



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

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

LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
Tuesday, July 11, 2023 7:00 P.M.
All committees are committees-of-the-whole unless noted

PUBLIC COMMENT ON NON-AGENDA ITEMS

PRESIDENT'S REPORT -- Update on Trustee appointments

BUILDING & GROUNDS (Powers, Chair)

1. Approve Minutes June 13, 2023
2. Project updates
3. 2023 Exterior Improvements Project bid review
4. Other

PERSONNEL (Rapisand, Chair)

1. Approve Minutes June 13, 2023
2. Employee Handbook Section E
3. Other

PLANNING & OPERATIONS (Thiagarajan, Chair)

1. Approve Minutes June 13, 2023
2. Task calendar review and update
3. Policy review:
 - a. Library Award
 - b. Photo Use
 - c. Social Media
 - d. Library Website
 - e. Park Ridge Community Network
4. Other

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

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

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

June 13, 2023 at 7:00 p.m.

ROLL CALL

Trustees Present: Alexandrea Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, and John Priala, Library Staff

Chairman Powers opened the Building and Grounds meeting at 7:06 p.m.

APPROVAL OF MINUTES

Trustee Thiagarajan made a

MOTION: to approve the minutes of the April 11, 2023 meeting

Trustee Renaldi seconded the motion

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

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project updates memo included on page 8 of the packet noting that there are currently three infrastructure and three technology projects in progress. The Library is waiting on Green Associates for an update on the ice melt project. The building envelope/window repairs project will be going out to bid on June 14th with the bid opening schedule for July 6. It is anticipated that project will be scheduled for approval at the July 18, 2023 Board meeting with work tentatively set to begin on August 15th. The structural and restroom/ADA project will go out for bid on July 10 with the bid opening scheduled for August 1. Work on this project is tentatively scheduled to begin on September 18, 2023.

With regard to the technology projects; Comcast continues to assess the best way to bring fiber into the building and Mr. Priala and Mr. Brzny are working to expedite this project. The copper to fiber migration project is expected to be completed by August 1. The final technology project, the file server migration, was completed on May 4, 2023.

OTHER

None

Meeting was adjourned at 7:08 p.m.



Memorandum

Memo Date: July 7, 2023
From: Joanna Bertucci, Library Director
 John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: July 11, 2023
Subject: Building Project Updates

<i>Project</i>	<i>July 2023 – Activity to Date</i>
<i>Phase 2 Structural and Youth Restroom/ADA Project</i>	<p>Mr. Priala and I met with Andy Dogan of Williams Architects on Thursday, June 22 to finalize the project specifications. The Library will receive bids for this project in August.</p> <p>Project Schedule:</p> <ul style="list-style-type: none"> • July 10: Project out to bid • August 1: Bid opening • August 8: Committee discussion • August 15: Award Contract at Board Meeting • September 18: Construction start • November 17: Substantial completion
<i>Comcast Fiber</i>	Mr. Priala and CVI System Engineer Tim Brzny began meeting with representatives from Comcast in May. Currently, Comcast is exploring the most efficient way to bring fiber into the building.
<i>Airespring Copper to Fiber Circuit migration</i>	AT&T was onsite in June and early July to run cabling from Prospect Avenue into the Library’s server room. We are awaiting equipment from Airespring in order to complete the migration.



Memorandum

Memo Date: July 7, 2023
From: Joanna Bertucci, Library Director
 John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: July 11, 2023
Subject: 2023 Exterior Improvements – Bid Opening

Bids were opened for the exterior improvements project at 2:00 pm on Thursday, July 6, 2023. The bid opening was facilitated by Mr. Andrew Jose and Mr. Andrew Dilger of Green Associates.

	Bidder	City/State	Bid Bond	Addendum 01	Addendum 02	Base Bid	Alternate 01	Alternate 02
							Prepare and paint cornice at entire perimeter of building as indicated	All work at Prospect Ave. columns (concrete bases) as indicated
1	Boller Construction Company, Inc.	Waukegan, IL	x	x	x	\$276,500	\$20,000	\$80,000
2	Stuckey Construction, Inc.	Waukegan, IL	x	x	x	\$252,700	\$23,700	\$47,700
3	Tandem Construction, Inc.	Chicago, IL	x	x	x	\$170,170	\$30,000	\$35,000

Cost Estimate as of February 2023

- \$231,680 - \$270,720
- Cost estimate does not include Alternate 01

Funding Source

- PRPL Building Improvements Budget available budget is \$653,715. This figure includes \$389,000 in carry forward amounts. The original FY23 Building Improvements Budget was \$290,000.

Next steps and recommendation:

Mr. Jose will spend the next few days reviewing the project scope with the apparent low bidder and checking their references. He will prepare a recommendation for Board consideration to be reviewed at the July 18, 2023 Board Meeting. I respectfully request that this project be listed on the July 18, 2023 Board Agenda as New Business.

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
June 13, 2023 at 7:00 p.m.

Committee Chair Rapisand opened the Personnel Committee meeting at 7:08 p.m.

ROLL CALL

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

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

Trustee Renaldi made a

MOTION: to approve the minutes of May 9, 2022

Secretary Powers seconded the motion.

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

Motion passed

EMPLOYEE HANDBOOK SECTIONS A, B, C AND D

Trustee Rapisand stated that she, along with President Hanba, met with Director Bertucci and Ms. Doubek to review these section of the employee handbook. She thanked Director Bertucci and Ms. Doubek for their work in taking the City of Park Ridge handbook and modifying it to be applicable specifically for the Library. Director Bertucci directed the committee's attention to the memo on page 10 of the packet which explains the background on revision made to the manual after the May committee meeting. Highlights of the revisions include the addition of a solicitation policy which was suggested by President Hanba, renaming of the Dispute Resolution policy, and making the Whistle Blower section more prominent. She clarified that Sections A through C have already been reviewed by the Committee at its May meeting.

Director Bertucci noted changes to Section D – Compensation and Benefits that were made from the original City of Park Ridge Handbook and Library Appendix. These changes are detailed on page 11 of the packet and include adding required language regarding payroll deductions that did not exist in previous manual, adding a policy on Bloodborne Pathogens, as required by the Illinois State Library, and modifying the Tuition Reimbursement policy to provide for reimbursement for doctoral level coursework.

Discussion ensued among the committee members with Trustee Powers inquiring about the distinction in the Workers Compensation policy between major and lesser offenses. Director Bertucci replied that the language there was maintained from the City's Employee Handbook as the City continues to manage the Library's Workers Compensation claims. Trustee Rusk asked if there were any policies that might benefit from being reviewed by legal counsel. President Hanba stated her opinion that the policies are consistent with current best practices. Trustee Rusk stated his opinion that it would be better to err on the side of caution in decisions to refer policies for legal review. There was consensus among the committee that they will wait until all sections of the handbook are completed and then approve the entire handbook, rather than approving individual sections.

OTHER

None

Meeting adjourned at 7:26 p.m.



Memorandum

Memo Date: July 7, 2023
From: Joanna Bertucci, Library Director
 Alyson Doubek, Finance and Administrative Services Manager
Meeting Type: Personnel Committee of the Whole
Meeting Date: July 11, 2023
Action Requested: For approval
Subject: Employee Handbook Section E

Background:

E. Leave Time

- 25. **Holidays** Updated list of annual closures to include Juneteenth; clarified language regarding unpaid holidays and added the Sundays before Memorial and Labor Day to this list, as is common practice in public libraries in our area.

- 26. **Paid Time Off (PTO)**
 - 1) Remove the distinction between librarians and non-librarians to streamline policies.
 - Common practice in libraries in the past; creates inequities among staff, particularly at the Management Team level.

 - 2) Remove stepped increase on accruals to streamline policies
 - The current stepped increase table is overly complex.

