



Financial Forecasting Model

prepared by PMA Securities, LLC



Introduction

The Palatine Public Library District (the “Library” or the “District”) requested that PMA Securities, LLC (“PMA”) provide a financial forecasting model (the “FFM” or the “Model”) in order to assess the future financial health of the District. The Library recently completed a Capital Maintenance Plan (“CMP”), which detailed a number of capital projects that would be required over the next 20 years for the Library to maintain and/or improve its current site. The FFM was requested in order to determine if the Library could afford the projects outlined in the CMP, and if so, how the Library would finance those projects.

Duration of Model

The Library requested that the Model project its financial profile through fiscal year (FY) ending June 30, 2033 to reflect a 10-year projection beyond the most recently determined budget. The CMP’s projects are organized in five-year groupings and the 10-year projection was selected by the Library in order to capture two groupings of projects.

Components of Model

The Model is comprised of two main parts. The first is the levy projection. The levy projection is the most important aspect of the Model for two reasons. First, property tax revenue is the Library’s primary revenue source. For FY ending June 30, 2022, property tax revenue constituted 96% of all revenues into the Corporate Fund. For the Model to be helpful, it has to account for the Library’s largest revenue source in a reliable manner. Second, as it is calculated in Illinois, and particularly in Cook County, the levy is a complex calculation that takes into account a number of different factors, including the Consumer Price Index (“CPI”), the Property Tax Extension Limitation Law (“PTELL”), annual reassessment rates, and new property (including the expiration of Tax Increment Finance (“TIF”) districts). A financial forecasting model for the Library needs to include all these factors and understand how each of them impacts the Library’s annual levy amount.

The second part of the Model consists of the fund projections. Once we project the Library’s levy revenues, the Model will then project the revenues and expenses of each fund, beginning with the Corporate Fund, followed by the Special Reserve Fund, and then last, the Nonmajor Government Funds. Furthermore, the Model will then aggregate all funds into a summary sheet to provide a comprehensive view of the Library’s overall financial position at the end of the 10-year projection.

Please note that the Model also incorporates the Library’s Capital Project Fund and Bond Fund. However, those will not be discussed in this summary because they do not impact the Library’s long-term financial profile. The Library expects to close the Capital Project Fund after FY 2023 and the Bond Fund is simply a pass-through fund through which the Library makes its bond payments. The actual revenue for the bond payments is accounted for in the Corporate Fund.

Other minor components of the Model include historical CPI data, a sensitivity table showing how results might change as assumptions change, and graphical representations of the forecasted results.

Levy Projections: Assumptions and Forecasted Results

The levy projection includes the following assumptions:

- Levy Year 2023 CPI = 4.00%
- All future Years CPI = 1.50%
- New Property = \$10 million annually
- Rand Road TIF District expires in LY 2025 and provides incremental EAV of \$30 million
- Reassessment rate = 10% every three years; 0% in intermediate years (due to Cook County's triennial reassessment process)
- Levy for Unemployment Insurance is held constant at \$500 each year

These assumptions indicate that the Library's property tax revenue will total \$12.02 million by the end of the Model (LY 2031/FY 2033). Most recently, LY 2021 property taxes (received by the Library in calendar year 2022) totaled \$9.37 million. Therefore, over the course of the Model, annual property tax revenue is expected to be greater by \$2.65 million, or 28% over LY 2021 property tax revenue.

Corporate Fund: Assumptions and Forecasted Results

The Corporate Fund projection includes the following assumptions:

- Property Tax Collection Rate = 99.80%
- Non-Property Tax revenue increases by 1.50% annually
- Investment income = 0.75% of prior year's fund balance
- Expenditures for Personnel Services increase by 5.00% annually
- Expenditures for Health Insurance increase by 8.00% annually
- Expenditures for Other Services increase by 3.00% annually
- Payments from The Village of Palatine (the "Village") for Downtown TIF Extension Surplus begin in FY 2026
- Transfers Out to the Special Reserve Fund total \$750,000 - \$1.5 million annually
- Debt Service payments for the 2020 Bonds are paid out of Corporate Fund
- Previously planned bond issue for 2023 is not issued by the Library

These assumptions are conservative in nature because they assume that expenditures grow annually at a higher rate than revenues. Of particular note, property tax revenue is only increasing by 1.50% each year (plus a nominal amount due to New Property). These conservative assumptions will inherently create a projection that shows declining annual surpluses. And if the Model were to be extended far enough, it would eventually show operating deficits.

As noted above, the Model takes into account annual payments from the Village that are intended to compensate the Library for agreeing to the Village's proposal to extend the Downtown TIF District. We assume that the payments begin in the Library's FY 2026; however, this may change based on clarification of when the Village intends to make these payments. We also note that the amount of the payment may differ from the amount used in the Model. The amounts used in the Model have been provided by the Village, but the Village did not consider the impact of the Library's successful referendum in determining the amounts allocated to each overlapping taxing body. Therefore, we consider the amounts used in the Model to be a conservative estimate that may increase once the payments begin.

Because the Model only reflects a 10-year projection, the results show that the Corporate Fund is still generating an operating surplus. However, beginning in FY 2031, once the \$1.5 million transfer to the Special Reserve Fund is accounted for, the Net Change in Fund Balance is negative. Despite the negative change, the Model projects that the Corporate Fund will have a fund balance of more than \$12.5 million by the end of FY 2033. This represents a fund balance of 123.58% as a percentage of annual expenditures, which is the lowest percentage for any fiscal year in the Model. The fiscal year with the highest such percentage is FY 2027 with a fund balance percentage of 159.12%.

It should be noted that the Model shows property tax revenue decreasing from FY 2021 to FY 2022 despite the fact that the Library has historically increased its property tax levy every year. While not intuitive, this pattern is correct. The reason for the decrease in property taxes recorded in FY 2022 is actually a result of an overinflation of property taxes collected in FY 2021 and due to a combination of three factors:

- The Limiting Rate referendum that was successful in 2019
- The way in which Cook County collects property taxes
 - The first collection (March in the year after the Levy Year) is 55% of the prior year's levy
 - The second collection (September in the year after the Levy Year) is a true-up payment that includes the remaining amount of the levy that was not collected in the March collection
- The fact that the Library's Fiscal Year bifurcates the Levy Year

These three factors essentially overinflated the collection received in September of 2020, which was a part of FY 2021, because the full amount of the Limiting Rate increase was paid in the September 2020 collection. The pattern of property tax collection was reverted back to its norm with the taxes collected in calendar year 2021.

Special Reserve Fund: Assumptions and Forecasted Results

The Special Reserve Fund projection includes the following assumptions:

- Funded by transfers from the Corporate Fund (\$750,000 - \$1.5 million annually)
- Annual Expenditures reflect capital projects as detailed in the CMP

With these assumptions, the Model projects that the fund balance will reach as high as \$9.49 million by the end of FY 2033.

Nonmajor Governmental Funds: Assumptions and Forecasted Results

The Nonmajor Governmental Funds projection includes the following assumptions:

- Funds included in Nonmajor Governmental Funds are:
 - Audit Fund
 - Building Fund
 - IMRF Fund
 - Social Security Fund

- Tort Immunity Fund
- Unemployment Insurance Fund
- Property Tax Collection Rate = 98.00%
- Expenditures for Payroll increase by 5.00% annually
- Expenditures for Other Services increase by 3.00% annually

The results in the Nonmajor Governmental Funds mirror that of the Corporate Fund since expenditures are projected to increase at a higher rate than revenues, which solely consist of property taxes. While the Library is currently generating operating surpluses in the aggregate of these funds, that is only projected to last until FY 2027. Beginning in FY 2028, these funds are projected to generate operating deficits that grow every year thereafter. The high point of the fund balance in the Nonmajor Government Funds is projected to occur in FY 2027 with a fund balance of \$997,900. By the end of the Model in FY 2033, the fund balance is projected to come down to \$696,828.

Aggregate Summary of All Funds

The final part of the Model is an aggregate sheet that incorporates all of the Library's funds. This offers a comprehensive perspective of all the Library's finances throughout the duration of the Model. After accounting for all the assumptions detailed above, the Model projects that the fund balance high point will occur in FY 2031 at a fund balance of \$22.77 million. By the end of the Model two years later, the fund balance is projected to be \$21.43 million.

Conclusion

The Library has a number of capital projects to address over the next 20 years in order to maintain and improve the Library building and the services provided through it. The FFM prepared by PMA was established with conservative assumptions that will assist the Library in preparing for the proposed projects.

The results of the FFM indicate that the Library has the wherewithal to finance the projects without compromising the financial health of the Library over the next 10 years. The FFM was created assuming the Library does not issue bonds in 2023 as had been previously planned. If the Library would like to preserve a higher level of fund balance, the FFM indicates that the Library could make debt service payments responsibly given the operating surplus generated by the Library's Corporate Fund. However, the Model does not suggest that such a bond issue is necessary at any point in the 10-year duration of the Model.

PMA recommends that the Model is updated at a future time to reflect actual results as they occur and to adjust any assumptions if future results suggest doing so would be prudent.

Palatine Library District

Financial Projection Model

Levy Data

Preliminary, subject to change

Conditions

County Cook
Fiscal Year End Jun-30

Yes or No

Cook
Jun-30

Fiscal Year End (Jun-30)	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Proj. Actuals	FY 2023 Budgeted	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
LEVY YEAR	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected	2023 Projected	2024 Projected
EAV INFORMATION								
Equalized Assessed Value	\$ 2,349,296,333	\$ 2,289,228,984	\$ 2,605,107,615	\$ 2,612,161,752	\$ 2,622,161,752	\$ 2,632,161,752	\$ 2,905,377,927	\$ 2,915,377,927
Limiting Rate	0.276	0.291	0.343	0.352	0.357	0.375	0.355	0.360
New Property (Including TIF Expiration in Actual Data)	\$ 15,081,077	\$ 11,426,976	\$ 42,797,622	\$ 11,229,589	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000
New Property (TIF Expiration) - Projection Only (1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Multiplier	2.9627	2.9109	2.9160	3.2234				
Reassessment Rates	-0.59%	-3.04%	11.93%	-0.16%	0.00%	0.00%	10.00%	0.00%
CPI (2)	2.10%	2.10%	1.90%	2.30%	1.40%	5.00%	4.00%	1.50%
LEVY INFORMATION (Capped)								
Corporate	\$ 5,588,975	\$ 5,747,570	\$ 7,994,384	\$ 8,225,697	\$ 8,362,102	\$ 8,808,781	\$ 9,192,794	\$ 9,362,810
IMRF	342,997	352,730	370,215	381,375	398,219	419,725	438,021	446,122
Social Security	270,169	277,836	291,608	300,398	304,521	320,966	334,957	341,152
Auditing	9,397	13,582	515	-	-	4,938	5,153	5,248
Liability Insurance	39,938	36,664	45,692	47,018	46,849	49,379	51,532	52,485
Library Building and Sites	225,532	231,935	243,432	250,767	257,671	271,587	283,426	288,667
Unemployment Insurance	-	490	515	-	500	500	500	500
TOTAL CAPPED EXTENSION (By Fund)	\$ 6,477,008	\$ 6,660,807	\$ 8,946,361	\$ 9,205,255	\$ 9,369,862	\$ 9,875,875	\$ 10,306,384	\$ 10,496,985
TOTAL EXTENSION (By Fund)	\$ 6,477,008	\$ 6,660,807	\$ 8,946,361	\$ 9,205,255	\$ 9,369,862	\$ 9,875,875	\$ 10,306,384	\$ 10,496,985
TOTAL EXTENSION (per Agency Report)	6,484,058	6,661,656	8,961,570	9,220,931	9,369,862	9,875,875	10,306,384	10,496,985

