



Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the
First Floor Meeting Room of the Park Ridge Public Library
20 S. Prospect Avenue, Park Ridge, IL
On the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act. Please contact Library Administration for additional information or to request accommodations.

LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
Tuesday, June 13, 2023 7:00 P.M.
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

PRESIDENT'S REPORT

BUDGET & FINANCE (Somheil & Rusk, Co-chairs)

1. Approve Minutes May 9, 2023
2. Investment update
3. Budget transfer
4. Other

BUILDING & GROUNDS (Powers, Chair)

1. Approve Minutes April 11, 2023
2. Project updates
3. Other

PERSONNEL (Rapisand, Chair)

1. Approve Minutes May 9, 2023
2. Employee Handbook Sections A, B, C and D
3. Other

PLANNING & OPERATIONS (Thiagarajan, Chair)

1. Approve Minutes May 9, 2023
2. Task calendar review and update
3. Non-resident Library Card Resolution
4. Other

NO MEETINGS: COMMUNICATIONS & DEVELOPMENT, INTERGOVERNMENTAL AGREEMENT SUBCOMMITTEE, NOMINATING

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Budget and Finance Committee of the Whole Meeting of the Board of Trustees
Held in the third floor meeting room at the Library
May 9, 2023 at 7:00 p.m.

President Hanba called the meeting to order at 7:00 p.m.

ROLL CALL

Trustees Present:

Alexandrea Hanba; Josh Kiem; Danielle Powers; Lauren Rapisand; Gregg Rusk; David Somheil, Deepika Thiagarajan
Theresa Renaldi, via telephone

Others Present: Joanna Bertucci, Library Director; Angela Berger and Alyson Doubek, Library Staff

APPROVAL OF REMOTE ATTENDANCE

As Trustee Renaldi is attending the meeting remotely, it is necessary that a vote be taken to approve this remote attendance. President Hanba asked the reason for remote attendance and Trustee Renaldi stated that she is calling into the meeting due to personal illness. There being no objection,

Secretary Powers made a

MOTION: to approve the remote attendance of Trustee Renaldi

Trustee Rapisand seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Rusk, Somheil, Thiagarajan

Motion passed

PUBLIC COMMENT

No comments were made

Before beginning the Budget and Finance Committee meeting, President Hanba stated that Secretary Powers will be taking over the position of Chair, Building & Grounds, filling the vacancy opened on May 1, 2023 when Joseph Steinfels became the City's fifth ward alderman.

Treasurer Somheil opened the Budget and Finance Committee meeting at 7:02 p.m.

Treasurer Somheil made a

MOTION: to approve the minutes of February 14, 2023

Trustee Rusk seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

Motion passed

INVESTMENT POLICY

Director Bertucci stated that Library Administration met with Finance Committee Co-Chairs Somheil and Rusk to review and discuss a draft Investment policy. The impetus for this discussion was driven by stronger than usual interest rates for certificates of deposit and a desire to continue to grow the recent \$250,000 Malinowski Estate gift. Also included in the packet is a rate sheet compiled by Finance Manager Alyson Doubek, listing current rates for CDs at local area banks. Director Bertucci added that the priorities for investment are security, liquidity and rate of return.

The committee discussed having signatories included in the Library Director Succession plan that was approved by the Board last month, rather than in the Investment Policy. President Hanba suggested that a glossary of terms would be helpful to include with the Policy manual and Vice-President Kiem asked if this

MINUTES

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May 9, 2023 at 7:00 p.m.

policy had been reviewed by the Library's auditors. Director Bertucci stated that she would submit it to the auditors for review prior to the next Board meeting.

Ms. Doubek reviewed the rate sheet and discussion ensued with regard to the merits of keeping investments in local area banks vs. at online banks. It was agreed that the revisions from tonight's meeting be incorporated into a new draft and that this matter be added to the agenda for the May 16, 2023 Board meeting as "New Business"

OTHER

None

Treasurer Somheil adjourned the meeting at 7:35 p.m.

DRAFT



Memorandum

Memo Date: June 8, 2023
From: Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Budget and Finance Committee of the Whole
Meeting Date: June 13, 2023
Action Requested: Status Update
Subject: Malinowski Bequest – Certificate of Deposit (CD) Investment

Background:

The Library Director and Finance and Administrative Services Manager were authorized to invest the Malinowski bequest into Certificates of Deposit at local Park Ridge banks per the May board meeting. These investments are in compliance with the recently approved Investment Policy. Two banks were chosen to commit the funds.

A Certificate of Deposit was invested with the Huntington National Bank in the amount of \$125,000. The term of this account is 335 days with a maturity date of May 7, 2024. It is a fixed-rate account with a 5.00% interest rate.

A second Certificate of Deposit was invested with Village Bank & Trust, N.A. in the amount of \$125,000. The term of this account is 12 months with a maturity date of June 8, 2024. It is a fixed-rate account with a 5.08% interest rate.

We are grateful for this gift. It is now fully committed to these two CDs.



Memorandum

Memo Date: June 6, 2022
From: Alyson Doubek
Meeting Type: Committee of the Whole Meeting
Meeting Date: June 13, 2023
Action Requested: For Consideration
Subject: FY23 Operating Budget Transfer

Background:

Library administration developed the following proposed budget transfer in FY23 Operating Budget for the Board’s consideration.

This request is being brought to the Board for approval due to the amount surpassing the Library Director’s \$5,000 transfer limit without Board approval.

FY23 OPERATING BUDGET TRANSFER

| Account Description (expense unless noted) | Original/Revised | Adjustment | Modified | Note |
|---|------------------|------------|----------|------|
| Youth Services – Library Resources - DVD-Blu Ray | \$16,000 | \$-8,000 | \$8,000 | 1 |
| Youth Services – General Contractual Service - Programs | \$35,000 | \$8,000 | \$43,000 | |

Notes:

1. Youth Services would like to transfer \$8,000 from DVD/Blu-Ray to Programs. DVD and Blu-Ray demand has decreased due to streaming services and programming has increased post pandemic.

Recommendation:

Consideration of the budget transfer

Suggested motion:

Approve a budget transfer in the FY23 Operating Budget for an \$8,000 decrease to Youth Services DVD/Blu-Ray Resource line and an \$8,000 increase to Youth Services Programming budget line.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

April 11, 2023 at 7:00 p.m.

ROLL CALL

Trustees Present: Committee Chair: Joseph Steinfels; Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger, and Alyson Doubek, Library Staff

President Hanba called the meeting to order at 7:00 p.m.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

UPDATES FROM THE LIBRARY DIRECTOR

Director Bertucci provided the Committee with operational updates as follows:

- The Library experienced a 24 hour internet outage as the result of an issue with the migration from vendors WOW to Astound. Access has now been fully restored.
- A blood drive was held at the Library today with 40 donors participating. The next drive will be held on June 3, 2023.
- Trustees were reminded that the Cook County Statement of Economic Interests filings are due on May 1, 2023.

President Hanba congratulated Trustee Steinfels on his election to the City Council. She explained that Director Bertucci is working with City of Park Ridge Administration to determine next steps for his replacement on the Library Board.

Chairman Steinfels opened the Building and Grounds meeting at 7:05 p.m.

APPROVAL OF MINUTES

Trustee Steinfels made a

MOTION: to approve the minutes of the March 14, 2023 meeting

Trustee Rapisand seconded the motion

Roll Call Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfels, Thiagarajan

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 3 of the packet. The acoustic project for the Children's room was completed on March 21st and both patrons and staff have noticed a reduced noise level in the room. Trustee Steinfels asked if there were other areas of the building that were being considered for sound attenuation and suggested the Teen Loft and the center stairwell. Director Bertucci stated that she would speak to Andrew Jose of Green and Associates about the advisability of this

Director Bertucci noted that the hearing for the Live and Learn Grant application took place on April 6, 2023 and the Library's accessibility grant application was unanimously recommended for approval. The final step in the approval process comes when the recommendation is approved by the Illinois Secretary of State.

Andrew Jose has been working with contractors on the back end programming of the ice melt system and hope to finalize system testing by the end of April.

On April 7th, Director Bertucci and Mr. Priala met with Green and Associates regarding the building envelope project. A draft timeline for the project was developed and is noted in the memo on p. 3 of the packet.

CVI is available to assist trustees in accessing their PRPL email accounts.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

April 11, 2023 at 7:00 p.m.

OTHER

Trustee Kiem inquired about the gift received from the estate of Mr. Stanley Malinowski. Director Bertucci replied that the funds have been received by the Library and she will be meeting with Treasurer Somheil and Trustee Rusk to discuss the best use(s) for the funds.

Meeting was adjourned at 7:16 p.m.

DRAFT



Memorandum

Memo Date: June 8, 2023
From: Joanna Bertucci, Library Director
 John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: June 13, 2023
Subject: Building Projects Updates

| <i>Project</i> | <i>June 2023 – Activity to Date</i> |
|--|---|
| <i>Ice Melt System</i> | |
| <i>Building Envelope/Window repairs</i> | <p>Mr. Priala and I met with Andrew Jose on Friday, May 19 to develop a project schedule.</p> <ul style="list-style-type: none"> • June 14: Project out to bid • July 6: Bid opening • July 11: Committee Discussion • July 18: Award Contract at Board Meeting • August 15: Tentative construction start • September 30: Substantial completion |
| <i>Phase 2 Structural and Youth Restroom/ADA Project</i> | <p>Mr. Priala and I met with Andy Dogan of Williams Architects on Friday, May 19 to finalize finishes and develop a project schedule.</p> <ul style="list-style-type: none"> • July 10: Project out to bid • August 1: Bid opening • August 8: Committee Discussion • August 15: Award Contract at Board Meeting • September 18: Construction start • November 17: Substantial completion |
| <i>Comcast Fiber</i> | <p>Mr. Priala and CVI System Engineer Tim Brzny began meeting with representatives from Comcast in May. Currently, Comcast is exploring the most efficient way to bring fiber into the building.</p> |
| <i>Airespring Copper to Fiber Circuit migration</i> | <p>Mr. Priala and CVI System Engineer Tim Brzny have been meeting with representatives from Airespring and AT&T in May. We expect the migration from copper to fiber to be completed by August 1. Mr. Brzny has been very diligent in following up with Airespring to keep the project on track.</p> |
| <i>File Server – COMPLETED</i> | <p>The file server migration was completed on Sunday, May 4.</p> |

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Personnel Committee of the Whole Meeting of the Board of Trustees
Held in the Third Floor Meeting Room of the Library
May 9, 2023 at 7:00 p.m.

Committee Chair Rapisand opened the Personnel Committee meeting at 7:39 p.m.

ROLL CALL

Trustees Present: Alexandrea Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger and Alyson Doubek, Library staff

Trustee Thiagarajan made a

MOTION: to approve the minutes of December 13, 2022

Secretary Powers seconded the motion.

Roll Call vote: Yes: Hanba, Kiem, Powers, Renaldi, Rusk, Somheil, Thiagarajan

Abstain: Rapisand

Motion passed

EMPLOYEE HANDBOOK SECTION 1

Trustee Rapisand thanked Director Bertucci and Ms. Doubek for their work in taking the City of Park Ridge handbook and modifying it to be applicable specifically for the Library. Director Bertucci explained that currently, the Library is using the City's Employee Handbook with an appendix to cover policies where there are differences between City and Library policy. The new handbook will take applicable portions of both sections and combine them into a single manual for the Library's use. She further explained that the material included in tonight's packet are the first of three sections of the handbook that will be reviewed. She began by reviewing the memo on page 12 of the packet that highlights recommended changes to each policy.

