



Notice is hereby given that the following Committees of the Library Board will meet in the
THIRD 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, May 9, 2023 7:00 P.M.
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

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

1. Approve Minutes February 14, 2023
2. Investment policy
3. Other

COMMUNICATIONS & DEVELOPMENT (Rapisand and Renaldi – Co-chairs)

1. Approve Minutes April 11, 2023
2. Malinowski brick
3. Other

PERSONNEL (Rapisand, Chair)

1. Approve Minutes December 13, 2022
2. Employee Handbook Section 1
3. Other

PLANNING & OPERATIONS (Thiagarajan, Chair)

1. Approve Minutes April 11, 2023
2. Task calendar review and update
3. CCS and OCLC annual fees
4. Other

NO MEETINGS: BUILDING & GROUNDS, 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 first floor meeting room at the Library

February 14, 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; Theresa Renaldi; Gregg Rusk; David Somheil, Joseph Steinfelds, Deepika Thiagarajan

Others Present:

Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek and John Priala, Library Staff

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

Co-chair Rusk opened the Budget and Finance Committee meeting at 7:01 p.m.

Trustee Kiem made a

MOTION: to approve the minutes of January 10, 2023

Trustee Thiagarajan seconded the motion.

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

Abstain: Somheil

Motion passed

FY22 BUDGET CARRYFORWARDS

Co-chair Rusk reviewed the memo from Director Bertucci regarding FY22 budget carryforwards. He noted that these represents funds that have already been levied but not yet spent. Carryforwards from the Capital Budget total \$389,008 related to the following capital projects: Ice Melt System, PA system, Lintel construction, Masonry Wall construction, and remainder of funds originally allocated for the Fire Suppression project, carried forward from SY21. Carryforwards from the FY22 Operating budget include \$9,710 of Computer materials funds for the Email migration project and \$22,615 of Office Supplies funds for the Sound Attenuation project.

Trustee Rusk made the following

MOTIONS:

- (1) To approve FY22 to FY23 Capital Budget carryforward in the amount of \$389,008 of Building Improvement Funds for the Ice Melt System, PA System, Lintel construction, Masonry wall construction, and additional expenses/projects in progress
- (2) To approve FY22 to FY23 Operating Budget carryforward of \$9,710 of Computer Materials funds for the Email Migration project in progress
- (3) To approve FY22 to FY23 Operating Budget carryforward of \$22,615 of Office Supplies funds for the Sound Attenuation project.

Trustee Somheil seconded the motion.

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

Motion passed

OTHER

None

Trustee Rusk adjourned the meeting at 7:06 p.m.



Memorandum

Memo Date: May 3, 2023
From: Joanna Bertucci, Library Director
Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Budget and Finance Committee
Meeting Date: May 9, 2023
Action Requested: For approval
Subject: Investment policy

Background:

On Tuesday, April 25, Library Administration met with Budget and Finance Committee Co-Chairs Somheil and Rusk to review and discuss a draft investment policy. If approved, this policy would give the Board more flexibility in obtaining a higher return on investment for the Library's gift and donation funds. The impetus for this discussion was driven by the stronger than usual interest rates for certificate of deposits and a desire by Administration to continue to grow the recent \$250,000 Malinowski Estate gift.

If approved, Administration would start with developing a plan for the Malinowski Estate gift and then reach out to BMO Harris, Liberty Bank, and Parkway Bank to see what options they can offer that would provide the liquidity needed while yielding a higher return on investment.

Ms. Doubek has compiled a list of local banks and has started to make inquiries regarding the Malinowski Estate gift. The Budget and Finance committee suggested splitting the gift into two \$125,000 CDs so as not to go over the \$250,000 Federal Deposit Insurance Corporation (FDIC) limit.

Recommended Motion:

1. Approve the investment policy
2. Authorize the Library Director and Finance and Administrative Services Manager to invest the Malinowski Estate gift into certificates of deposit.

Park Ridge Public Library

Investment of Public Funds Policy **DRAFT**

Responsibilities

All investment policies and procedures of the Park Ridge Public Library (PRPL) will be in accordance with Illinois Law. The authority of the Library Board to control and invest public funds is defined in the Illinois Public Funds Investment Act (30 ILCS 235/1) and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and by designation the director acting under the authority of the Board.

“Prudent Person” Standard

The standard of care applicable to investment of PRPL funds is the “prudent person” standard of care. Using this standard, investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived. When acting in accordance with this standard of care and exercising due diligence, the Treasurer and other persons authorized by the Board, shall be relieved of personal responsibility for any investment credit risk, market price, or value change, provided that deviations from expectations are reported to the Board in a timely fashion, and appropriate action is taken to control adverse developments.

The Board shall seek to earn a reasonable rate of return on investments consistent with this policy. The Board will monitor at each regularly scheduled Board meeting the status of investments, fund balances and accounts.

Objectives and Guidelines

It is the Board’s policy to place ~~idle~~ funds outside of the Library’s operating account in relatively risk-averse assets that will provide the highest return possible while meeting the cash flow demands of PRPL and conforming to statutes governing the investment of public funds. In selecting financial institutions and investment instruments to be used, the following general objectives and guidelines should be considered in the order listed:

1. Legality and Safety

Investments in bonds or securities will be made only in bonds or securities guaranteed by the U.S. government or in FDIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed \$250,000, the amount insured under FDIC coverage, unless they are adequately collateralized.

Authorized investments include and will primarily consist of: interest-bearing Money Market accounts, Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, and any other investments allowed under state law that satisfy the investment objectives of PRPL.

2. Liquidity - Maintenance of sufficient liquidity to meet current obligations

The types and lengths of investments should be managed to ensure that PRPL is able to meet the cash flow requirements for ongoing operations and capital expenditures.

3. Yield

Within the constraints of Illinois law and this investment policy, every effort should be made to maximize return on investments. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.

4. Simplicity of management

The Treasurer, Director and other designated administrative staff must be able to manage PRPL investments effectively and efficiently within time constraints imposed by other responsibilities and the limitations imposed by their respective levels of financial expertise.

Signatories

The Library Director and Finance & Administrative Services Manager will be signatories on all investment accounts within the Library's control. In the event of staff turnover, Management and Treasurer will work together to appoint an additional signatory.

Execution

The Treasurer, working with Library Management, will bring forth recommendations for new investments or changes to current investment accounts through the Budget and Finance Committee. The Library Board of Trustees will vote on a final recommendation. Management will execute the Board's approved recommendation in a timely and expeditious manner.

Reporting and Monitoring

Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Board of Library Trustees. This policy shall be reviewed at least every three years for any needed modifications. The and

Treasurer will report to the Board of Library Trustees on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification and general performance.

Internal Controls

A system of procedures and Internal Controls shall be established by the **elected** Treasurer or Board of Trustees or governing body of the fund which at a minimum includes standards set by the Governmental Accounting Standards Board.

Collateralization and Safekeeping

Deposits in excess of FDIC insurable limits must be secured by collateral or private insurance. Eligible collateral instruments are any investment instruments acceptable under the Illinois Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time the PRPL makes the investment. Third party safekeeping is required for all collateral. To accomplish this, the securities serving as collateral must be held at one or more of the following locations: (1) a Federal Reserve Bank or its branch office; (2) another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve; (3) an escrow agent of the pledging institutions; or (4) the trust department of the issuing bank. Safekeeping will be documented by an approved written agreement that complies with FDIC regulations. Substitution or exchange of collateral held in safekeeping for PRPL is allowed, only if the market value of the replacement collateral is equal to or greater than that of the collateral being replaced.

Diversification

The Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs for those funds. Diversification can be by type of investment, number of institutions, and/or length of maturity.

Authorized Financial Institutions

Financial institutions shall be considered and authorized only by action of the Board, upon the recommendation of the Treasurer. The Treasurer will maintain a list of institutions authorized to provide investment services to PRPL. Any financial institution selected by PRPL shall provide normal banking services, including but not limited to: checking accounts, money market accounts, wire transfers, and safekeeping services. PRPL will not keep funds in any financial institution that is not a member of the FDIC.

