



Niles Public Library District

Regular Board Meeting

Wednesday, December 14, 2016 7:00 PM

**NILES PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING AGENDA**

December 14, 2016

7:00 PM

Board Room

6960 Oakton Street

Niles, Illinois

ORDER OF BUSINESS

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - A. Approve the Minutes of the Special Board Meeting of November 9, 2016 4
 - B. Approve the Minutes of the Regular Board Meeting of November 16, 2016 5
4. Public Comment
5. Treasurer's Report
 - A. Review Financial Reports 8
 - B. Approve the payment of the bills for operating expenses of \$224,779.58, payroll expenses of \$254,952.41, Special Reserve expenses of \$6,617.40 for a total monthly expense of \$486,349.39 15
6. Director's Report
 - A. Highlights 21
 - B. Monthly Statistics 29
7. Communications 34
8. Committee Reports
 - A. Building and Grounds
 - B. Technology
9. Liaison Reports
 - A. Friends of the Library
 - B. Legislative
 - C. RAILS
10. Secretary's Report
 - A. A certified copy of Ordinance 16-07, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017, along with a certified copy of a Truth in Taxation Certificate of Compliance, was mailed to the Cook County Clerk on November 21, 2016.

Board Meeting Agenda - December 14, 2016

- 11. New Business
 - A. Approve Resolution 16-03 Resolution to Make Additional Employer Contributions which transfers \$2.0 million to the Illinois Municipal Retirement Fund (IMRF) 38
 - B. Approve the expenditure not to exceed \$8,500 to hire VirTek to assist IT with the implementation and migration of the Library District's Exchange server to the cloud 40
 - C. Approve Resolution 16-04 Resolution Adopting a Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Control Act and accept accompanying changes to Personnel Policy 4.14 Travel Expenses 58
 - D. Motions D-H 66
 - 1) D. Move to approve the recommended changes to Personnel Policy 4.06, Sick Leave 68
 - 2) E. Approve the recommended changes to Personnel Policy 4.08, Vacation Allowances 71
 - 3) F. Approve the recommended changes to Personnel Policy 4.09, Personal Days 74
 - 4) G. Approve the new Personnel Policy 4.24, Longevity Pay Plan 77
 - 5) H. Approve the remaining recommended minor changes to the Personnel Policy Manual including:
4.01 Personnel Manual 4.02 Appointment 4.03 Employment and Discipline 4.04 Open Door Communications (formerly Grievance procedure) 4.05 Absence Reporting 4.07 Holidays and Closings 4.10 Family Medical Leave (formerly Leaves of Absence without Pay) 4.11 Military Leave of Absence (formerly Leaves of Absence without Pay) 4.12 Personal Leave of Absence 4.13 Compassionate Leave 4.14 Jury Duty 4.15 Attendance at Professional Meetings 4.18 Drug-free and Alcohol-free Workplace (formerly Drug-free Workplace) 4.19 Anti-Harassment and Non-Discrimination Policy (formerly Harassment Policy) 4.20 Nepotism 4.21 Personnel Records Policy 4.22 Social Media 4.23 Victims' Economic Security and Safety Act 78
- 12. Unfinished Business
 - A. Discussion of Friends of the Library history and funding, with possible action
- 13. Other
- 14. Adjournment

**NILES PUBLIC LIBRARY DISTRICT
Special Board Meeting
Focus Group Meeting with KBA Consultants
November 9, 2016
7:15 PM
Board Room
6960 Oakton Street
Niles, Illinois**

Trustees Present

Rob Breit, Karen Dimond, Barbara Nakanishi, Patti Rozanski, Linda Ryan, and Tim Spadoni. Carolyn Drblik was absent.

Library Staff Present

Susan Lempke

Others Present

Rob Cullin and Kimberly Bolan Cullin, KBA Consultants

Call to Order

The Special Board Meeting of the Niles Public Library Board of Trustees was called to order at 7:15 PM.

Roll Call

Roll call was taken by Ms. Lempke.

Focus Group Meeting

The Board and Director met with Kimberly Bolan & Associates, our strategic planning consultants. They reviewed the process so far and answered questions that the consultants asked concerning the Library District.

Adjournment

Trustee Dimond motioned to adjourn. Trustee Nakanishi seconded. Voice vote taken. All ayes. No nays. Motion carried.

The meeting ended at 8:45 PM

President

Secretary

NILES PUBLIC LIBRARY DISTRICT
Regular Board Meeting Minutes
November 16, 2016
7:00 PM
Board Room
6960 Oakton Street
Niles, Illinois

A video recording of this meeting can be viewed on the Library's website www.nileslibrary.org.

Trustees Present

Linda Ryan, Karen Dimond, Barbara Nakanishi, Rob Breit, Tim Spadoni, Carolyn Drblik, Patti Rozanski

Library Staff Present

Susan Lempke-Library Director; Greg Pritz-Assistant Director/Business & Operations Manager; Cyndi Rademacher-Assistant Director; Diane Winberg-Administrative Assistant; Dave Dabrowski-Maintenance Services Supervisor; Arianne Carey, KidSpace Supervisor; Emily Mendoza, Marketing Assistant

Others Present

Fiona Rae (Contest Winner) & Guests—Ed & Sybil Marshall, Ellen Marshall, John Gray, Christine Nelson, Dr. John Kosirog, Dennis Martin, Niles Resident; Judy Walther, Auditor, McClure Inserra & Company.

Call to Order

The Regular Board Meeting of the Niles Public Library District Board of Trustees was called to order by President Linda Ryan at 7:00 PM.

Roll Call

The roll was taken by Ms. Winberg.

Pledge of Allegiance

President Ryan led the Pledge of Allegiance.

Library President for the Day

President Ryan presented "Library President for a Day" contest winner, Fiona Rae a Key to the Library plaque. Fiona very proudly read her winning entry to the Board and all present.

Library Audit

Ms. Walther presented the Library's audit for the year ended June 30, 2016. The Library's financial statements were given an "unmodified opinion."

Minutes of the Regular Board Meeting of October 19, 2016

Trustee Nakanishi MOVED the Library Board of Trustees approve the Minutes of the Regular Board Meeting of October 19, 2016. Trustee Dimond seconded.

Roll Call Vote: Ayes: Nakanishi, Breit, Drblik, Rozanski, Ryan, Dimond. Nays: None. Abstain: Spadoni. Motion passed.

Public Comment

President Ryan invited Mr. Dennis Martin to the table. Mr. Martin commented on his disappointment that the Board voted for IMRF considering the comments they got from taxpayers and that the costs of the plan were not addressed. He commented on the high quality of printing used for Chapter One. He suggested that facilities throughout the village send their own staff to the Library to pick up materials rather than the Library sending a van. His recommendation is to make a conservative effort to keep costs down.

Treasurer's Report

The Library Board reviewed the October 2016 Treasurer's Report and narrative as prepared by Mr. Pritz.

Payment of the Bills

Trustee Nakanishi MOVED the Library Board of Trustees approve the payment of the bills for operating expenses of \$196,980.79, payroll expenses of \$254,616.47, Special Reserve expenses of \$0.00, for a total monthly expense of \$451,597.26. Trustee Rozanski seconded.

Roll Call Vote: Ayes: Nakanishi, Breit, Spadoni, Drblik, Rozanski, Ryan, Dimond. Nays: None. Motion passed.

Director's Report

- Highlights
- Veterans' Breakfast
- Library Information Table on Election Day—new library cards were issued
- Results from Focus Groups—Consultants very pleased with the input received
- Trustee Retreat scheduled for January 16, 2017
- Maker Fest very successful—over 500 in attendance; possibly an annual event
- No update on Passport Agency
- Niles Library rated as a "Star Library" once again
- Follow-up on ALA, PLA and ILS membership costs for the Trustees
- Monthly statistics were included in the Board Packet

Communications

They were included in the Board packet.

Committee Reports

Building & Grounds Committee (Trustees Dimond, Nakanishi, Rozanski, and Ryan)

Ms. Lempke reported that Product Architecture has started work on the exterior signage working with the Village on permits and requirements. She reported that the remodeling of the KidSpace bathrooms will take place prior to the remodeling of the bathrooms on the third floor.

Liaison Reports

Friends of the Library

Susan Lempke reported that the Friends' Annual Christmas Party will be held on December 10. The volunteers have been invited. A discussion was held on the funds made by the Continuous Book Sale and the work involved to run the sale. Ms. Lempke was asked to add a discussion of the Friends' Funds to the December agenda.

Legislative

There was no report.

RAILS

Ms. Lempke reported that a December meeting is scheduled.

Secretary's Report

There was no report.

New Business

Ordinance 16-07

Trustee Dimond MOVED the Library Board of Trustees adopt Ordinance 16-07, an Ordinance Levying and Assessing Taxes of the Niles Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017. Trustee Spadoni seconded.

As determined by the Board in October, the levy amount stayed the same as last year's.

Roll call vote: Ayes: Dimond, Nakanishi, Breit, Spadoni, Drblik, Rozanski, Ryan. Nays: None. Motion passed.

Resolution 16-02

Trustee Nakanishi MOVED the Library Board of Trustees adopt Resolution 16-02, a Resolution to Cast a Ballot in the 2016 IMRF Executive Trustee Election in favor of David C. Miller. Trustee Dimond seconded.

Roll call vote: Ayes: Nakanishi, Breit, Spadoni, Drblik, Rozanski, Ryan, Dimond. Nays: None. Motion passed.

Transfer of Funds to IMRF

Trustee Nakanishi MOVED the Library Board of Trustees transfer \$2.0 Million to the Illinois Municipal Retirement Fund (IMRF). Trustee Dimond seconded.

Trustee Dimond asked that an additional transfer of funds to pay the liability in full be revisited in six months.

Roll call vote: Ayes: Nakanishi, Breit, Spadoni, Rozanski, Ryan, Dimond. Nays: Drblik. Motion passed.

Ordinance 16-08

Trustee Nakanishi MOVED the Library Board of Trustees adopt Ordinance 16-08, an Ordinance Determining Personal Property No Longer Necessary or Useful to the Niles Public Library District and Authorizing its Conveyance or Sale. Trustee Dimond seconded.

The Ordinance covers the disposal of the retired patron and staff computers and a large format Epson printer which have been replaced by updated similar equipment.

Roll call vote: Nakanishi, Breit, Spadoni, Drblik, Rozanski, Ryan, Dimond. Nays: None. Motion passed.

Unfinished Business

There was none.

Other

There was none.

Adjournment

Trustee Rozanski MOVED to adjourn. Trustee Dimond seconded.

Roll call vote: Rozanski, Ryan, Dimond, Nakanishi, Breit, Spadoni, Drblik. Nays: None. Motion carried.

The meeting adjourned at 8:24 PM.

President

Secretary

Financial Statement Narrative

For the month of November 2016 and the year then ended

Revenue

Revenue was short of budget expectations by \$620 for the month and exceeded expectations by \$242,594 for the year. The variances are due primarily to real estate tax collection rates.

Expenditures

Salaries

Salaries for the month are \$6,582 short or 2.5% and short of budget estimates by \$76,850 or 5.8% on the year.

Library Materials

Library Materials for the month is \$4,104 under budget or 6.7% and \$41,198 over budget or 13.3%. This is due primarily to the payment of annual subscription for some of the Library's database product offerings earlier in the calendar and advance buying of Adult DVDs and Adult Books.

Library Operating Expenses

Library Operating Expenses is \$4,432 under budget or 13.9% for the month and \$12,626 or 7.9% year to date. This is due primarily to slow spending in the per capita line item.

General and Administrative

General and Administrative expenses is \$1,125 under budget estimates or 4.6% for the month and \$28,654 or 23.4% year to date. This is due primarily to slow spending in the consultant line item.

Employee Fringe Benefits

Employee Fringe Benefits is \$9,483 under budget or approximately 12.9% for the month and \$37,242 or 10.1% year to date. These numbers reflect charges from IMRF for the month of October totaling \$18,560.

Utilities

Utilities is within \$2,000 of budgeted expense monthly and \$4,000 year to date.

Net Surplus/(Deficit)

For the month, the Net Deficit is \$458,549 which is \$63,881 favorable to the budgeted net deficit of \$522,431 and \$457,911 favorable year to date.

Niles Public Library District
Balance Sheet
November 30, 2016

	GENERAL FUND 11/30/2016	SPECIAL REVENUE FUNDS	SPECIAL RESERVE FUND	TOTAL
Assets				
Cash and Investments				
Cash	(\$1,686,264)	\$246,218	\$1,576,227	\$136,182
Investments	\$10,145,585			\$10,145,585
Total Cash and Investments	\$8,459,321	\$246,218	\$1,576,227	\$10,281,767
Receivables				
Property Tax Receivable, net	\$3,244,733	\$136,711		\$3,381,444
Replacement Tax Receivable	\$24,226			\$24,226
Total Receivables	\$3,268,959	\$136,711	\$0	\$3,405,670
Total Assets	\$11,728,281	\$382,929	\$1,576,227	\$13,687,437
 Liabilities and Fund Balance				
Liabilities				
Accounts Payable	\$165,685	\$18,697	\$6,618	\$191,000
Accounts Payable-Friends of the Library	\$22,377			\$22,377
Other Liabilities	\$33,907			\$33,907
Deferred Revenues	\$2,892,223	\$121,858		\$3,014,081
Total Liabilities	\$3,114,192	\$140,555	\$6,618	\$3,261,365
Fund Balance				
Fund Balance	\$8,614,089	\$242,374	\$1,569,610	\$10,426,072
Total Fund Balance	\$8,614,089	\$242,374	\$1,569,610	\$10,426,072
Total Liabilities and Fund Balance	\$11,728,281	\$382,929	\$1,576,227	\$13,687,437

Niles Public Library District
Income Statement-Consolidated
November 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Revenues								
Property Taxes				\$3,450,275	\$3,196,000	\$254,275	\$6,800,000	51%
Replacement Taxes		\$12,083	(\$12,083)	\$49,049	\$60,417	(\$11,367)	\$145,000	34%
Per Capita Grant							\$44,157	
Grants-Other		\$83	(\$83)		\$417	(\$417)	\$1,000	
Investment Income	\$14,786	\$5,000	\$9,786	\$28,998	\$25,000	\$3,998	\$60,000	48%
Fines	\$1,784	\$4,167	(\$2,383)	\$10,146	\$20,833	(\$10,688)	\$50,000	20%
Lost Books	\$799	\$625	\$174	\$4,057	\$3,125	\$932	\$7,500	54%
Pay For Print	\$2,020	\$1,667	\$353	\$10,796	\$8,333	\$2,463	\$20,000	54%
Non-Resident Fees				\$333		\$333		
Flash Drive & Ear Bud Sales	\$1		\$1	\$28		\$28		
Commissions & Fees	(\$2)		(\$2)	\$22		\$22		
Donations-Friends of the Library		\$117	(\$117)		\$583	(\$583)	\$1,400	
Donations	\$50		\$50	\$55		\$55		
Miscellaneous	\$3,796	\$113	\$3,683	\$4,105	\$563	\$3,543	\$1,350	304%
Total Revenues	\$23,234	\$23,854	(\$620)	\$3,557,865	\$3,315,271	\$242,594	\$7,130,407	50%
Expenditures								
Salaries								
Library Director	\$10,472	\$10,508	\$36	\$52,766	\$52,539	(\$226)	\$126,094	42%
Payroll-Department Managers	\$15,014	\$14,361	(\$653)	\$71,640	\$71,804	\$164	\$172,329	42%
Payroll-Division Supervisors	\$36,338	\$36,481	\$143	\$180,962	\$182,406	\$1,444	\$437,775	41%
Payroll-Librarian I	\$94,192	\$101,000	\$6,807	\$483,448	\$504,998	\$21,550	\$1,211,994	40%
Payroll-Library Grade V	\$61,017	\$59,874	(\$1,143)	\$274,922	\$299,368	\$24,446	\$718,482	38%
Payroll-Library Grade VI	\$27,598	\$25,476	(\$2,122)	\$117,182	\$127,380	\$10,198	\$305,712	38%
Payroll-Library Pages	\$7,327	\$10,240	\$2,912	\$37,213	\$51,198	\$13,984	\$122,874	30%
Payroll-Sundays	\$6,622	\$7,167	\$544	\$33,231	\$35,833	\$2,602	\$86,000	39%
Adjustments		\$833	\$833		\$4,167	\$4,167	\$10,000	
Substitutes	\$1,692	\$917	(\$775)	\$6,063	\$4,583	(\$1,479)	\$11,000	55%
Total Salaries	\$260,273	\$266,855	\$6,582	\$1,257,425	\$1,334,275	\$76,850	\$3,202,260	39%

Niles Public Library District
Income Statement-Consolidated

November 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Library Materials								
Books-Adult	\$13,704	\$14,458	\$754	\$71,579	\$72,292	\$713	\$173,500	41%
Books-Youth Services	\$5,206	\$6,250	\$1,044	\$25,103	\$31,250	\$6,147	\$75,000	33%
Books-Teen	\$699	\$1,250	\$551	\$5,115	\$6,250	\$1,135	\$15,000	34%
Downloadables	\$15,126	\$6,667	(\$8,460)	\$50,378	\$33,333	(\$17,045)	\$80,000	63%
Periodicals	\$94	\$3,000	\$2,906	\$11,645	\$15,000	\$3,355	\$36,000	32%
AV-Adult	\$6,997	\$10,083	\$3,087	\$65,694	\$50,417	(\$15,277)	\$121,000	54%
AV-Youth Services	\$1,454	\$3,500	\$2,046	\$9,335	\$17,500	\$8,165	\$42,000	22%
AV-Teen	\$1,116	\$1,000	(\$116)	\$4,376	\$5,000	\$624	\$12,000	36%
Online Databases	\$13,125	\$15,417	\$2,292	\$106,098	\$77,083	(\$29,014)	\$185,000	57%
Total Library Materials	\$57,521	\$61,625	\$4,104	\$349,323	\$308,125	(\$41,198)	\$739,500	47%
Library Operating Expenditures								
CCS Charges	\$6,471	\$6,471	\$0	\$32,355	\$32,356	\$1	\$77,654	42%
Processing & Supplies	\$2,121	\$1,333	(\$787)	\$13,510	\$6,667	(\$6,844)	\$16,000	84%
Internet Charges	\$1,179	\$1,408	\$230	\$5,701	\$7,042	\$1,340	\$16,900	34%
Software, Licenses	\$6,128	\$6,759	\$631	\$38,101	\$33,797	(\$4,304)	\$81,113	47%
Printing	\$1,532	\$3,729	\$2,197	\$7,614	\$18,646	\$11,032	\$44,750	17%
Library Supplies	\$3,269	\$675	(\$2,594)	\$4,333	\$3,375	(\$958)	\$8,100	53%
Programming & Support-Adult	\$1,554	\$1,913	\$359	\$10,471	\$9,565	(\$906)	\$22,955	46%
Programming & Support-Juvenile	\$2,437	\$3,404	\$967	\$14,391	\$17,021	\$2,630	\$40,850	35%
Programming & Support-Events	\$502	\$492	(\$11)	\$2,183	\$2,458	\$276	\$5,900	37%
Programming & Support-Teen	\$395	\$608	\$213	\$2,900	\$3,042	\$142	\$7,300	40%
Public Performing Rights		\$117	\$117	\$1,469	\$583	(\$886)	\$1,400	105%
Computer Charges OCLC	\$927	\$927	\$0	\$4,635	\$4,636	\$1	\$11,126	42%
Miscellaneous	\$412	\$83	(\$329)	\$913	\$417	(\$496)	\$1,000	91%
Per Capita Grant Expenditures	\$450	\$3,680	\$3,230	\$7,211	\$18,399	\$11,187	\$44,157	16%
Grant - Other Expenditures		\$83	\$83		\$417	\$417	\$1,000	
Volunteers		\$125	\$125	\$631	\$625	(\$6)	\$1,500	42%
Total Library Operating Expenditures	\$27,377	\$31,809	\$4,432	\$146,417	\$159,043	\$12,626	\$381,705	38%

Niles Public Library District
Income Statement-Consolidated

November 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
General and Administration								
Janitorial Supplies	\$3,218	\$2,667	(\$551)	\$13,999	\$13,333	(\$666)	\$32,000	44%
Copiers	\$849	\$983	\$134	\$3,117	\$4,917	\$1,799	\$11,800	26%
Professional Development	\$2,958	\$2,368	(\$590)	\$7,789	\$11,840	\$4,050	\$28,415	27%
Mileage	\$408	\$213	(\$195)	\$1,629	\$1,063	(\$567)	\$2,550	64%
Professional Collection	\$152	\$83	(\$69)	\$332	\$417	\$84	\$1,000	33%
Legal Fees	\$581	\$2,083	\$1,502	\$6,398	\$10,417	\$4,018	\$25,000	26%
Consultants	\$5,546	\$5,417	(\$130)	\$14,384	\$27,083	\$12,700	\$65,000	22%
Kitchen Supplies	\$202	\$125	(\$77)	\$394	\$625	\$231	\$1,500	26%
Promotional Expense	\$2,450	\$1,913	(\$538)	\$5,773	\$9,563	\$3,790	\$22,950	25%
Office Supplies	\$1,567	\$2,083	\$517	\$7,814	\$10,417	\$2,603	\$25,000	31%
Postage & Freight	\$500	\$1,500	\$1,000	\$7,548	\$7,500	(\$48)	\$18,000	42%
Publication of Notices-Advertisements	\$273	\$100	(\$173)	\$1,213	\$500	(\$713)	\$1,200	101%
Subscriptions & Dues	\$825	\$990	\$165	\$4,959	\$4,952	(\$7)	\$11,885	42%
Collection Services	\$95	\$83	(\$12)	\$87	\$417	\$330	\$1,000	9%
Telephone	\$1,339	\$1,083	(\$256)	\$6,573	\$5,417	(\$1,157)	\$13,000	51%
Trustee Expense	\$37	\$333	\$297	\$147	\$1,667	\$1,520	\$4,000	4%
Payroll Service	\$1,211	\$1,250	\$39	\$5,935	\$6,250	\$315	\$15,000	40%
Bank Fees	\$213	\$275	\$62	\$1,003	\$1,375	\$372	\$3,300	30%
Parking Lease	\$881	\$881		\$4,405	\$4,405		\$10,572	42%
Total General and Administration	\$23,306	\$24,431	\$1,125	\$93,501	\$122,155	\$28,654	\$293,172	32%
Vehicle Operation								
Gas, Oil, Grease	\$39	\$83	\$44	\$271	\$417	\$146	\$1,000	27%
Repairs & Maintenance	\$101	\$150	\$49	\$166	\$750	\$584	\$1,800	9%
Miscellaneous		\$8	\$8		\$42	\$42	\$100	
Auto Insurance				\$2,607	\$1,435	(\$1,172)	\$1,435	182%
Total Vehicle Operation	\$140	\$242	\$102	\$3,044	\$2,643	(\$400)	\$4,335	70%

Niles Public Library District
Income Statement-Consolidated

November 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Employee Fringe Benefits								
Deferred Compensation	\$18,800	\$20,833	\$2,033	\$91,310	\$104,167	\$12,857	\$250,000	37%
Group Health	\$38,670	\$43,347	\$4,677	\$204,376	\$216,733	\$12,356	\$520,158	39%
Health Reimbursement Account	\$3,816	\$5,500	\$1,684	\$17,120	\$27,500	\$10,380	\$66,000	26%
Dental	\$398	\$1,667	\$1,269	\$6,610	\$8,333	\$1,724	\$20,000	33%
Vision	\$517	\$583	\$66	\$2,698	\$2,917	\$219	\$7,000	39%
FSA fee	\$360	\$100	(\$260)	\$600	\$500	(\$100)	\$1,200	50%
Life, LTD, AD&D, STD	\$1,486	\$1,500	\$14	\$7,694	\$7,500	(\$194)	\$18,000	43%
Total Employee Fringe Benefits	\$64,047	\$73,530	\$9,483	\$330,407	\$367,649	\$37,242	\$882,358	37%
Utilities								
Gas	\$817	\$1,250	\$433	\$1,791	\$6,250	\$4,459	\$15,000	12%
Electric	\$7,133	\$8,333	\$1,201	\$41,420	\$41,667	\$247	\$100,000	41%
Water	\$352	\$667	\$315	\$3,795	\$3,333	(\$461)	\$8,000	47%
Total Utilities	\$8,301	\$10,250	\$1,949	\$47,006	\$51,250	\$4,244	\$123,000	38%
Capital Expenditures								
Special Reserve - Building	\$6,617	\$8,550	\$1,933	\$21,533	\$42,750	\$21,217	\$102,600	21%
Special Reserve - Equipment		\$12,333	\$12,333	\$25,819	\$61,667	\$35,847	\$148,000	17%
Total Capital Expenditures	\$6,617	\$20,883	\$14,266	\$47,353	\$104,417	\$57,064	\$250,600	19%
Audit								
Audit Expense		\$15,000	\$15,000	\$8,700	\$15,000	\$6,300	\$15,000	58%
Total Audit Expenditures	\$0	\$15,000	\$15,000	\$8,700	\$15,000	\$6,300	\$15,000	58%
Liability Insurance								
Liability Insurance				\$29,160	\$29,160		\$29,160	100%
Total Liability Expenditures	\$0	\$0	\$0	\$29,160	\$29,160	\$0	\$29,160	100%

Niles Public Library District
Income Statement-Consolidated

November 30, 2016

	Month Actual	Month Budget	Month Variance	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Actual % of Annual Budget
Social Security								
Social Security	\$18,477	\$20,631	\$2,154	\$95,443	\$103,155	\$7,713	\$247,573	39%
Total Social Security Expenditures	\$18,477	\$20,631	\$2,154	\$95,443	\$103,155	\$7,713	\$247,573	39%
Workers' Compensation								
Workers' Compensation				\$22,767	\$22,168	(\$599)	\$22,168	103%
Total Workers' Compensation Expenditures	\$0	\$0	\$0	\$22,767	\$22,168	(\$599)	\$22,168	103%
Unemployment Compensation								
Unemployment Compensation	\$487	\$1,458	\$972	\$3,265	\$7,292	\$4,027	\$17,500	19%
Total Unemployment Compensation Expenditures	\$487	\$1,458	\$972	\$3,265	\$7,292	\$4,027	\$17,500	19%
Building & Equipment Maintenance								
Repairs & Improvements	(\$673)	\$3,833	\$4,506	\$28,597	\$19,167	(\$9,430)	\$46,000	62%
Contractual Maintenance	\$3,573	\$3,333	(\$240)	\$11,907	\$16,667	\$4,760	\$40,000	30%
Non-Contractual Maintenance	\$6,484	\$1,250	(\$5,234)	\$15,363	\$6,250	(\$9,113)	\$15,000	102%
Equipment Maintenance	\$339	\$5,250	\$4,911	\$2,855	\$26,250	\$23,395	\$63,000	5%
Non Capital Expenses		\$833	\$833	\$2,994	\$4,167	\$1,173	\$10,000	30%
Furniture & Fixtures	\$5,514	\$5,071	(\$443)	\$13,344	\$25,354	\$12,010	\$60,850	22%
Total Building & Equipment Maintenance Expenditures	\$15,237	\$19,571	\$4,333	\$75,060	\$97,854	\$22,795	\$234,850	32%
Total Expenditures	\$481,783	\$546,285	\$64,501	\$2,508,869	\$2,724,186	\$215,317	\$6,443,181	39%
NET SURPLUS/(DEFICIT)	(\$458,549)	(\$522,431)	\$63,881	\$1,048,996	\$591,085	\$457,911	\$687,226	153%