Discussion ensued among the committee as to the format, content, definitions and organization of these policies. Suggestions were made for changes to remove language that is more procedural in nature, that provides greater clarity, and allow for more simplified management of the handbook in the future. Director Bertucci stated that she will incorporate suggested changes and if possible, add approval to the New Business portion of the Board agenda for the May 16, 2023 meeting. If additional time is required to complete the changes, the revisions will be brought to the June 13, 2023 COW meeting along with Section 2 of the revised handbook.

OTHER

None

Meeting adjourned at 8:35 p.m.



Memorandum

Memo Date: June 7, 2023
From: Joanna Bertucci, Library Director
 Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Personnel Committee of the Whole
Meeting Date: June 13, 2023
Action Requested: For approval
Subject: Employee Handbook Sections A, B, C, and D

Background:

With the transition to our own payroll system, Library Administration and Personnel Committee Chair Rapisand have been reviewing the Library’s Employee Handbook.

After discussion and feedback at the May 9 Committee of the Whole Meeting, Ms. Doubek and I made significant changes to the policies in sections A, B, and C. (formerly section 1). More specifically, we removed language that was overly procedural, expanded the definitions section, and ensured that terminology is consistent throughout the handbook. Lastly, we reorganized these sections to flow starting with the pre-employment experience through the progression of the employee experience related to conduct. Ms. Doubek and I met with Personnel Committee Chair Rapisand and President Hanba on May 19 to review a second draft. Details on how policies were modified or added are listed in the chart below.

| Section | Substantive updates since May 9 Committee of the Whole meeting |
|--|---|
| A. Introduction | |
| B. Definitions | |
| C. Workplace Conduct | |
| 2. Pre-employment | Combined EEO, anti-nepotism, background checks, drug screen, and documentation into one section |
| 3. Code of Ethics | None |
| 4. Drug, Alcohol, Cannabis and Smoke Free Workplace | Sent draft to the attorney for feedback; language included in this draft was recommended by our legal counsel |
| 5. Safety | No substantive changes |
| 6. Anti-Harassment | No substantive changes |
| 7. <i>Solicitation</i> | <i>New section recommended by President Hanba</i> |
| 8. Acceptable Dress | No substantive changes |
| 9. Performance Management | No substantive changes |
| 10. Personnel Files, Reference Checks and Mandatory Notification | Combined these items into one section |
| 11. Employee Discipline | No substantive changes |
| 12. Dispute Resolution | Updated name from <i>Employee Problems and Concerns</i> ; made Whistleblower language more prominent |
| 13. Use of Library Equipment | Moved language about technology reimbursement to benefits section |
| 14. Technology | No substantive changes |
| 15. Social Media | No substantive changes |



Memorandum

Section D. Compensation and Benefits was also reviewed at our May 19 meeting and the following changes were made from the original City of Park Ridge Handbook and Library Appendix.

D. Compensation and Benefits

- | | | |
|-----|---|--|
| 16. | Pay Program | Added required language regarding payroll deductions |
| 17. | Hours of Work and Overtime | No substantive changes |
| 18. | Timesheets, Overtime, and Compensatory Time | No substantive changes |
| 19. | Inclement weather or emergency closure | No substantive changes |
| 20. | Service Recognition | No substantive changes |
| 21. | Benefits | Section includes: medical, employee assistance, dental, vision, flexible spending, life insurance, COBRA, IMRF, and technology reimbursement; updated language to match current offerings and programs |
| 22. | Worker's Compensation | Based on policy from City of Park Ridge, but removed procedural language |
| 23. | <i>Bloodborne Pathogens</i> | <i>NEW; required as per IL State Library</i> |
| 24. | Tuition Reimbursement | Updated to allow doctoral-level degree program eligibility |

In July 2023, the Personnel Committee will bring Section E., Leave Time, to the Committee of the Whole for Board review. Policies in Section E are as follows:

25. General Leave Time
26. Vacation
27. Sick Leave
28. Paid Time off (PTO)
29. Paid Leave for All Workers Act – will be brought to the Board in fall 2023
30. Bereavement Leave
31. Jury and Civil Duty Leave
32. Family and Medical Leave Act (FMLA)

Motion:

Approve Sections A, B, C and D of the Park Ridge Public Library Employee Handbook



Park Ridge Public Library Employee Handbook

Draft 3.0

A. Introduction

- 1** 1.1 Welcome
- 1.2 About the Library
- 1.3 Standards
- 1.4 Standards for Processes and Procedures
- 1.5 Disclaimer
- 1.6 Acknowledgement of Receipt

B. Definitions

C. Workplace Conduct

2 Pre-employment

- 2.1 Equal Employment Opportunities
- 2.2 Anti-nepotism
- 2.3 Background checks
- 2.4 Drug screen
- 2.5 Documentation
- 2.6 Noncompliance

3 Code of Ethics

4 Drug, Alcohol, Cannabis, and Smoke Free workplace

- 4.1 Testing
- 4.2 Notice of Convictions
- 4.3 Employee Initiated Treatment
- 4.4 Management Initiated Treatment
- 4.5 Post-treatment
- 4.6 Disciplinary Actions

5 Safety

- 5.1 Security Inspections
- 5.2 Threats, Violence, and Weapons
- 5.3 One-the-Job Safety
- 5.4 Noncompliance

6 Anti-harassment

- 6.1 Zero Tolerance
- 6.2 Harassment
- 6.3 Sexual Harassment
- 6.4 Reporting Requirements
- 6.5 Investigation of Complaints
- 6.6 False Complaints
- 6.7 Training

7 Solicitation

8 Acceptable Dress

- 8.1 Dress Standards
- 8.2 Grooming Standards
- 8.3 Noncompliance

9 Performance Management

10 Personnel Files, Reference Checks, and Mandatory Notification

- 10.1 Personnel Files
- 10.2 Disciplinary Action Forms
- 10.3 Access to Personnel Files

- 10.4 Reference Checks
- 10.5 Mandatory Notifications to Human Resources
- 11 Employee Discipline**
- 12 Dispute Resolution**
 - 12.1 Dispute Resolution
 - 12.2 Whistleblower Protection
- 13 Use of Library Equipment**
 - 13.1 Use of Personal Vehicles on Library Business
 - 13.2 Vehicle Rental
 - 13.3 Personal Mail
 - 13.4 Communications Devices
 - 13.5 Noncompliance
- 14 Technology**
 - 14.1 Security
 - 14.2 Computers and Software
 - 14.3 Library Issued Equipment
 - 14.4 Files and Data
 - 14.5 Electronic Communications
 - 14.6 Library Issued Communication Devices
 - 14.7 Personal Devices
 - 14.8 Training
 - 14.9 Noncompliance
- 15 Social Media**
 - 15.1 Library Sponsored Social Media
 - 15.2 Staff Members' Personal Use of Social Media
 - 15.3 Noncompliance

D. Compensation and Benefits

- 16 Pay Program**
 - 16.1 Compensation Philosophy
 - 16.2 New Hires
 - 16.3 Transfers
 - 16.4 Promotions
 - 16.5 Temporary Work
 - 16.6 Merit Award
 - 16.7 Payroll Deductions
 - 16.8 Deductions from Pay for Exempt Employees
 - 16.9 Errors in Pay
 - 16.10 Your Paycheck
- 17 Hours of Work**
 - 17.1 Days of Work
 - 17.2 Hours of Work
 - 17.3 Meal and Work Breaks
- 18 Timesheets, Overtime and Compensatory Time**
 - 18.1 Timesheets
 - 18.2 Exempt Employees
 - 18.3 Non Exempt Employees
- 19 Inclement Weather or Emergency Closure**
 - 19.1 Full-time staff
 - 19.2 Half-time and Part-time staff
- 20 Service Recognition**

21 Benefits

- 21.1 Group Medical Insurance Coverage
- 21.2 Employee Assistance Program
- 21.3 Group Dental and Vision Coverage
- 21.4 Flexible Spending Account (FSA)
- 21.5 Life Insurance
- 21.6 COBRA
- 21.7 Pension Benefits: Illinois Municipal Retirement Fund (IMRF)
- 21.8 Personal Technology Reimbursement

22 Worker's Compensation

- 22.1 Accident and/or Injury in the Workplace
- 22.2 Violations/Disciplinary Actions

23 Bloodborne Pathogens

- 23.1 Exposure Determination
- 23.2 Universal Precautions
- 23.3 Exposure Control Plan
- 23.4 Training

24 Tuition Reimbursement

- 24.1 Eligibility
- 24.2 Approval
- 24.3 Application for Tuition Reimbursement
- 24.4 Applicable Costs and Amounts for Tuition Reimbursement
- 24.5 Refund of Tuition Reimbursement

A. Introduction

1.1 Welcome

Welcome to the Park Ridge Public Library (hereinafter referred to as *the Library*). We are glad to have you with us and look forward to a mutually beneficial working relationship. We believe our employees are our greatest asset in achieving our mission and vision.

Mission Statement

We are the Park Ridge Public Library. We are a trusted and valued community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.

Vision Statement

The Park Ridge Public Library facilitates the goals and aspirations of the individual and our community. Our Library creates the intersection of engagement, information, tradition and innovation.

1.2 About the Library

The Library is a component unit of the City of Park Ridge, not a City department. The Library has a separately appointed Board of Trustees who set policy for the Library and hire the Library Director. The Library Director, and their designees, are responsible for all employment matters related to Library employees. The Library collaborates in a variety of ways with the City of Park Ridge, including the administration of healthcare, and pension benefits.

1.3 Standards

The Library relies on outstanding customer service in all aspects of our operations. Accordingly, the Library aims to support and develop employees in their role, so they feel confident meeting their job duties and contributing to the success of the Library. The Library also aims to offer opportunities for employees to learn new skills and expand their knowledge base. In return, the Library asks for a high degree of commitment, dedication, and professionalism to help us achieve the aims and objectives of the Library.

We have created these **Standards of Service Excellence** based upon the premise that the actions of one single individual can create or change the image of the Library and of all employees in the eyes of our patrons and colleagues. Therefore, we have standardized certain behaviors and responses so that all may receive the same consistent level of excellent service. These standards apply to all areas of service in person, online and over the phone.

Friendly: Create an atmosphere that makes people feel welcome the moment they enter the

Library or your work area. Greet with a “hello” when possible.

Attentive/Observant: Acknowledge people with eye contact or a smile as quickly as possible. Always leave paperwork, conversations with others and the computer to assist a patron. Be aware of the actions of an individual that may signal the need for special assistance.

Enthusiastic: Be enthusiastic, enthusiasm is contagious; it improves the work environment and causes patrons to look forward to their visit.

Empathetic: “What if this were happening to me?” is one of the best questions to ask ourselves when an individual is experiencing a problem. “Asking what would I want the Library to do for me if I were in this situation?” gives us an indication of the action necessary to show that we understand and want to assist in the solution of the problem.

Knowledgeable: Develop a thorough working knowledge of the Library’s services and which department(s) provide them. Use this knowledge to answer questions, solve problems or direct an individual to the appropriate department or person.

Professional: Professionalism is a matter of attitude, not academic degrees. We must appear and conduct ourselves in a professional manner while working, regardless of job classification. Professional appearance should be consistent with the highest standards in the field. Professional demeanor while working includes such things as refraining from personal conversations and telephone calls, eating, or chewing gum in public view, refraining from making any negative comments about other employees, patrons, the Library, or other organizations where it may be overheard by the public.