Ethics and Conflicts of Interest

Trustees and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution and management of this policy, or that could impair their ability to make impartial decisions. Trustees, employees and investment officials shall disclose any material

interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to performance of the investment portfolio. Except as permitted under the Public Officer Prohibited Act (50 ILCS 105/3.2) no trustee or employee involved in the investment process shall have any interest, or receive any compensation from, any investments of RFPRPL, or the sellers, sponsors of managers of those investments.

Financial and Investment Service Providers

Investment advisors, money managers, and similar service providers may be engaged on an as-needed basis by action of the Board. This process will be designed and coordinated by the Director and Treasurer.

DRAFT

Approved: XXX

Banks in or near Park Ridge	Promotional Offers as of May 3, 2023
1. NorthSide Community 8060 W Oakton St (847) 692-7500 www.nscombank.com	<ul style="list-style-type: none"> - Savings Account 1% interest and 1%APY. Minimum is \$200 - Money Markey 1st Tier 1% interest - 12 month CD 4.25 % interest, 4.32% APY. \$5,000 minimum - 18 month CD 4.50 % interest, 4.58% APY.
2. First American Bank 7747 N Waukegan Rd Niles, IL 60714 (847) 663 6000	<ul style="list-style-type: none"> - 7 month CD 4.3%. Minimum \$2500 - 13 month CD 4.6%. Minimum \$2500
3. Liberty Bank for Savings 1018 W Touhy Ave Park Ridge, IL 60068 (847) 825-0693	<ul style="list-style-type: none"> - 10 month CD 4.45% interest and 4.55% APY - 22 month CD 4.40% interest and 4.5% APY
4. Chase Bank 1 S NW HWY Park Ridge, IL 60068 (847) 518-7100	<ul style="list-style-type: none"> - CD Rates are 1-2%
5. Time Bank 626 W Talcott Rd Park Ridge, IL 60068 (847) 384-9200	<ul style="list-style-type: none"> - 15 month CD 4% - Savings acct .75%, \$250K or more is 1.95%
6. Citi 115 N Northwest Hwy Park Ridge, IL 60068 (224) 585-0004	<ul style="list-style-type: none"> - 9 month CD 4.75%; minimum \$100K - 9, 12 or 18 month CD at 4.05% - 3 months guaranteed for a savings with \$25K minimum 4.25%
7. Huntington Bank (located inside Jewel) 615 Busse Hwy Park Ridge, IL 60068 (847) 384-8426	<ul style="list-style-type: none"> - 9 month CD 5.13% APY
8. PNC Bank 607 Devon Ave Park Ridge, IL 60068 (847) 384-1000	<ul style="list-style-type: none"> - 9 month CD 3.25% APY - Money Market 12 months 3.54% interest; minimum \$10K - Advisor can offer a rate at 4% for a CD or Annuity
9. Village Bank and Trust 950 W. Touhy Ave Park Ridge, IL 60068 (847) 384-8500	<ul style="list-style-type: none"> - Savings 4.00%; guaranteed for 1 year and the minimum is \$200 - 17 month CD 4.25% APY - 11 month CD 4.50%APY
10. Illinois Funds	<ul style="list-style-type: none"> - Offers 4.993% variable (info per COPR)

Cash Statement
Period 4 - April, 2023

CHASE BANK - OPERATING ACCOUNT	
City Administered Library Fund	\$4,891,202

LIBERTY BANK - PETTY CASH ACCOUNT	
Library Administered - Primary use to reimburse lost/paid patron fees	
<i>Names on account are Library Director, Finance and Administration Services Manager and Adult Services Manager</i>	\$ 210

CASH ON HAND - GENERAL	
Library Administered	\$ 530

BMO HARRIS - BUSINESS CHECKING ACCOUNT	
Library Administered - APY of 0.01%	
Opened when Liberty Restricted Gift Account reached maximum balance.	
<i>Names on account are Library Director, Finance and Administration Services Manager and Adult Services Manager</i>	\$ 125,514

LIBERTY BANK - RESTRICTED GIFT ACCOUNT	
Library Administered - Both Restricted and Unrestricted Donations - APY of 0.01%	
<i>Names on account are Library Director, Finance and Administration Services Manager and Adult Services Manager</i>	\$ 191,907

PARKWAY BANK - ENDOWMENT FUNDS	
Library Administered CD - 13 month term with an APY of 3.10%	
<i>Names on account are Library Director, Finance and Administration Services Manager and Adult Services Manager</i>	\$ 161,048

*NORTHERN TRUST - BRUCE MICHEL LIBRARY TRUST	
Michel Family Administered - Northern Trust - Technology Upgrades	\$ 203,538

*The Bruce Michel Library Trust funds are held at Northern Trust. The funds are earmarked for technology upgrades throughout the library. Requests for expenditure must be approved by Mr. Michel's widow and are disbursed by Northern Trust. The balance in this account is reported as of December 31, 2022, based on our quarterly account statement from Northern Trust.

**Recent bequest to be added to the Ledger

DRAFT - FOR DISCUSSION PURPOSES ONLY

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Communications and Development Committee of the Whole Meeting of the Board of Trustees held in the First Floor Meeting Room at the Library on April 11, 2023 at 7:00 p.m.

ROLL CALL

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

Trustee Renaldi called the meeting to order at 7:16 p.m.

MINUTES

President Hanba made a

MOTION: to approve the minutes of March 14, 2023

Trustee Somheil seconded the motion.

Voice Vote: Yes: Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Steinfelds, Thiagarajan

Motion passed

ANNUAL REPORT – FY22

Director Bertucci directed the committee's attention to the draft FY22 Annual Report for the Library and explained that copies will be distributed to the mayor, city council and City of Park Ridge administration and will also be posted on the Library's website. Discussion ensued with regard to using this data for social media, the use of data comparing PRPL stats with those of other libraries (Director Bertucci noted that comparative data is already on our website) and the possibility for next year of adding information with collection data that indicates new resources added to the collection.

LIBRARY AWARD UPDATE

Director Bertucci stated that Joan McGee, this year's Library Award honoree, will be attending the April, 2023 Board meeting. Programming librarian Sarah Vessalo will be inviting Ms. McGee's class participants to attend the award ceremony as well.

OTHER

None

The meeting was adjourned at 7:23 p.m.

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 First Floor Meeting Room of the Library
December 13, 2022 at 7:00 p.m.

Committee Chair Rapisand opened the Personnel Committee meeting at 7:45 p.m.

ROLL CALL

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

Trustees Absent: Lauren Rapisand, Chair

Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Jennifer Healy, and Laura Scott, Library staff

President Hanba will preside over this meeting in Trustee Rapisand's absence.

Trustee Renaldi made a

MOTION: to approve the minutes of September 13, 2022

President Hanba seconded the motion.

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

Abstain: Thiagarajan

Motion passed

ILLNESS IN THE WORKPLACE POLICY EXTENSION

The Library's Illness (COVID 19) at the Workplace for Library staff policy was extended through December 31, 2022 at the Board's September 13, 2022 meeting. Previous Board discussion has addressed concern about not having a Sick Policy in place for all staff during the pandemic. The State of Illinois continues to be under the Governor's disaster proclamation at this time. Director Bertucci shared that she had discussed extension of this policy through March 31, 2023 with Trustee Rapisand who is in favor of extension. Director Bertucci noted that a three month extension would cover the cold and flu season and it would be her expectation that the policy would be discontinued at that time, barring any unforeseen developments.

President Hanba made a

MOTION: to extend the Illness in the Workplace (COVID-19) for Library Staff policy through March 31, 2023

Trustee Steinfels seconded the motion.

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

OTHER

None

Meeting adjourned at 7:48 p.m.



