

North Riverside Public Library District

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1. Governance

1.1. Mission Statement and Objectives

The objective of the North Riverside Public Library is to provide a variety of services free or low cost to all members of the community. The Library intends to build a well-balanced collection of print and non-print materials to meet the inspirational, recreational and informational needs of the community. It shall be the policy of this Library to provide materials that will best meet the needs of the community.

1.2. Bylaws

1. Establishment and Authority [75 ILCS 16/30-35]

1.1 The North Riverside Public Library District was established in April, 1983. The District operates according to the provisions of Chapter 75, Act 16, of the Illinois Compiled Statutes, 1992 (The Illinois Public Library District Act of 1991).

1.2 These rules are supplementary to the provisions of the statutes of the State of Illinois, which hold precedence as they relate to the procedures of boards of library districts.

1.3 The office of the Board shall be located at the North Riverside Public Library, 2400 S. Des Plaines Ave. North Riverside, Illinois 60546.

2. Purpose [75 ILCS 16/1-10]

2.1 The purpose of the North Riverside Public Library District is to provide a local institution of general education for its taxpayers. To this end, the Board of Trustees and its Staff shall carry out the spirit and intent of the Illinois Public Library District Act by establishing, supporting and maintaining a library within the District and by providing library services.

3. Board of Trustees [75 ILCS 16/30-10, 16/30-25]

3.1 The Board of Library Trustees of the Public Library District, North Riverside, Illinois is composed of seven members. Trustees are elected biennially for six-year staggered terms.

3.2 The term of each member of the Board of Trustees shall commence on the third Monday of the first month following election and continues until a successor is duly elected and qualified.

3.3 A vacancy on the Board of Trustees shall be filled by the remaining Trustees until the next regularly scheduled election of Trustees, at which time a Trustee will be

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elected to fill the remainder of the unexpired term, in conformance with the Illinois Public Library District Act.

3.4 The Board of Trustees may declare a vacancy in the office of Trustee when an elected or appointed Trustee:

- a. declines, fails or is unable to serve,
- b. becomes a nonresident of the District,
- c. is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him/her by the Illinois Public Library District Act of 1991, or
- d. fails to pay the library taxes levied by this District

Before declaring a vacancy in the office of Trustee, the Trustee in question shall be notified in writing of the reason(s) why the Board of Trustees is considering declaring a vacancy in his/her office. The written notice shall be mailed at least fifteen (15) days before the date of a proposed meeting when the reason(s) for declaring a vacancy shall be considered by the Board of Trustees. The Trustee in question may be represented by an attorney and shall be given an opportunity to be heard, produce witnesses and cross-examine witnesses at the meeting at which the vacancy of his/her office is to be considered by the Board of Trustees. Upon the affirmative vote of a majority of the Board of Trustees, a vacancy may be declared in the office of the Trustee for any one or more of the four (4) reasons set forth above. In the event a vacancy is declared in the office of Trustee, said vacancy shall be filled pursuant to the provisions of section 16/30-25 of Chapter 75 of the Illinois Compiled Statutes.

3.5 In order to provide, support and maintain public library service within the District, the Board of Trustees shall have the exclusive powers and duties of governance of the District, providing for both physical and financial needs of the District and shall appoint a competent Librarian and necessary Staff, all in compliance with the provisions of the Illinois Public Library District Act and such other laws which may apply.

4. Officers [75 ILCS 16/30-40, 16/30-45; 5 ILCS 120/2.06]

4.1 The officers of the Board of Trustees shall be President, Vice-President, Treasurer and Secretary. They shall be elected at an organizational meeting following the regular Trustee election and certification and shall serve for one year or until their successors are elected. A vacancy in an office shall be filled by the Board for the unexpired term.

4.2 The President shall preside over all meetings. In the President's absence, the Vice-President shall preside. In the absence of both the President and the Vice-President, a temporary chairman shall be elected by the Board of Trustees. The President shall perform all other duties as prescribed by law. The President shall, with the approval of the

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Board of Trustees, appoint committees. The President shall be ex officio member of all committees. The President shall not have nor exercise veto powers.

4.3 The Treasurer shall keep and maintain all District accounts and financial records during his/her term of office according to the Illinois Public Library District Act. These records shall be subject to audit by two other Trustees appointed by the President as prescribed by the Illinois Public Library District Act. The Treasurer shall perform all other duties as prescribed by law. The Treasurer shall give bond to the District to discharge faithfully the duties of his/her office and to account to the District for all District funds coming into his/her hands and which bond shall be in such amount and with such sureties as shall be approved by the Board. The cost of such bond shall be borne by the District.

4.4 The Secretary shall keep and maintain appropriate minutes and records during his/her term of office according to the provisions of the Illinois Public Library District Act. These records shall be subject to audit by two other Trustees appointed by the President as prescribed by law. The Secretary shall perform all other duties prescribed by law.

5. Meetings [75 ILCS 16/30-50; 5 ILCS 120/2, 2.01, 2.02, 2.03, 7]

5.1 At least five regular meetings of the Board shall be called each fiscal year.

5.2 Within thirty (30) days after the beginning of each fiscal year, the Secretary of the Board shall give public notice of the schedule of regular meetings of the Board for the ensuing fiscal year, stating the regular meeting dates, times and places of such meetings, by posting a copy of the notice at the Library.

5.3 The date, place and time of a particular regular meeting may be changed by the affirmative vote of a majority of the Trustees present and voting at the regular meeting prior to the meeting affected.

5.4 A special meeting of the Board may be called by any four (4) Trustees. No special meeting shall be held unless notice of the time and place thereof shall be given to all Trustees and posted for the public at least forty-eight (48) hours in advance of said special meeting, except in cases of bona fide emergency.

5.5 Public notice of any rescheduled regular meeting shall be given at least ten (10) days before such meeting by published legal notice and by posting public notice at the Library. In addition, notice of rescheduled or special meetings shall be given to any local news medium which has filed an annual request with the Secretary of the Board in compliance with Illinois statutes. Such public notice does not apply in the case of bona fide emergency or when the announcement of the time and place of a reconvened meeting has been made at the original meeting and there has been no change in the agenda of the meeting.

5.6 The Annual Meeting shall be held at a time and place selected by the Board. The purpose of this meeting is to provide for completion and presentation of the Annual

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and Financial Reports of the District, to review the Bylaw and Policy Manual of the District and to appoint standing committees.