Proud: Display an attitude of pride in the quality of our work and the services we provide. Acknowledge the achievements of our colleagues.

Diplomatic: Be diplomatic and tactful in all situations. Although patrons or colleagues may not always be right, it is essential that they never be treated as though they are wrong. Care must be taken to avoid offending or embarrassing an individual, or causing one to lose face in front of his or her peers.

Listen: Communication occurs only when the person to whom we are talking hears what is being said. We should always listen carefully to understand, not to judge, a situation or individual. By understanding, we are able to respond in calming, confidence-building language and avoid aggravating, confidence-destroying language. By restating what we have heard, we indicate that we have understood what has been said.

1.4 Standards for Processes and Procedures

Convenient: Within the framework of the Library’s mission and vision, all processes and procedures are designed for the convenience of library patrons. Services and facilities must be easily understood and used. Our responsibility is to accommodate the patron in the most reasonable manner.

Flexible: Although policies and procedures are important, they can never be detailed or extensive enough to cover every situation. Procedures cannot solve problems - people can.

Procedures exist to give us guidelines and parameters within which to solve problems. Unnecessary rules or rules that are too difficult to explain or enforce do not permit excellent service. These should be brought to the attention of Library Administration, who will in turn make recommendations for policy change to the Library Board of Trustees.

Solution-driven: Avoid giving the patron the run-around. Take ownership of a misdirected patron; do not just point them in another direction. Whenever possible, accompany the patron to the appropriate person or location that can help them. If you have to transfer a patron who has been misdirected, place the person on hold and explain the situation to the next person before you transfer the call.

Responsive: Always indicate our course of action with every request. Be as specific as possible with a patron concerning when he or she may expect a response. Always respond by the time we promised, even if it is to tell the patron that we are still working on his or her request. Remember that the entire organization has promised the patron excellent service.

Image Conscious: Every employee must guard and promote the Library's image, being aware that image and quality are linked. Understand that our actions, communications (verbal, virtual, in-person and online) and decisions are a statement about quality, and reveals what we think about our patrons, our services and ourselves.

Complaints: Every effort should be made to respond positively to every question or complaint when and where it is received, even if the response is "Yes, that is a problem. Let me take you to someone who will help you." If no one is available, provide the patron with the name of the Manager who can discuss the problem with them and/or provide them with a patron comment form. Do not make excuses for the problem; rather direct the patron to the person who can best help them with the problem.

1.5 Disclaimer

This is your personal copy of the Library's Employee Handbook. If there is a need for additional information or if you have questions, you may contact your Manager or the Finance and Administrative Services Manager. Neither the policies, programs and benefits summarized herein, nor this employee handbook itself shall be considered as creating the terms and conditions of an employment contract, either expressed or implied, nor creating rights in the nature of an employment contract, nor does it provide employees with any due process rights in the event of discipline or discharge.

Employees of the Library are at-will and can be discharged, demoted, suspended or otherwise disciplined with or without cause at any time at the sole discretion of the Library Director. Personnel policies are developed by Library Administration and approved by the Library Board of Trustees.

This handbook includes the policies, programs and benefits in effect as of the most recent amendment, as noted on the title page. These policies, practices and benefits, which supersede all prior policies, practices and benefits, may be revised or revoked at any time to meet changing circumstances. You will be notified of any changes, and an updated version of the handbook will be available on the Library's intranet page.

Applicable federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state, or local laws or regulations.
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations; or
- If typographical or printer error should cause conflict with any federal, state, or local laws or regulations.

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of the Library Director, subject to applicable federal, state, and local laws.

1.6 Acknowledgment of Receipt

You will be required to sign a document acknowledging receipt of this handbook. We will all be using and referring to these policies as we work together and therefore, it is important to ensure everyone has received a copy. Should you lose this copy, it is available on the Library's intranet, to which all employees have access.

All Library employees are expected to comply with all applicable policies and in particular those describing appropriate conduct in the workplace. These standards of conduct also cover all conduct within the workplace, including:

- Library Trustees
- Persons employed to make or conduct a temporary special inquiry, investigation on behalf of the Library Board or Library Board Committee
- Volunteers who receive no regular compensation from the Library

B. Definitions

Full-time Employee: An employee who regularly works at least 37.5 hours per week or more year-round.

Half-time Employee: An employee who regularly works between 19 and 29 hours per week year-round.

Part-time Employee: An employee who regularly works less than 19 hours per week year-round

Temporary or Seasonal Employee: An employee may be assigned temporarily to a specific position, or an employee may be hired for a specific project, both of which are fixed time periods and will terminate upon completion of the specific project or on a specific date.

Probationary Employee: An employee who has yet to complete their probationary period.

Probationary Period: Period of one year after date of hire during which employee conduct and job performance are most closely observed and evaluated to ensure satisfactory performance of your position's assigned duties and to identify conduct and/or performance that is not satisfactory.

Exempt Employee: An employee who performs duties determined by the Library to be exempt and paid on a salary basis regardless of the number of hours worked consistent with the Fair Labor Standards Act. This employee is not eligible for overtime pay per the Fair Labor Standards Act.

Non-exempt Employee: An employee who is paid hourly and their pay is based upon hours actually worked in any given day. This employee is eligible for overtime pay per the Fair Labor Standards Act.

Tier 1 Employee: For purposes of these policies, a Tier 1 Library Employee is an employee hired before July 1, 2014.

Tier 2 Employee: For purposes of these policies, a Tier 2 Library Employee is an employee hired on or after July 1, 2014.

Library Administration: Library Administrative employees include the Library Director, Finance & Administrative Services Manager, and their respective support employees. Library Administration is housed in the Library's Business Office on the second floor.

Person-in-Charge: When the Library Director is in the physical building, they act as Person-in-Charge. When the Library Director is out of the Library Building a Person-in-Charge is designed as “in charge” in the Director’s absence.

C. Workplace Conduct

2. Pre-employment

2.1 Equal Employment Opportunities

- The Library is an Equal Opportunity Employer and does not discriminate in employment policies and practices for any reason, regardless of actual or perceived race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.
- All reasonable safeguards are used to ensure that position descriptions and employment procedures impose only those physical and other requirements and restrictions which are considered necessary for satisfactory performance of tasks included within the position description.
- To ensure equal employment opportunities to qualified individuals with a disability, the Library will make reasonable accommodations for the known disability of an otherwise qualified individual to assist them in performing their essential job duties. The Library may engage in an interactive process with employees to determine the nature of limitations and potential accommodations that might remove such limitations. As part of this interactive process, the Library may request an employee to provide certain information from their health care provider regarding the employee's ability to perform the essential job functions with or without a reasonable accommodation.
- The Library will not discriminate against any applicant or employee due to pregnancy, childbirth, or pregnancy-related conditions. The Library is committed to providing reasonable accommodations to applicants and employees who need such accommodations for any medical or common conditions related to pregnancy and/or childbirth. Such accommodations will be evaluated on a case-by-case basis and may include, if/as appropriate, more frequent or longer breaks, physical accommodations such as some seating arrangements, modifications to job schedules and/or reasonable time off work as may be required by the pregnancy, childbirth or related medical conditions.
- All Library employees are responsible for helping to assure that there is no discrimination in the workplace. If you feel, you have experienced or witnessed such discrimination, or have any questions about discrimination in the workplace, immediately notify the Finance and Administrative Services Manager if said person is not involved in a charge of discrimination. If said person is involved in a charge of discrimination,

notification should be given directly to the Library Director, providing said person is not involved in a charge of discrimination. The Library forbids retaliation against anyone who has reported discrimination.

- The Library will investigate all such complaints thoroughly and promptly. To the extent practicable and the needs of the investigation permit, the Library will keep complaints and the terms of their resolution confidential. If an investigation confirms that discrimination has occurred, the Library will take corrective action.

2.2 Anti-Nepotism

- It is the policy of the Library to prohibit nepotism. Library employees and prospective employees should be evaluated on the basis of individual merit, without reference to considerations of race, sex, religion or national origin, or any other factors not involving personal professional qualifications and performance, the following restrictions, designed to avoid the possibility of favoritism based on family relationship, shall be observed with respect to employment of all Library personnel:
 - Immediate Family Members of the Library Board; Library Director; Managers. Members of the Library Board's, the Library Director's and Manager's immediate family may not be considered for employment by the Library and may not be hired by the Library. Immediate family shall be defined herein to mean a spouse, domestic partner, parent, child, brother, sister, grandparent, equivalent step, in-law and half relationships, and all guardians and wards of the individuals named above.
 - Extended Family Members of the Library Board; Library Director; Managers. Members of the Library Board's, the Library Director's and Manager's extended family may not be considered for employment by the Library and may not be hired unless all of the following do not apply: (1) a manager/subordinate relationship is created between the family members; (2) there is a potential to create an adverse impact on work performance; and (3) the employment creates either an actual conflict of interest or the appearance of a conflict of interest. Extended family shall be defined herein as any family relation not within the immediate relationship defined above.
 - Family Members of Employees. Members of any other employees' immediate or extended family will be considered for employment on the basis of their qualifications. However, immediate family may not be hired, promoted or transferred, if employment, promotion or transfer would: (1) create a manager/subordinate relationship between family members; or (2) create either an actual conflict of interest or the appearance of a conflict of interest.
- Current employees who become related, married, or involved in a domestic partnership will be permitted to continue employment with the Library provided they do not work in a direct supervisory relationship with each other or otherwise pose a conflict of interest. If such employees do work in a direct supervisory relationship with each other, the Library will attempt to reassign one of the employees to another position for which they are qualified if such a position is available. If no such position is available, one of the employees may be required to separate from the Library.

2.3 Background Checks

- All offers of employment are contingent on passing a criminal background check. Background checks will be conducted by a third party for any final candidate considered for employment. Before requesting the background check, the Library will obtain the

applicant's consent and will comply with the Federal Credit Report Act (FCRA) and any applicable Illinois state laws.

- Background check results will be maintained in Business Office in a confidential manner.

2.4 Drug Screen

- Employment with the Library is conditional upon passing an illegal drug and alcohol screen. Please see *Section #3, Drug, Alcohol, and Smoke Free Workplace, in this handbook for additional information.*

2.5 Documentation

- All employees must provide documentation as required by the Library, which establishes your birth date, identity and employment eligibility in the United States. You must complete the I-9 form confirming your eligibility to work in the United States.

2.6 Noncompliance

- Any applicant who provides false, misleading, or willfully deceptive information during any part of the pre-employment process that is discovered after employment begins is subject to discipline including termination of employment.

3. Code of Ethics

- All Library employees assume the obligation to maintain the highest standards of professionalism as public sector employees. Employees who violate this code of ethics or any other policy or procedure of the Library contained in this handbook or elsewhere will be subject to discipline, including termination of employment.
- As a condition of employment, each Library employee agrees to:
 - Effectively administer and implement the policies established by the Library Board of Trustees and Library Administration.
 - Maintain the highest level of honesty and integrity in all dealings with the public, other governmental agencies, outside parties, and other employees.
 - Other than compensation and benefits as provided by ordinance, no employee of the Library shall gain personal advantage either monetarily or otherwise for work as a Library employee.
 - Each employee shall embrace the mission of the Library as a “trusted community partner that engages and strengthens its community by fostering personal growth in learning by providing opportunities to connect, inform, innovate and grow.”
 - Employees shall not accept tips or gifts over \$10 in value from patrons, vendors, or other individuals with whom the Library does business. Employees may accept gifts without momentary value. Any employee having any knowledge about another employee’s possible violation of this code of ethics, established Library policies, or this handbook, shall bring it to the attention of their Manager or to the Library Director immediately.

