



Board of Library Trustees Regular Board Meeting
Video Conference
May 19, 2020, 7:00 pm

Due to the Governor's "Stay-at-Home" Executive Order, this meeting will be conducted virtually via MS Teams. Below is information to join by computer or phone.

<https://tinyurl.com/y9wp8pp4>

1-872-239-5794

Conference ID: 688 866 91#

In lieu of providing public comment in person, members of the public may send statements to the Executive Director at director@palatinelibrary.org. Comments sent at least 30 minutes in advance of the meeting will be read aloud during the public comment section.

Agenda

1. Call to order
2. Roll call/Trustee requests to attend meeting via electronic means
3. Approval of agenda
4. Introduction of visitors
5. Public comment
6. Liaison reports
 - a. Friends of the Palatine Library (Friends Treasurer Cipar or designee)
 - b. Palatine Public Library District Foundation (Jefferson)
 - c. RAILS/ILA (Brauer)
 - d. TAB Liaison (Bottu)
7. Unfinished business
 - a. Main Library renovation project (Dilger)
 - i. Amendment 01: Modifications to Professional Services Agreement for Renovations of Existing Library Space
 - ii. Amendment 02: Modifications to Professional Services Agreement for Renovations of Existing Library Space

Requests by members of the public to place a topic on a Board meeting agenda must be made 4 business days before the scheduled meeting in order to be considered. Members of the public may address the Board according to provisions of policy Appendix 0: Rules of Procedure for Public Meetings and Hearings.

Individuals requiring reasonable accommodations to attend a public meeting of the Board are requested to notify Library administration at least 7 business days prior to the scheduled meeting.

- iii. Amendment 03: Modifications to Professional Services Agreement for Renovations of Existing Library Space
 - iv. Project update (Dilger)
- 8. New business
 - a. Review and approval: Policy 9-Human Resources (Brauer)
 - b. Review of draft Working Budget for Fiscal Year 2020-2021 (Jefferson)
 - c. Approval of days closed for 2020-2021 (Jefferson)
- 9. President's report (Vanderhoek)
 - a. Review of library board advocacy activities
- 10. Director's report
 - a. Strategic plan update (Gardner)
 - b. Reopening plan update (Dilger)
- 11. Committee reports
 - a. Committee to Review Open and Closed Session Minutes (Boland, Snyder)
 - b. Board Development Committee (Boland, Snyder)
 - c. Building Renovation Committee (Vanderhoek, Brauer, Westhoff)
 - d. Director's Review Committee (Boland, Vanderhoek)
 - a. Finance Committee (Jefferson, Vanderhoek)
 - b. Lock Box Committee (Boland, Snyder)
 - c. Policy Committee (Brauer, Westhoff)
- 12. Consent agenda -- Matters on the consent agenda will be considered by a single motion and vote because they have already been considered fully by the Board at a previous meeting or have been determined to be of a routine nature. Any member of the Board may request that an item be removed from the consent agenda for separate consideration.
 - a. Approval of minutes: special meeting of April 7, 2020, regular meeting of April 21, 2020, and Policy Committee meeting of May 7, 2020
 - b. Financial report and approval of Warrant 2020-11 in the amount of \$488,032.10
- 13. Correspondence
- 14. Adjournment

Requests by members of the public to place a topic on a Board meeting agenda must be made 4 business days before the scheduled meeting in order to be considered. Members of the public may address the Board according to provisions of policy Appendix 0: Rules of Procedure for Public Meetings and Hearings.

Individuals requiring reasonable accommodations to attend a public meeting of the Board are requested to notify Library administration at least 7 business days prior to the scheduled meeting.



April 27, 2020

AMENDMENT 03 MODIFICATIONS TO PROFESSIONAL SERVICES AGREEMENT FOR RENOVATIONS OF EXISTING LIBRARY SPACE

between

and

Board of Library Trustees of the Palatine Public Library District of Cook County, IL 700 N North Ct, Palatine, IL 60067	Engberg Anderson, Inc. 5600 N River Rd, Rosemont, IL 60018
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Authorization is requested to modify the agreement as follows:

AMENDMENT NO. 3: LOBBY RENOVATION

The original scope of the project is modified to include the reworking of the existing main entry lobby including the circulation desk, display area and finishes of the floor, walls and ceiling. Elevator cab interiors are not included. The work shall be developed and bid as an alternate. Design shall include in-slab radiant heating. Additional effort on the part of the civil engineer, mechanical engineer and architect are required.

Section 1.1.1 is modified to include line 1.1.1.1.20 as follows:

§ 1.1.1.1	.20 The existing main entry lobby, including the circulation desk, display area and finishes of the floor, walls and ceiling, are made part of the renovation at Main Library.
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Section 11.4 is modified to define the additional service fee by adding line 11.4.2 as follows:

§ 11.4.2 Additional Service “Main Lobby” is created to allow the Architect cover the scope of work defined in 1.1.1.1.20. Task will be compensated as a stipulated sum fee of \$9,000.00.

The aggregate contract obligations are summarized in the following table:

Contract Category		Initial Contract	Additional Services
Initial Agreement – Basic Services		\$440,800	
Initial Agreement – Commissioning		\$25,000	
Amendments			
01	Defines fixed fee at end of Design Development Phase		\$0
02	North Entry		\$29,000
03	Main Entrance Lobby		\$9,000

TOTAL – ALL AGREEMENTS	\$465,800	\$38,000
	\$503,800	

ACCEPTANCE

If you have questions concerning any aspect of this amendment, please call. As with all agreements, this document has important legal consequences and you are encouraged to consult with your legal counsel. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records, and return the second to us. We will begin work upon receipt of the signed copy.

For:
ENGBERG ANDERSON, INC.

For:
**PALATINE PUBLIC LIBRARY DISTRICT
OF COOK COUNTY, IL**

Signature: 

Signature: _____

Name: Joseph M. Huberty

Name: _____

Title: Partner, Secretary

Title: _____

Date: April 27, 2020

Date: _____

Copied Kristin Richardson, Team Leader | Engberg Anderson

EA File Name: U:\Projects\2019 3005\193045 Palatine PL Reno\1-Project Administration\1-Contracts & Fees\1-Client\B101 Amendment 03 Lobby.Docx



April 27, 2020

AMENDMENT 02

MODIFICATIONS TO PROFESSIONAL SERVICES AGREEMENT FOR RENOVATIONS OF EXISTING LIBRARY SPACE

between

and

Board of Library Trustees of the Palatine Public Library District of Cook County, IL 700 N North Ct, Palatine, IL 60067	Engberg Anderson, Inc. 5600 N River Rd, Rosemont, IL 60018
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Authorization is requested to modify the agreement as follows:

AMENDMENT NO. 2: NORTH ENTRY

The original scope of the project is modified to include the reworking of the building and grounds to accommodate a new public entrance along the north façade of the building, near the north east exit stair, with pedestrian access connecting to the surface parking to the east and west of the Main Library. The work shall be developed and bid as an alternate. Design shall include in-slab radiant heating. Additional effort on the part of the civil engineer, mechanical engineer and architect are required.

Section 1.1.1 is modified to include line 1.1.1.1.19 as follows:

§ 1.1.1.1 .19 Addition of a northeast entry at the first floor with site work connecting to the east and west surface parking areas of the building. Entrance shall be compliant with ADA and Illinois Accessibility Guidelines, provide a weather vestibule, controlled access and function as an equivalent to the main entry on the south face of the Main Library.

Section 11.4 is modified to define the additional service fee by adding line 11.4.1 as follows:

§ 11.4.1 Additional Service “North Entry” is created to allow the Architect to complete civil, mechanical, and structural engineering related to the North Entry.

The aggregate contract obligations are summarized in the following table:

Contract Category		Initial Contract	Additional Services
Initial Agreement – Basic Services		\$440,800	
Initial Agreement – Commissioning		\$25,000	
Amendments			
01	Defines fixed fee at end of Design Development Phase		\$0
02	North Entry		\$29,000



April 27, 2020

AMENDMENT 01

MODIFICATIONS TO PROFESSIONAL SERVICES AGREEMENT FOR RENOVATIONS OF EXISTING LIBRARY SPACE

between

and

Board of Library Trustees of the Palatine Public Library District of Cook County, IL 700 N North Ct, Palatine, IL 60067	Engberg Anderson, Inc. 5600 N River Rd, Rosemont, IL 60018
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Authorization is requested to modify the agreement as follows:

AMENDMENT NO. 1: FIXED FEE

The original agreement defined the conclusion of Design Development as the point at which fees for the basic services portion of the project would be converted from a percentage fee to a fixed fee (stipulated sum). The stipulated sum is established by this Amendment.

Section 11.1.1 is added as follows:

§ 11.1.1 Subsequent to the DD Estimate Summary, the 9% basic service architectural fee is converted to a stipulated sum of \$440,800.

The aggregate contract obligations are summarized in the following table:

Contract Category		Initial Contract	Additional Services
Initial Agreement – Basic Services		\$440,800	
Initial Agreement – Commissioning		\$25,000	
Amendments			
01	Defines fixed fee at end of Design Development Phase		\$0
TOTAL – ALL AGREEMENTS		\$465,800	\$465,800


ACCEPTANCE

If you have questions concerning any aspect of this amendment, please call. As with all agreements, this document has important legal consequences and you are encouraged to consult with your legal counsel. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the

agreement. Keep one for your records, and return the second to us. We will begin work upon receipt of the signed copy.

For:
ENGBERG ANDERSON, INC.

For:
**PALATINE PUBLIC LIBRARY DISTRICT
OF COOK COUNTY, IL**

Signature: 

Signature: _____

Name: Joseph M. Huberty

Name: _____

Title: Partner, Secretary

Title: _____

Date: May 8, 2020

Date: _____

Copied Kristin Richardson, Team Leader | Engberg Anderson

EA File Name: U:\Projects\2019 3005\193045 Palatine PL Reno\1-Project Administration\1-Contracts & Fees\1-Client\B101 Amendment 01 Fixed Fee.Docx

Palatine Public Library 2020 Renovations

Staff Committee Meeting



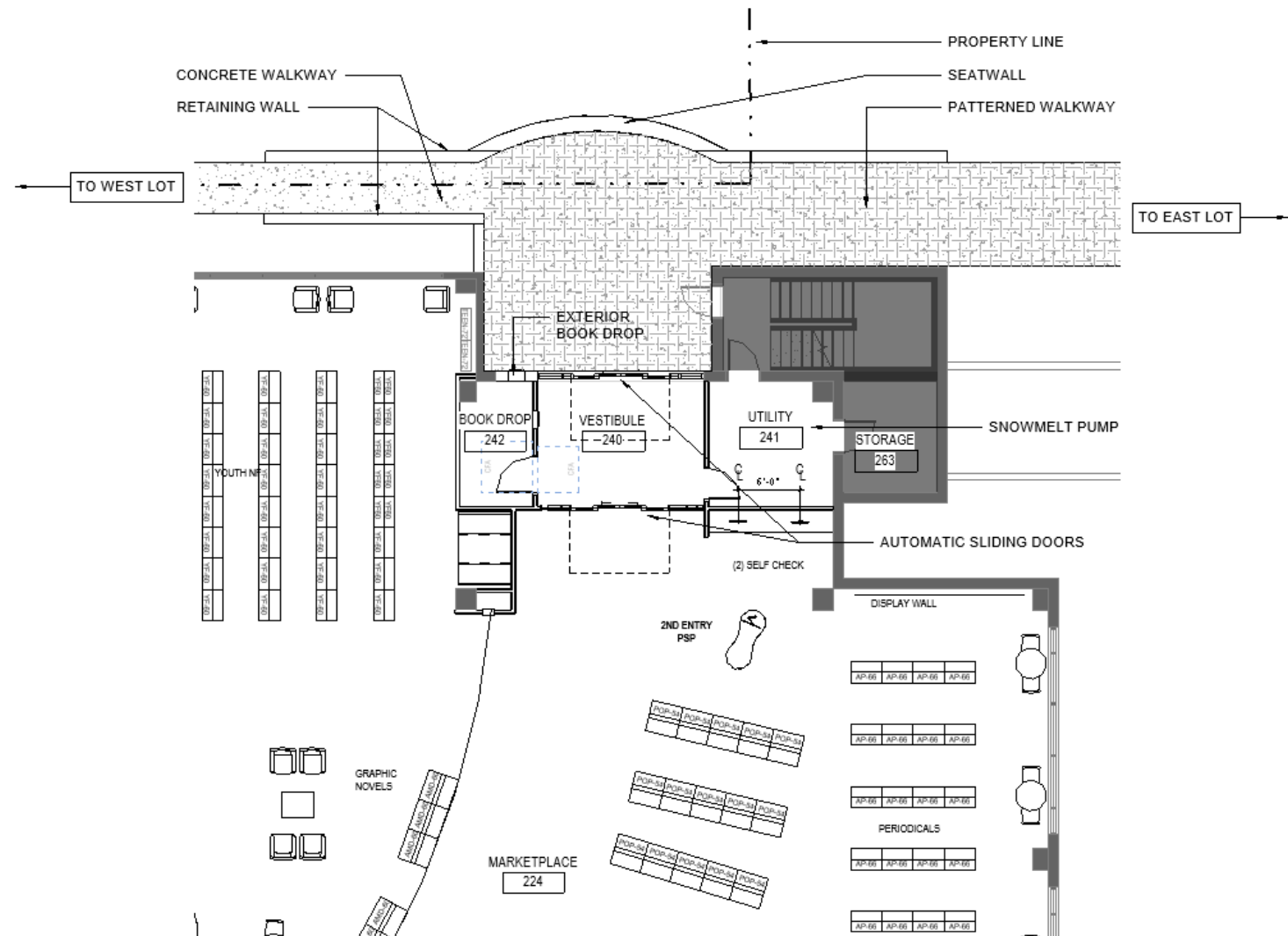
North Entry

EXTERIOR:

- Seatwall
- Scope of snowmelt system
- Exterior book drop

INTERIOR:

- Self check – quantity, spacing
- Auto door sensor area
- PSP – location and orientation
- PSP – storage needs



North Entry

Public Service Point

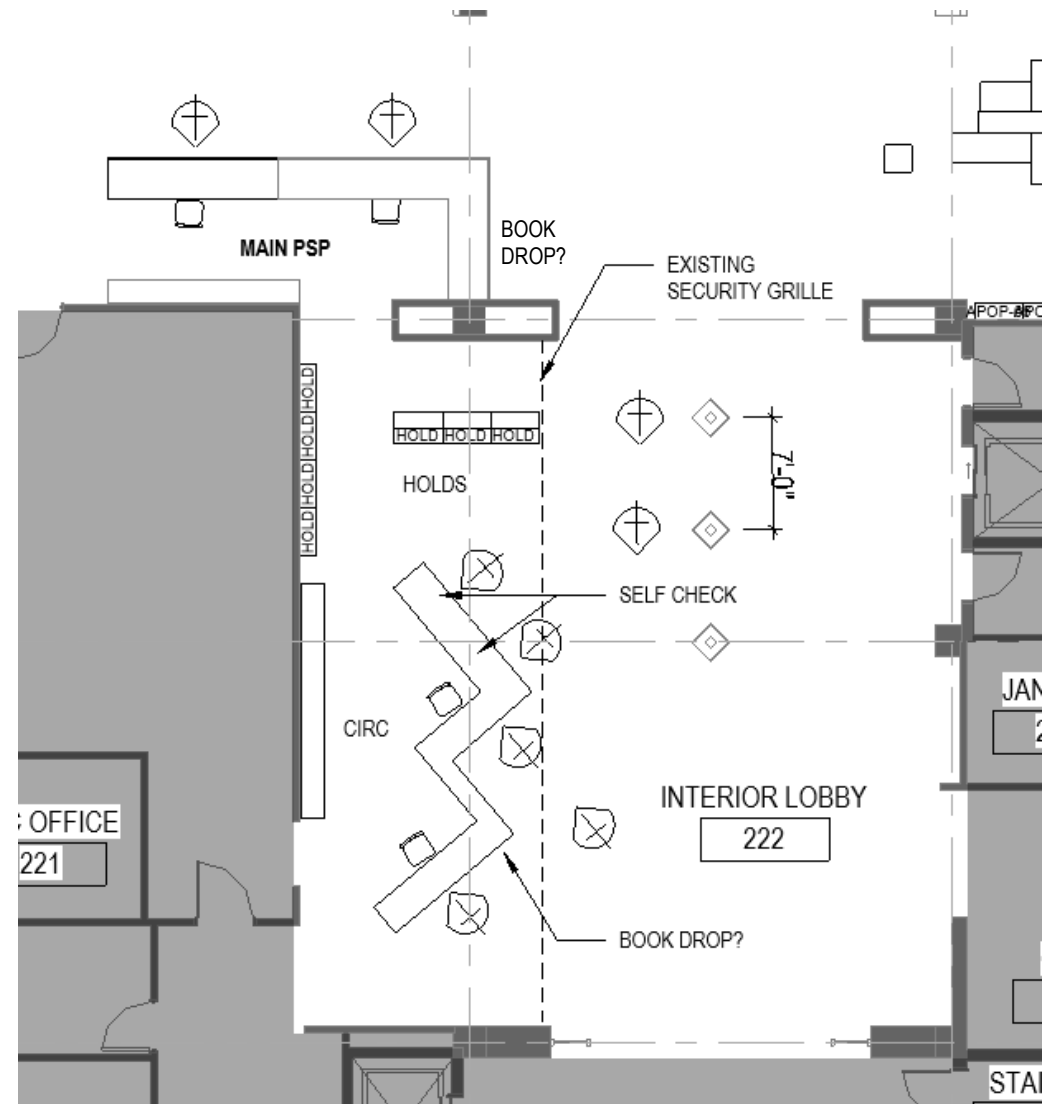


Main Lobby

Proposed Concept

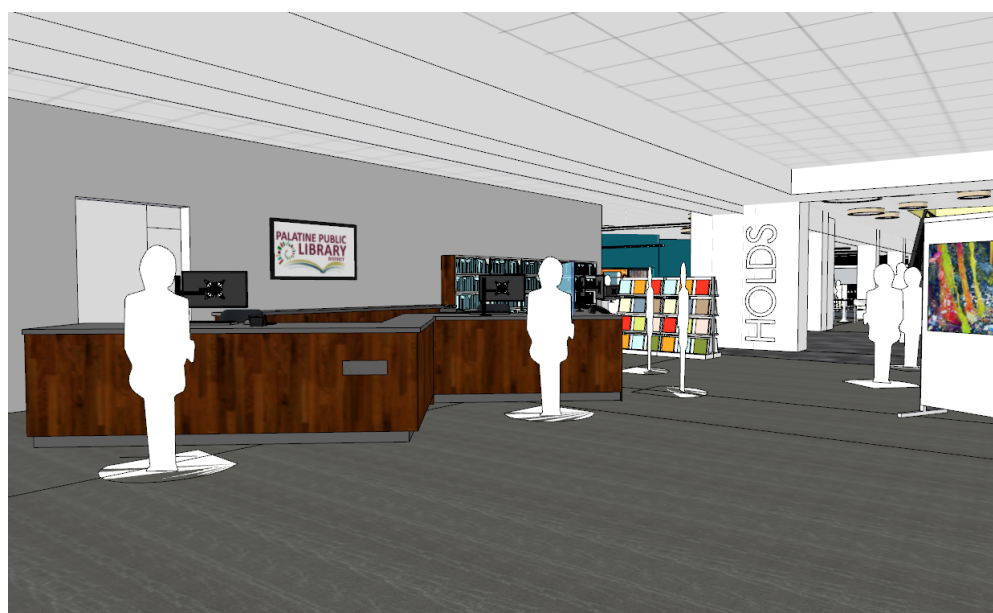
DISCUSSION POINTS:

- Social Distance Separation
- Queuing Process
- Enter & Exit flow paths
- Existing opening(s) into staff areas
- Security – reuse existing grille
- Sneeze guards, separation



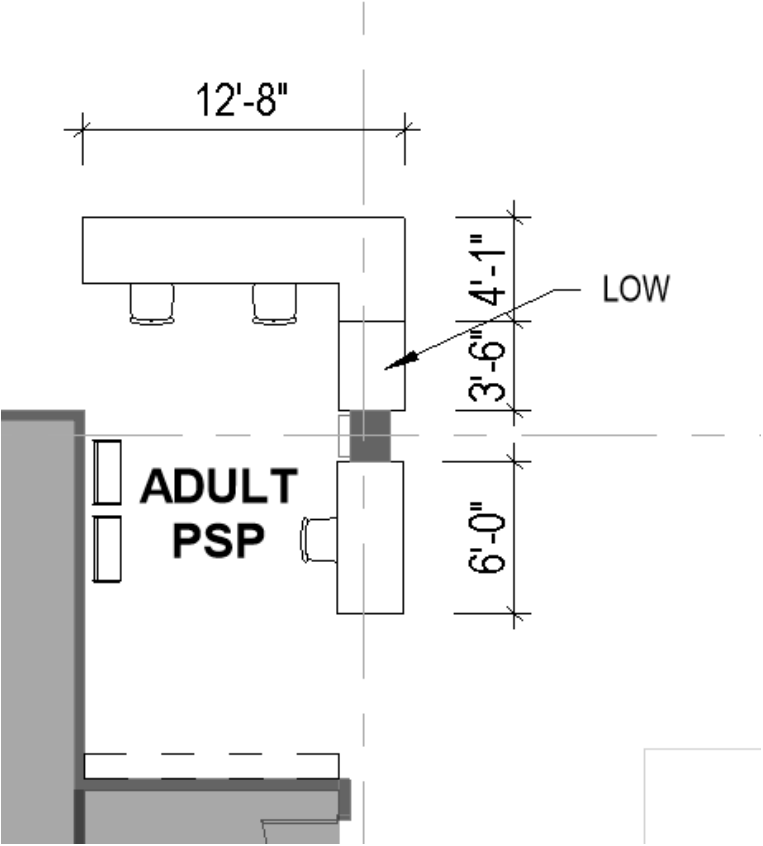
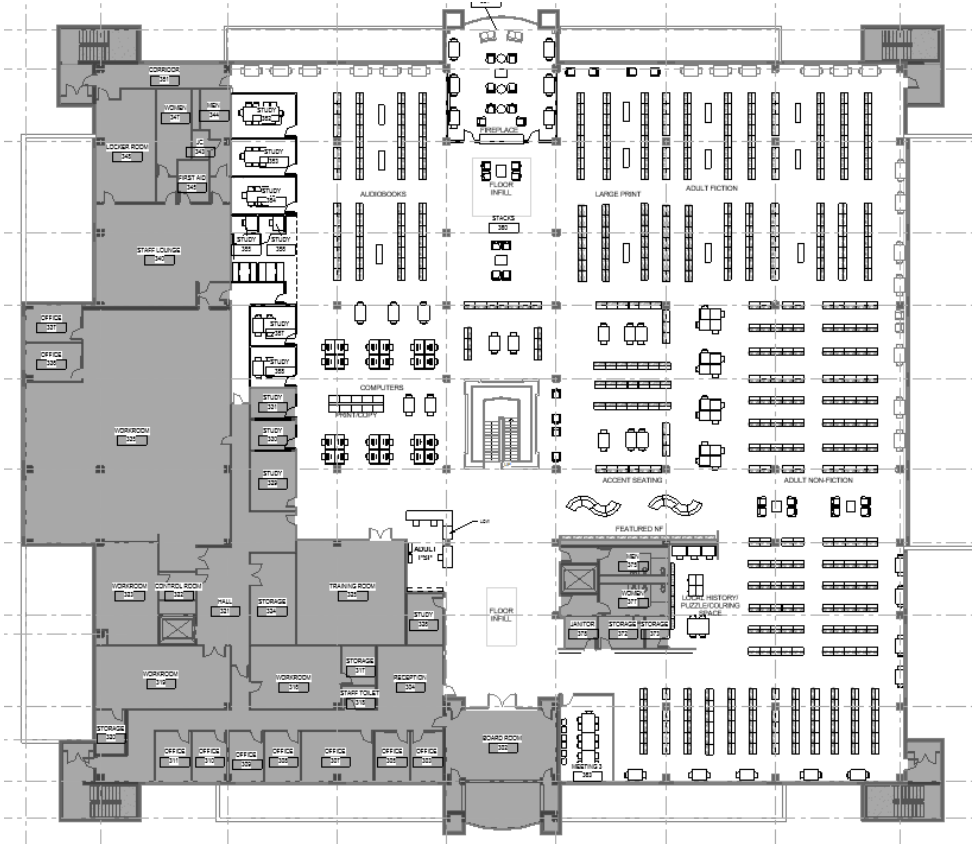
Main Lobby

Views



Second Floor PSP

Salvage Option

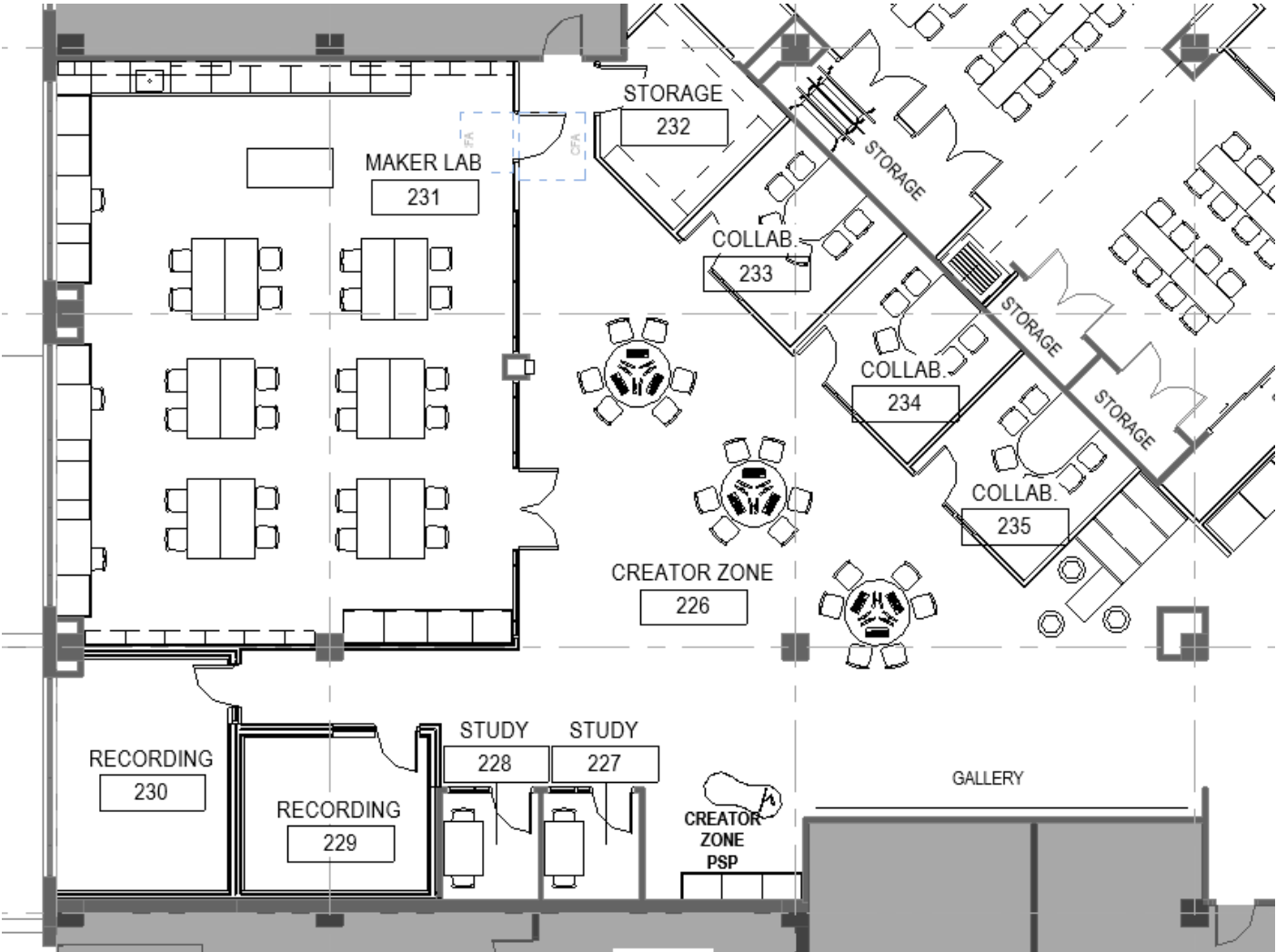


Creator Zone

Proposed Concept

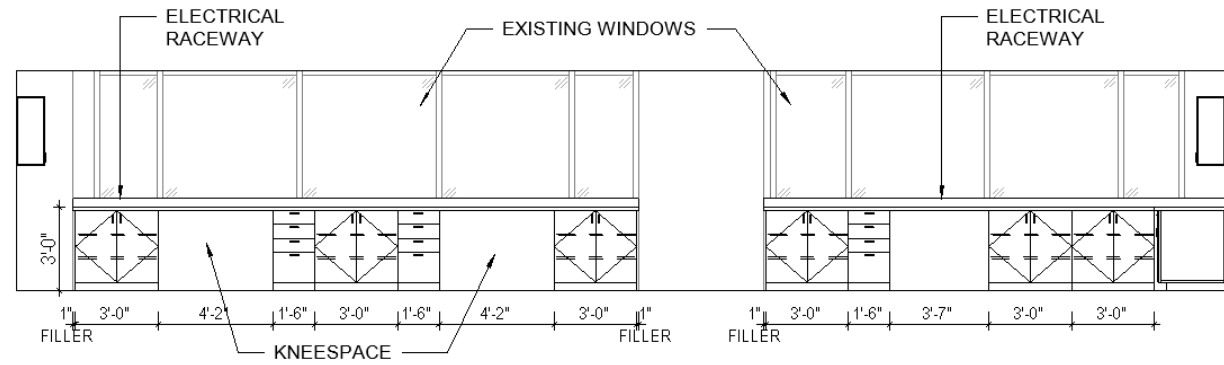
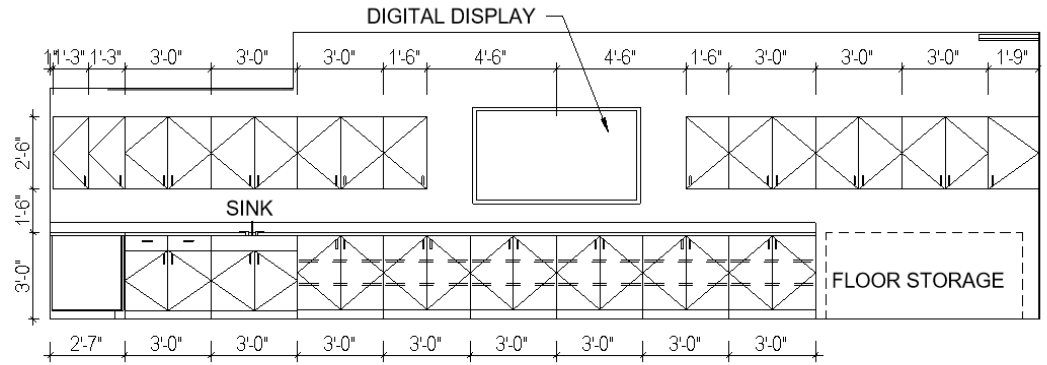
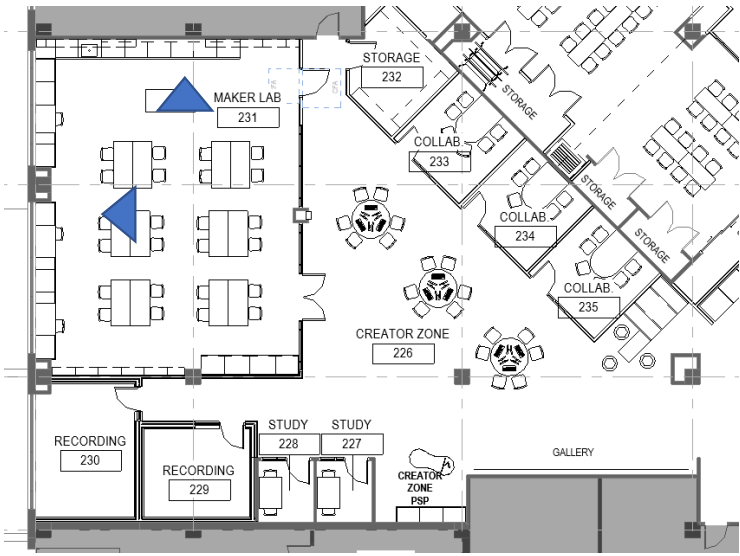
DISCUSSION POINTS:

- Classroom Configuration
- Demonstration Table
- Presentation Mode
- Perimeter Storage
- Equipment Placement / Storage



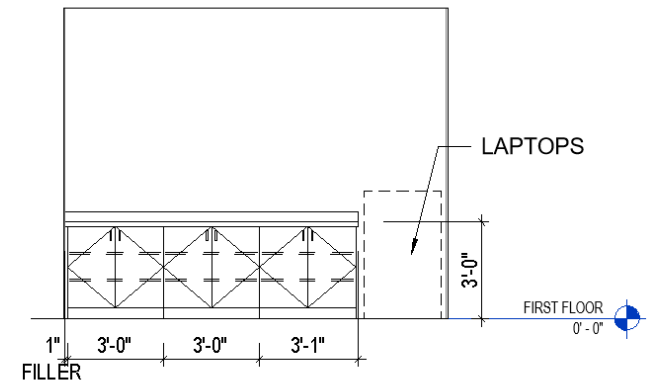
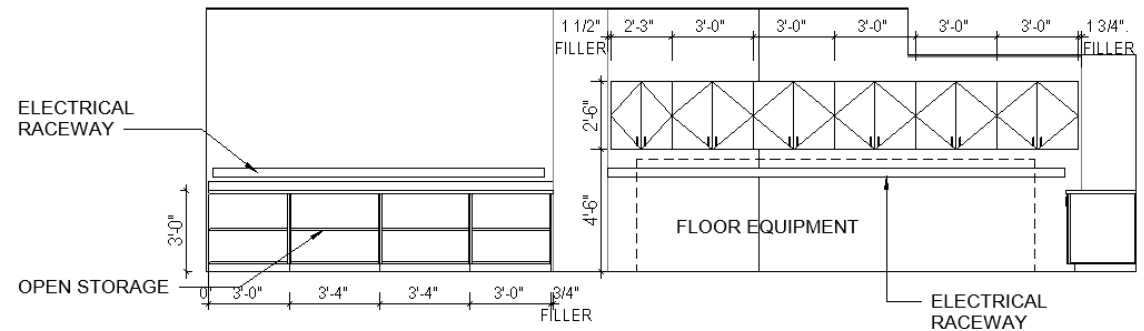
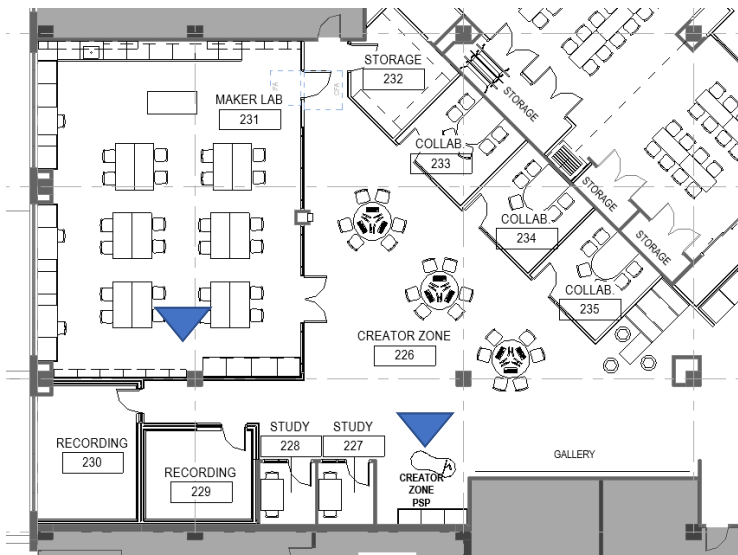
Creator Zone