5.7 Meetings of the Board and its committees shall be open to the public and shall be conducted in compliance with Illinois statutes.

a. The Board welcomes comments from the public who attend Board meetings. The Board provides a specific period on the agenda during meetings when citizens may comment.

1. All persons wishing to speak must sign up prior to the meeting. A sign-in roster will be provided. The roster will determine the speaking order for people who wish to make public comment. People wishing to address the Board will be asked to provide their name. Anyone refusing to identify himself or herself will be prohibited from speaking.
2. Public comments are limited to 2 (two) minutes per speaker.
3. A spokesperson representing several other parties or organization will also have two (2) minutes to make public comment.
4. If the number of people wishing to speak is large, the President or President pro tem may rule that a separate meeting be scheduled on a particular issue and ask that those wishing to comment do so at that meeting.
5. Public comments will be addressed to the Board, not to other members of the public.
6. The public comment portion of the meeting will be the first order of business at all meetings.
7. If at any time a speaker appearing before the Board exceeds the time limitations set forth in this policy or becomes abusive in language or behavior, the President or President pro tem may declare that person out of order and refuse him or her permission to continue to address the Board.
8. A written summary of public comments will be recorded in the minutes of the Board meeting at which the comments occurred.

5.8 A quorum of the Board shall consist of four (4) members and a majority of those present shall determine the vote taken on any question.

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5.9 Electronic conferencing for meeting attendance and voting requirements is permissible as long as the meeting is conducted in accordance with the Open Meetings Act [5 ILCS 120/7]:

a. A Board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to i) personal illness or disability, ii) employment purposes or the business of the Board, or iii) family or

other emergency.

b. A quorum of members of the Board must be physically present at the location of the meeting. Only additional members – those members not part of the required physically present quorum – may attend by electronic conferencing.

c. All Board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site.

d. The meeting minutes shall indicate if a Board member was present by electronic conferencing.

e. A Board member who intends to attend a meeting by electronic conferencing must provide notice to the Board President or Director at least 24 hours prior to the meeting.

f. The location of the meeting shall be equipped with a suitable transmission

system (e.g. speakerphone) in order that all in attendance, including the public

audience, will be able to hear any input, vote, or discussion of the conference

and that the member attending by electronic means shall have a similar

capability of hearing such input, vote, or discussion.

5.10 *Robert's Rules of Order, Newly Revised* or its successor shall prevail on any question not prescribed by statute or by the District's established rules. The rules of order, other than such rules that may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at a meeting.

6. Committees and System Representation [75 ILCS 16/30-45; 5 ILCS 120/2.06]

6.1 The following standing committees shall be appointed at the Annual Meeting: Building and Grounds, Finance, and Personnel/Policy. Members of standing committees shall serve for a term of one (1) year.

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6.2 Ad hoc committees may be appointed from time-to-time as the Board may decide and direct.

6.3 All committee members shall be appointed by the President, with the consent of the Board.

6.4 The President shall designate, with the consent of the Board, a member of the Board to serve a three-year term, to be reviewed annually, as the District's representative to the Library system.

6.5 All Board committees shall take minutes of their meetings and shall submit them to the Library Board at the next regular meeting.

7. General Provisions [5 ILCS 120/2.02]

7.1 An agenda for each regular meeting of the Board of Trustees shall be prepared by the Executive Director in consultation with the Board President preceding such meeting.

7.2 The regular order of business at all regular meetings shall be as follows:

1. Roll call and declaration of quorum
2. Public comment
3. Disposition of minutes of previous meeting(s)
4. Financial reports
5. Director and Staff reports
6. Committee reports
7. New business
8. Old business

7.3 The District's fiscal year shall begin with July 1 and end with June 30.

8. Director [75 ILCS 16/30-55.35]

8.1 The Board shall appoint a competent Librarian, who shall be responsible to the Board of Trustees, to serve as Director.

8.2 Among the duties of the Director shall be the following:

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- a. to serve as the chief administrative officer of the Library,
- b. to implement the decisions and policies of the Board of Trustees
- c. to direct and supervise all Staff,
- d. to submit regular reports to the Board and to recommend such policies and procedures as in the opinion of the Executive Director will promote the efficiency of the Library in its service to the public.

8.3 The Director shall hold only such financial authority as may be delegated by Board policy.

8.4 The Director shall be accountable to the Board through the President or a person so designated by the President.

9. Amendments

9.1 These rules may be amended by an affirmative majority vote of all the members of the Board of Trustees.

9.2 A proposed amendment to these rules shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

10. Severability

10.1 If any provision of these Bylaws enacted after their effective date is held invalid, such invalidity does not affect other provisions or applications of these Bylaws.

1.3. Board Meetings

(revised April 11, 2011)

(revised April 9, 2012) (revised October 21, 2019)

The Board of Trustees will be scheduled to meet according to a schedule set each year by the Library Board of Trustees and approved at the December meeting. Other changes in time and /or place of meeting are to be decided by the Library District Board far enough in advance for the public to be notified as specified on the Open Meetings Act.

Visitors who wish to make a public comment at the meeting are asked to complete the request form and present it to the Board Secretary or other Library Trustee.

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Public comments are permitted during the “Open Forum” portion of the Agenda. The Board President will invite visitors to address the Board and will determine the order in which speakers will be recognized. Prior to making any comments, each speaker will be asked to provide his or her name and address and his or her group affiliation (if any).

The President may also grant a request to address the Board during other portions of the meeting. The President has the discretion to determine the length of time and the number of times a speaker may speak. Each person is allowed a maximum of three (3) minutes to speak. Comments should be brief and to the point. An immediate response from the Board is not required.

Minutes are a summary of the Board’s discussions and actions. Speakers’ requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library’s file rather than in the minutes.

1.4. Open Meetings Act

(adopted February 13, 2012) (revised January 13, 2014) (revised October 21, 2019)
(revised July 20, 2020)

Meetings covered under the Open Meetings Act

“Meeting” is defined as any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business. Advisory committees and/or subcommittees are also included. This includes in-person, telephonic and electronic assemblages.

