



INTERNAL MEMO

TO: Library Board of Trustees
FROM: Jeannie Dilger, Executive Director
DATE: May 1, 2021
SUBJECT: FY 2021-2022 Budget

Trustees,

Over the past few weeks, the Finance Committee reviewed next year's budget. I will attach their recommended budget with some explanations below.

INCOME

Property Tax Income

In Cook County, we receive property tax distributions twice a year, in March and July. The impact of the referendum is therefore distributed over two fiscal years. For the upcoming fiscal year, we **anticipate an 8% increase in property tax income**. Next year, we'll return to increases that are tax-capped under the Property Tax Extension Limitation Law (PTELL).

Other Fees and Income

Interest income (10-4100) declined this year. We are estimating \$12,453 in interest next year.

With the switch to being fine free, we will see almost **no income in Fines** (10-4201). With lower usage of the facilities, fees for meeting rooms, vending machines, and other services are down as well. A return to pre-pandemic "normal" may bring those lines back up.

We are anticipating another fully funded Illinois State Library Per Capita Grant this year, in the amount of \$111,229. (10-4231)

Income Summary

A complete income and expense summary is shown on the first page. The Corporate Fund income will increase 7%.

Overall income is anticipated to increase by 3%.

EXPENSES

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



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

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

The Main Library renovation should be completed in 2021. We'll soon begin the design process for the renovation of our two branches, scheduled for Spring 2022. The Capital Projects budget that the Board adopted last year is a multi-year budget. At this point, I see no need to amend that budget, and in fact we are on target to come in under budget on the Main Library project. It is presented here for informational purposes.

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

The materials budget will see modest increases. While most collection lines will remain flat or even decrease, we are requesting a 25% increase in the Electronic Materials line (10-5107) to accommodate increased interest in downloadable and streaming services since the pandemic. Overall, the **Materials lines (10-5100) will increase 2%**.

1.3: The library is committed to quality member interactions.

Our Public Services Managers have worked hard to design appropriate **staffing levels for the newly renovated Main Library**, even talking with libraries that have makerspaces and similar layouts. We are committed to providing quality interactions with visitors, and therefore we are proposing additional staffing to cover the north entrance greeter desk, the Workshop (makerspace), and the reconfigured Info Desk (2nd floor). I've created a separate memo detailing these changes, which total **\$84,086**. The changes are incorporated into the salaries and benefits lines (10-5300).



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.

We are in the process of implementing some email marketing software that will help us segment our user groups and target relevant email content to members. The software, called Patron Point, helps us promote collections and programs, at a cost of \$8,750 in the Tech Support line (10-5653).

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

As we wrap up our 2019-2021 strategic plan, we are already looking forward to the next planning process. The first step is a community survey to assess resident needs and priorities. We've added \$20,000 to the Consulting line (10-5663) for a community survey.

To ensure that our materials are diverse and representative of our community, we're conducting a diversity audit of our collections. We've included \$4,200 in our Tech Support line (10-5653) for software from our materials vendor to help us conduct this audit.

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

Even prior to the adoption of the Strategic Plan, the Board identified the need for an "outreach" position and accounted for it in the 2018 Financial Management Plan, as an addition in the 2021-22 fiscal year. Since then, we've had time to refine the position description. We see this position as a Community Engagement Liaison, responsible for strengthening our relationships with local nonprofits and social service agencies and nonprofits in our communities. This position could fill a "social worker" role by being aware of the social service agencies in the community and helping our staff make referrals. **Total salary and benefits for this full-time position would be \$62,355.**



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.

We will continue to administer our \$1.8 million Public Library Construction Act Grant from the State of Illinois. Roughly \$552,000 has already been received in the Capital Projects Fund, leaving approximately \$1.3 million anticipated in the upcoming fiscal year.

This year, we are due to update two important planning documents: our library appraisal and our capital reserves plan. The latter helps us plan maintenance and repairs over the next 5-10 years. The appraisal (\$7,600) and capital reserves plan (\$15,000) are included in the Consulting line (10-5663).

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

Our 2019 employee engagement survey highlighted pay and benefits as one of the main areas of dissatisfaction for staff. Comparisons have shown us that both are definitely lower than the market.

As a follow up to our salary scale benchmarking survey, we propose giving increases that would bring people up to the midpoint or ideal (if lower than midpoint). The cost of this would be \$119,765 and it would impact 54 of 91 staff or 59%.

With these changes and the additional staff hours proposed above, the **payroll expenses** (10-5300) would **increase by 10%**. This includes a 1.75% market adjustment on January 1 to address minimum wage and keep up with the market, and a 2.5% average merit increase for employees in July.

Medical insurance premiums are decreasing 3.59% this year. Working with our health insurance broker, we've put together a proposal for the Library to cover 50% of health insurance (medical, dental, and vision) for dependents, in addition to the 85% of premiums we already cover for employees. While we anticipate that only a small number of current employees will take advantage of this benefit, we know that former employees and job candidates were looking for this benefit. Based on a survey of eligible employees, we are budgeting this line (10-5313) to increase by only \$1,557, or 0.56%.

In total, **salaries and benefits make up 54% of our overall corporate fund expenditures**. Public library averages run around 60-70% on salaries and benefits.



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

We also want to ensure that we maintain the aging Main Library building. The Building and Maintenance Fund (30-5500) shows an 14% increase to accommodate normal wear and tear on the building, along with new landscaping on the north side.

The Special Reserve fund (75-5210) projects planned for this year include:

- Tuckpointing on the north side
- Replacement of 15 heat pumps
- Completion of the garage concrete repair project
- Parking lot resealing
- Garage lighting upgrades

Expenses Summary

Corporate fund expenses are anticipated to decrease by 8.5%. Building and Maintenance fund expenses are predicted to increase nearly 15%, and special reserve fund expenses may go up by as much as 157% as we continue to address the needs of the aging building. **Overall, we were able to keep expenses nearly flat, with a projected decrease of 0.1%.**

ADDITIONAL FUNDS

The Financial Policy (section 5-4) states that the Board seeks to retain a balance in the operating funds of an amount needed to cover expenses for a period of six months. In each of the smaller funds (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 at the end of the fiscal year at the bottom. Those notes are merely to help you confirm that we are retaining 6-months of expenses in the fund balances.

The **Financial Management Plan (FMP) recommends a transfer of \$700,000 from Corporate to the Special Reserve fund** at the end of the fiscal year. A Tort Immunity fund transfer is necessary to maintain a fund balance of 50% of expenses. The Bond fund transfer covers the amount of next year's bond payments.

TXFR to Tort Immunity Fund	\$54,000
TXFR to Special Reserve Fund	\$700,000
TXFR to Cap Projects Fund	
TXFR to Bond Fund	\$561,550
TOTAL TXFR to Other Funds	\$1,315,550



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

Sincerely,

Jeannie Dilger

Jeannie Dilger
Executive Director

Palatine Public Library District
Working Budget

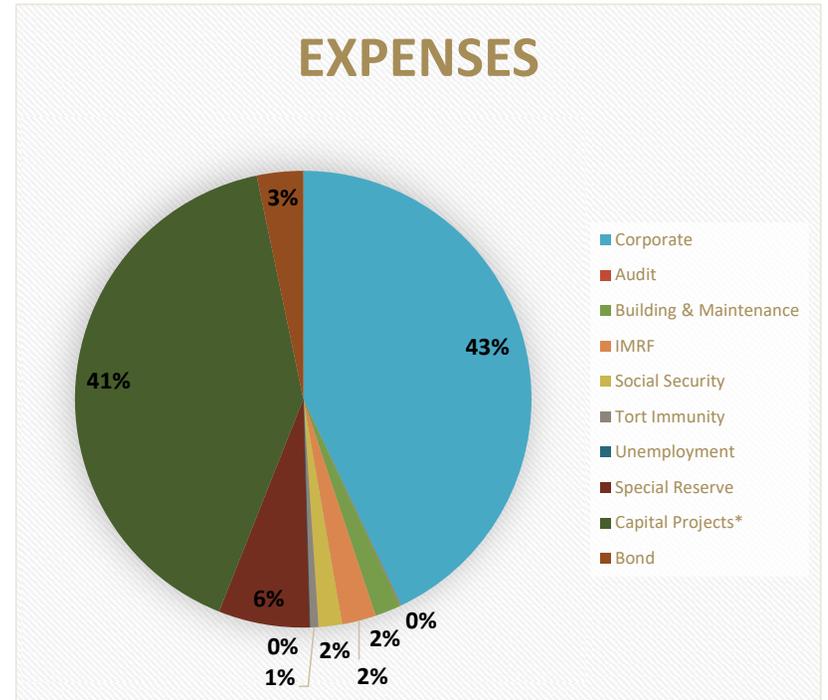
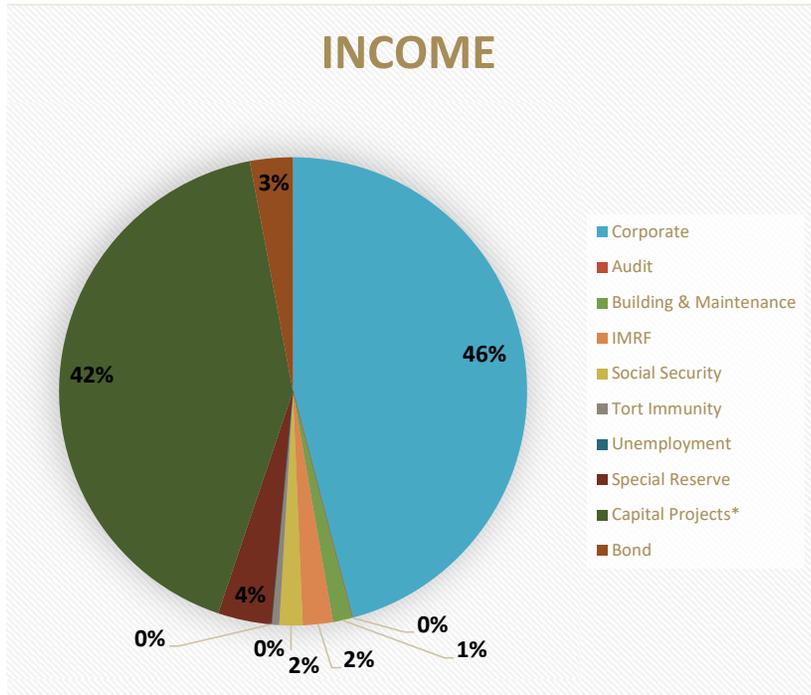
Summary - All Funds