 - 3) Internal Equity
 - The PTO accruals currently offered result in significantly less paid time off, than for staff who were hired before July 1, 2014. As a result of the seniority in that group, those staff are currently earning 12 sick days and 29 vacation days (after 6 years for librarians and 14 years for non-librarians) annually. Currently, our most senior PTO staff earn a maximum of 26 PTO days annually and first-year non-librarians earn 20 PTO days.
 - We are recommending this change to promote a healthy work environment and to support our request that staff stay home when they are sick, a lesson learned during the COVID-19 pandemic.
 - Additionally, an increased accrual of PTO moves us toward being more competitive with area libraries who offer an average of 33 days off (sick, vacation, and personal combined) at year 1 and an average of 35 days off at year 5.

2022 HR Source Library Salary Survey Data – 89 Library participants	VACATION Averages	SICK	PERS	TOTAL
1st Year	18	12	3	33
5th Year	20	12	3	35
10th Year	21	12	3	36

- 4) Retention and recruitment
 - PTO is a unique concept in libraries. Increasing these amounts will help us reward and retain excellent staff as well as aid in recruiting future talent.



Memorandum

- | | |
|--|--|
| 27. Paid Leave for All Workers Act | <i>Placeholder for future policy. This provision takes effect January 1, 2024. We are postponing policy approval based on advice from HR Source as the Illinois Department of Labor is expected to issue future guidance closer to the effective date.</i> |
| 28. Vacation | No substantive changes as staff hired prior to July 1, 2014 are grandfathered into this policy. |
| 29. Sick Leave | No substantive changes as staff hired prior to July 1, 2014 are grandfathered into this policy. |
| 30. Bereavement Leave | Maintained current paid bereavement leave options; added required language from the Illinois mandated unpaid Family Bereavement Leave Act. |
| 31. Voting Leave, Jury Duty, and Civil Duty | Added language about voting leave and eliminated the requirement for staff to surrender jury pay to the Library in order to receive compensation as per the advice of HR Source. |
| 32. Family and Medical Leave Act (FMLA) | Federally mandated policy required. Ms. Doubek met with City of Park Ridge HR Generalist Katy Darr, to review the FMLA paperwork process, as the Library will be processing our own FMLA paperwork going forward. |
| 33. Parental Leave | <i>New for Board Consideration.</i> The attached chart provides data on paid parental leave provided by area libraries. |
| 34. General Leave Time and Other Leaves | Consolidated other leaves into one section, no substantive changes. |

Motions:

- Approve previously reviewed sections A, B, C and D of the Park Ridge Public Library Employee Handbook
- Approve section E of the Park Ridge Public Library Employee Handbook
- Approve all changes to take effect Sunday, August 6, 2023



Memorandum

	Library	Maximum number of week(s) paid for parental leave
1	Acorn Public Library District	8 weeks
2	Addison Public Library	8 weeks
3	Algonquin Area Public Library	6 weeks
4	Barrington Area Library	6 weeks
5	Bartlett Public Library District	6 weeks
6	Chicago Ridge Public Library	8 weeks
7	Chillicothe Public Library District	4 weeks
8	Cook Memorial Public Library District	8 weeks
9	Deerfield Public Library	6 weeks
10	Ela Area Public Library District	8 weeks
11	Elk Grove Village Public Library	2 weeks
12	Elmhurst Public Library	8 weeks
13	Forest Park Public Library	8 weeks
14	Fremont Public Library District	8 weeks
15	Glenview Public Library	6 weeks
16	Hinsdale Public Library	1 week
17	Indian Trails Library District	6 weeks
18	La Grange Public Library	9 or more weeks
19	Lake Bluff Public Library	9 or more weeks
20	Lake Forest Library	3 weeks
21	Lake Villa District Library	8 weeks
22	Morton Grove Public Library	4 weeks
23	Naperville Public Library	6 weeks



Memorandum

24	Northbrook Public Library	6 weeks
25	Oak Park Public Library	8 weeks
26	Oswego Public Library District	6 weeks
27	Palatine Public Library District	6 weeks
28	Prairie Trails Public Library District	8 weeks
29	Prospect Heights Public Library	8 weeks
30	Roselle Public Library District	9 or more weeks
31	Schaumburg Township District Library	8 weeks
32	Skokie Public Library	8 weeks
33	Vernon Area Public Library District	8 weeks
34	Warren-Newport Public Library District	6 weeks
35	Wilmette Public Library District	8 weeks
	Average	6.7 weeks

A. Introduction

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

B. Definitions

C. Workplace Conduct

2. Pre-employment

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

3. Code of Ethics

4. Drug, Alcohol, Cannabis, and Smoke Free Workplace

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

5. Safety

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

6. Anti-harassment

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

7. Solicitation

8. Acceptable Dress

- 8.1 Dress Standards
- 8.2 Grooming Standards
- 8.3 Noncompliance

9. Performance Management

10. Personnel Files, Reference Checks, and Mandatory Notification

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

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

D. Compensation and Benefits

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

- 21. Benefits**
 - 21.1 Group Medical Insurance Coverage
 - 21.2 Employee Assistance Program
 - 21.3 Group Dental and Vision Coverage
 - 21.4 Flexible Spending Account (FSA)
 - 21.5 Life Insurance
 - 21.6 COBRA
 - 21.7 Pension Benefits: Illinois Municipal Retirement Fund (IMRF)
 - 21.8 Personal Technology Reimbursement
- 22. Worker's Compensation**
 - 22.1 Accident and/or Injury in the Workplace
 - 22.2 Violations/Disciplinary Actions
- 23. Bloodborne Pathogens**
 - 23.1 Exposure Determination
 - 23.2 Universal Precautions
 - 23.3 Exposure Control Plan
 - 23.4 Training
- 24. Tuition Reimbursement**
 - 24.1 Eligibility
 - 24.2 Approval
 - 24.3 Application for Tuition Reimbursement
 - 24.4 Applicable Costs and Amounts for Tuition Reimbursement
 - 24.5 Refund of Tuition Reimbursement

E. Leave Time

- 25. Holidays**
 - 25.1 Annual Holiday Closures
 - 25.2 Holiday Leave Pay
 - 25.3 Unpaid Holidays
- 26. Paid Time Off (PTO)**
 - 26.1 Accrual Rates: Full-time Employees
 - 26.2 Accrual Rates: Half-time Employees
 - 26.3 PTO Carry-over and Pay Out
 - 26.4 Noncompliance
- 27. Placeholder for Paid Leave for All Workers Act**
- 28. Vacation**
 - 28.1 Full-time Employee Accrual Rates
 - 28.2 Half-time Employee Accrual Rates
 - 28.3 Vacation Carry Over
 - 28.4 Job Change
 - 28.5 Separation
- 29. Sick Leave**
 - 29.1 Approved Use of Sick Leave
 - 29.2 Accrual and Maximums
 - 29.3 Verification and Documentation
 - 29.4 Sick Leave at Retirement or Termination
 - 29.5 Noncompliance
- 30. Bereavement Leave**
 - 30.1 Paid Bereavement Leave
 - 30.2 Unpaid Bereavement Leave
 - 30.3 Illinois Mandated Unpaid Family Bereavement Leave Act

- 31. Jury and Civil Duty Leave**
 - 31.1 Voting Leave
 - 31.2 Jury Duty
 - 31.3 Civil Leave
- 32. Family and Medical Leave Act (FMLA)**
 - 32.1 FMLA Eligibility
 - 32.2 Continuation of Benefits
 - 32.3 Application of Paid Leave
 - 32.4 Intermittent, Reduced Schedule Leave
 - 32.5 Reinstatement
 - 32.6 Military Leave
 - 32.7 Family Military Leave
 - 32.8 Victims' Economic Security and Safety Act (VESSA) Leave
- 33. Parental Leave**
 - 33.1 Eligibility
 - 33.2 Leave Scheduling
 - 33.3 Pay
 - 33.4 Benefits
 - 33.5 Requesting the Leave
 - 33.6 When Both Parents and Eligible Employees
- 34. General Leave Time**
 - 34.1 Emergency Leave
 - 34.2 Personal Leave
 - 34.2 Disability Leave
 - 34.3 Administrative Time – Exempt Employees