Exceptions for Closed Meetings

Employment/Appointment Matters

Legal Matters

Business Matters [primarily concerned with purchase or lease of real property, or investments]

Security/Criminal Matters

Miscellaneous specific exception

The exceptions to the Open Meetings Act are limited in number and very specific. Because they are contrary to the general requirement that meetings

be open, the exceptions are to be strictly construed, extending only to subjects clearly within their scope.

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Taping and Filming

The Library Board will permit the recording of the proceedings of a public meeting of the Board or Committee of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting. Meetings or portions of meetings which are permitted by the Act to be closed to the public may not be recorded by the public. The Chairperson of the Board or Committee may designate a location for recording equipment or camera, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting. The Chairperson of the Board or Committee shall be the Board member with authority to determine when any recording device or camera interferes with the conduct of a Board or committee meeting and may order that an interfering device be removed.

No recordings shall be allowed unless the person seeking to record a public meeting notifies the Library Director of his or her intent to record said meeting prior to the meeting. Further any requests for special accommodations must be made at least two (2) business days before the meeting. The chairperson may in his or her sole discretion grant any special accommodation requests.

At the start of any meeting which is to be recorded, the chairperson shall notify the audience of the recording and advise all of their right to refuse to be filmed. The chairperson may prohibit the recording of any audience member who objects to the recording. The chairperson may impose additional rules or limitations on any recording, as he or she deem necessary or appropriate to preserve the orderly operation and decorum of the meeting. The chairperson shall order the immediate termination of any recording which is disruptive to the meeting, or which distracts, disturbs or is offensive to members of the public body, witnesses, or the audience.

No recording shall be used for a commercial for profit enterprise, without the written approval of the chairperson and the village administrator.

Nothing in these rules shall be deemed to grant permission to publish or broadcast the recording of any individual. These rules may be modified on a temporary basis for good cause shown by a majority vote of the Library Board or Committee of the Board.

Minutes of Open Meetings

All public bodies shall keep written minutes of all their open meetings. Minutes shall include a summary of discussion on all matters propose, deliberated, or decided, and a record of any votes taken. That means that any discussion must be summarized, rather than just a simple note that a discussion took place.

The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body.

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Minutes of Closed Meetings

Minutes of closed meetings are available only after a determination by the public body that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential after 18 months.

Public bodies are required to review closed meeting minutes at least twice a year to determine whether a need for confidentiality exists with respect to all or part of the minutes. A closed meeting may be held to conduct the mandated review, but determinations on such minutes are to be reported in open session. Minutes of closed meetings are exempt from inspection under the Freedom of Information Act until the public body makes the minutes available to the public. A closed meeting may be held to approve the minutes of a prior closed meeting.

Public Notice

Public notice must be given for all meetings by posting a copy of the notice at the principal office or at the building in which the meeting is to be held.

A schedule of regular meetings must be posted at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting is required to be posted 48 hours in advance of such meeting.

Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda. Public notice is not necessary for a meeting to be reconvened within 24 hours or if the time and place of the reconvened meeting was announced at the original meeting and there is no change in the agenda.

The Act requires that notification be given to each news medium that has filed an annual request for notice. Such news media providing a local address or telephone number for notice are entitled to notice of special, emergency, rescheduled or reconvened meetings.

Public Meetings

Public meetings must be held at times and places convenient and open to the public.

If a public body holds a meeting without fulfilling the public notice and public convenience requirements, it has violated the Act.

Courts have ruled that a meeting is not held in a place "convenient" to the public if held in a room too small for the numbers of citizens who wished to attend.

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New Open Meetings Act Training Requirement for 2012

Each elected and appointed member of a public body subject to OMA must successfully complete the electronic training between January 1, 2012, and January 1, 2013. Those persons who become members of a public body after January 1, 2012, must complete the electronic training not later than 90 days after the member takes the oath of office or otherwise assume responsibilities as a member of a public body. A member of the public body who completes the OMA training then files a copy of the certificate of completion with the public body.

Enforcement

Any person, including the State's Attorney of the county in which such noncompliance may occur, may bring a civil action in the circuit court for the judicial circuit in which the alleged noncompliance has occurred or is about to occur, prior to or within 60 days of the meeting.

Violation of the Act is a criminal offense, a Class C misdemeanor, punishable by a fine of up to \$1500 and imprisonment for up to 30 days.

Remote Board Meeting Participation

Under limited circumstances, Trustees unable to be physically present at a public meeting may participate in the meeting via communication devices. Communication devices include, without limitation, audio and/or video equipment which allows all Trustees and other meeting participants to interact on all motions, discussions and votes. The limited circumstances which allow a Trustee to participate via communication devices are personal illness or disability, employment purposes, family emergency or other emergency. A Trustee wishing to attend via communication devices must give advance notice to the Board Secretary of the desire to attend via communication devices (unless notice is impractical). The circumstances supporting use of communication devices shall be announced at the start of a meeting and such circumstances shall be noted in the minutes of the meeting.

Only Trustees attending in person shall be counted toward establishing a quorum. A majority of the quorum must vote in favor of a Trustee attending via communication devices. Trustees attending remotely will be so noted in the minutes

1.5. Closures

(reviewed: April 9, 2012)(revised: October 13, 2014)(revised: February 20, 2018) (revised October 21, 2019)

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The hours of the Library are as follows:

MONDAY	10:00	a.m.	-	8	p.m.
TUESDAY.....	10:00	a.m.	-	8	p.m.
WEDNESDAY.....	10:00	a.m.	-	8	p.m.
THURSDAY.....	10:00	a.m.	-	8	p.m.
FRIDAY.....	10:00	a.m.	-	7	p.m.
SATURDAY.....	10:00	a.m.	-	6	p.m.
SUNDAY.....	Closed				

1.5.1. Emergency

(Adopted April 14, 2014) (revised October 21, 2019)

To fulfill its mission of public service the North Riverside Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and the staff.

However, inclement weather can cause transportation problems or locally hazardous conditions. At times when the weather becomes hazardous to the health and/or safety of the public and/or library staff, the Library will close, delay opening or close ahead of schedule. The decision to close or postpone the opening of the library due to inclement weather is reached at the discretion of the Library Director or, if the Library Director is not present, by administrators on duty.

However, if Riverside-Brookfield High School and its feeder elementary school districts choose not to open for the day, the North Riverside Public Library will delay opening and reassess the situation at 11 a.m. If conditions are improved, streets are accessible and the Library parking lot has been cleared, the Library may open later in the day.