Casework Elevations



Creator Zone

Casework Elevations



Creator Zone

Maker Lab Furniture



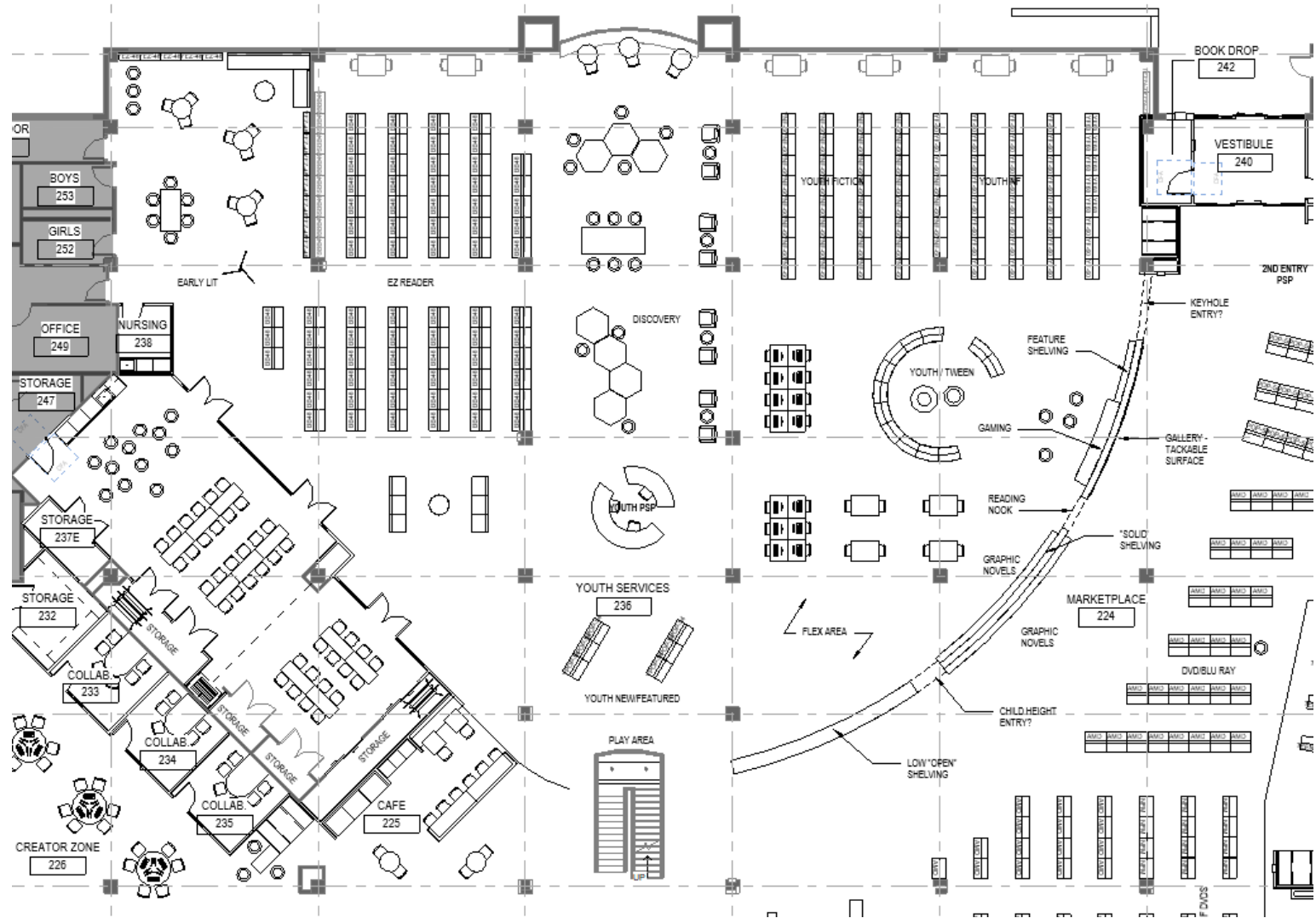
Creator Zone

Maker Lab Furniture



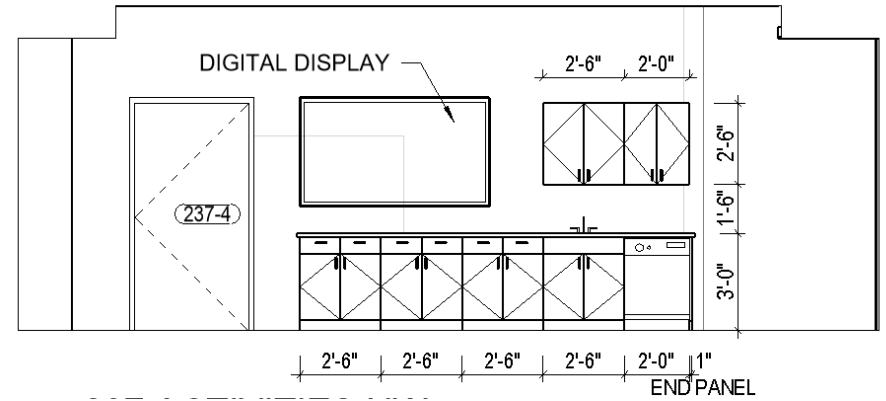
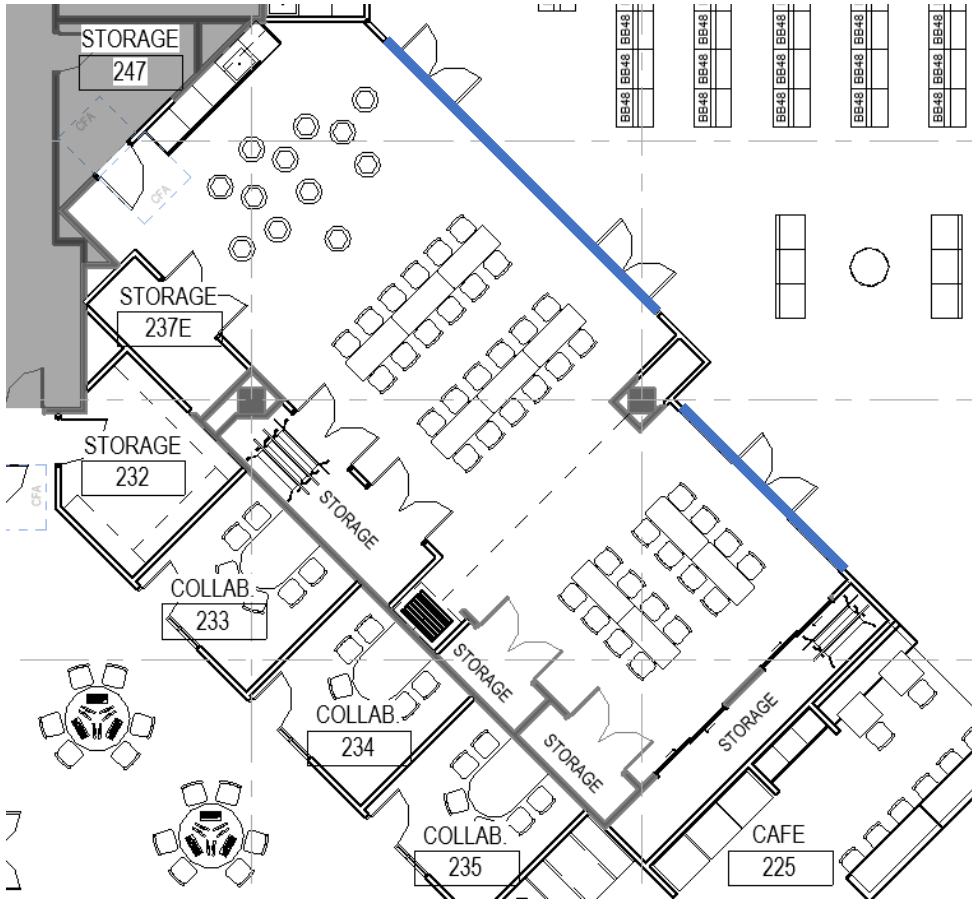
Youth

Concept Plan



Program Room

Concept Plan



Youth / Market Separation

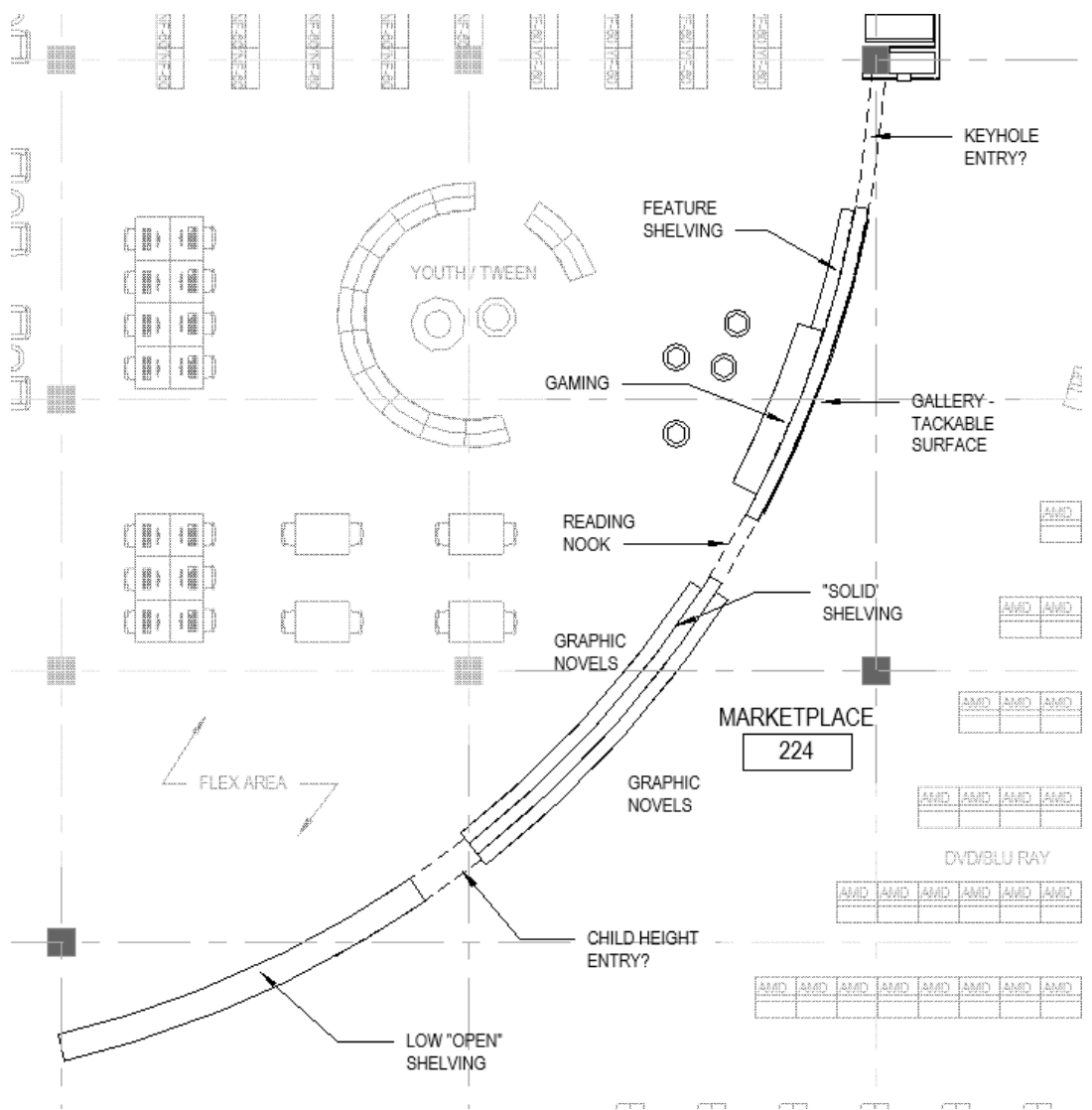
Concept Images



Youth / Market Separation

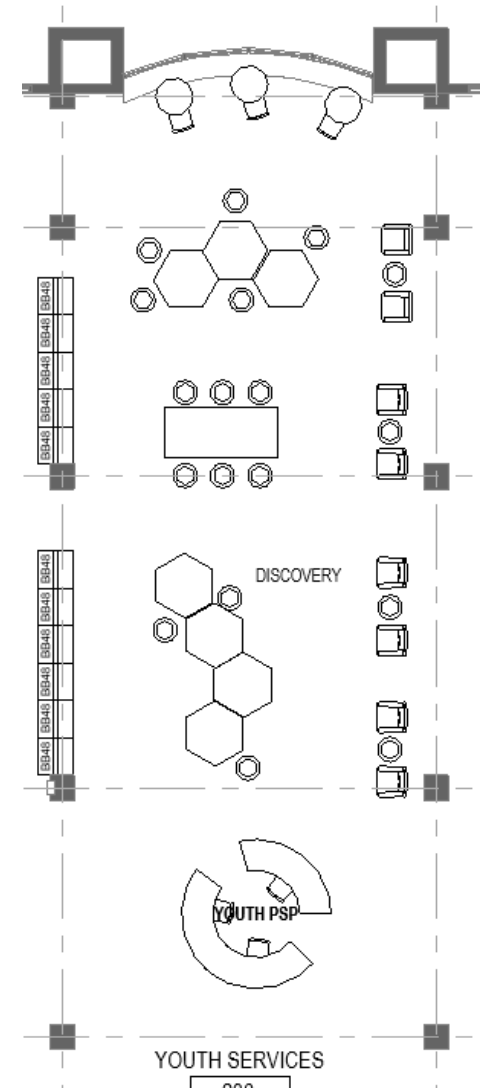
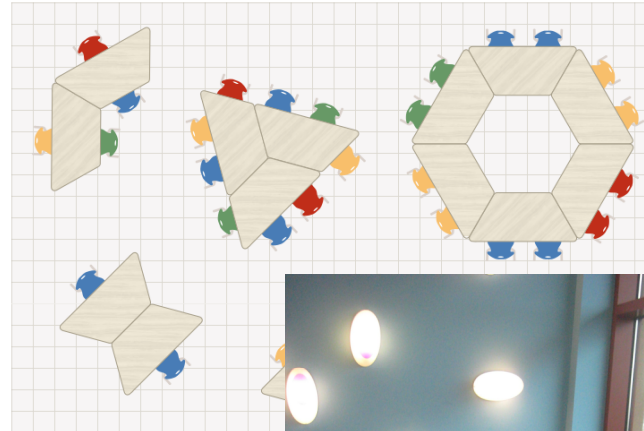
Concept Plan

- DISCUSSION POINTS:**
- Transparency vs Solid
 - Heights
 - Openings – type and location
 - Shelving/ display options



Discovery

Concept Plan & Images

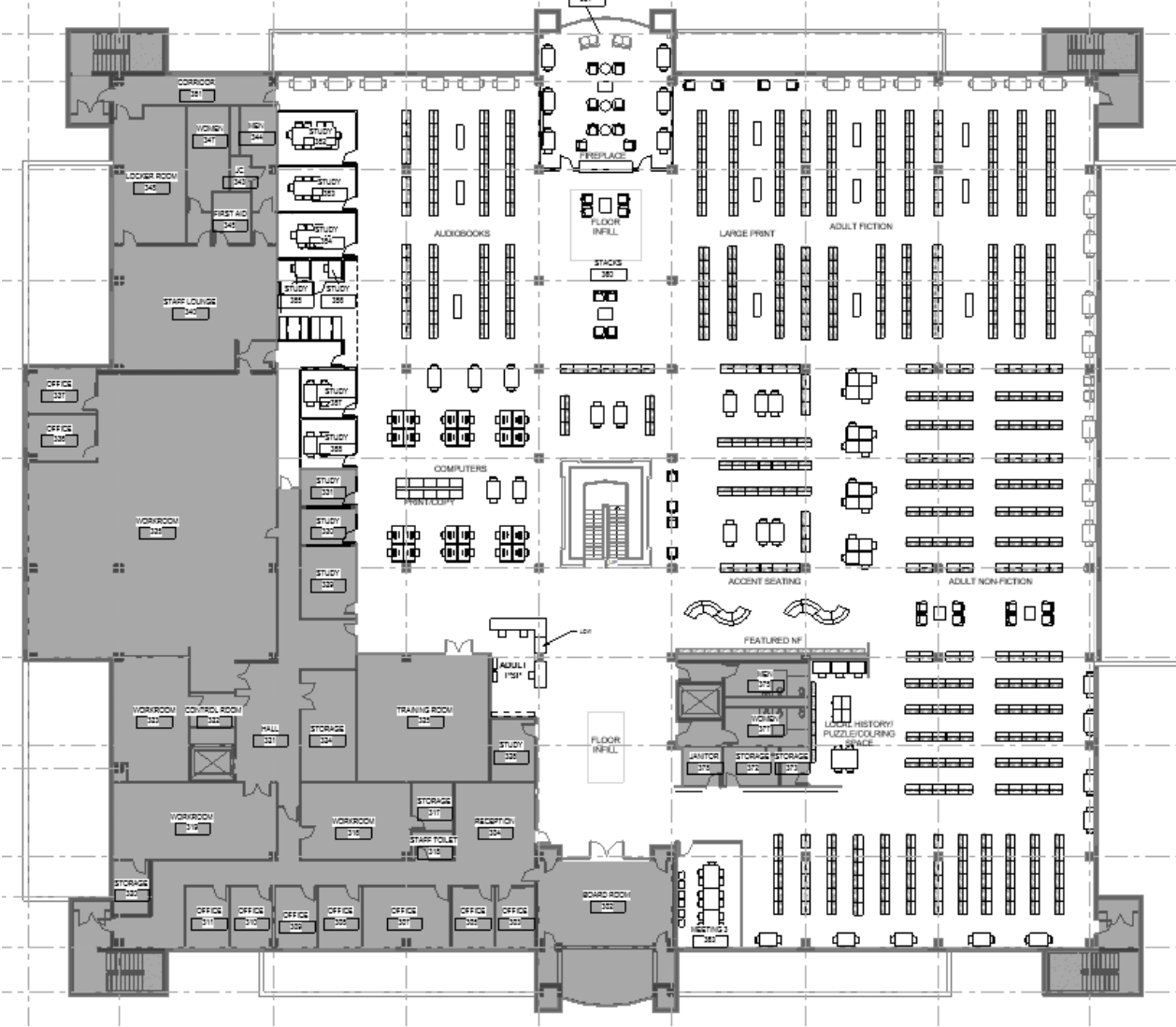


Youth Sub-spaces

Concept Images



Second Floor Plan



9–Human Resources

9–1 Employment

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

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

9–2 Equal Employment Opportunity

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

9–3 Non-Exempt Employees

Non-exempt employees include all employees who are classified by the Library as covered by the overtime provisions of the federal Fair Labor Standards Act and any applicable state laws. Employees in this category are entitled to overtime pay for work in excess of 40 hours in a work week. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9–4 Exempt Employees

This category includes all employees who are classified by the Library as exempt from the overtime provisions, including overtime pay, of the federal Fair Labor Standards Act and any applicable state laws. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9–5 Full-Time Employees

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

9-6 Part-Time Benefited Employees

Employees regularly scheduled to work at least 20 hours but less 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 insurance benefits. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-7 Part-Time Non-Benefited Employees

Employees regularly scheduled to work fewer than 20 hours per week will not receive holiday, sick leave, or vacation benefits. Part-time employees who are not eligible for paid vacation may take unpaid vacation at the yearly rate that corresponds to the length of vacation time given to part-time, vacation eligible employees in the same job grade and the corresponding years of service. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-?? 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 XX-XX-XX)

9-8 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 work station.