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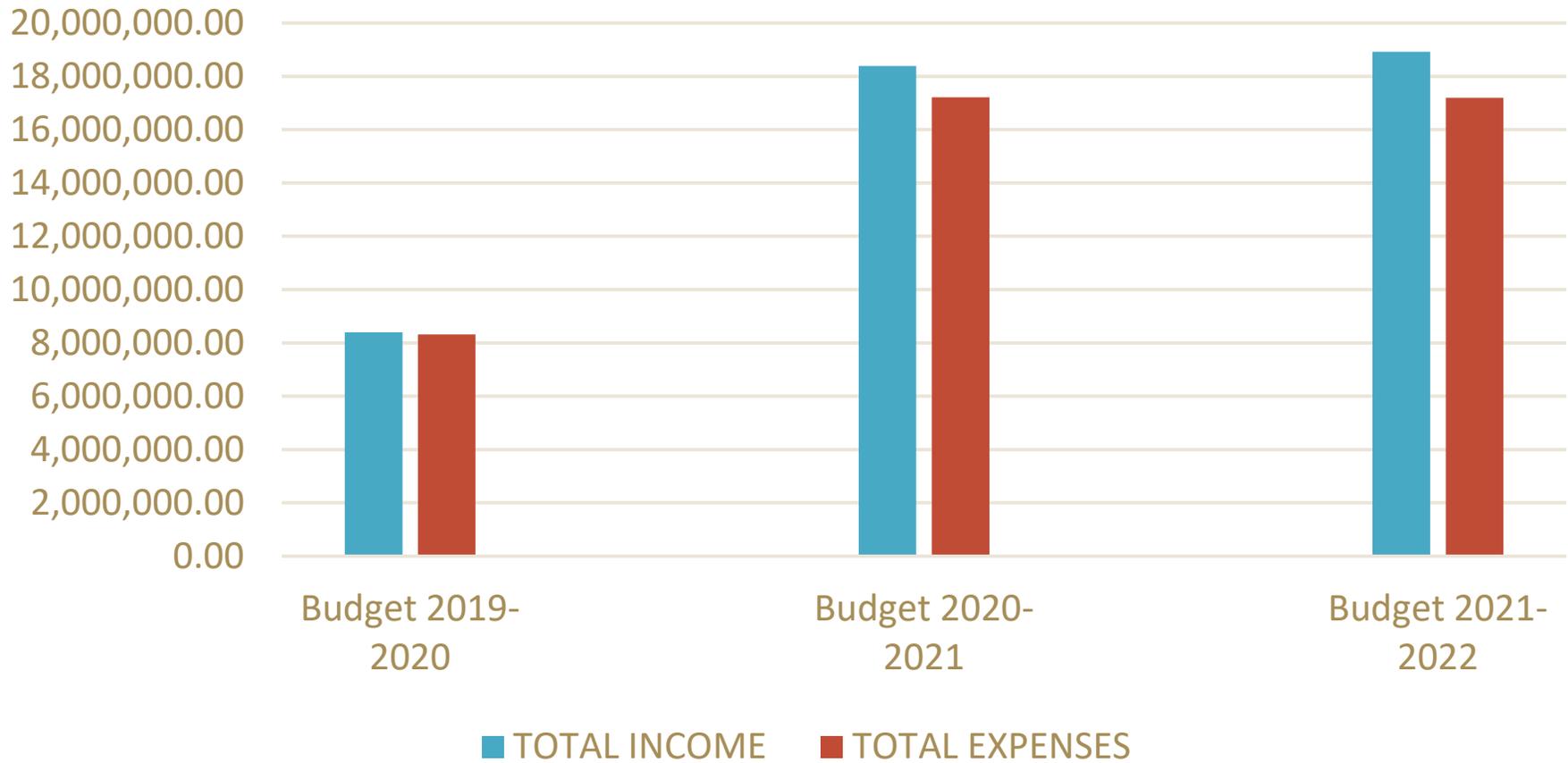
	Budget 2019- 2020	Budget 2020- 2021	Budget 2021- 2022	Percent Change Over Last Year
INCOME				
10 Corporate	6,985,870.75	8,129,105.00	8,689,536.56	6.9%
20 Audit	6,299.65	500.00	500.00	0.0%
30 Building & Maintenance	225,363.36	236,342.00	255,580.00	8.1%
40 IMRF	316,257.30	359,432.00	388,691.00	8.1%
50 Social Security	229,799.86	283,115.00	306,161.00	8.1%
60 Tort Immunity	37,561.96	97,361.00	101,972.00	4.7%
70 Unemployment	483.50	500.00	500.00	0.0%
75 Special Reserve	600,000.00	700,000.00	700,000.00	0.0%
80 Capital Projects*	0.00	7,917,568.05	7,917,568.05	0.0%
90 Bond	0.00	666,041.67	561,550.00	-15.7%
TOTAL INCOME	8,401,636.39	18,389,964.72	18,922,058.61	2.9%
EXPENSES				
10 Corporate	6,569,132.81	8,067,199.00	7,394,604.28	-8.3%
20 Audit	5,200.00	5,400.00	5,575.00	3.2%
30 Building & Maintenance	277,431.00	278,436.00	320,000.00	14.9%
40 IMRF	389,629.97	416,661.08	416,674.93	0.0%
50 Social Security	260,177.71	252,623.20	281,339.02	11.4%
60 Tort Immunity	71,114.47	94,890.49	108,503.00	14.3%
70 Unemployment	500.00	500.00	500.00	0.0%
75 Special Reserve	745,965.00	432,750.00	1,123,256.00	159.6%
80 Capital Projects*	0.00	6,998,437.94	6,998,437.94	0.0%
90 Bond	0.00	666,041.67	561,550.00	-15.7%
TOTAL EXPENSES	8,314,465.35	17,212,939.38	17,210,440.17	0.0%
Surplus (Deficit)	87,171.04	1,177,025.34	1,711,618.44	

*Capital Projects Fund is multi-year budget.