Memorandum

Memo Date: May 9, 2023
From: Joanna Bertucci, Library Director
 Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Personnel Committee of the Whole
Meeting Date: May 9, 2023
Action Requested: For approval
Subject: Employee Handbook Section 1

Background:

With the transition to our own payroll system, Library Administration and Personnel Committee Chair Rapisand have been reviewing the Library’s Employee Handbook. Currently, the Library uses the City of Park Ridge Employee Handbook, which includes an appendix to designate areas where Library policy deviates from the City’s handbook.

Now that the Library is managing its human resources functions, it is appropriate that the Library have its own Employee Handbook.

Administration used the City’s handbook as a skeleton, but made significant changes to language to make policies Library specific. Additionally, some of the City’s policies do not apply or were in need of an overhaul. Lastly, the policies in the Library’s appendix were incorporated where appropriate. Details on how policies were modified are listed in the chart below.

Policy/Statement	Recommended changes
A. Introduction	NEW SECTION: Includes mission, vision, standards of service excellence and standards for processes and procedures, added language about federal and state law in regard to policy application
B. Definitions	Updated to Library’s pay classification schedule
Workplace Conduct	
1 Prohibited Conduct	Updated to <i>employees shall not accept tips or gifts over \$10 in value.</i>
2 Employee Problems and Concerns	The City's org chart is more layered than that of PRPL. We cleaned up the chain of command for employees with a problem/issue.
3 Equal Employment Opportunity (EEO)	No substantive changes
4 Recruitment and Hiring	Streamlined policy to match Library’s needs and current practices.
5 Conditions of Employment	No substantive changes
6 Safety & Security	No substantive changes; removed language applicable only to PR Police Department.
7 Personal Conduct	Updated list of unacceptable behaviors
8 Anti-Harassment	Added language about annual training requirement
9 Dress Standards	Language about dress code matches what is in the Library’s appendix.
10 Drug-Free Workplace	Removed language about random drug testing
11 Smoking Policy	No substantive changes
12 Use of Library Equipment	Added personal device stipend as per IL Wage Payment and Collection Act.



Memorandum

- | | | |
|-----------|-----------------------|--|
| 13 | Travel Policy | Updated to align with IL Public Act 99-0604 |
| 14 | Expense Reimbursement | Copied from appendix |
| 15 | Personnel Files | Updated to match current practice as per City of PR |
| 16 | Technology | The City's policy is almost 10 years old; and very dated. Rewrote the policy based on Library's policies and current practices |
| 17 | Social Media | Copied from appendix |

Motion:

Approve revisions to Section 1 of the Park Ridge Public Library Employee Handbook.

INTRODUCTION

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.

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 hiring, onboarding, training and retaining all Library staff. The Library partners with the City of Park Ridge to administer healthcare, pension, and other benefits.

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 staff to learn new skills and expand their knowledge base in preparation for handling greater responsibilities in the future. In return, the Library asks for a high degree of commitment, dedication, and professionalism to help achieve the aims and objectives of the Library.

Standards of Service Excellence

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 staff members 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 help a person. 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 and residents 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) provides 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, the City 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.

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 management, 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 phone call that 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-every staff member-has promised the patron excellent service.

Image Conscious: Every employee must guard and promote our 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.

Disclaimer

This is your personal copy of the Library's Employee Manual. If there is a need for additional information, you may contact your Manager or the Finance and Administrative Services Manager. Neither the policies, programs and benefits summarized herein, nor this employee manual 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 manual 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 updated editions of the manual 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, subject to applicable federal, state, and local laws. If you have any questions about this handbook, please see your Manager or the Finance and Administrative Services Manager.

Acknowledgment of Receipt: You will be required to sign a document acknowledging receipt of this manual. We will all be using and referring to these policies as we work together and, therefore, it is important to insure 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 full and part-time employees of the Library are expected to comply with all applicable policies and in particular those describing appropriate conduct in the workplace. These standards of conduct cover all conduct within the workplace, including by:

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

If you have any questions regarding how this manual applies to you, speak to your Manager or the Finance and Administrative Services Manager

Definitions:

Full-Time Employee: A full-time employee is an employee who regularly works at least 37.5 hours per week or more year-round. A full-time seasonal or temporary employee is not a regular full-time employee.

Half-Time Employee: A half-time employee is an employee who regularly works between 19 and 29 hours per week year-round. A half-time seasonal or temporary employee is not a regular half-time employee.

Part-Time Employee: A part-time employee is an employee who regularly works less than 19 hours per week year-round. A part-time seasonal or temporary employee is not a regular part-time employee.

Exempt Employee: An exempt employee is an employee performing duties determined by the City 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: A non-exempt employee is paid hourly and his/her 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 after July 1, 2014.

Policy Number 1: Code of Ethics and Prohibited Conduct

1.0 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 the Library contained in this manual or elsewhere will be subject to discipline, up to and including termination.

As a condition of employment, each Library employee agrees to:

- a) Effectively administer and implement the policies established by the Library Board of Trustees and Library Administration.
- b) Maintain the highest level of honesty and integrity in all dealings with the public, other governmental agencies, outside parties, and other employees.
- c) 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.
- d) 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.*
- e) 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 monetary value. Any employee having any knowledge about another employee's possible violation of this code of ethics, established Library policies, or this Employee Manual, shall bring it to the attention of their Manager or to the Library Director immediately.
- f) Comply with applicable State or Federal ethics laws.

Policy Number 2: Employee Problems and Concerns

2.0 Employee Problems and Concerns

- a) The resolution of employee concerns and problems is necessary to achieve our objectives of increased productivity and high quality of working life.
- b) Each Manager is responsible for taking prompt and appropriate action when an employee presents a concern or problem. The employee is to be given courteous attention and an unbiased and open evaluation of their problem or concern.
- c) An employee who has a problem or concern should discuss the issue with their Manager.¹ If the Manager is unclear about a specific policy, they should contact the Finance and Administrative Services Manager. The Manager should attempt to resolve the problem or explain to the employee why the concern or problem cannot be resolved in the manner requested.
- d) If the Manager is not able to resolve the issue, the employee may request a conference with the Finance and Administrative Services Manager, who will attempt to resolve the issue through a similar process as the Manager.
- e) In the event an employee problem or concern is not resolved by the Finance and Administrative Services Manager 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.
- f) This process is intended to promote the informal resolution of employee concerns and problems. It is also intended to supplement 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.
- g) 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.

¹ If the employee believes the problem is such that the Manager is not the appropriate person for discussion of the matter, the employee may contact the Finance and Administrative Services Manager. In situations where the Finance and Administrative Services Manager cannot resolve the issue, they will make an appropriate referral on the employee's behalf.

Policy Number 3: Equal Employment Opportunities (EEO)

3.0 Equal Employment Opportunities

- a) The Library is an Equal Opportunity Employer and does not discriminate in employment policies and practices for any reason, including race, age, color, sex, sexual orientation, gender identity, 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 legally protected status.
- b) All reasonable safeguards are used to insure 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.
- c) The Library makes reasonable accommodations to disabled persons to assist them in participating in performing their essential job duties. Persons with disabilities who are otherwise qualified for the job may request reasonable accommodations by directing their request to their Manager. 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.
- d) 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, you are to 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.
- e) 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.

Policy Number 4: Recruiting and Hiring

4.0 Equal Employment Opportunity

The Library is an Equal Opportunity Employer, and recruits regardless of race, age, color, sex, sexual orientation, gender identity, 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 legally protected status.

4.1 Anti-Nepotism Policy

It is the policy of the Library to prohibit nepotism. Consistent with that policy and the principle that 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:

- a) 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, all equivalent step, in-law and half relationships, and any and all guardians and wards of the individuals named above.
- b) 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 supervisor/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.
- c) Family Members of Staff. Members of any other staff member's 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 supervisor/subordinate relationship between family members; or (2) create either an actual conflict of interest or the appearance of a conflict of interest.
- d) It is the responsibility of every employee to identify to the Finance and Administrative Services Manager any personal relationship which falls under the prohibitions identified in this policy. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

4.2 Resumes and Applications

- a) All resumes and applications, whether solicited or unsolicited, should be sent to the hiring Manager or the Finance and Administrative Services Manager for review and response. Applications sent to the Library will be responded to by the Business Office.
- b) All resumes and applications will be kept on file for at least twelve (12) months, unless otherwise specified by law.
- c) All applicants must complete the official Employment Application Form.