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74304	Accounts Payable	Computer Check	12/14/2016	AFLAC	\$0.00	\$339.04	(\$339.04)	12/31/2016	Outstanding
74305	Accounts Payable	Computer Check	12/14/2016	SYED ALI	\$0.00	\$56.99	(\$396.03)	12/31/2016	Outstanding
74306	Accounts Payable	Computer Check	12/14/2016	ALLIANCE ENTERTAINMENT	\$0.00	\$1,420.32	(\$1,816.35)	12/31/2016	Outstanding
74307	Accounts Payable	Computer Check	12/14/2016	AMARK INDUSTRIES	\$0.00	\$1,731.60	(\$3,547.95)	12/31/2016	Outstanding
74308	Accounts Payable	Computer Check	12/14/2016	SYNCB/ AMAZON	\$0.00	\$446.60	(\$3,994.55)	12/31/2016	Outstanding
74309	Accounts Payable	Computer Check	12/14/2016	AMERICAN LIBRARY ASSOCIATI	\$0.00	\$710.00	(\$4,704.55)	12/31/2016	Outstanding
74310	Accounts Payable	Computer Check	12/14/2016	ANDERSON-SAFFORD	\$0.00	\$54.65	(\$4,759.20)	12/31/2016	Outstanding
74311	Accounts Payable	Computer Check	12/14/2016	ASSA ABLOY ENTRANCE SYSTEM	\$0.00	\$450.00	(\$5,209.20)	12/31/2016	Outstanding
74312	Accounts Payable	Computer Check	12/14/2016	AT&T	\$0.00	\$43.55	(\$5,252.75)	12/31/2016	Outstanding
74313	Accounts Payable	Computer Check	12/14/2016	AT&T	\$0.00	\$427.82	(\$5,680.57)	12/31/2016	Outstanding
74314	Accounts Payable	Computer Check	12/14/2016	AUTOMATIC BUILDING CONTRO	\$0.00	\$290.00	(\$5,970.57)	12/31/2016	Outstanding
74315	Accounts Payable	Computer Check	12/14/2016	BAKER & TAYLOR	\$0.00	\$574.33	(\$6,544.90)	12/31/2016	Outstanding
74316	Accounts Payable	Computer Check	12/14/2016	BB HOLIDAY DECORATING	\$0.00	\$2,300.00	(\$8,844.90)	12/31/2016	Outstanding
74317	Accounts Payable	Computer Check	12/14/2016	RANDY BERNSTEIN	\$0.00	\$450.00	(\$9,294.90)	12/31/2016	Outstanding
74318	Accounts Payable	Computer Check	12/14/2016	AHHSIA BIGELOW	\$0.00	\$176.00	(\$9,470.90)	12/31/2016	Outstanding
74319	Accounts Payable	Computer Check	12/14/2016	BLACKBAUD	\$0.00	\$5,551.45	(\$15,022.35)	12/31/2016	Outstanding
74320	Accounts Payable	Computer Check	12/14/2016	DONNA BLOCK	\$0.00	\$191.21	(\$15,213.56)	12/31/2016	Outstanding
74321	Accounts Payable	Computer Check	12/14/2016	CALL ONE	\$0.00	\$1,186.78	(\$16,400.34)	12/31/2016	Outstanding
74322	Accounts Payable	Computer Check	12/14/2016	CENGAGE LEARNING, INC.	\$0.00	\$1,814.87	(\$18,215.21)	12/31/2016	Outstanding
74323	Accounts Payable	Computer Check	12/14/2016	CHICAGO JEWISH STAR	\$0.00	\$46.00	(\$18,261.21)	12/31/2016	Outstanding
74324	Accounts Payable	Computer Check	12/14/2016	CHILUG	\$0.00	\$50.00	(\$18,311.21)	12/31/2016	Outstanding
74325	Accounts Payable	Computer Check	12/14/2016	CHRIS' LANDSCAPE, INC.	\$0.00	\$900.00	(\$19,211.21)	12/31/2016	Outstanding
74326	Accounts Payable	Computer Check	12/14/2016	CINTAS CORPORATION LOC. 769	\$0.00	\$668.00	(\$19,879.21)	12/31/2016	Outstanding
74327	Accounts Payable	Computer Check	12/14/2016	VALERIE CLARK	\$0.00	\$65.74	(\$19,944.95)	12/31/2016	Outstanding
74328	Accounts Payable	Computer Check	12/14/2016	COMED	\$0.00	\$7,132.71	(\$27,077.66)	12/31/2016	Outstanding
74329	Accounts Payable	Computer Check	12/14/2016	COMMUNICATION REVOLVING F	\$0.00	\$500.00	(\$27,577.66)	12/31/2016	Outstanding
74330	Accounts Payable	Computer Check	12/14/2016	COOPERATIVE COMPUTER SERV	\$0.00	\$7,398.00	(\$34,975.66)	12/31/2016	Outstanding
74331	Accounts Payable	Computer Check	12/14/2016	COVERALL NORTH AMERICA, IN	\$0.00	\$6,000.00	(\$40,975.66)	12/31/2016	Outstanding
74332	Accounts Payable	Computer Check	12/14/2016	CECILIA CYGNAR	\$0.00	\$57.57	(\$41,033.23)	12/31/2016	Outstanding
74333	Accounts Payable	Computer Check	12/14/2016	DEMCO, INC.	\$0.00	\$1,331.85	(\$42,365.08)	12/31/2016	Outstanding
74334	Accounts Payable	Computer Check	12/14/2016	EASYPERMIT POSTAGE	\$0.00	\$500.00	(\$42,865.08)	12/31/2016	Outstanding
74335	Accounts Payable	Computer Check	12/14/2016	EMBURY LTD.	\$0.00	\$3,888.94	(\$46,754.02)	12/31/2016	Outstanding
74336	Accounts Payable	Computer Check	12/14/2016	GISELLE EXPINOZA	\$0.00	\$5.99	(\$46,760.01)	12/31/2016	Outstanding
74337	Accounts Payable	Computer Check	12/14/2016	FIFTH THIRD BANK	\$0.00	\$2,224.10	(\$48,984.11)	12/31/2016	Outstanding
74338	Accounts Payable	Computer Check	12/14/2016	FINDAWAY WORLD, LLC	\$0.00	\$56.24	(\$49,040.35)	12/31/2016	Outstanding
74339	Accounts Payable	Computer Check	12/14/2016	FLEXSOURCE, LLC	\$0.00	\$868.00	(\$49,908.35)	12/31/2016	Outstanding
74340	Accounts Payable	Computer Check	12/14/2016	FRED PRYOR SEMINARS	\$0.00	\$151.95	(\$50,060.30)	12/31/2016	Outstanding
74341	Accounts Payable	Computer Check	12/14/2016	DOROTHEA FRISBIE	\$0.00	\$15.99	(\$50,076.29)	12/31/2016	Outstanding
74342	Accounts Payable	Computer Check	12/14/2016	GARVEY'S OFFICE PRODUCTS	\$0.00	\$2,126.39	(\$52,202.68)	12/31/2016	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running		Status
							Total	Post Date	
74343	Accounts Payable	Computer Check	12/14/2016	GENESIS TECHNOLOGIES, INC.	\$0.00	\$289.00	(\$52,491.68)	12/31/2016	Outstanding
74344	Accounts Payable	Computer Check	12/14/2016	DEBORAH GRAHAM	\$0.00	\$36.90	(\$52,528.58)	12/31/2016	Outstanding
74345	Accounts Payable	Computer Check	12/14/2016	GRAINGER	\$0.00	\$972.71	(\$53,501.29)	12/31/2016	Outstanding
74346	Accounts Payable	Computer Check	12/14/2016	GROOT INDUSTRIES, INC.	\$0.00	\$213.63	(\$53,714.92)	12/31/2016	Outstanding
74347	Accounts Payable	Computer Check	12/14/2016	LISA M. HALE	\$0.00	\$100.00	(\$53,814.92)	12/31/2016	Outstanding
74348	Accounts Payable	Computer Check	12/14/2016	HALL PASS	\$0.00	\$69.00	(\$53,883.92)	12/31/2016	Outstanding
74349	Accounts Payable	Computer Check	12/14/2016	HEALTHCARE SERVICE CORPOR	\$0.00	\$46,654.02	(\$100,537.94)	12/31/2016	Outstanding
74350	Accounts Payable	Computer Check	12/14/2016	HOOPLA	\$0.00	\$12,000.00	(\$112,537.94)	12/31/2016	Outstanding
74351	Accounts Payable	Computer Check	12/14/2016	HOUCHEN BINDERY, LTD.	\$0.00	\$462.85	(\$113,000.79)	12/31/2016	Outstanding
74352	Accounts Payable	Computer Check	12/14/2016	ILLINOIS LIBRARY ASSOCIATION	\$0.00	\$115.00	(\$113,115.79)	12/31/2016	Outstanding
74353	Accounts Payable	Computer Check	12/14/2016	IMPERIAL SERVICE SYSTEMS, IN	\$0.00	\$270.00	(\$113,385.79)	12/31/2016	Outstanding
74354	Accounts Payable	Computer Check	12/14/2016	INGRAM LIBRARY SERVICES	\$0.00	\$14,476.03	(\$127,861.82)	12/31/2016	Outstanding
74355	Accounts Payable	Computer Check	12/14/2016	IRON MOUNTAIN	\$0.00	\$412.32	(\$128,274.14)	12/31/2016	Outstanding
74356	Accounts Payable	Computer Check	12/14/2016	THE JOURNAL & TOPICS	\$0.00	\$272.68	(\$128,546.82)	12/31/2016	Outstanding
74357	Accounts Payable	Computer Check	12/14/2016	COLLEEN KELLY	\$0.00	\$100.00	(\$128,646.82)	12/31/2016	Outstanding
74358	Accounts Payable	Computer Check	12/14/2016	KIMBERLY BOLAN & ASSOCIATE	\$0.00	\$2,875.00	(\$131,521.82)	12/31/2016	Outstanding
74359	Accounts Payable	Computer Check	12/14/2016	JAMIE KING	\$0.00	\$87.05	(\$131,608.87)	12/31/2016	Outstanding
74360	Accounts Payable	Computer Check	12/14/2016	KLEIN, THORPE & JENKINS, LTD.	\$0.00	\$512.00	(\$132,120.87)	12/31/2016	Outstanding
74361	Accounts Payable	Computer Check	12/14/2016	KONE INC.	\$0.00	\$246.66	(\$132,367.53)	12/31/2016	Outstanding
74362	Accounts Payable	Computer Check	12/14/2016	KONICA MINOLTA BUSINESS SO	\$0.00	\$848.97	(\$133,216.50)	12/31/2016	Outstanding
74363	Accounts Payable	Computer Check	12/14/2016	KOREAN BOOKS	\$0.00	\$1,246.31	(\$134,462.81)	12/31/2016	Outstanding
74364	Accounts Payable	Computer Check	12/14/2016	BERNADETTA KORYCIARZ	\$0.00	\$150.00	(\$134,612.81)	12/31/2016	Outstanding
74365	Accounts Payable	Computer Check	12/14/2016	LAUBE IMAGING PRODUCTS, IN	\$0.00	\$370.20	(\$134,983.01)	12/31/2016	Outstanding
74366	Accounts Payable	Computer Check	12/14/2016	LIBRARY FURNITURE INTERNATI	\$0.00	\$1,471.00	(\$136,454.01)	12/31/2016	Outstanding
74367	Accounts Payable	Computer Check	12/14/2016	LINKEDIN CORPORATION	\$0.00	\$13,125.00	(\$149,579.01)	12/31/2016	Outstanding
74368	Accounts Payable	Computer Check	12/14/2016	HELGI MARROQUIN-GARCIA	\$0.00	\$150.00	(\$149,729.01)	12/31/2016	Outstanding
74369	Accounts Payable	Computer Check	12/14/2016	MATTHEW BENDER & CO., INC.	\$0.00	\$185.22	(\$149,914.23)	12/31/2016	Outstanding
74370	Accounts Payable	Computer Check	12/14/2016	JOAN MCGEE	\$0.00	\$225.00	(\$150,139.23)	12/31/2016	Outstanding
74371	Accounts Payable	Computer Check	12/14/2016	MENARDS	\$0.00	\$306.77	(\$150,446.00)	12/31/2016	Outstanding
74372	Accounts Payable	Computer Check	12/14/2016	MIDWEST TAPE	\$0.00	\$7,194.47	(\$157,640.47)	12/31/2016	Outstanding
74373	Accounts Payable	Computer Check	12/14/2016	MARY MILLER	\$0.00	\$949.86	(\$158,590.33)	12/31/2016	Outstanding
74374	Accounts Payable	Computer Check	12/14/2016	MULTICULTURAL BOOKS & VID	\$0.00	\$1,134.01	(\$159,724.34)	12/31/2016	Outstanding
74375	Accounts Payable	Computer Check	12/14/2016	SARAH MUSKIVITCH	\$0.00	\$52.92	(\$159,777.26)	12/31/2016	Outstanding
74376	Accounts Payable	Computer Check	12/14/2016	NICOR GAS	\$0.00	\$816.57	(\$160,593.83)	12/31/2016	Outstanding
74377	Accounts Payable	Computer Check	12/14/2016	NILES ELEMENTARY SCHOOL DI	\$0.00	\$881.00	(\$161,474.83)	12/31/2016	Outstanding
74378	Accounts Payable	Computer Check	12/14/2016	CORNELIUS M. O'SHEA	\$0.00	\$51.81	(\$161,526.64)	12/31/2016	Outstanding
74379	Accounts Payable	Computer Check	12/14/2016	OAK BROOK MECHANICAL SERV	\$0.00	\$748.00	(\$162,274.64)	12/31/2016	Outstanding
74380	Accounts Payable	Computer Check	12/14/2016	OMNIGRAPHICS, INC.	\$0.00	\$59.70	(\$162,334.34)	12/31/2016	Outstanding
74381	Accounts Payable	Computer Check	12/14/2016	ORIENTAL TRADING COMPANY, I	\$0.00	\$222.15	(\$162,556.49)	12/31/2016	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
74382	Accounts Payable	Computer Check	12/14/2016	OVERDRIVE, INC.	\$0.00	\$3,102.46	(\$165,658.95)	12/31/2016	Outstanding
74383	Accounts Payable	Computer Check	12/14/2016	PETERS & ASSOCIATES, INC.	\$0.00	\$1,779.38	(\$167,438.33)	12/31/2016	Outstanding
74384	Accounts Payable	Computer Check	12/14/2016	PETTY CASH	\$0.00	\$74.00	(\$167,512.33)	12/31/2016	Outstanding
74385	Accounts Payable	Computer Check	12/14/2016	PLIC - SBD GRAND ISLAND	\$0.00	\$1,486.45	(\$168,998.78)	12/31/2016	Outstanding
74386	Accounts Payable	Computer Check	12/14/2016	POLONIA BOOKSTORE, INC.	\$0.00	\$679.86	(\$169,678.64)	12/31/2016	Outstanding
74387	Accounts Payable	Computer Check	12/14/2016	CYNTHIA RADEMACHER	\$0.00	\$62.95	(\$169,741.59)	12/31/2016	Outstanding
74388	Accounts Payable	Computer Check	12/14/2016	JOHN RADZKO	\$0.00	\$10.80	(\$169,752.39)	12/31/2016	Outstanding
74389	Accounts Payable	Computer Check	12/14/2016	RHODE ISLAND NOVELTY	\$0.00	\$44.91	(\$169,797.30)	12/31/2016	Outstanding
74390	Accounts Payable	Computer Check	12/14/2016	RUSSIAN PUBLISHING HOUSE, L	\$0.00	\$550.00	(\$170,347.30)	12/31/2016	Outstanding
74391	Accounts Payable	Computer Check	12/14/2016	SHELL	\$0.00	\$39.06	(\$170,386.36)	12/31/2016	Outstanding
74392	Accounts Payable	Computer Check	12/14/2016	LIESL SHURTLIFF	\$0.00	\$500.00	(\$170,886.36)	12/31/2016	Outstanding
74393	Accounts Payable	Computer Check	12/14/2016	SIMPLEXGRINNELL	\$0.00	\$6,617.40	(\$177,503.76)	12/31/2016	Outstanding
74394	Accounts Payable	Computer Check	12/14/2016	SKOKIE PUBLIC LIBRARY	\$0.00	\$500.00	(\$178,003.76)	12/31/2016	Outstanding
74395	Accounts Payable	Computer Check	12/14/2016	SMITHEREEN PEST MANAGEMEN	\$0.00	\$228.00	(\$178,231.76)	12/31/2016	Outstanding
74396	Accounts Payable	Computer Check	12/14/2016	BARBARA L. SUGDEN	\$0.00	\$175.00	(\$178,406.76)	12/31/2016	Outstanding
74397	Accounts Payable	Computer Check	12/14/2016	SUPERIOR COPIES	\$0.00	\$465.50	(\$178,872.26)	12/31/2016	Outstanding
74398	Accounts Payable	Computer Check	12/14/2016	TEAM ONE REPAIR, INC.	\$0.00	\$3,112.00	(\$181,984.26)	12/31/2016	Outstanding
74399	Accounts Payable	Computer Check	12/14/2016	TECHSMITH	\$0.00	\$42.40	(\$182,026.66)	12/31/2016	Outstanding
74400	Accounts Payable	Computer Check	12/14/2016	KATHY TOY	\$0.00	\$17.82	(\$182,044.48)	12/31/2016	Outstanding
74401	Accounts Payable	Computer Check	12/14/2016	TSAI FONG BOOKS, INC.	\$0.00	\$150.00	(\$182,194.48)	12/31/2016	Outstanding
74402	Accounts Payable	Computer Check	12/14/2016	TYCO INTEGRATED SECURITY L	\$0.00	\$332.76	(\$182,527.24)	12/31/2016	Outstanding
74403	Accounts Payable	Computer Check	12/14/2016	ULINE	\$0.00	\$175.27	(\$182,702.51)	12/31/2016	Outstanding
74404	Accounts Payable	Computer Check	12/14/2016	GRETA ULRICH	\$0.00	\$10.00	(\$182,712.51)	12/31/2016	Outstanding
74405	Accounts Payable	Computer Check	12/14/2016	UNIQUE MANAGEMENT SERVICE	\$0.00	\$119.40	(\$182,831.91)	12/31/2016	Outstanding
74406	Accounts Payable	Computer Check	12/14/2016	SASHA VASILIC	\$0.00	\$420.93	(\$183,252.84)	12/31/2016	Outstanding
74407	Accounts Payable	Computer Check	12/14/2016	VERIZON WIRELESS	\$0.00	\$108.82	(\$183,361.66)	12/31/2016	Outstanding
74408	Accounts Payable	Computer Check	12/14/2016	VILLAGE OF NILES	\$0.00	\$351.52	(\$183,713.18)	12/31/2016	Outstanding
74409	Accounts Payable	Computer Check	12/14/2016	VISA	\$0.00	\$5,483.03	(\$189,196.21)	12/31/2016	Outstanding
74410	Accounts Payable	Computer Check	12/14/2016	VISION SERVICE PLAN OF ILLINO	\$0.00	\$609.90	(\$189,806.11)	12/31/2016	Outstanding
74411	Accounts Payable	Computer Check	12/14/2016	DEIDRE K. WINTERHALTER	\$0.00	\$22.00	(\$189,828.11)	12/31/2016	Outstanding
74412	Accounts Payable	Computer Check	12/14/2016	SUZANNE WULF	\$0.00	\$855.18	(\$190,683.29)	12/31/2016	Outstanding
74413	Accounts Payable	Computer Check	12/14/2016	BETTY ZHAN	\$0.00	\$43.63	(\$190,726.92)	12/31/2016	Outstanding

Niles Public Library District Bank Register Report - Checking

Transaction Number	Source	Transaction Type	Transaction Date	Reference	Deposits	Payments	Running Total	Post Date	Status
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Summary by Transaction Type

Total Deposits	\$0.00
Less Payments by Transaction Type:	
Computer Check	(\$190,726.92)
Total Payments:	(\$190,726.92)
Total Change in Register Balance:	(\$190,726.92)

Niles Public Library District _SPECIAL RESERVE

<u>Transaction Date</u>	<u>AP Transaction Number</u>	<u>Transaction Type</u>	<u>GL Transaction Number</u>	<u>Vendor/Payee</u>	<u>Journal Reference</u>	<u>Post Status</u>	<u>Post Date</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
40-5805-58-00, Special Reserve - Building									
10/28/2016	40979486	Invoice	2226-1	SIMPLEXGRINNELL	SIMPLEXGRINNELL-	Posted	11/30/2016	\$6,617.40	\$0.00
<i>Totals for 40-5805-58-00, Special Reserve - Building</i>								\$6,617.40	\$0.00
Grand Totals:								\$6,617.40	\$0.00

Niles Public Library District

_SPECIAL RESERVE

Report name: _SPECIAL RESERVE REPORT

Report format: Detail

Include all transaction dates

Include these post dates: Last fiscal period (11/1/2016 to 11/30/2016)

Include all Post Statuses

Include adjustment transactions

Include miscellaneous entries

Include these Accounts: 40-5805-58-00, 40-5810-58-00, 40-5811-58-00, 40-5815-58-00, 40-5820-58-00

Include all Funds

Include all Classes

Include all Vendors

Include all Invoices

Include all Credit Memos

Include all Payments

Include all Purchase Orders

Include all Receipts

Include all Account Attributes

Include all Vendor Attributes

Include all Invoice Attributes

Include all Credit Memo Attributes

Include all Purchase Order Attributes

Include all Expense(s)

Include all Departments(s)

Director's Report November/December 2016

Patron Facebook comment: Today 12-4-16 was a wonderful day at the library. The awesome staff and crew were so genuinely kind and happy. My family and I were greeted with cookies and apple juice, then had our Christmas Picture taken. Shout out to the photography crew! Very proud to see how libraries are still a form of finding sanctuary. Merry Christmas and a prosperous New Year!! Cheers!



Staff and volunteers get ready for MakerFest

November activity

Strategic Planning got started with a bang in November. Over the course of two days, we hosted 10 focus groups and 2 public forums, including one off-site at Golf Maine Park District's Dee Park. Our consultants from KBA were very happy with the amount of information they got in person, and they have continued to collect information from the online survey. As of today, they have an impressive 324 responses.

Next step in the strategic planning process will be the retreat for Board and key staff members on Monday, January 16 (Martin Luther King Day). We are still looking for a site for the retreat.

MakerFest was one of the most successful events we have ever held. It attracted a great many people, highlighted local experts, and was generally a joy-filled day. The Emerging Technologies Committee, headed up by Suzy Wulf, did a tremendous job lining up STEAM activities, working with Marketing to create materials and publicize the event, and cleaned it all up at the end of the day.



One of several mosaics created by participants



A child experimenting with the robotics station

Here are some comments from Suzy:

After many months of planning the first-ever Maker Fest was held on Saturday, November 12 from 12-4pm and the response was fantastic. The Fest was intended to be a showcase of local makers, crafters and DIYers from the community. There were also activities featuring the equipment from the Creative Studio led by staff. It was an astounding success with close to 500 people in attendance making circuits, sewing, and learning about robots. Here are a few of the attendee responses:

“I loved how everyone both young and old was brought together to express their creativity.”

“Love the focus on creativity and ideas what a fantastic event!!”

“I appreciated how interactive the instructors were with the kids -FABULOUS!!”

The Maker Fest wouldn't have been possible without the following Maker Fest participants

- Art Station
- Alexis Burson
- Bot Spot Robots
- ChiBots
- Eliot Osherman
- Donna Lurie
- Home Depot
- Judy Bishop
- Seams Sew Precious
- Stana Coleman

Additionally, the NPLD staff that assisted with the planning, setup, and library activities made this event successful especially the following; Donna Block, Arianne Carey, Darlene Fox, Dodie Frisbie, Bernadetta Koryciarz, Victoria Luz, Judy McNulty, Emily Mendoza, Mary Miller, Cyndi Rademacher, Mary Ann Rohn, Ruth Schuster, Sasha Vasilic, Srdjan Vasilic, Jason Waslawik, and Matt Yoon.

Notary Public Service

In the past few months, our notary public use is up by 122%. We don't handle real estate papers, but our notaries handle many other types of complicated paperwork. I put out the call for additional help, and now in addition to Diane Winberg, Neil O'Shea, Athena Crouse, and Melissa Berek, we are adding Fran Burns, Debbie Graham, Pat Ansuini, and Samantha Menard. This should help us cover more of the lunches, evenings, and weekends. Thanks to all of our notaries—the patrons really appreciate this service.

Programs

From Cyndi: November's most popular programs in the library touched on every age demographic from our youngest visitors at BabyTime, our tweens competing at Battle of the Books, our families engaged at Makerfest, and our adult learning in ESL, to our seniors celebrating at the Veteran's History Breakfast.

From Arianne: November was a neat package of the varied programs we plan and execute for the children of our communities. We had chess, Polish storytimes and Russian storytimes, a live music set for the dancing toddler crowd, and homework help for the elementary students. In addition to our rock solid storytime lineup, and WonderGround open labs, we are in the heat of our Battle of the Books season. A week in KidSpace could keep any gaggle of kids engaged. We love what we do, and we hope that shows through.

Program planning is always running in the background, but it is a very important part of the service we provide. Our program coordinator calls quarterly planning meetings to help shape the department lineup. This position collects feedback throughout the year to help up plan targeted and meaningful offerings in a timely and evenly distributed fashion. We look to ensure the calendar has something for all of our age groups, and a variety of activities and time slots. We study the calendars of the area schools, trending tech, feedback from patrons, and sometimes the Bears schedule. We are working to develop programs that support our families in their efforts to raise readers, and making sure we adhere to our budget while satisfying the educational and enriching goals of the library. One of the reasons our patrons enjoy our programming offerings, is that we enjoy putting together such a robust and interesting calendar.