4. Drug, Alcohol, Cannabis and Smoke Free Workplace

- The Library is committed to maintaining a workplace that is free from the effects of illegal drugs, alcohol, and cannabis. The intent of this policy is to prohibit the use of and to remove the effect of employees being under the influence of any intoxicating substance in the workplace.
- The Library complies with the Smoke-Free Illinois Act of 2008. Per the Smoke-Free Illinois Act, smoking of any kind is prohibited on the Library grounds and includes, but is not limited to the Library's vehicles or within 15 feet of entrances, exits, or operational windows of the Library.
- The Library does not tolerate the use of illegal drugs, alcohol or cannabis in our work environment. Employees are prohibited from being under the influence of illegal drugs, cannabis or alcohol during work hours or while on Library premises, in the Library's vehicles, or while operating the Library's vehicles. Further, employees may not unlawfully manufacture, distribute, dispense, or possess illegal drugs, alcohol or cannabis during work hours or while on Library property, including in the Library's vehicles.
- An employee who has been lawfully prescribed drugs, including medical cannabis, is required to consult with their doctor or pharmacist about the prescribed medication's effect on the employee's ability to perform their job safely, and to immediately disclose to their Manager any medication-related work restrictions. The Library shall determine if the employee is fit to perform their job safely. Employees should not, however, disclose the underlying medical conditions, impairments or disabilities. This policy prohibits the use or possession of medically prescribed cannabis in the workplace or being under the influence of cannabis as a "qualifying patient" under the Illinois Compassionate Use of Medical Cannabis Program Act during the workday or work activities. Where an employee is subject to discipline due to the Library's determination that the employee is impaired by the use of cannabis in the workplace, the Library will offer the employee the opportunity to respond to the determination regarding impairment.

4.1 Testing

- Pre-employment Drug Testing. Pre-employment drug testing will be done on all prospective employees of the Library. Applicants testing positive for illegal drugs will not be employed. However, they may reapply after twelve (12) months.
- Reasonable Suspicion Testing. All employees, regardless of their position, shall be subject to drug and alcohol testing based upon:
 - Reasonable suspicion of use or impairment. Circumstances that may constitute reasonable suspicion of impairment include, but are not limited to:
 - Irregular, unusual, or slurred speech patterns.
 - Impaired judgment, disorientation, or confusion.
 - Alcohol or cannabis odor on breath.
 - Unsteady standing.

- Uncoordinated walking or movement.
- Disruption of workplace process.
- Negligence or carelessness in the Library environment.
- Disregard for the safety of employees or patrons.
- Carelessness that results in injury to the employee or others.
- Observation of drug or alcohol use prior to reporting to work or while on duty.
- As a follow-up to a rehabilitation program.

4.2 Notice of Convictions

- Any Library employee or prospective employee who is convicted of violating any federal or state criminal drug statutes must notify the Library Director as soon as reasonably possible of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilty; a no-contest plea; or a judgment entered by a judicial body for any violation of criminal statute involving the unlawful manufacture, distribution, dispensation, possession or use of drugs or controlled substance.
- In accordance with the Illinois Human Rights Act, the Library will review an employee or prospective employee's drug-related conviction to determine if: (1) there is a substantial relationship between the criminal offense and the employment sought or held; and (2) the continuation of employment involves an unreasonable risk to property or to the safety or welfare of specific individuals or the general public. The Library may consider the following factors:
 - The length of time that has passed since the conviction.
 - The number of convictions.
 - The relationship between the conviction and the individual's job duties or prospective job duties.
 - The facts surrounding the conviction.
 - The individual's age at the time of the conviction.
 - Evidence of rehabilitation efforts.

4.3 Employee Initiated Rehabilitation Treatment

- Employees using alcohol or illegal drugs in violation of this policy are encouraged to contact the Employee Assistance Program, their Manager, or the Library Director for counseling and possible referral for treatment. Employees who admit the use of an illegal drug and initiate treatment prior to discovery of unlawful use by the Library will not be subject to discipline solely as a result of prior unlawful use of an illegal drug. Such employees may be provided with counseling and referred for treatment.

- Employees may be placed on medical disability during treatment. The employee may be transferred to another job if necessary. Employees undergoing treatment must meet all normal standards and requirements of the job assigned.
- The counseling and treatment process will be managed by a physician in cooperation with the Library Director. Counseling and treatment will be kept confidential to the extent practical and consistent with such factors as reassignment, absence from work for treatment, or the employee's failure to cooperate with the treatment program. Failure to cooperate with the treatment program will be grounds for discipline including termination of employment.

4.4 Management-Initiated Rehabilitation Treatment

- Employees who are confirmed by testing to have illegal drugs in their system will be subject to discipline which may include discharge. Employees who admit to unlawful drug use at this point will still be subject to disciplinary action. Such discipline, including possible discharge, shall also apply to employees who admit unlawful use of controlled drugs after deterioration of job performance. Treatment may be required if the employee is to be retained in the workforce. If rehabilitation is offered to the employee in lieu of discharge, the employee will be required to complete the rehabilitation program to continue employment.
- Each situation (individual or group) will be thoroughly reviewed. Based on this review, the Manager, and/or the Library Director will determine the specific action to be taken concerning drug testing, discipline, treatment, and subsequent placement or termination of employment.

4.5 Post-Treatment

- Employees treated for unlawful use of illegal drugs may be required to be tested from time-to-time after treatment is concluded. Refusal to be tested will be grounds for discipline including discharge.
- Employees who complete treatment and any required follow-up treatment and remain drug free will normally be eligible to resume their former position or a comparable position. Confirmed unlawful use of illegal drugs after the completion of the treatment program will be grounds for discipline up to and including termination of employment.
- The Group Health Plan may provide for substance abuse treatment.

4.6 Disciplinary Actions

- Employees found to have been under the influence of illegal drugs, cannabis, or alcohol while on Library premises and/or in the performance of duties whether on or off Library premises may be subject to disciplinary action, including and up to termination of employment. Eligibility to be considered for future employment will be subject to a review by the Manager and the Library Director.

5. Safety

- The Library is committed to maintaining a work environment that is free from intimidation, threats, or violent acts, and also is free of illegal drugs, cannabis, alcohol, and weapons.

5.1 Security Inspections

- Desks, lockers and other storage devices may be provided but remain the sole property of the Library. Accordingly, these areas, the Library's vehicle and other workplace areas, as well as any articles found within them, can be inspected by any agent or representative of the Library at any time, with or without prior notice. Employees should have no expectation of privacy within any of the above mentioned equipment, places or locations.

5.2 Threats, Violence and Weapons

- The Library prohibits intimidating, threatening or hostile behavior; physical abuse; vandalism; arson; sabotage; use of weapons; in the Library building, the Library's vehicle or on Library grounds; or any other act, which, in the Library's opinion, is inappropriate to the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures. This list is not intended to be all-inclusive.
- Employees who believe they have been subjected to any of the behaviors listed above, or witness such behavior, are required to immediately report the incident to their Manager, the Library Director, or the Person in Charge. All complaints will be investigated. Based upon the results, disciplinary action up to and including termination will be taken against the offender, if appropriate.
- Employees are empowered to contact the proper law enforcement authorities without first informing management if they are certain that a threat to their safety or that of others is imminent.

5.3 On-the-Job Safety

- Employees are expected to exercise caution and observe all established safety rules and regulations applicable to their position and in the operation of tools, equipment and motor vehicles in connection with Library business. Motor vehicles are an extension of the workplace.
- Any employee acting in a managerial capacity shall require all employees under their supervision to comply with all applicable safety rules and practices.
- The following safety rules apply to all employees of the Library:
 - Any employee having knowledge of any unsafe condition or work practice shall report such condition or practice to their Manager or the Facility Manager immediately.
 - All employees shall use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.

- All employees shall familiarize themselves with the safety rules applicable to their jobs and shall consult with their Manager on any safety rule or practice not understood, or whenever work conditions present unforeseen hazards.
- No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.
- Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
- All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as provided, or directed.
- When driving or riding as a passenger the Library's vehicle, or in a personal vehicle while on Library business, employees shall wear properly adjusted and fastened seat belts.
- Employees shall comply with all applicable local, state and federal traffic laws when operating the Library's vehicle or personal vehicle while on Library business. Use of a hand-held mobile telephone or similar communication device while driving is prohibited by State law. Employees whose job responsibilities include regular or occasional driving are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Texting or sending e-mails or other written communications is prohibited while operating a vehicle.
- Any employee who suffers an on-the-job injury or illness, or is involved in an accident while operating or riding in the Library's vehicle, or a personal vehicle on Library business, shall immediately complete a report of accident on the approved report form and submit the form to their Manager and Library Administration even if the employee has not received medical attention as a result of the accident.

5.4 Noncompliance

- Employees who do not comply with above safety rules or other department specific rules are subject to disciplinary action up to including termination of employment from the Library.

6. Anti - harassment

6.1 Zero Tolerance for Discrimination and Harassment in Workplace

- The Library is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the Library has zero tolerance for harassment of Library employees by anyone, including any co-worker, manager, trustee, vendor, client, customer or any other person. The Library maintains a zero tolerance policy for harassment, sexual harassment and discrimination. All claims of harassment, sexual harassment, and discrimination will be investigated.

6.2 Harassment

- Harassment consists of unwelcome conduct, whether verbal, physical or of a visual nature that is based upon a person's protected status, including race, age, sex, sexual orientation, gender identity, color, religious affiliation, political preference, national origin, physical or mental disability, ancestry, marital status, parental status, unfavorable discharge from the military (except dishonorable), source of income, housing status, or any other protected status under applicable law. The Library will not tolerate harassment that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.
- The conduct prohibited by this policy includes, but is not limited to: epithets, slurs, jokes, negative stereotyping, or intimidating acts that are based on a person's protected status; written or graphic material circulated in hard copy or via any electronic or digital means, available on the Library's computer system, or posted or distributed within the workplace that shows hostility toward a person or persons because of their protected status.
- Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment the Library discourages any such conduct in the workplace.

6.3 Sexual Harassment

- Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitute sexual harassment when:
 - Submission to the conduct is an explicit or implicit term or condition of employment;
 - Submission to or rejection of the conduct is used as the basis for an employment decision;
 - The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex and may include, but is not limited to:
 - Explicit sexual propositions
 - Sexual innuendo
 - Suggestive comments
 - Threats
 - Sexually oriented "kidding" or "teasing"

- Sexually oriented “practical jokes”
 - Jokes about gender-specific traits
 - Foul or obscene language or gestures
 - Suggestive or insulting noises or whistling
 - Leering
 - Displays of foul, pornographic, sexually explicit or obscene printed or visual materials
 - Physical contact, such as patting, pinching, brushing against another’s body
 - Coercing sexual intercourse or assault
- This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature. This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation.