4.3 Search Firms

- a) All contact with search firms, headhunters, employment agencies, etc. will be handled by the Finance and Administrative Services Manager. In the event of the resignation of the Library Director, the Library Board will work closely with the Finance and Administrative Services Manager to solicit proposals from appropriate consultants to direct and lead the Library Director search process.
- b) The Finance and Administrative Services Manager will place all ads for open positions at the Library .

4.4 Employment Requisitions

- a) Employment requisitions must be completed in order to fill any positions. Requisitions must be initiated by the Department Manager. Approval by the Library Director is also required prior to requisition being forwarded to the Finance and Administrative Services Manager for posting. Employment requisitions should indicate the positions' hours/shifts, pay grade/range, starting salary, FLSA status, reason for the opening, and length of time position needs to be filled.

4.5 Job Postings

- a) Current employees of the Library are eligible to apply for open positions however, the Library reserves the right to hire and employ individuals outside the workforce whenever deemed necessary. In all instances, the Library will seek to hire the most qualified applicant.
- b) Resumes, applications and candidates will be screened by the Department Manager and the top candidates will be scheduled for interviews with the hiring manager and one additional Library staff member.
- c) Employees who are transferred or promoted into another position within the Library will retain their seniority and benefits eligibility.

4.6 Background Checks

- a) Applicants will be required to complete and sign the Background Investigation form as part of the new hire process.

- b) Background checks will be done in accordance with state and federal laws. Background checks will be completed by a third party vendor.
- c) Upon receipt of the results of the background checks, the Business Office will contact the Hiring Manager.
- d) Background check results will be kept by the Business Office in a confidential manner.
- e) Applicants shall be notified of negative information contained in a background check which may impact upon a hiring or employment decision and shall be given an opportunity to correct or explain such information.

4.7 Response to Applicants

- a) Offer letters will be sent by the Business Office to all candidates confirming offer of employment, position title, salary and a start date. Offer letters will include the following:
 - When and where the employee is to report
 - Verification of Employment Eligibility Requirements (I-9 documentation)
- b) Rejection letters are to be sent as soon as practicable by the Hiring Manager or the Business Office to candidates who are not chosen.

4.8 Form Completion

- a) The Employment Application is to be filled out entirely with signature. Failure to provide complete and accurate responses in the application may result in a decision to rescind an offer and/or to terminate employment regardless of when it is discovered.
- b) Affirmative action data will be stored for the period of one year, usually from January 1 to the following December 31.
- c) State W-4 is to be filled out and signed by employee.
- d) The Federal W-4 is to be filled out and signed by employee.
- e) The top portion of the I-9 is to be filled and signed by employee. Section II will be completed by Finance and Administrative Services Manager with appropriate documents copied and attached.
- f) All applicable benefit applications will be completed by the Business Office.

4.9 Employment Status and Type

Employees will be assigned one or more of the following employment types:

- a) Full-Time. An employee who is normally scheduled to work 37.5 hours per week, recognizing that this may vary depending on individual work schedules.

- b) Half Time: An employee who is normally scheduled to work between nineteen (19) and twenty-nine (29) hours per week.
- c) Part-Time. An employee who is normally scheduled to work less than nineteen (19) hours per week.
- d) Probationary Employee. An employee who has yet to complete their probationary period.
- e) Temporary 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. Under no circumstances will an employee be considered temporary for more than 12 months.

4.10

In addition, employees will fall into one of the following categories as designated by the Fair Labor Standards Act (FLSA)

- a) Exempt. This classification of employee is paid on a bi-weekly salaried basis and is employed in a position determined to be exempt from overtime and not eligible to receive overtime regardless of the hours worked in any given week.
- b) Non-Exempt. This classification of employee is paid on a bi-weekly basis, and is not exempt from overtime. Employees in this classification will receive overtime for all hours worked over 37.5 in a work week.

4.11

Classification in any of the above is dependent upon the position the employee holds and may change upon promotion or transfer into another position.

Policy Number 5: Conditions of Employment

5.0 Conditions of Employment

5.1 Drug Screen

Employment with the Library is conditional upon passing a drug/alcohol screen.

5.2 Documentation

You 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.

5.3 Probationary Period

- a) The probationary period is an important part of your performance evaluation process. It is during this time that your conduct and job performance are most closely observed and evaluated so as to assure the Library that you have satisfactorily performed your position's assigned duties and to identify any employee whose conduct and performance is not satisfactory. During the probationary period, you may be suspended, laid off or terminated without cause at the sole discretion of the Library.
- b) Your employment status with the Library shall be considered probationary for a minimum period of one year of continuous service from the effective date of your appointment, promotion, or reinstatement. The probationary period may be extended for any amount of time deemed appropriate by the Library Director.
- c) If, during your probationary period, you have a satisfactory record of performance and are laid off and subsequently re-appointed to a position in the same department, you will be credited for the portion of the probationary period completed prior to your being laid off.

Policy Number 6: Safety & Security

6.0 Policy Statement

- a) 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, alcohol, unauthorized firearms, explosives, or other improper materials. To this end, the Library prohibits the possession, sale, transfer or use of such materials on its premises or in the Library's vehicle. The Library requires the cooperation of all employees in administering this policy.

6.1 Security Inspections

- a) 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.

6.2 Threats, Violence and Weapons

- a) The Library prohibits intimidating, threatening or hostile behavior; physical abuse; vandalism; arson; sabotage; use of weapons; carrying unauthorized weapons of any kind while on duty, 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.

- b) 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 or the Finance and Administrative Services Manager. All complaints will be investigated. Based upon the results, disciplinary action up to and including termination will be taken against the offender, if appropriate.

6.3 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.

6.4 On-The-Job Safety

- a) 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.

- b) Any employee acting in a supervisory capacity shall require all employees under their supervision to comply with all applicable safety rules and practices.

c) 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 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 the Business Office even if the employee has not received medical attention as a result of the accident.

6.5

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

Policy Number 7: Personal Conduct Expectations

7.0 Expectations

- a) 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.
- b) Disciplinary guidelines have been established so employees generally know what the organization expects of them. Although not all-inclusive, these guidelines outline the employee conduct that will cause disciplinary action to be taken. The following references are purely guidelines and the Library reserves the right to discipline employees based on what it deems to be appropriate in any given situation.
- c) These guidelines do not form a contract of employment nor should employees have any expectation that such guidelines form a contract. In addition, these guidelines are not all inclusive of what conduct will result in discipline. The decision as to what disciplinary action will be taken rests solely with the management of the Library and are made on a case-by-case basis. The Library also reserves the right to change, alter or abolish these guidelines at any time without notice to its employees. Employment with the Library remains at-will, and employees may be terminated as determined by the Library with or without notice or cause.

7.1 Solving Performance Problems

- a) In our employment process we attempt to recruit and select for employment people who clearly demonstrate an ability and willingness to perform their assigned tasks with distinction. Our employees are mature and responsible people and are to be treated with dignity and respect.
- b) Occasionally an employee may perform their assigned responsibilities in a less than satisfactory manner or engage in conduct at work that is not acceptable. When these situations occur, management strives to provide the necessary leadership and encouragement in a positive and straightforward manner that will enable the employee to improve his performance.

7.2 Reasons for Disciplinary Action

Employees are expected to observe the highest standard of professionalism at all times. 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.
- Removing from Library premises, being in the unauthorized possession of, or using for personal or any other inappropriate use, any Library vehicle, equipment, supplies, tool, material or property, or the vehicle, equipment, supplies, tools or property of a resident or fellow employee.
- Deliberately damaging or destroying Library property.
- Abusiveness in attitude or language; conduct resulting in physical harm, injury or harassment of Library employees or the public.
- 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 applicable City of Park Ridge ordinances and State or Federal laws.
- Violation of established Library policies and procedures.
- Any other misconduct as determined by the Library.