Palatine Library District

Financial Projection Model

Levy Data

Preliminary, subject to change

Conditions

County
Fiscal Year End

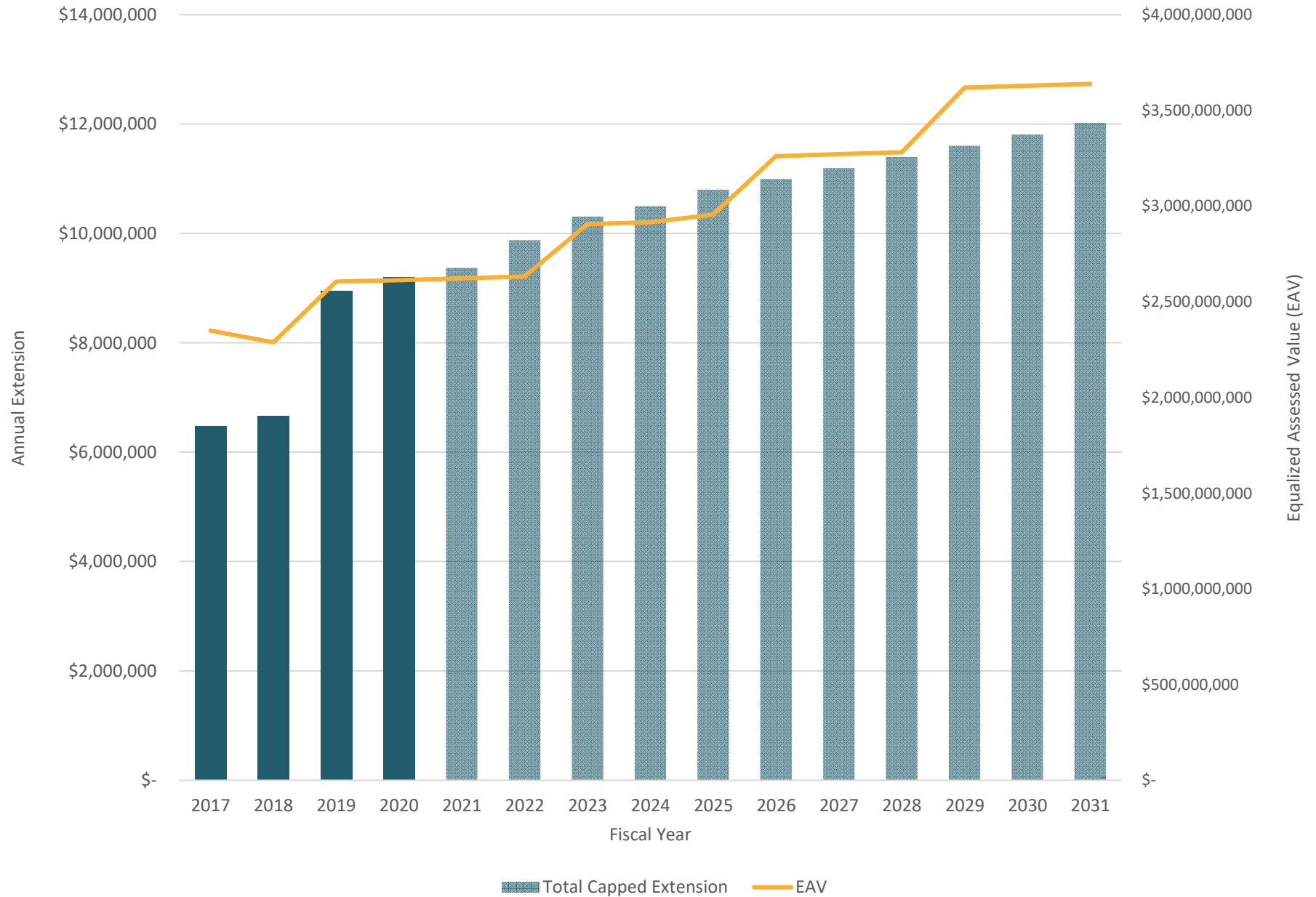
Yes or No

Cook
Jun-30

Fiscal Year End (Jun-30)	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected
LEVY YEAR	2025 Projected	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected	2031 Projected
EAV INFORMATION							
Equalized Assessed Value	\$ 2,955,377,927	\$ 3,260,915,720	\$ 3,270,915,720	\$ 3,280,915,720	\$ 3,619,007,292	\$ 3,629,007,292	\$ 3,639,007,292
Limiting Rate	0.365	0.337	0.342	0.347	0.321	0.325	0.330
New Property (Including TIF Expiration in Actual Data)	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000
New Property (TIF Expiration) - Projection Only (1)	\$ 30,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Multiplier							
Reassessment Rates	0.00%	10.00%	0.00%	0.00%	10.00%	0.00%	0.00%
CPI (2)	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
LEVY INFORMATION (Capped)							
Corporate	\$ 9,633,655	\$ 9,808,247	\$ 9,985,909	\$ 10,166,694	\$ 10,347,796	\$ 10,532,044	\$ 10,719,491
IMRF	459,026	467,345	475,810	484,423	493,052	501,831	510,762
Social Security	351,020	357,381	363,855	370,441	377,040	383,753	390,583
Auditing	5,400	5,498	5,598	5,699	5,801	5,904	6,009
Liability Insurance	54,003	54,982	55,978	56,991	58,006	59,039	60,090
Library Building and Sites	297,017	302,400	307,877	313,450	319,034	324,714	330,493
Unemployment Insurance	500	500	500	500	500	500	500
TOTAL CAPPED EXTENSION (By Fund)	\$ 10,800,622	\$ 10,996,353	\$ 11,195,526	\$ 11,398,200	\$ 11,601,229	\$ 11,807,785	\$ 12,017,927
TOTAL EXTENSION (By Fund)	\$ 10,800,622	\$ 10,996,353	\$ 11,195,526	\$ 11,398,200	\$ 11,601,229	\$ 11,807,785	\$ 12,017,927
TOTAL EXTENSION (per Agency Report)	10,800,622	10,996,353	11,195,526	11,398,200	11,601,229	11,807,785	12,017,927

Palatine Library District

Historical & Projected Levy Graph



Palatine Library District
Financial Projection Model
Corporate Fund

Preliminary, subject to change

Corporate Fund

Property Tax Collection Rate (1)	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%
Revenues - Non-Property Tax (Except Replacement Taxes)	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Revenues - Charges for Services and Grants/Donations	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Estimated Investment Earnings	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%
Expenditures - Personnel Services	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Expenditures - Health Insurance	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%
Expenditures - Non-Personnel Services	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

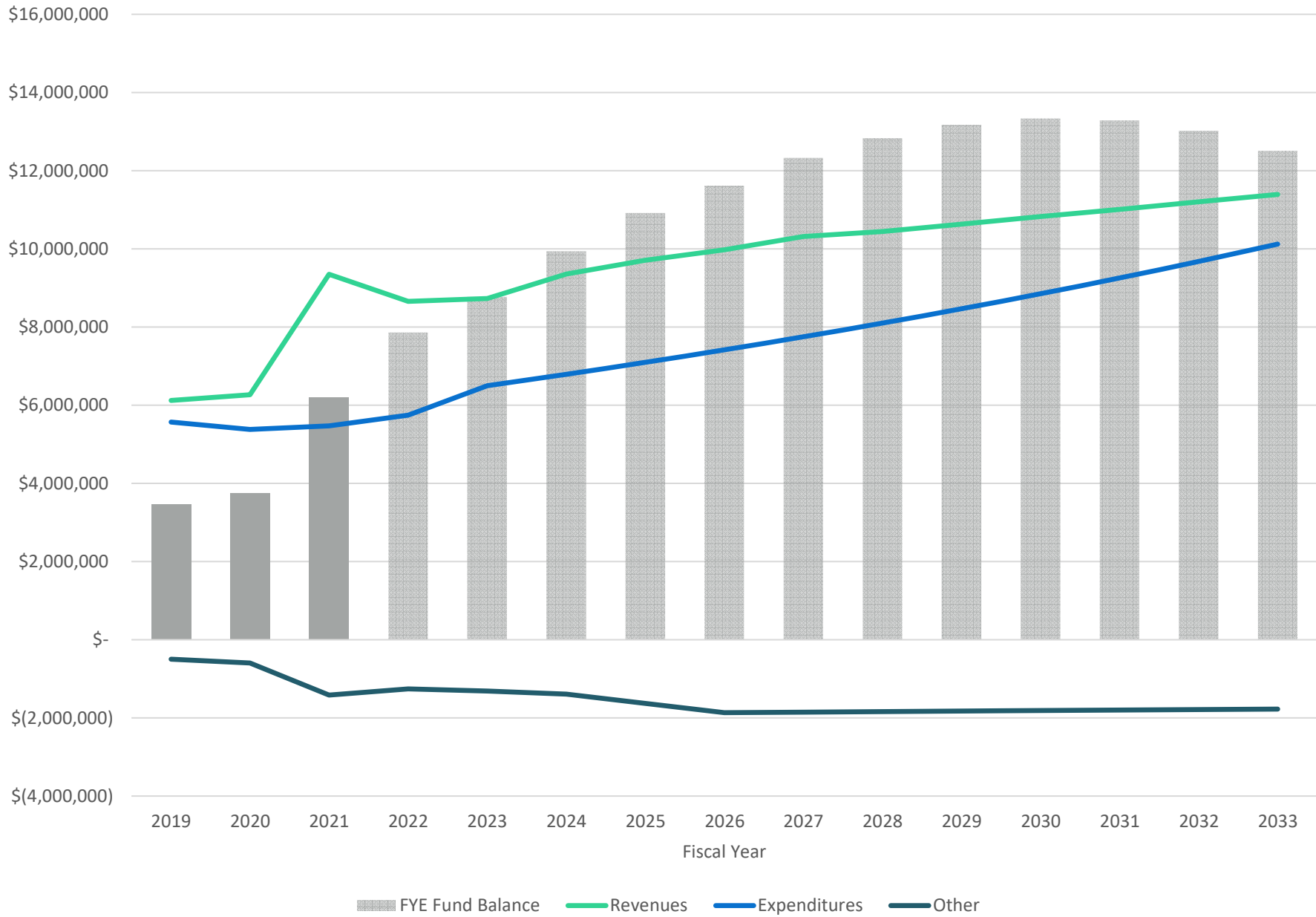
Fiscal Year End (30-Jun)	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 (2) Proj. Actuals	FY 2023 Budgeted	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected
REVENUE															
Property Taxes (3)	\$ 5,634,772	\$ 5,868,608	\$ 9,012,318	\$ 8,267,164	\$ 8,420,250	\$ 9,036,345	\$ 9,385,194	\$ 9,437,407	\$ 9,763,054	\$ 9,884,464	\$ 10,063,456	\$ 10,245,594	\$ 10,426,508	\$ 10,612,114	\$ 10,800,941
Downtown TIF Extension Surplus Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Replacement Taxes (4)	12,617	69,052	87,586	143,830	100,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Charges for Services	172,634	76,424	35,047	56,586	44,400	44,400	44,400	44,400	44,400	44,400	44,400	44,400	44,400	44,400	44,400
Grants and Donations	163,248	134,459	189,660	169,585	148,750	148,750	148,750	148,750	148,750	148,750	148,750	148,750	148,750	148,750	148,750
Interest	124,251	112,057	19,326	14,385	14,000	65,774	74,513	81,873	87,098	92,429	96,216	98,788	99,987	99,635	97,626
Miscellaneous	12,508	6,109	3,813	3,947	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	\$ 6,120,030	\$ 6,266,709	\$ 9,347,750	\$ 8,655,496	\$ 8,727,400	\$ 9,350,269	\$ 9,707,856	\$ 9,974,348	\$ 10,310,393	\$ 10,442,437	\$ 10,630,651	\$ 10,820,931	\$ 11,008,754	\$ 11,199,860	\$ 11,392,678
EXPENDITURES															
Salaries	\$ 3,182,039	\$ 3,223,134	\$ 3,242,073	\$ 3,496,785	\$ 3,916,434	\$ 4,112,256	\$ 4,317,869	\$ 4,533,762	\$ 4,760,450	\$ 4,998,473	\$ 5,248,397	\$ 5,510,816	\$ 5,786,357	\$ 6,075,675	\$ 6,379,459
Employer Health Insurance	264,368	258,732	262,140	301,848	333,600	360,288	389,111	420,240	453,859	490,167	529,381	571,731	617,470	666,867	720,217
Materials	936,143	918,691	753,695	823,928	947,146	975,561	1,004,827	1,024,972	1,066,021	1,098,002	1,130,942	1,164,870	1,199,816	1,235,811	1,272,885
Utilities	233,427	208,135	197,945	179,721	163,500	168,405	173,457	178,661	184,021	189,541	195,228	201,084	207,117	213,330	219,730
Equipment Purchases	260,275	120,166	276,169	217,696	308,500	317,755	327,288	337,106	347,219	357,636	368,365	379,416	390,799	402,523	414,598
Contractual Services	371,470	391,059	453,642	447,705	495,315	510,174	525,479	541,244	557,481	574,205	591,432	609,174	627,450	646,273	665,661
Supplies (5)	72,882	59,210	83,283	93,079	94,800	97,644	100,573	103,591	106,698	109,899	113,196	116,592	120,090	123,692	127,403
Operating Expenditures	173,269	142,057	136,459	122,855	157,833	162,568	167,445	172,469	177,643	182,972	188,461	194,115	199,939	205,937	212,115
Auxiliary Projects	69,008	61,672	61,175	59,545	81,600	84,048	86,569	89,167	91,842	94,597	97,435	100,358	103,368	106,469	109,664
TOTAL EXPENDITURES	\$ 5,562,881	\$ 5,382,856	\$ 5,466,581	\$ 5,742,163	\$ 6,498,728	\$ 6,788,699	\$ 7,092,619	\$ 7,411,211	\$ 7,745,234	\$ 8,095,493	\$ 8,462,836	\$ 8,848,158	\$ 9,252,405	\$ 9,676,578	\$ 10,121,732
REVENUE OVER (UNDER) EXPENDITURES	\$ 557,149	\$ 883,853	\$ 3,881,169	\$ 2,913,334	\$ 2,228,672	\$ 2,561,570	\$ 2,615,237	\$ 2,563,137	\$ 2,565,159	\$ 2,346,944	\$ 2,167,815	\$ 1,972,773	\$ 1,756,348	\$ 1,523,282	\$ 1,270,946
OTHER SOURCES/(USES) OF FUNDS															
Debt Issuance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out to Nonmajor Funds	-	-	(53,000)	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out to Debt Service Fund (6)	-	-	(666,042)	(561,550)	(565,750)	(396,400)	(383,900)	(366,525)	(354,275)	(342,025)	(324,900)	(312,900)	(303,300)	(291,175)	(279,200)
Transfers Out to Special Reserve Fund	(500,000)	(600,000)	(700,000)	(700,000)	(750,000)	(1,000,000)	(1,250,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
TOTAL OTHER SOURCE/(USES) OF FUNDS	\$ (500,000)	\$ (600,000)	\$ (1,419,042)	\$ (1,261,550)	\$ (1,315,750)	\$ (1,396,400)	\$ (1,633,900)	\$ (1,866,525)	\$ (1,854,275)	\$ (1,842,025)	\$ (1,824,900)	\$ (1,812,900)	\$ (1,803,300)	\$ (1,791,175)	\$ (1,779,200)
NET CHANGE IN FUND BALANCE	\$ 57,149	\$ 283,853	\$ 2,462,127	\$ 1,651,784	\$ 912,922	\$ 1,165,170	\$ 981,337	\$ 696,612	\$ 710,884	\$ 504,919	\$ 342,915	\$ 159,873	\$ (46,952)	\$ (267,893)	\$ (508,254)
BEGINNING FUND BALANCE	\$ 3,402,053	\$ 3,459,202	\$ 3,743,055	\$ 6,205,182	\$ 7,856,966	\$ 8,769,888	\$ 9,935,058	\$ 10,916,395	\$ 11,613,008	\$ 12,323,891	\$ 12,828,811	\$ 13,171,726	\$ 13,331,599	\$ 13,284,647	\$ 13,016,755
ENDING FUND BALANCE	\$ 3,459,202	\$ 3,743,055	\$ 6,205,182	\$ 7,856,966	\$ 8,769,888	\$ 9,935,058	\$ 10,916,395	\$ 11,613,008	\$ 12,323,891	\$ 12,828,811	\$ 13,171,726	\$ 13,331,599	\$ 13,284,647	\$ 13,016,755	\$ 12,508,500
Fund Balance as a Percent of Annual Expenditures (7)	62.18%	69.54%	113.51%	136.83%	134.95%	146.35%	153.91%	156.70%	159.12%	158.47%	155.64%	150.67%	143.58%	134.52%	123.58%