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

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

Eligibility for a telecommuting agreement is based primarily on the responsibilities and autonomy of the actual job. Full- or part-time employees in good standing, with positive employee evaluations on file, may be considered. Some jobs more readily accommodate a telecommuting agreement, while others do not. Positions that might generally lend themselves to this situation (1) utilize discretionary authority and independent action; and (2) maintain a low percentage of time spent performing routine, manual or clerical work; and (3) do not require use of fixed library assets, equipment or material that cannot leave the premises. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-9 Attendance

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

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

An employee who is absent for two consecutive scheduled work days without prior or concurrent notice; contact; or approval from their supervisor, manager, or Human Resources will be considered to have voluntarily

terminated employment based on job abandonment. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9–10 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)

9–11 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 12 months and is rehired by the Library retains credit for all years of consecutive service at the Library for purposes of vacation accrual. An employee who changes benefited status during a 12-month period retains all years of consecutive service at the Library for purposes of vacation accrual. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9–12 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)

9–13 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)

9–14 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)

9–15 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)

9–16 Resources Provided For Staff Use

To maintain a productive and comfortable work environment, the Library provides resources including but not limited to: desks, work stations, file drawers, computers, software, phones, and lockers for many employees. 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. The Library has no expectation that non-exempt staff must use their personal electronic devices for Library business.

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

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

Library walkie-talkies, phones, and computers are provided primarily for Library purposes. All personal telecommunication should be held to a minimum and should not be made at public desks. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9–17 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)

9–18 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)

9–19 Standards of Conduct

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

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

1. Harassing, intimidating, abusing, coercing, or threatening any other employee or patron.
2. Unreasonable behavior or communication that demeans, insults, or humiliates people either as individuals or as a group.
3. Frequent or excessive tardiness or absence from work, or failure to report absences.
4. Insubordination, including improper conduct toward a person of authority, or failure or refusal to perform tasks as assigned in the appropriate manner.
5. Non-compliance with or disregard of Library safety and security procedures.
6. Unsatisfactory performance.
7. Conduct that substantially interferes with work and/or prevents work from being accomplished.
8. Falsifying, omitting, or withholding necessary information, including information on an employment application.
9. Improper behavior or unethical conduct.
10. Altering or falsifying time-keeping records.

11. Tampering with, theft of, or unauthorized removal of property belonging to the Library, fellow employees, or anyone on Library property.
12. Bringing dangerous or unauthorized items such as firearms, explosives, weapons, or other similar items on Library property.
13. Intentionally intruding on a person's privacy by spying or stalking.
14. Release of confidential information about the Library, its patrons, or another employee.
15. Damage to Library property or disruption of Library services.
16. Failure to comply with or enforce library policy.

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

9–20 Progressive Discipline

It is important that all employees perform to the best of their abilities at all times. There will 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 5-21-19, Effective 7-1-19)

9–21 Formal Complaints Procedure

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 a 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 may 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 ten calendar days of the meeting.

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 ten 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 5-21-19, Effective 7-1-19)

9–22 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 all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). 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, co-worker, Trustee, vendor, patron, contractor, or other regular visitor of the Library 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:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. 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:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
5. 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; or
6. Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking, 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 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 12-17-19, Effective 1-1-20)

9-23 Substance Abuse Policy

The Library adopts the following policy:

1. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, 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 without limitation medical marijuana,

to the extent that the employee's ability to perform job duties safely and satisfactorily is adversely affected, is likewise prohibited.

2. 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.
3. 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.
4. 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.
5. 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.
6. 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 5-21-19, Effective 7-1-19)

9–24 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)

9–25 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)

9–26 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)

9–27 Payroll Procedures

Paychecks are issued semi-monthly. 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)

9–28 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)

9–29 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)

9–30 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)

9–31 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 coverage 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. Employees who elect to have dependent coverage are responsible for 100% of the premium for the dependent coverage. Domestic partners, as defined by the insurance carrier 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 5-21-19, Effective 7-1-19)

9–32 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 premium, as determined by the annual budget. Employees who elect to have dependent coverage are responsible for 100% of the premium for the dependent coverage. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9–33 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 premium, as determined by the annual budget. Employees who elect to have dependent coverage are responsible for 100% of the premium for the dependent coverage. (Adopted 2-10-16, Last Revised 5-21-19, Effective 7-1-19)

9-?? COBRA

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) allows employees to continue in the Library's group medical coverage for up to 18 months following separation from service. Dental and vision are not included. Employees who lose their eligibility to participate because of a reduction in

their regular work schedule to less 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.

9–34 Life Insurance

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

9–35 Additional Life Insurance

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

9–36 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)

9–37 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)

9–38 Holidays and Other Scheduled Closings

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

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

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

Should a holiday fall on a benefited employee's day off, the employee may request an alternate day with pay within 30 days of the holiday or at the discretion of the employee's immediate supervisor. The employee will be paid their prorated time for the holiday. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9–39 Personal Days

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

Employees with benefits will be granted up to two personal days with pay per calendar year. Following one calendar year of employment, employees are eligible to take both days starting January 1st of each year. During their first calendar year of employment, staff members hired from January 1 to March

31 earn two days; staff members hired from April 1 to September 30 earn one day; and staff members hired from October 1 to December 31 earn no days. Employees changing from a non-benefited position to a benefited position will follow the same guidelines starting on their effective date during their first calendar year of benefited employment.

Employees can take their personal days as soon as they are earned. Personal days do not accumulate from calendar year to year and are not converted into pay at termination of employment. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9–40 Sick Leave

Sick leave with full pay will be granted to employees who are designated benefited employees. Sick leave is granted at the rate of one day per month of full-time service up to a maximum of 240 days. It is prorated for part-time benefited employees. 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 no less than one-hour increments and half-hour increments thereafter, for medical reasons including the care of the ill. 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.

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 5-21-19, Effective 7-1-19)

9–41 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 and after 10 years of benefited employment they receive four weeks. Vacation benefits are accrued monthly.

Part-Time Benefited Employees

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 and after 10 years of benefited employment they receive the prorated equivalent of four weeks. Vacation benefits are accrued monthly.

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 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 changing status from a non-benefited position to a benefited position, the three-month waiting period does not apply if they have been an employee of the Library for more than three months.

Conditions for taking vacations:

1. Vacation time may be taken in no less than one-hour increments and half-hour increments thereafter.
2. Vacation may be taken any time, subject to the supervisor's pre-approval.
3. No vacation accrual is earned by an employee when on an unpaid leave of absence.
4. 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 5-21-19, Effective 7-1-19)

9-42 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)

9-43 Fines

Current employees may have overdue fines waived. (Adopted 11-13-96; Reapproved 2-10-16)

9-44 Acceptance of Gifts

On occasion patrons 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 patrons or vendors. These gifts must be received only in compliance with the State's Gift Ban Act (5 ILCS 430/10-15 through 10-40). Employees may not accept any gift in the form of a service, loan, tangible item (other than food or flowers), or tip from any Library patron or vendor. (Approved 1-8-14; Last Revised 5-21-19, Effective 7-1-19)

9–45 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)

9–45.1 Professional Memberships

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

9–46 Use of Vehicles for Library Business

9–46.1 Use of Library District Vehicles for Library Business

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

9–46.2 Use of Private Vehicles for Library Business

When private vehicles are used for Library business, drivers must have and show proof of a valid, current, and class-appropriate driver's license and adequate insurance. 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)

9-47 Expense Reimbursement

The Library will reimburse reasonable, documented ~~travel~~ expenses incurred by staff members or Trustees who are preapproved by the Executive Director or designee to attend meetings, workshops, or conventions while on Library business. ~~The Library also will reimburse reasonable, documented travel expenses incurred by Trustees and the Executive Director while on Library business. Expenses incurred by staff members must be preapproved by the Executive Director or designee.~~ Reimbursement of ~~travel~~ expenses for employees and officials of this 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 30th of the month following the month in which the work was performed.

Expense Authorization

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

Reimbursement

Payment or reimbursement for an authorized employee's or official's travel expenses shall be as follows:

1. For those activities which 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, or for activities which further the knowledge or expertise of the employee or official, or involve the sharing of such knowledge or expertise, or which involve professional

collaboration with others in the employee's or official's professional field.

2. The maximum allowable reimbursement for travel expenses shall be the per diem expense or the actual, ordinary and reasonable expenses incurred.
 - a. 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.
 - b. For actual expenses, the original receipts or proofs of payment are required.

This policy shall be in addition to any current regulations, requirements, or guidelines on expense reimbursement for employees or officials of the Library. In the event of any inconsistency or conflict, the provisions of this policy shall control. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9–48 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 patrons. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

9–49 Leaves of Absence

9–49.1 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)

9–49.2 Military Leave

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

9–49.3 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)

9–49.4 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:

1. the birth of the employee's child, and to care for the newborn child;
2. the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
3. to care for the employee's spouse, child, or parent with a serious health condition; and
4. because of a serious health condition that makes the employee unable to perform one or more of the essential functions of their job.
5. because of 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:

1. 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; or
2. 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. Re-certification 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 5-21-19, Effective 7-1-19)

9–49.5 Paid Parental Leave

Employees eligible for family medical leave (under FMLA) are eligible to apply for up to six weeks of paid parental leave following the birth or adoption of a child. This policy runs concurrent with FMLA.

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 to use paid parental leave. Eligible employees are regular full-time and part-time employees. Temporary employees are not eligible. All other requirements and provisions under the FMLA will apply.

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 beginning with the start of FMLA. Once paid parental leave time is exhausted, employees will be required to use their accrued sick time and have the option to use floating holidays and vacation time. 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, effective 7-1-19)

9–49.6 Medical Leave for Non-Eligible FMLA Employees

The Library may grant employees not eligible for FMLA an unpaid medical leave of absence when an employee is unable to perform the functions of their position because of the employee's health condition. 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.

Upon the employee's return to work following a leave, an employee must provide a written statement from their physician certifying that the employee is capable of performing their duties. (Adopted 3-11-09; Last Revised 5-21-19, Effective 7-1-19)

9–49.7 Victims' Economic Security and Safety Leave

An employee who is a victim of domestic, gender, or sexual violence may take unpaid leave from work for up to 12 work weeks per 12-month period according to the provisions set forth in the Victims' Economic Security and Safety Act (VESSA). (Adopted 3-11-09; Reapproved 2-10-16)

9-49.8 FMLA Leave Expansion and Emergency Paid Sick Leave Due to COVID-19

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave

and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. 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 FMLA Leave

All employees who have been employed with the Library for at least 30 days prior to the date they wish the leave to start are eligible.

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19 may request leave.

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

Leave is unpaid during the first 10 working days. Employees may elect to use any accrued and applicable paid vacation, sick, or personal leave during this time, including time available under Emergency Paid Sick Leave (below).

For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee may use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

The Library will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium.

During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Human Resources. If the employee does not continue these pre-arranged benefit payments, the Library may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees will not accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on unpaid leave.

Emergency paid family leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

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 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 statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than 14 during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of the Library and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to their job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

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

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.

2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. 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.
6. 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 full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

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.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first 10 days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee must use any available vacation, sick or personal time to supplement pay available under the law.

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 child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen 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, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a federal, state, or local 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 either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

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.

9–50 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)

9–51 Exit Interview

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

9–52 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:

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

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

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

All allegations of HIPAA retaliation against individuals will be reviewed and investigated by the Library in a timely manner. The Human Resources Department shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Executive Director or their designee, who will review the investigation report and make a final decision. At the Executive Director's option, they or their designee may conduct further investigation, if necessary. (Adopted 9-10-03; Last Revised 5-21-19, Effective 7-1-19)

9–53 Employee Enforcement of Privacy Policy

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

To assist in policy implementation, a designated Person in Charge will be on

duty at the Main Library during all hours that Library facilities are open to the public.

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

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

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

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

Policy 9 Comprehensive Review: Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19.



INTERNAL MEMO

TO: Library Board of Trustees
FROM: Jeannie Dilger, Executive Director
DATE: May 6, 2020
SUBJECT: FY 2020-21 Budget

Trustees,

In the past three weeks, the Finance Committee reviewed next year's budget for all funds. Our recommended budgets are attached here. Larger line items are explained below.

INCOME

Property Tax

4000

The new operating rate, approved by voters in April 2019, will take effect in this budget. Because of this, we anticipate a **one-time increase of 18% in property taxes**. That increase is significantly larger than prior years and will be larger than future years, when we will go back to being restricted by the property tax cap.

Per Capita Grant

4231

We are excited to report that the Illinois State Library has confirmed we will receive our full per capita funding again next year, \$1.25 per resident, or **\$111,228.75**.

Income Summary

Overall corporate income is anticipated to increase by 16%.

EXPENSES

Materials

5100

We will be shifting more money to digital resources (electronic materials and databases) this year, partly to accommodate continued use during any stay-at-home orders, but also in recognition of the fact that some of our physical collections (print and nonprint materials) won't be accessible to the public during construction.



Furniture

5205

Any new furniture for the public at the Main Library will be part of the renovation budget. This \$20,000 should accommodate any necessary replacements for staff or at the branches.

Computers/Technology

5207

In the past year, we replaced nearly all our patron and staff computers, along with making other technology infrastructure improvements. This amount will accommodate any unplanned replacements plus adding contactless entry to interior staff doors. It also adds \$100,000 for equipment in the new maker space. Overall, we anticipate a 31% decrease in this line.

Salaries and Benefits

5300

The **salaries** line includes an average 2.75% merit increase and a 2.3% market adjustment in January. Staff turnover this year, combined with reorganization in some departments, means that this line will **decrease 2%**.

Under **health insurance**, our medical insurance will increase 5%. Dental, vision, and life insurance will remain flat. The **4% overall decrease** reflects changes in which personnel have elected plans.

Utilities

5400

Utilities are decreasing across the board based on three-year averages. Overall, we predict a **14% decrease** in utilities.

LAN Management

5655

At the start of last year, we moved our IT services to a new vendor: Current Technologies. Their different pricing model made it difficult for us to predict expenditures. After nearly a year with Current Tech, we have a better sense of our annual usage, so we are predicting about **\$83,000** in expenses in this line.

Integrated Library System

5656

This year, we budgeted higher than usual in this line to accommodate our migration to the CCS consortium. Next year's expenses will go down to **\$117,036**, and we should see a further reduction in the following fiscal year once we are fully migrated.

Operating Expenses Summary

Overall corporate fund expenses are anticipated to decrease by 2.7%.



NON-CORPORATE FUNDS

The Financial Policy (section 5-4) states that Board seeks to retain a balance in the operating funds of an amount needed to cover expenses for a period of six months. In each of the smaller funds (Audit, Building & Maintenance, IMRF, Social Security, Tort Immunity, and Unemployment), you can see we have made note of the current fund balance at the top and the anticipated fund balance on 6/30/2021 at the bottom. We anticipate being able to meet that six-month balance in all funds except **Tort Immunity**, where we will need to do an **interfund transfer of \$43,000** from the Corporate Fund. This transfer, along with our planned \$700,000 transfer from Corporate to Special Reserve, would be made at the end of the fiscal year.

SPECIAL RESERVE FUND

The **Financial Management Plan recommends** a transfer of \$600,000 to the special reserve fund at the end of this year and a **transfer of \$700,000 at the end of next year**. Planned projects from the Capital Reserve Study include tuckpointing on the west wall, parking lot resealing, and ten more heat pump replacements. We'll also be undertaking two projects not planned in the CRS: concrete repairs and lighting improvements in the garage.

Renovation costs are not included here. Our architects are working on cost estimates to be presented in June. We'll use those figures to create a multi-year renovation project budget, that will be incorporated into the Budget and Appropriations Ordinance in September.

SUMMARY

On the summary page, you'll see that overall receipts are expected to go up 8.0%, primarily because of the one-time referendum implementation. Total expenses are down 5.4% due to savings in salaries and benefits, along with some projects that will be deferred or incorporated into the renovation.