Income and Expenses



Budgeted Income & Expense Comparison



Palatine Public Library District
Working Budget

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Fund 10

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	<u>FY2019-20</u> <u>ACTUAL</u>	<u>FY 2020-21</u> <u>BUDGET</u>	<u>FY 2020-21</u> <u>ACTUAL YTD</u> <u>2/28/2021</u>	<u>FY 2021-22</u> <u>BUDGET</u> <u>(PROPOSED)</u>	<u>% Change</u> <u>Over LY</u> <u>Budget</u>
FUND BALANCE as of 3/31				8,007,865.69	
Income					
4000 · Tax Levies	5,701,937.22	7,761,538.00	5,183,117.21	8,393,425.00	8%
4001 · Tax Levies - TIF	166,671.04	60,330.00	0.00	59,630.00	-1%
4010 · Replacement Tax	69,052.71	29,623.00	39,872.33	50,000.00	69%
4100 · Interest Income	111,632.90	20,000.00	9,468.05	12,452.81	-38%
4200 · Other Fees and Income					
4201 · Fines	27,387.93	2,500.00	2,990.49	100.00	-96%
4203 · Lost/Replacement Fees	6,973.27	9,158.00	5,027.96	7,600.00	-17%
4204 · Collection Agency	6,008.48	9,918.00	2,397.40	5,000.00	-50%
4210 · Copier Income	6,807.76	8,750.00	1,706.12	7,000.00	-20%
4211 · Printing/Fax Income	12,582.34	15,000.00	2,960.06	12,000.00	-20%
4212 · Vending Machines	1,563.04	1,750.00	94.99	1,000.00	-43%
4222 · Meeting Room Fees	6,885.00	6,750.00	-280.00	5,000.00	-26%
4223 · Interlibrary Loan Fees	31.01	106.00	25.00	100.00	-6%
4224 · Non-Resident Fees	8,148.45	10,293.00	5,211.44	8,000.00	-22%
4231 · Per Capita Grant	111,228.75	111,229.00	111,228.75	111,228.75	0%
4232 · Gifts/Donations	17,789.89	28,160.00	42,867.78	15,000.00	-47%
4233 · Other Grants	5,440.00	40,525.00	40,525.00	0.00	-100%
4241 · Misc-General	2,430.10	1,500.00	225.00	500.00	-67%
4257 · Used Materials/Book Nook	38.75	7,083.00	0.00	0.00	-100%
4261 · Sale of Equipment	3,678.99	4,892.00	1,765.94	1,500.00	-69%
Total 4200 · Other Fees and Income	<u>216,993.76</u>	<u>257,614.00</u>	<u>216,745.93</u>	<u>174,028.75</u>	<u>-32%</u>
Total Income	<u>6,266,287.63</u>	<u>8,129,105.00</u>	<u>5,449,203.52</u>	<u>8,689,536.56</u>	<u>7%</u>
Expense					
5100 · Materials					
5101 · Print Materials	379,528.50	324,650.00	134,599.23	323,450.00	0%
5104 · Databases	217,350.28	236,454.00	208,665.82	213,448.06	-10%
5105 · Nonprint Materials	155,028.58	186,505.00	70,540.71	185,148.00	-1%
5107 · Electronic Materials	166,783.51	171,000.00	130,864.94	214,148.86	25%
Total 5100 · Materials	<u>918,690.87</u>	<u>918,609.00</u>	<u>544,670.70</u>	<u>936,194.92</u>	<u>2%</u>

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

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Working Budget

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5200 · Capital Expenditures					
5205 · Furniture	13,274.00	20,000.00	0.00	30,000.00	50%
5207 · Computers/Technology	120,165.96	256,347.00	40,278.45	208,900.00	-19%
Total 5200 · Capital Expenditures	<u>133,439.96</u>	<u>276,347.00</u>	<u>40,278.45</u>	<u>238,900.00</u>	-14%
5300 · Payroll Expenses					
5310 · Gross Salaries	3,223,133.58	3,318,704.00	2,140,934.30	3,677,634.26	11%
5313 · Health & Life Insurance	250,865.01	277,743.00	167,094.36	279,300.00	1%
5314 · HSA Employer Contribution	1,650.00	4,838.00	3,937.50	3,600.00	-26%
5328 · Misc. Fringe Benefits	6,036.92	19,624.00	4,257.46	12,591.00	-36%
Total 5300 · Payroll Expenses	<u>3,481,685.51</u>	<u>3,620,909.00</u>	<u>2,316,223.62</u>	<u>3,973,125.26</u>	10%
5400 · Utilities					
5421 · Gas	26,411.70	28,633.00	30,264.82	25,000.00	-13%
5422 · Electricity	174,877.64	188,476.00	93,378.50	160,000.00	-15%
5423 · Water	6,845.59	9,296.00	4,218.99	8,000.00	-14%
Total 5400 · Utilities	<u>208,134.93</u>	<u>226,405.00</u>	<u>127,862.31</u>	<u>193,000.00</u>	-15%
5600 · Contracts					
5651 · Copier Costs	31,310.64	29,074.00	19,563.53	23,827.68	-18%
5653 · Technology Support	84,380.84	95,811.00	51,610.74	77,510.00	-19%
5654 · Postage Machine	2,043.60	1,891.00	920.40	1,841.00	-3%
5655 · LAN Management	77,010.00	83,412.00	47,790.00	69,840.00	-16%
5656 · Integrated Library System	93,705.85	155,266.00	126,881.75	86,621.28	-44%
5657 · Internet Service	23,788.83	23,407.00	15,902.11	23,844.00	2%
5658 · Bibliographic Support	3,055.22	350.00	406.68	350.00	0%
5659 · Book Recovery Service	2,541.80	4,404.00	2,810.30	4,500.00	2%
5660 · Accounting/Payroll/Bank Fees	11,739.95	12,268.00	8,391.65	12,500.00	2%
5661 · Leases (Office Park)	3,956.88	2,638.00	1,318.96	1,318.96	-50%
5663 · Consultants	7,400.00	29,600.00	9,647.50	71,300.00	141%
5666 · Leases (Branches)	27,080.00	37,080.00	27,220.00	37,080.00	0%
5667 · Telephone Lease	23,044.89	21,342.00	13,530.07	24,586.68	15%
Total 5600 · Contracts	<u>391,058.50</u>	<u>496,543.00</u>	<u>325,993.69</u>	<u>435,119.60</u>	-12%

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

Palatine Public Library District
Working Budget

CORP
Fund 10

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5700 · Supplies					
5771 · Human Resources Supplies	792.42	1,500.00	230.40	1,000.00	-33%
5772 · Art & Printing Supplies	9,075.59	11,000.00	5,626.30	11,000.00	0%
5773 · Copier & Printer Supplies	2,164.71	3,500.00	10,510.61	3,500.00	0%
5774 · Library Services Supplies	37,984.88	49,000.00	29,495.97	57,186.00	17%
5776 · Program Supplies	9,111.35	15,000.00	8,000.51	18,000.00	20%
Total 5700 · Supplies	59,128.95	80,000.00	53,863.79	90,686.00	13%
5800 · Operating - Other					
5810 · Interlibrary Loan/Recip Borrowing	8,019.13	6,726.00	0.00	0.00	-100%
5811 · Telephone	3,359.56	3,088.00	2,169.50	3,270.00	6%
5812 · Postage	1,248.25	1,835.00	1,522.95	6,800.00	271%
5813 · Cultural/Educational Programs	26,667.47	35,400.00	18,295.25	42,300.00	19%
5814 · Inservice & Training	29,041.41	32,137.00	23,265.85	40,242.00	25%
5815 · Memberships	5,735.00	11,736.00	5,257.50	11,416.50	-3%
5816 · Community Information	13,183.46	14,000.00	5,557.28	14,000.00	0%
5817 · Legal	3,512.00	6,350.00	3,894.65	6,350.00	0%
5819 · Want Ads/Legal Notices	338.85	872.00	1,648.62	1,200.00	38%
5820 · Gifts/Donations	35,332.01	10,000.00	11,782.96	10,000.00	0%
5823 · POC Shared Administrative Costs	10,000.00	10,000.00	10,000.00	10,000.00	0%
5827 · Sales Tax	1,339.34	1,200.00	168.00	150.00	-88%
Total 5800 · Operating - Other	137,776.48	133,344.00	83,562.56	145,728.50	9%
5900 · Auxiliary					
5913 · Newsletter/Communication	60,820.06	68,000.00	41,707.00	63,500.00	-7%
5914 · Volunteer Programs	851.82	3,000.00	551.79	2,800.00	-7%
Total 5900 · Auxiliary	61,671.88	71,000.00	42,258.79	66,300.00	-7%
TXFR to Tort Immunity Fund		53,000.00		54,000.00	
TXFR to Special Reserve Fund	600,000.00	700,000.00		700,000.00	
TXFR to Cap Projects Fund		825,000.00		0.00	
TXFR to Bond Fund		666,041.67		561,550.00	
TXFR To Other Funds	600,000.00	2,244,041.67	0.00	1,315,550.00	
Total Expense	5,991,587.08	8,067,198.67	3,534,713.91	7,394,604.28	-8%
Net Income	274,700.55	61,906.33	1,914,489.61	1,294,932.28	1992%
ANTICIPATED FUND BALANCE END OF FY				9,302,797.97	

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

Palatine Public Library District
Working Budget

AUDIT
Fund 20

DRAFT 5/7/2021

	<u>FY2019-20 ACTUAL</u>	<u>FY 2020-21 BUDGET</u>	<u>FY 2020-21 ACTUAL YTD 2/28/2021</u>	<u>FY 2021-22 BUDGET (PROPOSED)</u>	<u>% Change Over LY Budget</u>
FUND BALANCE as of 3/31				25,655.70	
Income					
4000 · Tax Levies	13,212.20	500.00	10,502.95	500.00	0.00%
4001 · Tax Levies - TIF	0.00	0.00	0.00	0.00	0.00%
4010 · Replacement Tax	0.00	0.00	0.00	0.00	0.00%
Total Income	<u>13,212.20</u>	<u>500.00</u>	<u>10,502.95</u>	<u>500.00</u>	0.00%
Expense					
5600 · Contracts					
5662 · Audit Fund Expenses	5,200.00	5,400.00	5,400.00	5,575.00	3.24%
Total 5600 · Contracts	<u>5,200.00</u>	<u>5,400.00</u>	<u>5,400.00</u>	<u>5,575.00</u>	3.24%
Total Expense	5,200.00	5,400.00	5,400.00	5,575.00	3.24%
Net Income	<u>8,012.20</u>	<u>-4,900.00</u>	<u>5,102.95</u>	<u>-5,075.00</u>	3.57%
ANTICIPATED FUND BALANCE END OF FY				20,580.70	