Footnotes:

- (1) Past three years of property tax collections averaged approximately 99.80%
- (2) All FY 2022 numbers are unaudited numbers provided by the District and reflect estimated FY 2022 results based on preliminary actual results through 4/30/22
- (3) Assumes only the Corporate Levy is deposited in the Corporate Fund
- (4) Due to the unpredictable nature of Replacement Taxes, we assume no growth in the future
- (5) FY 2019-2020, Supplies expenditures differ from Audits because Audits show Supplies paid out of Building Fund as a Corporate Fund expense
- (6) Transfers Out to Debt Service Fund include principal and interest payments
- (7) Red highlighted cell indicates fund balance low point in model; green highlighted cell indicates fund balance high point in model

Palatine Library District

Corporate Fund Graph



As of 6/10/2022

Palatine Library District

Financial Projection Model

Financial Forecasting Model - Palatine Public Library District_051722

Preliminary, subject to change

Fiscal Year End (30-Jun)	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 (1) Proj. Actuals	FY 2023 Budgeted	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected
REVENUE															
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES															
Capital Outlay (2)	\$ 229,666	\$ 445,155	\$ 104,039	\$ 1,321,051	\$ 1,752,348	\$ 362,000	\$ 459,200	\$ 200,600	\$ 263,100	\$ 1,048,539	\$ 575,600	\$ 144,800	\$ 236,100	\$ 1,384,300	\$ 2,011,100
TOTAL EXPENDITURES	\$ 229,666	\$ 445,155	\$ 104,039	\$ 1,321,051	\$ 1,752,348	\$ 362,000	\$ 459,200	\$ 200,600	\$ 263,100	\$ 1,048,539	\$ 575,600	\$ 144,800	\$ 236,100	\$ 1,384,300	\$ 2,011,100
REVENUE OVER (UNDER) EXPENDITURES	\$ (229,666)	\$ (445,155)	\$ (104,039)	\$ (1,321,051)	\$ (1,752,348)	\$ (362,000)	\$ (459,200)	\$ (200,600)	\$ (263,100)	\$ (1,048,539)	\$ (575,600)	\$ (144,800)	\$ (236,100)	\$ (1,384,300)	\$ (2,011,100)
OTHER SOURCES/(USES) OF FUNDS															
Debt Issuance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment to Escrow Agent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	500,000	600,000	700,000	700,000	750,000	1,000,000	1,250,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCE/(USES) OF FUNDS	\$ 500,000	\$ 600,000	\$ 700,000	\$ 700,000	\$ 750,000	\$ 1,000,000	\$ 1,250,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
NET CHANGE IN FUND BALANCE	\$ 270,334	\$ 154,845	\$ 595,961	\$ (621,051)	\$ (1,002,348)	\$ 638,000	\$ 790,800	\$ 1,299,400	\$ 1,236,900	\$ 451,461	\$ 924,400	\$ 1,355,200	\$ 1,263,900	\$ 115,700	\$ (511,100)
BEGINNING FUND BALANCE	\$ 1,261,949	\$ 1,532,283	\$ 1,687,128	\$ 2,283,089	\$ 1,662,038	\$ 659,690	\$ 1,297,690	\$ 2,088,490	\$ 3,387,890	\$ 4,624,790	\$ 5,076,251	\$ 6,000,651	\$ 7,355,851	\$ 8,619,751	\$ 8,735,451
ENDING FUND BALANCE	1,532,283	1,687,128	2,283,089	1,662,038	659,690	1,297,690	2,088,490	3,387,890	4,624,790	5,076,251	6,000,651	7,355,851	8,619,751	8,735,451	8,224,351

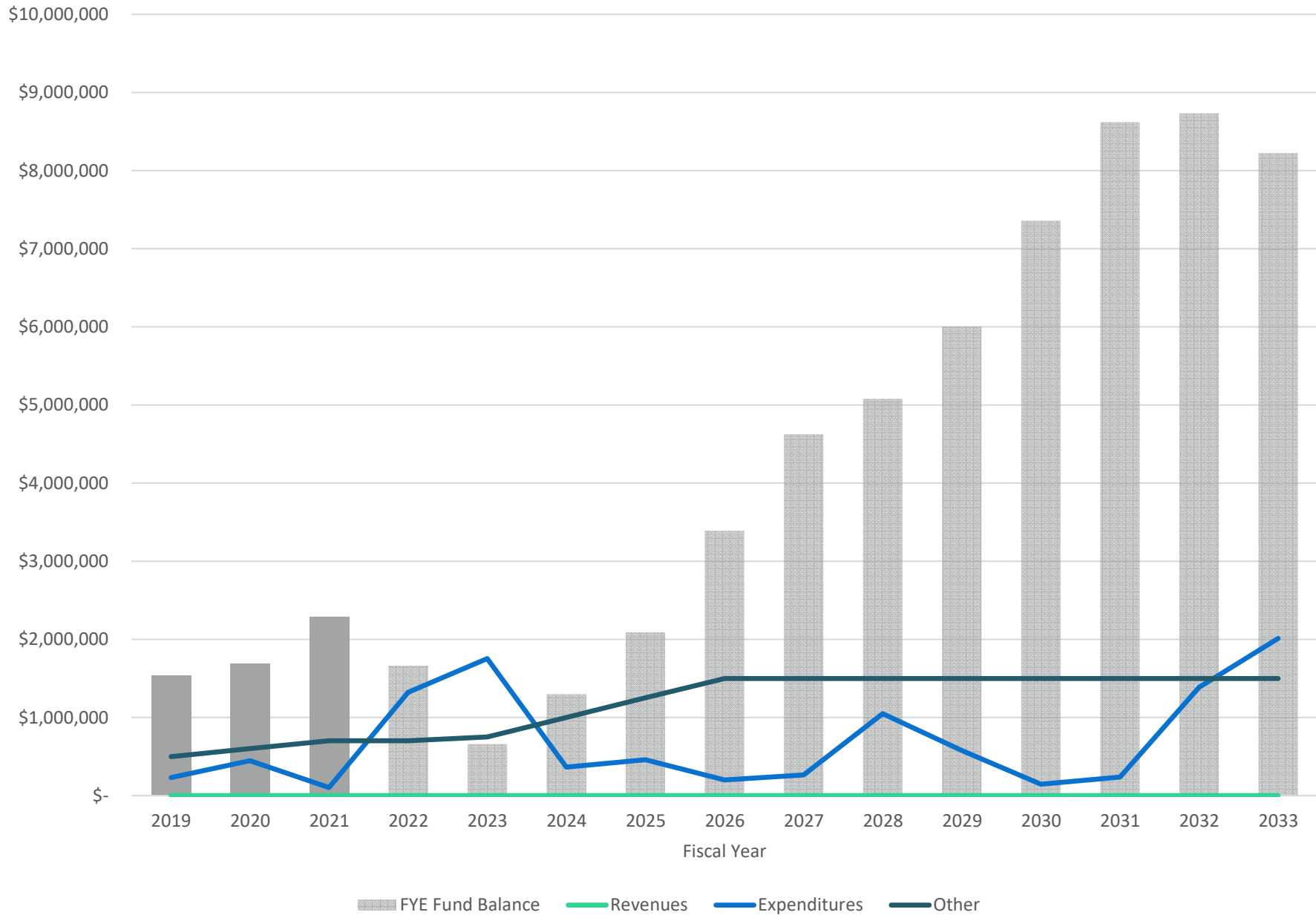
Footnotes:

(1) All FY 2022 numbers are unaudited numbers provided by the District and reflect estimated FY 2022 results based on preliminary actual results through 4/30/22

(2) Capital Outlay reflects projected expenditures as described in 2022 Capital Maintenance Plan provided by Engberg Anderson (adjusted by one year)

Palatine Library District

Special Reserve Fund Graph



As of 6/10/2022

Palatine Library District
Financial Projection Model
Capital Proj. Fund

Preliminary, subject to change

Fiscal Year End (30-Jun)	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 (1) Proj. Actuals	FY 2023 Budgeted	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected
REVENUE															
Interest Income	\$ -	\$ -	\$ 609	\$ 3,232	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Fees and Income	-	-	1,104,941	552,603	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 1,105,550	\$ 555,835	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES															
Capital Expenditures	\$ -	\$ -	\$ 3,971,112	\$ 2,785,706	\$ 907,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovation Construction Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Renovation Indirect Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bond Expenses	-	-	97,283	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 4,068,395	\$ 2,785,706	\$ 907,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUE OVER (UNDER) EXPENDITURES	\$ -	\$ -	\$ (2,962,845)	\$ (2,229,871)	\$ (906,291)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER SOURCES/(USES) OF FUNDS															
Bond Proceeds	\$ -	\$ 5,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Premium	-	849,007	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCE/(USES) OF FUNDS	\$ -	\$ 6,099,007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE	\$ -	\$ 6,099,007	\$ (2,962,845)	\$ (2,229,871)	\$ (906,291)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ -	\$ -	\$ 6,099,007	\$ 3,136,162	\$ 906,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ 6,099,007	\$ 3,136,162	\$ 906,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Footnotes:

(1) All FY 2022 numbers are unaudited numbers provided by the District and reflect estimated FY 2022 results based on preliminary actual results through 4/30/22