Sincerely,

Jeannie Dilger

Jeannie Dilger
Executive Director

Palatine Public Library District
Working Budget

DRAFT 5/12/2020

Corporate

	FY2018-19 Receipts and Expenses	Working Budget 2019-2020	Actual Receipts/ Expenses as of 3/31/2020	Proposed Budget 2020- 2021	% Change Over LY Budget
FUND BALANCE as of 3/31				\$ 5,361,506	
Income					
4000 · Tax Levies	5,553,938	6,581,259	5,693,560	7,761,538	18%
4001 · Tax Levies - TIF	80,835	20,000	0	60,330	202%
4010 · Replacement Tax	12,617	12,716	44,883	29,623	133%
4100 · Interest Income	124,271	40,000	97,061	40,000	0%
4200 · Other Fees and Income					
4201 · Fines	91,671	48,069	26,734	2,500	-95%
4203 · Lost/Replacement Fees	13,148	15,774	6,869	9,158	-42%
4204 · Book Recovery Service	11,259	14,688	5,931	9,918	-32%
4210 · Copier Income	9,937	8,954	6,745	8,750	-2%
4211 · Printing Income	16,349	17,122	12,440	15,000	-12%
4212 · Vending Machines	1,948	1,989	1,459	1,750	-12%
4222 · Meeting Room Fees	10,023	10,547	7,065	6,750	-36%
4223 · Interlibrary Loan Fees	112	201	31	106	-47%
4224 · Non-Resident Fees	13,322	12,557	7,498	10,293	-18%
4231 · Per Capita Grant	111,229	111,229	111,229	111,229	0%
4232 · Gifts/Donations	52,019	35,022	16,392	28,160	-20%
4233 · Other Grants	0	45,965	0	0	-100%
4241 · Misc-General	1,614	767	2,230	1,500	95%
4257 · Used Materials Income	4,845	7,083	39	7,083	0%
4261 · Sale of Equipment	10,894	1,929	2,032	4,892	154%
Total 4200 · Other Fees and Income	348,369	331,896	206,692	217,089	-35%
Total Income	6,120,028	6,985,871	6,042,196	8,108,580	16%
Expense					
5100 · Materials					
5101 · Print Materials	337,732	405,000	261,003	324,000	-20%
5104 · Databases	224,587	221,350	212,285	228,000	3%
5105 · Nonprint Materials	337,793	212,505	113,401	180,629	-15%
5107 · Electronic Materials		172,000	119,586	180,600	5%
Total 5100 · Materials	936,142	1,010,855	706,275	913,229	-10%

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Corporate

	FY2018-19 Receipts and Expenses	Working Budget 2019-2020	Actual Receipts/ Expenses as of 3/31/2020	Proposed Budget 2020- 2021	% Change Over LY Budget
5200 · Capital Expenditures					
5205 · Furniture	6,503	40,000	13,274	20,000	-50%
5207 · Computers/Technology	253,772	192,871	41,561	134,000	-31%
Total 5200 · Capital Expenditures	<u>260,275</u>	<u>232,871</u>	<u>54,835</u>	<u>154,000</u>	<u>-34%</u>
5300 · Payroll Expenses					
5310 · Gross Salaries	3,182,039	3,401,016	2,463,811	3,318,704	-2%
5313 · Health & Life Insurance	258,599	293,559	190,322	282,581	-4%
5328 · Misc. Fringe Benefits	5,769	7,413	4,267	19,624	165%
Total 5300 · Payroll Expenses	<u>3,446,407</u>	<u>3,701,988</u>	<u>2,658,400</u>	<u>3,620,909</u>	<u>-2%</u>
5400 · Utilities					
5421 · Gas	31,485	30,000	20,661	28,633	-5%
5422 · Electricity	193,813	220,000	146,021	188,476	-14%
5423 · Water	8,129	14,615	6,463	9,296	-36%
Total 5400 · Utilities	<u>233,428</u>	<u>264,615</u>	<u>173,145</u>	<u>226,405</u>	<u>-14%</u>
5600 · Contracts					
5651 · Copier Costs	31,796	28,113	25,467	29,074	3%
5653 · Technology Support	45,075	73,895	64,730	95,811	30%
5654 · Postage Machine	2,206	1,891	1,576	1,891	0%
5655 · LAN Management	82,400	55,920	53,790	83,412	49%
5656 · Integrated Library System	76,863	169,170	86,786	117,036	-31%
5657 · Internet Service	23,394	25,556	17,937	23,407	-8%
5658 · Bibliographic Support	2,657	2,650	3,055	2,118	-20%
5659 · Book Recovery Service	5,639	5,338	2,300	4,404	-17%
5660 · Accounting/Payroll/Bank Fees	17,022	19,013	9,283	12,268	-35%
5661 · Leases (Office Park)	2,638	2,770	2,638	2,638	-5%
5663 · Consultants	44,625	47,500	5,020	29,600	-38%
5666 · Leases (Branches)	37,155	37,080	27,810	37,080	0%
5667 · Telephone Lease	0	18,000	16,007	21,342	19%
Total 5600 · Contracts	<u>371,470</u>	<u>486,895</u>	<u>316,399</u>	<u>460,081</u>	<u>-6%</u>

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

DRAFT 5/12/2020

Corporate

	FY2018-19 Receipts and Expenses	Working Budget 2019-2020	Actual Receipts/ Expenses as of 3/31/2020	Proposed Budget 2020- 2021	% Change Over LY Budget
5700 · Supplies					
5771 · Human Resources Supplies	1,252	1,500	758	1,500	0%
5772 · Art & Printing Supplies	9,689	11,000	7,127	11,000	0%
5773 · Copier & Printer Supplies	3,906	4,750	2,165	3,500	-26%
5774 · Library Services Supplies	45,737	37,000	23,028	37,000	0%
5776 · Program Supplies	12,298	15,300	8,959	15,000	-2%
Total 5700 · Supplies	72,883	69,550	42,037	68,000	-2%
5800 · Operating - Other					
5810 · Interlibrary Loan/Recip Borrowing	7,726	3,839	8,019	6,726	75%
5811 · Telephone	14,910	4,254	2,573	3,088	-27%
5812 · Postage	1,387	3,927	1,161	1,835	-53%
5813 · Cultural/Educational Programs	37,072	37,000	26,839	35,400	-4%
5814 · Inservice & Training	22,590	32,137	24,891	32,137	0%
5815 · Memberships	7,477	11,805	5,410	11,736	-1%
5816 · Community Information	9,633	12,000	10,347	14,000	17%
5817 · Legal	8,247	6,325	1,454	6,350	0%
5819 · Want Ads/Legal Notices	885	1,387	339	872	-37%
5820 · Gifts/Donations	50,583	10,000	10,808	10,000	0%
5823 · POC Shared Administrative Costs	10,000	10,000	10,000	10,000	0%
5826 · Other Grant Expenditures	0	0	0	0	
5827 · Sales Tax	0	0	1,310	1,200	
Total 5800 · Operating - Other	173,039	132,673	103,152	132,144	0%
5900 · Auxiliary					
5913 · Newsletter/Communication	67,009	62,000	45,793	68,000	10%
5914 · Volunteer Programs	1,999	3,000	818	3,000	0%
Total 5900 · Auxiliary	69,008	65,000	46,611	71,000	9%
TXFR To Other Funds	500,000	600,000	0	743,000	24%
Total Expense	6,062,650	6,564,447	4,100,854	6,388,768	-2.7%
Net Income	57,378	421,424	1,941,342	1,719,812	
ANTICIPATED FUND BALANCE END OF FY				6,481,318	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

AUDIT

DRAFT 5/12/2020

	<u>Working Budget 2019- 2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020- 2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				20,099.62	
Income					
4000 · Tax Levies	6,299.65	11,296.00	13,194.82	500.00	-92.06%
4001 · Tax Levies - TIF	0.00	0.00	0.00	0.00	
4010 · Replacement Tax	0.00	0.00	0.00	0.00	
Total Income	<u>6,299.65</u>	<u>11,296.00</u>	<u>13,194.82</u>	<u>500.00</u>	-92.06%
Expense					
5600 · Contracts					
5662 · Audit Fund Expenses	5,200.00	6,500.00	5,200.00	5,400.00	3.85%
Total 5600 · Contracts	<u>5,200.00</u>	<u>6,500.00</u>	<u>5,200.00</u>	<u>5,400.00</u>	3.85%
Total Expense	5,200.00	6,500.00	5,200.00	5,400.00	3.85%
Net Income	<u>1,099.65</u>	<u>4,796.00</u>	<u>7,994.82</u>	<u>-4,900.00</u>	-545.60%
ANTICIPATED FUND BALANCE END OF FY				15,199.62	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

BLDG & MAINT

DRAFT 5/12/2020

	<u>Working Budget 2019-2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020-2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				273,304.69	
Ordinary Income/Expense					
Income					
4000 · Tax Levies	225,363.36	223,920.28	229,590.04	236,342.00	4.87%
4001 · TIF	0.00	0.00	0.00	0.00	
4010 · Replacement Tax	0.00	0.00	0.00	0.00	
Total Income	<u>225,363.36</u>	<u>223,920.28</u>	<u>229,590.04</u>	<u>236,342.00</u>	4.87%
Expense					
5500 · Maintenance					
5531 · Cleaning Service	97,200.00	73,759.46	63,656.00	100,000.00	2.88%
5532 · Equipment Repair	500.00	2,089.44	0.00	500.00	0.00%
5533 · Trash	3,295.00	2,547.02	1,631.00	4,000.00	21.40%
5534 · Landscaping and Lawn Service	12,636.00	11,074.55	11,863.50	12,636.00	0.00%
5535 · Fire and Security	12,000.00	11,439.90	5,203.45	11,000.00	-8.33%
5536 · Elevator	8,000.00	8,798.00	6,749.00	9,000.00	12.50%
5537 · Building Maintenance	27,500.00	19,778.95	11,938.83	25,000.00	-9.09%
5538 · Snow Removal	10,000.00	13,883.00	7,352.75	10,000.00	0.00%
5539 · HVAC	55,000.00	59,424.71	23,261.86	55,000.00	0.00%
5540 · Parking Areas	10,000.00	11,916.66	0.00	10,000.00	0.00%
5541 · Van Maintenance	500.00	74.95	109.90	500.00	0.00%
5544 · Roof Maintenance	4,500.00	3,176.24	2,350.00	4,500.00	0.00%
5545 · Van Fuel	1,300.00	1,170.29	841.69	1,300.00	0.00%
5775 · Maintenance Supplies	35,000.00	36,976.98	21,558.82	35,000.00	0.00%
Total Expense	<u>277,431.00</u>	<u>256,110.15</u>	<u>156,516.80</u>	<u>278,436.00</u>	0.36%
Net Income	<u>-52,067.64</u>	<u>-32,189.87</u>	<u>73,073.24</u>	<u>-42,094.00</u>	-19.16%
ANTICIPATED FUND BALANCE END OF FY				231,210.69	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

IMRF

DRAFT 5/12/2020

	<u>Working Budget 2019-2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020- 2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				307,052.24	
Income					
4000 · Tax Levies	316,257.30	340,936.53	349,663.03	359,432.00	13.65%
4001 · Tax Levies - TIF	0.00	0.00	0.00	0.00	
4010 · Replacement Tax	0.00	50,467.09	0.00	0.00	
7000 · Transfer from General Fund	0.00	0.00	0.00	0.00	
Total Income	<u>316,257.30</u>	<u>391,403.62</u>	<u>349,663.03</u>	<u>359,432.00</u>	13.65%
Expense					
5300 · Payroll Expenses					
5311 · IMRF Fund Expense	389,629.97	361,652.67	276,125.25	416,661.08	6.94%
Total 5300 · Payroll Expenses	<u>389,629.97</u>	<u>361,652.67</u>	<u>276,125.25</u>	<u>416,661.08</u>	6.94%
Net Income	<u><u>-73,372.67</u></u>	<u><u>29,750.95</u></u>	<u><u>73,537.78</u></u>	<u><u>-57,229.08</u></u>	-22.00%
ANTICIPATED FUND BALANCE END OF FY				249,823.16	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

SOCIAL SECURITY

DRAFT 5/12/2020

	<u>Working Budget 2019- 2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020- 2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				224,502.58	
Income					
4000 · Tax Levies	229,799.86	268,656.14	275,112.24	283,115.00	23.20%
4001 · Tax Levies - TIF	0.00	0.00	0.00	0.00	
4010 · Replacement Tax	0.00	0.00	0.00	0.00	
Total Income	<u>229,799.86</u>	<u>268,656.14</u>	<u>275,112.24</u>	<u>283,115.00</u>	23.20%
Expense					
5300 · Payroll Expenses					
5312 · Social Security Fund Exp	260,177.71	235,454.37	182,882.90	252,623.20	-2.90%
Total 5300 · Payroll Expenses	<u>260,177.71</u>	<u>235,454.37</u>	<u>182,882.90</u>	<u>252,623.20</u>	-2.90%
Net Income	<u>(30,377.85)</u>	<u>33,201.77</u>	<u>92,229.34</u>	<u>30,491.80</u>	-200.38%
ANTICIPATED FUND BALANCE END OF FY				254,994.38	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

TORT IMMUNITY

DRAFT 5/12/2020

	<u>Working Budget 2019- 2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020- 2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				45,286.86	
Income					
4000 · Tax Levies	37,561.96	37,359.56	36,285.78	44,361.00	18.10%
4001 · Tax Levies - TIF	0.00	0.00	0.00	0.00	
4010 · Replacement Tax	0.00	0.00	0.00	0.00	
7000 · Transfer from Corporate Fund	0.00	0.00	0.00	43,000.00	
Total Income	<u>37,561.96</u>	<u>37,359.56</u>	<u>36,285.78</u>	<u>87,361.00</u>	132.58%
Expense					
5801 · Library Insurance Package	2,717.00	2,530.00	2,530.00	3,162.50	16.40%
5802 · Public Liability Ins Fund Exp	<u>68,397.47</u>	<u>59,476.06</u>	<u>67,946.66</u>	<u>84,933.33</u>	24.18%
Total Expense	<u>71,114.47</u>	<u>62,006.06</u>	<u>70,476.66</u>	<u>88,095.83</u>	23.88%
Net Income	<u>(33,552.51)</u>	<u>(24,646.50)</u>	<u>(34,190.88)</u>	<u>(734.83)</u>	-97.81%
ANTICIPATED FUND BALANCE END OF FY				44,552.04	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

UNEMPLOYMENT

DRAFT 5/12/2020

	<u>Working Budget 2019- 2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020- 2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				49,010.51	
Income					
4000 · Tax Levies	483.50	1,000.00	483.50	500.00	3.41%
Total Income	<u>483.50</u>	<u>1,000.00</u>	<u>483.50</u>	<u>500.00</u>	3.41%
Expense					
5330 · Unemployment Fund Expense	500.00	445.60	0.00	500.00	0.00%
Total Expense	<u>500.00</u>	<u>445.60</u>	<u>0.00</u>	<u>500.00</u>	0.00%
Net Income	<u>(16.50)</u>	<u>554.40</u>	<u>483.50</u>	<u>0.00</u>	-100.00%
ANTICIPATED FUND BALANCE END OF FY				49,010.51	

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

Palatine Public Library District
Working Budget

SPECIAL RESERVE

DRAFT 5/12/2020

	<u>Working Budget 2019-2020</u>	<u>FY2018-19 Receipts and Expenses</u>	<u>YTD Receipts/ Expenses as of 3/31/20</u>	<u>Proposed Budget 2020- 2021</u>	<u>% Change</u>
FUND BALANCE as of 3/31				1,272,833.01	
Other Income/Expense					
Other Income					
7000 · Transfer from General Fund	600,000.00	500,000.00	0.00	700,000.00	16.67%
Total Other Income	<u>600,000.00</u>	<u>500,000.00</u>	<u>0.00</u>	<u>700,000.00</u>	16.67%
Ordinary Income/Expense					
Expense					
5200 · Capital Expenditures					
5208 - Roof					
5209 · Capital Acquisition-Spec Reser					
5210 - Building					
5210.10 Concrete, Masonry & Paving	100,000.00	0.00	14,405.00	242,750.00	142.75%
5210.20 Elevators	0.00	0.00	0.00	0.00	0.00%
5210.30 Doors & Windows	8,419.00	6,768.00	0.00	0.00	-100.00%
5210.40 Electrical	277,546.00	0.00	6,118.50	100,000.00	-63.97%
5210.50 Finishes	94,949.00	30,000.05	22,050.00	0.00	-100.00%
5210.60 Fire Protection & Security	0.00	0.00	0.00	0.00	0.00%
5210.70 HVAC	209,782.00	192,898.44	86,143.00	90,000.00	-57.10%
5210.80 Plumbing	0.00	0.00	0.00	0.00	0.00%
5210.90 Misc	55,269.00	0.00	130,732.60	0.00	-100.00%
Total 5200 · Capital Expenditures	<u>745,965.00</u>	<u>229,666.49</u>	<u>259,449.10</u>	<u>432,750.00</u>	-41.99%
Net Income	<u>(145,965.00)</u>	<u>270,333.51</u>	<u>(259,449.10)</u>	<u>267,250.00</u>	-283.09%
ANTICIPATED FUND BALANCE END OF FY				2,140,083.01	

Note: \$600,000 transfer to Special Reserve will be made 6/30/2020

*Anticipated Fund Balance End of FY assumes no expenses 4/1-6/30 in current year.

**Palatine Public Library District
Working Budget**

Summary - All Funds

DRAFT 5/12/2020

	Working Budget 2018- 2019	Working Budget 2019- 2020	Working Budget 2020- 2021	Percent Change Over Last Year
Total Receipts All Funds	6,777,622.75	8,401,636.39	9,075,829.97	8.0%
Total Expenses	7,167,725.99	8,314,465.35	7,863,234.48	-5.4%
Surplus (Deficit)	(390,103.24)	87,171.04	1,212,595.50	1291%



INTERNAL MEMO

TO: Library Board of Trustees
FROM: Jeannie Dilger, Executive Director
DATE: May 1, 2020
SUBJECT: Days Closed FY 2020-2021

Trustees,

May is the month when we adopt our schedule of closed dates for the upcoming fiscal year. In accordance with Policy 3-2 Holidays, I would like to propose the following closing schedule for 2020-2021.

Proposed Schedule of Closings for FY 2020-2021

- Saturday, July 4 - Independence Day
- Friday, August 14 – Staff Development Day (tentative)
- Sunday, September 6 - Observance of Labor Day
- Monday, September 7 - Labor Day
- Thursday, November 26 - Thanksgiving Day
- Thursday, December 24 - Christmas Eve
- Friday, December 25 - Christmas Day
- Thursday, December 31 - New Year's Eve* Closing at 1pm
- Friday, January 1 - New Year's Day
- Friday, February 26 – Staff Development 9am-1pm, Library open 2-6pm (tentative)
- Sunday, April 4 - Easter
- Sunday, May 30 - Observance of Memorial Day
- Monday, May 31 - Memorial Day

* The Main Library is typically open 9:00am to 1:00pm on December 31 when the holiday falls Monday-Saturday.

Sincerely,

Jeannie Dilger

Executive Director



DIRECTOR'S MONTHLY REPORT

APRIL 2020

ACTIVITIES

This of course was an unprecedented month for us, in which most* activities took place remotely due to the COVID-19 stay-at-home order in Illinois.