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

Palatine Public Library District
Working Budget

BLDG & MAINT
Fund 30

DRAFT 5/7/2021

	<u>FY2019-20</u> <u>ACTUAL</u>	<u>FY 2020-21</u> <u>BUDGET</u>	<u>FY 2020-21</u> <u>ACTUAL YTD</u> <u>2/28/2021</u>	<u>FY 2021-22</u> <u>BUDGET</u> <u>(PROPOSED)</u>	<u>% Change</u> <u>Over LY</u> <u>Budget</u>
FUND BALANCE as of 3/31				362,342.52	
Ordinary Income/Expense					
Income					
4000 · Tax Levies	229,886.79	236,342.00	202,258.09	255,580.00	8.14%
4001 · TIF	0.00	0.00	0.00	0.00	0.00%
4010 · Replacement Tax	0.00	0.00	0.00	0.00	0.00%
Total Income	<u>229,886.79</u>	<u>236,342.00</u>	<u>202,258.09</u>	<u>255,580.00</u>	8.14%
Expense					
5500 · Maintenance					
5531 · Cleaning Service	91,064.00	100,000.00	45,491.63	100,000.00	0.00%
5532 · Equipment Repair	494.36	500.00	0.00	500.00	0.00%
5533 · Trash	2,312.00	4,000.00	2,749.63	4,200.00	5.00%
5534 · Landscaping and Lawn Service	15,121.60	12,636.00	6,076.00	36,000.00	184.90%
5535 · Fire and Security	5,465.40	11,000.00	25,240.44	12,000.00	9.09%
5536 · Elevator	16,142.00	9,000.00	3,487.50	10,000.00	11.11%
5537 · Building Maintenance	14,297.48	25,000.00	10,535.74	26,500.00	6.00%
5538 · Snow Removal	7,352.75	10,000.00	7,961.00	12,000.00	20.00%
5539 · HVAC	29,022.61	55,000.00	15,095.69	55,000.00	0.00%
5540 · Parking Areas	0.00	10,000.00	3,940.00	20,000.00	100.00%
5541 · Van Maintenance	109.90	500.00	84.95	500.00	0.00%
5544 · Roof Maintenance	5,701.00	4,500.00	3,381.00	7,000.00	55.56%
5545 · Van Fuel	841.69	1,300.00	361.04	1,300.00	0.00%
5775 · Maintenance Supplies	25,056.46	35,000.00	18,012.14	35,000.00	0.00%
Total Expense	<u>212,981.25</u>	<u>278,436.00</u>	<u>142,416.76</u>	<u>320,000.00</u>	14.93%
Net Income	<u>16,905.54</u>	<u>-42,094.00</u>	<u>59,841.33</u>	<u>-64,420.00</u>	53.04%
ANTICIPATED FUND BALANCE END OF FY				297,922.52	

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

Palatine Public Library District
Working Budget

IMRF
Fund 40

DRAFT 5/7/2021

	<u>FY2019-20</u> <u>ACTUAL</u>	<u>FY 2020-21</u> <u>BUDGET</u>	<u>FY 2020-21</u> <u>ACTUAL YTD</u> <u>2/28/2021</u>	<u>FY 2021-22</u> <u>BUDGET</u> <u>(PROPOSED)</u>	<u>% Change</u> <u>Over LY</u> <u>Budget</u>
FUND BALANCE as of 3/31				330,585.15	
Income					
4000 · Tax Levies	349,116.28	359,432.00	308,017.35	388,691.00	8.14%
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 General Fund	0.00	0.00	0.00	0.00	
Total Income	<u>349,116.28</u>	<u>359,432.00</u>	<u>308,017.35</u>	<u>388,691.00</u>	8.14%
Expense					
5300 · Payroll Expenses					
5311 · IMRF Fund Expense	377,846.68	416,661.08	278,834.80	416,674.93	0.00%
Total 5300 · Payroll Expenses	<u>377,846.68</u>	<u>416,661.08</u>	<u>278,834.80</u>	<u>416,674.93</u>	0.00%
Net Income	<u>-28,730.40</u>	<u>-57,229.08</u>	<u>29,182.55</u>	<u>-27,983.93</u>	-51.10%
ANTICIPATED FUND BALANCE END OF FY				302,601.22	

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

Palatine Public Library District
Working Budget

SOC SEC
Fund 50

DRAFT 5/7/2021

	<u>FY2019-20</u> <u>ACTUAL</u>	<u>FY 2020-21</u> <u>BUDGET</u>	<u>FY 2020-21</u> <u>ACTUAL YTD</u> <u>2/28/2021</u>	<u>FY 2021-22</u> <u>BUDGET</u> <u>(PROPOSED)</u>	<u>% Change</u> <u>Over LY</u> <u>Budget</u>
FUND BALANCE as of 3/31				333,342.93	
Income					
4000 · Tax Levies	275,468.31	283,115.00	242,366.25	306,161.00	8.14%
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>275,468.31</u>	<u>283,115.00</u>	<u>242,366.25</u>	<u>306,161.00</u>	8.14%
Expense					
5300 · Payroll Expenses					
5312 · Social Security Fund Exp	240,638.48	252,623.20	159,108.94	281,339.02	11.37%
Total 5300 · Payroll Expenses	<u>240,638.48</u>	<u>252,623.20</u>	<u>159,108.94</u>	<u>281,339.02</u>	11.37%
Net Income	<u>34,829.83</u>	<u>30,491.80</u>	<u>83,257.31</u>	<u>24,821.98</u>	-18.59%
ANTICIPATED FUND BALANCE END OF FY				358,164.91	

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

Palatine Public Library District
Working Budget

TORT IMMUNITY
Fund 60

DRAFT 5/7/2021

	<u>FY2019-20 ACTUAL</u>	<u>FY 2020-21 BUDGET</u>	<u>FY 2020-21 PROJECTED</u>	<u>FY 2021-22 BUDGET (PROPOSED)</u>	<u>% Change</u>
FUND BALANCE as of 3/31				60,040.73	
Income					
4000 · Tax Levies	36,332.85	44,361.00	32,579.89	47,972.00	8.14%
7000 · Transfer from Corporate Fund	0.00	53,000.00	53,000.00	54,000.00	1.89%
Total Income	<u>36,332.85</u>	<u>97,361.00</u>	<u>85,579.89</u>	<u>101,972.00</u>	4.74%
Expense					
5801 · Library Insurance Package	2,530.00	3,162.50	2,530.00	2,530.00	-20.00%
5802 · Public Liability Ins Fund Exp	69,183.66	91,727.99	85,693.00	105,973.00	15.53%
Total Expense	<u>71,713.66</u>	<u>94,890.49</u>	<u>88,223.00</u>	<u>108,503.00</u>	14.35%
Net Income	<u>(35,380.81)</u>	<u>2,470.51</u>	<u>(2,643.11)</u>	<u>(6,531.00)</u>	-364.36%
ANTICIPATED FUND BALANCE END OF FY				53,509.73	

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

Palatine Public Library District
Working Budget

UNEMPLOYMENT
Fund 70

DRAFT 5/7/2021

	<u>FY2019-20</u> <u>ACTUAL</u>	<u>FY 2020-21</u> <u>BUDGET</u>	<u>FY 2020-21</u> <u>ACTUAL YTD</u> <u>2/28/2021</u>	<u>FY 2021-22</u> <u>BUDGET</u> <u>(PROPOSED)</u>	<u>% Change</u> <u>Over LY</u> <u>Budget</u>
FUND BALANCE as of 3/31				49,193.00	
Income					
4000 · Tax Levies	483.50	500.00	500.00	500.00	0.00%
Total Income	<u>483.50</u>	<u>500.00</u>	<u>500.00</u>	<u>500.00</u>	0.00%
Expense					
5330 · Unemployment Fund Expense	0.00	500.00	318.00	500.00	0.00%
Total Expense	<u>0.00</u>	<u>500.00</u>	<u>318.00</u>	<u>500.00</u>	0.00%
Net Income	<u>483.50</u>	<u>0.00</u>	<u>182.00</u>	<u>0.00</u>	#DIV/0!
ANTICIPATED FUND BALANCE END OF FY				49,193.00	