Palatine Library District
Financial Projection Model
Bond Fund

Preliminary, subject to change

Fiscal Year End (30-Jun)	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 (2) Proj. Actuals	FY 2023 Budgeted	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected
REVENUE															
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES															
Debt Service															
Principal Retirement	\$ -	\$ -	\$ 515,000	\$ 385,000	\$ 405,000	\$ 250,000	\$ 250,000	\$ 245,000	\$ 245,000	\$ 245,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 235,000	\$ 230,000
Interest and Fiscal Charges	-	-	151,042	176,550	160,750	146,400	133,900	121,525	109,275	97,025	84,900	72,900	63,300	56,175	49,200
Issuance Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 666,042	\$ 561,550	\$ 565,750	\$ 396,400	\$ 383,900	\$ 366,525	\$ 354,275	\$ 342,025	\$ 324,900	\$ 312,900	\$ 303,300	\$ 291,175	\$ 279,200
REVENUE OVER (UNDER) EXPENDITURES	\$ -	\$ -	\$ (666,042)	\$ (561,550)	\$ (565,750)	\$ (396,400)	\$ (383,900)	\$ (366,525)	\$ (354,275)	\$ (342,025)	\$ (324,900)	\$ (312,900)	\$ (303,300)	\$ (291,175)	\$ (279,200)
OTHER SOURCES/(USES) OF FUNDS															
Debt Issuance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Payment to Escrow Agent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	666,042	561,550	565,750	396,400	383,900	366,525	354,275	342,025	324,900	312,900	303,300	291,175	279,200
TOTAL OTHER SOURCE/(USES) OF FUNDS	\$ -	\$ -	\$ 666,042	\$ 561,550	\$ 565,750	\$ 396,400	\$ 383,900	\$ 366,525	\$ 354,275	\$ 342,025	\$ 324,900	\$ 312,900	\$ 303,300	\$ 291,175	\$ 279,200
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Footnotes:
N/A

Palatine Library District
Financial Projection Model
Nonmajor Gov't Funds

Preliminary, subject to change

Property Tax Collection Rate (1)					99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%	99.80%
Expenditures - Payroll Expenses					5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Expenditures - Other					3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Fiscal Year End (30-Jun)	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 (2) Proj. Actuals	FY 2023 Budgeted	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected
REVENUE															
20 - Audit Fund	\$ 11,296	\$ 13,212	\$ 301	\$ 515	\$ -	\$ 7,638	\$ 5,261	\$ 5,290	\$ 5,473	\$ 5,541	\$ 5,641	\$ 5,743	\$ 5,845	\$ 5,949	\$ 6,055
30 - Building Fund	223,920	229,887	271,610	248,957	260,946	278,682	289,357	290,967	301,006	304,749	310,268	315,883	321,460	327,183	333,004
40 - IMRF Fund	391,404	349,116	413,071	378,907	406,668	430,690	447,188	449,676	465,192	470,976	479,505	488,183	496,802	505,646	514,643
50 - Social Security Fund	268,656	275,468	325,365	298,448	306,174	329,351	341,967	343,870	355,735	360,158	366,680	373,316	379,908	386,670	393,550
60 - Tort Immunity Fund	37,360	36,333	50,955	45,860	46,663	50,669	52,610	52,903	54,728	55,409	56,412	57,433	58,447	59,488	60,546
70 - Unemployment Insurance Fund	1,000	484	301	515	773	499	499	499	499	499	499	499	499	499	499
TOTAL REVENUE	\$ 933,636	\$ 904,500	\$ 1,061,603	\$ 973,202	\$ 1,021,225	\$ 1,097,529	\$ 1,136,883	\$ 1,143,205	\$ 1,182,633	\$ 1,197,333	\$ 1,219,005	\$ 1,241,057	\$ 1,262,962	\$ 1,285,434	\$ 1,308,297
EXPENDITURES															
20 - Audit Fund	\$ 6,500	\$ 5,200	\$ 5,400	\$ 5,575	\$ 5,800	\$ 6,090	\$ 6,395	\$ 6,714	\$ 7,050	\$ 7,402	\$ 7,773	\$ 8,161	\$ 8,569	\$ 8,998	\$ 9,448
30 - Building Fund	256,110	212,981	196,916	189,657	261,849	269,704	277,796	286,129	294,713	303,555	312,661	322,041	331,702	341,654	351,903
40 - IMRF Fund	361,653	377,847	417,709	345,030	363,698	374,609	385,848	397,423	409,346	421,626	434,275	447,303	460,722	474,544	488,780
50 - Social Security Fund	235,454	240,638	240,736	217,853	299,607	308,595	317,853	327,389	337,211	347,327	357,747	368,479	379,533	390,919	402,647
60 - Tort Immunity Fund	59,476	71,714	88,223	99,931	109,838	113,133	116,527	120,023	123,624	127,333	131,153	135,087	139,140	143,314	147,613
70 - Unemployment Insurance Fund	446	-	318	(318)	500	515	530	546	563	580	597	615	633	652	672
TOTAL EXPENDITURES	\$ 919,639	\$ 908,380	\$ 949,303	\$ 857,728	\$ 1,041,293	\$ 1,072,648	\$ 1,104,949	\$ 1,138,225	\$ 1,172,506	\$ 1,207,823	\$ 1,244,205	\$ 1,281,687	\$ 1,320,301	\$ 1,360,081	\$ 1,401,064
REVENUE OVER (UNDER) EXPENDITURES	\$ 13,997	\$ (3,880)	\$ 112,301	\$ 115,474	\$ (20,068)	\$ 24,881	\$ 31,934	\$ 4,980	\$ 10,127	\$ (10,489)	\$ (25,201)	\$ (40,630)	\$ (57,339)	\$ (74,647)	\$ (92,767)
OTHER SOURCES/(USES) OF FUNDS															
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers In	-	-	53,000	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCE/(USES) OF FUNDS	\$ -	\$ -	\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE	\$ 13,997	\$ (3,880)	\$ 165,301	\$ 115,474	\$ (20,068)	\$ 24,881	\$ 31,934	\$ 4,980	\$ 10,127	\$ (10,489)	\$ (25,201)	\$ (40,630)	\$ (57,339)	\$ (74,647)	\$ (92,767)
BEGINNING FUND BALANCE	\$ 655,155	\$ 669,152	\$ 665,272	\$ 830,572	\$ 946,046	\$ 925,978	\$ 950,859	\$ 982,793	\$ 987,773	\$ 997,900	\$ 987,410	\$ 962,210	\$ 921,580	\$ 864,241	\$ 789,594
ENDING FUND BALANCE	669,152	665,272	830,572	946,046	925,978	950,859	982,793	987,773	997,900	987,410	962,210	921,580	864,241	789,594	696,828

Footnotes:

(1) Past three years of property tax collections averaged approximately 99.80%

(2) All FY 2022 numbers are unaudited numbers provided by the District and reflect estimated FY 2022 results based on preliminary actual results through 4/30/22

Palatine Library District
Financial Projection Model
Aggregate Funds

Preliminary, subject to change

Fiscal Year End (30-Jun)	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Proj. Actuals	FY 2023 Budgeted	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected	FY 2028 Projected	FY 2029 Projected	FY 2030 Projected	FY 2031 Projected	FY 2032 Projected	FY 2033 Projected
REVENUE															
Corporate Fund	\$ 6,120,030	\$ 6,266,709	\$ 9,347,750	\$ 8,655,496	\$ 8,727,400	\$ 9,350,269	\$ 9,707,856	\$ 9,974,348	\$ 10,310,393	\$ 10,442,437	\$ 10,630,651	\$ 10,820,931	\$ 11,008,754	\$ 11,199,860	\$ 11,392,678
Special Reserve Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Project Fund	-	-	1,105,550	555,835	1,000	-	-	-	-	-	-	-	-	-	-
Bond Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonmajor Governmental Funds	933,636	904,500	1,061,603	973,202	1,021,225	1,097,529	1,136,883	1,143,205	1,182,633	1,197,333	1,219,005	1,241,057	1,262,962	1,285,434	1,308,297
TOTAL REVENUE	\$ 7,053,666	\$ 7,171,209	\$ 11,514,903	\$ 10,184,533	\$ 9,749,625	\$ 10,447,798	\$ 10,844,740	\$ 11,117,553	\$ 11,493,026	\$ 11,639,770	\$ 11,849,656	\$ 12,061,988	\$ 12,271,715	\$ 12,485,295	\$ 12,700,975
EXPENDITURES															
Corporate Fund	\$ 5,562,881	\$ 5,382,856	\$ 5,466,581	\$ 5,742,163	\$ 6,498,728	\$ 6,788,699	\$ 7,092,619	\$ 7,411,211	\$ 7,745,234	\$ 8,095,493	\$ 8,462,836	\$ 8,848,158	\$ 9,252,405	\$ 9,676,578	\$ 10,121,732
Special Reserve Fund	229,666	445,155	104,039	1,321,051	1,752,348	362,000	459,200	200,600	263,100	1,048,539	575,600	144,800	236,100	1,384,300	2,011,100
Capital Project Fund	-	-	4,068,395	2,785,706	907,291	-	-	-	-	-	-	-	-	-	-
Bond Fund	-	-	666,042	561,550	565,750	396,400	383,900	366,525	354,275	342,025	324,900	312,900	303,300	291,175	279,200
Nonmajor Governmental Funds	919,639	908,380	949,303	857,728	1,041,293	1,072,648	1,104,949	1,138,225	1,172,506	1,207,823	1,244,205	1,281,687	1,320,301	1,360,081	1,401,064
TOTAL EXPENDITURES	\$ 6,712,186	\$ 6,736,391	\$ 11,254,360	\$ 11,268,198	\$ 10,765,410	\$ 8,619,746	\$ 9,040,668	\$ 9,116,561	\$ 9,535,115	\$ 10,693,880	\$ 10,607,541	\$ 10,587,545	\$ 11,112,106	\$ 12,712,134	\$ 13,813,096
REVENUE OVER (UNDER) EXPENDITURES	\$ 341,480	\$ 434,818	\$ 260,544	\$ (1,083,664)	\$ (1,015,785)	\$ 1,828,052	\$ 1,804,072	\$ 2,000,992	\$ 1,957,911	\$ 945,891	\$ 1,242,115	\$ 1,474,443	\$ 1,159,609	\$ (226,840)	\$ (1,112,121)
OTHER SOURCES/(USES) OF FUNDS															
Corporate Fund	\$ (500,000)	\$ (600,000)	\$ (1,419,042)	\$ (1,261,550)	\$ (1,315,750)	\$ (1,396,400)	\$ (1,633,900)	\$ (1,866,525)	\$ (1,854,275)	\$ (1,842,025)	\$ (1,824,900)	\$ (1,812,900)	\$ (1,803,300)	\$ (1,791,175)	\$ (1,779,200)
Special Reserve Fund	500,000	600,000	700,000	700,000	750,000	1,000,000	1,250,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Capital Project Fund	-	6,099,007	-	-	-	-	-	-	-	-	-	-	-	-	-
Bond Fund	-	-	666,042	561,550	565,750	396,400	383,900	366,525	354,275	342,025	324,900	312,900	303,300	291,175	279,200
Nonmajor Governmental Funds	-	-	53,000	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER SOURCE/(USES) OF FUNDS	\$ -	\$ 6,099,007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE	\$ 341,480	\$ 6,533,825	\$ 260,544	\$ (1,083,664)	\$ (1,015,785)	\$ 1,828,052	\$ 1,804,072	\$ 2,000,992	\$ 1,957,911	\$ 945,891	\$ 1,242,115	\$ 1,474,443	\$ 1,159,609	\$ (226,840)	\$ (1,112,121)
BEGINNING FUND BALANCE	\$ 5,319,157	\$ 5,660,637	\$ 12,194,461	\$ 12,455,005	\$ 11,371,341	\$ 10,355,556	\$ 12,183,608	\$ 13,987,679	\$ 15,988,671	\$ 17,946,582	\$ 18,892,472	\$ 20,134,587	\$ 21,609,031	\$ 22,768,640	\$ 22,541,800
ENDING FUND BALANCE	\$ 5,660,637	\$ 12,194,461	\$ 12,455,005	\$ 11,371,341	\$ 10,355,556	\$ 12,183,608	\$ 13,987,679	\$ 15,988,671	\$ 17,946,582	\$ 18,892,472	\$ 20,134,587	\$ 21,609,031	\$ 22,768,640	\$ 22,541,800	\$ 21,429,679

2—Library Cards and Accounts

A library card account is established for each registered member according to the provisions of this policy. A valid library card entitles the registered member to receive services including checkout of materials and participation in [or registration for](#) programs and events at the Library. All registered members are solely responsible for all materials borrowed and services obtained on their library card.