- Circulation and Technology staff helped patrons get a new library card or renew an expired one.
- Programmers created virtual craft programs, "Storytime Snippets," online reading and poetry programs, eBook suggestions, and even a chess program.
- Communications increased their social media posts and eNews to promote the above and keep patrons abreast of COVID-19 news at the library and in the world.
- Staff completed a variety of training from home, and all staff completed required sexual harassment training.
- Departments held their regular meetings via Microsoft Teams and used OneDrive and SharePoint for collaboration.
- *Facilities department made regular building checks and met with contractors for required inspections. They began picking up held materials at UPS and USPS.

In addition to providing virtual services for patrons and planning for reopening, major projects continued.

- We had a day-long meeting with Engberg Anderson and engineers from IMEG to review mechanical, electrical, plumbing, and technology needs.
- CCS staff trained our migration team on data mapping. Innovative Interfaces was able to send us our data earlier than scheduled, to give staff more time to work on data mapping from home. We remain on schedule for this project. CCS is currently revising training plans to accommodate remote learning.
- Managers submitted budget requests, which Admin and Finance reviewed. A draft budget for all funds was presented to the Finance Committee.
- Our health insurance brokers provided quotes for the new fiscal year. Dental, vision, and life insurance rates remain flat. Health insurance rates will increase by only 5%.

ORGANIZATIONAL CHANGES

In preparation for our renovation, we've already started making some staffing adjustments. Carly Thompson, our adult fiction specialist, moved from the Popular Materials Department to Information Services Department to prepare for moving the adult fiction collection upstairs. She'll be able to provide fiction readers advisory training to her colleagues in her new department.



The management team also discussed departmental names. Moving adult fiction means changing the names of the two departments listed above. But new signage throughout the building gives us the opportunity to rename other departments to be more intuitive for users. Here are the new names we have chosen. (Administration, Human Resources, Finance, and Facilities will not change.)

Old Department Name	New Department Name
Information Services (ISD)	Adult Services
Popular Materials (PMD)	Youth and Teen Services
Circulation	Member Services
Technical Services (TS)	Materials Services
Communications and Marketing	Communications
Technology	Technology Services

EXTERNAL MEETINGS

All meetings were conducted virtually.

- Leadership Coaching Group, 4/1 and 4/22
- Renovation Planning meetings, 4/2
- Rotary Club, 4/2 and 4/23
- PMA/Ice Miller bond issuance meeting, 4/6
- North Suburban Directors, 4/6, 4/13, 4/20, and 4/27
- CCS Data Mapping, 4/22
- POC Board Executive Committee, 4/23
- POC Board, 4/29

Jeannie Dilger

Palatine Library Employees Will Continue To Be Paid During Pandemic

journal-topics.com/articles/palatine-library-employees-will-continue-to-be-paid-during-pandemic/

By Richard Mayer | on April 15, 2020

April 15, 2020



Palatine Public Library's main branch.

Contrary to the Mount Prospect Public Library, which recently placed over 100 of its employees on furloughs due to building closures caused by the ongoing coronavirus pandemic, the Palatine Public Library will keep all of its approximate 100 staffers on the payroll for nearly four more months, despite facilities remaining closed at this time.

Library trustees April 7 decided to continue to pay employees through the end of this fiscal year, which concludes June 30.

Library Executive Director Jeannie Dilger said the board will revisit the topic on what to do with salaries for the next fiscal year in June, especially if the library remains closed.

She said every employee is still working virtually in some capacity, whether by helping patrons or providing services electronically.

"That was part of the decision," Dilger said. "Our employees are still working to assist with virtual programs or provide ebooks. They are doing a lot online helping out with technology by helping people download videos and books or just renewing library cards that expired before all of this occurred so people can access our services."

Dilger added there is an abundance of training available for staffers to catch up on and now is the perfect time to accomplish that work.

Another factor Dilger said the board looked at was the federal government's providing of business loans and grants so residents can stay employed. Board members believed it was worth using taxpayer money to keep library workers employed as well.

"The board felt the library needed to use local tax dollars to pay our staff, who live in the community and to keep them employed and be able to support the local economy and local businesses," Dilger said. "There is no advantage to add to the massive unemployment rate right now."

Dilger said she sympathizes with park districts because half their income comes from programming and registration fees, compared to the library where about 95% of its revenue is generated from property taxes.

"Typically having that single revenue stream is a disadvantage for us, but in this case, having that one stream works in our favor," she said.

When the library does reopen, Dilger said they would probably start with some type of curbside pickup at the main branch in Palatine and limit the number of people that are allowed inside before gradually increasing that number.

"We will look at ways to do that and limit the number of staff as well to make sure we continue some type of social distancing while doing the job," Dilger said.

She added the library would continue virtual programming, book discussions, virtual storytimes and more online even when the library first reopens.

"Right now, we have a Spring Reading Program that is online and our Summer Reading Program is always online and we will launch that again this summer," she said.

However, when the library reopens is contingent on what Gov. JB Pritzker decides in terms of opening the state up again to daily life and business. Right now, his "stay-at-home" order continues through April 30.

Since the library closed mid-March, Dilger said it has undergone a deep cleaning of all of its facilities. She said the carpets have been cleaned and all of the high-touch areas have been wiped down thoroughly.

"One thing patrons are asking is what we are going to do with materials that will be brought back in once we open again," Dilger said.

According to Dilger, recommendations on materials say that the virus could live up to 24 hours on paper or cardboard and up to 72 hours on plastic. Since it is not recommended to spray disinfectants on paper books, the plan will be to quarantine all materials that are brought back in once the library opens for 72 hours before they are processed and put back on shelves.

Renovations are planned for the library's main branch later this year backed by a referendum that was approved by voters in April 2019. The plan was for work to begin this fall.

Dilger said the plan is for the library to seek bids in June, receive those bids in July and start construction shortly after Labor Day. Work is expected to take 16 months to complete. The exact work that will be done to enhance facilities will be determined in the coming weeks.

More From covid19 Go To The covid19 Section

Palatine Library May Offer Curbside Pick-Up; Health, Safety Remain Top PrioritiesFree Access

journal-topics.com/articles/palatine-library-may-offer-curbside-pick-up-health-safety-remain-top-priorities/

By Journal Staff | on May 04, 2020

May 4, 2020

While the Palatine Public Library District continues to offer programs and services virtually during the coronavirus pandemic, staff is planning for when facilities can reopen.

According to Library Executive Director Jeannie Dilger, since the library was closed in mid-March, staff members have been working from home to provide ebooks, audiobooks and streaming services. They have also created virtual programs, online reading programs and are developing more virtual programs for the coming months.

Additionally, they added a 90-day library card application online to ensure that patrons at home without a card can access the library online.

At the same time, library workers are planning for the next phase.

According to Dilger, there are many factors to consider before the library reopens. The top priority is the health and safety of staff and patrons.

Until the library can safely reopen its buildings to the public, staff is discussing offering next day curbside pick-up, which would allow patrons to place a hold on an item and pick it up outside the main building.

Dilger said the most important thing is to determine how to proceed and when to implement this curbside pick-up service in a way that is safe for staff and the community.

She said unlike restaurants or retail stores who offer consumables, the library's materials circulate out to patrons' homes, back to the library, and out again.

"We have to know that we have procedures, equipment, and supplies in place to comfortably minimize the risks to the patrons and staff handling those materials," she said.

Part of the plan is to make sure staff have proper protection like gloves, hand sanitizer, disinfecting wipes and cloth masks. The library is developing a safe method to quarantine returned materials, she said.

Right now, Dilger said the library is leaning on the guidance of the American Library Association, Centers for Disease Control, and other local organizations, as well as direction from Gov. JB Pritzker and state and federal health officials.

"We will continue to plan and send out updates regularly," she said. "We miss serving the community, and we hope that everyone stays safe and well."



Palatine Public Library's main branch.

APRIL 2020 STRATEGIC PLAN UPDATE



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

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

Renovation Team met with the architects and owner's representative to discuss details of the floor plan and updated youth and maker space.

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

ILS – Staff are using this closure period to view trainings, in CCS training portal on CCS and Polaris interface.

ILS Team met on April 22 and began working on mapping documents for the migration.

In response to meeting patron needs during closure, Spring Reading Program ended April 30. The Poetry Contest was completed virtually, our website is updated continually with information, reading suggestions for parents and teachers, answering patron emails in chat.

Expanded digital offerings in Kanopy and Overdrive.

1.3: The library is committed to quality patron interactions.

Patrons continue to apply for library cards or renewal of their cards online through Library Market. Staff responds within 2 or 3 days, often calling them via the telephone. Often, these phone calls prompt further discussion of how to access our resources.

Management Team created a re-opening plan that outlines how we plan to safely reopen Library in phases.



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

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

Communicate with patrons and staff about renovation: June-August newsletter will have blurb about fall renovation. Director and Managers updated staff after each renovation committee meeting which continues to meet monthly.

Communicate with patrons and staff about migration: June-August newsletter will have an update about the upcoming migration to CCS

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

Offered a bilingual English/Spanish readloud storytime snippet shared on social media.

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

Continue meeting and working with partners, sharing information and resources during the quarantine.

Pursuing grant opportunities with the UP Coalition to provide technology resources for in need families in the Palatine community

Census 2020: continue to promote census in social media and newsletter.



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

3.1: The library is a trusted steward of resources.

Staff presented the draft budget for FY2020-2021 to the Board Finance Committee.

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

Train staff on healthy hygiene practices to reduce sick time: We plan on providing a number of different training videos as well as documents for all employees to view and read before returning to work in response to COVID-19.

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

Upgraded software for virtual programming and trained staff on the new software.



Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:03 p.m. Secretary Boland was present by video conference.

2. Roll call

Upon roll call, Trustees Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were present by video conference.

3. Approval of agenda

Trustee Snyder moved, seconded by Trustee Singh, approval of the agenda as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

4. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, and Administrative Associate Karla Nora by video conference.

5. Public comment

None.

6. Unfinished business

a. Main Library renovation project update

Executive Director Jeannie Dilger reported that construction design is continuing as scheduled and Engberg Anderson will provide an update at the April 21, 2020, regular board meeting. There was discussion on

possible delays due to the stay-at-home order and the two-phase plan option and its effect on Library floor closures. The Board agreed to continue to explore the two-phase plan option.

b. Bond issuance

Executive Director Jeannie Dilger provided an overview of the bond issuance approved at the March 10, 2020, regular board meeting and its hearing to be held on April 21, 2020, at the regular board meeting. Due to the Governor's stay at home order and its public participation challenges, the bond counsel, Ice Miller, and Executive Director recommended that the bond issuance hearing be postponed until the June 16, 2020, regular board meeting. The ordinance would then be issued on July 21, 2020, and the bonds will be sold on July 28, 2020. There was discussion regarding the benefits of postponing the bond issuance and sending public notification of the changes. The Board agreed to postpone the hearing until the June 16, 2020, regular board meeting.

7. **New business**

a. Closed session: Personnel compensation during emergency closure (Pursuant to 5 ILCS 120/2, Section C1 – compensation of employees)

Trustee Brauer moved, seconded by Trustee Westhoff, to go into closed session for the purpose of deliberations regarding personnel compensation during emergency closure (Pursuant to 5 ILCS 120/2, Section C1 – compensation of employees)

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff
Nays: None.
Abstain: None.
Absent: None. **Motion carried**

The Board went into closed session at 7:27 p.m. and reconvened at 7:40 p.m.

b. Vote on matters discussed in closed session

Trustee Brauer moved, seconded by Trustee Snyder, that due to the extenuating circumstances of the COVID-19 virus and the need for staff to work from home, the Library continue to pay salaried staff their full salary and pay hourly staff for their regularly scheduled hours during any Library closures through June 30, 2020, the end of the fiscal year.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff
Nays: None.
Abstain: None.
Absent: None. **Motion carried**

8. Director's report

a. Reopening plan update

Executive Director Dilger presented a phasing plan for reopening the Library after the stay at home order. The plan is a work in progress and may include the following:

- initially a curb side pick-up with holds in advance
- gradually increasing the number of people in the building
- gradually opening library areas
- alternating open days at branches
- social distancing measures
- cleaning procedures for equipment
- alternating staff schedules/work at home
- quarantine of materials
- limited capacity of study/meeting rooms
- continued virtual programming.

The Board appreciated staff thinking through the details of reopening and want all to stay healthy.

9. Adjournment

President Vanderhoek adjourned the meeting at 7:57 p.m.

Approved: _____

Andrea Vanderhoek, President

Tracy Boland, Secretary



Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:04 p.m. Secretary Boland was present by video conference.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were present by video conference.

3. Approval of agenda

Trustee Snyder moved, seconded by Trustee Singh, approval of the agenda as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

4. Introduction of visitors

Also in attendance by video conference were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Popular Materials Department (PMD) Manager Kathy Burns, PMD Assistant Manager Guadalupe Colin, Administrative Associate Karla Nora, Kristin Richardson, Sarah Ponto and Joe Huberty from Engberg Anderson Architects, Friends representative Meg Cipar, and Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Meg Cipar reported that the June Book Sale is still tentatively scheduled for June 12-14, 2020, provided there are enough products to offer to the public and customers are still interested in purchasing items.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation was scheduled to meet on March 23, but the Library was closed due to the stay at home order. The Foundation has been in communication by email and plans to meet again in early May by video conference. They will continue with their StoryWalk fundraising and hope to have it ready in July.

c. RAILS

Trustee Brauer reported that there is a Library Trustee Forum webinar on April 30, 2020, from 10:00 am – 12:00 pm. It is entitled Plan-Implement-Communicate: Building Strategic Planning and Storytelling Capacity for Community Impact and is led by Amanda E. Standerfer.

d. Teen Advisory Board (TAB)

PMD Department Manager Kathy Burns reported that TAB had a couple of virtual meetings.

7. Unfinished business

a. Main Library renovation project

Joe Huberty from Engberg Anderson Architects shared thoughts on how the COVID-19 pandemic might impact how patrons use the Library spaces in the future and how to build that into the renovation design. He provided some ideas to introduce to the Library environment such as antimicrobial surfaces, more frequent/deeper cleaning, mechanical/lighting systems to reduce transmission of virus/bacteria, and air ventilation cleaning systems. Trustees discussed concerns regarding the pandemic's impact on open spaces versus closed spaces, ideas for improving the building environment and suggestions for protecting patrons and staff.

Kristin Richardson from Engberg Anderson introduced a modified renovation plan schedule with a proposed additional estimate period beginning at the end of May and the bid period starting the middle of July. They plan to have revised updated estimates at the June 16, 2020, regular Board meeting and will determine how to proceed with any adjustments. The renovation start date is still September 1, 2020.

Kristin also reported that Village of Palatine advised that the Library does not need to address the bathroom fixture count per the Illinois Plumbing Code as long as the Library meets the three requirements of not adding on additional square footage to the building, not changing the occupant load, and not renovating the bathrooms.

Executive Director Dilger summarized the 8-Phase and 4-Phase options for the Library renovation and the effect on patrons and staff. Enberg Anderson representative Joe Huberty recommended to focus on the condensed 4-Phase option to reduce costs, align with key Library events, and accommodate the storage of collections on each floor. The Trustees all agreed on pursuing the 4-Phase option.

8. New business

a. Approval of Resolution 2020-03 Authorizing the Payment of Certain Routine and Recurring Expenses

Executive Director Dilger advised that this resolution was recommended by Library attorneys to use during the Governor's state of emergency due to the effects of the COVID-19 virus. It is good for 90 days from the date of approval.

Trustee Jefferson moved, seconded by Trustee Snyder, approval of Resolution 2020-03 Authorizing the Payment of Certain Routine and Recurring Expenses as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Review and approval of changes to Policy 9-47 Expense Reimbursement

Executive Director Dilger reported that the Illinois Wage Payment and Collection Act requires all employers to pay staff for expenses incurred while staff are required to work from home. Now that Library staff are required to work from home during the Governor's stay at home order, the Library would like to add a section to Policy 9-47 for reimbursement for cell phone and internet usage. Trustees discussed reimbursement costs of monthly rates vs. hourly rates.

Trustee Singh moved, seconded by Trustee Brauer, approval of changes for Policy 9-47 Expense Reimbursement as presented effective May 1, 2020. This motion was withdrawn by Trustee Singh.

Trustee Singh moved, seconded by Trustee Snyder, approval of changes for Policy 9-47 Expense Reimbursement with reimbursement on a flat monthly rate for cell phone and internet use as presented, effective May 1, 2020.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff
Nays: None.
Abstain: None.
Absent: None. **Motion carried.**

9. **President's report**

a. Review of Library Board Advocacy Activities

Trustees Westhoff and Brauer have been sharing Library activities on their Trustee Facebook pages.

b. New date for Volunteer Appreciation Luncheon

The Volunteer Appreciation Luncheon has been re-scheduled to Thursday, June 18, 2020, at 11:30 am.

c. Reminder to file Statement of Economic interest by May 1

Trustees were reminded that the Statement of Economic Interest needs to be filed by May 1, 2020.

10. **Director's report**

Executive Director Dilger shared her March report and advised that she participated in several virtual meetings after March 13 when the Library was closed. The statistics for WiFi use and Study Rooms were reviewed and WiFi hot spots and costs were discussed.

a. Strategic plan update

Executive Director Dilger reported that staff continue to meet strategic plan goals while working from home. Trustee Vanderhoek thanked Library staff for their commitment and resiliency to keep programs going during the stay at home order.

11. **Committee reports**

a. Committee to Review Open and Closed Session Minutes

No report.

b. Board Development Committee

No report.

c. Building Renovation Committee

Trustee Vanderhoek reported that the committee did not meet in March. The next meeting is scheduled for May 7, 2020. Renovation updates were provided by Engberg Anderson Architects earlier in the meeting.

d. Director's Review Committee

No report.

e. Finance Committee

Committee Chair Jefferson reported that the Finance Committee met on April 21, 2020. They reviewed the draft working budget for Fiscal Year 2021, Illinois Municipal Retirement Fund (IMRF), audit, tort immunity, unemployment, and the special reserve account. The next meeting will be on May 4, 2020. They plan to review the corporate operational account and will bring it to the May regular Board meeting for review.

f. Lock Box Committee

No report.

g. Policy Committee

Trustee Brauer reported that there was no meeting in April. The next committee meeting is scheduled for May 7, 2020, at 9:00 am. They will review Policy 9 - Human Resources.