This year Teen experimented with National Novel Writing Month (NaNoWriMo). They hosted the normal creative writing sessions, and in addition, they hung a giant NaNoWriMo blank slate in the Underground. Teens picked up pens and added to a community driven, all-in, take-it-who-knows-where-next storyline. Thirty-four different authors added a line, or twelve, to the narrative, and the result was a sweetly gnarly, seriously hilarious fictional true story on an epic small scale.

The Teen Advisory Board had an especially fun meeting in November as it coincided with Maker Fest. The teens stayed the entire afternoon and helped make hundreds of emoji and Cubs buttons for Niles Patrons.

From Dodie: Here is Neil O'Shea's report for November: Coordinated with able assistance of many colleagues and the Adult Services Department, the library's **10th Annual Veterans History Project Breakfast** on Friday morning November 4, when Susan welcomed the community and the 22 guests of honor. Our Library Director then introduced Eagle Scout Dan Tagliere who had refinished the memorial benches in the Veterans Walkway in time for the breakfast. After Mrs. Lempke announced the donation of \$500 to Honor Flight Chicago by the Friends of the Library, she asked Dan to lead the Pledge of Allegiance. The Roll Call in which the veterans introduced themselves and described their service as citizen-soldiers again moved and informed the appreciative audience. After breakfast, the Legacy Girls as the Andrews Sisters headed down memory lane to delight the audience of 83 patrons before winding up with "Boogie Woogie Bugle Boy" as they began their finale, "He was a famous trumpet man from out Chicago way."



Neil also assisted Niles resident and World War II uniform collector Chris Reuscher as he mounted and then at month's end took down his "World War II Jungle Uniforms of the Pacific" exhibit detailing the development and differences between the US Army and Marine approaches in clothing to fighting in the tropics.

He also mailed out photographs of Veteran's Roll Call to the veterans in attendance.

Krystyna Banek had an "Around the World in 80 Minutes" Polish Travelogue. Her programs always have a huge following. Even though this was the Sunday after Thanksgiving, 87 people attended.

Steve Darnall and the Golden Age of Radio visited the **Senior Coffee Hour** this month. 47 seniors were in attendance. It was a nostalgic trip back to the radio shows that transformed the US into a national listening community – with the likes of Jack Benny, Bob Hope, Amos & Andy and The Shadow.

Mearra: Selkie from the Sea was a unique program with original music, drawings, and stunning cinematic animation hosted by Maryellen this month. The presenter, Linda Marie Smith, had an extensive two-hour set-up for her program. Mearra is a mythical seal who magically transforms into a woman and follows her heart. It was very well received.

There were two literary book discussions by Greta and Book Bites in Glenview by Cecilia. ESL classes continue to draw large crowds. Judy had the usual SCORE, Power Employment Workshops, Job Counseling, and CJE, in addition to programs such as Medicare Made Easy, Accounting Tools and Intro to QuickBooks.

Creative Studio

From Suzy: **Cubs Photos**

When the Cubs won the 2016 World Series we decided to bring back the ever popular Cubs green screen photobooth for one weekend. A large crowd of Cubs fans showed up at the Creative Studio to take a green screen photo in front of the iconic Wrigley Field marquee. While waiting in the long line, strangers became friends sharing heartwarming stories and reliving the final game. A gentleman told us about his first Cubs game in 1934 when he was 7 years old. One of the patrons asked if she could have two copies of the picture because she wanted to take one to her aunt's grave. It was absolutely remarkable to see the generations ties, traditions, and the connection between life-long Cubs fans and the new ones.



Waiting for their turn at the Cubs-themed green screen, and then posing to show their excitement

Staff changes

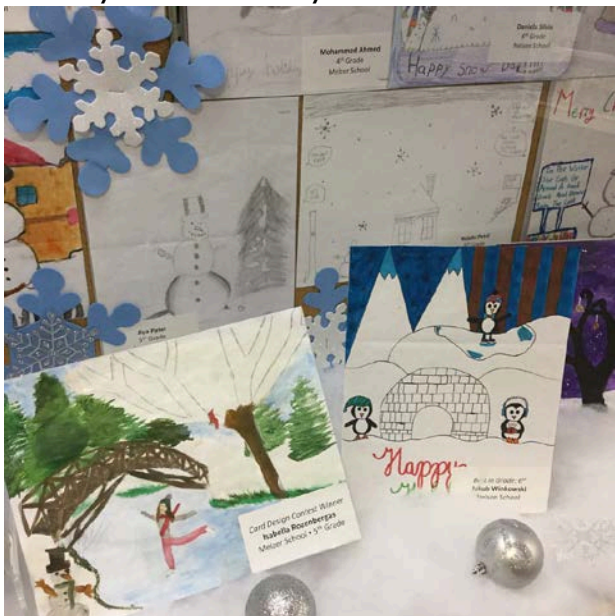
We have one new page, Lily Harig. Welcome, Lily! We also sadly said goodbye to one of our Digital Services Assistants, Ethan (who found a job closer to home) and will be rehiring this position.

From Arianne: Youth and Teen Services is welcoming Michaelene (Mikey) Orzechowski as our new Elementary School Liaison. She has had 15 years of experience with park district service to children. She has worked as a substitute in the schools for the past 5 years, and has nearly finished her first full year as a librarian. She starts the week of December 12.

Community engagement

We set up our Tumblebooks account so that our local schools could log in from the school, and saw our numbers jump from 463 to 7,526! This is a sort of combination database/e-book source which has full picture books being read out loud. It's especially helpful for students learning to speak English.

We currently have holiday cards on display in the case in the Commons from the kids at District 63. They certainly have some very talented kids, and we are always happy to work with our partners at the schools.



You may sometimes see collection bins in the vestibule. Last month we collected children's books for a group in Wilmette who send books to help a poor group of schools in Chicago. This month we are collecting coats for the Skokie Valley Rotary, and Toys for Tots for the fire department.

The generous staff put together 35 Thanksgiving bags this year and walked them across the street to the Niles Family Services. It gets a little bigger each year!



From Ariane: Donna Block saw all of the 7th and 8th graders at Emerson Middle School to share Caudill book talks. This is a great way to get face time with kids who might not make it in to the library. We are thankful for our liaison outreach.

Marketing the Library

From Sasha: Last month I attended a 2-Day Library Marketing and Communication Conference in Dallas, Texas. I was really looking forward to the conference because it was specifically geared towards my line of work. I learned a lot about how important it is to use market research in order to reach your target audience.

The Library has a subscription to Gale Analytics, so I'm looking forward to learning more about the community through market research. I went to a presentation about how important branding is for libraries. The Edmonton Public Library in Canada does a great job at using their brand colors throughout the library for way finding. In the new year, I hope to incorporate what I learned at the conference into the Library's marketing strategy.

E-Resources

From Suzy: Six databases had all-time high usage this month. There were 829 checkouts in Hoopla this month. Audiobooks have become just as popular as movies with 227 audiobook checkouts to 228 movie checkouts. Self-help audiobooks are very popular.

Our ProQuest newspaper databases has seen their highest usage ever this month. Chicago Tribune Historical had 248 searches, previous high was 196. ProQuest Supernewsstand had 286 searches, previous high was 214. Wall Street Journal had 150 searches, previous high was 78. This may be due to patrons looking for election news. And lastly Consumer Reports had 820 uses, previous high was 752.

Patron questions

From Dodie: Speaking on the telephone, "I am a community college student and I need books on Female Genital Mutilation for my Anthropology Paper." In person, I am a Niles 8th grader, and I am looking for book material on pH and acidity of common liquids and the effect of cold temperatures when the liquids are chilled. Another patron was searching for dilapidated, fixer upper homes in Niles and how to rehab properties.

CCS

Cyndi spent many hours in November reviewing the RFP responses for selecting a new Integrated Library System. The questions and answers were very detailed and in-depth. I also had a section to mark, and found it challenging, so I appreciate all of the time and care Cyndi took with her work as part of the "Project Lulima Team".

At the Governing Board meeting in late November, the question was raised as to which type of cataloging standards to follow. The Directors (except for me) voted to require using the new full RDA cataloging standards beginning Dec. 14. This will put more of a burden on our catalogers for some of the AV materials in particular, but Victoria and Jamie say they will make it work.

Tech Services

From Victoria: Jamie and I completed the revised classification categories for the Adult and YA CD collection. We have begun sending through all Winter Holiday CDs and reserves. We will begin the YA collection as soon as we receive our new sleeves as suggested by Susan and Trustee, Tim Spadoni. These new sleeves should have a great deal of space in the Teen Underground CD section. We will eventually assess Adult for these CD sleeves as well.

Building and technology notes

We have met with Dan Pohrte and Tiffany Nash of Product Architecture to discuss places for exterior signage to go, and we will be getting our survey updated, which the Village requires. We have decided to split the bathroom project into two separate projects, so the KidSpace washrooms will be remodeled first, giving one child-sized fixtures. Because we want to change the upstairs bathrooms, that is a more complicated project requiring an architect to create drawings, so it will be handled separately.

Rich and Greg M. in IT have been working on installing a new firewall for the Library. Their next project will be moving the Exchange server into the cloud.

We collected sealed bids for the old van, and the highest bid was \$3,501.

From Cyndi: The library gardeners attended Barb Ottolino's lecture to learn more on enhancing and caring for our winter gardens. Anticipating spring we planted many fragrant narcissus and tulip bulbs among the plants in the east bed at the front of the building. We planning to use a double liner system incorporated into the front containers to make the winter to spring change-over possible even if the dirt in the container is still frozen. This will make future seasonal changes more efficient.

Committees

The Sunshine Committee is hosting their annual Sweet Treats Day for staff, featuring cookies, hot chocolate, and whipped cream. They always decorate the staff room and make it a very festive day.

Art & Display Committee *From Victoria;* We are working with Marketing on the Pizza Exhibit, coming up in February and March. We have some ideas in the works for April and May (including a Staff and Family Art Show and displaying the art created by patron families in a program coming in May). I will be meeting with Cyndi to pull together a committee to work on our proposed Comic Con and Fan Art display in August. And I am pleased to say that Dave and I were successful in using our ingenuity to get Maryellen's beautiful quilts hung in the Franklin Gallery and the atrium. The quilts will be exhibited through the run of our Winter Reading Club, January 31st to tie in with its cozy theme. Diane and I (with some help from Emily) put together the display of the District 63 Winter Card Contest entries and winners. We've already heard feedback that some of the children artists were thrilled to see their work on display. It's adorable and festive!

Trustee Calendar

December

- 12/10—Friends of the Library Holiday Luncheon
- 12/12—First day to file trustee election petitions 9:00 am
- 12/14—Regular Meeting of the Board of Trustees **early date**
- 12/19—Last day to file trustee election petitions 5:00 pm

January

- 1/9—Friends of the Library Meeting
- 1/16—Board and Staff Strategic Planning Retreat; place and hours TBA
- 1/18—Regular Meeting of the Board of Trustees

February

- 2/13—Friends of the Library Meeting
- 2/15—Regular Meeting of the Board of Trustees

March

- 3/13—Friends of the Library Meeting
- 3/22—Regular Meeting of the Board of Trustees

April

- 4/4—Consolidated Election including two library trustees
- 4/10—Friends of the Library Meeting
- 4/19—Regular Meeting of the Board of Trustees

May

- 5/8—Friends of the Library Meeting
- 5/17—Regular Meeting of the Board of Trustees—swearing in of new members; election of officers

ALA Annual Conference: Chicago, June 22-27, 2017

PLA Conference: Philadelphia, March 20-24, 2018

Monthly Statistical Report -- November 2016

PATRONS						
	Current Month	Prior Year Same Month	% Change			
New District Card Registrations	276	327	-15.60%			
Total District Cardholders	25,104	25,479	-1.47%			
Patron Visits	29,639	29,128	1.75%			
Unique Library Cards Used	4,764	4,955	-3.85%			
LOAN OF LIBRARY MATERIALS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult	43,189	36,910	17.01%	224,727	196,024	14.64%
Teens	3,054	2,692	13.45%	18,548	16,242	14.20%
Juvenile	44,638	38,197	16.86%	219,493	193,745	13.29%
Digital	1,363	1,366	-0.22%	8,935	19,009	-53.00%
Equipment	94	66	42.42%	478	113	323.01%
TOTAL Loan of Library Materials	92,338	79,165	16.64%	471,703	425,020	10.98%
LOAN OF MATERIAL BY TYPE						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Adult						
Print	19,940	16,917	17.87%	104,421	92,236	13.21%
Periodical	1,014	648	56.48%	5,698	3,686	54.58%
Audio	4,189	4,274	-1.99%	22,234	22,727	-2.17%
DVD	18,046	15,071	19.74%	92,374	77,375	19.38%
TOTAL Adult Loans	43,189	36,910	17.01%	224,727	196,024	14.64%
Teens						
Print	2,235	1,923	16.22%	14,021	11,986	16.98%
Periodical	16	6	166.67%	84	60	40.00%
Audio	481	460	4.57%	2,740	2,623	4.46%
DVD	322	303	6.27%	1,703	1,573	8.26%
TOTAL Teen Loans	3,054	2,692	13.45%	18,548	16,242	14.20%
Juvenile						
Print	33,782	27,932	20.94%	163,123	137,451	18.68%
Periodical	139	66	110.61%	1,240	477	159.96%
Audio	2,705	2,151	25.76%	13,962	12,649	10.38%
DVD	8,012	8,048	-0.45%	41,168	43,168	-4.63%
TOTAL Juvenile Loans	44,638	38,197	16.86%	219,493	193,745	13.29%
Equipment Loan	94	66	42.42%	478	113	323.01%
Digital Loan (ebooks, eaudiobooks)	1,363	1,366	-0.22%	8,935	19,009	-53.00%
[Note: Prior year streaming downloads moved to Database Uses]						
ONLINE DATABASE						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Online Database Uses (includes streaming services)	15,202	12,359	23.00%	46,801	61,339	-23.70%
[Note: Incomplete data from vendors]						
HOLDS						
	Current Month	Prior Year Same Month	% Change			
Holds Placed	7,435	6,760	9.99%			
Holds Made Available	10,035	10,764	-6.77%			
IN-HOUSE USE						
MATERIALS						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Reference--All	89	15	493.33%	344	47	631.91%
Circulating--Juvenile	4,896	4,664	4.97%	22,175	18,254	21.48%
Commons	-	131	-	-	367	-
Circulating--Teen	250	236	5.93%	1,424	3,015	-52.77%
Circulating--Adult	1,504	1,546	-2.72%	7,718	10,085	-23.47%
TOTAL In-House Use of Materials	6,739	6,592	2.23%	31,661	31,768	-0.34%
Items moved on Shelf	3,360	5,222	-35.66%	17,438	21,935	-20.50%
[Note: Automated In-House Use count project began Aug. 2015]						

Monthly Statistical Report -- November 2016

IN-HOUSE USE continued						
PC USERS BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Digital Services Guest	1,299	-		7,070	-	
Digital Services	2,560	3,674	5.04%	13,990	20,729	1.60%
Express Internet	30	148	-79.73%	333	942	-64.65%
Kidspace	1,371	1,200	14.25%	6,741	6,811	-1.03%
Teen Underground	283	298	-5.03%	2,689	2,542	5.78%
Total Users	5,543	5,320	4.19%	30,823	31,024	-0.65%
[Note: Express computer in Kidspace only as of June 2016]						
Patron Wi-Fi Uses	11,533	11,030	4.56%	60,983	55,142	10.59%
Scanning & Fax Pages	3,330	3,878	-14.13%	22,257	24,508	-9.18%
Print & Copy Pages	16,315	14,412	13.20%	85,165	71,966	18.34%
USE OF STAFF MEDIATED EQUIPMENT	Month	Same Month	% Change	Current YTD	Prior YTD	
3D Printer	42	-		168	-	
Large Scale Poster Printer	-	-		4	-	
VHS to DVD Conversion	7	-		72	-	
TOTAL Use of Staff Mediated Equipment	49	-		244	-	
[Note: Digital Studio opened Oct. 2015]						
USERS OF STAFF MEDIATED SPACES BY LOCATION	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
KidSpace Study Room	44	76	-42.11%	280	413	-32.20%
Study Rooms 1-5	394	602	-34.55%	2,454	4,115	-40.36%
Creative Studio A	39	33	18.18%	157	70	124.29%
TOTAL Users of Staff Mediated Spaces	477	711	-32.91%	2,891	4,598	-37.12%
MARKETING & PR	Current Month	Prior Year Same Month	% Change			
Website Hits	27,368	29,236	-6.39%			
Facebook "Likes"	1,222	985	24.06%			
Buzz Blog views	515	742	-30.59%			
Media Hits (includes print and online articles and listings)	32	51	-37.25%			
e-News Subscribers	14,133	11,954	18.23%			
New Resident Letters (October)	100	-				
[Note: Began tracking in Mar. 2016]						
LIBRARY HOLDINGS	Items Added	Items Withdrawn	Library Holdings			
Shelved materials	2,465	3,287	272,009			
Non-shelved materials	-	-	34,576			
Equipment	-	-	84			
Total	2,465	3,287	306,669			
LIBRARY SERVICES	Current	Prior Year	% Change	Current YTD	Prior YTD	% Change
Notary Public	125	54	131.48%	984	443	122.12%
Test Proctoring	16	5	220.00%	70	58	20.69%
Voters' Registration	0	0		28	1	2700.00%
SERVICE INTERACTIONS PER SERVICE DESKS	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Directional	5,359	8,317	-35.57%	39,556	25,961	52.37%
Ready Assistance	3,784	6,254	-39.49%	22,601	9,287	143.36%
Reference/Research	5,119	4,250	20.45%	28,577	29,093	-1.77%
TOTAL All Service Desks	14,262	18,821	-24.22%	90,734	64,341	41.02%
Adult Services (3rd floor)						
Directional	95	428	-77.80%	510	1,532	-66.71%
Reference/Research	646	485	33.20%	3,469	2,976	16.57%
Total Reference Desk	741	913	-18.84%	3,979	4,508	-11.73%
Commons Desk						
Directional	47	-		149	169	-11.83%
Ready Assistance	60	-		175	144	21.53%
Total Commons Desk	107	-		324	313	3.51%

Monthly Statistical Report -- November 2016

SERVICE INTERACTIONS Continued	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Fiction/Audiovisual Services (2nd floor)						
Directional	130	1,225	-89.39%	618	3,648	-83.06%
Reference/Research	1,127	443	154.40%	6,141	7,606	-19.26%
Total AV/FIC Desk	1,257	1,668	-24.64%	6,759	11,254	-39.94%
Patron Services						
Directional	2,298	4,032	-43.01%	23,031	5,453	322.35%
Ready Assistance	3,724	6,254	-40.45%	22,426	9,143	145.28%
Total Patron Services	6,022	10,286	-41.45%	45,457	14,596	211.43%
[Note: Began tracking Oct. 2015]						
Technology Desk						
Directional	77	126	-38.89%	417	983	-57.58%
Reference/Research	846	1,113	-23.99%	5,220	6,013	-13.19%
Total Tech Desk	923	1,239	-25.50%	5,637	6,996	-19.43%
Teen Desk						
Directional	352	298	18.12%	2,155	2,030	6.16%
Reference/Research	123	83	48.19%	834	944	-11.65%
Total Teen Desk	475	381	24.67%	2,989	2,974	0.50%
Outreach Services						
Directional	-	-		1	-	
Reference/Research	1,190	392	203.57%	6,479	1,770	266.05%
Bulk Loan Items Delivered to Nursing Homes	380	330	15.15%	2,505	2,400	4.38%
Materials pulled for Homebound Users	824	852	-3.29%	4,247	4,609	-7.85%
Total Outreach Services	2,394	1,574	52.10%	13,232	8,779	50.72%
Youth Services						
Directional	2,360	2,208	6.88%	12,675	12,146	4.36%
Reference/Research	1,187	1,734	-31.55%	6,434	9,784	-34.24%
School Loans pulled	25	18	38.89%	96	100	-4.00%
Museum Adventure passes distributed	18	8	125.00%	122	123	-0.81%
Total Youth Services	3,590	3,968	-9.53%	19,327	22,153	-12.76%
GRAND Total	15,509	20,029	-22.57%	97,704	71,573	36.51%
Interlibrary Loan						
	Current Month	Prior Year Same Month	% Change	Current YTD	Prior YTD	% Change
Items Lent to CCS Libraries	4,984	2,867	73.84%	22,852	14,591	56.62%
Items Received from CCS Libraries for Patrons	3,340	2,511	33.01%	17,051	14,600	16.79%
Items Lent to OCLC Libraries	314	261	20.31%	1,914	1,478	29.50%
Items Received from OCLC Libraries for Patrons	81	120	-32.50%	527	525	0.38%
Total Interlibrary Loan	8,719	5,759	51.40%	42,344	31,194	35.74%
Outreach Services						
Homebound						
Patrons	225	255	-11.76%			
Visits	163	176	-7.39%			
Institutions						
Institution Deposit Collections	8	8	0.00%			
Visits	8	8	0.00%			
Schools						
Items Delivered	502	414	21.26%			
Trips	12	15	-20.00%			
VOLUNTEERS AND HOURS						
	Number of Volunteers	Hours of Service				
Admin/Tech Serv/Maint/PR & Library Events	18	84				
Adult and Outreach Services & Programs	9	48				
Digital Services & Programs	3	14				
Patron Services	6	37				
Teen Services & Programs	8	27				
Youth Services & Programs	26	76				
Total Volunteers and Hours This Month	70	286				
<i>Last Year's Volunteers/Hours Same Month</i>	73	286				

Monthly Statistical Report -- November 2016

LIBRARY PROGRAMS AND EXHIBITS	Number of Programs	Attendance	Number of Programs Prior Year Same Month	Attendance Prior Year Same Month	Attendance % Change
Youth Programs	113	3,564	96	3,792	-6.01%
Teens Programs	18	823	8	231	256.28%
Adults Programs	62	1,424	25	395	260.51%
Outside Meetings	9	120	11	162	-25.93%
Exhibit	-	-	-	-	
TOTAL PROGRAMS AND EXHIBITS	202	5,931	140	4,580	29.50%
Programs--Youth					
Babytime (parent & child)	4	126			
Evening Family Storytime	5	84			
Rise & Shine Storytime (parent & child)	3	78			
Mega Mondays: Minecraft, Yoga for Kids, Lego Club	4	52			
Bibliobop Dance Party	1	62			
Family Movie: <i>Jungle Book</i>	1	50			
Second Saturday Breakfast Bingo	1	18			
Second Sunday: Care and Feeding of your Dinosaur	1	27			
Preschool Liaison Visits to Schools	9	146			
Elementary Liaison Visits to Schools	12	315			
At School Program: Famished for Fiction	2	44			
Elementary Outreach to Parents	1	30			
Book Buddies	15	30			
1000 Books Before Kindergarden (1KBK) registrations	1	1			
1000 Books Before Kindergarden (1KBK) added visits	1	6			
Reading Patch Club registrations	1	16			
Reading Patch Club added visits	1	52			
Neighbor Time	5	48			
Preschool Storytime	5	88			
Big Kid Storytime	4	25			
Toddler Time	3	38			
World Language Storytime	2	35			
Wonder Ground	7	101			
Knights of Niles Chess Club	2	59			
Homework Help	2	32			
I Spy Tank	1	19			
Ipad Usage	1	435			
Toys and Games Use	1	424			
Teacher use of die-cut machine	1	1			
Video Games	1	160			
Holly Jolly Fest	1	200			
School's Out Movie	1	42			
Reading with Rover	2	26			
Battle of the Books	4	310			
Minecraft for Younger	1	15			
Scrapbooking Calendars	1	3			
Library President for a Day	1	8			
Cubs Green Screen Photos Youth	3	109			
Maker Fest Youth	1	249			
Total Youth Services Programs	113	3,564	96	3,792	-6.01%
Programs--Teen Audience					
Movie in the Underground: <i>Dick</i>	1	8			
Teen Advisory Board	1	7			
Video Games	1	98			
90 Second Newbery	4	12			
Fandom Fest	1	21			
Jr/High School Classroom Visits	5	595			
Passive NaNoWriMo	1	34			
Famished for Fiction	1	45			
NaNoWriMo	3	3			
Total Teen Programs	18	823	8	231	256.28%
Programs--Adult Audience					
Focus on Financials: Accounting Tools for Money Management	1	6			
Book Discussions- Literary Fiction	2	14			
Book Bites- Popular Fiction Discussion (w/Glenview Library)	1	18			
Book Discussion - Low Vision Group	1	5			
Citizenship Classes	2	1			
CJE Senior Life Resource Counseling	1	5			
DS 1-2-1	1	1			
DS Cubs Green Screen Photos Adult	3	175			
DS Free Digital Movies, Music, Books, and Magazines	1	5			
DS Memory Lab: Digitize Slides and Photos	2	13			

Monthly Statistical Report -- November 2016

LIBRARY PROGRAMS- Adult Audience Continued	This Month	Attendance	TL. Programs Prior Year	Attendance Prior Year	Attendance % Change
DS Open Lab	1	1			
DS Silhouette Cameo for Scrapbooking	1	3			
DS Tablet Tuesday	1	5			
DS Thanksgiving Decorations	1	4			
Election Day Library Information Table	1	350			
English Conversation 1-2-1	8	16			
Focus on Financials: Introduction to Quickbooks	1	15			
Job Counseling	4	1			
Maker Fest Adults	1	191			
Mearra: Selkie from the Sea	1	21			
Medicare Made Easy	1	13			
New Release Movie: <i>Money Monster</i>	1	13			
Niles Garden Club: Winter Garden Preparation	1	16			
Oakton ESL English as a Second Language Classes	7	271			
Polish Language Travel Program - Around the World in 80 Days!	1	87			
Power Employment Workshop	1	6			
SCORE	12	8			
Senior Coffee Hour: Steve Darnall and the Golden Age of Radio	1	47			
True Story of Smoky the War Dog	1	30			
Veterans' History Project Breakfast	1	83			
Total Adult Programs	62	1,424	25	395	260.51%
Outside Meetings					
Movie Poster Display Game	1	86			
Karol Verson Film Discussion Group	2	48			
Karol Verson Play Discussion Group	1	20			
Jewish Genealogical Society of Illinois	1	10			
Matylda Sojko-Best Dance Group	2	24			
Ligia Amarei-Mom's Group	1	4			
Niles All American Toastmasters Club	2	14			
Total Outside Meetings	9	120	11	162	-25.93%
GRAND TOTAL PROGRAM AND ATTENDANCE	202	5,931	140	4,580	29.50%

Patron Suggestions and Comments for December 2016

Responses to Patron Suggestions and Comments

Suggestions

Why are the DVDs in alpha order instead of by category in alpha order and interspersed with BluRay? Separating by category would make it easier to locate a specific video.

We made the decision to go with straight alphabetical order because many people come in looking for a specific title. We also think that many movies fall into more than one category—for instance, *About Last Night* has a sticker on it saying it's a comedy, but it could also be filed under romance or drama. Sticking with straight alphabetical order seems to be the best solution.