7.3 Disciplinary Action

Depending upon the nature of the offense, disciplinary action may be taken under any of the terms mentioned below as the first disciplinary action, including termination. The Library reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including discharge, without regard to the progressive discipline procedures. Disciplinary action may be taken when an employee fails to abide by the rules set forth by Library policy, does not abide by

departmental policy when such policies are in effect, or is in violation in future disciplinary proceedings.

- a) Verbal Warning. When deemed appropriate by the Library, an employee may be given a verbal warning. A record of that warning may be filed in the employee's personnel file and may be considered in future disciplinary proceedings.
- b) Written Warning. When deemed appropriate by the Library or when a verbal warning has already been given, the employee may be given a written warning. A copy of the written warning given to the employee is maintained in the employee's personnel file.
- c) Suspension or Termination. When deemed appropriate by the Library or when a warning (verbal or written) has already been given, the employee may be suspended without pay or may be terminated from employment.
- d) Disciplinary action may also include demotion.
- e) The decision as to what disciplinary action to take rests solely with the Library Director in consultation with the Department Manager and is made on a case-by-case basis.
- f) Generally, employees may be disciplined by their Manager or the Library Director. The Manager will notify the Finance and Administrative Services Manager of any disciplinary action. The Finance and Administrative Services Manager will notify the Library Director of any suspension, resignation or discharge of an employee. Notwithstanding any provisions of Library Policies, the discipline of exempt salaried employees shall be in accordance with the Fair Labor Standards Act, 29 C.F.R. § 541.118.

7.4 Appeal of Discipline

- a) The employee may request an appeal to the Finance and Administrative Services Manager after receiving disciplinary action other than termination. Such appeal must be submitted within five (5) business days of receipt of disciplinary action. In the event the employee is not satisfied with the appeal, the employee may then appeal in writing to the Library Director. Such appeal must be submitted within five (5) business days. The decision of the Library Director will be final. Employees utilizing this procedure shall not be entitled to any type of adversarial hearing before the Library Director. Failure to comply with the five (5) business day requirement for submission of a written appeal under this policy shall result in a waiver of the appeal process and the last decision made shall be final.

Policy Number 8: Anti-Harassment

8.0 Zero Tolerance for Discrimination and Harassment in Workplace

- a) 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.

8.1 Harassment

- a) 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.

8.2 Sexual Harassment

- a) 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.

- b) 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.

8.3 Reporting Requirements

- a) All Library employees are responsible for helping to assure 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.
- b) 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.
- c) 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.

8.4 Investigation of Complaints

- a) 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 dismissal, 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.

- b) 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
(800) 669-6820

8.5 False Complaints

- a) 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 dismissal.

8.6 Training

- a) All Library employees and trustees are required to participate in annual anti-harassment training facilitated by the Library.

Policy Number 9: Acceptable Dress

9.0 Policy

- a) We strive to maintain a high degree of professionalism and Library staff members 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.
- b) All employees are required to display their Library provided nametag when working in the Library building or at a Library related community event.

9.1 Dress Standards

- a) No dress code can cover all contingencies therefore staff must exert a certain amount of judgement in their choice of clothing to wear to work.
- b) The Library's standard for acceptable dress is business casual, which includes denim jeans.
- c) All staff must adhere to the following:
 - All attire will be neat, clean, and free from rips or tears
 - 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, midriiffs 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.
 - Staff may wear shorts of at least knee length when facilitating programs outdoors.

9.2 Grooming Standards

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

Policy Number 10: Drug-Free Workplace

10.0 Policy

- a) The Library is committed to maintaining a workplace that is free from the effects of drug and alcohol use. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.
- b) The Library does not condone and will not tolerate the use of drugs and/or alcohol in our work environment. It is our policy to appropriately deal with the use of drugs or alcohol that interferes with safe and efficient job performance. In addition, all managers must understand and consistently enforce this policy.
- c) This policy is issued pursuant to the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workplace Regulations.
- d) Employees may not unlawfully manufacture, distribute, dispense, possess or use illegal drugs, alcohol or cannabis on the premises of the Library building grounds, or in the Library's vehicle, or during working hours.
- e) Employees are prohibited from being under the influence of cannabis, illegal drugs, or alcohol on Library premises (unless authorized), in the Library's vehicle or while operating the Library's vehicle or during working hours. 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.
- f) "Illegal drugs" are defined as, "any drug not legally obtainable and/or, if legally obtainable, was not legally obtained nor used for prescribed purposes nor taken according to prescribed dosages." In addition, the term "controlled substances" means a substance used in violation of the Illinois Controlled Substances Act (720 ILS 570) or Cannabis Control Act (720 IL 550) and, to the extent not inconsistent with the Cannabis Regulation and Tax Act, substances listed in Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. § 812), as further defined by regulation at 12 CRF § 1308.11 through §1308.15. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine and LSD. Possession of cannabis in amounts permitted by the Cannabis Regulation and Tax Act will not be deemed illegal.
- g) An employee who has been prescribed drugs is required to consult with his doctor or pharmacist about the prescribed medication's effect on the employee's ability to perform his job safely, and to immediately disclose to their supervisor any medication-related work restrictions. The Library shall determine if the employee is fit to perform his job safely. Employees should not, however, disclose the underlying medical conditions, impairments or disabilities. This policy also prohibits the use of medically prescribed marijuana in the workplace or being under the influence of marijuana as a

“qualifying patient” under the Illinois Compassionate Use of Medical Cannabis Program Act during the work day 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 marijuana in the workplace, the Library will offer the employee the opportunity to respond to the determination regarding impairment.

10.1 Testing

a) Pre-Employment Drug Testing

Pre-employment drug testing will be completed for all prospective employees of the Library. Applicants testing positive for illegal drugs will not be employed, however, they may reapply after twelve (12) months.

b) For Cause Testing

All employees, regardless of their position, shall be subject to drug testing based upon:

- suspicion of use or impairment.
- as a follow-up to a rehabilitation program.

10.2 Notice of Convictions

a) Any Library employee, in any location, who is convicted of violating any federal or state criminal drug statutes resulting from conduct occurring in the work place must notify the Business Office within twenty-four (24) hours of such conviction. For purposes of this notice requirement, a conviction includes:

- a finding of guilty
- a no-contest plea
- and/or imposition of an entrance by a judicial body or any violation of criminal statute involving the unlawful manufacture, distribution, dispensation, possession or use of drugs

b) Employees who voluntarily notify the Library of any such conviction may be subject to discipline, up to and including discharge, depending on the severity of the conviction. Each case will be reviewed by the Manager, the Finance and Administrative Services Manager and the Library Director

c) Employees who do not voluntarily notify the Library of any such convictions will be discharged.

10.3 Manager Training

Managers shall be trained as much as practical to identify impaired behavior and address drug use by employees.

10.4 Employee Initiated Rehabilitation Treatment

a) Employees using alcohol or drugs in violation of this policy are encouraged to contact the Employee Assistance Program, their manager, or the Finance and

Administrative Services Manager for counseling and possible referral for treatment.

- b) 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.
- c) Employees may be placed on medical disability during treatment. The employee may be transferred to another job if necessary.
- d) Employees undergoing treatment must meet all normal standards and requirements of the job assigned.
- e) The counseling and treatment process will be managed by a physician in cooperation with the Finance and Administrative Services Manager. 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 discharge.

10.5 Management-Initiated Rehabilitation Treatment

- a) 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.
- b) Each situation (individual or group) will be thoroughly reviewed. Based on this review, the Manager, the Finance and Administrative Services Manager and/or the Library Director will determine the specific action to be taken concerning drug testing, discipline, treatment, and subsequent placement or termination.

10.6 Post-Treatment

- a) 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.
- b) 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.
- c) Confirmed unlawful use of illegal drugs after the completion of the treatment program will be grounds for discipline including discharge.
- d) The Group Health Plan provides for substance abuse treatment.