2-1 District Residents

A Palatine Public Library District library card is issued without charge to an individual who (1) provides proof of current residency within the District boundaries and (2) agrees to abide by all District policies and procedures, as amended from time to time.

Proof of current residency for persons age ~~14-18~~ and older must include one form of government agency-issued identification including a photo of the resident. If the photo identification does not have the correct current address, a document including a current address is required.

A person who is living in or registered with a temporary group home or shelter in the Library's service area may provide proof of residency with a letter from the administrator of the facility confirming their registration. A photo ID must also be provided.

Youth under age ~~14-18~~ are issued a library card as noted under provision 2-4.

A valid library card is required for various services provided by the Library District. A valid library card is defined in Appendix 2A.

~~Because the Library is primarily financed by District taxpayers, staff makes all reasonable efforts to extend District resident status only to current District residents. To this end, a~~ All resident cardholders are required to renew their borrowing privileges by verifying the current address is in the Library's service area at least every three years. Member accounts must have a balance under \$10.00 in order for the card to be renewed.
(Revised 5-27-09; Last Revised 8-18-20, Effective 9-1-20)

2-2 Nonresidents

An individual residing outside of the District may ~~purchase~~ [apply for](#) a District library card when permitted under applicable state laws and regulations, multi-library agreements, and Board action. An applicant for a nonresident library card must (1) provide photo identification and proof of

current residency in an eligible area, (2) pay the required annual fee, and (3) agree to abide by all Library policies and procedures, as amended from time to time.

The annual fee for a nonresident library card is calculated as follows:

1. For a homeowner, the fee will equal the current Equalized Assessed Valuation figure on their residence multiplied by the current combined tax rate of the Palatine Public Library District.
2. For a tenant, the annual fee will equal 15 percent of the monthly rental fee paid on the residence. The renter must provide a copy of the rental lease or a current rent receipt for verification purposes.
3. For non-resident youth, the fee will be waived. The card will ~~only be~~ valid ~~only~~ for the individual.

For h~~For a h~~Household members s living at the same residence as the nonresident library cardholder who has paid the non-resident fee. ~~a~~ library card will be available at no additional charge upon proof of current payment of the annual fee described above and proof of residency at the nonresident address at issue.

Upon completion of registration, the individual will be a nonresident cardholder entitled to all rights and privileges accorded District resident cardholders. A nonresident library card is valid only for ~~the~~ 12 months following payment of the annual fee. The nonresident homeowner or tenant and their family members must renew library card registration by presenting their library cards, re-establishing eligibility, and paying the applicable annual fee. No refunds for partial years are issued. (Revised 1-14-09; Last Revised 6-18-19; Effective 8-1-19)

2-3 District Property Owners who are Nonresidents

In accordance with 76 ILCS 16/30-55.60, a nonresident who, as an individual or as a partner, principal or stockholder, or other joint owner, owns taxable property within the District or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, may obtain one library card for that parcel of property at no charge.

An applicant for a nonresident property owner library card must (1) present the most recent tax bill upon the taxable property and (2) agree to

abide by all Library policies and procedures, as amended from time to time.

The library card shall be issued in the name of one qualifying person, and not a corporation or other entity. No additional owner, employee, or family member cards shall be issued.

Upon completion of registration, the individual shall be a nonresident cardholder entitled to all rights and privileges accorded District resident cardholders. A nonresident library card shall be valid ~~only for the~~ 12 months ~~following registration~~. To continue receiving cardholder services, the nonresident property owner must renew library card registration annually by presenting their library card and re-establishing eligibility. (Reapproved 1-14-09; Last Revised 6-18-19; Effective 8-1-19)

2-4 Youth

Library cards are available to individuals of all ages. Youth access to specific library services, as well as the right to privacy, is governed by Board policy and any applicable laws.

A child under the age of 18 may become a cardholder only with the written consent of the applicant's custodial parent, legal guardian, or legal foster parent. The parent or guardian's identification and proof of residency may be accepted if the child does not have the required identification. Children under age 14 need not be physically present when a parent, legal guardian, or legal foster parent applies for a library card on the child's behalf.

The parent or guardian is fully responsible for the account of the cardholder under 18 years of age. Parents have the right to revoke the child's library card up to the age of 18. (Last Revised 2-18-20; Effective 3-1-20)

2-5 Reciprocal Borrowers

Borrowing privileges are extended to individuals who are valid cardholders of other Illinois libraries in conjunction with the statewide reciprocal borrowing agreement upon completion of registration with the District.

Borrowing of District materials is permitted when an individual agrees to abide by all District policies and procedures, as amended from time to time, and either is already a member in good standing at a CCS (Cooperative Computer Services) consortium library or (1) provides proof, including a photo, of identity as the cardholder listed on the library card

and (2) establishes good standing as a library cardholder at their home library.

Reciprocal borrowers are limited in their access to certain services and materials, as set forth in Appendices 2A and 2C. (Last Revised 8-18-20; Effective 9-1-20)

2-6 Business Library Cards

Businesses and not-for-profit organizations located in the District service area are eligible to receive one business library card upon annual presentation of (1) the owner's or manager's personal photo identification and (2) the business's current tax bill, lease agreement, or utility bill. The person whose name appears on the card will be responsible for all resources checked out and any charges assessed to the card. Business cards are valid for one year and may be renewed upon presentation of the aforementioned documents.

The business library card may not be used at other libraries. Business library cards from other libraries are not honored for purposes of reciprocal borrowing. (Revised 5-27-09; Last Revised 8-18-20; Effective 9-1-20)

2-7 Computer-Use and Program Cards

A computer-use and program card may be issued without charge to any individual who (1) is not eligible for any full-service Illinois public library card via residency within a library service area or via purchase of a nonresident card; (2) completes the Library's computer-use and program card application form; and (3) agrees to abide by all Library policies and procedures, as amended from time to time.

This computer-use and program card is for use at Palatine Public Library District facilities only and cannot be used to obtain any other District services nor services at any other library.

A computer-use and program card will be valid for 12 months following registration or renewal. A computer-use and program cardholder may renew privileges upon presenting acceptable photo identification.

Issuance of this card subjects the cardholder to all policy restrictions related to library cards. (Adopted 10-4-07; Last Revised 6-18-19; Effective 8-1-19)

2-8 Staff Cards

A Library card is issued to each employee upon employment at the Library. These cards are for use only at Palatine Public Library District facilities and may not be used for reciprocal borrowing. Staff who already have a Palatine Library card will be given a staff designation.

When an employee leaves the Library, their staff designation will be removed, or the card will be revoked if they do not live in the Library's service area. (Approved 10-11-12; Last Revised 8-18-20; Effective 9-1-20)

2-9 Misrepresentation of Eligibility

Any person who misrepresents their identity, address, or other relevant information in attempting to obtain or to use a library card will forfeit their eligibility for a District library card, extended access privileges, and reciprocal borrowing privileges for up to three years. Such forfeiture of eligibility may be authorized by the Executive Director or designee. Individuals have a right to request a hearing before the Board of Library Trustees to appeal this decision. Sanctions, up to and including prosecution for fraud or theft of library services, may result, as circumstances warrant. (Last Revised 2-15-22; Effective 3-1-22)

2-10 Identification of Member

In its continuing obligation to safeguard District property and services, District staff requires picture identification in conjunction with library card issuance. To facilitate member identification, the District takes and maintains a photograph of the cardholder in Library records, to be updated at least every three years.

If a member has a photo in the database and that person does not have their library card or any identification at hand, staff may enter the name of the person as listed on the member record. If the photo of that person matches the person present, staff may provide service including checkout of material.

Any cardholder age 14 and older who does not have a photo in the database may be required to present their library card and a valid picture identification with a library card transaction. In such case, the only acceptable forms of identification are those described in provision 2-1. Any cardholder who refuses to provide adequate picture identification will not be permitted to borrow Library materials. Cardholders under age 14 who do not have a photo in library records must have their library cards with them or must be able to reply correctly to one or two qualifying questions about data in their account record in order to check out materials. The Library reserves the right to request additional identification

of cardholders before checking out materials. (Last Revised 8-18-20; Effective 9-1-20)

2-11 Lost or Stolen Card

Each member is responsible for their own library card. Cardholders are responsible for all resources checked out on their library cards. The library card may be used only by the individual cardholder to whom it is issued unless the cardholder has given written permission for another person to have access to their account for the purpose of checking out materials or managing activity of the account.

Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use. There is no fee for providing such notice. Upon receipt of notice of a lost or stolen library card, the Library will invalidate the library card number. Any resources lent following receipt of such notice will be the responsibility of the Library and not of the member.

Unauthorized use of another's library card may be considered fraud or theft. Further action may be taken by the Library, as circumstances warrant. A cardholder who lends their card to a District nonresident to obtain library services to which he or she is not entitled may have their cardholder privileges suspended for a period of up to three years. (Reapproved 5-27-09; Last Revised 8-18-20; Effective 9-1-20)

2-12 Replacement Cards

~~As set forth in Appendix 2B: Schedule of Fees and Charges, a fee is charged for issuance of a replacement for a lost library card. Members may request a new card to replace a lost or stolen card at no charge.~~ Member accounts must have a balance under \$10.00 in order for the card to be replaced. (Reapproved 5-27-09; Last Revised 8-18-20; Effective 9-1-20)

2-13 Permission to Pick Up Materials

Members may permit one or more designated persons to pick up items on hold for them. When a designated person picks up a hold, the items will be checked out on the record of the designated member. (Last Revised 8-18-20; Effective 9-1-20)

2-14 Change in Member Registration Information

Cardholders must notify the District of any changes in name and address.

Use of a resident card after moving outside of the District boundaries is neither lawful nor permitted.

Continued access to Library resources and services may be re-established through nonresident card purchase or registration as a reciprocal borrower, where applicable. (Adopted 12-9-04; Last Revised 8-18-20; Effective 9-1-20)

2-15 ~~Fines, Fees,~~ and Charges

The Board reserves the right to establish fines, fees, and charges as necessary, including overdue fines; fees for damage to Library material or Library property; fees for failure to return Library material; and charges for meeting rooms or services.

In order to reduce economic barriers to access to library materials and services, and to increase library card adoption and usage, the Library will not charge overdue fines for materials that are returned late.

Current ~~fines,~~ fees, and charges are listed in Appendix 2B. The Library uses a materials recovery service to assist in the recovery of overdue materials, fines, and fees.

~~Fines-Fees~~ accrued by District members may be waived by the ~~Circulation department M~~anager or designee when, in their judgment, there are mitigating circumstances. It is the goal of the Library to assist members in maintaining valid accounts, as defined in Appendix 2A, so cardholders have access to all services.

~~Members may replace lost or damaged items owned by Palatine Library with an exact ISBN match. Replacement items must be new and not used. Otherwise, members are to pay the specified replacement fee. In either case, a processing fee is assessed.~~ (Adopted 11-18-81; Last Revised 8-18-20; Effective 9-1-20)

2-16 ~~Fine and Fee~~ Notices

The Library sets loan periods for return of materials (See Appendix 2C). The Library notifies members by email (for those who have an email address listed in the database) a few days before an item is due and notifies members by email or U.S. mail when items are overdue ~~and fines are accruing~~. These notices are sent as a courtesy to members, and all ~~fines and fees~~ accrued for unreturned materials are due to the Library whether or not the member sees or receives any notice. It is each member's responsibility to return items before or when due. (Approved 10-11-12; Last Revised 8-18-20; Effective 9-1-20)

2-17 Extended Access

Extended Access privileges allow residents to utilize library locations during designated unstaffed hours. To obtain Extended Access privileges, users must first register in person at any Palatine Library District location and sign an acceptable use agreement. Users must be at least 16 years of age with a valid library card and balance under \$10.00. Nonresident cardholders, business library cardholders, and reciprocal borrowers are eligible for Extended Access privileges. Extended Access privileges are good through the expiration of the library card. -(Approved 2-15-22; Effective 3-1-22)

Policy 2 Comprehensive Review: Adopted 4-9-86; Last Revised 2-15-22; Effective 3-1-22.

APPENDIX 2A—Certain Rules and Restrictions on the Use of Services and Facilities

Individuals who are library cardholders in good standing at public libraries participating in the Illinois statewide reciprocal borrowing program may check out materials from the Palatine Public Library District, subject to the same rules and limitations as Palatine Public Library District cardholders. Additional restrictions on materials are listed in Appendix 2C.

Staff may impose additional limits based upon information regarding school assignments. Staff will evaluate and will impose such limits based upon the number of students to be served, the impact on other ~~patrons'~~ members' access to the portion of the collection affected, and other relevant factors.