12. Consent agenda -- Matters on the consent agenda will be considered by a single motion and vote because they have already been considered fully by the Board at a previous meeting or have been determined to be of a routine nature. Any member of the Board may request that an item be removed from the consent agenda for separate consideration.

a. Approval of minutes: Policy Committee meeting of March 5, 2020, and regular meeting of March 10, 2020

b. Financial report and approval of Warrant 2020-10 in the amount of \$513,628.25

Trustee Snyder moved, seconded by Trustee Brauer, approval of the Consent Agenda as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

13. Correspondence

The Board received an email regarding patron fines.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:20 p.m.

Approved: _____

Andrea Vanderhoek, President

Tracy Boland, Secretary



Minutes

1. Call to order

Committee Chairperson Debby Brauer called the meeting to order at 9:02 a.m.

2. Roll call

Upon roll call, Trustees Debby Brauer and Jeffrey Westhoff were present.

3. Introduction of visitors

Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, and Human Resources Manager Mary Schaeffer attended.

4. Public Comment

None.

5. Review and discussion of policies and appendices

The committee discussed Policy 9—Human Resources.

6. Review and discussion of policy review schedule, and additional policies or policy provisions that need to be addressed

The committee plans to review Policy 6—Library Facilities, Appendix 6A—Noise Zones, and Policy 11—Privacy Policy in June.

7. Other business

None.

8. Date for next meeting

The next meeting will be June 4, 2020, at 9 a.m.

9. Adjournment

Trustee Brauer adjourned the meeting at 9:39 a.m.

Approved on: _____

Trustee

Trustee

Prepared by Debby Brauer

PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 4/30/2020

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
INCOME									
4000 · Tax Levies	\$5,761,715.28	\$13,352.77	\$232,338.36	353,848.67	\$278,405.47	\$36,720.15	\$483.50		\$6,676,864.20
4001 · TIF Rebates	\$0.00								\$0.00
4010 · Repl Tax	\$59,626.65								\$59,626.65
4100 · Interest Income	\$105,149.82								\$105,149.82
4200 · Other Income	\$206,665.26								\$206,665.26
TOTAL INCOME	\$6,133,157.01	\$13,352.77	\$232,338.36	\$353,848.67	\$278,405.47	\$36,720.15	\$483.50	\$0.00	\$7,048,305.93
EXPENSE									
5100 · Materials	\$743,064.09		\$150,433.98						\$893,498.07
5200 · Capital Exp	\$54,985.05							\$259,449.10	\$314,434.15
5300 · Payroll Exp	\$2,951,221.93			\$311,210.51	\$202,965.05				\$3,465,397.49
5330 · Unemployment							\$0.00		\$0.00
5400 · Utilities	\$185,872.69								\$185,872.69
5500 · Maintenance									\$0.00
5600 · Contracts	\$344,459.07	\$5,200.00							\$349,659.07
5700 · Supplies	\$42,979.02		\$21,622.10						\$64,601.12
5800 · Operating	\$102,008.42					\$71,713.66			\$173,722.08
5802 · Insurance									\$0.00
5900 · Auxiliary	\$46,610.87								\$46,610.87
TOTAL EXPENSE	\$4,471,201.14	\$5,200.00	\$172,056.08	\$311,210.51	\$202,965.05	\$71,713.66	\$0.00	\$259,449.10	\$5,493,795.54
Audited Beg FB 7/1/19	\$3,422,224.76	\$12,104.80	\$200,231.45	\$233,514.46	\$132,273.24	\$79,477.74	\$48,527.01	\$1,532,282.11	\$5,660,635.57
Net Income	\$1,661,955.87	\$8,152.77	\$60,282.28	\$42,638.16	\$75,440.42	-\$34,993.51	\$483.50	-\$259,449.10	\$1,554,510.39
Ending FB 4/30/2020	\$5,084,180.63	\$20,257.57	\$260,513.73	\$276,152.62	\$207,713.66	\$44,484.23	\$49,010.51	\$1,272,833.01	\$7,215,145.96

CASH	
Bank Account	Balance
1003 · Chkg - CC	\$16,684.37
1004 · MM -Tax Dep	\$5,019,631.07
1005 · Chkg-General	\$28,392.98
1006 · Chkg - Imprest	\$1,390.00
1007 · Chkg - Payroll	\$19,731.96
1011 · Cash Boxes	\$1,818.00
TOTAL CASH	\$5,087,648.38

IPRIME INVESTMENT PORTFOLIO			
Description	Rate	Maturity Date	Amount
IPRIME ISC BEG BALANCE*		NA	\$1,513,403.72
IPRIME ISC INTEREST	1.15%	NA	\$1,115.44
CD# 281301-1	1.35%	9/10/2020	\$246,600.00
CD# 281299-1	1.50%	3/3/2021	\$246,200.00
CD# 281300-1	1.51%	3/3/2021	\$246,200.00
ACCOUNT TOTAL			\$2,253,519.16

* ISC = Investment Shares Class and the interest rate varies daily. Interest on CD's is paid on maturity date.

Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual

July 2019 through April 2020
 92% of Budget Year Completed

Ordinary Income/Expense	July 2019 - April 2020	Budget	% of Budget	% of Budget Last YTD
Income				
4000 · Tax Levies	5,761,715.28	6,581,259.00	87.55%	100.10%
4001 · Tax Levy - TIF	0.00	20,000.00	0.0%	100.00%
4010 · Replacement Tax	59,626.65	12,716.00	468.91%	91.80%
4100 · Interest Income	105,149.82	40,000.00	262.88%	329.30%
4200 · Other Fees and Income				
4201 · Fines	26,737.25	48,069.00	55.62%	83.60%
4203 · Lost/Replacement Fees	6,838.71	15,774.00	43.35%	75.80%
4204 · Book Recovery Serv/Collections	5,930.68	14,688.00	40.38%	74.50%
4210 · Copier Income	6,744.56	8,954.00	75.33%	90.60%
4211 · Printing/Fax Income	12,440.13	17,122.00	72.66%	88.10%
4212 · Vending Machines	1,458.82	1,989.00	73.34%	80.40%
4222 · Meeting Room Fees	7,065.00	10,547.00	66.99%	114.50%
4223 · Interlibrary Loan Fees	31.01	201.00	15.43%	36.40%
4224 · Non-Resident Fees	7,497.84	12,557.00	59.71%	105.50%
4231 · Per Capita Grant	111,228.75	111,229.00	100.0%	100.00%
4232 · Gifts/Donations	16,391.79	35,022.00	46.8%	38.70%
4233 · Other Grants	0.00	45,965.00	0.0%	0.00%
4241 · Misc-General	2,230.10	767.00	290.76%	304.10%
4257 · Used Materials Income	38.75	7,083.00	0.55%	80.70%
4261 · Sale of Equipment	2,031.87	1,929.00	105.33%	533.80%
Total 4200 · Other Fees and Income	206,665.26	331,896.00	62.27%	91.10%
Total Income	6,133,157.01	6,985,871.00	87.79%	101.20%
Gross Profit	6,133,157.01	6,985,871.00	87.79%	101.20%
Expense				
5100 · Materials				
5101 · Print Materials	261,573.33	405,000.00	64.59%	73.70%
5104 · Databases	212,285.49	221,350.00	95.91%	85.00%
5105 · Nonprint Materials	132,136.63	212,505.00	62.18%	92.10%
5107 · Electronic Materials	137,068.64	172,000.00	79.69%	77.70%
Total 5100 · Materials	743,064.09	1,010,855.00	73.51%	80.10%
5200 · Capital Expenditures				
5205 · Furniture	13,274.00	40,000.00	33.19%	3.50%
5207 · Computers/Technology	41,711.05	192,871.00	21.63%	45.30%
Total 5200 · Capital Expenditures	54,985.05	232,871.00	23.61%	42.30%
5300 · Payroll Expenses				
5310 · Gross Salaries	2,734,368.18	3,390,561.00	80.65%	78.90%
5313 · Health & Life Insurance	210,213.39	293,559.00	71.61%	69.40%
5314 · HSA Employer Contribution	1,650.00	0.00	100.0%	0.00%
5315 · HSA Employee Contribution	120.00	0.00	100.0%	0.00%
5328 · Misc. Fringe Benefits	4,870.36	7,413.00	65.7%	79.80%
Total 5300 · Payroll Expenses	2,951,221.93	3,691,533.00	79.95%	78.10%
5400 · Utilities				

Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual

July 2019 through April 2020
 92% of Budget Year Completed

	<u>July 2019 - April 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
5421 · Gas	24,515.20	30,000.00	81.72%	54.20%
5422 · Electricity	154,619.63	220,000.00	70.28%	74.10%
5423 · Water	6,737.86	14,615.00	46.1%	35.80%
Total 5400 · Utilities	<u>185,872.69</u>	<u>264,615.00</u>	<u>70.24%</u>	<u>68.00%</u>
5600 · Contracts				
5651 · Copier & Printer Maintenance	27,089.99	29,463.00	91.95%	93.00%
5653 · Technology Support	67,469.20	72,152.00	93.51%	99.90%
5654 · Postage Machine	1,583.40	1,891.00	83.73%	100.00%
5655 · LAN Management	61,750.00	55,920.00	110.43%	100.00%
5656 · Integrated Library Systems	93,705.85	169,170.00	55.39%	91.00%
5657 · Internet Service	19,887.69	25,556.00	77.82%	76.00%
5658 · Bibliographic Support	3,055.22	2,650.00	115.29%	104.10%
5659 · Book Recovery Service	2,541.80	5,338.00	47.62%	88.40%
5660 · Accounting/Payroll/Bank Fees	10,084.89	19,013.00	53.04%	83.40%
5661 · Leases(Office Park)	2,637.92	2,770.00	95.23%	65.90%
5663 · Consultants	6,000.00	47,500.00	12.63%	133.20%
5666 · Leases(Branches)	30,900.00	37,080.00	83.33%	81.50%
5667 · Telephone Lease	17,753.11	18,000.00	98.63%	
Total 5600 · Contracts	<u>344,459.07</u>	<u>486,503.00</u>	<u>70.8%</u>	<u>95.50%</u>
5700 · Supplies				
5771 · Human Resources Supplies	757.91	1,500.00	50.53%	109.40%
5772 · Art & Printing Supplies	7,642.92	11,000.00	69.48%	66.50%
5773 · Copier & Printer Supplies	2,164.71	4,750.00	45.57%	30.50%
5774 · Library Services Supplies				
5774.50 · TS Collection Supplies	13,687.71	20,000.00	68.44%	76.20%
5774.90 · General Service Supplies	9,766.39	17,000.00	57.45%	
Total 5774 · Library Services Supplies	<u>23,454.10</u>	<u>37,000.00</u>	<u>63.39%</u>	<u>76.20%</u>
5776 · Program Supplies				
5776.10 · Program Supplies - PMD	3,453.23	6,500.00	53.13%	51.40%
5776.20 · Program Supplies - ISD	5,240.79	7,500.00	69.88%	88.70%
5776.30 · Program Supplies - Tech	265.36	1,300.00	20.41%	186.50%
Total 5776 · Program Supplies	<u>8,959.38</u>	<u>15,300.00</u>	<u>58.56%</u>	<u>70.20%</u>
Total 5700 · Supplies	<u>42,979.02</u>	<u>69,550.00</u>	<u>61.8%</u>	<u>68.60%</u>
5800 · Operating - Other				
5810 · Interlibrary Loan/Recip Borrow	8,019.13	3,839.00	208.89%	171.70%
5811 · Telephone	2,835.52	4,254.00	66.66%	81.20%
5812 · Postage	1,160.60	3,927.00	29.55%	77.10%
5813 · Cultural/Educational Programs				
5813.10 · Cultural/Ed Programs - PMD	10,391.25	15,500.00	67.04%	94.10%
5813.20 · Cultural/Ed Programs - ISD	11,146.22	22,000.00	50.67%	83.20%
5813.30 · Cultural/Ed Programs - Tech	1,900.00	5,000.00	38.0%	73.50%
5813.90 · District Wide Programs	1,151.96	1,500.00	76.8%	0.00%
Total 5813 · Cultural/Educational Programs	<u>24,589.43</u>	<u>44,000.00</u>	<u>55.89%</u>	<u>86.00%</u>

**Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual**

July 2019 through April 2020
92% of Budget Year Completed

	<u>July 2019 - April 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
5814 · Inservice & Training/Mileage	24,940.98	30,216.00	82.54%	67.80%
5815 · Memberships	5,735.00	11,805.00	48.58%	75.00%
5816 · Community Information	10,347.46	12,000.00	86.23%	93.90%
5817 · Legal	1,608.00	6,325.00	25.42%	69.40%
5819 · Want Ads/Legal Notices	338.85	1,387.00	24.43%	21.90%
5820 · Gifts/Donations	11,094.75	10,000.00	110.95%	65.70%
5823 · POC Shared Administrative Costs	10,000.00	10,000.00	100.0%	100.00%
5827 · Sales Tax	1,338.70	0.00	100.0%	0.00%
Total 5800 · Operating - Other	<u>102,008.42</u>	<u>137,753.00</u>	<u>74.05%</u>	<u>81.00%</u>
5900 · Auxiliary				
5913 · Newsletter/Communication	45,793.00	62,000.00	73.86%	80.30%
5914 · Volunteer Programs	817.87	3,000.00	27.26%	48.10%
Total 5900 · Auxiliary	<u>46,610.87</u>	<u>65,000.00</u>	<u>71.71%</u>	<u>78.70%</u>
Total Expense	<u>4,471,201.14</u>	<u>5,958,680.00</u>	<u>75.04%</u>	<u>77.30%</u>
Net Ordinary Income	<u>1,661,955.87</u>	<u>1,027,191.00</u>	<u>161.8%</u>	<u>100.00%</u>
Net Income	<u>1,661,955.87</u>	<u>1,027,191.00</u>	<u>161.8%</u>	<u>100.00%</u>

**Palatine Public Library District
AUDIT FUND #20 Budget vs. Actual**

July 2019 through April 2020
92% of Budget Year Completed

	<u>July 2019 - April 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	13,352.77	6,299.65	211.96%	129.00%
Total Income	<u>13,352.77</u>	<u>6,299.65</u>	<u>211.96%</u>	<u>129.00%</u>
Gross Profit	13,352.77	6,299.65	211.96%	129.00%
Expense				
5600 · Contracts				
5662 · Audit Fund Expenses	5,200.00	5,200.00	100.0%	100.00%
Total 5600 · Contracts	<u>5,200.00</u>	<u>5,200.00</u>	<u>100.0%</u>	<u>100.00%</u>
Total Expense	<u>5,200.00</u>	<u>5,200.00</u>	<u>100.0%</u>	<u>100.00%</u>
Net Ordinary Income	8,152.77	1,099.65	741.4%	214.40%
Net Income	<u><u>8,152.77</u></u>	<u><u>1,099.65</u></u>	<u><u>741.4%</u></u>	<u><u>214.40%</u></u>

**Palatine Public Library District
BUILDING FUND #30 Budget vs. Actual**

July 2019 through April 2020
92% of Budget Year Completed

	<u>July 2019 - April 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	232,338.36	225,363.36	103.1%	100.10%
Total Income	<u>232,338.36</u>	<u>225,363.36</u>	<u>103.1%</u>	<u>100.10%</u>
Gross Profit	232,338.36	225,363.36	103.1%	100.10%
Expense				
5500 · Maintenance				
5531 · Cleaning Service	76,827.00	97,200.00	79.04%	76.10%
5532 · Equipment Repair	0.00	500.00	0.0%	208.90%
5533 · Trash	1,631.00	3,295.00	49.5%	64.70%
5534 · Landscaping and Lawn Service	12,251.50	12,636.00	96.96%	60.30%
5535 · Fire and Security	5,238.45	12,000.00	43.65%	87.70%
5536 · Elevator	6,749.00	8,000.00	84.36%	73.50%
5537 · Building Maintenance	12,198.83	27,500.00	44.36%	43.50%
5538 · Snow Removal	7,352.75	10,000.00	73.53%	154.30%
5539 · HVAC	24,883.86	55,000.00	45.24%	130.40%
5540 · Parking Areas	0.00	10,000.00	0.0%	17.90%
5541 · Van Maintenance	109.90	500.00	21.98%	9.00%
5544 · Roof Maintenance	2,350.00	4,500.00	52.22%	51.70%
5545 · Van Fuel	841.69	1,300.00	64.75%	91.90%
Total 5500 · Maintenance	<u>150,433.98</u>	<u>242,431.00</u>	<u>62.05%</u>	<u>80.40%</u>
5700 · Supplies				
5775 · Maintenance Supplies	21,622.10	35,000.00	61.78%	81.10%
Total 5700 · Supplies	<u>21,622.10</u>	<u>35,000.00</u>	<u>61.78%</u>	<u>81.10%</u>
Total Expense	<u>172,056.08</u>	<u>277,431.00</u>	<u>62.02%</u>	<u>80.50%</u>
Net Ordinary Income	<u>60,282.28</u>	<u>-52,067.64</u>	<u>-115.78%</u>	<u>-50.30%</u>
Net Income	<u><u>60,282.28</u></u>	<u><u>-52,067.64</u></u>	<u><u>-115.78%</u></u>	<u><u>-50.30%</u></u>

Palatine Public Library District
IMRF FUND #40 Budget vs. Actual
 July 2019 through April 2020
 92% of Budget Year Completed

	<u>July 2019 - April 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	353,848.67	316,257.30	111.89%	100.20%
Total Income	<u>353,848.67</u>	<u>316,257.30</u>	<u>111.89%</u>	<u>100.20%</u>
Gross Profit	353,848.67	316,257.30	111.89%	100.20%
Expense				
5300 - Payroll Expenses				
5311 - IMRF Fund Expense	311,210.51	388,321.09	80.14%	80.80%
Total 5300 - Payroll Expenses	<u>311,210.51</u>	<u>388,321.09</u>	<u>80.14%</u>	<u>80.80%</u>
Total Expense	<u>311,210.51</u>	<u>388,321.09</u>	<u>80.14%</u>	<u>80.80%</u>
Net Ordinary Income	42,638.16	-72,063.79	-59.17%	1557.90%
Net Income	<u><u>42,638.16</u></u>	<u><u>-72,063.79</u></u>	<u><u>-59.17%</u></u>	<u><u>1557.90%</u></u>