In the event of a power or HVAC failure, the decision to close will be made upon the following factors.

In warm weather months, if the inside temperature reaches 85 degrees, the staff will be retained for 30 minutes and all computer equipment will be shut off to avoid damage due to overheating. A core staff will be retained for an additional 30 minutes in case the building is able to be reopened. After the full hour, the Library will be closed for the day.

In cold weather months, if the inside temperature drops to 60 degrees, the same procedure will be followed.

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In the event of a power outage on or after 6 p.m., the building will be closed immediately for the day.

If the building is to close early, library patrons already in the facility will be notified immediately. No fewer than two staff members will remain in the Library until all patrons have vacated the premises.

If the library closes unexpectedly, the Library Board president will be called at any time.

1.5.2. Holidays

The Library will be closed on the following days:

JANUARY 1 New Year's Day
MAY (Last Monday) Memorial Day
JULY 4 Independence Day
SEPTEMBER (first Monday) Labor Day
NOVEMBER (last Thursday) Thanksgiving Day
NOVEMBER (last Friday) Day after Thanksgiving Day
DECEMBER 24, (Christmas Eve)
DECEMBER 25, (Christmas Day)
DECEMBER 31, (New Year's Eve)

The Library will close at 6:00 p.m. on Thanksgiving Eve. In the event that Christmas Eve or New Year's Eve fall on a Sunday, the library will be close at 3pm the proceeding Saturday. In the event Christmas Day or New Year's Day fall on a Sunday, the library will be closed the following Monday.

2. Financial

2.1. Donations

a) (reviewed February 15,2012)
(reviewed August 15,2013)
(revised June 9, 2014)
(revised October 21, 2019)

The North Riverside Public Library Board of Library Trustees (the Board) actively encourages gifts and contributions which will help the North Riverside Public Library (NRPL) better serve the needs of the community. All donations and gifts to NRPL are subject to applicable Illinois statutes as well as NRPL's policies and guidelines,

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including those relating to the selection and provision of access to books and other resources. The Board, or the Board's delegated authority:

- Makes the final decision on the acceptance, use or other disposition of donations/gifts;
- Reserves the right to accept donations/gifts which have conditions or restrictions. (75 ILCS 16/30-75)
- Will issue receipts acknowledging a donation for the receiptable value when requested.
- Will not fund donation efforts by outside groups.

Gifts, donations and pledges are subject to approval by the Board of Trustees if the monetary value is over \$1500 or given to the library with stipulations. Gifts, donations and pledges under \$1500 in value will be approved by the Director. The Board of Trustees and Director will make use of or dispose of gifts, donations and pledges in the best interest of the Library.

Monetary gifts, donations and pledges will be acknowledged by representation on the Donor Wall as well as a thank you card for funds totaling over \$100.

Commemorative book(s) receive a bookplate listing the donor and the honoree. An acknowledgement letter will be sent to the honoree.

Unless restricted, all non-cash gifts may be altered, sold, or disposed of in the best interest of NRPL

The Director is responsible to:

- Assess that this Policy is consistent with applicable requirements and guidelines.
- Review and validate overall donation reporting
- Identify priority institutional enhancement areas
- Periodically seek appropriate counsel from donors and department and administrative offices to ensure this Policy is supporting the aims and objectives of NRPL.
- Advise NRPL donors and administrators as to the terms, conditions and application of this Policy.

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- Provide required financial reporting in keeping with management and donor requirements.
- Develop and promote communication regarding this Policy to NRPL community and donors.
- Allocate funds approved by the Board.

b) Donations from the Library

(approved March 12, 2012) (reviewed August 15, 2013) (revised October 21, 2019)

The North Riverside Library Policy on Memorials and Tributes provides a meaningful way for the Board of Trustees to celebrate an important person or event in the community and express condolences to a staff member who has lost a loved one.

Memorials can range up to \$50.00.

2.2. Endowment Fund

Establishment:

A fund to be known as the Endowment Fund is hereby established

Purpose:

The purpose of the Endowment Fund is to allow an accumulation of funds outside of NRPL's other funds for projects approved by the Board.

Endowment Fund Defined:

The Endowment Fund is composed solely of donations and bequests and other assets conveyed specifically to NRPL's Endowment Fund.

Management:

The Board is responsible for overseeing the proper investment of all funds in the Endowment Fund. The Board may appoint a manager of the Endowment Fund.

Investment Objective:

Money in the Endowment Fund may be invested without the restrictions applicable to NRPL's other funds per the Public Funds Investment Act, 30 ILCS 235/0.01 et seq. (the Act)

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Donors to the Endowment Fund shall be advised that investments in the Endowment Fund are not subject to the Act.

The investment objective of the Endowment Fund is to maximize a long- term rate of return while minimizing the risk of loss of capital. Achieving these goals will require assuming a moderate level of risk, accepting a long term investment horizon, and diversifying assets. The Endowment Fund will be invested to maximize total return (capital appreciation, plus interest and dividend income) consistent with a prudent level of risk.

Evaluation & Performance Criteria:

Performance and activities of the manager of the Endowment Fund will be evaluated at least annually. The Board will utilize professional management services for investment of the Endowment Funds. The Board may employ advisors or consultants for an independent investment performance analysis.

Prohibited Transactions:

The Endowment Fund will not be invested in any of the following:

- Margin purchases
- Private placements or other restricted securities
- Commodities
- Foreign issues, unless traded on U.S. exchanges or markets
- Any investment specifically prohibited by the Board

Communication & Review:

Periodic statements of activity (at least quarterly) shall be provided to the Board.

The Endowment Fund's investment manager should expect to provide in person presentations to the Board at least once per year. These presentations will include a report of portfolio status, time weighted returns in accordance with Association for Investment Management and Research performance measurement standards, performance comparisons to appropriate benchmarks, economic outlook, investment strategy, and other matters relevant to Endowment Fund assets. Communication by telephone, letter, personal consultation, and/or other means will be provided as requested by the Board. The investment manager shall report to the Board promptly any significant changes in management or investment personnel.

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2.3. Investments

(revised November 15, 2010) (reviewed February 15, 2012) (revised September 9, 2013)
(revised October 21, 2019)

The North Riverside Public Library District Investment Policy for the administration of public funds is as follows:

The Library District policy is to have real estate tax proceeds deposited by direct deposit from Cook County, Illinois. All other receipts are deposited immediately upon receipt. Whenever possible, funds are deposited in interest bearing accounts that yield the highest rates available.