E. Leave Time

25. Holidays

25.1 Annual Holiday Closures

- The Library has 9 predetermined holidays per year. The Library Director may close for additional holidays with approval from the Library Board of Trustees.
 - New Year's Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Winter Holiday (December 24 and 25)
 - New Year's Eve Day

25.2 Holiday Leave Pay

- Regular full-time employees will be paid for the above holidays.
- Regular half-time employees will be paid for holiday hours they normally would have been scheduled to work.
- Regular part-time employees are not eligible for holiday pay.
- When the observed holiday is on a day, which is a regularly scheduled day off for a regular full-time employee then another day off will be given the same week or a compensatory day off at a later date with the approval of the employee's Manager. This provision does not apply to half-time or part-time employees.
- Religious holidays not regularly observed by the Library may be taken as vacation leave or paid time off. Time off for a religious holiday may be made up at a later date with approval from the employee's Manager or the Library Director. *For questions about scheduling make up time please see #18, Timesheets, Overtime and Compensatory Time, in this handbook.*

25.2 Unpaid Holidays

- The library is closed Easter Sunday and the Sundays preceding Memorial Day and Labor Day. These are not paid holidays. Nonexempt part-time and half-time employees normally scheduled to work Sundays can arrange with their Manager to make up the time. *For questions about scheduling make up time please see #18, Timesheets, Overtime and Compensatory Time, in this handbook.*
- The Library will close at 6 PM on July 3 and the evening before Thanksgiving.

26. Paid Time Off (PTO)

- This policy is in effect for all employees hired after July 1, 2014 and any employees in service prior to July 1, 2014 who voluntarily opt into the Paid Time off (PTO) program instead of vacation and sick time programs.
- This PTO policy eliminates the distinction between sick and vacation time. PTO is an accrual of time, which an employee can use for any purpose such as vacation, other leisure time, personal illness, to care for another person who is ill, etc. PTO encompasses all time off, except specific leaves, which are covered *under Section #25 in this handbook and any other policy regarding specific leaves.*
- If an illness or injury falls within Family Medical Leave Act definitions, the time off will be designated as such and FMLA provisions will apply. *Please see Section #31, Family and Medical Leave Act, in this handbook for additional information.*
- Employees accrue at the new rate beginning with the first day after their anniversary.
- Employees requesting to use PTO for a planned absence are required to give advance notice to their Manager. Employees, who need to use PTO for an unplanned absence, need to give notification to their Manager at least 30 minutes before the start of their shift. Employees are required to give their Manager the reason for the unplanned absence, such as illness of themselves, their spouse, or any member of their immediate household.
- The Library may require an employee to verify illness of themselves, their spouse, or any member of their immediate household with a doctor's note or other communication deemed appropriate by the Library.

26.1 Accrual Rates: Full-time Employees

Full-time Employees <i>hired after</i> July 1, 2014			
Years of Service	Accrual per pay period	Annual PTO Hours	Annual PTO Days
Years 0-4	7.21	187.5	25
Year 5+	8.65	225	30

26.2 Accrual Rates: Half-time Employees

Half-time Employees <i>hired after</i> July 1, 2014		
Years of Service	Accrual per pay period	Annual PTO Hours
Years 0-4	1.846	48
Year 5+	2.308	60

26.3 PTO Carry-over and Pay Out

- Employees may carry-over up to 262.5 hours (35 days) from year to year. Managers may, with Library Director approval, allow the employee to carry over additional PTO days. Employees must submit a request for the additional days to be carried over to their Manager and Library Director.
- Accrued, but unused PTO, will be paid out upon termination at the employee's regular hourly rate of pay, in effect at time of termination.

26.4 Noncompliance

- Use of PTO for illness is not to be abused by the employee and excessive absenteeism will not be tolerated. Abuse of the PTO policy may result in discipline, up to and including termination.

28. Vacation

29. This vacation policy applies only to full-time and half-time employees of the Library hired by July 1, 2014 (Tier 1 employees) who regularly work 37.5 hours per week.

30. Employees earn and accrue vacation hours beginning the first pay period of employment.

- Employees will accrue at the new rate beginning with the first day after their anniversary.

28.1 Accrual Rates: Full-time Employees

Full-time Non Librarian Staff hired prior to January 1, 2005			
Years of Service	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days
0-1 Year	4.01	105.0	14
Year 2	4.33	112.5	15
Year 3	4.62	120.0	16
Year 4	4.9	127.5	17
Year 5	5.19	135.0	18
Year 6	5.48	142.5	19
Year 7	5.77	150.0	20
Year 8	6.06	157.5	21
Year 9	6.35	165.0	22
Year 10	6.63	172.5	23
Year 11+	8.37	217.5	29

Full-time Non Librarian Staff hired between January 1, 2005 – July 1, 2014			
Years of Service	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days
0-1 Year	4.04	105.0	14
Year 2	4.04	105.0	14
Year 3	4.04	105.0	14
Year 4	4.04	105.0	14
Year 5	4.04	105.0	14
Year 6	4.33	112.5	15
Year 7	4.62	120.0	16
Year 8	4.90	127.5	17
Year 9	5.19	135.0	18
Year 10	5.48	142.5	19
Year 11	5.77	150.0	20

Year 12	6.06	157.5	21
Year 13	6.35	165.0	22
Year 14	6.63	172.5	23
Year 15	8.37	217.5	29

Full-time Librarians <i>hired between January 1, 2005-July 1, 2014</i>			
Years of Service	Accrual per pay period	Annual Vacation Hours	Annual Vacation Days
0-1 Year	5.19	135.0	18
Year 2	5.48	142.5	19
Year 3	5.77	150.0	20
Year 4	6.06	157.5	21
Year 5	6.35	165.0	22
Year 6	6.63	172.5	23
Year 7+	8.37	217.5	29

28.2 Accrual Rates: Half-time employees

- Half-time employees receive vacation pay paid at straight time as determined by the average number of hours worked during a normal workweek.

Half-time Staff <i>hired between January 1, 2005-July 1, 2014</i>		
Years of Service	Accrual per pay period	Annual Vacation Hours
Years 0-5	0.769	20
Year 6	0.923	24
Year 7	1.077	28
Year 8	1.231	32
Year 9	1.385	36
Year 10	1.538	40
Year 11	1.692	44
Year 12	1.846	48
Year 13	2.000	52
Year 14	2.154	56
Years 15+	2.308	60

28.3 Vacation Carry Over

- Vacation should normally be taken in the year in which it is accrued.

- A Full-time employee with 10 years of service or less will be allowed to carry over not more than the equivalent of 300 vacation hours to the next calendar year without the written approval of the Library Director.
- An employee with 10 years of service or more will be allowed to carry over not more than the equivalent of 337.5 vacation hours to the next calendar year without the written approval of the Library Director.
- A half-time employee will be allowed to carry over not more than the equivalent of 60 hours of vacation time to the next calendar year without the written approval of the Library Director.

28.4 Job Change

- Any employee that is transitioning from half-time to full-time with 10 years or more of employment will be given 5 years of credit for vacation or PTO based on their original date of hire.

28.5 Separation

- Employees who are terminated from Library service will be compensated for all unused, accrued vacation. This pay will be at the regular rate of pay in effect at time of termination.

29. Sick Leave

30. This policy is in effect for employees hired by July 1, 2014. The Library recognizes that it may be necessary for some employees to be absent due to illness, whether personal or immediate family. To properly schedule work in accordance with the needs of the department and increase the effectiveness and ability to satisfy the needs of our customers, absences must be for good cause and within reasonable limits.