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

Palatine Public Library District
Working Budget

SPECIAL RESERVE
Fund 75

DRAFT 6/2/2021

	<u>FY2019-20 ACTUAL</u>	<u>FY 2020-21 BUDGET</u>	<u>FY 2020-21 ACTUAL YTD 2/28/2021</u>	<u>FY 2021-22 BUDGET (PROPOSED)</u>	<u>% Change Over LY Budget</u>
FUND BALANCE as of 3/31				1,636,458.00	
Other Income/Expense					
Other Income					
7000 · Transfer from General Fund	600,000.00	700,000.00	0.00	700,000.00	0.00%
Total Other Income	<u>600,000.00</u>	<u>700,000.00</u>	<u>0.00</u>	<u>700,000.00</u>	<u>0.00%</u>
Ordinary Income/Expense					
Expense					
5200 · Capital Expenditures					
5208 - Roof	0.00	0.00		0.00	
5209 · Capital Acquisition-Spec Reser	0.00	0.00		0.00	
5210 - Building					
5210.10 Concrete, Masonry & Paving	14,405.00	242,750.00	45,465.00	785,000.00	
5210.20 Elevators	0.00	0.00		0.00	
5210.30 Doors & Windows	0.00	0.00		16,000.00	
5210.40 Electrical	6,118.50	100,000.00		85,000.00	
5210.50 Finishes	22,050.00	0.00		50,000.00	
5210.60 Fire Protection & Security	0.00	0.00		0.00	
5210.70 HVAC	86,143.00	90,000.00	5,205.00	105,000.00	
5210.80 Plumbing	0.00	0.00		32,256.00	
5210.90 Misc	303,163.37	0.00		50,000.00	
Total 5200 · Capital Expenditures	<u>431,879.87</u>	<u>432,750.00</u>	<u>50,670.00</u>	<u>1,123,256.00</u>	<u>159.56%</u>
Net Income	<u>168,120.13</u>	<u>267,250.00</u>	<u>(50,670.00)</u>	<u>(423,256.00)</u>	<u>-258.37%</u>
ANTICIPATED FUND BALANCE END OF FY				1,213,202.00	

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

Palatine Public Library District
Working Budget

CAP PROJECTS
Fund 80

DRAFT 5/7/2021

	PROJECT BUDGET	ACTUAL YTD 2/28/2021	Contract Amounts
Income			
Other Income			
4300 - Investment Income - Bond Proceeds From 2020 Bond	5,250,000.00	6,099,007.15	
4301 - Interest Income from 2020 Bond	1,000.00	543.28	
4302 - Grant Income	1,841,568.05	0.00	
7000 - Transfer from General Fund	825,000.00	0.00	
Total Other Income	7,917,568.05	6,099,550.43	
Expense			
5200 - Capital Expenditures			
5250 - Renovation: Construction Costs			
5250.10 Main Direct Costs	3,996,569.94	868,464.51	3,736,650.00
5250.20 Rand Direct Costs	170,000.00	0.00	
5250.30 North Hoffman Direct Costs	250,000.00	0.00	
Total 5250 Renovation: Construction Costs	4,416,569.94	868,464.51	3,736,650.00
5260 - Renovation: Indirect Costs			
5260.10 Permits and Fees	6,000.00	74,294.00	
5260.11 Furniture, Fixtures and Equipment	865,484.00	3,911.00	847,544.86
5260.12 Technology	200,000.00	10,679.80	
5260.13 Moving/storage	200,000.00	75,033.61	183,332.00
5260.14 Legal/financial	15,000.00	1,773.00	
5260.15 Architectural/Engineering	509,721.00	116,835.72	
5260.16 Owner's Rep	104,500.00	18,760.00	
5260.17 Builder's Risk Insurance	19,000.00	0.00	
5260.20 Other Indirect Costs	662,163.00	4,550.00	
Total 5260 Renovation: Indirect Costs	2,581,868.00	305,837.13	1,030,876.86
Total 5200 - Capital Expenditures	6,998,437.94	1,174,301.64	4,767,526.86
6503 Legal/Misc Fees on 2020 Bond	97,283.00	97,283.00	
Total Expense	7,095,720.94	1,271,584.64	
Net Income	821,847.11	4,827,965.79	

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

Palatine Public Library District
Working Budget

BOND
Fund 90

DRAFT 5/7/2021

	<u>FY 2020-21 BUDGET</u>	<u>FY 2020-21 PROJECTED</u>	<u>FY 2021-22 BUDGET (PROPOSED)</u>	<u>% Change Over LY Budget</u>
FUND BALANCE as of 3/31			0.00	
Income				
4000 · Tax Levies	0.00	0.00	0.00	0.00%
7000 · Transfer from General Fund	666,041.67	666,041.67	561,550.00	-15.69%
Total Income	<u>666,041.67</u>	<u>666,041.67</u>	<u>561,550.00</u>	-15.69%
Expense				
6501 - Bond Payments	515,000.00	515,000.00	385,000.00	-25.24%
6502 - Interest Payments	151,041.67	151,041.67	176,550.00	16.89%
Total Expenses	<u>666,041.67</u>	<u>666,041.67</u>	<u>561,550.00</u>	-15.69%
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
ANTICIPATED FUND BALANCE END OF FY			0.00	

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

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

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 3-16-21, Effective 4-1-21)

9-8 Substitutes

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

9-9 Working Hours

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

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

An employee scheduled to work at least 7.5 continuous hours must take a minimum 30-minute unpaid meal break. This meal break must be taken no later than five hours after beginning work (820 ILCS 140/3). The meal break is not optional and must be taken except in case of an emergency. Managers may grant employees working less 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. The Library will not be responsible for operating costs, home maintenance, cell phone, internet, or any other incidental costs associated with the use of the employee's residence. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

9-10 Attendance

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

Each employee is responsible for being present at the correct time each day. On occasion, employees may have reason to be absent from work. On these occasions, they are required to directly notify their supervisor prior to the start of their scheduled shift. The voice mail system is in operation 24 hours per day. Employees should know their supervisor's extension and leave a message if they are unable to speak with their supervisor. Employees are 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)

9-11 Emergency Closings

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

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

9-12 Recruitment and Hiring

The Executive Director is responsible for the final selection, appointment, supervision, and dismissal of all 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)

9-13 Immigration Compliance

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

9-14 Criminal Background Investigation

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

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

9-15 Employment of Family Members

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

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

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

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

9-16 Personnel Records

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

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

9-17 Resources Provided For Staff Use

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

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

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

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

9-18 Dress Standards

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

9-19 Staff Lounge

The Library maintains a staff lounge for the comfort and convenience of its employees during breaks and meal periods. Persons not employed by the

Library are permitted to use the lounge only if accompanied by a staff member. (Adopted 11-13-96; Reapproved 2-10-16)

9-20 Standards of Conduct

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

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

- harassing, intimidating, abusing, coercing, or threatening any other employee or visitor
- unreasonable behavior or communication that demeans, insults, or humiliates people either as individuals or as a group
- frequent or excessive tardiness or absence from work, or failure to report absences
- insubordination, including improper conduct toward a person of authority, or failure or refusal to perform tasks as assigned in the appropriate manner
- non-compliance with or disregard of Library safety and security procedures
- unsatisfactory performance
- conduct that substantially interferes with work or prevents work from being accomplished
- falsifying, omitting, or withholding necessary information, including information on an employment application
- improper behavior or unethical conduct

- altering or falsifying timekeeping records
- tampering with, theft of, or unauthorized removal of property belonging to the Library, fellow employees, or anyone on Library property
- bringing dangerous or unauthorized items such as firearms, explosives, weapons, or other similar items on Library property
- intentionally intruding on a person's privacy by spying or stalking
- release of confidential information about the Library, its visitors, or another employee
- damage to Library property or disruption of Library services
- failure to comply with or enforce Library policy

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

9-21 Progressive Discipline

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

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

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

9-22 Formal Complaints

The Library is committed to maintaining an open and fair method of resolving employee concerns and answering questions. Employees are encouraged to address issues as they arise with the support of their manager or Human Resources. The Library recognizes that there may be need for a formal process by which employees may raise complaints and concerns related to their employment. To this end, the Library makes available 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 be present at this meeting. If the employee's manager will not attend the meeting, another manager or Assistant Director may also be present. The Executive Director

will give the employee a written response to the formal complaint within a reasonable amount of time.

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

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

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

9-23 Policy Against Discrimination and Harassment

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

Discrimination

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

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or

any other category protected by applicable law. The Library will not tolerate harassing conduct that affects tangible job benefits; interferes unreasonably with an individual's work performance; or creates an intimidating, hostile, or offensive working environment.

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

Sexual Harassment

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

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

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

- uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature
- graphic or suggestive comments about an individual's dress or body
- displaying sexually explicit objects, photographs, writings, or drawings
- unwelcome touching, such as patting, pinching, or constant brushing against another's body
- suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns

- electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyberstalking, and threats via all forms of electronic communication (email, text/picture/video messages, intranet/online posting, blogs, instant messages, and social network websites like Facebook and Twitter)

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

Investigation Procedure

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

The Human Resources Department or its designee shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Executive Director or their designee, who will review the investigation report and make a final decision. At the Executive Director’s option, they or their designee may conduct further investigation, if necessary.