All funds are deposited in banks and financial institutions insured by the Federal Deposit Insurance Corporation (FDIC) in amounts up to \$250,000.00.

Any funds destined for short-term use over \$250,000.00 are collateralized by the bank, with the bank pledging United States securities specifically to the Library District.

Funds available for long-term investment (six months or more) are invested in United States Treasury Bonds or Notes and Certificates of Deposit that are insured by the FDIC or collateralized by the bank if over \$250,000.

2.4. Library Foundation

(adopted May 12, 2014) (revised October 21, 2019)

The North Riverside Public Library views the North Riverside Library Foundation organization as an important community resource for the NRPL in increasing understanding of, and support for, the library within the North Riverside community. As a volunteer organization, members are provided with an opportunity to use their time, skills, resources and contacts in a worthwhile community endeavor, while receiving recognition for their efforts, making library strengths and needs known to the public.

The role of the Foundation is a support group, rather than a policy-making body. The Foundation may raise money through fund raisers, sponsorship of special events or other means endorsed by the Library Board and Library Director.

The objectives of the North Riverside Library Foundation are:

- To encourage public interest and support for the library
- To encourage gifts and memorials for the library
- To purchase special items which cannot be taken care of in the library's budget

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- To assist in public relations and community awareness of and use of the library
- To sponsor programs that support the library's mission

The Foundation group will have a written statement of purpose and by-laws which should be in accordance with the policies of the NRPL Board of Trustees.

Funds raised by the Foundation should not be a substitute for adequate local funding.

Funds raised by the Foundation should be maintained in an account separate and distinct from the library's operating accounts. This account should be administered by the Library Foundation board.

Funds raised by the Foundation in the name of the library will be used to support programs and materials of the library.

Gifts made to the library by the Foundation should conform to the library gift and fiscal policies, and may not be used to dictate library policy.

Suggestions for service improvements may be directed to the Library Director, and requests for resources or assistance may be submitted to the North Riverside Library Foundation.

2.5. Money Handling

(Adopted 10/16/17) (revised October 21, 2019)

This policy defines the responsibilities for any library employee who handles currency, cash equivalents, charge card transactions, or checks (hereafter referred to as "money"). Departments that receive, handle,

transport or deposit money must follow these procedures to prevent financial loss, prevent and detect errors, promote security and accurate financial reporting. All employees are responsible for complying with the policy described herein. Non-compliance with this policy could lead to disciplinary action.

Money Handling & Cash Register Operation:

- o Only employees with appropriate training are authorized to use the cash register, during their assigned work shifts only.
 - o Use of library funds for cashing checks is prohibited. Checks may not be written for an amount above what is necessary for payment.
 - o Cash should never be left unattended, for any period of time.
 - o When an employee receives cash, it is to be deposited immediately into the cash register under the correct category/code.

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- o If a patron wishes to pay using a charge card, the charge will be processed through the Library's secure charge card machine. No copies of the patron's account number, expiration date, or CVV security code will be kept.
- o A receipt is offered to patrons for every charge card transaction showing the date of the transaction and the amount charged to the patron's charge card.
- o All cash register mis-rings and errors will be promptly noted, and a note describing the date, time and clerk responsible, the error and any correction(s) made will be placed in the cash drawer so that it can be reviewed at the time of reconciliation.
- o Refunds in cash will not be given. If the Library owes a patron any money (for return of a lost/paid book, etc.), an employee will take the pertinent information from the patron and request a check following procedures.

Safeguarding Funds:

All funds collected during open operations are stored in the locked cash drawer. After hours, all funds are kept in a locked safe. Only circulation staff and supervisory personnel will have access to these funds during the hours the library is open. At the end of the last shift of the day, all funds are transferred from the cash register to the safe.

Daily Reconciliation:

Cash shall be reconciled on a daily basis following established procedures.

Deposits:

- o Bank deposits are made by the library director or a designee every two weeks or sooner if there is a large accumulation of cash.

2.6. Purchasing

(adopted October 8, 2012) (revised October 21, 2019)

Under the discretion of the director or his/her designee, staff shall have the authority to purchase books and other materials for the public, standard supplies and replacements as outlined in the annual budget.

The director or his/her designee is authorized to enter into routine repair and maintenance contracts as permitted by the budget without prior Board approval.

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The director or his/her designee also is authorized to approve routine Library purchases up to \$2,500 as permitted by the budget without prior Board approval.

Purchases under \$25,000

Whenever practical, the director or his/her designee should obtain at least three estimates before purchasing services, equipment or materials for the Library. A purchase contract should be awarded to the lowest qualified bidder with the approval of the Board of Trustees as necessary.

Purchases over \$25,000

Specifications and a contract must be prepared for expenditures estimated to exceed \$20,000. A one-time legal notice should be placed in a local newspaper of general circulation inviting bids. Specifications and instructions to bidders should be distributed to those firms identified as appropriate, and any firms which request specifications and instructions.

A closing time and date shall be specified for all bids, which will be publicly opened and read at that time. All instructions to bidders should note that the Board reserves the right to reject any or all bids, and may waive irregularities. Staff should refer all bids to the Board with an analysis and a recommendation for acceptance or rejection.

Insurance

All companies bidding on insurance coverage for the Library shall have an A.M. Best Co. rating of at least A- or the equivalent.

2.7. Surplus Property

(adopted October 8, 2012) (revised October 21, 2019)

The Public Library District Act of 1991 provides that, "The board may sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes under terms the board deems best" [75 ILCS 16 / 30-55.30].

The Act describes the manner in which a Library District may sell or otherwise dispose of such property [75 ILCS 16 / 30-55.32], as follows:

"[The] property may be sold or disposed of at a public sale as follows:

- (1) Personal property of any value may be donated or sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act under terms or conditions determined by the board.

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(2) Personal property having a unit value of \$1,000 or less may be disposed of as determined by the board.

(3) Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed at the library, and a public notice of its availability and the date and the terms of the proposed sale shall be posted.”

Pursuant to the Act, the following methods shall be employed by the North Riverside Public Library District to sell or otherwise dispose of surplus property:

(1) Public Sale: Items on the list may be offered for public sale at auction, either live or silent, or on the basis of sealed bids. In all such cases, the Library will publish a public notice of the sale in a local newspaper of general circulation.