29.1 Approved Use of Sick Leave

- Sick leave is intended to provide employees with paid time off during occasional periods of illness, or in the event of certain unavoidable medical emergencies. Sick leave may be used in the following instances only:
 - Personal illness or injury (non-work related)
 - Personal medical or dental appointment
 - To care for a sick spouse, domestic partner, dependent, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent or member of employee's immediate household.

29.2 Accrual and Maximums

- Regular Full-time employees earn and accumulate one day of sick leave per calendar month of employment.
- Half-time employees earn four hours of sick leave per calendar month of employment.
- The maximum sick leave accrual is two hundred forty (240) workdays for Full-time employees.
- The maximum sick leave accrual is 96 hours for Half-time employees.
- Any employee transitioning from part to full-time status will keep any accrued sick leave.

29.3 Sick Leave Verification and Documentation

- Illnesses resulting in three (3) or more consecutive workdays of lost time may require a doctor's note to verify illness/injury and ability to return to work.
- In the event the absence is to continue beyond seven (7) consecutive workdays, the following procedures will apply:
 - The employee must provide the Finance and Administrative Services Manager with a doctor's note indicating estimated return to work date.
 - In the event of prolonged illness, an updated medical certification may be required to ensure continuation of paid leave.
- If the illness or injury falls within Family Medical Leave Act definitions, the time off will be designated as such and FMLA provisions will apply. *Please see Section #31, Family and Medical Leave Act, in this handbook for additional information.*

29.4 Sick Leave at Retirement or Termination

- Full-time and Half-time Tier 1 employees who retire or resign in good standing may be eligible to receive compensation for unused, accrued sick leave as follows:
 - The employee must have accrued sick leave of a minimum of 120 days.

- The employee may receive compensation for 35% of all unused accrued sick leave days in excess of 120 days, up to a maximum of 180 days. A maximum of 35% of 60 days may be paid out to an employee in this situation.
- Sick time less than 120 days will be converted into IMRF service credit.

29.5 Noncompliance

- Employees who abuse the use of sick time may be subject to discipline, up to and including termination.

30. Bereavement Leave

- When it is necessary for an employee to be absent for purposes of funeral arrangements and/or attendance at a funeral for a member of their immediate family, provisions are made to cover such absences without loss of wages or salary.

30.1 Paid Bereavement Leave

- Normally, such excused absences are to be limited to three (3) consecutive days for Full-time employees and up to twelve (12) hours over three consecutive days for Half-time and Part-time employees.
- Immediate family is defined as child, stepchild, foster child, spouse, domestic partner, sibling, parent, foster parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, brother-in-law or sister-in-law.
- One paid funeral leave day may be taken for attendance at the funeral of an aunt, uncle, first cousin, niece or nephew.
- Paid leave for funeral attendance for non-immediate family members not listed above will be reviewed by the Library Director and the Finance and Administrative Services Manager on a case-by-case basis and is only approved for unique circumstances.
- Vacation time or PTO must be utilized for any bereavement leaves that are not permissible under this policy.

30.2 Unpaid Bereavement Leave

- If an employee does not have paid time off options available, the employee may be granted unpaid time or make up time for any bereavement leaves that are not permissible under this policy.

30.3 Illinois Mandated Unpaid Family Bereavement Leave Act

- The Library upholds the Family Bereavement Leave Act /820 ILCS 154 (FBLA) as it relates to Library staff. FBLA ensures unpaid leave rights for eligible employees.
 - Eligibility: An employee is eligible for FBLA leave after at least 1,250 hours of service with their employer during the prior 12-month period.
 - “Covered family member:” is an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
 - Eligible employees are entitled to a maximum of 2 weeks (10 workdays) of unpaid leave time in the event of:
 - the death of a “covered family member”; a stillbirth; a miscarriage; an unsuccessful reproductive procedure; a failed adoption match or an adoption that is not finalized because it is contested; a failed surrogacy agreement; or a diagnosis that negatively impacts pregnancy or fertility.
 - Staff who have vacation time or PTO may use paid time concurrently with a FBLA.

- Employees are entitled to a maximum of 6 weeks of leave if they experience more than one event during a 12-month period.
- Employees may use FBLA leave time to:
 - grieve; attend the funeral or alternative to a funeral of a covered family member; or make arrangements necessitated by the death of the covered family member.
- FBLA leave time must be completed within 60 days after the date the employee receives notice of the event. Employees must give their Manager at least 48 hours notice before taking FBLA leave, unless not reasonable or practicable.

31. Voting Leave, Jury Duty and Civil Duty

31.1 Voting Leave

- In accordance with Illinois law, Library employees will be granted paid leave of up to two (2) hours to vote in an election during working hours if the employee starts work less than two (2) hours after the polls open and ends work less than two (2) hours before polls close. Employees must notify the library of their need for voting leave prior to the day of the election. Upon consideration of an employee's request for voting leave, the library will specify the time during which the employee is granted voting leave.

31.2 Jury Duty

- Full-time employees who are called to serve on a jury will be granted leave with pay, up to ten (10) days for normally scheduled work days/shifts only.
- If the period of jury duty is less than a normally scheduled shift for the employee, the employee will check in with their supervisor to determine if the employee should come to work for the remainder of their normally scheduled shift.
- Upon completion of jury duty the employee is required to provide the Finance and Administrative Services Manager with the court clerk's confirmation of days served to ensure jury duty leave is paid.

31.3 Civil Duty

- Library employees who are subpoenaed or are ordered by a court to attend pre-court proceedings to appear on any matter connected with their employment with the Library will receive pay for time lost from work.

32. Family and Medical Leave Act (FMLA)

- The U.S. Department of Labor's rules (federal rules) implementing the Family and Medical Leave Act (FMLA), as they may be amended from time to time, control FMLA leave. This policy summarizes important aspects of the rules.

32.1 FMLA Eligibility

- The FMLA entitles eligible employees to take up to 12 workweeks of unpaid, job protected leave during any rolling 12-month period measured backward from the date an employee uses any FMLA leave for:
 - The birth of a child or placement of a child with the employee for adoption or foster care,
 - The care for a child, spouse, or parent who has a serious health condition,
 - A serious health condition that makes the employee unable to work, and
 - Reasons related to a family member's service in the military, including
 - Qualifying exigency leave – leave for certain reasons related to a family member's foreign deployment, and
 - Military caregiver leave – leave when a family member is a current service member or recent veteran with a serious injury or illness.
- To be eligible for FMLA leave, an employee must have been employed by the library for at least 12 months and have worked at least 1,250 hours during the preceding 12-month period before the leave is requested.
- All family and medical leave requests, except in the case of an emergency, must be submitted at least 30 days in advance to the Finance and Administrative Services Manager or Library Director.
- Employees may be required to provide certification by a doctor or other health care provider of the employee's or family member's serious health condition to the Library.

32.2 Continuation of Benefits

- During any FMLA leave, the Library shall maintain the employee's coverage under any group health, dental and life plan maintained by the City of Park Ridge under the same conditions that existed when actively employed.
- Employees are obligated to continue to make the same co-payments of insurance premiums as made while actively employed. Employees going on unpaid FMLA leave will be informed at the beginning of the unpaid leave period of the right to continue group health and dental insurance, the responsibility for premiums, the amount due, and frequency of insurance premium payments. Premium payments more than thirty (30) days late can result in the City terminating group health and dental insurance coverage. However, group health insurance coverage will be restored, without a waiting period, immediately upon the employee's return from FMLA leave.
- Employees who fail to return from unpaid FMLA leave for reasons other than (1) the continuation of a serious health condition of employee or a covered family members or

(2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason) may be required to reimburse the Library for the cost of premiums paid by the Library.

- Contributions to IMRF will be continued on the same conditions as coverage would have been provided if the employee had been actively employed during the entire leave, provided the employee is using accrued paid leave time during the term of the family leave. If FMLA leave is unpaid, the Library will not contribute to IMRF for employees on unpaid leave. The employee may be eligible to purchase this time upon return from leave, in accordance with IMRF rules and regulations.
- An employee is not entitled to the accrual of seniority, vacation, service credit or other benefits during unpaid FMLA. An employee who takes family or medical leave will not lose any employment benefits that accrued before the leave date began.