6.4 Reporting Requirements

- All Library employees are responsible for helping to ensure that harassment, including sexual harassment, is avoided. Employees who feel they have experienced or witnessed any conduct that is inconsistent with this policy are to notify their Manager or the Finance and Administrative Services Manager, if said person is not involved in the harassment charge. If their Manager or the Finance and Administrative Services Manager is involved in the harassment charge, notification should be given directly to the Library Director or the Library Board President, providing said person is not involved in the harassment charge. Any Manager who is aware of conduct inconsistent with this policy is expected to promptly report such conduct to the Finance and Administrative Services Manager or the Library Director. A Manager’s failure to make such a report may constitute a violation of this policy.
- Library Trustees who feel they have experienced or witnessed any conduct of other Trustees that is inconsistent with this policy are to notify the Library Director, who will refer the review of allegations to an independent attorney.
- The Library forbids retaliation against anyone that has reported harassment, assisted in making a harassment complaint, or cooperated in a harassment investigation. If you feel you have been retaliated against or have witnessed retaliation, you are to notify the Finance and Administrative Services Manager or the Library Director. Persons who report allegations of sexual harassment may also have whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act.

6.5 Investigation of Complaints

- All reports describing conduct that is inconsistent with this policy will be investigated promptly. The Library may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation takes place. The Library will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. The Library might also conclude, depending on the circumstances, either that no violation of policy occurred or that the Library cannot conclude whether or not a violation occurred. To the

extent reasonably possible, confidentiality with respect to reports and investigations under this policy will be maintained.

- If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the Library will take corrective action, including discipline up to and including termination, as is appropriate under the circumstances, regardless of the job positions of the parties involved. The Library may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy. If the person who engaged in harassment is not employed by the Library, then the Library will take whatever corrective action is reasonable and appropriate under the circumstances.
- The policy provides for immediate notice of problems to the Library personnel listed above, so that the Library may address and resolve any problems without waiting for any legal proceedings to run their course. However, employees may also file a charge of discrimination in writing with the IDHR within 300 days of the occurrence or with the EEOC within 300 days of the occurrence at:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200

Equal Employment Opportunity
Commission
JCK Federal Building
230 S. Dearborn St., Ste. 1866
Chicago, IL 60604
(312) 872-9777 or (800) 669-6820

6.6 False Complaints

- False and/or frivolous charges refer to cases where an accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual or other harassment. A false or frivolous charge of sexual harassment or other prohibited harassment is a severe offense that may result in disciplinary action up to and including termination of employment.

6.7 Training

- All Library employees and trustees are required to participate in annual anti-harassment training facilitated by the Library as required by Illinois State Law.

7. Solicitation

- In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may leave solicitation materials in the staff lounge or an area designated by a Manager in their department. Employees may not distribute literature or printed materials of any kind outside the designated locations, sell merchandise, solicit financial contributions, or solicit for any other cause during working time.
- Employees who are not on working time (e.g., those on lunch hour or breaks) may use this time to solicit other employees who are on meal or regular breaks. There is to be no solicitation in public areas where such activity is likely to disrupt patrons' use of the library facilities.
- In addition, the email system may not be used for non-work related solicitation except for Library-sponsored and sanctioned fund raising and Library social events, such as retirement parties, showers, and other employee celebrations.

8. Acceptable Dress

- We strive to maintain a high degree of professionalism and Library employees are expected to present a professional image to the public. A professional appearance is part of the pride we show in our work. Clothing does not determine one's competence and credibility, however it does influence others' perception of those qualities.
- All employees are required to display their Library provided nametag when working in the Library building or at a Library related community event.
- Questions regarding acceptable dress should be directed to your Manager.

8.1 Dress Standards

- No dress code can cover all contingencies therefore employees must exert a certain amount of judgement in their choice of clothing to wear to work.
- The Library's standard for acceptable dress is business casual, which includes denim jeans.
- All employees must adhere to the following:
 - All attire will be neat, clean, and free from rips, tears, or holes.
 - Leggings worn as pants, exercise, sweat, and pajama pants and shorts are not permitted.
 - Flip-flops are not permitted.
 - Athletic/gym or walking shoes are permitted.
 - Clothing that does not adequately cover underclothing, midriffs or may be considered too revealing is not permitted
 - Clothing with obscene, harassing, or discriminatory words, terms, logos or images are not permitted. Graphic t-shirts are discouraged, unless it is a Library issued graphic t-shirt.
 - Employees may wear shorts of at least knee length when facilitating programs outdoors.

8.2 Grooming Standards

- Employees are expected to maintain a high level of personal hygiene

8.3 Noncompliance

- Employees who do not comply with the Library's acceptable dress policy are subject to disciplinary action up to and including termination of employment.

9. Performance Management

- Communication between employees and Managers is critical. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their Manager if they feel additional ongoing feedback is needed.
- Generally, formal performance reviews are conducted once a year. These reviews typically include a written performance appraisal and discussion between the employee and the Manager about job performance and expectations.

10. Personnel Files, Reference Checks, and Mandatory Notification

10.1 Personnel Files

- The official personnel file is maintained in the Business Office at the Library. Personnel files for employees hired prior to 2023 are stored with the City of Park Ridge.
- The Library maintains historical performance evaluation forms for all employees in the Business Office.

10.2 Disciplinary Action Forms

- All written disciplinary actions will be maintained in the employee's personnel file. Once submitted to the Finance and Administrative Services Manager all written disciplinary actions will be considered part of the employee's permanent record.

10.3 Access to Personnel Files

- Employees have the right to review the personnel file maintained by the Library. For employees hired before 2023, the Finance and Administrative Services Manager will coordinate with City of Park Ridge Human Resources to arrange for said employees to review their files. Employees hired after 2023 are to contact the Finance and Administrative Services Manager directly to make an appointment to view their files during normal business hours, Monday through Friday, 9:00 am to 5:00 pm.
- Managers may review their employees' personnel files by scheduling an appointment with the Finance and Administrative Services Manager.

10.4 Reference Checks

- Requests for verification of employment data should be submitted to the Finance and Administrative Services Manager and be accompanied by the employee's written authorization for release of the information.
- Additional information regarding employment with the Library may be released to third parties in response to a request under the Freedom of Information Act, including information related to job positions, salary and pay rates, dates of employment, and employment status.

10.5 Mandatory Notifications to Human Resources

- Employees must notify the Finance and Administrative Services Manager within thirty (30) days of any change in:
 - Home address or telephone number.
 - Change in marital status.
 - Addition of dependent(s).
 - Deletion of dependent(s).
 - Name, address and telephone number of the person to be notified in case of an emergency.
- Benefits may be denied to a new dependent if the employee does not notify them within thirty (30) days of the change.

- Employees must notify their Manager and the Finance and Administrative Services Manager within twenty-four (24) hours of any loss of driving privileges.
- Employees must notify the Library Director of any criminal convictions (including pleas of guilty or no contest) for anything other than a minor traffic violation within twenty-four (24) hours of the conviction. The Library Director will determine if the nature of the conviction and the employee's job poses an unreasonable risk to co-workers or the public.

11. Employee Discipline

- Library employees are expected to conduct themselves in a manner consistent with the highest ethical and service standards prevailing in the professional community in which we operate. Disciplinary guidelines have been established so employees generally know what the organization expects of them.
- If an employee engages in unacceptable behavior, a Manager may provide coaching and a performance action plan in an attempt to change said behavior. Depending on the severity of the infraction, an employee may be subject to immediate paid or unpaid suspension or termination. **Unacceptable behaviors include, but are not limited to:**
 - Excessive, unreported or chronic absenteeism or tardiness. Absence without leave for a period of three (3) days (a voluntary resignation), or failure to report after leave of absence has expired or has been disapproved, revoked or cancelled by a Manager.
 - Incompetence, negligence, inefficiency, or failure or inability to perform assigned duties.
 - Falsifying or alteration of time-sheets, personnel records, employment applications, attendance, or any other Library records or documents.
 - Producing fraudulent statements or actions involving Library records or business activities.
 - Revealing any confidential Library information.
 - Deliberately damaging or destroying Library property.
 - Refusing to obey a direct, reasonable order that pertains to an employee's position.
 - Using obscene, abusive, inflammatory or derogatory language, including the spreading of rumors and/or gossip.
 - Fighting and/or physical, verbal, non-verbal, or written threats or intimidation.
 - Failure to report changes in driver's license status.
 - Using scheduled work time for activities other than job performance unless permission has been granted for those activities by the Manager.
 - Political activity on Library time.
 - Violation of established Library policies and procedures.
 - Any other misconduct as determined by the Library.

12. Dispute Resolution

12.1 Dispute Resolution

- Employees are welcome to express concerns arising out of their employment with the Library. Employees should first discuss their concerns with their Manager in accordance with established dispute resolution procedures. The Manager will work with the employee in a timely fashion to provide a determination, solution, or strategy for how to address the concern. This process is intended to promote the informal resolution of employee concerns and problems.
 - If the Manager is not able to resolve the issue, the employee may request a conference with the Finance and Administrative Services Manager.
 - In the event the Finance and Administrative Services Manager does not resolve an employee problem or concern in a manner satisfactory to the employee, the employee may request a meeting with the Library Director. The decision made at this level will be final.
 - In extraordinary circumstances where the employee believes that it would be inappropriate to discuss the matter with the management personnel set forth above; i.e. the matter involves illegal activity, or a pattern of discriminatory activity has occurred; the employee may bring the matter to the attention of the Library Board President. In such instance, the Board President shall report the matter to the Library Board of Trustees as soon as may be practicable.

12.2 Whistleblower

- The Library is committed to preventing retaliation against any employee who reports any activity undertaken in connection with the performance of Library activity that may be in violation of any state or federal law. All employees are protected as per the Illinois Whistleblower Act; [740 ILCS 174](#), and any person acting pursuant to this policy shall be afforded the same protections as are found in that Act.

13. Use of Library Equipment

- The Library provides equipment, supplies, and use of a vehicle to employees under certain, specific conditions. Employees are responsible for the proper operation and care of Library equipment. Library equipment includes, but is not limited to, vehicles, machinery, office equipment, tools and supplies.
- Removing from Library premises or being in the unauthorized possession of, or using for personal or any other inappropriate use, any Library vehicle, equipment, supplies, tools, material or property, or the vehicle, equipment, supplies, tools or property of a resident, business, Library official or fellow employee is prohibited.
- To be authorized to operate the Library's vehicle, or to operate a private vehicle in conducting Library business, you must have a valid driver's license.

13.1 Employees Use of Library Equipment

- Employees are responsible for the proper operation, care and conservation of Library equipment used in carrying out assigned duties. Equipment includes, but is not limited to, computers, printers, copiers, the Studio and Media Lab equipment. Employees are expected to report promptly any accident, breakdown, or malfunction of any equipment. In reporting an accident, employees must follow the established notification procedures.
- Employees are expected to conform to the highest standards of safety and courtesy during operation of the Library's vehicle. Seatbelts must be worn in the Library vehicle at all times. Failure to wear a seatbelt or failure to follow any other law may result in disciplinary action, up to and including termination of employment.

13.2 Use of Personal Vehicles on Library Business

- If an employee is authorized to operate a personal vehicle in conducting Library business they will be compensated for its use at the rate as set forth annually by the IRS.

13.3 Vehicle Rental

- If an employee is authorized to rent a vehicle temporarily to conduct Library business, the Library will reimburse the employee for the cost of the most economical vehicle available that meets the needs of the Library.
- The employee should request additional supplemental insurance, which will be reimbursed by the Library.