(2) Offer of Donation: Items may be offered for sale or as a donation to other tax-supported libraries or library systems, as well as other units of local government and not-for-profit organizations. In the latter instance, first preference will be given to organizations located in the North Riverside Public Library District.

(3) Recycle: Items that are not sold or otherwise disposed of will be recycled, as appropriate.

(4) Discard: Any remaining items will be discarded.

As needed, the Library Director shall ask the Library Board to adopt “A Resolution Declaring Selected Library Furniture, Furnishings, Equipment, and Supplies to Be Surplus Property, and Authorizing the Disposition of the Surplus Property.”

3. Confidentiality

(adopted April 9, 2012) (reviewed August 15, 2013) (revised October 21, 2019)

The North Riverside Public Library abides by Illinois Law (Illinois Library Records Confidentiality Act 75 ILCS 70), which states that the records of patron transactions and the identity of registered library patrons is confidential material. The North Riverside Public Library does not make available the records of patron transactions to any party except in compliance with the law. The North Riverside Public Library does not make available lists of registered library patrons except in compliance with the law.

3.1. Identity Protection Act

(adopted April 11, 2011) (reviewed March 14, 2012) (reviewed January 27, 2014) (revised October 21, 2019)

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The North Riverside Public Library adopts this Identity Protection Policy pursuant to the Identity Protection Act (5 ILCS 179). The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers which agencies collect, maintain and use. It is important to safeguard Social Security Numbers against unauthorized access as SSNs can be used to facilitate identity theft.

Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that individual with a statement explaining the purpose for collecting and using the SSN.

Under the Identity Protection Act, the library is not allowed to 1) publicly post or display a person's SSN, 2) print a SSN on any card required to access products or services provided by the public entity, 3) require an individual to transmit a SSN over the Internet, 4) require an individual to use a SSN to access an Internet website, 5) print an individual's SSN on any materials mailed to the individual (unless required by law), 6) collect, use or disclose a SSN unless it is required to do so by law, the need and purpose for the SSN is documented before the collection of the SSN and the SSN collected is relevant to the documented need and purpose and 7) use a SSN for any purpose other than the purpose for which the SSN was collected.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five (5) sequential digits for a SSN are accessible as part of personal information.

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

3.2. Video/Photo Policy (add)

4. Patrons

4.1. Patron Code of Conduct

(adopted June 8, 2009) (revised September 10, 2012) (revised March 11, 2013) (revised December 9, 2013) (revised May 9, 2016) (revised September 20, 2021)

The Board of Library Trustees has the authority to determine rules and regulations for the government of the Library as may be expedient, including but not limited to, rules of behavior necessary to protect the rights of individuals to use Library materials and services, to protect the

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right of Library employees to conduct Library business without interference and to preserve Library materials and facilities. Illinois law authorizes the Board to “exclude from the use of the Library any person who willfully violates the rules prescribed by the Board.” (Illinois Compiled Statutes 75 ILCS 5/4-7)

The Board of Trustees believes that Library patrons have the right to use Library materials and services without being disturbed or impeded by other Library users; that Library patrons and employees have the right to an environment that is secure and comfortable; and that Library patrons and employees have a right to materials that are available and in good condition.

The general rules of behavior in the library are given below and will be posted at each level of the building. The actions that will be taken to enforce these rules are available for examination at any public service desk.

Unacceptable behavior includes:

- Consuming food or beverages in containers without lids
- Smoking, including the use of electronic cigarettes, or using tobacco products
- Engaging in illegal activity while in the library building or on library property
- Interfering with the use of the library by other patrons or interfering with library employees’ performance of their duties
- Creating an intimidating, hostile or offensive environment that disturbs or interferes with library employees.
- Defacing or marring library materials, building or property. Also, defacing, marring or in any way destroying or damaging library furnishings, walls, machines or other library or staff property
- Entering the building without shirt or footwear
- Lack of personal hygiene that is offensive to other patrons or staff
- Bringing pets or animals into the library other than service animals
- Operating wheeled vehicles or using wheeled footwear inside the building except for strollers or when used by a disabled person to access the library
- Use of cell phones is prohibited if it becomes disruptive to other patrons or staff
- Creating excessive noise within the library that disturbs other patrons
- Non-library solicitation, including distribution of leaflets, surveys, petitions or similar activity except as authorized by the library director
- Posting notices without approval of the library director
- Vulgar or disrespectful language and hate speech
- Physical contact with other patrons or staff or verbally or physically threatening, harassing or striking other patrons or staff
- Fighting or challenging to a fight
- Littering
- Neglecting to provide proper supervision of children
- Entering areas designated for use only by library staff or using equipment designated for use only by library staff

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- Possession of firearms or other dangerous weapons of any type (except for law enforcement officers)

The above list is not all-inclusive and any behavior deemed unacceptable by the library staff also is prohibited.

In addition, registered sex offenders are banned from entering areas of the library district that are dedicated/established for service to children less than 18 years of age. They are further banned from attending programs that are dedicated for service to children less than 18 years of age, unless acting as the sole parent/legal guardian for a child.

In cases in which it is deemed necessary to enforce library rules, the police will be called for assistance.

An incident report shall be filed by the person in charge of the Library at the time if any infraction of the Standards of Public Conduct occurs.

It is at the discretion of library personnel to determine the point at which the above behaviors constitute a disruptive or abusive situation that may result in the following:

Disruption Policy:

- Any person (child or adult) causing a disruption on library property will be subject to the “one warning” rule. That is that the staff will inform the patron to behave in accordance with library policy and normal library behavior and on the second disruption (on the same day), the patron will be told to leave.
- A minor will be given the opportunity to phone their parent or guardian to inform them of the disruption.
- If the disruption is severe or if the patron threatens to injure an individual or damage property, the patron will be told to leave immediately without benefit of the “one warning” rule and police may be notified.
- Patrons who exit the premises prior to being asked to leave due to disruptive or inappropriate behavior will be notified by letter when possible that such behavior is unacceptable. The letter will explain that such behavior will not be tolerated in the future and failure to comply will result in the patron being asked to leave.