If we get multiple requests for interfiling the Blu Rays with the DVDs, we will certainly consider it.

(For Business Librarian) Just curious if you will be replacing the Business newsletter *Oberweis* with another newsletter.

Some suggestions:

1. *Motley Fool Hidden Valve*
2. *Niles Mattive Income Superstars*
3. *Bob Brinker Market Timer*
4. *Robert Brinker Fixed Income Newsletter*

There are others, *Oberweis* was a small cap letter, so another small cap might be appropriate? Thank you very much for the specific suggestions. We will follow up on these possibilities.

I would love to see your own the following:

1. Piano sheet music for Disney's "*A White New World*" and
2. Piano sheet music from *Frozen* "*Do You want to Build a Snowman?*"
3. Exercise video "*Sean-T Focus T-25, Alpha & Beta*" by Beach Body

Thank you!

We do not currently have a sheet music collection, but we can consider it. For the exercise DVD, we will investigate if it is available, and if it comes without exercise equipment. Thank you for the suggestions.

Would you, can you please make Photoshop classes—picture editing program. Thank you. T. R., Niles.

I will pass your request on to our Digital Services Department. In the meantime, on our website you can find (under Resources) links to Lynda.com for step-by-step Photoshop video tutorials, and Gale Courses, which has a 4-week class in Photoshop you can take. Both of these excellent resources are free to you with your Niles library card.

If you have moved the current holiday's books, please put a sign back there in the Holiday Books section. Looking all over for Thanksgiving...

That's a good idea—we will do this in future.

Patron would like to see non-fiction flyer of new releases in Commons Area.

Thank you for the suggestion. I will discuss it with the non-fiction librarians.

Frustrations

I took the computer boot camp and I felt that it was the first course in my life that I had flunked—I didn't know half of what was being talked about in that class. So, my suggestion is that another class be offered by the distinguished professor, Ruth. That class would be named: Adult Computer Pre-Beginner Boot Camp. There would be a prerequisite for the new class: a prospective student must certify that they are computer illiterate at the time they are signed up. The one thing I learned from the present class is how little I know about computers and how much I have to learn before I'll have a working knowledge.

I'm sorry you had such a frustrating experience. I will pass your suggestion on to Ruth.

New water fountain for 1st floor. The current one is impossible to use. If you need the money contact me and I'll send you a check and deduct it from what I plan to donate to the library. R. B.

I apologize—I know the old water fountain is not working well. We have a replacement in the building and are looking for the right time to replace it without interrupting programs in the meeting room. It should be in place very soon!

To the Library Director, in the parking space directly below the Niles Library sign with the digital clock, there is a food Styrofoam container that has leaves and water in that container. Does the maintenance department sweep and clean debris in the parking spaces outside??? This should be done to prevent patrons FROM FALLING!!! ALSO, in the adult computer room there is a homeless lady who sleeps every day in the computer room and is using that chair and computer for sleeping. Should she be told to go up to the 3rd floor to sleep instead of the adult compute room. Thank you.

The parking lot is usually picked up multiple times a week, so the container is no longer there. I agree that it is a priority to keep the parking lot safe for both cars and people walking back and forth.

I will follow up with the Digital Services staff on your comment about the lady sleeping in the computer area. Thank you for letting me know.

Comments

Today a gal with short brown hair was so helpful and patient! Our Veteran's Board is ready J. W.

Attention Susan Lempke: It's been a while since the last time I saw Ken the maintenance man. I was quite pleased to see him back. The library is so clean and organized. He is friendly, positive, hardworking and informative. Yesterday, Ken went out of his way to remind me of the "Maker Fest" event because he knew my children would love it. Honestly, if he wouldn't have said anything, I would have missed it. I would really like if you could thank him for me. Cheryl

The Cubs phone program is GREAT!!! This was really wonderful. Again, thanks. W. W.

Words can't express the gratitude I feel for Ms. Krystyna and Ms. Donette. I found myself in a pickle trying to submit my resume. I think my nerves go the best of me. I tell you that these two wonderful women came to my rescue and helped me to convert my letters to pdfs and I was able to apply for the job. I called them my "Angels." I plan on letting them know if I get it. Thank. J. S.

Excellent pictures of the World Series—Chicago Cubs. Will there be future projects/pictures for upcoming holidays—Thanksgiving or Christmas? S & F A.

Congratulations, another wonderful program to honor our wonderful vets and record/recall the tunes of yester year? Thank you B. E.

Great selection of books. The teen rooms tend to get noisy. Always need a supervisor! I treat this place like home. P. W.

Neil at desk is very helpful. T. G.

Thank you for your wonderful work! A. H.

I love the library! T. P.

Niles Library is so organized. I like the hard book. I write your books. I come here all the time to get books. A (7 yrs. old), Niles.

Thank you to all of the patrons young and old who commented on our staff and services. We all appreciate hearing from you, and I will be sure to let the staff who got compliments and their supervisors know.

Dear Greta -

Thanks for all your help
obtaining the books for our
Book Club meetings.

Very appreciated !!

E. Vicki Parilla

New Business - Recommended Actions

A. Recommended Action on Adoption of Resolution 16-03 Resolution to Make Additional Employer Contributions

MOVE the Library Board of Trustees approve Resolution 16-03 Resolution to Make Additional Employer Contributions which transfers \$2.0 million to the Illinois Municipal Retirement Fund (IMRF).

Memorandum A of Recommended Board Action

We were informed by IMRF after the October board meeting that in order to transfer additional funds to IMRF the Library District needs to pass a resolution stating such. The text from last month's motion is below to refresh your memory.

I would like to recommend transferring \$2.0 million to IMRF to reduce the Library District's unfunded liability.

Up to this date, we have had a number of employees either execute or commit to purchasing all or a portion of their past service. Their total commitment and actual transfers amount to \$1,076,952.08. The total of all past service is equal to \$2,497,562.89 which means that approximately 43% of the past service is being purchased. Additionally, our starting unfunded liability is \$858,993 which includes the noncontributory 20% only. This number increases to \$3,661,151 (a difference of \$2,802,158) if all past service is purchased. If we take 43% of the difference in unfunded liability and add it to the noncontributory unfunded liability to size our contribution, the resulting number would be \$2,067,226.85. So, if we made a contribution of \$2.0 million (roughly) the Niles Public Library District would be pretty close to fully funded.

I reviewed this line of logic with IMRF and they agreed with the approach but also recognized that this would be done without the benefit of an actuarial study at the library's expense so the results will not be exact but will definitely be positive for the Library District.

The impact of the funds transfer would be to reduce the interest charges (7.5%) on the unfunded liability resulting in a lower contribution rate than the Library District would get otherwise. The total interest which the Library District would avoid paying is approximately \$150,000 per year.

NILES PUBLIC LIBRARY DISTRICT

RESOLUTION 16-03

RESOLUTION TO MAKE ADDITIONAL EMPLOYER CONTRIBUTIONS

WHEREAS, section 7-172 of the Illinois Pension Code provides for employer contributions to the Illinois Municipal Retirement fund; and

WHEREAS, section 7-172 requires employers to make a monthly contribution to IMRF to amortize any unfunded pension liability; and

WHEREAS, section 7-172 gives the IMRF Board of Trustees authority to determine the amortization period for any unfunded pension liability (not to exceed 30 years); and

WHEREAS, using its authority under section 7-172, the Board of Trustees determines the minimum contribution required from IMRF employers to amortize any unfunded pension liability; and

WHEREAS, neither the Pension Code nor the Board of Trustees sets a maximum contribution that may be made by an IMRF employer to pay any unfunded pension liability; and

WHEREAS, it is in the best interest of Niles Public Library District that it make an additional contribution to pay down its unfunded IMRF liability.

THEREFORE, BE IT RESOLVED by the Board of the Niles Public Library District that an additional contribution of \$2,000,000.00 be made to IMRF to be added to the IMRF Employer Reserve Account of Niles Public Library District to reduce its unfunded liability.

CERTIFICATION

I, Barbara Nakanishi, the Secretary of the Niles Public Library District of the County of Cook, State of Illinois, do hereby certify that I am keeper of the books and records of the Niles Public Library District and that the foregoing is a true and correct copy of a resolution duly adopted by the Board at a meeting duly convened and held on the 14th day of December 2016.

SECRETARY OF THE BOARD

New Business—Recommended Actions

B. Recommended Action to move Exchange to the Cloud

MOVE the Library Board of Trustees approve the expenditure not to exceed \$8,500 to hire VirTek to assist IT with the implementation and migration of the Library District’s Exchange server to the cloud.

Memorandum B of Recommended Board Action

The move to migrate the Library District’s Exchange server to the cloud is part of the IT long range plan developed last year. Four technology companies were contacted and bid were solicited from each. The resulting bids which are attached ranged from \$8,500 to \$19,560.

Our analysis and research showed that VirTek was qualified to do the work at the lowest contract price.

A summary of the IT firms and their bids follows:

Company Name	Bid
Equilibrium IT Solutions	\$19,560
Peters	\$18,200
Current Technologies	\$12,720
VirTek	\$8,500



15774 S. LaGrange Rd., #224
 Orland Park, IL 60462
 Phone: 630.870.1535 Fax: 630.870.1536

Quote

Date	Estimate #
12/2/2016	Q3135

Quote To:
Niles Public Library Mr. Richard Wozniczka 6960 W. Oakton Street Niles, IL 60714

Description	Qty	Cost	Total
Microsoft Office 365 Migration Professional Service Hours (Fixed Fee) - Project planning and management to implement O365 for Niles Public Library. This includes approximately 160 users and 210 mailboxes in total. - Work with Niles Public Library to instruct users to cleanup their mailboxes as best as possible. This will speed up the time it takes to migrate mailbox data to O365. - Register and verify Niles Public Library's domain(s) with Microsoft. Two domains, npld.org & nileslibrary.org, were mentioned during initial discussions. - Setup and configure a dedicated AD FS server that communicates with Active Directory in a secure manner in order to avoid exposing Active Directory directly to O365. This will require a Microsoft Windows Server license and a physical/virtual server. - Request an SSL certificate from a trusted third party CA in order for O365 to connect to Active Directory via AD FS. A third party CA must be used as self-signed certificates are not supported by Microsoft. This will be paid for by Niles Public Library directly to the CA. - Configure Active Directory for SSO support with O365 via AD FS and Azure AD Connect (DirSync). - Initiate a synchronization of all accounts/groups from Niles Public Library's Active Directory server(s) to O365 via AD FS. Further synchronizations will be automated. - Create and configure additional O365 accounts as needed. - Assign appropriate O365 licenses to accounts as outlined by Niles Public Library. - Setup and configure Microsoft Exchange Server 2016 to act as a relay and communicate with the existing instance of Exchange 2010 in production. Once Exchange 2010 is decommissioned, Exchange 2016 will act as the new production relay in conjunction with O365. This will require a Microsoft Windows Server license and a physical/virtual server. Continued... <div style="text-align: right;">Sales Tax (0.0%)</div> <div style="text-align: center;"> <p>Prices good from 30 days of quote. Above pricing does not include shipping or installation unless noted.</p> </div>	1	8,500.00	8,500.00
Total			

Signature: _____

Date: _____

Purchase Order#: _____



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 Orland Park, IL 60462
 Phone: 630.870.1535 Fax: 630.870.1536

Quote

Date	Estimate #
12/2/2016	Q3135

Quote To:
Niles Public Library Mr. Richard Wozniczka 6960 W. Oakton Street Niles, IL 60714

Description	Qty	Cost	Total
<ul style="list-style-type: none"> - Migrate numerous Receive Connectors from Exchange 2010 to Exchange 2016 for services such as Evanced. - Configure Exchange 2010 & 2016 so that O365 can communicate with them in order to migrate mailbox data. - Setup and configure Exchange Online Protection (EOP) as required. - When appropriate, begin the staged migration to O365. This is when users will begin to be impacted and should be scheduled in accordance with Niles Public Library. Our expected involvement here is minimal as Niles Public Library will be performing the bulk of the transition. However, we are available as needed. - Configure MX and DNS records to resolve to O365 and verify that new e-mail is being routed directly to Microsoft. - Work with internal and remote users to configure Outlook & ActiveSync on their computers and mobile devices to connect to O365. In the meantime, users can send/receive e-mail via OWA. Our expected involvement here is also minimal as this will be handled by Niles Public Library. However, we are available to assist as needed. - Based on our initial conversation, auto complete will automaticall be migrated to O365, as Microsoft Exchange is in online mode. - Once the O365 migration has been deemed successful by Niles Public Library and all mailboxes/groups have been migrated, we will decommission Exchange 2010 and remove all references to the server from Active Directory. - Test, document, and perform a knowledge transfer. <p>Continued...</p> <p style="text-align: right;">Sales Tax (0.0%)</p> <p style="text-align: center;">Prices good from 30 days of quote. Above pricing does not include shipping or installation unless noted.</p>			
Total			

Signature: _____

Date: _____

Purchase Order#: _____



15774 S. LaGrange Rd., #224
 Orland Park, IL 60462
 Phone: 630.870.1535 Fax: 630.870.1536

Quote

Date	Estimate #
12/2/2016	Q3135

Quote To:
Niles Public Library Mr. Richard Wozniczka 6960 W. Oakton Street Niles, IL 60714

Description	Qty	Cost	Total
<p>* Note: Some e-mail accounts may be converted to aliases, distribution groups, and/or contacts if mailboxes are not required. This would lessen the total amount of O365 licenses required and will be determined during the project with Niles Public Library. Due to the synchronization aspect of this migration though, these changes may be implemented after the migration has taken place.</p> <p>Please note that SSO using AD FS will cause O365 to be dependent on Niles Public Library's environment. If it is down, users may be unable to log into O365 even though Microsoft's services may be fully operational. The pricing in this quote reflects VirTek as being the Partner of Record for Niles Public Library's O365 account.</p> <p>* 50% down upon project acceptance, balance due Net 30 upon project completion.</p>			
Sales Tax (0.0%)			\$0.00
<p>Prices good from 30 days of quote. Above pricing does not include shipping or installation unless noted.</p>			
Total			\$8,500.00

Signature: _____

Date: _____

Purchase Order#: _____



Statement of Work

Office 365 Migration

Niles Public Library

November 9, 2016

This statement of work outlines the engagement of Equilibrium IT Solutions, Inc. (Equilibrium) by Niles Public Library District (CLIENT) to develop and implement a Hybrid On-Premises Exchange 2016 running on a 2012 R2 Virtual Machine (VM) for Email Relaying and Exchange Management with no mail stores and all mailboxes migrated into Office 365.

Following the migration of services, the project will also include a decommission of the Exchange 2010 Mail Server.

1. Scope of Services

During the course of this engagement Equilibrium will:

- Provide high level architectural guidance throughout the project in the form of checkpoints. This service will be provided by an Equilibrium Senior Architect and Consultant.
- Project Manage throughout the term of the project.
 - Work with CLIENT to coordinate the scheduling and successful completion of tasks.
 - Provide regular weekly status updates on the overall progress of the project.
 - Specify, quote, and requisition services required to complete the listed statement of work.
 - Create a project plan to be referenced in daily activity reports.
- Facilitate interview sessions with individual and/or group stakeholders to explore, understand and capture key business goals and technology requirements for the migration to the cloud. This will ensure that functionality post migration is understood and acceptable to the organization.
- Review at a high-level the attributes of the following:
 - Exchange – used features, # of mailboxes & mailbox size, email uses, 3rd party applications.
 - Barracuda 300 for email spam filtering

EQUILIBRIUM



IT SOLUTIONS, INC.

- Develop and document a future state Office 365 design that incorporates client's requirements which include coexistence and synchronized AD credentials.
- Develop and document a migration plan that incorporates client requirements and that successfully migrates the customer's Exchange 2010 SP3 environment into Office 365. Incorporate an on-premises Exchange 2016 Server to be used for email relaying and ongoing mail management. The migration will be divided into three phases:
 - Pilot – Small pool of users for end user validation
 - 1st Phase – 10 users migrated by Equilibrium staff
 - 2nd Phase – remaining users migrated by Equilibrium staff
- Present the future state design along with all expected migration and ongoing costs to the Client.
- Setup the Office 365 Portal and register (2) domains.
- Perform a hybrid migration:
 - Remediate on-premises Exchange Server to support the migration to Office365.
 - Setup Azure AD Connect and enable credential synchronization.
 - Perform migration of Exchange mailboxes to Office365.
 - Update DNS MX records to route email directly to Microsoft using the settings provided in the Office 365 Management console.
 - Complete the migration using the Office 365 console and assign licenses to users.
 - Convert on-premises mailboxes to mail-enabled users.
- Integrate business applications to support mail relaying via new on-premises Exchange 2016 server.
- Test email deployment on mobile devices.
- Work with Client to ensure user computers are configured appropriately and connecting to their new Office 365 mailbox.
- Decommission the on-premises Exchange 2010 server. Disable existing Exchange backup jobs.
- Create end user documentation for Outlook and Mobile Devices. Create documentation and provide training for internal IT staff.
 - This includes the onboarding/off boarding of users.



2. Documentation Deliverables

Equilibrium will provide the following documentation deliverables during the project:

■ **As-Built Documentation**

Any additional deliverables that are specified by CLIENT will be billed on a time-and-materials basis.

3. Assumptions

- A technical contact with system administration responsibilities and appropriate system/information access privileges will be available during the project.
- Make appropriate system maintenance window(s) available for Equilibrium.
- Ensure that all environment and operational requirements are met prior to commencement of the Services.
- Provide Equilibrium onsite/offsite personnel with access to the CLIENT's systems and networks (including, without limitation, remote systems and remote network access) as necessary to perform the Services during Equilibrium's normal business hours, or at mutually agreed times.
- Provide support from technical support teams for all vendors and third parties, as necessary.
- Verify that the equipment location is prepared prior to the commencement of the Services.
- The estimated effort of **12.5 man days of work** will be spread over approximate **5 to 7 week duration** to complete the listed scope of work and documentation.
- Specified scope, costs estimates, technical resources and schedule dates are valid through the **Sign-By Date of Thursday, November 24, 2016**.
- Specified scope and cost estimates are valid through the **Final Sign-By Date; Friday, December 23, 2016**.
- PROJECT CODE: Invoices and financial statements related to this statement of work will reference project code "**OFFICE 365 MIGRATION**". Terms are net 30 days from receipt of invoice. All Invoices and Activity Report Summaries related to this statement of work will reference the project code.



4. CLIENT Project Sponsor

CLIENT Project Sponsor: Richard Wozniczka

5. Technical Coordinators

CLIENT Technical Coordinator: Richard Wozniczka

Equilibrium Project Coordinator: Tony Yonaites

6. Equilibrium-assigned Personnel

Senior Architect and Consultant: Ben Ptak

Technical Project Manager: Chris Hornbeck

Senior Systems Engineer: Benjamin Schiopu

7. Engagement Locations & Contact Information

CLIENT: **Niles Public Library District**
6960 Oakton Street
Niles, IL 60714
847-663-6480
rwoz@nileslibrary.org

Equilibrium: **Equilibrium IT Solutions, Inc.**
5559 North Elston Avenue
Chicago, Illinois 60630
773-205-0200 phone
773-205-0201 fax
Tyonaites@EQincnc.com

8. Project Term

Anticipated Start date: Tuesday, January 10, 2017

Anticipated Completion Date: Friday, February 24, 2017



9. Consulting Fees

The fees noted in this statement of work are estimates only and are based on the scope of work, and additional charges will apply if scope of work above is modified. Consulting service fees are charged on a time-and-materials basis. Actual consulting hours are tracked and invoiced.

The estimate is accurate within +/- 20% based on initial information gathering. The design sessions may impact the overall scope and increase the estimate. If the expected schedule slips, or additional hours are needed due to unforeseen issues, the impact will be brought to the immediate attention of all involved parties. The resources, consulting roles and corresponding rates for this project are:

Resource	Standard Rates	Estimated Effort	Estimated Cost
Senior Architect & Consultant	\$230.	8 Hours	\$1,840.
Technical Project Manager & SSE	\$210.	12 Hours	\$2,520.
Senior Systems Engineer	\$190.	80 Hours	\$15,200.
Total Estimate		100 Hours	\$19,560.

Fees for any resources required CLIENT that are not included within the roles outlined here will be cited at the time of requirement.

10. Terms and Conditions

- a. **INVOICES:** All service fees and reimbursable expenses shall be paid by CLIENT within 30 days of the invoice due date. All product fees are due upon receipt of invoice.

Invoices are sent to the project sponsor weekly via email from EquilibriumInvoicing@equilibriuminc.com unless otherwise requested or stated within this Statement of Work. Please add this email address to your approved senders list and notify your account executive of any additional notifications needed

- b. **LATE PAYMENT POLICY:** If Equilibrium IT Solutions does not receive payment within 30 business days of invoice date, CLIENT is subject to Late Payment Fees. As of January 1, 2012, Equilibrium IT Solutions' Monthly Late Payment terms are 3% of the total invoice balance remaining. Equilibrium IT Solutions reserves the right to modify these terms at any time with written notice to client.
- c. If the undersigned fails to pay for services rendered and collection efforts become necessary, the undersigned agrees to be responsible for all collection costs incurred including attorney fees.
- d. **CREDIT CARDS:** If paying by Credit Card, a 3% Services Fee will be applied to the total invoice amount due.
- e. **PO NUMBER:** If PO Number is provided by customer for billing purposes, please provide below and authorize this document to begin work.



- f. CLIENT will be responsible for expenses incurred by Equilibrium, such as supplies, long-distance telephone charges, travel (excluding local travel to engagement locations listed above), lodging and any other expenses required by CLIENT to complete the project, provided those expenses have been approved by CLIENT. Any expenses over \$250.00 must be approved in advance by the CLIENT project sponsor.
- g. Standard business hours are 8:00 am to 6:00 pm, Monday - Friday. Equilibrium consultants may need to perform some work after-hours and/or remotely. Please note: Equilibrium charges an additional \$50 per hour per appropriate technical resource level (SAC, TPM & SSE, SSE, or SE) for after hours, unscheduled, emergency work. A 2 hour minimum charge per declared incident applies for Remote Emergency Services. A 4 hour minimum charge per declared incident applies for Onsite Emergency Services.
- h. Equilibrium has the capability to sell product however we typically do not sell product. We will provide CLIENT with a detailed product investment list for all hardware and software product requirements and can assist with product procurement from Equilibrium or 3rd party product provider of CLIENT's choice.
- i. Equilibrium will require temporary administrator-equivalent access to appropriate IT systems.
- j. Equilibrium understands that all information regarding CLIENT obtained through this engagement is proprietary and shall be treated as confidential. Equilibrium further agrees that such information, gained from any source, shall be so held and not revealed. Revealing any such information by Equilibrium to any person, firm, or corporation shall be deemed a breach of this contract.
- k. While the engagement is being completed and for a period of one (1) year following completion, neither party shall make an offer of employment to, nor enter into a consulting relationship with any person employed by the other party.
- l. Equilibrium makes no express or implied representations or warranties with respect to the services to be performed or any products. Furthermore, Equilibrium disclaims all express and implied warranties including, without limitation, the implied warranties of merchantability and fitness for a particular purpose. Equilibrium's total liability to CLIENT or to any third party under this agreement for any cause whatsoever is limited to the amount actually paid by CLIENT under this agreement for the services that gave rise to such liability.
- m. Equilibrium shall in no event be liable for any consequential, incidental, indirect, exemplary, punitive, special or similar damages including, without limitation, loss of profits, loss of revenues, loss of data, or for cover and the like, even if Equilibrium has been advised of the likelihood of the occurrence of such damages.
- n. Equilibrium reserves the right to subcontract 3rd party technical resources to help complete the above scope of work, if necessary.
- o. All typographical and clerical errors are subject to correction.



11. Acceptance – Office 365 Migration 11/09/16

Upon acceptance and agreement of the terms contained in this statement of work, please return one signed copy to: Tony Yonaites, Equilibrium, 5559 North Elston Avenue, Chicago, Illinois 60630.

Please do not hesitate to contact us at (773-205-0200) if you have any questions. We look forward to finalizing the arrangements and working with you to bring this project to a successful conclusion.

FOR: NILES PUBLIC LIBRARY DISTRICT

AUTHORIZED COMPANY REPRESENTATIVE

Signature

Name

Please print

Title

DATE

PO NUMBER

FOR: EQUILIBRIUM IT SOLUTIONS, INC.

Signature

Name

Tony Yonaites

Title

Vice President of Business Development

Date

Legal Notice

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Niles Public Library District

Office 365 Discovery, Design & Planning

Project Summary

The Niles Public Library District (“NPLD”) would like to transition from their on-premises Exchange server to Microsoft Office 365. The current messaging platform is an on-premises Exchange 2010 infrastructure, which services approximately 156 users in the organization. There are approximately 217 mailboxes in total, with little to no public folder usage and no PST usage as well.

NPLD has engaged Peters & Associates Inc. (“Peters” or “P&A”) to perform a discovery of the current Exchange and Active Directory environments. The goals for this project are to determine the current state of readiness to move to Office 365 and to develop a migration strategy that will keep risk to a minimum and provide the users with the most seamless migration experience as possible.

Deliverables

- Discovery Notes and highlighted risk areas
- Remediation Steps required to move forward with migration plans
- Project plan outlining efforts / timeline for preparation and pilot
- Proposal for Enterprise Office 365 Migration

Investment

This is a fixed fee engagement. The professional service fee for this engagement is \$4,200.00.

Scope of Work

DISCOVERY, DESIGN, and PLANNING

Objectives

- Review NPLD environment to uncover risk and site variables.
- Develop a future state plan and migration efforts with COB.

Discovery of Current State

- Review of existing infrastructure and messaging environments
 - On-premises Exchange 2010 Server
- Gather and review existing Network Documentation
- Mail system review and Office 365 Migration variables
 - Infrastructure – Latency, upload, redundancy, usage patterns, options
 - Application – relays, dependencies

- AD - integration, DNS, accounts
- Logistics - backup, AV, anti-spam
- Existing and proposed hardware
- Mail – mailbox sizes, flow, MX records
- External access – mobile devices, OWA, firewall rules, VPN
- Infrastructure support for the present and future state including:
 - AD Health check – group policies, DNS, domains, MX records, scripts
 - Backup
 - Antivirus
 - Application integration with Exchange
 - Workstation clients (Outlook)
 - Mobile client usage / needs

Design of Future State

- Authentication – Azure AD Connect with Passwords or ADFS
- Tenant Configurations – DLP, MFA, RMS, In-place Hold

Out of Scope

The following tasks are considered to be out of scope of this project. If these or any other tasks that are not specifically called out need to be completed, a written change order needs to be completed before the work can start.

- This is a discovery and design engagement. No network remediation or migration of any data to Office 365 will be performed

Investment Summary

The pricing estimates for the enterprise migration effort in this section are budgetary in nature only and are not binding.