13.4 Personal Mail

- Employees may not use the address of the Library as a personal address for receipt of personal mail.
- Occasionally, it may be necessary for an employee to have a personal package delivered to the Library. Employees may receive packages with prior approval from the Facility Manager. The Library will not be responsible or liable for lost or misplaced packages.

13.5 Noncompliance

- Employees who do not comply with equipment use expectations are subject to disciplinary action up to including termination of employment.

14. Technology

- This is the policy and procedures of the Library regarding computer systems, email and internet access. Managers authorize access to the Library's network, intranet, internet and/or email systems for designated employees. The goal of this policy is to ensure the responsible and acceptable use of these resources. The safety and security of the Library's network and resources must be considered paramount. The Library's technology policy sets expectations for an employee's use of Library technology resources. Violation of the technology policy can result in discipline up to and including termination of employment.
- The library provides technology resources to employees for Library business use. All library technology resources, and all communications and information pertaining to library business transmitted through, received on, accessed on, or contained in the Library's technology resources are library property. Employees should be aware that the Library reserves the right to monitor and access all technology resources, including the content of files and communication platforms such as email and chat.
- Electronic communications and documents created by employees using library technology resources also are subject to Freedom of Information Act (FOIA) requests. Employees should understand that any work they create for the library could be accessed through a FOIA request.
- The Library contracts with a third party technology firm to support the Library's technology resources. The outsourcing firm uses monitoring software agents and other tools to regularly scan and access the Library technology resources. In order to maintain the Library network and secure it against harmful activities, the Library may monitor firewall traffic, including internet traffic created by employees. As a result, employees should have no expectation of privacy in connection with the use of the Library's technology resources.

14.1 Security

- Security must be a high priority for every Library employee. The Library expects employees to follow measures to protect the Library's technology resources and to prevent unauthorized access to Library networks and data.
- Employees must follow the Library's procedure for creating and maintaining current, strong passwords. Passwords for Library technology resources should not be shared with other employees or anyone outside the Library. The Library reserves the right to request access to or reset an employee's password to access any Library resource.
- Employees who wish to access the Library's network from outside the Library must receive permission from the Library Director. Once approval is given, employees must use a Virtual Private Network (VPN) that is configured by the Library to access these resources. The Library may revoke remote access at any time.
- Employees are expected to report suspected security breaches to the Library Director and to the technology outsourcing firm representative in a timely manner. This includes, but is not limited to, suspected phishing attempts, social engineering, and stolen or compromised passwords.

14.2 Computers and Software

- The Library provides technology resources like computers and software to employees for Library business use. Personal use of these resources should be minimal and on personal time.
- All Library computers must be kept secure during Library operations. Employees are encouraged to lock their computers when not in use. Employees should also secure their computers at close by shutting them down.
- Only authorized IT personnel may complete installations, upgrades, and repairs to library computers and software. Employees requiring assistance should reach out to their Manager.
- Employees must adhere to all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, and software license agreements concerning access, use, and copying of software or other electronic material.
- Employees may not tamper with or in any way alter Library computers or software. Employees members found tampering with or altering these resources will be subject to disciplinary action up to and including termination of employment.

14.3 Library Issued Equipment

- An employee may bring home Library equipment for a pre-approved work related purpose including but not limited to laptops, tablets, cameras, etc. Any equipment that is brought home will be the responsibility of the employee and shall not be used by any other person. Any damage that happens to a piece of equipment should be immediately reported to the Library Director. Employees are expected to take necessary precautions to avoid loss, damage or theft.
- Upon resignation, retirement, or termination of employment, employees must return any issued or borrowed Library devices. At any time, employees may be asked to produce the issued devices for return or inspection.

14.4 Files and Data

- Employees are required to use networked file locations when creating and saving files. These networked locations are regularly backed up and ensure ongoing access to this data.
- Managers should keep sensitive files in a secure location on the shared drive or an approved electronic file storage medium.
- Accessing, copying, or manipulating patron records for non-library use is prohibited.

14.5 Electronic Communications

- The Library provides a variety of electronic communication platforms for employees use to conduct library business. These platforms include, but are not limited to email, chat, telephones, project management software, and email newsletters.

- Employees must follow Library procedures around retaining electronic communications by archiving work-related communications. This ensures that relevant communications are accessible through Freedom of Information Act (FOIA) requests.
- The Library's prohibition against sexual, racial and other forms of harassment are extended to include the use of electronic communication platforms. Offensive, harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their Manager or the Library Director.
- Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be exchanged haphazardly through any communication channel.

14.6 Library Issued Communication Devices

- Employees in possession of Library mobile phones are expected to protect the equipment from loss, damage, or theft. Employees should not use such devices to communicate or store confidential or sensitive Library information, and in the event such use is unavoidable, the employee must immediately remove the confidential or sensitive information from the device. Any device used for Library purposes must be password-protected. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the mobile phone for return or inspection. Employees who use Library mobile phones specifically consent to the access by and disclosure to the Library of information created, entered, transmitted or received via such devices that is stored by a third-party electronic communication service or remote computing service.

14.7 Personal Devices

- While at work employees are expected to exercise the same discretion in using personal mobile phones as is expected for the personal use of Library computers. Personal phone calls and messaging must be limited to non-work time, or otherwise cleared through the employee's Manager, and must be made in a manner that does not disturb employees who are working. Employees are expected to devote working time to performance of job duties, and any use of communications devices during working time for messaging or functions other than a phone call that has been cleared through the employee's immediate Manager is strictly prohibited.
- Employees may join their personal device to the Library's wireless network designated for employees personal devices.
- The Library's IT System's Administrator will not support or troubleshoot problems with an employee's personal device except as it relates to employees using the multi-factor authentication app to log into Library computers or accounts.
- The Library is not liable for the loss of personal devices brought into the workplace.

14.8 Training

- The Library will deploy required virtual training programs on topics related to technology, including but not limited to, library services, cyber security, phishing, malware, etc.

14.9 Noncompliance

- Employees who do not comply with the Library's technology policy are subject to disciplinary action up to including termination of employment.

15. Social Media

- The Library's use of social media is closely tied to the to the Library's Mission, Vision, and Strategic Plan. The Library uses social media to communicate information, to promote Library programs, reading, services, and community events. Social media is defined as: blogs and online discussion forums including but not limited to Facebook, Twitter, Instagram and LinkedIn.

15.1 Library Sponsored Social Media

- The Library Director has access to social media platform passwords and shares them with their designees. Employees are not permitted to change social media platform passwords without authorization from the Library Director.
- Only employees designated and authorized by the Library Director can post content on the Library's sponsored social media accounts.
- Employees that contribute to the Library's social media should present content in a clear and professional manner.
- Employees must follow all copyright laws as they relate to posting content on the Library's social media accounts and must check facts, grammar and spelling before posting.
- Employees may not post confidential, work-related information.
- Employees that leave the employment of the Library may not continue to post items on the Library's accounts. Social Media platform passwords will be changed upon employee exit.
- Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act (FOIA) requirements and records retention guidelines.

15.2 Employees' Personal Use of Social Media

- Library employees have the same rights to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any Library policy. Library employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time.
 - Employees that identify themselves as employees of the Library shall make it clear that the views expressed are their personal views and do not represent the views of the Library.
 - Employees shall respect the Library's confidential and proprietary information and shall not post information that is still in draft form or is confidential.
 - Employees shall respect all Library patrons online as they do in person and on the phone. Comments about patrons in general, about specific questions from patrons, or about patron behavior are not appropriate.

15.3 Noncompliance

- Employees who do not comply with social media policy are subject to disciplinary action up to including termination of employment.

D. Compensation and Benefits

16. Pay Program

16.1 Compensation Philosophy

- The Library recognizes the essential role employees have in furthering the Mission and Vision of the Library and in achieving the Library’s strategic goals. The Board of Trustees and Library Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the Library to recruit and retain highly proficient and qualified employees and reward high-performing employees at all levels.
- The Library will establish and maintain pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges.
 - Internal equity refers to the constant effort to ensure that pay is managed fairly across all employee pay ranges. Employees will be paid within the pay range for the pay grade of their position.
 - In determining an employee’s rate of compensation within their assigned pay range, Administration may consider the employee’s performance, contribution, education, experience, and the requirements for the position.
 - Merit increases will be reviewed annually. Merit increases or one-time awards may be granted to employees who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year’s annual performance review.
 - The Library seeks to provide competitive salaries across all jobs—defined as sufficiently close to the median of the local library competitor market to continue to attract and retain superior employees.
- The Library’s compensation structure includes competitive benefits for eligible employees which may include health, dental, vision and insurance coverages; paid time off and paid holidays; and enrollment in the Illinois Municipal Retirement Fund. Training is available and encouraged for all positions.
 - Individual employee’s eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.
 - The Library seeks to ensure that benefits are offered and managed fairly across all jobs.

- The Library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The Library aims to allow time and financial support to enable employees to attend approved training.

16.2 New Hires

- A candidate who meets only the minimum requirements for the position will be offered the minimum rate of pay for that position. A candidate who exceeds the minimum qualifications stated in the class specification may be offered a salary above the minimum. Department Managers may use their discretion in hiring new employees and offering compensation between the minimum and midpoint. Any consideration to hiring above the midpoint of the pay range must be approved in advance by the Library Director.

16.3 Transfers

- Employees may transfer or be transferred to another department in a similar, lateral position. Such transfer will not change the employee's pay, grade or the date of the next evaluation for performance award. If the transfer is outside of a lateral move, the employee's new rate of pay will be based on the position's established pay grade.

16.4 Promotions

- Qualified employees will be advanced to openings in a higher classification through promotion within, based on the Library's needs. Those who are promoted to a position in a higher classification will normally begin at the minimum compensation of the new classification.

16.5 Temporary Work

- Employees required to work in a higher classification than their current position may be eligible to receive an increase in pay as follows:
 - The appointment to the higher position is at the direction of the Manager, with approval of the Library Director.
 - The employee is required to work in the higher classification for thirty-one (31) consecutive calendar days or longer.
 - The employee meets the minimum qualifications of the higher classification.
- Increased compensation for substitution of a position in a higher job classification is at the discretion of the Library Director.

16.6 Merit Award

- The performance award component is designed to reward job performance using the performance evaluation form and policy. Employees, whose overall rating Meets Standards or Exceeds Standards, generally will be eligible for consideration of a performance award. Employees whose overall rating is Requires Improvement will not normally be eligible for a performance award. Any funding for performance awards must be approved by the Library Board at the recommendation of the Library Director.
 - Employees who consistently perform all responsibilities in a fully competent manner and above are eligible to move from the minimum of the pay grade to the

maximum where authorized within budget. Employees who are at the maximum of their salary ranges will not normally be eligible to receive increases to base pay. They may, however, be eligible to receive a performance award in the form of a lump-sum bonus, as authorized and approved by the Library Director, provided the performance warrants that increase.

16.7 Payroll Deductions

- Automatic payroll deductions required by law include Social Security, Medicare, federal and state income taxes, and Illinois Municipal Retirement Fund. Other involuntary deductions may be made as required by law or court order, such as child support payments or wage garnishments. Voluntary deductions may be made for elective programs such as health insurance, life insurance, or dental insurance. Except as required by law or court order, deductions will not be made without written authorization from the employee.

- All such deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form. Any change to your legal name, address, telephone number, marital status or number of exemptions must be reported to the Finance and Administrative Services Manager immediately, to ensure proper deductions for tax purposes.