Only District cardholders with valid cards, or those holding valid library cards from other CCS (Cooperative Computer Services) consortium libraries, may place hold requests on library materials. ~~Only District cardholders with valid cards may receive interlibrary loan service.~~ A valid card is defined as one that is not expired and has less than \$10.00 in outstanding fines and fees.

Because of popular demand, registration for some programs, including the Summer and Winter Reading Programs, are limited to District cardholders with valid cards.

Computers and maker equipment may be limited by cardholder type. See Appendix 10A for details. ~~Use of some computer stations is limited to District cardholders with valid cards (See Appendix 10A).~~

Additional rules and restrictions on the use of services and facilities by individuals who are not District cardholders may be established by staff, subject to the approval of the Executive Director.

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 10-11-06, Last Revised 8-18-20, Effective 9-1-20)

APPENDIX 2B—Schedule of Fees and Charges

Service	Fee
Photocopies and printouts (computer and microreader)	\$ 0.10 per page black and white \$ 0.25 per page color
<u>Faxes</u>	<u>\$0.50/page for U.S., Canada, and Mexico</u> <u>\$1.00/page for everywhere else</u>
<u>Portable MemoryMaker and digital media supplies</u>	Cost varies <u>depending</u> upon data-storage capacity and format <u>material</u>
Nonresident library card	Annual fee based on equalized assessed value and District tax rate for homeowners, or 15% of monthly rent for renters, per Policy 2-2
Replacement library card	\$2.00
Lost or damaged item	Cost of item plus \$5.00 processing charge (Item value \$5.00 or more) Cost of item plus \$2.00 processing charge (Item value less than \$5.00)
Processing charge —(missing insert, booklet, or jacket)	\$2.00
Interlibrary loan & periodical article request	Patron responsible for any fees imposed by lending library, including shipping, whether item is picked up or not. Out of state requests subject to \$10.00 fee per item whether or not the item is picked up
<u>Periodical article request</u>	<u>Member responsible for any fees imposed by lending library</u>
Accounts sent to collection agency	\$10.00 fee

APPENDIX 2B—Schedule of Fees and Charges (continued)

Meeting Room Use Charges

Library staff will assign rooms based upon the needs of the organization.

<u>Base Fees for up to 4 hours*</u> <u>(includes standard room setup)</u>	<u>Not-For-Profit</u> <u>Organization</u>	<u>For-Profit</u> <u>Organization</u>
Room 1 (large)	\$15.00	\$100.00
Rooms 2 and 3, Board Room (small)	\$10.00	\$ 50.00
*Each additional hour fee	\$5.00	\$25.00

Standard Room Setups

Room 1	65 chairs, theater style, and 2 tables
Room 2	Tables and chairs, hollow square, to seat 24
Room 3	Tables and chairs, rectangle, to seat 12 14
Board Room	Tables and chairs, hollow square, to seat 16

Additional Charges

	<u>Not-For-Profit</u> <u>Organization</u>	<u>For-Profit</u> <u>Organization</u>
Room Rearrangement (for any setup other than standard)	\$10.00	\$10.00
Refreshments	\$15.00	\$30.00
Extraordinary Cleanup	At cost	At cost

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 5-1-05; Last Revised 8-18-20, Effective 9-1-20)

APPENDIX 2C—Schedule of Loan Periods and Restrictions

Material	Loan Period (Days)	Renewals	Hold ^s *	Resident and CCS Member Limit	Non-CCS Reciprocal Borrower Limit	Daily Fine
Print	21	3	yes	no limit	no limit	\$0.20
Hot Picks	14	no	no	5	5	\$1.00
Movies	21	3	yes	no limit	no limit	\$1.00
Movies New	14	3	yes	10	10	\$1.00
CDs & Audiobooks	21	3	yes	no limit	no limit	\$0.20
CDs New	14	3	yes	no limit	no limit	\$0.20
Video Games	14	3	yes	5 -10	5 -10	\$1.00
Equipment & Kits	14 21	3	yes	5	0	\$1.00
Maximum			300	300	300	
*Non-CCS Reciprocal borrowers may not place holds.						
Loan periods for ebooks, digital audiobooks, and other subscription resources are set by the vendor.						

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 10-4-07; Last Revised 6-18-19, Effective 8-1-19)

3—Library Operations

3-1 Hours of Operation

The Board of Library Trustees of the Palatine Public Library District (the Library) sets the hours that Library facilities will normally be open to the public. A listing of hours of operation for each facility is detailed in Appendix 3A. (Adopted 12-12-90; Last Revised 5-9-18, Effective 6-1-18)

3-2 Holidays

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 5-17-22, Effective 7-1-22)

3-3 Emergency Closings

Any decision to close the Library because of emergency must be approved by the President of the Board, or in their absence, any other member of the Board. In the event that no Board member can be reached, the Executive Director or designee may close a Library facility and give notice to Trustees as soon as reasonably possible. Emergency situations may be defined as, but not limited to the following:

- damage to building that would endanger staff or public
- complete power failure for an extended period
- loss of water to the building
- loss of heating system during winter (interior temperature drops below 55 degrees)
- extreme weather conditions
- explosions, fire in neighboring buildings, or other catastrophes that demand the immediate clearance of the building

(Adopted 3-14-74; Last Revised 8-20-19, Effective 9-1-19)

3-4 Code of Conduct and Loss of Library Privileges

All visitors are expected to follow the Library's Code of Conduct (see Appendix 3D—Code of Conduct).

The Board may exclude from the use of the Library any person who willfully or negligently violates an ordinance or regulation prescribed by the Board (75 ILCS16/30-55.55). The Board gives the Executive Director the authority to make decisions about banning persons from use of the Library.

Visitors to the Library may be banned from the Library facilities, parking areas, and grounds by Library staff when they disrupt normal activities through any behavior including but not limited to the following:

- excessive and continued noise
- running in the building
- fighting
- threatening (in-person or electronically) or assaulting a staff member or member of the public
- deliberate damage of Library resources
- serious violation of Library policy
- other unacceptable behavior

Such visitors may be banned from the Library services and facilities (including parking areas and grounds) until such time and upon such conditions as determined by the Executive Director.

Persons banned from the Library may appeal the decision to the Board. The decision of the Board is final.
(Adopted 2-9-83, Last Revised 10-20-20, Effective 11-1-20)

3-5 Weapons, Hazardous Materials, and Dangerous Behavior

Weapons, as defined and restricted under applicable federal, state, and local statutes and ordinances, including the Illinois Firearm Concealed Carry Act (430 ILCS 66), are prohibited in all Library facilities. Staff members will contact emergency authorities immediately if they reasonably suspect that a dangerous weapon may be present. Dangerous weapons include but are not limited to guns, explosives, bombs, certain chemicals, and knives. All sworn law enforcement officers are exempt from the prohibition against concealed firearms, as provided by state and federal law.

Nothing in this policy should be construed to prohibit, abridge, or in any way hinder the religious freedom of any person or group.

Hazardous materials and substances that are capable of posing an unreasonable risk to health, safety, or property are prohibited in all Library facilities and grounds. These items include but are not limited to materials that are flammable, explosive, corrosive, toxic, or radioactive. Staff will contact emergency authorities immediately when they become aware of the possibility of hazardous materials present.

Dangerous behavior is prohibited in all Library facilities and grounds. Such behavior includes any behavior that appears to threaten the safety of

persons or property. (Approved 2-14-07; Last Revised 10-20-20, Effective 11-1-20)

3-6 Unattended Children

To ensure the safety and well-being of children on Library premises, parents are responsible for their children whether or not the parent is present. Children under age 9 must be closely supervised by a parent or other responsible person age 12 or older at all times on Library premises.

Children unattended during hours of operation: If a child under age 9 is unattended in the Library during hours of operation, staff will seek to locate the responsible person within the Library. When this person and the child are reunited, staff will inform them of the Unattended Children Policy.

If the responsible person cannot be located within the Library, the staff will obtain the parent's phone number, if possible. When the parent is contacted, they will be notified of the Unattended Children Policy and asked to come to the Library to assume responsibility for the child. If the parent does not provide appropriate supervision or the parent cannot be reached within 30 minutes, staff will contact law enforcement and ask that they assume responsibility for the child.

Children unattended at closing: The designated person in charge and another staff member will stay with any unattended child under the age of 14 and will repeat the procedures listed for contacting the parent of an unattended child during operating hours.

If a child has not been picked up and a parent has not been reached 15 minutes after the Library has closed, staff will call law enforcement and ask that they assume responsibility for the child.

If the child tells staff that a parent or responsible adult has been contacted and is on the way to pick up the child but that person has not arrived by 20 minutes after the Library has closed, staff will call law enforcement and ask that they assume responsibility for the child. (Adopted 2-13-08; Last Revised 10-20-20, Effective 11-1-20)

3-6.1 Vulnerable Adults

All adults who can understand and follow the Library's policies and who can care for themselves are welcome in the Library. Vulnerable adults must be attended and have adequate supervision by an adult over the age of 18 during their visit. A vulnerable adult is functionally, mentally, or physically unable to care for themselves and should not be left unattended

or unsupervised when in the Library. Library facilities are neither designed nor licensed to provide adult care needs.

If it is determined a vulnerable adult is in the Library without a parent, legal guardian, or caregiver, staff will attempt to contact the parent, legal guardian, or caregiver. If a parent, legal guardian, or caregiver cannot be reached within 30 minutes, law enforcement will be contacted and asked to assist, including at closing time. (Adopted 10-20-20, Effective 11-1-20)

3-7 Use of Library Facilities, Grounds, and Services

The Library's facilities are open for use by Library residents and other members of the public during hours established by the Board. Checkout of Library resources is limited to Library cardholders and to those with valid cards from libraries participating in the statewide reciprocal borrowing agreement. The Library reserves the right to establish rules and restrictions for use of facilities and services, including those listed in Appendix 2A.

The Main Library property includes adjacent parking areas and a designated drop-off zone on North Court in front of the building. This area in front of the building is intended for drop-off or pick-up of Library visitors and for visitors using the outside walk-up materials return or the Library's curbside service. This area is also a parking area for any emergency vehicles that may need to be at the Library. Cars may stand in the drop-off zone for up to five minutes.

Drivers must abide by all posted traffic control signs on Library property and operate vehicles in a safe, controlled manner. (Adopted 3-11-98; Last Revised 8-17-21, Effective 9-1-21)

3-8 Food or Drink in Library Buildings

Covered beverages are permitted in Library facilities.

Consumption of food or uncovered beverages is permitted only in meeting rooms, the vending area, and other designated areas at the Main Library. (Last Revised 8-17-21, Effective 9-1-21)

3-9 Alcoholic Beverages

The Board of Library Trustees recognizes that, from time to time, it may be reasonable and beneficial to allow alcoholic beverages to be served on Library property during fundraising events or during programs of a cultural or educational nature with advance approval by the Executive Director.

Use of alcoholic beverages will be in compliance with the Illinois Liquor Control Act of 1934 (235 ILCS 5/1 et seq.).

Serving of alcoholic beverages will be permitted only at Library events or at events co-sponsored by the Library. Serving of alcoholic beverages will not be permitted at any event unless first approved in writing by the Executive Director. Outside groups or individuals conducting a meeting or event at the Library are not allowed to serve alcoholic beverages unless the event conforms to the requirements of this policy.

Alcoholic beverages may be served at preapproved events held within an enclosed or controlled space on Library grounds. This enables the Library to ensure the following:

- preventing access to the general public during the event
- prohibiting alcoholic beverages from being removed from the event space by attendees
- preventing the sale or distribution of alcoholic beverages to persons under the age of 21
- prohibiting attendees from bringing outside beverages to the event

Alcoholic beverages may be served at preapproved events by catering staff secured for such purpose by the Library or by any Library staff member or volunteer who is of legal age and designated by the Executive Director to do so. Approved events may include but are not limited to fundraising events or programs of a cultural or educational nature.

The Library reserves the right for its staff, contractors, and representatives to refuse the distribution or sale of alcohol to any guest who appears to be intoxicated, inebriated, or impaired due to alcohol consumption. To prevent underage drinking, identification will be checked. Acceptable forms of identification include a valid current driver's license or photo ID card, a valid Armed Forces ID, or other appropriate forms of identification acceptable under the Illinois Liquor Control Act.

In the event that this policy or any other Library policy is not complied with, the Library reserves the right to discontinue the service of alcohol at the event or the event itself.