Project Phase	Notes	Estimated costs
Phase I: Discovery, Design & Planning	<ul style="list-style-type: none"> ● Review current infrastructure ● Develop migration plan and cost estimates 	\$4,200 Fixed-Fee
Phase II: Enterprise Migration	<ul style="list-style-type: none"> ● Complete remediation ● Completed O365 Deployment Tasks ● POC & Pilot ● Decomm Exchange 	\$14,000 T&M Estimated
Total		\$18,200 Estimated

Client Contact Information

Richard Woznickzka
rwoz@nileslibrary.org
6960 Oakton Street
Niles, IL 60714

Assumptions

- All migration time and cost estimates need to be confirmed during the POC and Pilot phases. Any previously unknown issues discovered during these phases may lead to an increase in both project time to deploy and overall cost.
- NPLD is responsible for managing and coordinating the efforts with other support vendors who may have a role in this project. A full support contract must be in place if 3rd party applications are directly involved with this project.
- NPLD network is generally healthy and has sufficient bandwidth to support the proposed project.
- NPLD will provide adequate and timely direction on desired system configurations.
- All work will be completed during normal business hours.
- NPLD will provide:
 - All hardware
 - All software licenses, media, CALs
 - Administrative access to servers
 - Complete and successful backups
 - Coordination of any system downtime
 - Deployment of any workstation updates
 - Communication to end-users including maintenance windows, status, etc
 - Peters engineers with remote network / system access as required
 - Peters engineers a working space with an Internet connection
 - Peters & Associates with Exchange Online Administrative access.

Project Scope Change

Peters & Associates uses a Project Scope Change Process to address any requested changes to the agreed upon project scope. This process provides a standard format for communicating changes that could have a significant impact on the timing and financial aspects of a project. It has been put in place to safeguard both the customer's and P&A's interests and to streamline communications during the course of the project. No work outside of the defined project scope will be performed unless a written change request is approved by the client and P&A.

Peters & Associates Background

Peters & Associates is the Chicago-based leader in providing Microsoft productivity and platform solutions. Our emphasis is on delivering value in a mobile first, cloud first world by focusing on the business outcomes and helping our customers maximize the value of Microsoft solutions and complementary providers.

In recognition of our achievements, Peters & Associates was recently awarded the Microsoft 2015 Midwest Consumption Partner of the Year. This award is given to the Microsoft Partner who has helped customers gain the highest level of return for their Cloud investment. Previously, Peters & Associates was awarded Midwest Partner of the Year for both 2014 and 2013, as well as earning the 2014 Midwest SMB Cloud Partner of the Year and 2013 Central Region Partner of the Year.

To learn more about Peters & Associates, go to www.peters.com.

Invoicing

This is a fixed-fee project. 100% of the fee is due at project completion.

Peters & Associates terms are Net 10

Billing Rates

The billing rates for this project are:

Work Role	Business Hours Rate
Solutions Architect	\$195
Consultants, Developers & Project Managers	\$175

Business hours: 8:00 AM – 5:00 PM, Monday – Friday. All work performed outside of this range will be considered after-hours and the after-hours rate will be applied.

The after-hours rate is 1.5 times the rate posted above.

Please Note: A 2-hour minimum applies to all installations.



Client Acceptance

Please sign and return this document by email or fax to Peters & Associates. Please send it attention to:

Jon Esmael, Senior Account Manager: jon.esmael@peters.com (630) 592- 6227

Mike Lewis, Senior Project Manager: mike.lewis@peters.com (630) 489-0139

The Peters & Associates fax number is: (630) 832-9636

By signing this Acceptance, both parties agree to the Master Terms and Conditions previously approved. Upon receipt of your signed document, Peters & Associates will then sign and return a copy to you and commence services as agreed.

Peters & Associates considers your signature confirmation to move forward with the implementation, as outlined in this document.

All quoted prices are good for **30 days** from date of proposal.

Agreed & Accepted
Niles Public Library District

Agreed & Accepted
Peters & Associates, Inc.

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

Date 10/13/16
 Quote # CTCQ16703-01
 Quoted By MRhodes

Current Technologies
 1423 Centre Circle
 Downers Grove, IL 60515
 630.388.0240
 fax: 630.388.0241
currenttech.net



Quote | Order Form

Sold To:

Niles Public Library District
 Richard Wozniczk
 6960 W Oakton St
 Niles, IL 60714-3098

Phone: (847) 663-1234
 Fax:
 rwozniczk@nileslibrary.org

Ship To:

Niles Public Library District
 Richard Wozniczk
 6960 W Oakton St
 Niles, IL 60714-3098

Phone: (847) 663-1234
 Fax:
 rwozniczk@nileslibrary.org

Line #	Description	Qty	Unit Price	Ext. Price
1	Exchange Server Migration to Office 365 Hybrid Environment - Fixed Fee	1	\$12,720.00	\$12,720.00

Scope of Work:

1. Review existing environment and prerequisites onsite at customer location
2. Prepare documentation on existing environment and prepare draft project plan for customer
3. Review draft project plan with customer and make any needed revisions
4. Finalize project plan and schedule
5. Prepare/configure Windows Server / Exchange Server virtual machine
6. Prepare/configure Office 365 hosted exchange environment, including directory sync
7. Migrate approximately 156 mailboxes from existing Exchange 2010 on premise environment to Exchange 2016 Hybrid environment
8. Onsite and/or remote post cutover support
9. Decommission existing on premise Exchange 2010 servers / TMG Server

Customer responsible for:

- All required hardware, software licensing and subscription licensing as well as any other items required for the completion of this project
- Backup solution and any labor required to implement a backup solution

Note - This proposed engagement includes labor only

Total \$12,720.00

Any lease payments shown are estimates only and final figures will be provided by third party lender subject to credit approval. The purchase of products and/or services from Current Technologies are subject to the standard terms and conditions located at the following URL: <http://www.currenttech.net/terms> By signing this Quote/Order Form you are agreeing that you have read and agreed to the terms and conditions.

All software renewals require prepayment. Hardware/Software orders over \$2,500 require 50% payment up front, 50% due within 15 days of receipt. Pricing valid for 30 days from date of quotation. Labor not included unless explicitly stated in writing.

Shipping/Handling & applicable sales tax are not included in this quote and will be Invoiced.

Quote # CTCQ16703-01

Agreed and Accepted:

Niles Public Library District

Date

PO #

Ordering Instructions: Email to: orders@currenttech.net or Fax to: 630-388-0241

New Business—Recommended Actions

C. Recommended Action on Resolution 16-04 Resolution Adopting a Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Control Act and Approving Accompanying Travel Policy Changes

MOVE the Library Board of Trustees approve Resolution 16-04 Resolution Adopting a Travel Reimbursement Policy in Accordance with the Local Government Travel Expense Control Act and accept accompanying changes to Personnel Policy 4.14 Travel Expenses.

Memorandum C of Recommended Board Action

On January 1, 2017, the Local Government Travel Expense Control Act comes into effect. It has these provisions:

1. Allowed reimbursable activities (e.g., conference attendance, travel for business meetings, etc.);
2. The maximum amount that the unit of local government will reimburse for travel, meal and lodging expenses; and
3. A standardized form for documenting travel, meal or lodging expenses, as well as “the nature of the official business” for which reimbursement is sought.

Travel, meal or lodging expenses may not be approved unless the minimum documentation requirements have been met.

Board member travel expenses must be voted on in public session in a roll call vote; staff expenses only need to be voted on if they exceed the limits set in the policy.

Niles Public Library District

RESOLUTION NO. 16-04

A RESOLUTION ADOPTING A TRAVEL REIMBURSEMENT POLICY IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

WHEREAS, the Niles Public Library District is a non-home rule unit of local government (“Library District”); and

WHEREAS, Public Act 099-0604, effective January 1, 2017, established the Local Government Travel Expense Control Act which requires all non-home units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Library District Board of Trustees finds it to be in the best interest of the Library to adopt a policy in compliance with the new law;

NOW, THEREFORE, BE IT RESOLVED by the Niles Public Library District, as follows:

Section 1. The above recitals are incorporated into and made part of this Resolution.

Section 2. The Library Board of Trustees adopts the “Personnel Policy Travel Expenses 4.14 with Niles Public Library District Travel Expense Form” attached as Exhibit A.

Section 3. All ordinances, resolutions, and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 4. This Resolution is effective on and after December 14, 2016.

PASSED by the Niles Public Library District, Cook County, Illinois, on December 14, 2016.

Ayes:

Nays:

Absent:

President

Secretary

4.14 TRAVEL EXPENSES

1. For the purposes of this Policy, "Travel" means any expenditure directly incident to official travel by employees and trustees of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. Travel, meal and lodging expenses will be reimbursed for employees and elected officials of the Library only for purposes of official business conducted on behalf of the Library. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Library Director.
3. For official trips of staff or members of the Board of Trustees to conferences, training, or business meetings, the Library District will pay reasonable expenses. Staff travel must be approved by the Library Director in advance. Receipts are required for all reimbursements. Requests by staff to attend any out of state conference must be made during the budget process except in extraordinary circumstances.
4. Reasonable expenses will be determined as follows:
 - a. Registration: fees for conferences at the early-bird rate, workshops and conventions. If the registration fee includes meal functions, those meals will not be reimbursed and will be deducted from the per diem.
 - b. Transportation: by lowest coach airfare or rail fare if it does not exceed the air coach fare. For out-of-state trips, mileage for use of a private car may be paid with prior approval of the Board of Library Trustees at the current IRS rate. Such reimbursement may not exceed air coach fare. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
 - c. Automobile Rentals: Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or trustees traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
 - d. Hotel: conference hotels, with conference rates, will be used when possible and reimbursed at the single occupancy rate. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Board of Library Trustees.
 - e. Meals: actual expenses but not to exceed the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Reimbursement will not be made for alcoholic beverages.

- f. Incidental expenses: tips, parking, cabs, busses, road tolls, business telephone calls with appropriate receipts.
 - g. Extraordinary expenses: meals and/or entertainment which are a part of the program of the event but at extra cost, when authorized in advance. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement. These costs will not be reimbursed unless ancillary to the purpose of the program or event.
 - h. For local mileage: reimbursement will be at the current IRS rate.
 - i. The Library District will pay for official conference tours to visit other libraries and educational tours. All recreational tours must be paid for by the employee personally at the time of conference registration with a check made payable to the organization.
 - j. In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Niles Public Library District Travel Expense Form and paid by the traveler.
 - k. When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library District.
5. Approval of Expenses.
- 1. **Expenses for Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees.
 - 2. **Expenses for Officials or Employees Other than Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 5(1) (member of the Library Board of Trustees) in excess of the GSA rate for meals, and restrictions listed above on transportation and lodging must be approved in an open meeting by a majority roll-call vote of the Library Board of Trustees.
 - 3. **Other Expenses.** All other expenses that do not fall within paragraphs 5(1) or 5(2) above are subject to the Library's Director's approval.

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the Library Director on a Niles Public Library District Travel Expense Form:

- 1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
- 2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
- 3. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
- 4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Policy are public records subject to disclosure under the Freedom of Information Act.

REIMBURSEMENT

It is the responsibility of the employee or elected official to submit the Niles Public Library District Travel Expense Form along with all necessary receipts within 30 days after returning from a conference. Itemized receipts for all expenses over \$10.00 must be submitted. In addition to providing a financial report (reimbursement form and documenting receipts), conference attendees will be expected to submit, and if asked, verbally present, highlights of their conference experience, including what was learned that might help them do their jobs, and the Library District serve the community, more effectively.

The Library District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Niles Public Library District Travel Expense Form attached hereto and incorporated herein as Attachment I.

Adopted by the Niles Public Library District Board of Trustees 7.1.92; 3.17.99; 8.21.2013; 11/20/2013

Niles Public Library District Travel Expense Report

Name _____

Department _____

Job Title _____

Expense Account:

Event _____

Place _____

Dates (including travel) _____

Please attach receipts for all items.

Meals or entertainment which are part of the program or event should be entered under Item 6.

1. Registration Fees \$ _____

2. Transportation \$ _____

3. Hotel # Days _____ \$ _____
(attach itemized bill)

4. Incidentals (tips, parking, tolls, etc.) \$ _____

5. Meals (\$50 per diem) \$ _____

6. Extraordinary Expense \$ _____
(Please identify)

7. Mileage by private auto \$ _____
Miles _____ x Rate _____

Total _____

Signature _____ Date _____

Director Approval _____ Date _____

Meals

Date	Breakfast	Lunch	Dinner	Total
Total				

Incidentals

(Tips, Parking, Road Tolls, Taxis, any other incidental expense)

Date	Description	Amount
	Total	

New Business—Recommended Actions

Recommended Changes to Personnel Policies

We have had our entire Personnel Policy Handbook reviewed by the labor attorneys at the Management Association. They made many small suggestions that improve the clarity of the policies and bring them into full compliance with current labor laws. I have pulled out the policies with significant changes for you to review individually, and grouped the remaining policies together. One policy was removed for further changes (Electronic Communications Use) and attorney Jim Griffin has recommended several new policies which we will bring to the Board at a later meeting.

Motions D-H

D. 4.06 Sick Leave

Move to approve the recommended changes to Personnel Policy 4.06, Sick Leave

Memorandum D of Recommended Board Action

The changes to the Sick Leave policy bring the policy into accordance with Illinois HB6162 Employee Sick Leave Act by expanding sick leave to include family members. This will almost certainly increase the amount of sick time being taken by staff.

E. 4.08 Vacation Allowance

Move to approve the recommended changes to Personnel Policy 4.08, Vacation Allowances

Memorandum E of Recommended Board Action

The labor lawyer from the Management Association, Jim Griffin, who reviewed our personnel policy recommends that we use the monthly accrual rate in the policy, and that we remove the requirement that part time staff members work at the District for 3 years before accruing vacation leave. He considers that taking three years to accrue vacation time is “problematic” and “needs to be changed.”

F. 4.09 Personal Days

Move to approve the recommended changes to Personnel Policy 4.09 Personal Days

Memorandum F of Recommended Board Action

As Director, I am recommending that we discontinue the practice of adding an extra personal day as a longevity award. It began during the period before the passing of the operating fund referendum as a substitute for offering raises and time-and-a-half pay on Sundays. With the changes to the sick time policy expanding to include family members, and the change to allow vacation time to accrue for part timers from the beginning, we can anticipate a significant increase in the amount of Paid Time Off being given. The added personal days have become very burdensome overall, and we estimate that the cost of them over the next five years is \$86,700 in PTO.

I recommend adding a new Longevity Award that is much less costly to the Library—in the same pay period, we estimate it would cost \$6,250.

To ease the blow to staff who are accustomed to the extra personal days, I recommend that we withdraw the extra days in two steps.

G. 4.24 Longevity Pay Plan

Move to approve the new Personnel Policy 4.24 Longevity Pay Plan

Memorandum G of Recommended Board Action

This new personnel policy recognizes the value in rewarding experienced and loyal employees. The plan gives a cash gift at each five-year anniversary date. This is a program found at many other libraries. We estimate the cost over the next five years to be approximately \$6,250. I also recommend that the Board members play a more visible role in thanking long-term employees for their contributions, perhaps through an anniversary card signed by the trustees.

H. Minor Changes to Personnel Policy Manual

Move to approve the remaining recommended minor changes to the Personnel Policy Manual, including:

- 4.01 Personnel Manual
- 4.02 Appointment
- 4.03 Employment and Discipline
- 4.04 Open Door Communications (formerly Grievance procedure)
- 4.05 Absence Reporting
- 4.07 Holidays and Closings
- 4.10 Family Medical Leave (formerly Leaves of Absence without Pay)
- 4.11 Military Leave of Absence (formerly Leaves of Absence without Pay)
- 4.12 Personal Leave of Absence
- 4.13 Compassionate Leave
- 4.14 Jury Duty
- 4.15 Attendance at Professional Meetings
- 4.18 Drug-free and Alcohol-free Workplace (formerly Drug-free Workplace)
- 4.19 Anti-Harassment and Non-Discrimination Policy (formerly Harassment Policy)
- 4.20 Nepotism
- 4.21 Personnel Records Policy
- 4.22 Social Media
- 4.23 Victims' Economic Security and Safety Act

Memorandum H of Recommended Board Action

4.06 SICK LEAVE

1. Sick leave pay is intended to provide uninterrupted pay during the illness, injury, or doctor's appointment of an employees or an employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. An employee must notify the Library as soon as possible when the need to use sick leave pay arises (see "Absence Reporting"). During a period of sick leave, an employee is expected to maintain regular contact with his/her supervisor to provide an updated status. Sick leave benefits are contingent upon maintenance of regular contact.
2. Regular full-time employees are credited with sick leave at one day (7 1/2 hours) per month. Part-time employees are credited with sick leave pro-rated on an average of their scheduled hours worked per month. Sick leave is cumulative to 450 hours (sixty (60) working days).
3. Although eligible employees accrue sick pay credit during the training period, sick leave with pay is not allowed during that period without approval from the Library Director. No sick pay shall be paid in advance of accrual.
4. If an employee is on sick leave for three or more consecutive days, the employee may be required to provide certification from a physician as a basis for pay during sick leave. The Library Director at his/her discretion may waive the certification requirement.
5. Illness or injury which occurs during an employee's scheduled vacation or on a designated holiday shall be considered vacation or holiday—it will not be retroactively designated as sick leave.
6. Employees shall not earn sick leave allowance while on a leave of absence without pay. A sick leave allowance is earned for the first thirty consecutive calendar days during which sick pay is received, and for the first ninety consecutive calendar days of absence because of a job-related illness or injury.

Upon separation from employment, accumulated sick leave is not payable. However, if separation is due to retirement and the employee is a vested member of IMRF, the accumulated sick time will be counted toward additional service credit when calculating a retiring employee's retirement benefit.

Adopted by the Niles Public Library District Board of Trustees 7.1.92

Revised 6.19.96; 4.16.08; 8.20.08; 4.22.13; 3.19.2014; 4.16.2014; 11.18.15

4.06 SICK LEAVE

1. Sick leave pay is intended to provide uninterrupted pay during ~~the illness, injury, or doctor's appointment of an employee's or an employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent~~ ~~dependent child's or parent's (residing with the employee)~~ ~~bonafide illness. When ill, a~~ An employee must notify the Library as soon as possible ~~when the need to use sick leave pay arises~~ (see "Absence Reporting"). During a period of sick leave, an employee is expected to maintain regular contact with his/her supervisor to provide an updated status. Sick leave benefits are contingent upon maintenance of regular contact.

~~2. Sick leave may not be used in the following circumstances for:~~

~~3. Appointments with doctors or dentists during the employee's normally scheduled work day unless such appointments cannot be made otherwise avoided, or are for the treatment of an illness or condition contemporaneous with sick leave for which the employee has already applied:~~

~~a. Appointments with doctors or dentists for relatives unless sick relatives are dependent children or parents residing with the employee. ("Dependents" here is as defined by the internal revenue code.)~~

~~4.2~~ Regular full-time employees are credited with sick leave at one day (7 1/2 hours) per month. Part-time employees are credited with sick leave pro-rated on an average of their scheduled hours worked per month. Sick leave is cumulative to 450 hours (sixty (60) working days). ~~If an employee's sick leave continues beyond the date this benefit is exhausted, the employee will be placed on medical leave of absence status without pay.~~

~~5.3~~ Although eligible employees accrue sick pay credit during the training period, sick leave with pay is not allowed during that period without approval from the Library Director. No sick pay shall be paid in advance of accrual.

~~6.4~~ If an employee is on sick leave for three or more consecutive days, the employee ~~is obligated~~ ~~may be required~~ to provide certification from a physician ~~licensed to practice medicine in the state of Illinois~~ as a basis for pay during sick leave. The Library Director at his/her discretion may waive the certification requirement.

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~~7.5~~ ~~Illness~~ ~~Illness or injury~~ which occurs during an employee's scheduled vacation or on a designated holiday shall be considered vacation or holiday ~~it will not be retroactively designated as~~ ~~not~~ sick leave.

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~~8.6~~ Employees shall not earn sick leave allowance while on a leave of absence without pay. A sick leave allowance is earned for the first thirty consecutive calendar days during which

Section IV — Personnel Policies

sick pay is received, and for the first ninety consecutive calendar days of absence because of a job-related illness or injury.

Upon separation from employment, accumulated sick leave is not payable. However, if separation is due to retirement and the employee is a vested member of IMRF, the accumulated sick time will be counted toward additional service credit when calculating a retiring employee's retirement benefit.

9.

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*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 6.19.96; 4.16.08; 8.20.08; 4.22.13; 3.19.2014; 4.16.2014; 11.18.15*

Section IV — Personnel Policies

4.08 VACATION ALLOWANCES

1. Full-time employees will accrue vacation leave benefits on a monthly basis at the rates listed below:

Job Title/Years Worked:	Monthly Accrual Rate:	Accrued Per Year:
<i>Director and Assistant Director:</i>	1.67 days	4 weeks
<i>Librarians and Dept. Heads:</i>		
Less Than 4 Years Worked	1.25 days	3 weeks
4 or More Years Worked	1.67 days	4 weeks
<i>All Other Full-Time Employees:</i>		
Less Than 4 Years Worked	.833 days	2 weeks
4 > 10 Years Worked	1.25 days	3 weeks
10 or More Years Worked	1.67 days	4 weeks

2. Part-time employees will accrue a prorated amount of vacation on a monthly basis based on the average number of hours worked per week during the year prior. During a part-time employee's first year, the employee will earn a prorated amount of vacation based on their anticipated weekly hours.

3. General Provisions:

- a. Vacation records of days earned and days used will be kept on a calendar year basis from January 1 to December 31.
- b. Vacation time shall accrue each month on a prorated basis according to the benefits received.
- c. Benefits will begin to accrue from date of hire.
- d. No more than the amount of one year's paid vacation time earned may be carried over into the following calendar year.
- e. All vacation periods must be approved by the department head in advance so as not to disturb the efficient operation of the Library.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 4.19.95; 6.19.96; 2.16.05; 3.16.05; 8.20.08; 11.18.15*

4.08 VACATION ALLOWANCES

1. Full-time employees ~~only will receive the following~~ accrue vacation leave benefits on a monthly basis at the rates listed below:

Job Title/Years Worked: Monthly Accrual Rate:
Accrued Per Year:
 Director and Assistant Director: 1.67 days 4 weeks ~~vacation~~

Librarians and Dept. Heads:
~~Less Than 4 Years Worked:~~ 1.25 days 3 weeks ~~vacation, years 1 to 3~~
4 or More Years Worked 1.67 days 4 weeks ~~vacation, years 4 on~~

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All Other Full-Time Employees:
~~2 weeks vacation, years 1 to 4~~ Less Than 4 Years Worked .833 days 2 weeks
4 > 10 Years Worked 1.25 days 3 weeks ~~vacation, years 5 to 9~~
10 or More Years Worked 1.67 days 4 weeks ~~vacation, years 10 on~~

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2. ~~Part-time employees (excluding those hired on a temporary basis) who have completed three consecutive years at the Library will have earned one week's annual paid vacation; those who have been employed by the Library for at least eight years may earn up to two weeks' annual paid vacation, according to the following schedule:~~

- ~~Year 4: 1 week, plus 1 day~~
- ~~Year 5: 1 week, plus 2 days~~
- ~~Year 6: 1 week, plus 3 days~~
- ~~Year 7: 1 week, plus 4 days~~
- ~~Year 8: 2 weeks~~

Commented [JG6]: So does this mean a part-time employee accrues a week of pay over the course of 3 years? So do you pay out a prorated amount if a part-time employee leaves within the first 3 years? If they don't actually earn any vacation for 3 years, that is problematic.

This needs to be changed. Why not just have them earn a pro-rated amount?

~~Compensation will be~~ will accrue a prorated amount of vacation on a monthly basis based on the average number of hours worked per week during the year ~~preceding the vacation prior.~~

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During a part-time employee's first year, the employee will earn a prorated amount of vacation based on their anticipated weekly hours.

3. General Provisions:

- a. A week of vacation shall be defined as five work days.
- b. Vacation records of days earned and days used will be kept on a calendar year basis from January 1 to December 31.
- c. Vacation time shall accrue each month on a prorated basis according to the benefits received.
- d. Any new employee must have completed 90 days continuous employment (the training period) before any paid vacation will be allowed. Benefits will begin to accrue from date of hire.
- e. No more than the amount of one year's paid vacation time earned may be carried over into the following calendar year.
- f. All vacation periods must be approved by the ~~Department~~department Head in advance so as not to disturb the efficient operation of the Library.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 4.19.95; 6.19.96; 2.16.05; 3.16.05; 8.20.08; 11.18.15*

4.09 PERSONAL DAYS

1. Full-time employees will be credited with four personal days each calendar year, which will accrue quarterly (i.e. one personal day per quarter). Part-time employees will receive a prorated amount of personal hours based on the average number of hours they work per week. Personal time will begin to accrue from date of hire.
2. A request to use a personal day must be made in writing to the Department Head with no less than two working days' notice and shall not unreasonably interfere with the performance of the employee's work or the operation of the library. Personal days may be taken for approved personal reasons, which include personal business that cannot be accomplished outside of the employee's regular working hours, such as banking and legal transactions, home repairs, etc. Personal days are not extra vacation days and should not be used as such.
3. Personal days may not be carried from one year to the next nor will unused personal days be paid out to the employee.
4. Unused personal days are not payable upon separation from employment.
5. Beginning on January 1, 2017, full time employees with personal day awards in excess of 4 days ("Excess Days") during 2016 will be awarded 4 personal days plus one half of the Excess Days awarded in 2016. Beginning on January 1, 2018, all full time employees will be credited with no more than 4 personal days as described above.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 1.27.93; 9.20.00; 6.18.03; 3.17.04; 4.16.08; 8.20.08*

4.09 ~~Personal Days~~ PERSONAL DAYS

- 1. Full-time ~~and part-time~~ employees will be credited with four personal days/~~hours~~* each calendar year, which will accrue quarterly (i.e. one personal day per quarter). ~~Part-time employees will receive a prorated amount of personal hours based on the average number of hours they work per week. Credit will be earned and given at the beginning of each calendar quarter of the year.~~ New employees must have completed 90 days continuous employment (training period) before any personal time will be allowed. Personal ~~days/hourstime~~ will begin to accrue from date of hire.

Commented [JG7]: I'm not sure what this means. Do you get grant personal days at the beginning of each quarter or are they earned each quarter (so at the beginning of the second quarter you provide a personal day based on having worked in the first quarter)? There's conflicting language here.

~~Employees will earn additional personal days/hourstime based on longevity according to the following chart:~~

Commented [SL8]: We are substituting a Longevity Pay Policy for these additional personal days.