10.7 Disciplinary Actions

- a) Employees found to have been under the influence of drugs and/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. Eligibility to be considered for future employment will be subject to a review by the Manager, Finance and Administrative Services Manager, and the Library Director.

- b) The following may be grounds for immediate dismissal:
 - Use and/or possession of drugs or alcohol on Library grounds, including the Library's vehicle, at any time, whether during or after work hours.
 - Selling drugs on the Library grounds at any time.
 - Off-duty illegal drug use which results in publicity or circumstances which adversely affect the Library or its employees.
 - Refusal to submit to a reasonable medical examination and/or refusal to provide a urine, blood, and/or breathe sample.

Policy Number 11: Smoking

11.0 Employee Smoking

- a) The Library complies with the Smoke-Free Illinois Act of 2008. Per the Smoke-Free Illinois Act, smoking is not allowed on the Library grounds and includes, but is not limited to the Library's vehicles or within 15 feet of entrances to the Library Building

Policy Number 12: Use of Library Equipment

12.0 Policy Statement

- a) 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.

- b) 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.

- c) 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.

12.1 Staff Use of Library Equipment

- a) 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.

- b) 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 City vehicles at all times. Failure to wear a seatbelt or failure to follow any other law may result in disciplinary action, including and up to termination.

12.2 Use of Personal Vehicles on Library Business

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

12.4 Vehicle Rental

- a) 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.

- b) The employee should request additional supplemental insurance, which will be reimbursed by the Library.

12.5 Personal Mail

- a) Employees may not use the address of the Library as a personal address for receipt of personal mail.
- b) 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.

12.6 Communications Devices

- a) 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.
- b) 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.
- c) 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 Department Manager is strictly prohibited. Violations of this policy will be subject to discipline, up to and including termination.

The Library is not liable for the loss of personal devices brought into the workplace.

Policy Number 13: Travel

13.0 Policy

- a) The Park Ridge Public Library is committed to providing its employees with opportunities to learn, grow, and develop professionally.
- b) From time to time employees will be required to travel to other locations for training. The following policies will act as guidelines to assist in compensating employees for expenses incurred as a result.
- c) Additionally, employees may be required to travel for business related purposes. These guidelines will also apply.
- d) All travel expenses must be approved in advance by the employee's immediate Department Manager. The Library abides by the Local Government Travel Expense Control Act (IL Public Act 99-0604) which calls for Board approval of travel expenses for the Library Director or travel expenses that exceed \$2,500 per person.

13.1 Ethics

- a) In all cases, the Library's Prohibited Conduct Policy Number 1, shall apply. Employees shall not take trips paid for by others, unless specifically authorized to do so by the Library Director.

13.2 Travel

- a) Travel to and from training will be by the most economic means possible and practical.
- b) Library employees will use a Library vehicle when possible and practical.
- c) When an employee uses their vehicle they will be reimbursed for mileage per the current IRS rate. Mileage will be calculated based upon the distance from 20 S. Prospect Ave., Park Ridge, IL to the site of the training and back.
- d) If travel by air is necessary, the Library will pay economy fare only.
- e) All reasonable incidental fees will be reimbursed by the Library. Examples include, cab fare, transportation to and from the airport, parking fees, etc. Reasonable incidental fees do not include expenses for entertainment such as movies, plays, or concerts (except as provided below).
- f) While traveling, the Library will reimburse for meals up to the following rates: Breakfast \$12.00, Lunch \$25.00, Dinner \$35.00.

- g) Employees must complete the Library's travel expense form. Failure to provide receipts may result in the employee not being reimbursed for the expense.
- h) All documentation and requests for reimbursement must be submitted within thirty (30) days of the date upon which the expense was incurred on, or in the case of travel, the last day of the trip.

13.3 Conferences and Conventions

The above policies will apply with the following differences:

- a) The Library will pay all conference related expenses including meals or other conference related events. Employees will not be additionally reimbursed for those meals paid for as a part of the conference expenses.
- b) The Library will not pay for any pre or post conference activities which are primarily social in nature.
- c) The Library will pay for lodging at conference designated sites or the most economical and closest lodging near the conference site.

13.4 Variances

- a) There shall be no variations to this policy unless specifically authorized by the Library Director.
- b) The Library shall reimburse employees for all necessary expenditures incurred at the request of the Library and in furtherance of the Library's business provided that the employee has obtained prior authorization from the Library to incur the expense and provided that the employee submits a request for reimbursement along with support documentation (receipts, invoices, etc.) within thirty (30) days of incurring the expense.

Policy Number 14: Expense Reimbursement

14.0 Expense Reimbursement

- a) In accordance with the Illinois Wage Payment and Collection Act, the Library will reimburse employees who incur relevant and necessary expenses on behalf of the Library.

14.1 Tax Exempt

- a) Employees purchasing materials, supplies, or food on behalf of the Library will be required to present the Library's Tax Exemption form at the time of purchase.

14.2 Form

- a) Employees must complete the Library's *expense form* (posted to the Library's intranet page) and provide receipt(s) for purchase.
- b) Managers will approve all reimbursement requests for their direct reports.
- c) The Finance and Administrative Services Manager will approve reimbursement requests for the Library Director.

Policy Number 15: Personnel Files

15.0 Personnel Files

- a) 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.
- b) Medical history, documentation and benefit information will be kept in a separate file.
- c) The Library maintains historical performance evaluation forms for all staff in the Business Office.

15.1 Disciplinary Action Forms

- a) All written disciplinary actions will be maintained in the employee's personnel file. Once submitted to the Business Office all written disciplinary actions will be considered part of the employee's permanent record.

15.2 Access to Personnel Files

- a) 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.
- b) Managers may review their employees' personnel files by scheduling an appointment with the Finance and Administrative Services Manager.

15.3 Reference Checks

- a) Requests for verification of employment data should be submitted to the Business Office and be accompanied by the employee's written authorization for release of the information.
- b) 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.

15.4 Mandatory Notifications to Human Resources

- a) Employees must notify the Business Office 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
- b) The Finance and Administrative Services Manager may deny benefits to a new dependent if the employee does not notify them within thirty (30) days of the change.
- c) Employees must notify their Manager and the Finance and Administrative Services Manager within twenty-four (24) hours of any loss of driving privileges.
- d) 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.

Policy Number 16: Technology

16.0 Technology

16.1 Policy

- a) 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.

16.2 Privacy

- a) 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.
- b) 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.
- c) 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.

16.3 Security

- a) 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.
- b) 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 and anyone outside the Library. The Library reserves the right to request access to or reset an employee's password to access any Library resource.

- c) 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.
- d) 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.

16.4 Computers and Software

- a) 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.
- b) 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.
- c) Only authorized IT personnel must complete installations, upgrades, and repairs to library computers and software. Staff requiring assistance should reach out to their Department Manager.
- d) 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.
- e) 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.

16.5 Library Issued Equipment

- a) An employee may bring home Library equipment for 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.
- b) 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.

16.6 Files & Data

- a) 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.
- b) Managers should keep sensitive files in a secure location such as their home drive.
- c) Accessing, copying, or manipulating patron records for non-library use is prohibited.

16.7 Electronic Communications

- a) 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.
- b) 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.
- c) 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.
- d) 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.

16.8 Personal Devices

- a) Employees may join their personal device to the Library's wireless network designated for staff personal devices.
- b) 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.

16.9 Training

- a) 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.

Policy Number 17: Social Media

17.0 Social Media

17.1 Policy

- a) The Library's use of social media is closely tied 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.

17.2 Library Sponsored Social Media

- a) The Library Director has access to social media platform passwords and shares them with their designees. Staff are not permitted to change social media platform passwords without authorization from the Library Director.
- b) Only employees designated and authorized by the Library Director can post content on the Library's sponsored social media accounts.
- c) Staff members that contribute to the Library's social media should present content in a clear and professional manner.
- d) Staff members 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.
- e) Staff may not post confidential, work-related information.
- f) Staff 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.
- g) Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act requirements and records retention guidelines

17.3 Staff Members' Personal Use of Social Media

- a) Library staff 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 staff 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 staff 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, is confidential, or has been been released for public consumption.