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

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

A substantiated complaint against an employee or Trustee will subject the employee or Trustee to disciplinary action, up to and including termination or

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

Retaliation Prohibited

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

Resolution Outside the Library

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

Contact Information:

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

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

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

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

9-24 Substance Abuse Policy

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, marijuana, illicit drugs, or controlled substances by any employee is prohibited on the premises and in the mobile units of the Library. Reporting to

work under the influence of any of the above substances, including medical marijuana, to the extent that the employee's ability to perform job duties safely and satisfactorily is adversely affected, is likewise prohibited.

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

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

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

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

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

9-25 Job Descriptions

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

9-26 Performance Evaluations

Performance evaluations are an important communication tool between employees and their supervisors. Employees including the Executive Director will receive formal performance assessment (such as a performance evaluation or performance plan) no less than annually. The supervisor will review the written evaluation with each employee. Employees are encouraged to openly discuss any questions or comments they may have regarding the evaluation. The employee will be asked to sign the performance

evaluation and will be given a copy. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

9-27 Salary Reviews

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

9-28 Payroll Procedures

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

9-29 Time and Attendance

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

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

9-30 Illinois Municipal Retirement Fund

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

9-31 Payroll Deductions

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

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

9-32 Medical Insurance

Medical insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. This policy is subject to the provisions of the Affordable Care Act. The Library will pay a portion of individual and dependent coverage premiums for medical insurance for employees eligible under the terms of the Affordable Care Act, as determined by the annual budget. The employee is responsible for the balance of the premium. ~~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's policy, are eligible to apply for coverage as a dependent. The Library reserves the right to select the insurance plan and benefits provided, to change them at any time, and to change any required premium contribution. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

9-33 Dental Insurance

Dental insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. The Library may pay a portion of the individual and dependent premiumsthe 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.~~ Domestic partners, as defined by the insurance carrier's policy, are eligible to apply for coverage as a dependent. (Adopted 11-13-96; Last Revised 5-19-20, Effective 7-1-20)

9-34 Vision Insurance

Vision insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. The Library may pay a portion of the individual and dependent premiumspremium, as determined by the annual budget. ~~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's policy, are eligible to apply for coverage as a dependent. (Adopted 2-10-16, Last Revised 5-19-20, Effective 7-1-20)

9-35 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. (Adopted 5-19-20, Effective 7-1-20)

9-36 Life Insurance

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

9-37 Additional Life Insurance

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

9-38 Employee Assistance Program

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

9-39 Safety

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

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

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

procedures. Failure to immediately report an accident may result in discipline, up to and including termination.

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

9-40 Holidays and Other Scheduled Closings

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

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

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

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

9-41 Birthday and 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 who are designated benefited employees will be granted up to two personal days with pay per calendar 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. Following one calendar year of employment, employees are eligible to take both days starting January 1 of each year. The personal day selected must be pre-approved by the employee's immediate supervisor. Employees changing from a non-benefited position to a benefited position will follow the same guidelines starting on their effective date during their first calendar year of benefited employment.

Employees 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 3-16-21, Effective 4-1-21)

9-42 Sick Leave

Sick leave with full pay will be granted to employees who are designated benefited employees. 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 half-hour increments 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 3-16-21, Effective 4-1-21)

9-43 Vacation

Full-Time Employees

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

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

Part-Time Benefited Employees

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

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

New staff hired with 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 are as follows:

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

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

9-44 Tuition Reimbursement

The Library offers a tuition reimbursement program to assist current employees in obtaining education or training to increase their competence in present jobs and to prepare for the possibility of advancement within the

Library. Tuition for courses directly related to the job or employment may be reimbursed subject to the following provisions.

Employees may be eligible to participate in the program after completing one year of employment. Applications for tuition reimbursement must be endorsed by the employee's manager. An employee is expected to pay for the initial course or class taken in any degree or certification program. Employees must complete an application form, participate in an interview, provide verification of successful completion of the first course or class (grade B or above), and have the Executive Director's approval for tuition reimbursement before enrolling in the remaining classes for which they intend to request tuition reimbursement. This application process may take place during enrollment in the beginning course or after its completion. Approval is not finalized until after verification of successful completion of the initial course.

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

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

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

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

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

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

9-45 Acceptance of Gifts

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

9-46 Training

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

9-46.1 Professional Memberships

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

9-47 Use of Vehicles for Library Business

9-47.1 Use of Library District Vehicles for Library Business

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

9-47.2 Use of Private Vehicles for Library Business

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

9-48 Expense Reimbursement

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

Training Expenses

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

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

Travel Expenses

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

Entertainment Expenses

No employee or official may receive payment for any entertainment expense, unless such expense is directly related to the purpose of the program or

event. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other activity of public or private entertainment or amusement.

Cell Phone and Internet Use Expenses

Employees required to work from home will be reimbursed a flat monthly rate for cell phone and internet use. The reimbursement rate for cell phone usage will be \$10 for full-time and \$5 for part-time staff. The reimbursement rate for internet usage will be \$20 for full-time and \$10 for part-time staff. These rates are based on available data of average monthly cell phone and internet costs.

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

Expense Authorization

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

Reimbursement

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

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

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

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

9-49 Studies and Projects

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

9-50 Leaves of Absence

9-50.1 Jury Duty

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

9-50.2 Military Leave

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

9-50.3 Bereavement

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

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

9-50.4 Family and Medical Leave

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

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

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

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

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

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

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

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

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

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

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

Employees must provide sufficient notice of the need for FMLA leave and must explain the reasons for the needed leave. A request for family or medical leave should be made 30 days in advance, when the need for the leave is foreseeable. Such requests should be made to Human Resources. When unforeseeable events occur that require family or medical leave,

employees must give notice to Human Resources as soon as practical, but not later than three days after the employee learns of the need for leave.

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

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

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

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

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

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

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

9-50.5 Paid Parental Leave

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

Eligible employees will receive a maximum of six weeks of paid parental leave per birth or adoption (the child must be 17 or younger) of a child. The

adoption of a child by a new spouse is excluded from this policy. Multiple births or adoptions, such as the birth of twins or adoption of siblings, does not increase the six-week total amount of paid parental leave granted for that occurrence. In addition, an employee will not receive more than six weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame. When both parents are eligible employees, both parents may request to use up to six weeks of paid parental leave.

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

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

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

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

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

9–50.6 Medical Leave for Non-Eligible FMLA Employees

The Library may grant employees not eligible for FMLA an unpaid medical leave of absence 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)

9-50.7 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)

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

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

For the purpose of this policy, "child" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency Paid Sick Leave

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

- the employee is subject to a federal, state, local, or Library quarantine or isolation order related to COVID-19
- the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

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

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

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

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

Notice and Documentation Required

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

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

If the leave request is based on a school closing or childcare provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen 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, 2021. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

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

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

Job Protections

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

Vaccinations

Providing a safe and healthy work environment helps employees be more productive and can reduce the number of sick days employees take due to exposure to COVID-19. To encourage all employees to get a COVID-19 vaccine, all employees (regardless of benefit status) will be granted up to eight hours of paid time off to get COVID vaccine shots. Employees should stop by HR once they have received their first shot to provide proof of vaccination. All data will be kept confidential to the greatest extent required by applicable law.

The Library encourages employees to participate in the voluntary COVID-19 vaccine program, but any such participation is voluntary. There will not be any discrimination, harassment, retaliation, or adverse action for employees who choose not to participate in the voluntary COVID-19 vaccine program. The voluntary COVID-19 vaccine program will take effect immediately and is retroactive. Employees who have already received a COVID-19 shot will be paid up to eight hours for any time they had to take off work, after showing proof of vaccination.

(Adopted 5-19-20, Last Revised 3-16-21, Effective 4-1-21)

9-51 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)

9-52 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)

9-53 HIPAA Anti-Retaliation Policy

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

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

- the exercise of rights guaranteed under HIPAA, including the filing of a HIPAA complaint against the Library
- the filing of a HIPAA complaint with the Secretary of HHS
- testifying, assisting, or participating in a HIPAA investigation, compliance review, proceeding, or hearing
- opposing any act or practice that is counter to the HIPAA regulations, provided the individual has a good-faith belief that the practice opposed is unlawful, and the manner of the opposition is reasonable

and does not involve a disclosure of protected health information in violation of HIPAA

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

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

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

9-54 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 3-16-21, Effective 4-1-21.

Palatine Public Library District
Administrative Succession/Cross-Training Plan
July 1, 2021

This succession/cross-training plan is designed to ensure the continued effective operation of the organization by making provisions for replacement of key staff members, most notably the Library Executive Director. A succession/cross training plan should identify the critical functions of the Executive Director's job, designate one or more emergency backups for each function, duty or role and prepare the Library for both planned and unplanned vacancies. With this in mind, the following information is provided to assist staff and the Library Board of Trustees in the event of a temporary, but extended, or permanent vacancy for the position of Library Executive Director.