32.3 Application of Paid Leave

- In all qualifying instances, the Library will require an employee to substitute paid leave for unpaid FMLA leave:
 - Leave for Child Care for Birth or Placement of a Child: Employees who require FMLA due to childbirth shall be required to first use any and all accrued sick leave, then vacation leave. Employees who require FMLA due to bonding shall be required to first use any and all accrued vacation leave, then sick leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid. In accordance with the law, leave for the birth of a child and bonding allows parents to use FMLA during the 12-month period beginning on the date of birth on a continuous basis.
 - Leave for Serious Health Condition of a Family Member: Employees shall be required to first use any and all accrued sick leave, then vacation leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid.
 - Leave for Serious Health Condition of the Employee: Employees shall be required to first use any and all accrued sick leave, then vacation leave. Balance of family leave (up to a total of twelve weeks including paid time off) will be unpaid.
- Tier 2 employees on the PTO policy will be required to use any and all accrued paid time off concurrently with FMLA. Employees using all available eligible paid leave accruals before the end of a scheduled FMLA leave will be in an unpaid status for the remainder of the leave. While in an unpaid FMLA leave status, employees with a serious medical condition may be eligible for disability benefits under the applicable pension program. Receipt of disability benefits under a pension program or through workers' compensation benefits does not extend the maximum limit of FMLA leave entitlement; rather this benefit will run concurrently with FMLA leave.

32.4 Intermittent, Reduced Schedule Leave

- FMLA leave taken to care for a family member with a serious health condition or for an employee's own serious health condition may be taken intermittently or on a reduced leave basis if medically necessary.

- The employee should work with their Manager and make a reasonable effort to schedule intermittent leave for planned medical treatment so as not to unduly disrupt the department's operations.
- FMLA taken for care of a newborn, or adopted or foster child may be taken intermittently or on a reduced leave basis only upon the Library's approval.

32.5 Reinstatement

- Upon the employee's return to work they will be restored to their prior position or to an equivalent position with equivalent employment benefits and pay.

32.6 Military Leave

- Leaves of absence for military or reserve duty are granted to all employees of the Library. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their Manager as soon as is practicable.
- Employees will be granted a military leave of absence for the period of military service in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.
- Employees who are reservists or members of the National Guard are granted time off for required military training. Eligibility for reinstatement after the completion of their military duty and training and benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws.

32.7 Family Military Leave

- The Illinois Family Military Leave Act entitles eligible employees, who are the spouses, parents, children, or grandparents of a person called to state or federal military service lasting longer than 30 days, to take up to 30 days of unpaid, job protected leave during any 12 month period when the federal or state deployment orders are in effect.
- To be eligible for Family Military Leave, employees must have been employed by the Library for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the leave. Employees are not entitled to Family Military Leave unless they have exhausted all accrued vacation leave, PTO and any other leave to which they are entitled, except sick leave. In addition, the Library will require employees requesting Family Military Leave to provide certification by the proper military authority that verifies the employee's eligibility for Family Military Leave.
- Employees must give 14 days notice of the need for Family Military Leave if the leave will consist of five or more consecutive days duration. Employees requesting Family Military Leave for less than five consecutive days must provide as much advance notice as is practicable. During any Family Military Leave, employees shall be eligible to continue their benefits at their own expense.
- Upon an employee's return to work at the Library, they will be restored to their prior position or to an equivalent position with equivalent employment benefits and pay.

32.8 Victims' Economic Security and Safety Act (VESSA) Leave

- The Victims Economic Safety and Security Act (VESSA) entitles employees to take up to 12 workweeks of unpaid, job-protected leave during any 12-month period to any employees who are victims of domestic or sexual violence, or whose family or household member is a victim.
- In the event of the employee's suffering from domestic or sexual violence, the employee may elect to use any accrued paid leave credits (including sick, vacation, or PTO) toward satisfaction of the 12-week leave period. However, employees are not required to substitute available paid leave for unpaid leave under VESSA.
- All VESSA leave requests, except in the case of an emergency, must be submitted at least 48 hours in advance to the Finance and Administrative Services Manager or the Library Director.
- Employees may be required to provide certification by a doctor or other relevant individual of the employee's or family member's need for such leave under VESSA.
- During VESSA leave, employees under the Library's insurance plan will continue to be covered. The employee will, however be required to reimburse the library for the employee's share of the monthly premiums, should the employee opt for unpaid time.
- Upon the employee's return to work, they will be restored to their prior position or to an equivalent position with equivalent employment benefits and pay.

33. Parental Leave

- The Library will provide up to six (6) weeks of paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. For those employees who are eligible for FMLA leave, this paid parental leave will run concurrently with their FMLA leave and cannot be used to extend the FMLA leave. *For questions about FMLA please see #32, Family and Medical Leave Act (FMLA), in this handbook*
- Paid parental leave must be taken within the first 12 months of the birth or placement of the child(ren). The amount of paid parental leave does not increase with multiple births or adopted children.

33.1 Eligibility

- To be eligible for paid parental leave under this policy, employees must be a full-time or half-time employees who meet the following criteria:
 - Have worked for the library for at least 12 consecutive months **and**
 - Have given birth;
 - Be a spouse or domestic partner of a woman who has given birth; or,
 - Have adopted a child or been placed with a foster child under age 18. An employee who adopts a spouse's or partner's child(ren) is not eligible for this benefit.

33.2 Leave Scheduling

- The leave may begin no earlier than the birth or placement of the child(ren) and must begin and end within 12 months immediately following the birth or placement. With prior approval from the library, paid parental leave may be taken intermittently but must be taken in full week increments by prior arrangement with the employee's Manager and in consideration of the needs of the library.
- Unused paid parental leave may not be carried over and there is no payment of unused parental leave upon termination of employment.

33.3 Pay

- Parental leave is paid at 100 percent of the employee's regular, straight-time weekly pay. In all cases, the term "week" applies to the regular workweek schedule. Employees will be paid on a biweekly basis on regularly scheduled pay dates.

33.4 Benefits

- During an approved paid parental leave, the Library will maintain the employee's health benefits.

33.5 Requesting the Leave

- If the need for leave is foreseeable, the employee must submit a written leave request to their Manager and the Finance and Administrative Services Manager at least 30 days prior to the start of the leave in the form of a proposed schedule of leave to be taken.
- Where the need for leave is not foreseeable, the employee must submit a written leave

request to their Manager and the Finance and Administrative Services Manager as soon as practicable in the form of a proposed schedule of leave to be taken.

33.6 When Both Parents are Eligible Employees

- Paid parental leave may be taken concurrently, consecutively, or intermittently within 12 months of the birth or placement of the child(ren). Each eligible parent is entitled to six (6) weeks of paid parental leave.

34. General Leave Time and Other Leaves

- Employees must normally request a leave of absence in advance from their Manager, except in situations where they are absolutely prohibited from doing so by emergencies or unforeseen circumstances. All leaves must be reviewed by the Library Director for final approval.
- Employees will maintain employment status and previously accrued paid time off while on approved leave.
- Except where otherwise noted, employees will continue to accrue paid time off during the time they are on approved paid leave from Library service.
- Employees are not entitled to the accrual of any seniority, paid time off, vacation, sick, or other paid time off program during an unpaid leave of absence, unless otherwise proscribed by law.
- Time spent on extended, unpaid leaves of absence may not be counted as creditable service for IMRF pension purposes.
- If an employee goes on an approved, unpaid leave of absence for a period in excess of thirty (30) calendar days and wishes to maintain insurance coverage, the employee is responsible for payment of the total monthly insurance premiums unless otherwise provided by law.