Expulsion of Patrons Policy:

- Expulsion of a patron will occur when abusive behavior occurs. Extremely abusive behavior will result in library staff contacting authorities. Following a warning, the first occurrence will result in a week (7 day) expulsion. The second occurrence will result in a month (31- day) expulsion with readmission granted pending a face-to-face meeting of the adult patron with the director. The third occurrence will result in an indefinite expulsion. Any patrons who have been indefinitely expelled may petition the Library Board of Trustees for readmission after 180 days.

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In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned.

4.2. Children in the Library

(revised May 12, 2014) (revised October 21, 2019)

In an effort to provide a Library environment that allows all patrons to utilize Library materials and information sources in a safe, relaxed manner, the Library Board of Trustees has adopted a policy statement concerning unattended or disruptive children.

Children under the age of 8 years must be continually accompanied by a parent, legal guardian or caregiver age 16 or older.

If a child is left unattended in the Library, the staff will attempt to locate his/her parents. Staff is not permitted to remain after hours with an unattended child or to give him/her a ride home. For the safety of the child, the staff will not leave a child under the age of 8 outside to wait on a ride. If a parent cannot be reached by the time the Library is to close, the Police will be called to escort the child home or keep the child until parents can be reached. No fewer than two Library staff members will remain with the child until the Police arrive.

4.3. Smoking (moved from personnel)

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)

NRPL is a no-smoking campus. This includes e-cigarettes/vaping.

5. Services

5.1. Library Card Eligibility

(Revised January 13, 2014)(Revised May 9, 2016)(Revised August 20, 2018) (revised October 21, 2019)

The North Riverside Public Library provides an opportunity for patrons to explore its materials via rental. Materials available for rental are printed as well as digitally accessible. In order to access these materials patrons must furnish a NRPL library card. There are different types of library cards available in order to access materials. A library staff member will be best suited to guide you through the steps by which you may obtain a North Riverside Public Library card. Below you will see an overview of various cards offered.

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1. Resident cards:

- a. Immediate issue: Residents over 18 years of age may register for a library card at the library with either:
 - i. a current updated government issued photo ID or
 - ii. an unexpired government ID AND one of the items in column 2 A
- b. Mailed Cards: Residents over 18 may apply with one government issued photo ID which is not updated (i.e. no current address) and opt to have their card mailed to the residence listed on their ID to fulfill residency verification.
- c. On-Line: Over 18 may apply online and pick up their card the following day. All cards must be picked up within 30 days. A current updated government ID or a non-updated government ID and an item from column 2 A will be required for verification.
- d. High school students: may apply using their current school issued ID. Students may pick up a library card application at the library, bring it home for parent’s signature and information, return the application to the library. Librarians will verify parent/guardian’s information by phone and their library card will be mailed to their residence.
- e. Age requirement: Children ages 0-high school must have a parent apply for their card. There is no age restrictions for library card issuance.
- f. Expiration: Resident library cards are valid for 2 years from the issuing date and must be renewed with a government ID at the library after that time.

Column 1:	Column 2:
Verify Identification	Verify Residency
A) Government issued Photo ID	A) Showing one:

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- Must show responsible party's name	- Current lease or mortgage statement
- Must be either State or Federal and not expired	- Utility bill, revolving account, or bank statement issued within 30 days
	- Official first class mail postmarked within 30 days ("Or current resident" not accepted)
	- Current car registration or auto insurance
B) High School Issued Photo ID	B) Having card mailed to residence
- Must show responsible party's name	- Initial restrictions apply outlined below*
- Must be the current school year	

*Residents may choose to verify their residency by having the library card mailed to their residence. Library cards will not be mailed to Post Office Boxes; library notices may be mailed to a PO Box at the patron's request but patron residence must remain on file. If at any time a library card or notice is returned to the library through the post office, the patron's account may be stopped and the patron asked to provide proof of residence from column 2 A above.

2. Non-resident tax payer cards:

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- a. Non-resident tax payers must provide a copy of their tax bill and may be issued one card per property.
 - b. Expiration: Cards will be valid for 2 years.
3. Non-resident cards:
- a. A non-resident is anyone who lives in Illinois and who does not have their principal residence in the North Riverside Library's district. A card may be purchased based on the formula set by the Illinois State Library. Those applying must provide their most recent tax bill.
 - b. Expiration: Cards are valid for 1 year.
4. Business Cards:
- a. Business cards will be issued to any organizational entity, profit or non-profit, that owns or rents property in the North Riverside Public Library District's boundaries. Businesses must:
 - i. Fill out an application.
 - ii. Apply with a letter on business letterhead requesting a library card stating who the designated card holder will be and who is responsible for any charges accrued on the card.
 - b. Expiration: Business cards are valid for one (1) year and must be renewed with an updated letter noting any changes to the designated card holder.
 - c. Fines and fees apply as they do to any other card. The business will be responsible for those charges.

Blocked cards:

- Patrons and businesses who hold cards are eligible to check out material and use the North Riverside Public Library's digital resources until their card reaches a \$5 in fines. Cards are then restricted until the fines are paid below \$5. Patrons may check out material at the library if they pay something to reduce their fines even if that does not bring their total below \$5 in most circumstances.

5.2. Notary Services

(revised October 21, 2019)

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The purpose of the Notary Policy is to ensure a clear understanding of this free service provided by the North Riverside Public Library to our patrons and community.

The Library provides notary service in accordance with the Illinois Notary Public Handbook, published by the Office of the Secretary of State, State of Illinois and with the Illinois Notary Public Law. This manual is available on the Secretary of State, State of Illinois' website. Library notaries will decline to provide notary service in situations that do not comply with the provisions of this manual.

BEFORE ARRIVING AT THE LIBRARY: There is generally a Notary available at the Library. However, we strongly recommend calling ahead (708-447-0869) to ensure that a Notary is available.

- Make sure you bring with you a valid state or federally issued card, with your photo and your signature. You do have to sign the document in the presence of our Notary.
- Make sure you bring your own witnesses if they are required.
- Make sure that documents are filled out and that there are no blanks or corrections. Please keep in mind: - Notaries cannot give legal advice;
- The North Riverside Public Library Notaries do not notarize Cook County real estate documents or I-9 forms;
- Due to Illinois notary law, we are unable to certify copies.
- Illinois law requires that a Notary and the patron seeking notarization be able to communicate directly with each other.

The Library Notary is not permitted to make use of a translator.