List of Executive Director's Key, Ongoing Tasks

Daily Tasks

- Respond to in-person questions and interactions with staff
- Work on deadline-driven and ongoing projects
- Read relevant journals and online information
- Respond to email and phone messages from staff, patrons, colleagues, and vendors

Weekly Tasks

- Attend scheduled meetings with staff, typically 4 per week; planning, performance evaluation, policy review, operations, collection, problem solving, etc.
- Meet with direct reports individually
- Management Team Meeting (weekly, Thursday)
- Sign imprest checks as required
- Review progress on system-wide plans, goals and projects
- Assigned shifts as person in charge (PIC)
- Respond to comment forms submitted by patrons

Monthly/Quarterly Meetings

- POC Board (monthly, 4th Wednesday)
- Hoffman Estates Chamber of Commerce Women Engaged in Business meetings (monthly, 3rd Monday)

- Rotary Club of Palatine (weekly, Monday; shared with Melissa Gardner and Andrea Lublink)
- Board of Library Trustees' Policy Committee (monthly, 1st Thursday)
- Regular Meeting of the Board of Library Trustees (monthly, 3rd Tuesday)
- Meet with Library Board president to set agenda for monthly Board meeting

Monthly/Quarterly
Other

- Prepare (with other staff) for the Regular Meeting of the Board of Library Trustees – agenda and packet (including Executive Director's Report) are typically posted the Tuesday before the Board meeting, the agenda must be posted no later than the 48 hours before the Board meeting
- Prepare reports on specific topics such as services, programs, etc.
- Approve invoices for the monthly warrant
- Review budget reports that have been prepared for the Board
- Attend training and professional development opportunities as relevant
- Network with other library directors, community agencies, and community members (venues and formats vary)
- Meet with the Library's affiliate Boards: Foundation (typically monthly) and Friends Board (typically the 5th Wednesday, or quarterly)
- Complete the administrative tasks found in the Board Calendar

Annual

- Update Library's Strategic Plan documents and monitor implementation process
- Assist with the budget planning process (spring)
- Review and update the Library's financial and related operational plans
- Assist the Board with revision of the salary schedule as related to the budget planning process (winter)
- Prepare the Budget and Appropriations Ordinance (summer, for posting by mid-August statutory deadline)
- Prepare the Tax Levy Ordinance (fall approval, no later than statutory date in December)
- Participate in activities pertaining to specific sections of and review of the annual Per Capita Grant application (throughout year, due in fall of each year)
- Provide information for and review annual Illinois Public Library Annual Report prior to approval by Board and submission to state
- Review Library's information for annual Public Library Data Services statistical report

- Oversee annual performance appraisals and salary review process

Mission-Critical Documents located on M drive (Administration)

Access to this drive granted to Executive Director, Assistant Director (Gardner), HR Manager (Aguirre), Finance Manager (Myers) and Administrative Coordinator (Nora)

- Current and Archived Policies
- Budget - Working Budget and Budget Category Guidelines
- Freedom of Information (FOIA) Documents, including organization chart
- Special Reserve Fund Plan, current and previous versions
- Bond Fund Plans
- Statistics
- Budget and Appropriations Ordinances
- Levy Ordinances
- Technology Plans
- Disaster Plan
- Library Mission Statement and Strategic Plan
- Most current appraisal of library buildings and holdings
- Annual financial audits
- Board calendar
- Insurance information
- Ordinances and Resolutions
- Renovation plans
- List of Library District Contracts, updated as needed
- Succession Plans
- Tax Exempt letter

Mission-Critical Documents located in file drawers or on shelf, Director's office

- Calendar of Board Actions Required at Specific Times and Appropriation and Levy Timetable (prepared by Library's attorney) (bulletin board)
- Lease North Hoffman Branch, Willow Recreation Center – Hoffman Estates Park District (file)
- Lease Rand Road Branch, Community Resource Center – Northwest Community Healthcare (file)
- Trustee Facts File, current edition (shelf)
- Library Law publication, current edition (shelf)
- Policy Notebook, print version (shelf)
- Policy Documents (website)
- Copy of annual audit (file)

- Board meeting agenda documents (digitized, paper copies of some agenda docs for past 2 years)

Mission-Critical Documents located elsewhere

- Corporate Seal – Finance Manager’s office
- Employer Identification Number (EIN) - Finance Manager
- Audited financial statements - Finance Manager’s office
- Sales-Tax exemption letter - Finance Manager’s office and on M drive
- Blank Checks - Finance Manager’s office
- Donor records - Finance Manager’s office
- Vendor records - Finance Manager’s office
- Volunteer records – Administrative Coordinator, Karla Nora
- Employee records – HR Manager’s office

Critical Relationships and Contacts

- Partners for Our Communities Board of Directors (Director Kathy Millin)
- Palatine Chamber of Commerce Board of Directors (Director Steve Gaus)
- UP Coalition (Director Allen Swilley)
- Library Foundation Board (Chair Ed Kerr)
- Friends of the Palatine Library (Co-Presidents Brian Herner and Barb Zimmermann)
- Vendors: list available from Finance Manager
- Auditor (Jamie Wilkey, Lauterbach & Amen)
- Banks: Palatine Bank and Trust
- Attorney (Klein, Thorpe and Jenkins, Dennis Walsh /Tom Melody)
- Financial Advisor (PMA Securities, Robert Lewis)
- CCS catalog consortium (Executive Director Rebecca Malinowski)
- RAILS (Executive Director Dee Brennan)

MEDIA CONTACTS

Contact Andrea Lublink, Communications and Marketing Manager, for an updated list of media contacts.

TRAINING PLAN

Each year those staff named below as competent and expected to stand in for the Executive Director will be trained or their competency will be confirmed in

each of the duties, responsibilities or roles. Training will include performing named duties concurrent with the Executive Director and, when appropriate, in lieu of the Executive Director with ensuing Executive Director review and input. Developmental goals of those being cross-trained will include mastery or continued competency in those areas of backup and responsibility.

Policy 4 delineates the duties and responsibilities of the Library Executive Director. Employees who are currently (or will be trained to be) competent in fulfilling of such duties in the absence of the Executive Director are listed in bold following each.

4 - Library Administration: Library Executive Director

4-1: Duties and Responsibilities

The Library Executive Director is responsible for the administration of the Palatine Public Library District, in accordance with the laws of the State of Illinois and within the guidelines established by the Board of Trustees. The principal accountabilities are to staff the Library with competent personnel, operate the library to attain the greatest value in user satisfaction from funds available, and to advise the Board on all matters within its area of responsibility.

Duties and responsibilities of the Executive Director include, but are not limited to, the following:

- (1) Carrying out the policies, decisions and plans of the Board.
(Assistant Director Melissa Gardner)
- (2) Preparing all reports pertinent to the Library District and any requested by the Board.
(Assistant Director Melissa Gardner)
- (3) Preparing and implementing the preliminary annual working and appropriation budgets.
(Finance Manager Mary Myers and Assistant Director Melissa Gardner)
- (4) Preparation of long term plans to meet the future needs of the District.
(Assistant Director Melissa Gardner)
- (5) Coordination with other governmental agencies, the Friends, and the community.

(Assistant Director Melissa Gardner)

(6) Supervision of the building and grounds.

(Facilities Manager Gregg Szczesny and Assistant Director Melissa Gardner)

(7) Supervising selection and purchase of materials.

(Assistant Director Melissa Gardner and Technical Services Manager Violet Jaffe)

(8) Responsible for supervision, performance, and evaluation of all personnel.

(HR Manager Andrea Aguirre and Assistant Director Melissa Gardner)

(9) Attending those professional meetings that may be beneficial to the library district.

(Assistant Director Melissa Gardner)

(10) Acting as an advisor to the Board on the technical aspects of library problems.

(will vary by issue at hand, Assistant Director Melissa Gardner to facilitate)

(11) Authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to approval by the Board.

(Assistant Director Melissa Gardner)

(12) Ensures that the District complies with all applicable federal, state, and local statutes, ordinances, and regulations.

(Assistant Director Melissa Gardner)

(13) Attendance at all board meetings except those portions at which the evaluation, appointment, or salary of the Executive Director is to be discussed.

(Assistant Director Melissa Gardner)

(14) The right to readjust working hours and staff assignments from time to time as the needs of the library may require and to re-assign employees to the branches when necessary.

(HR Manager Andrea Aguirre and Assistant Director Melissa Gardner)

Appendix 4 of the Policy Notebook delineates the duties of the Library Executive Director. **Employees** who are currently (or will be trained to be) competent in

fulfilling of such duties in the absence of the Executive Director are listed in bold following each.

