKGROUND

Years lived in the Palatine Public Library District: _____

Employment

Current Occupation: _____

Years: _____

Current Employer/Address: _____

Previous Occupation: _____

Years: _____

Previous Employer/Address: _____

Education

High School: _____

Undergraduate College: _____

Degree/Major: _____

Graduate College: _____

Degree/Major: _____

Continuing education classes: _____

Publications: _____

COMMUNITY EXPERIENCE

Political experience: (Include offices held, previous campaigns (even if unsuccessful) appointments to library, municipal, park, school or other boards or committees, other political activities; dates): _____

If appointed to fill this vacancy, will you remain in your other political positions?

Civic and/or community activities; dates; leadership positions held: _____

Military service and honors: _____

QUESTIONS

Please answer the following questions in no more than 150 words per question.

1. *What do you feel are the 3 greatest strengths of the Library District?*
2. *What do you feel are the 3 greatest challenges facing the Library District today?*
3. *Why are you seeking to fill this Library Trustee vacancy?*
4. *Which of your skills and abilities will help you most as a Library Trustee?*
5. *Do you plan to run for election as Library Trustee in the next Consolidated Election?*

Candidate Name:

QUESTIONS FOR TRUSTEE CANDIDATES

Welcome!

1. We realize you have provided much information already, but please take 2 minutes and tell us about yourself.
2. Which of your skills and abilities will help you most as a Library Trustee?
3. What changes, if any, would you like to see in our libraries?
4. What do you see as your role in the community?
5. How much time are you willing to put in as a Trustee?
6. The Library Board has committees that work on policy, finances, board development, and building renovation. Given the choice, what type of things would you be involved in?
7. How would you handle a request to remove a book or other materials from the Library?
8. Do you have any questions or comments for us?

Thank you for coming.