The Illinois Liquor Control Act of 1934 [235 ILCS 5/6-21(a)] requires the Illinois Comptroller to determine each year the liability limits for causes of action brought under the Act. When serving alcoholic beverages, the Library must provide liability insurance with a coverage limit that saves harmless Library from all financial loss, damage, or harm under the maximum liability limits set forth in the Act. The Library's liability insurance coverage is determined annually. The Executive Director shall ensure that Library's liability insurance coverage meets the parameters set forth in this policy. Any other business or organization that wishes to sell alcoholic

beverages at events held in any Library building or on Library property must maintain dram shop liability insurance in maximum insurance coverage limits so as to hold harmless the Library from all financial loss, damage, or harm. A current certificate of insurance must be presented before any alcohol can be dispensed or sold. (Adopted 7-20-21; Effective 8-1-21)

3-10 Photography in the Library

Library staff members may take photographs and video recordings of participants in Library programs or activities. All persons attending Library programs and activities agree that any photograph or video recording may be used by the Library for promotional purposes, including its digital media, social media, websites, brochures, and other publications, without additional prior notice or permission and without compensation to the participant.

Visitor names will never be used without the visitor's written consent. If a visitor prefers not to have Library staff photograph or film them or a member of their family, that visitor should notify a staff member at that time.

While the Library is a public place, it is considered a "limited public forum" under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would disrupt or interfere with other visitors or staff or be inconsistent with the Library's mission.

Subject to the preceding paragraph, visitors are permitted to take photos, video, or audio recordings within the public spaces of Library facilities, provided it is for personal use, does not create a safety hazard, and does not block library aisles, walkways, stairwells, doors, or exits. Library access by photographers may be limited either by time constraints or to specific areas depending upon the impact such sessions could have upon other library users. The taking of photos or videos is strictly prohibited in the following non-public spaces: restrooms, rooms reserved for nursing, child care areas, areas reserved for staff use only, employee offices, and other areas of Library facilities not open to the public. Persons taking photos and videos shall not compromise an individual member's right to receive information free from harassment, intimidation, or threats to their safety, well-being, and privacy rights. Visitors taking photos and videos shall not violate the law in their activities and shall not trespass into non-public spaces, become physically violent, or be unreasonably disruptive to an employee's ability to serve other visitors.

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library Board and other meetings required by the Act to be open to the public. The recordings shall not disrupt the meeting or create a safety hazard.

In order to ensure that such activity would not be disruptive to or interfere with the Library staff or visitors or be inconsistent with the Library's mission, anyone proposing to engage in extensive or commercial filming in the Library or anywhere on Library property must request and receive preapproval by the Executive Director. (Adopted 4-9-14; Last Revised 8-17-21, Effective 9-1-21)

3-11 Lost and Found Items

The Library maintains a lost and found. Reasonable attempts will be made to contact the owner of lost items if identifying information is available. Staff will attempt to return items identified as owned by other organizations to those organizations. After four weeks, unclaimed items become Library property.

Unclaimed books will be donated to the Friends of the Palatine Library for inclusion in used book sales or will be recycled. Unclaimed currency will be added to the Library's operating fund. Potentially dangerous items will be turned over to the police department. Other unclaimed items will be donated, recycled, or discarded as determined by the Executive Director or designee.

The Library is unable to secure visitors' personal possessions and cannot be responsible for lost or damaged personal property. (Adopted 11-10-10; Last Revised 10-20-20, Effective 11-1-20)

3-12 Service to Visitors with Disabilities

The Library is committed to providing service to visitors with disabilities in compliance with applicable federal and state statutes. The Library will strive to develop services that uphold human rights, inclusion, and safety for all visitors. Visitor privacy will be protected (see Policy 11—Privacy Policy) and the Library will not require documentation of a disability.

The Library provides services including but not limited to the following:

- assistance in a quiet, reduced-distraction environment
- one-on-one appointments
- homebound delivery service (see Policy 3-13 Homebound Services) and curbside pickup service
- hearing loop assistance or translation services in Library programming

- access for service animals (see Policy 3-14 Animals)

In addition to those services, the Library acts as facilitator between the visitor and the federal program known as “Services to the Blind and Visually Impaired.” (Adopted 12-15-05; Last Revised 8-17-21, Effective 9-1-21)

3-13 Homebound Services

The Library offers materials delivery service to members who are valid Library cardholders and are unable to come to the Library for a minimum of 30 days due to a temporary or permanent disabling condition.

Eligible members may complete an application form and submit it to the Library.

Delivery will be scheduled at the mutual convenience of staff and member, generally once per month. All Library materials are available for home delivery.

All Library policies, including fees and limits, apply to those receiving homebound services.

Materials will be checked out on the card of the person receiving the service. The Library will maintain a record of all items checked out by a homebound member for purposes of selecting materials for that person.

Members who are eligible for homebound delivery service but who have a household or family member or other authorized person willing and able to pick up Library materials, deliver them, and return them to the Library may designate one or more individuals to use the member’s Library card on the member’s behalf. Such designated persons will have full access to the member’s record in the Library database.

Homebound delivery service will terminate when the eligibility requirements are no longer met or at the request of the member, member’s parent or legal guardian, or an individual with power of attorney to act on behalf of the member. (Adopted 3-9-11, Last Revised 10-20-20, Effective 11-1-20)

3-14 Animals

Animals other than trained service animals, as defined by the Americans with Disabilities Act, are excluded from Library facilities except as part of a Library program. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual

with a disability. The tasks performed by the dog must be directly related to the person's disability. A dog whose sole function is to provide comfort or emotional support does not qualify as a service animal under the ADA.

Under the ADA, all service animals must be harnessed, leashed, or tethered while in Library facilities, unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. The Library reserves the right to request that the service animal be removed from the premises if the animal is out of control and the handler does not take effective action to control the animal. The term "out of control" includes but is not limited to repeated or uncontrolled barking, wandering away, growling, or otherwise threatening the safety of visitors or staff. (Approved 12-12-73; Last Revised 10-20-20, Effective 11-1-20)

3-15 Reference and Reader's Advisory Policy

Library staff provides reference service (defined as connecting visitors with the resources and information requested or required) and reader's advisory service (defined as connecting visitors with materials, both print and digital). The goal in offering these services is to provide accurate, timely, thorough, interesting, and beneficial information and resources to visitors.

Resources

Staff uses many sources to answer questions and to make reading recommendations. Reference resources, circulating resources, microfilm, subscription databases, websites, magazines, digital media hardware and software, and audio-visual resources, as well as contacts with outside agencies or authorities, may all be used in the provision of reference and reader's advisory service. Print materials designated as "Reference" are to be used in Library facilities and are not available to be checked out.

Remote access to most subscription databases is available 24/7 to Library cardholders. The Library's website is available to anyone 24/7.

Services

Reference and reader's advisory services are provided by trained staff all hours the Library is open. Visitors may receive these services in person, by telephone, or via digital means. Requests are handled in the order in which staff receives them.

Reference and reader's advisory services include but are not limited to assistance with finding specific information or resources; the catalog and Library computers; using subscription databases and digital resources;

software on Library computers; use of circulating equipment; interlibrary loan (available to Library cardholders only); information needed for school assignments; consumer information; and availability of resources at other area libraries.

All reference information provided and answers given will be factual in nature. Sources used to answer questions are cited when information is provided to the visitor. Reader's advisory recommendations will be based upon staff knowledge and resources.

Staff members do not offer personal opinion, advice, or interpretation as fact when providing reference or reader's advisory services. In particular, staff members are not qualified to give legal, medical, financial, or income tax advice or recommendations. The Library assumes no responsibility for damages caused or for decisions made from information gathered or obtained at the Library.

Library staff provides instruction in effective use of resources that may include instruction of individuals, dissemination of print or online guides or bibliographies, online tutorials, and formal classes covering a variety of resources and software.

Lengthy research that requires extensive time to collect data from single or multiple sources, including searches of print or digital resources, or extensive copying of materials, is outside the scope of reference or reader's advisory assistance and will not be conducted by Library staff.

Standards

Visitor queries are addressed with no distinction about the purpose of the inquiry or the use of the information. All questions are handled in confidence and with impartiality. The staff adheres to the American Library Association's Code of Ethics and Bill of Rights (Appendices 3B and 3C).

The quality and nature of reference and reader's advisory services provision will be evaluated periodically by Library staff to ensure that the services further the Library's goals and support its mission statement. (Adopted 11-11-09; Last Revised 10-20-20, Effective 11-1-20)

3-16 Interlibrary Loan

Interlibrary loan is an agreement among libraries to share materials by borrowing and lending to each other. This service is intended to complement local collections to meet user needs.

The Library is a member of ILLINET (Illinois Library and Information Network) and OCLC (Online Computer Library Catalog). Staff follows the guidelines of the ILLINET Interlibrary Loan Code based on the American Library Association Interlibrary Loan Code. This code governs all transactions under the guidelines of the State Library.

This policy does not pertain to reciprocal borrowing, which is covered under Policy 2-5.

Member Responsibilities

1. A valid Palatine Public Library District card is required to initiate the interlibrary loan process.
2. Members are responsible for paying any fees assessed by the lending library, any shipping fees incurred in obtaining the loaned items, and full replacement costs, plus any applicable processing fee if an item is lost, damaged, or not returned. Additional interlibrary loan requests will not be accepted until these costs are paid in full.
3. Members are expected to return items on time and in the same condition as received.
4. Members are asked to return interlibrary loan materials to a staff member at the Circulation Desk of any branch of the Palatine Library.

Materials Borrowed From or Loaned to Other Libraries

Materials are available to Palatine Public Library District cardholders by request from other libraries, provided the materials are not owned by the Library.

The following items are available to loan and borrow:

- books
- music CDs
- audiobooks on CD
- nonfiction DVDs (including Blu-ray)

The following items are not available to loan or borrow:

- new materials (one year old or less)
- video games or software
- periodicals
- entertainment DVDs (including Blu-ray)
- reference resources
- textbooks

Materials catalogued as new will not be loaned to other libraries. Exceptions may be made if the title is not in demand by Library cardholders. The interlibrary loan period is three weeks.

Additional Guidelines

Materials will always be first requested from local libraries. Staff cannot guarantee the time for filling a request and will cancel any request that cannot be filled within six weeks.

Members may have three interlibrary loan requests in process at any time. Due dates and renewals are determined by the lending library. Additional conditions may be imposed by the lending or borrowing libraries.

Interlibrary loan borrowing privileges may be suspended if a member does not comply with these guidelines.

Members are encouraged to suggest for purchase any recent items that the Library does not own. Staff reserves the right to determine whether an item will be requested for interlibrary loan or purchased for the collection. (Adopted 11-10-10; Last Revised 8-17-21, Effective 9-1-21)

3-17 Public Use of Study Rooms

The Main Library has study rooms available for public use. The study rooms are designed to meet the needs of members who want to use the rooms in small groups or as individuals for a limited period of time. Members may use a room for one session a day for up to two continuous hours depending on room availability. Providing there are no new requests for rooms, members can extend their current session with no time guarantee.

Valid Library cardholders may reserve study rooms up to two weeks in advance. Cardholders may reserve one session per day and may reserve a room for up to three days in a Sunday-to-Saturday week. Otherwise, all members may use a room as available on a first-come, first-served basis.

Sign-in for study room use is required. The person who signs in for the room must present a valid Library card or photo ID and remain in the room for the duration of the session. If a room was reserved in advance, the cardholder who reserved the room must be present at sign-in to claim the reservation. The person who signs in for the room is responsible for

appropriate use of the room, including leaving the room in good condition upon vacating. Staff assigns study rooms based upon the size of the group or need for equipment in a room. A room capacity limit is posted on each study room door. Members may not bring additional chairs or furniture into a study room.

If the individual who has reserved a room is not present by 10 minutes past the start of the reserved time, the room may be assigned to another group or individual that is waiting. If members vacate the room or leave belongings behind and Library staff is unable to locate the person who signed in for the room, the items may be removed, and the room reassigned.

A quiet reading room is available for individuals who desire a quiet space. This room is available to any visitor during all hours of operation and may not be reserved.

(Adopted 11-11-09; Last Revised 8-17-21, Effective 9-1-21)

3-18 Public Use of Meeting Rooms

The Library meeting rooms are a resource to be used in the fulfillment of the Library's mission.

The Library makes its meeting rooms in the Main Library available for public meetings to organizations comprised of at least one District cardholder with a valid card as defined in Appendix 2A. At all times, however, Library activities and functions have priority in the scheduling and use of meeting rooms. Meetings may be reassigned to a different room than originally reserved to accommodate a Library or affiliate (Friends or Foundation) program.

The Library reserves the right to impose reasonable, content-neutral time, place, and manner restrictions to prohibit interference with normal delivery of library service. Because Library facilities also provide places for research, study, reflection, and reading, the use of meeting rooms for activities that interfere with these endeavors outside the meeting room will be denied or terminated.

<u>Room</u>	<u>Capacity Limit</u>
Meeting Room 1	185
Meeting Room 2	40
Meeting Room 3	20
Board Room	40

The following provisions apply to public meeting room use.