34.1 Emergency Leave

- Short term emergency leave may be granted without pay by your Manager for a period of up to three (3) working days when conditions warrant absence from work for compelling personal or business reasons.

34.2 Personal Leave

- Extended personal leaves of absence may be granted when there is an urgent or compelling need for an employee to be absent to take care of important personal business. Personal leaves of absence will not be granted or extended to last for more than six (6) months.
- A request for an extended personal leave of absence must be made to the Manager at least thirty (30) days in advance when practicable. Personal leaves of absence must be approved in advance by the Manager and Library Director.
- All personal leaves will be unpaid, unless the employee has accrued unused vacation, PTO or compensatory time, in which case the employee will be required to utilize such leave concurrently with the requested personal leave.
- Employees on an unpaid personal leave of absence may continue their insurance coverage by paying the employee portion of their insurance premiums.

34.3 Disability Leave

- The Illinois Municipal Retirement Fund (IMRF) provides retirement, disability, and death benefits to eligible participants. Contact IMRF for information www.imrf.org.

34.4 Administrative Time – Exempt Employees

- Exempt Regular Full-time employees will be granted administrative days annually on January 1 to acknowledge additional time worked outside of the standard workday.
 - Department Managers will be granted three (3) administrative days per calendar year.
 - The Library Director will be granted five (5) administrative days per calendar year.

- Administrative time cannot be carried over and will not be paid out at separation of employment.

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

June 13, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Thiagarajan at 7:27p.m.

ROLL CALL

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

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

Treasurer Somheil made a

MOTION: to approve the minutes of May 9, 2023

President Hanba seconded the motion.

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

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Director Bertucci reviewed the status of tasks for June noting that all tasks are in progress and on track for timely completion. She noted that the June 20, 2023 Board meeting will be held in the first floor meeting room at the Library as the City Council meeting is being held that same evening in the Council chambers.

NON RESIDENT LIBRARY CARD RESOLUTION

Director Bertucci explained that each year, per Illinois Library law, the Board approves a fee for library cards sold to non-residents whose taxes do not support library services. The fee is determined using a mathematical formula provided by the State to calculate a fee equivalent to the average local tax support. According to this year's calculation, the fee that will be effective July 1, 2023 is \$284.

Trustee Rapisand made a

MOTION: to approve a Non-Resident Library Card Fee of \$284 for qualified non-residents, effective July 1, 2023

Trustee Renaldi seconded the motion.

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

Motion passed

OTHER

President Hanba asked about the status of the Teen Advisory Board that has recently been formed. Director Bertucci reported that at the first meeting of the group there were 12 teens in attendance, led by Teen Librarian, Emily Fardoux. The group discussed strengths and challenges in the Loft and opportunities for improvements. They plan to develop a logo for the Loft that would distinguish it from other parts of the building. Ms. Fardoux was very encouraged by the enthusiasm of the group and their level of commitment to the process.

Trustee Rapisand made a

MOTION: to adjourn the meeting

Trustee Renaldi seconded the motion.

Voice Vote: All in favor

Motion passed

The meeting was adjourned at 7:37 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*
- Review budget assumptions for City-provided services
- Annual trustee and staff anti-harassment training
- Policy work

AUGUST 2023

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

SEPTEMBER 2023

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

OCTOBER 2023

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

NOVEMBER 2023

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

DECEMBER 2023

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

Updated: June 6, 2023



Memorandum

Memo Date: July 7, 2023
From: Joanna Bertucci
Meeting Type: Planning & Operations Committee of the Whole Meeting
Meeting Date: July 11, 2023
Action Requested: For review and approval
Subject: Policy manual review

Beginning in July 2023, the Planning and Operations committee will be presented with policies to be reviewed on a quarterly basis. The quarterly review schedule will ensure that policies are reviewed triennially so that they are up to date and support the mission, vision, and strategic plan of the library.

The following policies are for your consideration at the July 11 Committee of the Whole meeting:

Section	Policy	Recommendations
A. Oversight	Annual Library Award	Change name to <i>Library Award</i> Present the award biennially going forward, next award to be given in 2024.
B. Patrons	Photo Use	Sent to attorney for feedback and recommendations on including language about video recording in the Library; significant revisions to encompass photography, video and audio recording.
C. Patrons	Social Media	Minor revisions
D. Patrons	Library Website	Language felt dated, updated to reflect current practices.
E. Patrons	Park Ridge Community Network	Recommend rescission. Elements of the PRCN will be incorporated into the new website and does not require a separate policy.

Recommended Action:

- 1) Based on discussion and possible updates at the July 11, 2023 meeting, I respectfully recommend that the Board approve revisions to the following policies at the July 18, 2023 Regular Board Meeting:
 - 1) Library Award
 - 2) Photo Use
 - 3) Social Media
 - 4) Library Website

- 2) I respectfully recommend that the Board rescind the Park Ridge Community Network policy at its July 18, 2023 Board meeting.

~~ANNUAL~~ LIBRARY AWARD

POLICY:

An ~~annual~~ biennial Library Award will be presented to honor an individual or group that has performed extraordinary service to the Library.

RULES:

1. The award presentation will take place at the Board of Trustees' April meeting. ~~annually.~~
2. To be eligible, the nominee is expected to be selected either for service during the past two years or for service over a period of years.
3. Previous honorees and current members of the Board of Trustees are not eligible for the award.
4. The Communications & Development Committee will solicit nominations from the public, staff and Board members.
5. All nominations will be due one week prior to the March Committee meeting.
6. The Communications & Development Committee will review the nominations and make a recommendation for approval by the full Board at their regular meeting in March.
7. A perpetual plaque inscribed with the names of each ~~annual~~ honoree will be displayed in a place of prominence in the Library.

Revised xxx

Revised November 16, 2021

Revised May 21, 2013

Revised May 18, 2010

Approved: January 17, 2006

PHOTOGRAPHY, VIDEO, AND AUDIO RECORDING POLICY

POLICY:

As stated in the Conduct in the Library Policy, the Park Ridge Public Library maintains a safe, clean, courteous, respectful and productive environment for all Library patrons and staff. Towards this end, the Library maintains policies, including this Photography, Video, and Audio Recording Policy, that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being.

LIBRARY PATRONS:

Permission is not required for photography, video or audio recording in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, photography, video and audio recording is prohibited in certain library locations (i.e., restrooms, spaces reserved for nursing, childcare areas, areas reserved for staff only, and exhibition areas displaying museum artifacts and archival materials). If tripods, lights, or other specialized equipment is to be used, requests with the Library Director must be made at least 24 hours in advance.

Prohibited Use. The Library building is a limited public forum. Photography, video and audio recording is prohibited when it: (1) compromises a patron or staff member's right to privacy, (2) harasses, intimidates, or threatens a patron or staff member, (3) interferes with a staff member's ability to perform their duties, or (4) blocks library aisles, walkways, stairwells, doors, or exits.

Exterior Photography, Video and Audio Recording. Photography, video and audio recording outside of the Library building while on library grounds does not require permission, provided the activity does not impede the entering or exiting of patrons or staff to or from the library building and otherwise complies with this Policy.

Commercial Photography, Video and Audio Recording. The Library may permit use of its facilities for commercial photography, video and audio recording if the project does not interfere with the mission of the Library and otherwise complies with this Policy. The Library may charge a fee to offset costs incurred by the Library to provide access to the facility, and prior permission from the Library Director must be sought at least one week in advance.

Photography, Video and Audio Recording of Materials and Resources. The Library permits photography, video and audio recording of its publicly available collections, provided such activity otherwise complies with this Policy. Patrons are solely responsible for obtaining consent or other permission when taking photographs, videos or audio recordings of copyrighted materials.

Liability. Patrons involved in taking photographs, videos or audio recordings are solely liable for any injuries to persons or property that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library does not assume any responsibility for obtaining these releases or permissions.