APPENDIX 4 - The Role of the Executive Director

The Executive Director shall:

1. Recommend new or revised policies.
(Assistant Director Melissa Gardner and relevant Manager)
2. Assist in establishing the annual budget.
(Finance Manager Mary Myers and Assistant Director Melissa Gardner)
3. Hire and supervise subordinate staff.
(HR Manager Andrea Aguirre and Assistant Director Melissa Gardner)
4. Assist in goal/objectives development.
(Assistant Director Melissa Gardner)
5. Maintain compliance with Federal and State statutes.
(Assistant Director Melissa Gardner)
6. Promote the services of the library to the community and develop community programs. **(Assistant Director Melissa Gardner and Communications Manager Andrea Lublink)**
7. Identify needs of the Library District.
(Assistant Director Melissa Gardner)
8. Administer budget established by Board on use of monies.
(Finance Manager Mary Myers and Assistant Director Melissa Gardner)
9. Manage the operation of the Library.
(Facilities Manager Gregg Szczesny and Assistant Director Melissa Gardner)
10. Take responsibility for salary reviews and performance appraisals of each Staff member. **(HR Manager Andrea Aguirre and Assistant Director Melissa Gardner)**
11. Recommend changes in salary ranges to the Board for approval.
(HR Manager Andrea Aguirre and Assistant Director Melissa Gardner)

12. Maintain communications with the library community.
(Assistant Director Melissa Gardner and Communications Manager Andrea Lublink)

13. Orient new Board Members.
(Assistant Director Melissa Gardner)

Prairie Skies Public Library District Succession Plan

Purpose:

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Director and to facilitate the transition to both interim and long-term leadership.

I. Succession Plan in the Event of a Temporary Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, the director will inform the Board President of the absence, or a member of the staff will if the Director is unable. As soon as it is feasible, the President should convene a special meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting Library Director would be (dependent upon prior status):

Contractual employee on a month-to-month basis or (if currently employed by the District) a Full-Time Library Assistant

If this Acting Library Director is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint one of the back-up appointees to the acting executive position. The Board may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Acting Library Director may be offered one of the following, to be determined by the board at the time of succession:

- If not currently employed by the district a temporary salary on a month-to-month basis
- If a current employee - a bi-weekly payroll bonus during the Acting Library Director period
- No additional compensation

Board Oversight

The Board President will be responsible for monitoring the work of the Acting Library Director during the leave of absence period and will be sensitive to the special support needs of the Acting Library Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Library Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has begun covering the unplanned absence, Board members and the Acting Library Director shall communicate the temporary leadership structure to the following key external supporters. This may include (but not be limited to):

County Clerks in all four counties (Cass, Sangamon, Morgan and Menard)
Resource Sharing Alliance (RSA)
RAILS
Illinois State Library

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library should be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

II. Succession Plan in the Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the management position left vacant by the Acting Library Director or hire an Interim Library Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Library Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination of if an Interim Library Director is needed

The criteria that the Board and Acting Library Director should consider when determining whether or not to hire an Interim Library Director (or consultant to the Acting Library Director) are as follows:

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

- Significant experience as the director of an Illinois library district
- Ideally, prior experience as an Interim Library Director
- Flexible schedule to allow for on-site presence of a Director and to attend board meetings

If the Board and Acting Library Director determine that an Interim Library Director (or consultant to the Acting Library Director) is needed, a representative from the Board should contact the RAILS library system and ask for resources related to hiring an Interim Library Director.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library would be determined by the Library Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to a full-time commitment.

The Board should pay close attention to the Personnel Manual leave policies when making determinations about the allowable absence of the Library Director. Questions related to leaves of absence may be directed to HR Source or the library's attorney.

III. Succession Plan in Event of a Permanent Change in Library Director

A permanent change is one in which it is firmly determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent Library Director. The board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

Acceptance of Emergency Succession Plan

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Library Director upon its approval. This plan should be revised on an as-needed basis, or every three years, whichever comes first.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

Signatures of Approval for Prairie Skies Public Library District

Board President: _____ Date: _____

Board Secretary: _____ Date: _____

Library Director: _____ Date: _____

Information and Contact Inventory for Prairie Skies Public Library District

Knowing where our organization's key information is located is critical so that if an emergency succession should occur, our library would be able to quickly continue work in the most efficient and effective way.

Board information: Board contact information and committee appoints are filed at both locations and the Director's laptop. Trustees also have a copy and one is in the Director's notebook.

Bylaws: Found on the board page on the website and in the Director's notebook.

Strategic/Long term Plan, Technology Plan, Capital Plan and Disaster/Recovery plan: Copies are kept at both locations. Additional copies are held by each Trustee and in the Director's notebook.

Board Minutes: Copies of the board minutes are filed in both locations. Board Clerk keeps the official Board minutes which are filed at the Ashland Location at the end of the fiscal year.

Library Policies: copies are filed at each location. Additional copies are held by each Trustee and in the Director's notebook.

Board Clerk

Name: Kelly Greene

Phone:

Financial Information

- Employer Identification Number: Filed in rolodex at both locations and on Director's laptop
- State Identification Number: filed in rolodex at both locations and on Director's laptop

Current & previous audited financial statements: filed in Director's office at Ashland location

Financial statements: on file in Director's office at Ashland location

Tax Exemption Certificate: Copies are on file at both locations

Passwords: a list of all passwords are kept in both locations and on the Director laptop.

Fiscal Authority

Those authorized to make transfers and wire transfers and who are the authorized check signers:

Board President

Secretary

Treasurer

Board Clerk

Human Resources Information

Employee records/personnel information/ I-9's are kept on file in the Director's office at the Ashland location.

Insurance Agents:

- Company Name:
- Representative's Name:
- Policy #:
- Phone Number/Email:

Some crucial times for our library are:

- **May - June:** Create next fiscal year's budget. Final budget must be approved by the board prior to the start of the fiscal year and posted to the library website and bulletin board once approved.
- **June:** New fiscal year ordinances: board meeting schedule, non-resident card. Ordinances should be posted in the library and a copy sent to each County Clerk following board approval. Previous year copies are on file in the Director's office in the Ashland location.
- **July-August:** Tentative budget & appropriation ordinance: the board should approve a tentative B&A a minimum of 30 days prior to the hearing. A notice of the public hearing must be published in the newspaper 30 days prior to the passing of the B&A.
- **August-September:** Hold a hearing for the B & A; board passes the final B & A Ordinance along with the Treasurer's Certificate of Estimated Revenue. Both pieces should be posted to the website and filed with the Counties prior to the 4th Tuesday in September. Final B&A gets published in the newspaper.
- **November:** Board approval of the annual tax levy ordinance. Final levy should be posted to the website, filed with all four Counties.
- **December:** Presentation of the annual audit to the board of trustees.



INTERNAL MEMO

TO: Library Board of Trustees
FROM: Jeannie Dilger, Executive Director
DATE: June 8, 2021
SUBJECT: 1st Floor Ribbon-Cutting and Grand Opening

Trustees,

Here's an update on the ribbon-cutting and grand opening plans.

Ribbon-Cutting

Friday, August 6, 7pm

This after-hours event will be an opportunity to thank our donors. We'll invite the Illinois State Library, naming opportunities donors, Friends and Foundation members, and local dignitaries.

President Snyder will thank donors (with prepared remarks), and E.D. Dilger will highlight the changes on the first floor. We'll cut a ribbon on the north entrance, then attendees can wander the space and see demonstrations in the gaming areas, elementary learning space, and the Workshop. Light refreshments and beverages will be available in the new café.

During the event, F.H. Paschen and the Library will be taking promotional photos and video. We'll invite the Teen Advisory Board and select staff and trustee kids.

Grand Opening and End-of-Summer Party

Saturday, August 7, 1-4pm

This event will be open to the public. Many of the same demos and crafts from Friday night will be available. We'll have a scavenger hunt that encourages members to visit all the new locations. F.H. Paschen will be loaning us a construction truck in the parking lot for kids to check out. We'll announce summer T-shirt contest winners and wrap up the afternoon with a Hungarian Dancers performance. No food will be served.

Alcoholic Beverages

For the Friday evening event, we'd like to serve champagne and sparkling cider. The law on distribution of alcohol at a library district states:



Alcoholic liquors may be delivered to and sold at retail in any building owned by a public library district, provided that the delivery and sale is approved by the board of trustees of that public library district and is limited to library fundraising events or programs of a cultural or educational nature. Before the board of trustees of a public library district may approve the delivery and sale of alcoholic liquors, the board of trustees of the public library district must have a written policy that has been approved by the board of trustees of the public library district governing when and under what circumstances alcoholic liquors may be delivered to and sold at retail on property owned by that public library district. The written policy must (i) provide that no alcoholic liquor may be sold, distributed, or consumed in any area of the library accessible to the general public during the event or program, (ii) prohibit the removal of alcoholic liquor from the venue during the event, and (iii) require that steps be taken to prevent the sale or distribution of alcoholic liquor to persons under the age of 21. Any public library district that has alcoholic liquor delivered to or sold at retail on property owned by the public library district shall provide dram shop liability insurance in maximum insurance coverage limits so as to save harmless the public library districts from all financial loss, damage, or harm.

Mary Myers checked with our insurance broker about dram shop insurance. Here is their response:

The LIRA insurance program does include Host Liquor. So if you are serving alcohol for free as a toast you should not need a liquor license. If you have a vendor serving for you then they can provide a certificate of insurance naming the Library as additional insured and they can include Liquor coverage.

I have gathered sample alcoholic liquor policies from other public library districts. I would like to work with the Policy Committee in July to create a policy for the board's approval.

Sincerely,

Jeannie Dilger

Executive Director