1. All meetings must be open to the public at all times.
2. Meeting rooms are available during normal operating hours of the Main Library (See Appendix 3A—Hours of Service); however, meetings must end no less than 15 minutes before the library closes each day. Under no circumstances will a meeting room be occupied beyond closing time.
3. Reservations for meeting room space are accepted on a rolling six-month calendar. All reservations will be accepted on a first-come, first-served basis as indicated above, upon receipt of the completed Meeting Room Reservation Application Form or approved online reservation, plus payment.
4. Payment must be made within 14 days after reserving the room, or the room will become available for others. Full payment for the base fees and any additional fees must be made prior to use of the room. Room reservations are confirmed only after the completed form and payment are submitted.
5. Reservation requests or requests for changes to a reservation may be submitted at any time; however, staff may not be able to accommodate requests placed less than 48 hours before the room is needed. If a group arrives to use a room and there is no record that a room was reserved and they do not have a confirmed application and receipt of payment, staff will try to find a room to use but may not be able to accommodate the group if no appropriate room is available.
6. If a cancellation becomes necessary, the Library should be notified 48 hours in advance of the meeting. If the group has paid, the person who reserved the room may reschedule within 30 days, if a room is available. No refunds will be issued. If the group has not yet paid, the person who reserved the room will be responsible for full payment.
7. The Library reserves the right to cancel any meeting room reservation by giving at least two weeks' notice. Reservations may be cancelled with less notice in case of a building emergency, extreme weather, repair work, or other circumstance beyond control of the Library. The Library is not liable for any expenses of any kind resulting from the Library's cancellation of a meeting room reservation beyond a refund or credit of the meeting room fee. The Library reserves the right to relocate within the building any scheduled meeting.
8. Library meeting rooms may not be used for meetings, programs, or events involving the sale, advertisement, solicitation, or promotion of

commercial products or services, with the exception of activities sponsored by the Library, the Friends of the Palatine Public Library, or the Palatine Public Library District Foundation. Donations or membership dues for nonprofit groups and clubs may not be collected on Library property.

9. Meeting rooms may not be used for recreational gatherings such as showers, birthday parties, or dances.
10. Meeting attendees must follow all rules and policies regarding use of the Library.
11. No organization or group may use the Library as its official address. (The Friends of the Palatine Public Library and the Palatine Public Library District Foundation are exceptions.) Storage of items by organizations meeting at Library facilities will not be permitted.
12. The applicant or alternate contact listed on the application must be present throughout the event and is responsible for the attendees' adherence to all Palatine Public Library District policies. For the safety and well-being of members, groups with members in attendance 17 and under must have a responsible adult present.
13. Serving food or beverages of any kind requires payment of a fee. The kitchenette is available for the serving of light refreshments only. Boxed or bagged meals are permitted in the meeting rooms. The Library provides pots and water for coffee or tea but does not provide consumables or supplies. Potlucks, luncheons, or other meal events are not permitted. Alcoholic beverages may not be brought on premises. Use of objects with flames or smoke such as matches, candles, sterno, incense, etc. is prohibited.
14. Meetings must be conducted so as not to disrupt library functions and operations. The Library reserves the right to stop meetings that are disruptive.
15. In compliance with the Americans with Disabilities Act, attendees needing special accommodations for organizations and groups should direct any such requests to the organization reserving the meeting room, and any such accommodation required under law will be arranged for and financed by the organization and not the Library.
16. Permission to use meeting rooms does not imply Library endorsement or support of any organization using the rooms or the ideas presented therein, nor should the organization imply Library endorsement or support.

17. See Appendix 2B for Meeting Room Use Fees.

Failure to abide by these and other Library rules may result in cancellation or refusal of future reservations. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with Library regulations. (Adopted 2-9-94; Last Revised 8-17-21, Effective 9-1-21)

3-19 Library-Sponsored Programs

Library staff plan and schedule programs and events in order to further the mission of the Library. Staff welcomes program suggestions and recommendations from members and retains the right to determine which programs and events are scheduled.

Staff considers the following criteria in making decisions about program topics, speakers, and formats:

- informational, educational, and entertainment needs and interests of the community
- relevance to community interests and issues
- suitability of content for intended audiences
- presenter experience including background or qualifications in content or format area
- budget
- historical or educational significance
- connection to other community programs, Library programs, exhibitions, or events
- availability of appropriate Library space

Programs may require prior registration or tickets. Programs may be limited to attendance by valid Library cardholders and identified as such in all publicity. Attendees, including members of groups, must each have a valid card as defined in Appendix 2A in order to sign up for such programs.

Registered/ticketed visitors who arrive after the publicized start time for a program or event might not be able to attend the program. Staff will admit standby visitors at the publicized start time if space is available.

Some programs are open to both Library cardholders and reciprocal borrowers or other Library visitors. Staff reserves the right to give preference to Library cardholders if potential attendees exceed the amount of available seating.

The Library offers programs for persons of all ages. Some programs or events are offered for specific age groups, and this information accompanies

all publicity about these programs. Staff reserves the right to limit attendance at these programs to those persons of the age specified in the publicity. Some children's programs specify that a parent or caregiver is to be present in the program with the child. Parents or caregivers of children under age 9 are to remain in the Library during the program or event.

The Library may cosponsor programs with other groups or agencies. These programs will still be considered Library-sponsored programs. Library sponsorship of a program does not constitute an endorsement of the content or topic of the program or of the views expressed by speakers, presenters, participants, or audience members.

Staff may cancel any program in case of an emergency or low registration and will provide as much advance notice to the public as possible. Cancelled programs may or may not be rescheduled.

The Library schedules programs and events at Library facilities, off-site, and online. This policy governs all programs and events regardless of location.

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Library Bill of Rights. ADA accommodations for programs are available with at least seven days' notice to the Library. Accommodations may be possible with less notice. (Adopted 9-12-12; Last Revised 10-20-20, Effective 11-1-20)

3-20 Flags

The Library has a flagpole located at the front of the library's property at 700 N. North Court in Palatine. The Library will generally raise one or more of the following:

- United States flag
- State of Illinois flag

The Library will follow provisions governing the display of the flags found in the United States Code, Title 4, Chapter 1, and the Illinois Flag Display Act 5 ILCS 465.

From time to time, the Board may approve flying other flags. Flags flown on the Library's flagpole will be approved by the Board and serve as a government forum for expression of the Library's mission, vision, values, or official sentiments (government speech).

The Library does not fly flags at the request of the public, any organization, or any individual. Use of a Library flagpole is not intended to serve as or create a forum for free expression by the public.

When approving flags to be flown on the Library flagpole, the Board will consider the following:

1. Whether the United States or the State of Illinois has recognized the flag or cause through statute or proclamation or other official communication, e.g., national heritage months or national awareness months;
2. Whether the flag represents a national, state, or local interest and is consistent with the Library's mission, vision, values, or official sentiments;
3. Whether the flag represents a positive interest or value worthy of public recognition and is consistent with the Library's mission, vision, values, or official sentiments.

The Board will approve flags to be flown on the Library flagpole either by a written resolution or by majority vote of the Board of Library Trustees, which majority vote will be documented in the minutes of a Board meeting. (Adopted 6-21-22; Effective 7-1-22)

Policy 3 Comprehensive Review: Adopted 3-14-74; Last Revised 8-17-21, Effective 9-1-21.

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)

9-1.1 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)

9-1.2 Employment Categories

The Library employs individuals as either exempt or non-exempt from the Fair Labor Standards Act. For the purposes of defining benefits, employees are also classified based on regularly scheduled hours.

9-1.21 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 of 1.5 times their regular rate of pay. 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 5-17-22, Effective 7-1-22)

9-1.22 Exempt Employees

Exempt employees include 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)

9-1.23 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)

9-1.24 Part-Time Employees

Part-time employees receive various benefits based on the number of hours they are scheduled to work. (Adopted 5-17-22, Effective 7-1-22)

9-1.241 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. (Adopted 5-17-22, Effective 7-1-22)

9-1.242 Part-Time (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 off benefits on a prorated basis as specified below. (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

9-1.243 Part-Time (Less than 20 hours/week)

Employees regularly scheduled to work fewer than 20 hours per week will not receive holiday 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 5-17-22, Effective 7-1-22)

9-1.25 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)

9-2 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, 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 5-17-22, Effective 7-1-22)

9-2.1 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 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 workstation. (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

9-2.2 Telecommuting

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)

9-2.3 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. Employees are expected to follow 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 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 5-17-22, Effective 7-1-22)

9-2.4 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)

9-2.5 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)

9-2.6 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)

9-2.7 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)

9-2.8 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 member or vendor. (Approved 1-8-14; Last Revised 3-16-21, Effective 4-1-21)

9-2.9 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, workstations, 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 workstation, or in any other area of the Library.

Library walkie-talkies, phones, and computers are provided primarily for Library purposes. All personal communication should be held to a minimum and should not be made at public desks. (Adopted 11-13-96; Last Revised 5-17-22 Effective 7-1-22)

9-2.91 Use of 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.

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)

9-3 RECRUITMENT AND HIRING

The Executive Director is responsible for the final selection, appointment, supervision, and dismissal of all 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 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 5-17-22, Effective 7-1-22)

9-3.1 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)

9-3.2 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)

9-3.3 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)

9-3.4 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)

9-3.5 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 05-17-22, Effective 7-1-22)

9-3.6 Retention Bonus

To encourage employees who work less than 30 hours/week to remain with the Library for more than six months, the Library will pay a retention bonus. All regular employees scheduled less than 30 hours/week are eligible to receive a retention bonus after six months of employment. Employees who are promoted 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 05-17-22, Effective 7-1-22)

9-4 PAY

9-4.1 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)

9-4.2 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)

9-4.3 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)

9-4.4 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 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)

9-5 BENEFITS

9-5.1 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)

9-5.2 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)

9-5.3 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)

9-5.4 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)

9-5.5 COBRA

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) allows employees to continue in the Library's group health insurance coverage for up to 18 months following separation from service. Employees who lose their eligibility to participate because of a reduction in their regular work schedule to less 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; Last Revised 5-17-22, Effective 7-1-22)

9-5.6 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)

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)

9-5.7 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)

9-6 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)

9-6.1 Holidays and Other Scheduled Closings

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

- 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.

- Independence Day: When Independence Day falls on a Monday, the Library will be closed on both Sunday and Monday. 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.
- 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 5-17-22, Effective 7-1-22)

9-6.2 Floating Holidays

All benefited employees will be granted up to five floating holidays with pay per calendar year. Time is pro-rated for part-time benefitted employees.

During their first calendar year of employment, staff members hired from January 2 to March 31 earn four days; staff members hired from April 1 to June 30 earn three days; staff members hired from July 1 to September 30 earn two days; and staff members hired from October 1 to December 31 earn one day. 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.

Part-time non-benefited employees are entitled to eight hours floating holiday time.

Employees can take their floating holidays as soon as they are earned. Floating holidays may be taken in half-hour increments. 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 5-17-22, Effective 7-1-22)

9-6.3 Sick Leave

Sick leave with full pay will be granted to employees based on the following schedule:

- 37.5 hours/week: Sick leave is earned at the rate of one day per month up to a maximum of 240 days.
- 20-37 hours/week: Sick leave is earned on a prorated basis, 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 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 5-17-22, Effective 7-1-22)

9-6.4 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 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 hours, 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 5-17-22, Effective 7-1-22)

9-7 LEAVES OF ABSENCE

9-7.1 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)

9-7.2 Military Leave

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

9-7.3 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)

9-7.4 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)

9-7.5 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)

9–7.6 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)

9-7.7 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, 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 Library with at least 48 hours prior notice, unless providing notice advance notice is not practical. If not practical, 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 workweeks per 12-month period according to the provisions set forth in VESSA. (Adopted 3-11-09; Last Revised 5-17-22, Effective 7-1-22)

9-7.8 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 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)

9-8 JOB PERFORMANCE

9-8.1 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)

9-8.2 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)

9-8.3 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)

9-9 TRAINING AND DEVELOPMENT

9-9.1 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)

9-9.2 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)

9-9.3 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)

9-9.4 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. 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 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.

(Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

9-9.5 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)

9-10 WORKPLACE PROTECTION

9-10.1 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 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 5-17-22, Effective 7-1-22)

9-10.2 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)

9-10.3 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 members 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)

9-10.4 Employee Enforcement of Privacy Policy

The Library 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 5-17-22, Effective 7-1-22)

9-10.5 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)

9-11 SEPARATION

9-11.1 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)

9-11.2 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)

Policy 9 Comprehensive Review: Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22.