- ~~10 years — 1 additional day/hours~~
- ~~15 years — 2 additional days/hours~~
- ~~20 years — 3 additional days/hours~~
- ~~25 years — 4 additional days/hours~~

~~In each case, the additional days/hours personal time will be credited in the first quarter following the employee's anniversary date. In each subsequent year the additional personal day(s)/hourstime will be earned and credited in the first quarter of the calendar year.~~

- 2. A request to use a personal day must be made in writing to the ~~e~~Department ~~H~~head with no less than two working days' notice and shall not unreasonably interfere with the performance of the employee's work or the operation of the library. Personal days may be taken for approved personal reasons, which include personal business that cannot be accomplished outside of the employee's regular working hours, such as banking and legal transactions, home repairs, etc. Personal days are not extra vacation days and should not be used as such.
- 3. Personal days may not be carried from one year to the next nor will unused personal days be paid out to the employee.
- 4. Unused personal days are not payable upon separation from employment.

Commented [JG9]: I put this language in here because if you allow employees to use personal time like vacation time, then you have to pay out unused personal time like unused vacation time.

Beginning on January 1, 2017, full time employees with personal day awards in excess of 4 days ("Excess Days") during 2016 will be awarded 4 personal days plus one half of the Excess Days awarded in 2016. Beginning on January 1, 2018, all full time employees will be credited with no more than 4 personal days as described above.

Commented [SL10]: This will gradually back the additional personal days off of the books.

Section IV — Personnel Policies

~~*Part-time employees earn personal time in hours, based on their average weekly schedule.~~

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 1.27.93; 9.20.00; 6.18.03; 3.17.04; 4.16.08; 8.20.08*

Section IV — Personnel Policies

4.24 LONGEVITY PAY PLAN

1. The Longevity Pay Plan recognizes the Library District's appreciation for the long-term service of full-time employees who have completed 10 years or more of continuous service at the Library.
2. Longevity pay is paid on the pay date which includes pay for a full time employee's anniversary date. The amount of longevity pay is computed by multiplying the employee's monthly salary by the appropriate percentage from the table below and rounding to the nearest dollar.

Years of Continuous Library District Service	Longevity Award
10 year anniversary	\$100
15 year anniversary	\$150
20 year anniversary	\$200
25 year anniversary	\$250

Longevity Pay is made as a lump sum payment and is subject to statutory deductions.

3. The Longevity Pay Plan is effective January 1, 2017.

— SECTION IV —

PERSONNEL POLICIES

4.01 PERSONNEL MANUAL

The Personnel Policies of this Library District are not intended to create any sort of a contract of employment with the Niles Public Library District. Rather, the purpose of the Manual is to provide general information regarding the personnel program. You are responsible for reading, understanding and complying with all provisions of the Personnel Manual. It describes many of your responsibilities as an employee and outlines the programs developed by the Library District to benefit employees.

Unless you have an employment agreement to the contrary, which is signed by the Library District Board of Trustees, **your employment is at-will and may be terminated, with or without cause, and with or without notice, at any time at the option of either the employee or the Library District.** Nothing in the Personnel Manual or in the Personnel Policies shall be interpreted as an offer of employment or a promise of continued employment. Continued employment of all employees is subject to the general discretion of the Library District Board of Trustees.

The Library District reserves the right to revise, supplement, deviate from or rescind any policies or portion of the Personnel Manual from time to time as it deems appropriate, in its sole and absolute discretion. The Library District also reserves the right to change or eliminate any benefits at any time in accordance with applicable law. The Library District will make an effort to notify you of such changes as they occur.

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.
- 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 Personnel Manual, the final explanation and resolution will be at the sole and absolute discretion of the Library District, subject to applicable federal, state, and local laws. If you have any questions about this Personnel Manual, please see your supervisor or the Library Director.

Adopted by the Niles Public Library District Board of Trustees 7.1.92

Position Openings/Resignations

All employees voluntarily leaving the employment of the Library District should submit either a letter of resignation or complete a "Voluntary Quit" form to the Library Director. The Library District requests that professional staff provide one month's notice and clerical staff provide two weeks' notice of resignation. An employee who fails to report to work for three or more consecutive days without notice shall be deemed to have voluntarily resigned from employment.

The Director will establish a procedure for announcing position openings, accepting and evaluating applications, interviewing potential candidates and selection of the final candidate to be recommended for hire.

Check of Candidate's Qualifications

All applicants must provide references to be considered during the interview process.

Candidates for all positions will be subject to a criminal history background check. Applicants shall complete in full forms provided by the company selected for providing background checks. This company will provide the Library Director with the results of the background check.

If the Director decides to take adverse action based on the background check, a prospective employee will be given a copy of the report and may contest the accuracy of the report to the Director within seven days of receipt of the report.

All employees who may be expected to drive the library van shall have their driving records checked prior to their employment and thereafter on not less than an annual basis. Any employee hired to drive shall be required to immediately report any license suspension or revocation to the Director.

Appointments

Appointments of personnel shall be on the basis of qualification and pertinent experience only. Appointment to the staff shall be made by the Library Director.

The Director will send the new employee a letter of employment stating the official starting date, conditions of employment and a schedule for orientation to the Library.

Training Period

The first ninety (90) days of employment shall be considered an employee's training period. During this period, you have an opportunity to evaluate the Library District as a place to work, and the Library District has an opportunity to evaluate you as an employee with regards to your work, skills, attendance, punctuality, performance in the job, and other job-related criteria. The Library District may not follow progressive discipline for rule violations or performance issues occurring during the training period. The supervisor of an employee in his/her training period will generally

conduct an evaluation at the end of his/her first ninety (90) days. The 90-day evaluation is the final evaluation prior to the end of the new employee's training period.

The training period is merely an administrative designation. Satisfactory completion of the training period does not create any additional job security or rights for the employee; employees continue to serve and be employed on an at-will basis both during and after the training period. At any time during the training period and after the conclusion of the training period, you may be terminated. The Library District reserves the right to extend or shorten the training period within its discretion.

Deferred Compensation for Full-Time Employees

All employees may contribute to the Library District's Deferred Compensation Plan (457) on a pre or post tax basis with ICMA which has been at the Library for several years. Anyone can open an account and save. There are several investment and funding choices including regular 457 plans which are funded by pre-tax salary deferrals and earn interest on a pre-tax basis. Taxes are due when the funds are withdrawn. ICMA also offers a Roth 457 which is funded with after-tax funds and earn interest tax free.

Full time employees and part time employees who work at least 1,000 hours per year are automatically enrolled in the Illinois Municipal Retirement Fund ("IMRF"). IMRF is a defined benefit pension plan. Each employee has 4.5% of his/her wages withheld and sent to IMRF. The Library District also contributes an amount which is determined annually by IMRF to fund your retirement. IMRF has an 8 year and a 10 year vesting program depending on when you join and will pay up to 75% of your pay in retirement depending on how many years' experience you have upon retirement. IMRF also has a provision where employees may save an additional 10% of wages. More information may be found at <http://www.IMRF.org>.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 4.17.96; 10.16.96; 3.16.05; 9.20.06; 8.20.08; 12.16.15;*

4.03 EMPLOYMENT AND DISCIPLINE

As integral members of the Library District's team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

Employees are encouraged to observe the highest standards of professionalism at all times. The following is a list of behaviors that could result in disciplinary action, up to and including termination. They are not intended to be an all-inclusive list of unacceptable behavior—other behaviors may, at the Library District's discretion, also result in disciplinary action, up to and including termination. Rather, they are simply examples of the kinds of misconduct which can result in discipline. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.

- a. Violation of any Library District policies.
- b. False statements on an employment application, time sheet, expense report, personnel or other documents or records of the Library District, or fraud in securing employment.
- c. Performance that does not meet the requirements of the position.
- d. Violation of the Library District's Drug and Alcohol-Free Workplace policy.
- e. Theft of Library District, employee, or patron property.
- f. Insubordinate acts, such as failing to follow reasonable directions from supervisors.
- g. Repeated tardiness or absence; failure to report for work without a satisfactory reason.
- h. Fraudulent misrepresentation with regard to the request for or utilization of sick leave, compassionate leave, jury duty or other leaves of absence.
- i. Action or failure to act which endangers the physical safety of other persons or the property of Niles Public Library District or others.
- j. Threatening, intimidating, coercing, or using abusive or vulgar language towards other employees or patrons, or interfering with the performance of other employees.
- k. Fighting or other disruption of the orderly conduct of the business of Niles Public Library District.
- l. Failure to work scheduled hours.
- m. Rudeness or inappropriate conduct towards patrons.

- n. Possession, distribution or use of weapons or explosives on the premises of the Library District, which has prohibited the possession of weapons on its premises in accordance with the Illinois Firearm Concealed Carry Act.
 - o. Unauthorized or inappropriate use of material, time, equipment or property of the Library District or a patron.
 - p. Damaging or destroying Library District or patron property through careless or willful acts.
 - q. Violations of local, state, or federal law.
 - r. Any behavior that results in an employee not performing his or her job, including sleeping on the job.
 - s. Engaging in such other practices as the Library District determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library District, its employees, or its patrons.
2. Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the Library District, based on violations either of the above or of any other of the Library District's policies, rules or regulations, an employee may be subject to disciplinary actions as follows:
- a. Oral warning.
 - b. Written reprimand.
 - c. Suspension.
 - d. Dismissal.

However, nothing in this policy shall be construed in any way to require the use of progressive discipline in all situations. Discipline may begin at any step, including immediate termination (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the Library District's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.

Adopted by the Niles Public Library District Board of Trustees 7.1.92; Revised 8.20.08

4.04 OPEN DOOR COMMUNICATIONS

The Library District encourages its employees to raise issues that may be negatively impacting their work environment. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure should be utilized:

1. The employee should first discuss the situation with his or her supervisor as soon as possible and attempt to resolve it. The employee should give the supervisor an opportunity to investigate and then get back to the employee.
2. If the employee is not satisfied with the supervisor's response or feels the issue is not resolved, the employee can present the issue to the Director in writing and, again, as soon as possible. The employee should give the Director an opportunity to reconsider the situation and get back to the employee in writing.
3. If the employee is still not satisfied that the situation is resolved, the employee can present the issue to the Board of Trustees. As before, this should be done in writing as soon as possible. The Board will consider the situation and make a decision which will be final.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 6.19.96; 6.18.97; 8.20.08*

4.05 ABSENCE REPORTING

Consistent attendance and punctuality contribute to the success of the Library District's operations. Attendance problems disrupt operations, lower productivity and create a burden on other employees. All employees of the Library District are expected to assume responsibility for their attendance and promptness.

Rules Concerning Attendance

1. Employees are required to notify the Library of an absence in advance of the absence when possible. When you know in advance that you cannot avoid absence from work, you must make arrangements in advance with your supervisor.
2. If it is not feasible to make arrangements in advance for an absence, you are then required to contact your supervisor on the first day of the absence at least 30 minutes before your normal starting time. Be prepared to explain the reason for the absence and give an expected date of return to work. The Library District may require that additional documentation substantiating the reason for the absence be furnished..
3. An employee must personally contact the Library District each day of an absence unless the employee is otherwise excused from notification by the supervisor.
4. In instances of absence due to your health, the Library District reserves the right to require you to obtain a doctor's report explaining the condition and the doctor's restriction that you not work. Ordinarily any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, the Library District may delay its decision as to your physical fitness to return to work until a doctor's report is submitted.
5. Unexcused or excessive absence, continued tardiness, and/or failure to follow these procedures may be grounds for disciplinary action. An unexcused absence is defined as failure to notify the supervisor by telephone or otherwise no later than 15 minutes after the time the employee was to report for work unless the employee could not provide timely notice for reasons beyond his/her control. Tardiness is defined as failure to be at the assigned work station at the beginning of the work period.
6. After three consecutive days of absence without notice to the Library District, an employee shall be presumed to have abandoned his or her job; thus, the Library District will consider employees who are absent for three days without notice to have voluntarily separated from the Library District.
7. All absences must be reported to the Administrative Office by the supervisor on the day of notification of the absence.

Adopted by the Niles Public Library District Board of Trustees 7.1.92

4.07 HOLIDAYS AND CLOSINGS

I. Full-time staff

- a. Full-time staff will be granted the following paid holidays off:
 1. New Year's Day (January 1st)
 2. Memorial Day (Last Monday in May)
 3. Independence Day (July 4th)
 4. Labor Day (First Monday in September)
 5. Thanksgiving Day (Fourth Thursday in November)
 6. Christmas Eve (December 24th)
 7. Christmas Day (December 25th)
 8. New Year's Eve (December 31)
- b. The Library will be closed on Easter Sunday, but it is not a paid staff holiday.
- c. The Library will close at 5:00 p.m. on Thanksgiving Eve.
- d. In addition, the Library will not be closed but full-time staff will receive a floating holiday, to be used within two weeks of the date shown, for each of the following holidays:
 1. Lincoln's Birthday (February 12th)
 2. Columbus Day (Second Monday in October)
 3. Veterans Day (November 11th)
- e. When a Holiday falls on a staff member's normally scheduled day off, the staff may schedule another day off within either the two weeks before or two weeks after the Holiday with the approval of the supervisor.
- f. When a paid holiday falls on an employee's scheduled paid vacation, that day will be considered a paid holiday rather than a vacation day.

2. Part-time Employees

- a. Part-time employees shall be paid or provided floating holiday time off for the equivalent number of hours which they normally would have worked on the Holidays observed by the Library, as listed in section I(a) above.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 12.15.93; 10.21.98; 10.20.99; 3.21.01; 8.20.08; 3.19.2014; 7.15.2014*

4.10 FAMILY MEDICAL LEAVE

This policy contains information consistent with and in addition to the information contained in the “Employee Rights and Responsibilities” notice (found on the previous page) and is meant to provide additional information about the Library District’s specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the “Employee Rights and Responsibilities” notice and this policy, the “Employee Rights and Responsibilities” notice will prevail.

Basic Leave Entitlement

An employee may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has been employed by the Library District for at least 12 months AND has worked for at least 1,250 hours during the 12-month period preceding the leave AND at least 50 employees are employed by the Library District within 75 miles of the employee’s work location

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

Reasons for Leave

Eligible employees are entitled up to a maximum of 12 workweeks of unpaid leave during any 12-month period for one or more of the following:

- A. Because of the birth of a son or daughter of the employee.
- B. Because of the placement of a son or daughter with the employee for adoption or foster care.
- C. In order to care for the spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition.
- D. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.

Leave because of reasons A and B above must be completed within the 12-month period beginning on the date of birth or placement. Spouses employed by the Library District who request leave because of reasons A or B or to care for the employee’s parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include: (1) attending certain military events; (2) arranging for

alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. *This single 12-month period begins with the first day the employee takes the leave.* A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran, meaning one who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Improper Use of Leave

An employee may not be granted a FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

Notice of Leave

If the FMLA leave is foreseeable, the employee must give the Library District at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library District as soon as practicable and, absent unusual circumstances, in accordance with the Library District's normal leave procedures as detailed in the Absence Reporting Policy and the Personal Leave of Absence Policy. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library District's operations.

Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library District, at its expense, may require an examination by a second health care provider designated by the Library District, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Library District, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library District may also require medical recertification periodically during the

leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Library District may also request additional information pertaining to the leave.

Certification for Service member Family Leave

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Library District may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Library District may also request additional information pertaining to the leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Library District may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Library District may request additional information pertaining to the leave.

Substitution of Paid Leave

FMLA leave is unpaid leave. If an employee requests leave for any FMLA-covered reason, the employee will be required to exhaust all available vacation and personal time, and, when leave is taken due to the employee's or employee's family member's serious health condition, all available sick days. The exhaustion of this paid leave does not extend the leave period. In addition, if an employee is eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, an employee must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

During an approved FMLA leave, the Library District will maintain the employee's health benefits as if the employee continued to remain actively employed, but the employee must continue to pay his or her share of the premium. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Library District for payment of health insurance premiums during the FMLA leave.

During the unpaid portions of FMLA leave, the employee will not accrue employment benefits, such as vacation pay, sick pay, and personal pay, etc. Employment benefits accrued by the employee up

to the day on which the unpaid FMLA leave begins will not be lost. Also during the unpaid portions of FMLA leave, the employee will not receive pay for holidays during the leave.

Intermittent Leave/Reduced Schedule Leave

In the case of unpaid leaves for serious health conditions, to care for a service member with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. If intermittent or reduced hours leave is required for planned medical treatment, the Library District may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. If leave is unpaid, the Library District will reduce the employee's salary based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform his or her job duties.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay. An employee who took leave because of his or her own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness-for-duty release by a doctor prior to being restored to employment. An employee who fails to provide the certification will not be permitted to resume work until it is provided.

4.11 MILITARY LEAVE OF ABSENCE

Leaves of absence for military or reserve duty are granted to all employees of the Library District. 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 supervisor or department head as soon as practicable. Employees will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Employees who are reservists or members of the National Guard are granted time off for required military training, and will receive the difference between his/her base military pay and his/her regular pay while attending required training upon presenting his/her military pay voucher to his/her department head. Their eligibility for reinstatement after the completion of their military duty or training and benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws. Employees may elect, but are not required, to use any vacation entitlement for any unpaid military leave.

4.12 PERSONAL LEAVE OF ABSENCE

Under certain circumstances, the Library Director may approve a leave of absence for a full-time employee who has maintained a satisfactory record of employment with the Library District for a minimum of one year, but does not qualify for a leave under another of the Library District's policies. A personal leave of absence may not typically exceed 30 calendar days.

Requests for Personal Leave of Absences must be submitted in writing to the Director at least thirty (30) days prior to the commencement date, except when medical or personal conditions make such a requirement impossible. The request should state the reason(s) for the proposed leave, the date of departure from employment and the estimated date of return to employment.

The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library District. While the Library District will make every effort to reinstate the employee to his or her previous position, there are no guarantees.

Upon return from any leave provided under this policy, the employee shall maintain all seniority and benefits accrued as of the commencement of the leave. No loss of service credit with the Library District will occur as a result of the leave of absence, but no benefit credit will be accrued toward vacation, personal, and sick leave entitlement for the duration of the leave.

Extensions of leaves of absence must be requested in writing to the Director prior to the agreed upon return date, and are subject to the approval of the Board of Trustees.

Employees on leave of absence must notify the Director in writing at least two weeks prior to the end of their leave of their availability for return to work. An employee's failure to return from leave of absence at the agreed upon time will be considered a voluntary termination of employment.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 4.20.94; 6.19.96; 8.20.08*

4.13 COMPASSIONATE LEAVE

1. Leave with pay, not to exceed three working days, will be granted to employees for a death in the immediate family and, if it is deemed necessary, additional time may be allotted from their sick leave accumulation upon the approval of the Director. Furthermore, an employee who has been employed by the Library District for at least 12 months and worked at least 1,250 hours in the last 12 months may be entitled to take an additional seven working days of time off for the death of the employee's child (for a total of two weeks off). For these additional seven days, employees may use available vacation or personal hours or take unpaid time off.
2. For purposes of this section only, the immediate family shall mean spouse, mother, father, son, daughter, brother, sister, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, or other individual residing in the employee's household.
3. At the Director's request, an employee may be requested to provide documentation supporting the reason for such leave.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 9.20.00*

4.14 JURY DUTY

1. All employees shall be given time off when required to serve on a jury. It is the employee's responsibility to notify his or her manager as soon as possible after receiving the summons for jury duty. All employees shall receive their regular straight time pay for the duration of the jury duty or when subpoenaed to appear before a court, public body, or commission in connection with Library business. All employees are entitled to keep whatever compensation is received for such duty.
2. Proof of attendance must be furnished to the Director's Office by the employee.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 9.28.11*

4.15 ATTENDANCE AT PROFESSIONAL MEETINGS

1. Staff members wishing to attend meetings, conferences and workshops sponsored by professional library or library-related organizations may be receive pay for that time providing they are within scheduling and budget limitations, subject to advance approval.
2. Full-time professional staff is eligible to participate in out-of-town conferences.
 - a. Requests should be made during the budget process.
 - b. Staff attendance will rotate.
 - c. Major consideration will be given to seniority.
 - d. Special consideration will be given to staff invited to speak.
 - e. Paid time may be approved by those staff who wish to attend an out-of-town conference in years when they are not eligible for full conference reimbursement.
3. Expenses and mileage will be paid for such attendance, in the sole discretion of and in such amounts as are determined by the Director according to guidelines in policy 4.16 Travel Expenses. Staff members attending meetings and workshops of organizations of which they are not members will be reimbursed at the membership rate only.
4. For attendance at the annual ALA, PLA and ILA conferences, priority in the assignment of funds will go to the Director, upper management and staff at large. The staff at large will be selected by or approved by the Library Director as a professional incentive for employee development.
5. When Library District staff are expressly requested and/or required in writing by official action of the Board of Trustees to become a member of a district, state or national library organization or serve on a special committee or perform a particular function for said organization, or when they are requested or required by official action of the Board of Trustees to represent the Library District in an official capacity, they shall be reimbursed for travel and miscellaneous expenses according to Library District policy.
6. When Library District staff is invited to serve on a committee which requires attendance at ALA or ILA conferences, they should be aware that the commitment is a personal one, and the Library may or may not approve a conference travel request.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 8.21.2013; 11.20.2013; 11.18.2015*

4.18 DRUG-FREE AND ALCOHOL-FREE WORKPLACE

It is the policy of the Library District that its employees be aware of the dangers of drug and alcohol abuse and that the Library District's properties be drug-free and alcohol-free.

A. WORK RULES

1. Whenever employees are working or operating Library District vehicles, they are prohibited from:
 - using, possessing, distributing, buying, selling, manufacturing, or dispensing illegal drugs;
 - being under the influence of alcohol or illegal drugs or having the presence in one's system of a detectable amount of an illegal drug; and
 - possessing or consuming alcohol.
2. This Policy does not prohibit employees from the lawful use (use must be lawful in accordance with both federal and state law) and possession of prescribed medications. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

B. EMPLOYEE ASSISTANCE

The Library District will assist and support employees who voluntarily seek help for alcohol or drug problems before becoming subject to discipline under this or other Library District policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and may be required to take and pass follow-up tests.

C. REQUIRED TESTING

1. Reasonable Suspicion: Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or drugs while they are working or operating Library District vehicles.
2. Post-Accident: Employees are subject to testing when they cause or contribute to accidents which seriously damage a vehicle or Library District machinery or equipment, or result in an injury requiring emergency medical treatment away from the scene of the accident. Employees will be tested under these circumstances when a member of management has a reasonable belief that the use of drugs/alcohol contributed to the accident/injury.
3. Return to Duty and Follow-Up: Employees who have tested positive or violated this Policy, and who are not terminated or are reinstated, are subject to testing prior to being returned to duty. Follow-up testing at times and frequencies determined by the Library District may also be required for up to three (3) years.

D. COLLECTION AND TESTING PROCEDURES

Employees subject to alcohol testing shall be sent or driven to a Library District-designated clinic and directed to provide breath specimens. Specimens shall be collected by trained technicians, using federally approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee.

Applicants and employees subject to drug testing shall be sent or driven to a Library District-designated clinic and directed to provide urine specimens. Applicants and employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiate, amphetamine and PCP use. There shall be a chain of custody from the time specimens are collected through testing and storage.

The laboratory shall transmit positive drug tests results to a doctor called a medical review officer ("MRO"), retained by the Library District, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful (under both federal and state law) prescribed medicines or other lawful substances. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

E. CONSEQUENCES

1. Employees who refuse to cooperate in required tests, test positive for illegal drugs or use, possess, buy, sell, manufacture or dispense illegal drugs in violation of this Policy will be terminated.

2. Unless aggravating circumstances are present, the first time employees test positive for alcohol or possess, consume or are under the influence of alcohol, they will be suspended and referred to the Library District's Employee Assistance Program (EAP). Continued employment and/or reinstatement will be conditioned on cooperation with the EAP, successful completion of any prescribed treatment, passing follow-up tests and other appropriate conditions.
3. Employees who test positive for alcohol more than once or otherwise violate this Policy's alcohol rules more than once will be terminated.

F. CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need to know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

G. DEFINITIONS

"Library District Premises" includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the Library District.

"Illegal Drugs" means substances (1) that are illegal under state or federal law; or (2) whose use or possession is controlled by federal or state law, but are not being used or possessed under the supervision of a licensed health care professional. This definition includes, but is not limited to, marijuana (including medical marijuana), cocaine, PCP, heroin, LSD, amphetamines, and barbiturates.

"Refuse to Cooperate" means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.

"Under the Influence of Alcohol" means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the Influence of Drugs" means a confirmed positive test result for illegal drug use.

H. NOTIFICATION OF DRUG CONVICTION

All employees are required to notify a member of management if they have been convicted of a criminal drug offense occurring in the workplace. Such notification must take place within five (5) working days after the conviction.

I. MISCELLANEOUS

This Policy is not a contract of employment and may be modified by the Library District at its sole discretion. To the extent non-employees, who are present on Library District premises, engage or

appear to have engaged in conduct that would violate this Policy if engaged in by an employee, such non-employees will be barred from Library District premises.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 8.20.08*

4.19 ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY

The Library District is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the Library District will not tolerate discrimination against or harassment of Library District employees by anyone, including any supervisor, co-worker, vendor, patron, contractor, or other regular visitor of the Library District. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

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

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The Library District will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

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

"Sexual harassment" means any unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either

(1) explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or

5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

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

All Library District employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. Any employee who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, or the Library Director in accordance with the procedures below. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Director .

1. Any employee wishing to submit a complaint (i.e., the "complainant") should submit a written statement to the Library Director, or alternatively, the Board of Trustees in the event that the Library Director is the alleged harasser/discriminator. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such written statements should be submitted as quickly as possible but in no event later than six (6) months after the occurrence.
2. The Library Director or her designee shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.
3. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Library Director or her designee, who will review the investigation report and make a final decision. At the Library Director's option, she or her designee may conduct further investigation, if necessary.
4. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
5. Reporting harassment, discrimination or retaliation or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including discharge.
6. However, if an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.
7. A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including discharge.

The Library District anticipates that harassment and discrimination complaints can be resolved through the Library District's internal complaint process.

However, an employee has a right to contact the following:

The Illinois Department of Human Rights
100 West Randolph
James R. Thompson Center, Suite 10-100
Chicago, Illinois 60601
Phone...(312)814-6200
TDD.... (312)263-1579

or

Equal Employment Opportunity Commission (EEOC)
500 West Madison Street, Suite 2800
Chicago, Illinois 60601
Phone...1-800-669-3362
TDD....(312)353-2421

Complaints filed with the Department of Human Rights must be filed within 180 days of the incident. Complaints filed with the EEOC must be within 300 days of the incident.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 6.19.96*

4.20 NEPOTISM

The Niles Public Library District is committed to the hiring and employment of persons based upon merit. To avoid a potential conflict of interest or even the appearance of a potential conflict of interest, it is the policy of the Library that family members or persons living in the same household or dwelling as a *Trustee* of the Niles Public Library District Board of Trustees shall not be employed by the Library District.