16.8 Deductions from Pay for Exempt Employees

- Exempt employees are entitled to receive a fixed, predetermined amount of compensation on a biweekly basis. This salary is not subject to reduction because of variations in the quality or quantity of the employee's work. However, as expressly permitted by law, the Library reserves the right, at its sole discretion, to make deductions to an exempt employee's paycheck in the following instances:
 - Absence from work for one or more full days for personal reasons other than sickness or disability;
 - Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
 - Offset for amounts received as witness or jury fees, or for military pay;
 - Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions; or,
 - During the week an exempt employee begins work for the Library or during the last week of employment, the employee will only be paid for actual hours worked.

16.9 Errors in Pay

- If an employee believes that there has been an error in their pay, including an improper deduction, the employee should first check-in with their Manager and then report the error to the Financial and Administrative Services Manager. If an error has been made the Library will reimburse the employee and take appropriate measures to ensure that such error is not made again in the future.

16.10 Your Paycheck

- Paydays are bi-weekly. All employees have access to an online employee portal to view check stubs, withholding allowances and direct deposit information.
- All employees will receive their remittance advice of deposit or paychecks every other Friday. For the purpose of determining any overtime pay, the 'pay week' begins Sunday and ends Saturday.
- If the regular payday falls on a holiday, payday will normally be the last workday prior to the scheduled payday.

17. Hours of Work

17.1 Days of Work

- Weekly schedules vary from department to department based on their needs. In order to cover all of the hours that the library is open, employees are scheduled to work a combination of morning, afternoon and evening shifts, including Saturday and Sunday shifts.
- The Library's workweek runs from Sunday through Saturday.

17.2 Hours of Work

- Full-time employees are scheduled to work 37.5 hours per week, 7.5 hours per day.
- Half-time employees are scheduled to work between 19 and 29 hours per week; daily shifts cannot exceed 7.5 hours per day.
- Part-time employees are scheduled to work less than 19 hours per week; daily shifts cannot exceed 7.5 hours per day.
- Saturday and Sunday are regular workdays and employees are paid straight time.

17.3 Meal and Work Breaks

- Meal periods are one hour of the employee's own time when working a 7 or 7.5 hour shift. These periods are scheduled by the employee's Manager. Exceptions must be approved by the employee's Manager or the Person In Charge.
- Employees may take a paid fifteen-minute work break for each consecutive 3 ½ hours worked. Employees working a full day (at least 7 hours) may take two breaks, regardless of their meal break schedule.
- If a department is short employees or it is an exceptionally busy day and library service would be affected, employees may be asked to forfeit a work break.
- Lost work time may not be made up by skipping meals or breaks. Time allowed for meals or breaks may not be accumulated for future use. Breaks may not be used to take the place of a meal period, nor may they be used either at the beginning or end of a scheduled work period. Employees must return promptly from their meal periods and breaks. When employees are repeatedly tardy, it increases the workload of others in the department. Chronic tardiness will affect the employee's performance appraisal and that individual may be subject to discipline, up to and including termination of employment.
- Nursing mothers may take paid, reasonable breaks during the workday to express breast milk for a period of up to one (1) year after the birth of a child. The Library provides a private, staff wellness room for such use.

18. Timesheets, Overtime and Compensatory Time

18.1 Timesheets

- Timesheets provide a record of hours worked, including, but not limited to, sick leave, holidays, vacation time, and paid time off (PTO). They should be completed daily by the employee using the ADP online system and approved by the Manager at the end of the pay period. Employees must complete these sheets accurately. Failure to complete an accurate timesheet and/or falsifying timesheets may result in disciplinary action up to and including termination of employment. Employees may be entitled to overtime compensation depending upon the position they hold.

18.20 Exempt Employees

- This classification of employee is paid on a bi-weekly salaried basis and is exempt from overtime, that is, is not eligible to receive overtime regardless of the hours worked in any given week. Positions in this classification are executive, administrative and professional as defined by the Fair Labor Standards Act.

18.21 Non-Exempt Employees

- This classification of employee is paid on a bi-weekly basis, and is eligible for overtime. It includes part-time employees. Employees in this classification will receive overtime for all hours worked over 37.5 per week. Managers must approve all overtime in advance. Time worked in excess of 37.5 hours per week constitutes overtime work. Employee will receive overtime compensation at 1.5 times the regular hourly rate of pay and may receive this as direct pay or compensatory time.
- Non-Exempt employees may make-up time they are absent from work in lieu of using benefits or leave without pay if absence and the make-up time both occur during the same workweek. Time may be made up by working extra time before or after the workday hours. Working through a lunch or break period is not permitted for make-up time. Except in emergency situations, an employee must first obtain approval from their Manager to use the make-up time option.

19. Inclement Weather or Emergency Closure

- When it is necessary to close the Library due to inclement weather or due to an emergency, Library employees will be compensated in the following manner.

19.1 Full-time Employees

- Full time employees will be paid for the hours they were scheduled to work that day.

19.2 Half-time and Part-time Employees

- Half-time and part-time employees present at the time of the closure will be paid for the hours they normally would have worked to the end of their scheduled shift. Half-time and part-time employees not present at the time of the closure will be notified prior to the start of their shift to not report to work and will not be paid.

20. Service Recognition

- The Library recognizes that longevity is integral to the success of the organization and wants to recognize employees for their years of service. Library employees will receive a coupon for time off as outlined below on these respective anniversaries: 5, 10, 15, 20, 25 years and every five years after. Time off awarded is determined by the number of hours per week the employee is currently budgeted for as follows:
 - Part-time and half-time employees 3.75 hours paid time off
 - Full-time employees 7.5 hours paid time off
- The time off coupon expires six months after it is issued. This time cannot be carried over and it will not be paid out upon termination.

21. Benefits

- Employee benefits are administered by the City of Park Ridge Human Resources Department. The Finance and Administrative Services Manager is the liaison between Library employees and the City of Park Ridge in matters related to benefits.
- The health, dental, vision, and life insurance provisions set forth below provide only a brief description of your benefits. Summary plan descriptions (SPD) are available on the staff intranet. The actual plan documents, which are available by making a written request, are the final authority in all matters relating to benefits described in the library policies or in the summary plan descriptions and will govern in the event of any conflict. Additionally, the City of Park Ridge reserves the right to change or eliminate any benefits at any time in accordance with applicable law or City Council policy direction.

21.1 Group Medical Insurance Coverage

- If you are a regular full-time employee, or for purposes of the Affordable Care Act only an employee who works on average at least thirty (30) hours per week or 130 hours per month, the Library offers group health and major medical insurance to you and your eligible dependents effective with the date of your employment. At your option, you may elect coverage through any one of the health and major medical plans made available by the Library. For full-time employees, the Library shall pay a portion of the monthly employee and dependent premium, as determined from plan year to plan year.
- The City of Park Ridge and/or Library may, at its option, modify plan design, extent of benefits, or change commercial insurance carriers. All Library employees will be notified of any changes.

21.2 Employee Assistance Program (EAP)

- An Employee Assistance Program is provided for all employees. An Employee Assistance Program (EAP) is a professional and confidential counseling and information service designed to help resolve any personal concerns an employee or family member may have. Information on the EAP is posted on the Library's intranet and available from the Finance and Administrative Services Manager.

21.3 Group Dental and Vision Coverage

- Full-time employees and eligible dependents can elect to participate in group dental and/or vision insurance program effective from the date of your employment. The Library shall pay a portion of the monthly employee and dependent premium, as determined from plan year to plan year.

21.4 Flexible Spending Account (FSA)

- Full-time employees are eligible for participation in the Flexible Spending Account (FSA) program. The FSA allows you to set aside pretax dollars to pay for out-of-pocket health and dependent care expenses.

21.5 Life Insurance

- Full-time employees receive basic term life insurance that is paid by the Library. Additional supplemental term life insurance coverage is also available. Please see the Finance and Administrative Services Manager for specific life insurance coverage information.

21.6 Provision for Continuation of Group Medical and Dental Coverage (COBRA)

- If you would otherwise lose your group coverage because of a reduction in your working hours or the termination of your employment for reasons other than gross misconduct on your part, you may be eligible to continue under the Library's plan for a period of time as prescribed by COBRA law. The Library will notify you of the time period for which continuation of coverage may be provided, depending upon your individual situation.
- If you elect to continue coverage, you are responsible for payment of the full premium plus administrative fees, which may change from time to time.

21.7 Pension Benefits: Illinois Municipal Retirement Fund (IMRF)

- All employees working more than 1000 hours per year (full-time and half-time) are required to participate in Illinois Municipal Retirement Fund (IMRF). The Library makes a contribution for each participating employee.
- The City of Park Ridge acts as the authorized agent for the City's plan of which the Library is a part. The Finance and Administrative Services Manager acts as a liaison between Library employees and City staff for paperwork processing. Employees who have questions about their retirement, disability, or death benefits must contact IMRF directly, www.imrf.org.

21.8 Personal Technology Reimbursement

- The Library recognizes that exempt employees and other employees, designated by the Library Director, may be required to use personal devices for work-related reasons. As per the Illinois Wage Payment and Collection Act, the Library will provide said employees with a monthly stipend to compensate for the costs of such use. The current rate for the stipend is \$25.00/month and will be processed with the first payroll check.

22. Workers Compensation

22.1 Accident and/or Injury in the Workplace

- All employee accidents and/or injuries while on the job must be reported to the Library Director, or in their absence, the Finance and Administrative Services Manager as soon as practicable.
- Library employees who are involved in or witness an accident and/or injury must document the incident in accordance with the Library's incident reporting procedures within 24-hours.

22.3 Violations/Disciplinary Actions

- The following violations are major offenses for which any employee could be terminated immediately. The decision as to what disciplinary action will be taken rests solely with management and is made on a case-by-case basis.
 - **Drug-Related Accidents:** Employees who report to work when physically, mentally or emotionally impaired and unable to perform assigned responsibilities and are involved in an accident that results in injury and/or damage to property will be subject to a drug screen. *Please see #4 Drug, Alcohol, Cannabis, and Smoke Free workplace policy in this handbook for additional details.*
 - **Hazardous Acts:** Employees who knowingly circumvent safety procedures, or violate safety rules or practices as well as employees who have been previously counseled for a similar incident may be subject to immediate termination of employment.
- The following violations are offenses for which substantial penalties could be levied. Normally, an employee will be subject to progressive counseling. The decision as to what disciplinary action will be taken rests solely with management and is made on a case-by-case basis.
 - **Reporting Requirement:** Failure to report all occupational injuries or acts that result in injury. This includes failure to report the accident to Library Administration within 24 hours of occurrence.
 - **Medical Attention:** Failure to receive medical attention at the designated medical facility.
 - **Negligent Conduct:** Failure to use reasonable care in performance of work-related duties, which may result in injury or property damage.
 - **Irresponsible Actions:** Behavior, which creates risk of harm or actual harm to another person or the business, damage to company property or to the property of others while on company time or on the premises. This includes, but is not limited to reckless use of company equipment; assault or attempted physical assault on any fellow associate or horseplay.

23. Bloodborne Pathogens

- While normal Library operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens, the Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne pathogens, which have been incorporated by administrative actions.

23.1 Exposure Determination

- No particular job classification of the Library has occupational exposure (a reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties). Emergencies may occur, however, with employees or patrons and Library employees may need to assist.