Enforcement. The Library reserves the right to ask any individual or group violating this Policy to cease the taking of photographs, videos or audio recordings. Violations may result in removal from the facility and/or suspension of library privileges. Illegal activity may result in arrest.

LIBRARY STAFF:

Library staff may take photographs of patrons attending Library programs or activities for the purpose of inclusion in Library publications, to publish on its website, or share on social media. Print publications include the newsletter, brochures, or other printed materials. Attendees consent to having their photograph taken and used for such purposes.

Rules:

1. If a Library patron does not wish for themselves or their child to be photographed, the patron must notify Library staff to that effect.
2. The Library will not identify, by name, patron(s) in photographs used on the Library website, social media, or in print publications unless granted permission to do so by the patron(s).
3. When the Library plans to identify a patron by name in a photograph, the patron will be asked to provide verbal or written consent prior to such publication. Names of minors will not be included with photographs unless the Library obtains parental consent.

Revised: July __, 2023

Revised: October 19, 2021

Approved August 21, 2012

DRAFT

PHOTO USE

POLICY:

Park Ridge Public Library staff may take photographs of patrons attending Library programs or activities for the purpose of inclusion in Library publications, to publish on its website, or share on social media. Print publications include the newsletter, brochures, or other printed materials. Attendees consent to having their photograph taken and used for such purposes.

Library patrons may not take photographs or videos of other patrons or staff without the permission of the person(s) being photographed.

RULES:

1. If a Library patron does not wish them self or their child to be photographed, the patron must notify Library staff to that effect.
2. The Library will not identify, by name, patron(s) in photographs used on the Library website, social media, or in print publications unless granted permission to do so by the patron(s).
3. When the Library plans to identify patron by name in a photograph, the patron will be asked to provide verbal or written consent prior to such publication. Names of minors will not be included with photographs unless the Library obtains parental consent.

Revised: October 19, 2021
Approved August 21, 2012

SOCIAL MEDIA

POLICY:

The Park Ridge Public Library uses various social media platforms to communicate information and promote Library programs, collections, services. Social media is defined as online discussion forums, including but not limited to Facebook, Twitter, Instagram and LinkedIn. The Library allows the posting of public comments on social media platforms as specified in the rules.

RULES:

1. The Library's social media platforms are managed by the Library Director and Marketing Office staff. This group meets regularly to review content, suggest changes and enhancements and to review user comments and statistics with the goal of continuous improvement.
2. The Library Director or their designee reserve the right to monitor content before it is posted on any Library sponsored social media platform.
3. The Library does not endorse the opinions expressed by members of the public when commenting on Library posts on in comments, posts or responses on its social media platforms. The Library may respond to commenters to correct misinformation regarding Library programs or services.
4. By participating in the library's social media platform(s), using this service, patrons agree to abide by the Library's Social Media Policy. Comments posted to Library-sponsored social media platforms are moderated by Library staff.
5. The Library reserves the right limit, suspend, or remove comments, posts, or responses containing information including, but not limited to, the following:
 - Language perceived as abusive or bullying in nature
 - Advertising or sale of merchandise or services
 - Copyright and trademark violations
 - Spam
 - Obscenity
 - Specific threats, discriminatory or harassing language
 - Libelous or defamatory comments
6. The Library will make every reasonable effort to monitor comments posted to its social media outlets, however continuous monitoring is not practicable.
7. Comments posted in violation of this policy can be reported to the Library using the social media outlet's direct message feature or by contacting the Library Director via telephone or email librarydirector@parkridgelibrary.org
8. The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media.

Revised December 21, 2021

Approved May 20, 2014

LIBRARY WEBSITE

POLICY:

The Park Ridge Public Library maintains a website to provide information on Library collections, services, programs and policies. The website supports the Mission, Vision, and Strategic Plan established by the Library Board of Trustees.

RULES:

1. Address (URL) and Hosting

The website address is www.parkridgelibrary.org. The website is hosted by a third party vendor who also provides management tools and technical support.

2. Webmaster

A designee of the Library Director manages the website internally.

3. Scope

The website is intended to provide both the public and staff access to a variety of educational and informational resources. The information complements the Library's physical collections and includes the catalog, databases, e-Content, information on Library programs, services, policies, agendas and minutes, and curated links to web resources.

4. Content Management

Designated Library employees have permission to update content relevant to their departmental pages. Library employees who post content to the website without permission are subject to discipline, up to and including termination.

Only information relevant to the Library will be published on the website. Commercial trademarks and logos will only be used with permission from a vendor or indicating partnership or sponsorship of a Library event. Advertising on the Library's website is not permitted.

5. Links

The Library will provide links to other websites to support the Library's goal of providing a wide range of information to the public. Government, non-profit, and commercial websites free from excessive marketing may be included. To be selected, websites must meet the following criteria:

- The primary intent of the website is to educate or inform.
- The site's owner or sponsor is easily identifiable and credible.

The site does not charge for access. The Library is not responsible for the content or accuracy of third party websites. Library staff will make every effort to keep links current and encourages website visitors to utilize the "Contact Us" page on the website if they find a link that no longer functions or that is inconsistent with the above stated criteria.

6. Errors and Omissions

The Library does not warrant that access to the Library's website will be uninterrupted or error free and the Library will attempt to correct information in a timely manner. Issues should be reported using the "Contact Us" page on the website or by calling the Library directly at 847-825-3123.

7. Disclaimer of Liability

The Park Ridge Public Library shall not be held liable for any improper or incorrect use of the information contained on the Library website and assumes no responsibility for anyone's use of the information.

8. Disclaimer of Endorsement

The Park Ridge Public Library is a distributor of content supplied by third parties. Opinions, information and content expressed or made available by third parties, including information providers, and others are those of the respective author(s) or distributor(s) and do not state or reflect the opinions of the Library staff and Board of Trustees.

Revised XXX
Revised November 16, 2021
Revised May 21, 2013
Approved September 21, 2010

DRAFT

LIBRARY WEBSITE

POLICY:

The Park Ridge Public Library maintains a website to provide information on ~~the~~ library collections, services, programs and policies. The website supports the Mission, Vision, and Strategic Plan established by the Library Board of Trustees.

RULES:

1. Address (URL) and Hosting

The website address is www.parkridgelibrary.org. ~~The website is hosted by a third party vendor who also provides. The website is hosted by a third party vendor that provides content management tools and technical support.~~ management tools and technical support.

2. Webmaster

~~The website is managed by A designee of the Library Director manages the website internally. the Website Review Committee, an interdepartmental staff committee designated by the Director. The Committee meets bi-monthly to review content, suggest changes and enhancements and to review user comments and statistics with the goal of continuous improvement.~~

3. Scope

The website is intended to provide both the public and staff access to a variety of education ~~and~~ and information ~~and~~ and resources. ~~It provides a dynamic collection of links and content on a variety of subjects for users of all ages and levels of experience.~~ The information complements ~~the print and multimedia~~ the Library's physical collections of the Library and includes the catalog, a web-based catalog, online databases, ~~e-Content~~ electronic books, information on Library programs, and services, policies, agendas and minutes, and curated links to ~~other selected Internet websites~~ web resources.

4. Content Management

~~Designated Library employees have permission to update content relevant to their departmental pages. Library employees who post content to the website without permission are subject to discipline, up to and including termination. Website content is updated regularly by the members of the Website Review Committee. All content is reviewed by the Library Director, or designee, prior to publication.~~

Only information relevant to the Library ~~about the Library~~ will be published on the website. Commercial trademarks and logos will only be used with permission from a vendor or if they are indicating partnership or sponsorship of a Library event, ~~or represent a vendor that provides online content such as third party online databases and resources. There will be no advertising on the website.~~ Advertising on the Library's website is not permitted.