It is further the policy of the Library District that family members or persons living in the same household or dwelling as a member of the Administrative Staff of the Library District or a Library District employee may be employed by the Library District, but in no case shall a member of the Administrative Staff or a Library District employee be involved in hiring or otherwise approve the hiring of family members or persons living in the same household or dwelling, nor shall an Administrative Staff member or Library District employee supervise another member of his or her family, or person living in the same household or dwelling.

Employees who marry or establish close personal relationships may continue employment as long as it does not result in the above. If the conditions outlined above should occur, attempts may be made to find a suitable position within the Library District to which one of the employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

For the purposes of this policy family member means: parent, child, cousin, aunt, uncle, niece, nephew, any other blood relative, and in-law. Also, for the purposes of this paragraph, Administrative Staff means: Library Director, Managers, and Department Heads.

Adopted by the Niles Public Library District Board of Trustees 9.20.06

4.21 PERSONNEL RECORDS POLICY

It shall be the policy of the Library District to keep a personnel file on all employees of the Library District.

All documents in employees' files are considered generally confidential and are not open to inspection to anyone employed by the Library District except the Library Director, supervisors (who may access certain documents subject to the Library Director's approval), and, upon written request, to the employee to which they pertain or the employee's designated representative.

All applications for employment shall be kept for a period of one (1) year.

Information about an employee's performance of his or her duties and/or documents contained in an employee's personnel file may be released to third parties at the request of the employee, as required or allowed by law, or whenever the best interests of the Library District would be served and such release is permitted by law. Employees shall have the right to inspect and copy documents in their personnel files in accord with the provisions of the Illinois Personnel Records Review Act, 820 ILCS 40/01.01 et seq.

Medical information shall be kept, as required by law, separate from personnel files.

Adopted by the Niles Public Library District Board of Trustees 8.20.08

INTRODUCTION

The Library District understands and respects the fact that employees may participate in a variety of online activities as individuals. Social media such as Twitter, Facebook, LinkedIn, Flickr, YouTube and Instagram have become commonly used for communications, so the Library District has enacted the following rules and guidelines.

GENERAL PROVISIONS

The following rules and guidelines apply to the use of social media, whether such use is for the Library District during working time, for personal use during non-working time, outside the workplace, or during working time while using Library District-owned equipment. (Using Library District equipment to access social media sites is also governed by the Library District's Electronic Communications Use Policy. Employees should also refer to this policy before accessing such sites via the Library District's equipment). These rules and guidelines apply to all employees.

- Do not post any confidential information. More specifically, never post information about a patron--remember that library confidentiality laws apply.
- Employees cannot use social media to harass, threaten, bully, or discriminate against co-workers, managers, customers, patrons, vendors or suppliers, any organizations associated or doing business with the Library District, or any members of the public, including website visitors who post comments. The Library District's anti-harassment and EEO policies apply to use of social media in the workplace.
- This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

LIBRARY DISTRICT-SPONSORED SOCIAL MEDIA

Library District-sponsored social media is used to convey information about the Library District's facilities and services; advise the public about upcoming events; obtain patron feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; issue or respond to breaking news, or respond to negative publicity; and brainstorm with employees and patrons.

All such Library District-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

- Only employees designated and authorized by the Library District can prepare content for or delete, edit, or otherwise modify content on Library District-sponsored social media. Library District-sponsored social media accounts are owned by the Library District. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to Library District-sponsored social media accounts must provide the Library District with all passwords and/or log-in information to such accounts immediately upon the Library District's request, and must transfer "manager" or

“owner” status (as defined by the particular social media site) upon the Library District’s request.

- Employees must respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.
- Designated employees are responsible for ensuring that the Library District-sponsored social media conforms to all applicable Library District rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the Library District’s EEO and/or anti-harassment policies.
- Employees who want to post comments in response to content must identify themselves as employees.

PERSONAL USE OF SOCIAL MEDIA

The following rules and guidelines, in addition to the rules and guidelines set forth above, apply to employee use of social media on the employee’s personal time.

- Employees should abide by the Library District’s policy concerning personal use of the Library District’s electronic communication systems.
- Employees who utilize social media and choose to identify themselves as employees of the Library District may not represent themselves as spokespeople for the Library District. Accordingly, employees are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Library District or of any person or organization affiliated or doing business with the Library District.
- Employees should respect all copyright and other intellectual property laws. For the Library District’s protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Library District’s own copyrights, trademarks, and brands.
- Employees may not advertise or sell Library District products or services through social media.

LIBRARY DISTRICT MONITORING

The Library District reserves the right to monitor employees’ public use of social media, including but not limited to statements or comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees should have no expectation of privacy while using Library District equipment and facilities for any purpose, including the use of social media. The Library District reserves the right to monitor, review, and block content that violates the Library District's rules and guidelines.

VIOLATION

The Library District will investigate and respond to all reports of violations of the Library District's rules, guidelines, or policies. Employees are urged to report any violations of this policy to the Library Director. Any violation of this policy may be grounds for appropriate discipline up to termination.

Adopted by the Niles Public Library District Board of Trustees 1.20.2011

4.23 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

Victims' Economic Security and Safety Act (VESSA)

Eligible employees may use unpaid victims' economic and security and safety leave for up to 12 weeks in a 12-month period (as defined below) for any one or more of the following reasons:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member or
2. Obtaining services from a victim service organization; or
3. Obtaining psychological or other counseling for the employee or employees family or household member; or
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to address safety issues (including economic issues); or
5. Seeking legal assistance or remedies, including preparing for and participating in any civil or criminal legal proceeding related to the abuse or violence.

DEFINITIONS

- A. "12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or Household Member" – means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.
- C. "Parent" - means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- D. "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- E. "Domestic or Sexual Violence" - means domestic violence, sexual assault, or stalking.

COVERAGE AND ELIGIBILITY

Both full and part-time employees are eligible to apply for this leave.

INTERMITTENT OR REDUCED SCHEDULE LEAVE

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

SUBSTITUTION OF PAID LEAVE

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

When the employee's need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), this leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

NOTICE REQUIREMENT

An employee is required to give 48 hours' notice to the Library District in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

CERTIFICATION

For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The employee as soon as reasonably possible, but in most cases must provide the certification within 15 days after requested.

The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
- A police or court record; or
- Other corroborating evidence.

All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

EFFECT ON BENEFITS

During an approved VESSA leave, the Library District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Library District will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the Library District for the cost of the premiums paid by the Library District for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond your control.

JOB PROTECTION

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions

of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain return to Work Medical Certification forms from the Library Director. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

REASONABLE ACCOMMODATIONS

The Library District supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Library District.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact the Library Director.

— SECTION IV —

PERSONNEL POLICIES



4.01 PERSONNEL MANUAL

The Personnel Policies of this Library District are not intended to create any sort of a contract of employment with the Niles Public Library District. Rather, the purpose of the Manual is to provide general information regarding the personnel program; the information provided may not apply in any particular case. You are responsible for reading, understanding and complying with all provisions of the Personnel Manual. It describes many of your responsibilities as an employee and outlines the programs developed by the Library District to benefit employees.

Unless you have an employment agreement to the contrary, which is signed by the Library District Board of Trustees, your employment is at-will and may be terminated, with or without cause, and with or without notice, at any time at the option of either the employee or the Library District.The Library Board of Trustees and this Manual continue the current policy of at-will employment. Between the employee and the Library District, all personnel are considered employees at-will and any and all language which might be construed to the contrary is hereby specifically disclaimed. Nothing in the Personnel Manual or in the Personnel Policies shall be interpreted as an offer of employment or a promise of continued employment. Continued employment of all employees is subject to the general discretion of the Library District Board of Library Trustees.

The Library District reserves the right to revise, supplement, deviate from or rescind any policies or portion of the Personnel Manual from time to time as it deems appropriate, in its sole and absolute discretion. The Library District also reserves the right to change or eliminate any benefits at any time in accordance with applicable law. The Library District will make an effort to notify you of such changes as they occur.

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.
- 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 Personnel Manual, the final explanation and resolution will be at the sole and absolute discretion

Section IV — Personnel Policies

~~of the Library District, subject to applicable federal, state, and local laws. If you have any questions about this Personnel Manual, please see your supervisor or the Library Director. The Board of Library Trustees, or its designees, reviews its policies and benefits and make changes thereto continually. Accordingly, the policies and benefits outlined in this Manual are subject to review and change at any time at the sole discretion of the Board of Library Trustees, or its designees.~~

Adopted by the Niles Public Library District Board of Trustees 7.1.92

Section IV — Personnel Policies

4.02 APPOINTMENT

Position Openings/Resignations

All employees voluntarily leaving the employment of the Library ~~District must should~~ submit either a letter of resignation or complete a "Voluntary Quit" form to the Library Director. ~~The Library District requests that P~~professional staff ~~is expected to~~ provide one month's notice and clerical staff ~~provide~~ two weeks' notice of resignation. An employee who fails to report to work for three or more consecutive days without notice shall be deemed to have voluntarily resigned from employment.

The Director will establish a procedure for announcing position openings, accepting and evaluating applications, interviewing potential candidates and selection of the final candidate to be recommended for hire.

Check of Candidate's Qualifications

All applicants must provide references to be considered during the interview process.

~~Candidates for all positions will be subject to a criminal history background check in accordance with the Illinois Uniform Conviction Information Act. Applicants shall complete in full forms provided by the company selected for providing background checks. This information shall be forwarded to the company, which will provide the Library District Director with conviction records as available the results of the background check. The information obtained shall be used solely to verify statements made by applicants upon their Library District's employment applications.~~

~~Upon receipt of the information, the Director will review the report to determine (1) if any information contained therein conflicts with that provided on the form for employment, or (2) if the report includes any conviction of felony or other misdemeanors which would indicate employment would not be desirable. A If the Director decides to take adverse action based on the background check, a prospective employee will be given a copy of the report and may contest the accuracy of the report to the Director within seven days of receipt of the report.~~

~~The Director may (1) decide to propose another candidate for employment, or (2) present the candidate for employment with a report on the issues raised in the Police report.~~

All employees who may be expected to drive the library van shall have their driving records checked prior to their employment and thereafter on not less than an annual basis. Any employee

Section IV — Personnel Policies

hired to drive shall be required to immediately report any license suspension or revocation to the Director.

Appointments

Appointments of personnel shall be on the basis of qualification and pertinent experience only. Appointment to the staff shall be made by the Library Director. ~~The Library Director is authorized to hire at a salary 25% above the minimum of a range for open positions.~~

Commented [JG1]: Employees do not need to know this. An employee who was hired at the minimum could see this and immediately start asking for a pay raise or thinking he/she is not paid enough.

The Director will send the new employee a letter of employment stating the official starting date, conditions of employment and a schedule for orientation to the Library.

Evaluations of New Employees ~~Training Period~~

Commented [JG2]: Because you reference the training period throughout the handbook, I think you should be a little more specific about it.

~~The first ninety (90) days of employment shall be considered an employee's training period. During this period, you have an opportunity to evaluate the Library District as a place to work, and the Library District has an opportunity to evaluate you as an employee with regards to your work, skills, attendance, punctuality, performance in the job, and other job-related criteria. The Library District may not follow progressive discipline for rule violations or performance issues occurring during the training period.~~ The supervisor of an employee in his/her training period will generally conduct an evaluation at the end of his/her first ninety (90) days. The 90-day evaluation is the final evaluation prior to the end of the new employee's training period.

~~The training period is merely an administrative designation. Satisfactory completion of the training period does not create any additional job security or rights for the employee; employees continue to serve and be employed on an at-will basis both during and after the training period. At any time during the training period and after the conclusion of the training period, you may be terminated. The Library District reserves the right to extend or shorten the training period within its discretion.~~

Deferred Compensation for Full-Time Employees

After one year of employment, the Library ~~District~~ provides an additional seven-and-a-half percent of a full-time employee's salary as deferred compensation. Employees are eligible to participate in the ICMA Retirement Corporation Deferred Compensation Plan (457), or may take the additional compensation as income. Employees wishing to enroll and make contributions ~~(which will not be matched by the Library District)~~ prior to their one-year anniversary may do so.

Commented [JG3]: Does this no longer apply now that you've joined IMRF?

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 4.17.96; 10.16.96; 3.16.05; 9.20.06; 8.20.08; 12.16.15;*

Section IV — Personnel Policies

4.03 EMPLOYMENT AND DISCIPLINE

~~4. As integral members of the Library District's team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.~~

~~Employees are encouraged to observe the highest standards of professionalism at all times. Employees serve at the will of the Library District; that is, they can be discharged with or without cause. Certain causes or reasons for discipline, however, are common to most employers and those reasons or causes are set forth below. The following is a list of behaviors that could result in disciplinary action, up to and including termination. Causes for disciplinary action are intended solely to provide employees with general guidelines for conduct. They are not intended to be an all-inclusive list of unacceptable behavior—other behaviors may, at the Library District's discretion, also result in disciplinary action, up to and including termination. Rather, they are simply examples of the kinds of misconduct which can result in discipline. Establishment of these standards of conduct does not alter the employment-at-will relationship. The examples do not replace sound judgment, courtesy or common sense behavior. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.~~

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~~a. a. _____ Violation of any Library District policies.~~

~~b. False statements on an employment application, time sheet, expense report, personnel or other documents or records of the Library District, or fraud in securing employment.~~

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~~bc. Incompetence in the performance of the duties that does not meet the requirements of the position. The term 'incompetence' shall mean a lack of ability, knowledge or fitness to perform duties which are reasonably within the scope of employment.~~

~~c. Performance of duties at a level less than ordinarily expected.~~

~~d. Involvement in the sale, delivery, receipt, possession or use of any drug or narcotic substance not medically prescribed and otherwise prohibited by law during the duration of employment.~~

~~e. Possession or use of any alcoholic beverage or intoxication while on duty. Violation of the Library District's Drug and Alcohol-Free Workplace policy.~~

Section IV — Personnel Policies

- e. Theft of Library District, employee, or patron property.
- f. Insubordinate acts, such as failing to follow reasonable directions from supervisors.
- g. Repeated tardiness or absence: failure to report for work without a satisfactory reason~~Neglect of duties, in whole or in part, such as failure to perform or tardiness in reporting to or performing assigned duties.~~
- h. Fraudulent misrepresentation with regard to the request for or utilization of sick leave, compassionate leave, jury duty or other leaves of absence.
- i. Action or failure to act which endangers the physical safety of other persons or the property of Niles Public Library District or others.
- j. Threatening, intimidating, coercing, or using abusive or vulgar language towards other employees or patrons, or interfering with the performance of other employees~~Use of offensive language, offensive conduct or discourteous treatment of other Niles Public Library District employees or members of the public where such persons can reasonably believe that the employee is acting within the scope of his or her employment.~~
- k. Disruption~~Fighting or other disruption~~ of the orderly conduct of the business of Niles Public Library District.
- l. Failure to work scheduled hours.
- m. Rudeness or inappropriate conduct towards patrons.
- n. Possession, distribution or use of weapons or explosives on the premises of the Library District, which has prohibited the possession of weapons on its premises in accordance with the Illinois Firearm Concealed Carry Act.
- o. Unauthorized or inappropriate use of material, time, equipment or property of the Library District or a patron.
- p. Damaging or destroying Library District or patron property through careless or willful acts.
- q. Violations of local, state, or federal law.

Section IV — Personnel Policies

~~r. Any behavior that results in an employee not performing his or her job, including sleeping on the job.~~

~~s. Engaging in such other practices as the Library District determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library District, its employees, or its patrons.~~

2. ~~Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the Library District, based on violations either of the above or of any other of the Library District's policies, rules or regulations, an employee may be subject to disciplinary actions. In most cases where it is deemed appropriate by the Director, disciplinary action will be progressive. If disciplinary action is progressive, it will be as follows:~~

~~a. Oral warning.~~

~~b. Written reprimand.~~

~~c. Suspension, with Board notification.~~

~~d. Dismissal, with Board notification and approval.~~

Commented [JG4]: You need Board notification (and approval) for these?

However, nothing in this policy shall be construed in any way to require the use of progressive discipline in all situations. ~~Rather, the level and severity of any disciplinary action is the sole discretion of the Library Board and its Director. Discipline may begin at any step, including immediate termination (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the Library District's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.~~

~~3. Disciplinary action may also include involuntary transfer to another classification and/or department.~~

Section IV — Personnel Policies

Adopted by the Niles Public Library District Board of Trustees 7.1.92; Revised 8.20.08

Section IV — Personnel Policies

4.04 GRIEVANCE PROCEDURE OPEN DOOR COMMUNICATIONS

~~The Library District encourages its employees to raise issues that may be negatively impacting their work environment. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure should be utilized. If an employee has a complaint relating to his or her employment, the library will attempt to resolve it in a fair and expedient manner. The following are general guidelines for the resolution of employee complaints:~~

- ~~1. The employee should first discuss the complaint situation with his or her Supervisor as soon as possible and attempt to resolve the difficulty. The employee should give the supervisor an opportunity to investigate and then get back to the employee.~~
- ~~2. If the employee is not satisfied with the supervisor's response or feels the issue is not resolved if a satisfactory resolution is not found, the employee and/or Supervisor should can present discuss the issue with to the Director in writing and, again, as soon as possible. The employee should give the Director an opportunity to reconsider the situation and get back to the employee in writing,~~
- ~~3. If the employee is still not satisfied that the situation is still not resolved, the employee can present the issue to an appeal to the Chairperson of the Grievance Committee of the Board of Trustees may be made in writing with a copy to the Director. As before, this should be done in writing as soon as possible. This committee will meet expeditiously and present its report to the employee filing the grievance, the Director and The Board will consider the situation and make a decision which will be final.~~
- ~~4. If the Director or employee is not satisfied at this point, an appeal may be made in writing to the full Library Board by the Director or employee. Any decision of the Board shall be final.~~

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 6.19.96; 6.18.97; 8.20.08*

Section IV — Personnel Policies

4.05 ABSENCE REPORTING

Consistent attendance and punctuality contribute to the success of the Library District's operations. Attendance problems disrupt operations, lower productivity and create a burden on other employees. All employees of the Library District are expected to assume responsibility for their attendance and promptness.

Rules Concerning Attendance

1. Employees are required to notify the Library of an absence in advance of the absence when possible. When you know in advance that you cannot avoid absence from work, you must make arrangements in advance with your supervisor.
2. If it is not feasible to make arrangements in advance for an absence, you are then required to contact your supervisor on the first day of the absence at least 30 minutes before your normal starting time. Be prepared to explain the reason for the absence and give an expected date of return to work. The Library District may require that additional documentation substantiating the reason for the absence be furnished or as soon as possible after the absence has begun.
3. Notification shall be made. An employee must personally contact the Library District each day of an absence unless the employee is otherwise excused from notification by the supervisor.
4. In instances of absence due to your health, the Library District reserves the right to require you to obtain a doctor's report explaining the condition and the doctor's restriction that you not work. Ordinarily any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, the Library District may delay its decision as to your physical fitness to return to work until a doctor's report is submitted.

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2. Unexcused or excessive absence, and/or continued tardiness, and/or failure to follow these procedures from duty will may be grounds for disciplinary action. An unexcused absence is defined as failure to notify the supervisor by telephone or otherwise no later than 15 minutes after the time the employee was to report for work unless the employee could not provide timely notice for reasons beyond his/her control. Tardiness is defined as failure to be at the assigned work station at the beginning of the work period.

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5.

~~3. After three consecutive days of unexcused absence as defined herein without notice to the Library District, an employee shall be presumed to have abandoned his or her job; thus, the Library District will consider employees who are absent for three days without notice to have voluntarily separated from the Library District and shall be suspended without pay pending other discipline up to and including dismissal therefore.~~

~~6.~~

~~7. 4.~~ All absences must be reported to the Administrative Office **by the supervisor** on the day of notification of the absence.

Commented [JG5]: Who is supposed to do that? If the employee, then we need to move this up. If the supervisor, I would specify, and you might not necessarily need it in here.

Adopted by the Niles Public Library District Board of Trustees 7.1.92

Section IV — Personnel Policies

4.07 HOLIDAYS AND CLOSINGS

1. Full-time staff

- a. Full-time staff will be granted the following paid holidays ~~off~~~~observed by the Library~~:
 1. New Year's Day (January 1st)
 2. Memorial Day (Last Monday in May)
 3. Independence Day (July 4th)
 4. Labor Day (First Monday in September)
 5. Thanksgiving Day (Fourth Thursday in November)
 6. Christmas Eve (December 24th)
 7. Christmas Day (December 25th)
 8. New Year's Eve (December 31)
- b. The Library will be closed on Easter Sunday, but it is not a paid staff holiday.
- c. The Library will close at 5:00 p.m. on Thanksgiving Eve.
- d. In addition, the Library will not be closed but full-time staff will receive a ~~compensatory-~~floating holiday, to be used within two weeks of the date shown, for each of the following holidays:
 1. Lincoln's Birthday (February 12th)
 2. Columbus Day (Second Monday in October)
 3. Veterans Day (November 11th)
- e. When a Holiday falls on a staff member's normally scheduled day off, the ~~staff~~ staff ~~may~~must schedule another day off within either ~~the~~ two weeks before or two weeks ~~after~~ the Holiday with the approval of the supervisor.
- f. ~~Employees will receive credit for~~ When a paid holiday falls on an employee's scheduled paid vacation, that day will be considered a paid holiday rather than a vacation day that occur while they are on vacation.

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2. Part-time Employees

- a. Part-time employees shall be paid or provided equal compensatory floating holiday time ~~taken off~~ for the equivalent number of hours which they normally would have worked on the Holidays observed by the Library, as listed in section 1(a) above.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 12.15.93; 10.21.98; 10.20.99; 3.21.01; 8.20.08; 3.19.2014; 7.15.2014*

Section IV – Personnel Policies

4.10 LEAVES OF ABSENCE WITHOUT PAY/FAMILY MEDICAL LEAVE

Commented [JG11]: Because FMLA and USERRA have so many specific regulations. I think these should be separate policies.

This policy contains information consistent with and in addition to the information contained in the "Employee Rights and Responsibilities" notice (found on the previous page) and is meant to provide additional information about the Library District's specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the "Employee Rights and Responsibilities" notice and this policy, the "Employee Rights and Responsibilities" notice will prevail. Under certain circumstances, the Library Director may approve a leave of absence for a full-time employee who has completed his/her training period. The purpose of a leave of absence without pay is to enable employees to receive extended time away from work for specific reasons.

Commented [JG12]: This notice should be incorporated into this handbook, either immediately before this or as an appendix.

Types of Leave of Absence/Basic Leave Entitlement

~~1. **Family and Medical Leave** — An employee may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has~~ All-eligible employees are entitled to certain maximum unpaid leave days for medical and family purposes pursuant to the provisions of the Family and Medical Leave Act of 1993. Eligible employees are those who have been employed by the Library District for at least 12 months and AND who have worked for at least 1,250 hours during the 12-month period preceding the leave AND at least 50 employees are employed by the Library District within 75 miles of the employee's work location.

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

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Reasons for Leave

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~~—~~ Eligible employees are entitled up to a maximum of 12 workweeks of unpaid leave during any 12-month period for one or more of the following:

- A. Because of the birth of a son or daughter of the employee ~~and in order to care for such son or daughter.~~
- B. Because of the placement of a son or daughter with the employee for adoption or foster care.

- C. In order to care for the spouse, ~~or a~~ son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
- D. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.

Leave because of reasons A and B above must be completed within the 12-month period beginning on the date of birth or placement. Spouses employed by the Library District who request leave because of reasons A or B or to care for the employee's parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include: (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. This single 12-month period begins with the first day the employee takes the leave. A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran, meaning one who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Improper Use of Leave

An employee may not be granted a FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

Section IV — Personnel Policies

Notice of Leave

If the FMLA leave is foreseeable, the employee must give the Library District at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library District as soon as practicable and, absent unusual circumstances, in accordance with the Library District's normal leave procedures as detailed in the Absence Reporting Policy and the Personal Leave of Absence Policy. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library District's operations.

Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library District, at its expense, may require an examination by a second health care provider designated by the Library District, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the Library District, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library District may also require medical recertification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Library District may also request additional information pertaining to the leave.

Certification for Servicemember Family Leave

If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Library District may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Library District may also request additional information pertaining to the leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Library District may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Library District may request additional information pertaining to the leave.

Substitution of Paid Leave

- E. Because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

FMLA leave is unpaid leave. If an employee requests leave for any FMLA-covered reason, the employee will be required to exhaust all available vacation and personal time, and, when leave is taken due to the employee's or employee's family member's serious health condition, all available sick days. The exhaustion of this paid leave does not extend the leave period. In addition, if an employee is eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, an employee must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

During an approved FMLA leave, the Library District will maintain the employee's health benefits as if the employee continued to remain actively employed, but the employee must continue to pay his or her share of the premium. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Library District for payment of health insurance premiums during the FMLA leave.

During the unpaid portions of FMLA leave, the employee will not accrue employment benefits, such as vacation pay, sick pay, and personal pay, etc. Employment benefits accrued by the employee up to the day on which the unpaid FMLA leave begins will not be lost. Also during the unpaid portions of FMLA leave, the employee will not receive pay for holidays during the leave.

Section IV — Personnel Policies

Intermittent Leave/Reduced Schedule Leave

In the case of unpaid leaves for serious health conditions, to care for a servicemember with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. If intermittent or reduced hours leave is required for planned medical treatment, the Library District may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. If leave is unpaid, the Library District will reduce the employee's salary based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform his or her job duties.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay. An employee who took leave because of his or her own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness-for-duty release by a doctor prior to being restored to employment. An employee who fails to provide the certification will not be permitted to resume work until it is provided.