- 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.

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 First Floor Meeting Room at the Library

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

The meeting was called to order by Trustee Thiagarajan at 7:23p.m.

ROLL CALL

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

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

Trustee Thiagarajan made a

MOTION: to approve the minutes of March 14, 2023

Trustee Steinfels seconded the motion.

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

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for April noting that the quarterly Budget & Finance update will be scheduled with Treasurer Somheil and Trustee Rusk later this month. Status of the Library Award and the Annual Report were reviewed in tonight's Communications & Development meeting and are on schedule. Field work for the FY22 audit is scheduled to begin during the last week of April.

LIBRARY DIRECTOR SUCCESSION PLAN

Director Bertucci noted that during the review of Library Standards, required for filing the Per Capita Grant Application, it was noted that the Library does not currently have a Director Succession Plan in place. She has developed a first draft of a plan which is included in the packet beginning on page 16. Discussion ensued among the trustees with regard to the plan which contains provisions for both a short-term or long-term absence of the director. A suggestion was made that the "Information and Contacts" page be a separate document that could be updated without the need to update the primary document. With regard to password access, Director Bertucci stated that would be handled by CVI on an as-needed basis. It is anticipated that once this plan is approved, it will be reviewed and updated on a two year cycle.

Director Bertucci stated that she will incorporate suggested changes into a final draft which will be presented to the Board for approval at its April 18, 2023 meeting.

Trustee Thiagarajan made a

MOTION: to approve the Library Director Succession Plan, as amended

Secretary Powers seconded the motion.

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

Motion passed

This matter will be included under "New Business" on the Board agenda.

OTHER

None

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 7:36 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
- Election of officers
- 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: April 3, 2023



Memorandum

Memo Date: May 1, 2023
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: May 9, 2023
Action Requested: For approval
Subject: FY 23-24 CCS and OCLC fees

Background:

In 2002, the Library entered into an Intergovernmental Agreement with Cooperative Computer Services, Inc. (CCS), a consortium now 28 public libraries strong that joined together to provide cost effective online circulation and cataloging services to member libraries. Established in 1975, each member library pays a portion of the cost for these services. Database management is shared among the member libraries and library users at all 28 libraries may easily view the holdings of other member libraries and automatically request materials from those libraries. The Library Director is a member of the CCS Governing Board and staff serves on advisory groups. CCS also negotiates group pricing for OCLC membership, providing access to worldwide library catalogs and collections.

The CCS annual membership fee is calculated by having 75% of the total billings split evenly among members with the remaining 25% split proportionately among members based on their adjusted income. This is calculated by using the Average Adjusted Income 2017-2020, tax income as documented with county treasurers, less any applicable long term capital debt. Adjusted income for all libraries is compiled, and each library's percentage of the whole is determined. This percent of the whole is applied to the proportionate amount to determine the library's share. The Library's annual total for FY23-24 is \$60,453.30, a 3% decrease over FY22-23.

Reduced CCS costs can be attributed to the adding of Warren-Newport Public Library to the CCS consortium. It is anticipated that costs will continue to decrease as Mount Prospect Public Library is slated to join CCS in FY25.

The OCLC estimates are based on a 4% increase over last year's combined CCS fees. When we receive the actual increase for the OCLC Group Services contract, the fees will be adjusted to reflect actual OCLC costs and libraries will be notified. OCLC costs are split proportionately based on member libraries' materials budgets, including eContent for which records are in the database. Changes in budgets and changes in eContent practices can result in fluctuations in fees. The Library's estimate is \$15,482.88

Motion:

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

Attachments:

Intergovernmental Agreement between the Library and CCS
CCS Membership and OCLC fees by library 2023-2024