23.2 Universal Precautions

- All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immune deficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

23.3 Exposure Control Plan

- At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined even if the entire Library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, and masks are kept at the Library and shall be used in the cleanup and safe disposal of contaminated waste. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment.
- Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee, or employees, a confidential medical evaluation. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

23.4 Training

- The Library shall provide precautionary and exposure control training for Maintenance Department employees.

24. Tuition Reimbursement Program

- The Library is committed to the professional development and education of its employees by supporting educational opportunities to further employees' knowledge and skill levels in their current occupations or by enhancing their potential for career advancement within the Library. The Tuition Reimbursement Program was established to provide an opportunity for employees to obtain additional education in order to increase their knowledge and abilities to prepare for future opportunities within the Library.

24.1 Eligibility

- Only full-time employees with 12 months of continuous employment prior to the start of the course are eligible for this program.
- Degree programs and courses that may be eligible for reimbursement include those offered by an accredited institution of higher learning (college, university, or technical school) at both undergraduate, graduate, and doctoral levels, courses designed to increase one's skill or trade, courses offered as part of an adult continuing education program and any other appropriate course in a field aligned with the line of work of the employee.

24.2 Approval

- The Library has the sole discretion to determine whether a degree program or course is job-related or fulfills a job-related requirement. Consideration will also be given to coursework that would enhance an employee's potential for career advancement within the Library. In addition, the employee's past work performance and disciplinary record will be considered in whether a request for tuition reimbursement shall be approved. The Library Director will make the final determination on an employee's acceptance into the tuition reimbursement program and may deny any request for the reimbursement that does not meet these criteria. Additionally, if an employee incurs discipline or an unsatisfactory evaluation while participating in the program, the Library Director can revoke the reimbursement privilege.

24.3 Application for Tuition Reimbursement

- Employees wishing to participate in the Library's Tuition Reimbursement Program must complete a Request for Participation Form found on the staff intranet before the start of each course along with any supporting documentation. Employees shall then submit this form to their Manager for review and approval, who will then forward it on to the Finance and Administrative Services Manager for review. The Library Director shall make the final determination on an employee's acceptance into the tuition reimbursement program based upon the availability of funding, recommendations of the Manager and the Finance and Administrative Services Manager, and other relevant information.
- If there is a large pool of applicants, some information that may be considered in awarding tuition assistance will include, but is not limited to: length of time employed by the Library, length of time enrolled in a degree program, quality of work performance, and impact of coursework on the organization.

24.4 Applicable Costs and Amounts for Tuition Reimbursement

- Approved employees may generally receive \$2,500 reimbursement in the fiscal year, at the Library Director's discretion, provided that funding has been approved and is

available in the Library’s budget. The total pool set aside for the Tuition Reimbursement Program, will be determined annually as part of the budgeting process.

- Tuition reimbursement will be made only for tuition and not for mileage, fees, lodging, books, special materials or incidental expenses. Employees enrolling in college courses must take advantage of and pursue other financial sources such as grants, scholarships, G.I. benefits, and fellowships. The Library only considers the difference between the actual tuition cost and any received financial assistance award as the amount eligible for reimbursement. Employees who fail to disclose other sources of financial assistance in connection with their application and subsequent receipt of tuition reimbursement shall be subject to discipline, up to and including termination.
- The amount of tuition reimbursed is based upon the employee’s academic performance in accordance with the following schedule:

| Course Grade | Percent of Tuition Reimbursed |
|---------------------|--------------------------------------|
| Grade “A” or “B” | 100% of allowed tuition |
| Grade “C” | 75% of allowed tuition |
| Grade “Pass” | 100% of allowed tuition |

- Employees who withdraw from or otherwise fail to complete an approved course, or who fail to submit appropriate documentation of their grades within 30 days of course completion, will forfeit reimbursement.
- Approved employees seeking reimbursement of tuition costs must submit the Request for Reimbursement Form along with an official grade report or transcript and a receipt for the paid tuition within 30 days of course completion. The Library Director must first approve the request prior to the employee receiving any reimbursement from the Library.

24.5 Refund of Tuition Reimbursement

- Employees receiving tuition reimbursement agree to remain in active, full-time employment with the Library for at least 12-months after receiving tuition assistance. Employees who voluntarily separate from the Library before the 12-months have expired must refund the Library 100% for all tuition reimbursements paid within the 12-month period immediately prior to the separation. This one-year period commences with the completion of the last course reimbursed under this program. In the event the employee voluntarily separates from the Library prior to the completion of the 12-months of service, the entire amount of the reimbursement becomes due and payable from the employee’s final paycheck or the Library will invoice the unpaid balance, to be paid within 60 days.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the Third Floor Meeting Room at the Library

May 9, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Thiagarajan at 8:39p.m.

ROLL CALL

Trustees Present: Alexandrea Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger and Alyson Doubek, Library staff

Treasurer Somheil made a

MOTION: to approve the minutes of April 11, 2023

Trustee Thiagarajan seconded the motion.

Roll Call Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for May noting that all tasks are in progress and on track for timely completion. She noted that the call for trustee applicants has not yet been posted but she will be following up with the City on this matter.

CCS & OCLC ANNUAL FEES

Director Bertucci reviewed the memo on page 57 of the packet that provides background information on the formation and governance of the CCS consortium of which the Library is one of 28 member libraries. The memo also provides detailed information on the methodology for calculation of annual fees for each member of the consortium. For next year, the Library's fees are 3% lower than the prior year. Director Bertucci explained that the reduction is the result of an additional library, Warren-Newport, joining the consortium. In addition to the lower fees that result from the addition of another library, PRPL cardholders now have access to additional resources. Director Bertucci noted that OCLC fees are based on a 4% increase over last year's combined fees. The estimate for the Library is \$15,482.88. When the actual increase for the OCLC services contract is received, the fees will be adjusted to reflect actual charges and the libraries will be notified.

Trustee Thiagarajan made a

MOTION: to approve annual CCS consortium membership fees of \$60,453.30 and OCLC fees not to exceed \$16,000 for July 2023 through June 2024, to be paid from the Data Processing budget line

Trustee Rapisand seconded the motion.

Roll Call Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

Motion passed

OTHER

Trustee Thiagarajan noted that the official date for the end of the COVID emergency is May 11, 2023.

Trustee Thiagarajan made a

MOTION: to adjourn the meeting

Trustee Rapisand seconded the motion.

Voice Vote: All in favor

Motion passed

The meeting was adjourned at 8:45 p.m.



ANNUAL TASK CALENDAR FY23

JANUARY 2023

- Review Board Bylaws
- Solicit nominations for annual Library Award

FEBRUARY 2023

- Budget carryforwards from FY22
- Statistical collection review and discussion
- Secretary review of closed session minutes

MARCH 2023

- Annual Library Certification due to State Library
- Library award nominations due
- Annual Cyber Security presentation
- Receive FY annual report (IPLAR)

APRIL 2023

- *National Library Week*
- B&F quarterly check-in
- Receive FY Annual report (Marketing)
- Library Award presentation
- FY22 audit field work

MAY 2023

- Statement of Economic Interest due to Cook County
- Approve CCS and OCLC annual fees
- Employee policy manual work

JUNE 2023

- Nominating committee appointed
- Non-resident library card resolution
- Employee policy manual work

JULY 2023

- *Welcome new and reappointed trustees - tentative*
- *Election of officers – tentative*
- B&F review levy forecast
- Review budget assumptions for City-provided services
- Audit presentation
- Annual trustee and staff anti-harassment training
- Policy work

AUGUST 2023

- Board committee chairs assigned
- B&F quarterly check-in
- Strategic plan progress report
- Discuss draft summary FY24 budget and goals
- Review and approve FY24 salary plan
- Secretary review of closed session minutes

SEPTEMBER 2023

- B&F review levy forecast
- Review draft summary budget
- Review Board calendar and strategic plan initiatives
- Recognize former trustees
- Policy work

OCTOBER 2023

- *National Friends of the Library week*
- Approve FY24 Operating budget
- Approve 2023 Levy request
- 5 YR levy forecast
- Per capita grant requirements assigned
- Policy work

NOVEMBER 2023

- Review per capita grant requirements
- Approve 2024 days closed schedule
- Submit following year calendar for Board information – FY24

DECEMBER 2023

- Approve per capita grant request
- City Council Levy approval
- Library Director annual review

Updated: June 6, 2023



Memorandum

Memo Date: June 1, 2023
From: Alyson Doubek, Finance and Administrative Services Manager
 Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: June 13, 2023
Action Requested: For approval
Subject: Non-resident Library Card Fee

Background:

The Library sells library cards to non-residents that live in areas not taxed for public library service according to the [laws of the State of Illinois](#). Cards sold to non-residents provide all of the privileges of a resident library card and may be used at other libraries within the RAILS library system. The fee is determined using a mathematical formula provided by the State to calculate a fee equivalent to the average local tax support.

The State requires the Library Board of Trustees to annually review the fee for a Non-Resident Library Card and authorize selling library cards to non-residents.

Based on the Library’s anticipated tax receipts for Fiscal Year 2023, I recommend the Non-Resident Library Card Fee be \$284, effective July 1, 2023 and that the Committee approve the attached resolution so it can go to the Board for approval on June 20, 2023.

| | <u>2023</u> |
|--|-----------------|
| Estimate Library Income from Local Property Tax Sources – FY24 | \$4,233,161 |
| 2022 Census Data – Population | 38,278 |
| Total Tax Revenue Per Household | \$205.78 |
| 2022 Census Data – Average household size | 2.57 |
| Non-resident fee | \$284.22 |

Recommended Motions:

1. Approve a *Non-Resident Library Card Fee* of \$284 for qualified non-residents effective July 1, 2023.

Attachment:

- Resolution

**2023 ANNUAL RESOLUTION
AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS**

Whereas, the Park Ridge Public Library is a tax-supported public library; and

Whereas, people residing within the jurisdictional boundaries of the Park Ridge Public Library pay taxes to support the Library, and so need pay no additional fee to be eligible to receive a library card; and

Whereas, Section 5/4-7(12) of the Local Library Act stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

Whereas, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

Whereas, the Library Board of Trustees of the Park Ridge Public Library has determined for the period commencing January 1, 2023 and ending December 31, 2023, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE LIBRARY BOARD OF TRUSTEES OF THE PARK RIDGE PUBLIC LIBRARY as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Park Ridge Public Library whose closest public library is the Park Ridge Public Library, and not residing within the boundaries of another public library and owning or leasing no taxable property within the jurisdictional boundaries of the Park Ridge Public Library, may purchase a one year nonresident fee card for the price of \$284.00 effective July 1, 2023, calculated by the General Mathematical Formula (23 Ad. Code 3050.60(a)),

Section 2: Individuals residing beyond the jurisdictional boundaries of the Park Ridge Public Library, but owning or leasing (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within jurisdictional boundaries of the Park Ridge Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning or leasing taxable property within the jurisdictional boundaries of the Park Ridge Public Library, notwithstanding anything to the contrary in this Resolution, may obtain a non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Library Board of Trustees shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The Park Ridge Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Park Ridge Public Library shall cooperate with other participating area public libraries, the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23Ad. Code 3050.25.

Section 6: The policy of the Park Ridge Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the Park Ridge Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the Park Ridge Public Library.

ADOPTED this 20th day of June, 2023, by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the President and Library Board of Trustees of the Park Ridge Public Library.

Alexandrea Hanba, President, Library Board of Trustees

ATTEST:

Danielle Powers, Secretary, Library Board of Trustees