~~— Eligible employees who have any accrued paid vacation or personal leave must substitute such paid leave as a part of the 12 weeks of unpaid leave available under this policy for any of the purposes stated in subparagraphs A, B and C above.~~

~~— Eligible employees who have any accrued paid sick leave, vacation leave or personal leave must substitute such paid leave as part of the 12 weeks of unpaid leave available under this policy for any of the purposes stated in subparagraphs C and D above.~~

~~— Eligible employees may not take leave intermittently or on a reduced hour schedule for any of the purposes stated in subparagraphs A and B above and any leave taken under those subparagraphs must be taken within the 12-month period beginning on the date of birth or placement for adoption.~~

~~— Eligible employees may take leave under this policy intermittently or on a reduced hour schedule for any of those purposes stated in subparagraphs C and D above, provided that it is medically necessary to do so.~~

~~— The Library District will require proper certification from a health care provider for any leave requested for the purposes stated in subparagraphs C and D above.~~

Section IV — Personnel Policies

~~4.11 MILITARY LEAVE OF ABSENCE? Military Leave of Absence~~

~~Leaves of absence for military or reserve duty are granted to all employees of the Library District. 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 supervisor or department head as soon as practicable. Employees will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Employees who are reservists or members of the National Guard are granted time off for required military training, and will receive the difference between his/her base military pay and his/her regular pay while attending required training upon presenting his/her military pay voucher to his/her department head. Their eligibility for reinstatement after the completion of their military duty or training and benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws. Employees may elect, but are not required, to use any vacation entitlement for any unpaid military leave. An unpaid military leave of absence may be granted to any full-time staff member who volunteers or is called to active military duty in a branch of the U.S. Armed Forces during time of war or other declared national emergency or who is ordered to active duty in the organized reserve, National Guard, or selective service system at any time. If the employee is found physically and mentally capable of performing his previous position, the employee will be reinstated to said position within the Library District, or a comparable position with no loss of salary. All military service shall be considered as continuous service with the Library.~~

Commented [JG13]: I could not tell from the policy Do you provide pay just for training, or if someone is deployed as well?

~~Any full-time permanent employee who is a member of the armed forces reserve of National Guard shall be allowed a leave of absence with pay to attend a military training session, providing necessary official orders are presented to the Director. Said employee will receive the difference between his/her base military pay and his/her regular pay while on military reserve duty upon presenting his/her military pay voucher to his/her department head. Military reserve duty will not be counted against any accrued vacation or sick leave. Military leave shall be provided as required by any applicable state or federal law.~~

Section IV — Personnel Policies

4.12 PERSONAL LEAVE OF ABSENCE ~~3. — Personal Leave of Absence —~~

~~Under certain circumstances, the Library Director may approve a leave of absence for a full-time employee who has maintained a satisfactory record of employment with the Library District for a minimum of one year, but does not qualify for a leave under another of the Library District's policies. An unpaid personal leave of absence to handle pressing personal obligations may be granted to regular full-time employees. Length of a personal leave of absence may not typically exceed 30 calendar days. To be eligible, an employee must have maintained a satisfactory record of employment with the Library District for a minimum of one year.~~

Commented [JG14]:

General Conditions

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~~1. — Requests for Personal Leave of Absences must be submitted in writing to the Director at least thirty (30) days prior to the commencement date, except when medical or personal conditions make such a requirement impossible. The request should state the reason(s) for the proposed leave, the date of departure from employment and the estimated date of return to employment.~~

~~The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library District. While the Library District will make every effort to reinstate the employee to his or her previous position, there are no guarantees.~~

~~2. — Leaves of absences are granted with the understanding that they are leaves of absence from the Niles Public Library District and not necessarily from a particular position.~~

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~~3. — Upon return from any leave provided under this policy, the employee shall maintain all seniority and benefits accrued as of the commencement of the leave. The employee shall be reinstated to the position the employee held at the commencement of the leave or an equivalent position provided, however, that an employee on leave under this policy shall be subject to lay off or dismissal on the same terms and conditions as are applicable to employees who are not on leave.~~

~~— The Library District can deny restoration to a salaried employee who is among the highest paid 10% of employees employed by the Library District within 75 miles of the facility at which the employee is employed, if:~~

~~A. — The denial is necessary to prevent substantial economic injury to the Library District's operations; and~~

~~B. — The Library District notified the employee of the intent to deny restoration at the time of the Library District determined that such economic injury would occur.~~

Section IV — Personnel Policies

4. No loss of service credit with the Library District will occur as a result of the leave of absence, but no benefit credit will be accrued toward vacation, personal, and sick leave entitlement for the duration of the leave.

~~5. Employees on leave of absence may keep their group hospitalization active by agreeing to pay their portion of the group rate currently being charged them. After that period, the individual may arrange for conversion to an individual policy and rate to the extent provided under the insurance policy in force at the time of conversion.~~

~~6. Extensions of leaves of absence are only upon request requested in writing to the Director prior to the agreed upon return date, and are subject to the approval of the Board of Trustees, through the Director. No leave of absence beyond one year shall be approved and any employee who is absent from work for any reason for a period of one year shall be terminated.~~

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~~7. Employees on leave of absence must notify the Director in writing at least two weeks prior to the end of their leave of their availability for return to work.~~

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~~8. An employee's failure to return from leave of absence at the agreed upon time will be considered a voluntary termination of employment.~~

Section IV — Personnel Policies

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 4.20.94; 6.19.96; 8.20.08*

Section IV — Personnel Policies

4.11-13 COMPASSIONATE LEAVE

1. Leave with pay, not to exceed three working days, will be granted to employees for a death in the immediate family and, if it is deemed necessary, additional time may be allotted from their sick leave accumulation upon the approval of the Director. Furthermore, an employee who has been employed by the Library District for at least 12 months and worked at least 1,250 hours in the last 12 months may be entitled to take an additional seven working days of time off for the death of the employee's child (for a total of two weeks off). For these additional seven days, employees may use available vacation or personal hours or take unpaid time off.
2. For purposes of this section only, the immediate family shall mean spouse, mother, father, son, daughter, brother, sister, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, or other individual residing in the employee's household.
3. At the Director's request, an employee may be requested to provide documentation supporting the reason for such leave.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 9.20.00*

Section IV — Personnel Policies

4.12-14 JURY DUTY

1. All employees shall be given time off when required to serve on a jury. It is the employee's responsibility to notify his or her manager as soon as possible after receiving the summons for jury duty. All employees shall receive their regular straight time pay for the duration of the jury duty or when subpoenaed to appear before a court, public body, or commission in connection with Library business. All employees are entitled to keep whatever compensation is received for such duty.
2. Proof of attendance must be furnished to the Director's Office by the employee.

Revised 9.28.11

Section IV — Personnel Policies



4.13-15 ATTENDANCE AT PROFESSIONAL MEETINGS

1. Staff members wishing to attend meetings, conferences and workshops sponsored by professional library or library-related organizations may be ~~given Library time~~ receive pay for ~~that time~~ providing they are within scheduling and budget limitations, subject to advance approval.
2. Full-time professional staff is eligible to participate in out-of-town conferences.
 - a. Requests should be made during the budget process.
 - b. Staff attendance will rotate.
 - c. Major consideration will be given to seniority.
 - d. Special consideration will be given to staff invited to speak.
 - e. Paid time may be approved by those staff who wish to attend an out-of-town conference in years when they are not eligible for full conference reimbursement.
3. Expenses and mileage will be paid for such attendance, in the sole discretion of and in such amounts as are determined by the Director. Staff members attending meetings and workshops of organizations of which they are not members will be reimbursed at the membership rate only.
4. For attendance at the annual ALA, PLA and ILA conferences, priority in the assignment of funds will go to the Director, upper management and staff at large. The staff at large will be selected by or approved by the Library ~~d~~Director as a professional incentive for employee development.
5. When Library District staff are expressly requested and/or required in writing by official action of the Board of Trustees to become a member of a district, state or national library organization or serve on a special committee or perform a particular function for said organization, or when they are requested or required by official action of the Board of Trustees to represent the Library District in an official capacity, they shall be reimbursed for travel and miscellaneous expenses according to Library District policy.
6. When Library District staff is invited to serve on a committee which requires attendance at ALA or ILA conferences, they should be aware that the commitment is a personal one, and the Library may or may not approve a conference travel request.

Commented [JG15]: Pursuant to the new Illinois law, more specifics about this will have to be set by the Board in an ordinance. It appears that you have the specifics below in the Travel Expenses policy.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 8.21.2013; 11.20.2013; 11.18.2015*

Section IV — Personnel Policies

4.186 DRUG-FREE AND ALCOHOL-FREE WORKPLACE

4. It is the policy of the Library District that its employees be aware of the dangers of drug and alcohol abuse and that the Library District's properties be drug-free and alcohol-free.

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A. WORK RULES

1. Whenever employees are working or operating Library District vehicles, they are prohibited from:

- using, possessing, distributing, buying, selling, manufacturing, or dispensing illegal drugs;
- being under the influence of alcohol or illegal drugs or having the presence in one's system of a detectable amount of an illegal drug; and
- possessing or consuming alcohol.

2. This Policy does not prohibit employees from the lawful use (use must be lawful in accordance with both federal and state law) and possession of prescribed medications. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

B. EMPLOYEE ASSISTANCE

The Library District will assist and support employees who voluntarily seek help for alcohol or drug problems before becoming subject to discipline under this or other Library District policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and may be required to take and pass follow-up tests.

C. REQUIRED TESTING

1. Pre-Employment: All applicants must pass a drug test before beginning employment or receiving an unconditional offer of employment.

Commented [JG19]: Do you require this? If not, I can remove and make related changes

2. Reasonable Suspicion: Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or drugs while they are working or operating Library District vehicles.

3. Post-Accident: Employees are subject to testing when they cause or contribute to accidents which seriously damage a vehicle or Library District machinery or equipment, or result in an injury requiring emergency medical treatment away from the scene of the accident. Employees will be tested under these circumstances when a member of management has a reasonable belief that the use of drugs/alcohol contributed to the accident/injury.

4. Return to Duty and Follow-Up: Employees who have tested positive or violated this Policy, and who are not terminated or are reinstated, are subject to testing prior to being returned to duty. Follow-up testing at times and frequencies determined by the Library District may also be required for up to three (3) years.

D. COLLECTION AND TESTING PROCEDURES

Employees subject to alcohol testing shall be sent or driven to a Library District-designated clinic and directed to provide breath specimens. Specimens shall be collected by trained technicians, using federally approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee.

Applicants and employees subject to drug testing shall be sent or driven to a Library District-designated clinic and directed to provide urine specimens. Applicants and employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiate, amphetamine and PCP use. There shall be a chain of custody from the time specimens are collected through testing and storage.

The laboratory shall transmit positive drug tests results to a doctor called a medical review officer ("MRO"), retained by the Library District, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful (under both federal and state law) prescribed medicines or other lawful substances. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

Section IV — Personnel Policies

E. CONSEQUENCES

1. Applicants who refuse to cooperate in or fail to pass a drug test will not be hired.
2. Employees who refuse to cooperate in required tests, test positive for illegal drugs or use, possess, buy, sell, manufacture or dispense illegal drugs in violation of this Policy will be terminated.
3. Unless aggravating circumstances are present, the first time employees test positive for alcohol or possess, consume or are under the influence of alcohol, they will be suspended and referred to the Library District's Employee Assistance Program (EAP). Continued employment and/or reinstatement will be conditioned on cooperation with the EAP, successful completion of any prescribed treatment, passing follow-up tests and other appropriate conditions.
4. Employees who test positive for alcohol more than once or otherwise violate this Policy's alcohol rules more than once will be terminated.

F. CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need to know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

G. DEFINITIONS

"Library District Premises" includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the Library District.

"Illegal Drugs" means substances (1) that are illegal under state or federal law; or (2) whose use or possession is controlled by federal or state law, but are not being used or possessed under the supervision of a licensed health care professional. This definition includes, but is not limited to, marijuana (including medical marijuana), cocaine, PCP, heroin, LSD, amphetamines, and barbiturates.

"Refuse to Cooperate" means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.

"Under the Influence of Alcohol" means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the Influence of Drugs" means a confirmed positive test result for illegal drug use.

H. NOTIFICATION OF DRUG CONVICTION

All employees are required to notify a member of management if they have been convicted of a criminal drug offense occurring in the workplace. Such notification must take place within five (5) working days after the conviction.

I. MISCELLANEOUS

This Policy is not a contract of employment and may be modified by the Library District at its sole discretion. To the extent non-employees, who are present on Library District premises, engage or appear to have engaged in conduct that would violate this Policy if engaged in by an employee, such non-employees will be barred from Library District premises.

2. The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illicit drug, including cannabis, is prohibited on all Library District properties at any time by any employee or patron, and at all times and places wherever any employee is performing employment duties for the Library District. In addition, any employee is prohibited from entering upon any Library District property while under the influence of alcohol or any controlled substance or illicit drug, including cannabis, at any time.

3. For the purpose of this policy, the following definitions apply:

a. A "controlled substance" is one which has the meaning given the term in the federal Drug-Free Workplace Act, 41 USC §706(3), and the Illinois Drug-Free Workplace Act, 30 ILCS 580/1 et seq.

b. An "illicit drug" is one which has the meaning given the term in the federal Drug-Free Schools and Communities Act of 1986, 20 USC §3172 et seq.

c. "Employee duties" are all duties, tasks or activities that are reasonably related to teaching, sponsoring or performing functions that are directly or indirectly related or implied as a part of any job assignments.

4. The Director shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the Library District's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug violations.

Section IV — Personnel Policies

- ~~5. As a condition of employment, employees shall abide by this policy and notify the Director or his/her designee of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.~~
- ~~6. Violation of these prohibitions may result in disciplinary action, up to and including termination. The Library District, in its sole discretion, may also require an employee who violates this policy to participate satisfactorily in an employee assistance program or a substance abuse assistance or rehabilitation program at the employee's expense.~~
- ~~7. A copy of the Drug-Free Workplace policy shall be given to all employees and posted in a prominent place in the workplace.~~

Section IV — Personnel Policies

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 8.20.08*

Section IV — Personnel Policies

4.197 ~~SEXUAL ANTI-HARASSMENT AND NON-DISCRIMINATION~~ POLICY

The Library District is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the Library District will not tolerate discrimination against or harassment of Library District employees by anyone, including any supervisor, co-worker, vendor, patron, contractor, or other regular visitor of the Library District. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

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

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The Library District will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

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

"Sexual harassment" means any unwelcome sexual advances, ~~or~~ requests for sexual favors or any other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment ~~is illegal.~~ It can include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;

Section IV — Personnel Policies

2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body;
or
5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

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

for example, unwelcome sexual advances, displaying materials that are sexual in nature, or engaging in sexually offensive jokes or comments.

All Library District employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. Any employee who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, or the Library Director in accordance with the procedures below. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Director. is being sexually harassed by anyone on the premises of the Library should promptly take the following steps:

1. Any employee wishing to submit a complaint (i.e., the "complainant") should submit a written statement to the Library Director, or alternatively, the Board of Trustees in the event that the Library Director is the alleged harasser/discriminator. The written statement should state the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such written statements should be submitted. ~~Any incident of sexual harassment must be reported, in writing, by the complainant as~~
~~quickly as possible but in no event later than six (6) months after the occurrence. All~~
~~reports and investigative procedures shall be confidential. Reports should generally be~~
~~made to the Library Director. Reports can also be made to the chair of the Grievance~~
~~Committee or to any Trustee.~~
2. The Library Director or her designee shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused.

Section IV — Personnel Policies

~~harasser/discriminator to discuss the complaint and the results of the investigation. All complaints of sexual harassment will be investigated and a response will be made to the complainant within thirty (30) days of the date upon which the Library Director or Trustee receives a written complaint.~~

- ~~3. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Library Director or her designee, who will review the investigation report and make a final decision. At the Library Director's option, she or her designee may conduct further investigation, if necessary.~~
- ~~3. The Library Director may take immediate actions to eliminate further harassment. Such actions can include disciplinary action up to and including termination for any employee found to have engaged in sexual harassment.~~
- ~~4. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.~~
- ~~5. Reporting harassment, discrimination or retaliation or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including discharge.~~
- ~~6. No one making a complaint in good faith will be retaliated against even if the complaint is not substantiated. In addition, any witness will be protected from retaliation. However, if an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge given the seriousness of the consequences for the accused, a false or frivolous charge is a severe offense that can result in disciplinary action up to and including termination.~~
- ~~7. A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including discharge.~~

~~It is hoped that most sexual~~The Library District anticipates that harassment and discrimination complaints and incidents can be resolved through the Library District's internal complaint process.

~~However, sexual harassment complaints can be filed with an employee has a right to contact the following:~~

The Illinois Department of Human Rights
100 West Randolph

Section IV — Personnel Policies

James R. Thompson Center, Suite 10-100
Chicago, Illinois 60601
Phone...(312)814-6200
TDD.... (312)263-1579

or

Equal Employment Opportunity Commission (EEOC)
500 West Madison Street, Suite 2800
Chicago, Illinois 60601
Phone...1-800-669-3362
TDD....(312)353-2421

Complaints filed with the Department of Human Rights must be filed within 180 days of the incident.

Complaints filed with the EEOC must be within 300 days of the incident.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92
Revised 6.19.96*

Section IV — Personnel Policies

4.18-20 NEPOTISM

The Niles Public Library District ("Library") is committed to the hiring and employment of persons based upon merit. ~~It is a goal of the Library to minimize action and employment decisions based on factors other than the efficient functioning of the Library and the highest quality of service to the public. In an effort to avoid employment and administrative decisions which may not be consistent with these objectives, the Library seeks to minimize certain employment circumstances wherein close, personal relationships and loyalties can become involved with or influence employment decisions or create an~~ To avoid a potential conflict of interest or even the appearance of impropriety a potential conflict of interest.

~~Therefore,~~ it is the policy of the Library that family members or persons living in the same household or dwelling as a *Trustee* of the Niles Public Library District Board of Trustees shall not be employed the Library District, provided, however, that this policy shall in no way disqualify such family members or persons living in the same household or dwelling of a Trustee who are bona fide employees of the Library District at the time of the election of said Trustee.

It is further the policy of the Library District that family members or persons living in the same household or dwelling as a member of the Administrative Staff of the Library District or a Library District employee may be employed by the Library District, but in no case shall a member of the Administrative Staff or a Library District employee be involved in hiring or otherwise approve the hiring of immediate family members or persons living in the same household or dwelling, nor shall an Administrative Staff member or Library-Library District employee supervise another member of his or her family, or person living in the same household or dwelling.

Employees who marry or establish close personal relationships may continue employment as long as it does not result in the above. If the conditions outlined above should occur, attempts may be made to find a suitable position within the Library District to which one of the employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

For the purposes of this policy family member means: parent, child, cousin, aunt, uncle, niece, nephew, any other blood relative, and in-law. Also, for the purposes of this paragraph, Administrative Staff means: Library Director, Managers, and Department Heads.

Commented [JG20]: I'm not sure I see the distinction between someone being hired before the trustee is hired. I understand that it is an unfortunate situation, but why is there no potential conflict of interest merely because the employee had already been working there?

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Adopted by the Niles Public Library District Board of Trustees 9.20.06

Section IV — Personnel Policies

4.19-21 PERSONNEL RECORDS POLICY

It shall be the policy of the ~~Board~~-Library District to keep a personnel file on all employees of the Library District.

~~The files of persons who have terminated employment with the Library District shall be kept for a period of three (3) years.~~

All documents in employees' files are considered generally confidential and are not open to inspection to anyone employed by the Library District except the Library Director, supervisors ~~(who may access certain documents subject to the Library Director's approval), Trustees~~ and, upon written request, to the employee to which they pertain or the employee's designated representative.

Commented [SL21]: I checked with Jim about this and he said it was extremely unusual and he couldn't see any reason a trustee would need access to personnel records

All applications for employment shall be kept for a period of one (1) year.

Information about an employee's performance of his or her duties and/or documents contained in an employee's personnel file may be released to third parties at the request of the employee, as required or allowed by law, or whenever the best interests of the Library District would be served and such release is permitted by law. Employees shall have the right to inspect and copy documents in their personnel files in accord with the provisions of the Illinois Personnel Records Review Act, 820 ILCS 40/01.01 et seq.

Medical information shall be kept, as required by law, separate from personnel files.

Adopted by the Niles Public Library District Board of Trustees 8.20.08

Section IV — Personnel Policies

4.20 4.22 Social Media Policy
Interacting as an Individual
SOCIAL
MEDIA

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INTRODUCTION

The Niles Public Library District ("Library") understands and respects the fact that employees may participate in a variety of online activities as individuals. Social media such as Twitter, Facebook, Linked In, Flickr, YouTube and MySpace Instagram have become commonly used for communications, so the Library District has enacted the following rules and guidelines. It is important for everyone to remember that privacy does not exist in the world of social media and that as employees of the Library our actions and conduct may reflect upon the Library. Although the Library has no interest in monitoring or censoring what employees do on their own time, inappropriate online activities that affect the Library are not permitted.

GENERAL PROVISIONS

The following rules and guidelines apply to the use of social media, whether such use is for the Library District during working time, for personal use during non-working time, outside the workplace, or during working time while using Library District-owned equipment. (Using Library District equipment to access social media sites is also governed by the In accord with Library District's Electronic Communications Use Policy. Employees should also refer to this policy before accessing such sites via the Library District's equipment). These rules and guidelines apply to all employees, the Library reserves the right to monitor all computers, internet and e-mail usage utilizing Library hardware or software. Employees who have personal social networking sites should remain mindful that material on such sites may be viewed by members of the community. Care should be taken to control who has access to your site, to use available privacy settings and to monitor the site for any inappropriate content.

POLICY

- Individual (personal) use of any social media is not permitted during working time.
- Do not post any confidential information. More specifically, never post information about a patron. Remember that library confidentiality laws apply.
- Employees cannot use social media to harass, threaten, bully, or discriminate against co-workers, managers, customers, patrons, vendors or suppliers, any organizations associated or doing business with the Library District, or any members of the public, including website visitors who post comments. The Library District's anti-harassment and EEO policies apply to use of social media in the workplace.

- This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

LIBRARY DISTRICT-SPONSORED SOCIAL MEDIA

Library District-sponsored social media is used to convey information about the Library District's facilities and services; advise the public about upcoming events; obtain patron feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; issue or respond to breaking news, or respond to negative publicity; and brainstorm with employees and patrons.

All such Library District-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

- Only employees designated and authorized by the Library District can prepare content for or delete, edit, or otherwise modify content on Library District-sponsored social media. Library District-sponsored social media accounts are owned by the Library District. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to Library District-sponsored social media accounts must provide the Library District with all passwords and/or log-in information to such accounts immediately upon the Library District's request, and must transfer "manager" or "owner" status (as defined by the particular social media site) upon the Library District's request.
- Employees must respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.
- Designated employees are responsible for ensuring that the Library District-sponsored social media conforms to all applicable Library District rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the Library District's EEO and/or anti-harassment policies.
- Employees who want to post comments in response to content must identify themselves as employees.

PERSONAL USE OF SOCIAL MEDIA

Section IV — Personnel Policies

The following rules and guidelines, in addition to the rules and guidelines set forth above, apply to employee use of social media on the employee's personal time.

- Employees should abide by the Library District's policy concerning personal use of the Library District's electronic communication systems.
- Employees who utilize social media and choose to identify themselves as employees of the Library District may not represent themselves as spokespeople for the Library District. Accordingly, employees are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Library District or of any person or organization affiliated or doing business with the Library District.
- Employees should respect all copyright and other intellectual property laws. For the Library District's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Library District's own copyrights, trademarks, and brands.
- Employees may not advertise or sell Library District products or services through social media.

LIBRARY DISTRICT MONITORING

The Library District reserves the right to monitor employees' public use of social media, including but not limited to statements or comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees should have no expectation of privacy while using Library District equipment and facilities for any purpose, including the use of social media. The Library District reserves the right to monitor, review, and block content that violates the Library District's rules and guidelines.

- Do not use the name of the Library on any personal social media site.
- Identify your views as your own. If you identify yourself as an employee of the Library, make it clear that any views you express are not necessarily the view of the Library.
- Do not post any material that could reasonably cause a disruption in Library operations, undermine your status as a role model, or defames a co-worker.

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VIOLATION

Section IV — Personnel Policies

The Library District will investigate and respond to all reports of violations of the Library District's rules, guidelines, or policies. Employees are urged to report any violations of this policy to the Library Director. Any disregard of the violation of this policy listed above may be grounds for appropriate discipline up to termination.

Adopted by the Niles Public Library District Board of Trustees 1.20.2011

Section IV — Personnel Policies

~~4.213 Victims' Economic Security and Safety Act~~ **VICTIMS' ECONOMIC SECURITY AND SAFETY ACT**

Victims' Economic Security and Safety Act (VESSA)

~~Eligible employees may use unpaid victims' economic and security and safety leave for up to 12 weeks in a 12-month period (as defined below). Also known as VESSA, this policy allows for unpaid time off for an employee when the employee or a member of the employee's family or household is a victim of domestic or sexual violence.~~

~~Time off may be taken up to twelve weeks in a twelve month period. This time may be taken intermittently (a few days or a few hours at a time) or on a reduced work schedule. VESSA is in addition to Family Medical Leave but does not allow an employee to take leave in excess of the unpaid leave time allowed under the Family and Medical leave Act.~~

~~An employee is required to give 48 hour notice when possible. You may be required to submit certification demonstrating the need for leave. All information provided will be held in confidence.~~

~~Qualifying for this leave may be~~ for any one or more of the following reasons:

- ~~1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member~~
- ~~2. member; or~~
- ~~2. Obtaining services from a victim service organization; or~~
- ~~3. Obtaining psychological or other counseling for the employee or employees family or household member; or~~
- ~~4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to address safety issues (including economic issues); or~~
- ~~5. Seeking legal assistance or remedies, including preparing for and participating in any civil or criminal legal proceeding related to the abuse or violence.~~

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DEFINITIONS

A. "12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.

B. "Family or Household Member" – means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

C. "Parent" - means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

D. "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

E. "Domestic or Sexual Violence" - means domestic violence, sexual assault, or stalking.

COVERAGE AND ELIGIBILITY

Both full and part-time employees are eligible to apply for this leave.

INTERMITTENT OR REDUCED SCHEDULE LEAVE

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

SUBSTITUTION OF PAID LEAVE

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

When the employee's need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), this leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

NOTICE REQUIREMENT

An employee is required to give 48 hours' notice to the Library District in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

CERTIFICATION

Section IV — Personnel Policies

For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The employee as soon as reasonably possible, but in most cases must provide the certification within 15 days after requested.

The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
- A police or court record; or
- Other corroborating evidence.

All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

EFFECT ON BENEFITS

During an approved VESSA leave, the Library District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Library District will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the Library District for the cost of the premiums paid by the Library District for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond your control.

JOB PROTECTION

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain return to Work Medical Certification forms from the Library Director. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

REASONABLE ACCOMMODATIONS

The Library District supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Library.

Section IV — Personnel Policies

District.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact the Library Director. For purposes of this policy "family or household member" means a spouse, parent, son, daughter, other person related by blood or present or prior marriage, other person that shares a relationship through a son or daughter, and persons jointly residing in the same household. A perpetrator of acts of violence is not covered by this policy.

An employee may elect to substitute accrued paid vacation, sick or personal time for any part of the VESSA leave. If paid leave is substituted for unpaid VESSA leave, the Library will deduct your portion of the health plan premium as a regular payroll deduction. If leave is unpaid, you must pay your portion of the premium during the leave. Your healthcare coverage may cease if your premium payment is more than thirty days late.

Section IV — Personnel Policies