Library	FY 22-23			FY 23-24			Quarterly CCS Invoice	Quarterly OCLC Invoice	Total Quarterly Invoice	Total Change	% Change
	CCS			CCS							
	Membership	OCLC Fee	Total	Membership	OCLC Fee	Total					
Algonquin Area PLD	\$ 66,171.50	\$ 17,679.96	\$ 83,851.46	\$ 65,041.35	\$ 20,779.73	\$ 85,821.08	\$ 16,260.34	\$ 5,194.93	\$ 21,455.27	\$ 1,969.61	2.35%
Cary Area PLD	\$ 55,650.37	\$ 5,441.22	\$ 61,091.60	\$ 53,922.74	\$ 5,611.16	\$ 59,533.90	\$ 13,480.68	\$ 1,402.79	\$ 14,883.47	\$ (1,557.70)	-2.55%
Crystal Lake PL	\$ 65,048.94	\$ 8,067.87	\$ 73,116.81	\$ 62,791.03	\$ 7,762.20	\$ 70,553.24	\$ 15,697.76	\$ 1,940.55	\$ 17,638.31	\$ (2,563.57)	-3.51%
Des Plaines PL	\$ 70,421.46	\$ 18,208.03	\$ 88,629.48	\$ 67,696.87	\$ 18,596.91	\$ 86,293.78	\$ 16,924.22	\$ 4,649.23	\$ 21,573.45	\$ (2,335.70)	-2.64%
Ela Area PLD	\$ 67,681.18	\$ 17,188.48	\$ 84,869.67	\$ 66,772.50	\$ 18,250.37	\$ 85,022.87	\$ 16,693.13	\$ 4,562.59	\$ 21,255.72	\$ 153.21	0.18%
Evanston PL	\$ 72,760.74	\$ 20,385.22	\$ 93,145.96	\$ 70,404.67	\$ 19,539.44	\$ 89,944.11	\$ 17,601.17	\$ 4,884.86	\$ 22,486.03	\$ (3,201.85)	-3.44%
Fox River Valley PLD	\$ 61,087.06	\$ 8,673.95	\$ 69,761.00	\$ 59,274.94	\$ 8,814.62	\$ 68,089.56	\$ 14,818.73	\$ 2,203.66	\$ 17,022.39	\$ (1,671.44)	-2.40%
Fremont PLD	\$ 63,050.20	\$ 11,732.12	\$ 74,782.31	\$ 62,267.02	\$ 13,885.65	\$ 76,152.67	\$ 15,566.76	\$ 3,471.41	\$ 19,038.17	\$ 1,370.35	1.83%
Glencoe PL	\$ 57,450.94	\$ 6,245.19	\$ 63,696.13	\$ 55,715.18	\$ 6,885.37	\$ 62,600.55	\$ 13,928.79	\$ 1,721.34	\$ 15,650.14	\$ (1,095.58)	-1.72%
Glenview PL	\$ 74,558.76	\$ 14,169.56	\$ 88,728.33	\$ 72,099.17	\$ 17,575.92	\$ 89,675.09	\$ 18,024.79	\$ 4,393.98	\$ 22,418.77	\$ 946.77	1.07%
Grayslake Area PLD	\$ 59,636.99	\$ 10,761.94	\$ 70,398.93	\$ 57,786.07	\$ 10,828.33	\$ 68,614.40	\$ 14,446.52	\$ 2,707.08	\$ 17,153.60	\$ (1,784.53)	-2.53%
Highland Park PL	\$ 66,491.28	\$ 8,886.19	\$ 75,377.48	\$ 64,187.46	\$ 9,820.09	\$ 74,007.56	\$ 16,046.87	\$ 2,455.02	\$ 18,501.89	\$ (1,369.92)	-1.82%
Huntley Area PL	\$ 62,327.01	\$ 6,210.79	\$ 68,537.80	\$ 61,452.66	\$ 6,470.92	\$ 67,923.58	\$ 15,363.17	\$ 1,617.73	\$ 16,980.90	\$ (614.22)	-0.90%
Indian Trails PLD	\$ 73,107.35	\$ 14,344.23	\$ 87,451.57	\$ 70,830.08	\$ 15,150.50	\$ 85,980.58	\$ 17,707.52	\$ 3,787.63	\$ 21,495.14	\$ (1,671.00)	-1.68%
Lake Forest Library	\$ 63,034.88	\$ 12,142.94	\$ 75,177.82	\$ 61,044.06	\$ 12,505.66	\$ 73,549.72	\$ 15,261.02	\$ 3,126.42	\$ 18,387.43	\$ (1,628.10)	-2.17%
Lake Villa DL	\$ 66,474.89	\$ 11,499.76	\$ 77,974.65	\$ 63,048.67	\$ 12,921.16	\$ 75,969.83	\$ 15,762.17	\$ 3,230.29	\$ 18,992.46	\$ (2,004.82)	-2.57%
Lincolnwood PLD	\$ 57,476.23	\$ 6,782.86	\$ 64,259.09	\$ 55,828.25	\$ 5,412.79	\$ 61,241.04	\$ 13,957.06	\$ 1,353.20	\$ 15,310.26	\$ (3,018.05)	-4.70%
McHenry PLD	\$ 60,039.74	\$ 9,178.16	\$ 69,217.90	\$ 58,097.41	\$ 8,761.75	\$ 66,859.17	\$ 14,524.35	\$ 2,190.44	\$ 16,714.79	\$ (2,358.74)	-3.41%
Morton Grove PL	\$ 60,906.23	\$ 8,552.23	\$ 69,458.45	\$ 58,816.34	\$ 8,412.13	\$ 67,228.47	\$ 14,704.09	\$ 2,103.03	\$ 16,807.12	\$ (2,229.98)	-3.21%
Niles-Maine DL	\$ 72,212.45	\$ 17,036.57	\$ 89,249.03	\$ 68,436.65	\$ 18,516.57	\$ 86,953.23	\$ 17,109.16	\$ 4,629.14	\$ 21,738.31	\$ (2,295.80)	-2.57%
Northbrook PL	\$ 78,102.92	\$ 23,425.90	\$ 101,528.82	\$ 74,704.42	\$ 24,031.67	\$ 98,736.09	\$ 18,676.10	\$ 6,007.92	\$ 24,684.02	\$ (2,792.73)	-2.75%
Palatine PLD	\$ 77,487.64	\$ 18,626.56	\$ 96,114.20	\$ 76,500.86	\$ 16,961.18	\$ 93,462.04	\$ 19,125.22	\$ 4,240.30	\$ 23,365.51	\$ (2,652.15)	-2.76%
Park Ridge PL	\$ 62,274.16	\$ 14,897.60	\$ 77,171.77	\$ 60,453.30	\$ 15,482.88	\$ 75,936.17	\$ 15,113.32	\$ 3,870.72	\$ 18,984.04	\$ (1,235.59)	-1.60%
Prospect Heights PLD	\$ 60,908.23	\$ 5,423.55	\$ 66,331.78	\$ 59,081.32	\$ 5,957.29	\$ 65,038.61	\$ 14,770.33	\$ 1,489.32	\$ 16,259.65	\$ (1,293.17)	-1.95%
Round Lake Area PLD	\$ 59,405.55	\$ 9,342.91	\$ 68,748.46	\$ 57,565.40	\$ 9,463.27	\$ 67,028.67	\$ 14,391.35	\$ 2,365.82	\$ 16,757.17	\$ (1,719.79)	-2.50%
Warren-Newport PLD	\$ -	\$ -	\$ -	\$ 56,394.20	\$ 13,961.79	\$ 70,355.99	\$ 14,098.55	\$ 3,490.45	\$ 17,589.00	\$ 70,355.99	
Wilmette PLD	\$ 68,253.73	\$ 20,588.35	\$ 88,842.09	\$ 65,635.38	\$ 22,595.77	\$ 88,231.15	\$ 16,408.85	\$ 5,648.94	\$ 22,057.79	\$ (610.94)	-0.69%
Winnetka PLD	\$ 63,976.74	\$ 16,591.35	\$ 80,568.09	\$ 61,929.29	\$ 17,069.67	\$ 78,998.96	\$ 15,482.32	\$ 4,267.42	\$ 19,749.74	\$ (1,569.13)	-1.95%
Zion-Benton PLD	\$ 56,899.20	\$ 5,517.06	\$ 62,416.26	\$ 55,119.06	\$ 5,109.21	\$ 60,228.26	\$ 441,944.32	\$ 93,006.20	\$ 534,950.52		
Total	\$ 1,822,896.36	\$ 347,600.56	\$ 2,170,496.92	\$ 1,822,896.36	\$ 377,134.00	\$ 2,200,030.36	\$ 1,767,777.30	\$ 372,024.79	\$ 2,139,802.09		
max	\$ 78,102.92	\$ 23,425.90		\$ 76,500.86	\$ 24,031.67						
min	\$ 55,650.37	\$ 5,423.55		\$ 53,922.74	\$ 5,109.21						

INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY COMPUTER SERVICES

WHEREAS, each of the Libraries listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., or a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq.; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970 and to the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the said Libraries is established, the Board of Trustees of each of the said Libraries is empowered and authorized to enter into intergovernmental contracts and agreements for library services; and

WHEREAS, the Libraries which are signatories to this Agreement wish to cooperate jointly and mutually among themselves to provide library automation and library computer services;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and in further consideration of the execution of this Agreement by any one or more of the other Libraries listed on Exhibit A, the Library whose signature is set forth below hereby agrees as follows:

1. There is hereby created and established an intergovernmental entity to be known as the Cooperative Computer Services, a body politic and corporate ("CCS"), which shall be the administrative entity formed to carry out the joint and cooperative undertakings of this Agreement.
2. CCS shall be comprised of each of the Libraries which are signatories to this Agreement, each of which Libraries shall be designated a "Member" of CCS.
3. The affairs of CCS shall be conducted by a Governing Board, which shall be composed of one representative from each of its Members.
4. Each representative to the Governing Board of CCS shall be appointed by the Board of Trustees of the Member from among the Trustees of such Member or its head librarian. Each such representative shall have such authority and power as shall be conferred by the appointing Member.
5. CCS may exercise any power, privilege, or authority, consistent with its bylaws, which may be exercised by any of its Members, and may perform any governmental service, activity, or undertaking which any of the parties hereto is authorized by law to perform.
6. The Governing Board of CCS shall adopt bylaws consistent with law and with

this Agreement to govern its operation, which bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting, contracts, budgeting, receipt and expenditure funds, ownership of real and personal property, operational services, employment of staff, assessment of fees, establishment and termination of membership, and dissolution.

7. This Agreement shall become effective and binding upon and inure to the benefit of the Libraries signing this Agreement, and their respective successors and assigns, as of the date of execution by any two (2) or more of the Libraries listed on Exhibit A; provided, however, that this Agreement shall be null and void ab initio unless by September 22, 1987, not less than less than twenty-three (23) of the Libraries listed on Exhibit A attached hereto have so signed.

8. Cooperative Computer Services, an intergovernmental entity established pursuant to the Illinois Constitution and statues, shall provide Social Security coverage to its employees. The Governing Board shall enter into a Section 218 Agreement on behalf of the employees of CCS pursuant to Section 218 of the Social Security Act (42 U.S.C. 418) by entering into a coverage agreement with the Social Security Division of the Illinois State Employees' Retirement System, in accordance with Article 21 of the Illinois Pension Code (40 ILCS 5/21-101). The Governing Board is authorized to take such other and further action as may be necessary or desirable to provide and maintain Social Security coverage to the employees of CCS.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under authority of its Board of Trustees, has caused this Agreement to be duly executed. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement and all such collectively constitute one original.

Park Ridge

PUBLIC LIBRARY

BY: M. Tighe Mary Beth Tighe
ITS PRESIDENT

ATTEST:

BY: Mary T. Gormley Mary Teresa Gormley
ITS SECRETARY

APPROVED THIS 16 DAY OF April, 2002