Palatine Public Library District
SOCIAL SECURITY FUND #50 Budget vs. Actual

July 2019 through April 2020
 92% of Budget Year Completed

	<u>July 2019 - April 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	278,405.47	229,799.86	121.15%	100.50%
Total Income	<u>278,405.47</u>	<u>229,799.86</u>	<u>121.15%</u>	<u>100.50%</u>
Gross Profit	278,405.47	229,799.86	121.15%	100.50%
Expense				
5300 - Payroll Expenses				
5312 - Social Security Fund Exp	202,965.05	259,377.93	78.25%	76.60%
Total 5300 - Payroll Expenses	<u>202,965.05</u>	<u>259,377.93</u>	<u>78.25%</u>	<u>76.60%</u>
Total Expense	<u>202,965.05</u>	<u>259,377.93</u>	<u>78.25%</u>	<u>76.60%</u>
Net Ordinary Income	75,440.42	-29,578.07	-255.06%	702.90%
Net Income	<u><u>75,440.42</u></u>	<u><u>-29,578.07</u></u>	<u><u>-255.06%</u></u>	<u><u>702.90%</u></u>

Palatine Public Library District
TORT IMMUNITY FUND #60 Budget vs. Actual

July 2019 through April 2020
 92% of Budget Year Completed

	<u>July 2019 - April 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	36,720.15	37,561.96	97.76%	96.10%
Total Income	<u>36,720.15</u>	<u>37,561.96</u>	<u>97.76%</u>	<u>96.10%</u>
Gross Profit	36,720.15	37,561.96	97.76%	96.10%
Expense				
5800 · Operating - Other				
5801 · Library Insurance Package	2,530.00	2,717.00	93.12%	100.00%
5802 · Public Liability Insurance	69,183.66	68,397.47	101.15%	94.90%
Total 5800 · Operating - Other	<u>71,713.66</u>	<u>71,114.47</u>	<u>100.84%</u>	<u>94.90%</u>
Total Expense	<u>71,713.66</u>	<u>71,114.47</u>	<u>100.84%</u>	<u>94.90%</u>
Net Ordinary Income	<u>-34,993.51</u>	<u>-33,552.51</u>	<u>104.3%</u>	<u>93.00%</u>
Net Income	<u><u>-34,993.51</u></u>	<u><u>-33,552.51</u></u>	<u><u>104.3%</u></u>	<u><u>93.00%</u></u>

**Palatine Public Library District
UNEMPLOYMENT FUND #70 Budget vs. Actual**

July 2019 through April 2020
92% of Budget Year Completed

	<u>July 2019 - April 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	483.50	483.50	100.0%	200.00%
Total Income	<u>483.50</u>	<u>483.50</u>	<u>100.0%</u>	<u>200.00%</u>
Gross Profit	483.50	483.50	100.0%	200.00%
Expense				
5330 - Unemployment Fund Expense	0.00	500.00	0.0%	100.00%
Total Expense	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>	<u>100.00%</u>
Net Ordinary Income	483.50	-16.50	-2,930.3%	110.90%
Net Income	<u><u>483.50</u></u>	<u><u>-16.50</u></u>	<u><u>-2,930.3%</u></u>	<u><u>110.90%</u></u>

Palatine Public Library District
SPECIAL RESERVE FUND #75 Budget vs. Actual

July 2019 through April 2020
 92% of Budget Year Completed

	<u>July 2019 - April 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Expense				
5200 · Capital Expenditures				
5210 · Building				
5210.10 · Concrete, Masonry & Paving	14,405.00	100,000.00	14.41%	0.00%
5210.30 · Doors & Windows	0.00	8,419.00	0.0%	80.40%
5210.40 · Electrical	6,118.50	277,546.00	2.2%	0.00%
5210.50 · Finishes	22,050.00	94,949.00	23.22%	0.00%
5210.70 · HVAC	86,143.00	209,782.00	41.06%	152.00%
5210.90 · Miscellaneous	130,732.60	55,269.00	236.54%	0.00%
Total 5210 · Building	<u>259,449.10</u>	<u>745,965.00</u>	<u>34.78%</u>	<u>35.60%</u>
Total 5200 · Capital Expenditures	<u>259,449.10</u>	<u>745,965.00</u>	<u>34.78%</u>	<u>35.60%</u>
Total Expense	<u>259,449.10</u>	<u>745,965.00</u>	<u>34.78%</u>	<u>35.60%</u>
Net Ordinary Income	<u>-259,449.10</u>	<u>-745,965.00</u>	<u>34.78%</u>	<u>35.60%</u>
Net Income	<u><u>-259,449.10</u></u>	<u><u>-745,965.00</u></u>	<u><u>34.78%</u></u>	<u><u>35.60%</u></u>

Palatine Public Library District
Early Release Check Register
 May 1, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
05/01/2020	5885	ALEXANDER, GREGORY	1005 · Chkg-Palatine Bk & Trt-General	
04/01/2020			5813.20 · Cultural/Ed Programs - ISD	-200.00
TOTAL				-200.00
05/01/2020	5904	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
04/23/2020			5653 · Technology Support	-99.00
			5653 · Technology Support	-6.19
			5654 · Postage Machine	-7.80
			5814 · Inservice & Training/Mileage	-50.00
			5772 · Art & Printing Supplies	-25.00
			5328 · Misc. Fringe Benefits	-362.00
			5328 · Misc. Fringe Benefits	-241.27
			5653 · Technology Support	-14.99
			5653 · Technology Support	-19.99
TOTAL				-826.24
05/01/2020	5906	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	
04/23/2020			5653 · Technology Support	-1.13
			5772 · Art & Printing Supplies	-228.65
			5101 · Print Materials	-50.66
			5653 · Technology Support	-92.00
			5772 · Art & Printing Supplies	-262.50
			5653 · Technology Support	-2.76
TOTAL				-637.70
05/01/2020	5902	BANK OF AMERICA - SC	1005 · Chkg-Palatine Bk & Trt-General	
04/23/2020			5653 · Technology Support	-240.00
			5207 · Computers/Technology	-149.99
			5653 · Technology Support	-13.80
			5653 · Technology Support	-13.80
TOTAL				-417.59
05/01/2020	5886	BENSON, RAYMOND	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2020			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00

Palatine Public Library District
Early Release Check Register
 May 1, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
05/01/2020	5887	BLUE LION SYSTEMS	1005 - Chkg-Palatine Bk & Trt-General	
05/01/2020	320796		5535 - Fire and Security	-35.00
TOTAL				-35.00
05/01/2020	5888	BOCHENEK, ANNETTE	1005 - Chkg-Palatine Bk & Trt-General	
05/01/2020			5813.20 - Cultural/Ed Programs - ISD	-200.00
TOTAL				-200.00
05/01/2020	5889	COMCAST	1005 - Chkg-Palatine Bk & Trt-General	
04/10/2020			5657 - Internet Service	-195.87
TOTAL				-195.87
05/01/2020	5903	COMCAST	1005 - Chkg-Palatine Bk & Trt-General	
04/24/2020			5657 - Internet Service	-129.85
TOTAL				-129.85
05/01/2020	5905	COMCAST	1005 - Chkg-Palatine Bk & Trt-General	
04/26/2020			5657 - Internet Service	-129.85
TOTAL				-129.85
05/01/2020	5890	COMPLETE CLEANING COMPANY, INC	1005 - Chkg-Palatine Bk & Trt-General	
04/15/2020	AW07054		5531 - Cleaning Service	-7,110.00
TOTAL				-7,110.00
05/01/2020	5891	COOPERATIVE COMPUTER SERVICES	1005 - Chkg-Palatine Bk & Trt-General	
04/15/2020	1705		5656 - Integrated Library Systems	-6,920.00
TOTAL				-6,920.00
05/01/2020	5892	CRITTER CONTROL OF ILLINOIS	1005 - Chkg-Palatine Bk & Trt-General	
03/31/2020	55068		5537 - Building Maintenance	-260.00
TOTAL				-260.00
05/01/2020	5893	CURRENT TECHNOLOGIES CORPORATION	1005 - Chkg-Palatine Bk & Trt-General	

Palatine Public Library District
Early Release Check Register
 May 1, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
04/24/2020	10227		5653 · Technology Support	-2,235.37
05/01/2020	10240		5653 · Technology Support	-3,229.27
TOTAL				-5,464.64
05/01/2020	5894	GIRE, DANN	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2020			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00
05/01/2020	5895	HAYES MECHANICAL	1005 · Chkg-Palatine Bk & Trt-General	
03/25/2020	454223		5539 · HVAC	-316.00
03/26/2020	454381		5539 · HVAC	-316.00
04/07/2020	455183		5539 · HVAC	-990.00
TOTAL				-1,622.00
05/01/2020	5896	INDEPENDENT CONSTRUCTION SERVICES, II	1005 · Chkg-Palatine Bk & Trt-General	
04/02/2020	700		5663 · Consultants	-980.00
TOTAL				-980.00
05/01/2020	5897	KANOPY LLC	1005 · Chkg-Palatine Bk & Trt-General	
04/28/2020	KDEP-62991		5105 · Nonprint Materials	-4,000.00
TOTAL				-4,000.00
05/01/2020	5898	KLEIN THORPE AND JENKINS, LTD	1005 · Chkg-Palatine Bk & Trt-General	
04/20/2020	0296-01		5817 · Legal	-154.00
TOTAL				-154.00
05/01/2020	5899	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
04/25/2020	35373156		5651 · Copier & Printer Maintenance	-680.00
04/26/2020	35373158		5651 · Copier & Printer Maintenance	-715.22
TOTAL				-1,395.22
05/01/2020	5900	MADDOX, SUSAN	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2020			5813.20 · Cultural/Ed Programs - ISD	-300.00
TOTAL				-300.00

**Palatine Public Library District
Early Release Check Register
May 1, 2020**

Date	Num	Name	Account	Pd Amt
05/01/2020	5901	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
04/17/2020	01018CO20104782		5107 · Electronic Materials	-875.41
04/22/2020	01018CO20111476		5107 · Electronic Materials	-986.92
04/24/2020	01018CO114780		5107 · Electronic Materials	-1,411.16
TOTAL				-3,273.49

TOTAL \$34,751.45

Due to the closure of the Palatine Public Library District in accordance with Gov. J.B. Pritzker announcing a "stay-at home" order for the state of Illinois to prevent the spread of COVID-19, and the approval of Executive Director, Jeannie Dilger, this report listing the Early Release Checks is being emailed to Trustee Bruce Jefferson, Trustee Jeffrey Westhoff and Trustee Hal Snyder for an electronic approval by two trustees to process and mail these checks on 5-1-2020.

Please reply to bschwarz@palatinepubliclibrary.org stating the following:

I, Hal Snyder 5/1/2020, approve via electronic signature the processing of Early Release Checks #5885-5906 dated 5/1/2020 totaling \$34,751.45 for the Palatine Public Library District.

Respectfully submitted by Beth Schwarz, Finance Manager, Palatine Public Library District 5/1/2020

I, Bruce Jefferson *Bruce Jefferson*, approve via electronic signature the processing of Early Release Checks #5885-5906 dated 5/1/2020 totaling \$34,751.45 for the Palatine Public Library District.

Respectfully submitted by Beth Schwarz, Finance Manager, Palatine Public Library District 5/1/2020

**Palatine Public Library District
Warrant 2020-11 Check Register**

May 19, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
05/19/2020	5917	ALBERTSONS/SAFEWAY	1005 - Chkg-Palatine Bk & Trt-General	
05/02/2020			5914 - Volunteer Programs	-33.95
TOTAL				-33.95
05/19/2020	5918	CALL ONE	1005 - Chkg-Palatine Bk & Trt-General	
05/15/2020	243645		5811 - Telephone	-262.04
TOTAL				-262.04
05/19/2020	5907	CHICAGO SUN TIMES	1005 - Chkg-Palatine Bk & Trt-General	
04/29/2020			5101 - Print Materials	-520.00
TOTAL				-520.00
05/19/2020	5919	COMPLETE CLEANING COMPANY, INC	1005 - Chkg-Palatine Bk & Trt-General	
05/01/2020	C13768		5531 - Cleaning Service	-6,061.00
TOTAL				-6,061.00
05/19/2020	5920	CULLIGAN WATER CONDITIONING, INC	1005 - Chkg-Palatine Bk & Trt-General	
04/30/2020			5423 - Water	-12.50
TOTAL				-12.50
05/19/2020	5921	CURRENT TECHNOLOGIES CORPORATION	1005 - Chkg-Palatine Bk & Trt-General	
04/30/2020	724371		5655 - LAN Management	-3,300.00
05/01/2020	724336		5655 - LAN Management	-4,200.00
05/01/2020	724342		5655 - LAN Management	-460.00
05/07/2020	10262		5662 - Audit Fund Expenses	-451.00
TOTAL				-8,411.00
05/19/2020	5922	ELM USA, INC.	1005 - Chkg-Palatine Bk & Trt-General	
05/08/2020	30777		5774.50 - TS Collection Supplies	-25.00
TOTAL				-25.00
05/19/2020	5908	ENGIE	1005 - Chkg-Palatine Bk & Trt-General	
04/13/2020			5422 - Electricity	-8,598.97
TOTAL				-8,598.97
05/19/2020	5923	EVERLIVING GREENERY	1005 - Chkg-Palatine Bk & Trt-General	

Palatine Public Library District
Warrant 2020-11 Check Register

May 19, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
05/01/2020	42841		5534 · Landscaping and Lawn Service	-388.00
TOTAL				-388.00
05/19/2020	5909	FINDAWAY	1005 · Chkg-Palatine Bk & Trt-General	
03/11/2020	317078		5105 · Nonprint Materials	-234.95
03/11/2020	317087		5105 · Nonprint Materials	-994.79
TOTAL				-1,229.74
05/19/2020	5910	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	
04/23/2020	119487461		5667 · Telephone Lease	-1,746.37
TOTAL				-1,746.37
05/19/2020	5911	ILLINOIS LIBRARY ASSOCIATION	1005 · Chkg-Palatine Bk & Trt-General	
04/07/2020	176406		5815 · Memberships	-75.00
04/07/2020	176346		5815 · Memberships	-150.00
04/07/2020	176669		5815 · Memberships	-100.00
TOTAL				-325.00
05/19/2020	5912	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
04/25/2020	35373157		5651 · Copier & Printer Maintenance	-227.53
TOTAL				-227.53
05/19/2020	5924	MIDWEST TAPE-HOOPLA	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2020	98856349		5107 · Electronic Materials	-7,930.91
TOTAL				-7,930.91
05/19/2020	5925	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2020	01018MA20124815		5107 · Electronic Materials	-3,507.92
05/01/2020	01018CO20126355		5107 · Electronic Materials	-222.49
05/01/2020	01018CO20126347		5107 · Electronic Materials	-782.63
TOTAL				-4,513.04
05/19/2020	5913	PAYPAL	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2020	9542045		5660 · Accounting/Payroll/Bank Fees	-19.95
TOTAL				-19.95
05/19/2020	5926	POSTMASTER	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2020			5913 · Newsletter/Communication	-2,908.06

**Palatine Public Library District
Warrant 2020-11 Check Register**

May 19, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
TOTAL				-2,908.06
05/19/2020	5927	RAILS	1005 - Chkg-Palatine Bk & Trt-General	
05/01/2020	6695		1240 - Prepaid Expenses	-14,466.82
TOTAL				-14,466.82
05/19/2020	5928	SCOTT LANDSCAPES LLC	1005 - Chkg-Palatine Bk & Trt-General	
05/01/2020			5534 - Landscaping and Lawn Service	-577.00
TOTAL				-577.00
05/19/2020	5929	UNITE PRIVATE NETWORKS, LLC	1005 - Chkg-Palatine Bk & Trt-General	
05/01/2020	SI-20-006445		5657 - Internet Service	-1,495.00
TOTAL				-1,495.00
05/19/2020	5914	VANGUARD ENERGY SERVICES, LLC	1005 - Chkg-Palatine Bk & Trt-General	
04/01/2020	G404409033120		5421 - Gas	-3,853.83
TOTAL				-3,853.83
05/19/2020	5915	VILLAGE OF PALATINE-WATER	1005 - Chkg-Palatine Bk & Trt-General	
04/30/2020			5423 - Water	-262.06
TOTAL				-262.06
05/19/2020	5916	WAREHOUSE DIRECT	1005 - Chkg-Palatine Bk & Trt-General	
03/12/2020	4609366-0		5774.90 - General Service Supplies	-13.02
03/13/2020	4608134-0		5820 - Gifts/Donations	-286.42
03/23/2020	4600010-1		5774.90 - General Service Supplies	-82.59
04/16/2020	4637810-0		5774.90 - General Service Supplies	-167.15
04/28/2020	4653357-0		5774.90 - General Service Supplies	-64.40
04/30/2020	4655436-0		5775 - Maintenance Supplies	-161.80
TOTAL				-775.38
TOTAL				\$64,643.15

Palatine Public Library District
Warrant 2020-11 Payroll and Invoice Distribution Totals
For April 2020

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
04/15/2020	PAYCOM	\$134,812.74
04/30/2020	PAYCOM	\$135,744.76
Total 5310 · Gross Salaries		\$270,557.50
5311 · Employer IMRF Fund Expense		
04/15/2020	IMRF	\$35,085.26
Total 5311 · IMRF Fund Expense		\$35,085.26
5312 · Employer Social Security Fund Expense		
04/15/2020	PAYCOM	\$10,005.49
04/30/2020	PAYCOM	\$10,076.66
Total 5312 · Social Security Fund Exp		\$20,082.15
5313 · Employer Health & Life Insurance Expense		
04/15/2020	BLUE CROSS BLUE SHIELD	\$19,381.06
04/30/2020	PRINCIPAL INSURANCE	\$1,428.81
Total 5313 · Health & Life Insurance		\$20,809.87
5660 · Payroll Processing Fee		
04/15/2020	Payroll Processing Fee	\$393.51
04/30/2020	Payroll Processing Fee	\$388.00
Total 5660 · Payroll Processing Fee		\$781.51
TOTAL 5300 · PAYROLL EXPENSES:		\$347,316.29
EARLY RELEASE INVOICES:		\$76,072.66
WARRANT 2020-11 INVOICES:		\$64,643.15
TOTAL WARRANT 2020-11:		\$488,032.10

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date