5. Links

The Library will provide links ~~from its website~~ to other websites to support the Library's goal of providing a wide range of information to the public. Government, non-profit, and commercial

websites free from excessive marketing may be included. To be selected, websites must meet the following criteria:

- ~~The primary intent of the website is to educate or inform.~~
- ~~The site's owner or sponsor is easily identifiable, and contact information is provided and credible.~~

The site does not charge for access. ~~As website content may change or disappear entirely without notice, the Library cannot be held is not~~ responsible for the content or accuracy of ~~websites not maintained by the Park Ridge Public Library staff~~ third party websites. Library staff will make every effort to keep links current and will encourages website visitors to utilize the "Contact Us" ~~page function~~ on the website if they find a link that no longer functions or that is inconsistent with the above stated criteria.

The Library reserves the right to deny or remove links from its website if a particular website contains obscene images and/or text or is a website sponsored by or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal.

6. Electronic Newsletter

The Library maintains a list of subscribers to our electronic newsletters. Participation is voluntary and patrons may unsubscribe at any time. Emails are for the exclusive use of the Library and will not be transferred or used for any other purpose.

7. Errors and Omissions

The Library does not warrant that access to the Library's website will be uninterrupted or error free, ~~though and~~ the Library will attempt to correct information in a timely manner. ~~Problems Issues~~ should be reported using the "Contact Us" ~~page feature~~ on the website or by calling the Library directly at 847-825-3123.

8. Disclaimer of Liability

The Park Ridge Public Library shall not be held liable for any improper or incorrect use of the information contained on the Library website and assumes no responsibility for anyone's use of the information.

9. Disclaimer of Endorsement

The Park Ridge Public Library is a distributor of content supplied by third parties ~~and patrons~~. Opinions, information and content expressed or made available by third parties, including information providers, ~~patrons~~ and others are those of the respective author(s) or distributor(s) and do not ~~necessarily~~ state or reflect the opinions of the Library staff and Board of Trustees.

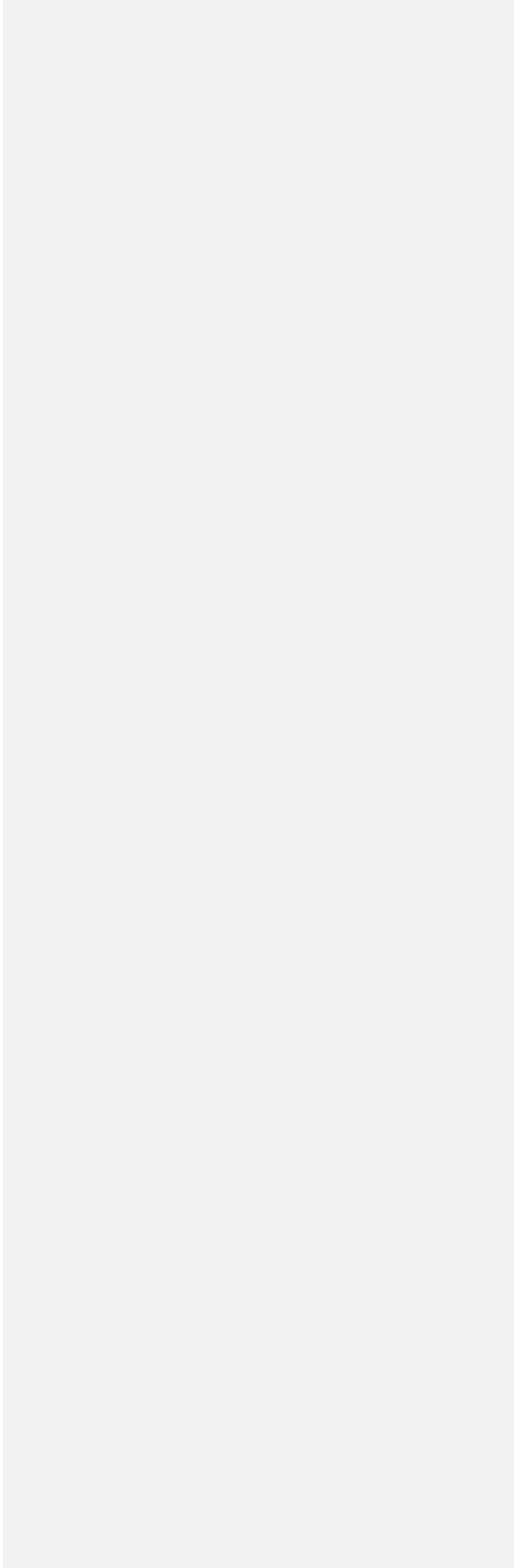
Revised November 16, 2021

Commented [JB1]: This is not needed. The Library wouldn't provide a link to anything obscene or political on our website. If a linked website was hacked, we'd remove it immediately. We also don't solicit suggestions for sites to be included on our site, that is in the purview of staff.

Commented [JB2]: Recommend to remove from this policy. We don't need policy language to send eNewsletters. All our eNewsletters have the required OPT out feature. Our confidentiality policies prohibit the Library from sharing emails

Commented [JB3]: My guess is this was included at a time when the website featured a blog...we do not allow patron's to post content on our website.

Revised May 21, 2013
Approved September 21, 2010



POLICY:

The Park Ridge Community Network (PRCN) website provides information about Park Ridge, IL including information about community organizations and other community resources of interest to residents and visitors.

RULES:

1. Address (URL) and Hosting

The website address is www.parkridge.info The Library has a contract with a web hosting company to provide 24/7 support of the site, content management tools and technical support.

2. Webmaster

The website is managed Community Network Committee, a Library staff committee designated by the Director. The committee meets bi-monthly to review content and suggest changes or enhancements to the site in order to provide a wide array of current and relevant information about Park Ridge.

3. Scope

The PRCN provides information via links to the City of Park Ridge, Park Ridge Park District, community schools and other community services. The PRCN features information on community organizations of a nonprofit, community-oriented nature, a link to the City's business license database, and a directory of shops and restaurants within the city limits.

4. Content Management

Only information about Park Ridge, IL, community organizations that regularly meet in Park Ridge and have a membership that includes at least 50% Park Ridge residents are included on the PRCN website.

Designated representatives of community organizations as defined above may submit information about their organization, including schedules of meetings, events and news. Website content is updated regularly by members of Community Network Committee. All content will be reviewed by the Library Director, or designee, prior to publication

Commercial trademarks and logos will only be used if they are indicating sponsorship of an event hosted by a community organization.

Advertising on the website is prohibited.

5. Submitting Information to be Posted on the Website

Information to be posted on the website shall be submitted via the form included on the PRCN home page. There is no charge to post information on the website.

6. Links

Library staff are responsible for developing links from the PRCN website to other websites. Selected links to other websites support the goal of providing current and relevant information to the public. To be selected, websites must meet the following criteria:

- The primary intent of the website is to educate or inform.
- The website's owner or sponsor is easily identifiable, and contact information is provided.
- The website does not charge for access.
- Links that contain political campaign information shall not be included.

Since website content may change or disappear entirely without notice, the Library and its staff cannot be responsible for the content or accuracy of websites it does not host. Library staff will make every effort to keep links current. Website visitors will be instructed to utilize the "Contact Us" function of the website if they find a link that no longer functions or that is inconsistent with the above stated criteria.

The Library reserves the right to deny or remove links from its website if a particular website contains obscene images and/or text. The Library has the right to deny or remove a link to a website sponsored by or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or ballot proposal.

7. Errors and Omissions

The Library does not warrant that access to the PRCN website will be uninterrupted or error free. Problems should be reported using the "Contact Us" feature on the website.

8. Disclaimer of Liability

The Park Ridge Public Library shall not be liable for any improper or incorrect use of the information contained on the PRCN website.

9. Disclaimer of Endorsement

The Park Ridge Public Library is a distributor of content supplied by third parties and patrons. Opinions, information and content expressed or made available by third parties, including information providers, patrons and others are those of the respective author(s) or distributor(s) and do not necessarily state or reflect the opinions of the Library staff and Board of Trustees.

Revised November 16, 2021
Approved February 21, 2012