5.3. Passport Services (add - pending approval)

5.4. License Plate Renewals (add)

5.5. Faxes (add scanning)

(revised October 21, 2019) (2020 - draft revision in yellow)

Faxing through the scanner/fax machine is freely available to patrons. Staff will help patrons learn how to use the scanner/fax machine. If patrons need to make a copy of materials to facilitate faxing, those copies are charged at the rate of any other copy.

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Scanning at the library is free to patrons.

5.6. Technology

5.6.1. Internet Access

(revised January 10, 2010)(revised November 12, 2012)(revised July 18, 2015) (revised October 21, 2019)

As part of its mission to serve the educational and informational needs of the community, the North Riverside Library provides computers with public Internet access. A valid North Riverside library card is required for computer use.

Patrons owing \$5 or more in library fines will have their computer privileges blocked.

In the case of non-resident guests, one-time use may be allowed. Age Restrictions:

Children under 8 years old will be allowed access to unfiltered Internet computers if accompanied by their parent or legal guardian. Children's public computer use is limited to the Youth Services Department.

Parents are advised to monitor their children's use of the Library's computer systems if they wish to control the information, messages and graphics to which their children are exposed. Library staff cannot be held accountable for the monitoring of children's use. The Library recommends that parents/guardians discuss rules and limitations with their children before giving their children permission to access the Internet. Parents are also encouraged to discuss issues of appropriate use and safety with their children.

Inappropriate Uses:

- Using the Internet for any illegal or unethical activity, including violation of copyright or other contracts.
- Accessing, uploading, downloading, storing, viewing, listening to, transmitting or printing files, messages or graphics that are profane or obscene
- Hate mail, harassing or discriminatory remarks and other antisocial behaviors are prohibited.
- Behaving in a manner that is disruptive to other users.
- Degrading or disrupting equipment, software, or system performance. This includes, but is not limited to, destruction of, damage to, or unauthorized alteration of the Library's computer equipment, software, or network security procedures.
- Use of personal software.

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- Attempting or gaining unauthorized access to resources or entities.
- Using an account owned by another user.
- Display of graphic pornography. Such displays are inappropriate in a public building and may be considered sexual harassment.
- Installing or attempting to install viruses or other programs designed to damage or alter software on the workstations, the local area network or the Internet.
- Spamming; harassment of any type; threats or harassing on the basis of race, creed, gender, sexual orientation or place of origin.

The North Riverside Public Library District has the absolute right to monitor all Internet/public computer use via any means deemed necessary.

Accuracy Of Information:

The North Riverside Library District is not responsible for damages, direct or indirect, arising from a library patron's use of the Internet's information resources. Library patrons use the Internet at their own risk.

Time Limits:

For Library cardholders, public computer use is limited to a one-hour period, which may be extended as long as the terminal is available. Guests are limited to one hour of public computer use per day depending on availability.

Charges:

There is no charge for public computer use. There will be a charge for each usable page printed. Damages to computer equipment will be charged to the patron on an actual cost basis.

Termination Of Privileges:

Violation of any of the previously stated policies may result in suspension or revocation of privileges.

Shut Down:

Ten minutes before the library closes computers will be unavailable.

Alteration Or Modification Of Internet Policy:

The North Riverside Public Library reserves the right to alter or modify its Internet/public computer policy at any time.

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5.6.2. Wireless Internet

(revised November 12, 2012) (revised October 21, 2019)

Library users with a laptop or other wireless device can access the Internet via the North Riverside Library's unfiltered wireless connection.

Library users must provide their own device with wireless capability.

Users are responsible for setting up their own equipment. Library staff members are not permitted to provide direct assistance configuring laptops.

The library does not have the ability to block children's access to the Internet when they use their own computers and other devices to link to the wireless network. Parents and legal guardians are responsible for supervising their minor children's access to the wireless network at the Library.

The library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone with a wireless device and the appropriate software. Users are responsible for virus protection, personal firewall and other measures to protect the information on their laptop and are advised not to provide credit card numbers or other financial or personal information over the wireless network. The library is not responsible for any loss of information or damage to your laptop that might result from using the wireless network.

It is the library's goal to provide access to the wireless network during normal library operating hours. However, high demand, reliability of technology and other factors may affect the delivery of the service. For these reasons the library cannot guarantee the availability of the service.

The North Riverside Public Library also makes available wireless hotspot devices to the public which will also provide unfiltered access to the internet. Hotspots may be checked out by any North Riverside Library card holder 18 years of age or older. Each hotspot circulates in a case with a micro-USB cord, AC charger, and instruction manual. The patron is responsible for the cost of repair or replacement of the hotspot if it is lost, returned damaged, or missing parts. Hotspots will circulate for 3 weeks, with up to two renewals (if no one else has placed it on hold). A \$1.00 per day fine will be assessed if the hotspot is returned late. The hotspot will be turned off and wireless service will be terminated if the hotspot is not returned on the due date. Hotspots must be returned to a staff member at the Circulation Desk. They may not be returned to book drops or to another library. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Library is not responsible for personal information that is shared over the Internet. Hotspot users are expected to comply with the guidelines specified in the Library's Internet Access Policy.

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It is the responsibility of each user to obey all local, state and federal laws when using the Wireless Network, including but not limited to copyright, fraud, obscenity and privacy legislation. A user acknowledges that unauthorized reproduction, transfer or use of material accessed through this service may be a criminal offense under the United States Copyright Act.

A user may not attempt to violate the integrity of any information available through the Wireless Network, or any systems accessible through this service; may neither attempt to access secured files or systems nor cause any obstruction of use through actions such as consuming large amounts of system resources; and may not access the Library wireless network for inappropriate use.

Inappropriate uses include:

- Using the Internet for any illegal or unethical activity, including violation of copyright or other contracts.
- Accessing, uploading, downloading, storing, viewing, listening to, transmitting or printing files, messages or graphics that are profane or obscene.
- Swearing, using vulgarities or sending any other inappropriate language in documents and/or messages.
- Engaging in the use of hate mail, harassment or discriminatory remarks of any kind.
- Behaving in a manner that is disruptive to other users.
- Attempting or gaining unauthorized access to resources or entities.
- Display of graphic pornography. Such displays are inappropriate in a public building and may be considered sexual harassment.
- Installing or attempting to install viruses or other programs designed to damage the local area network or the Internet.
- Spamming; harassment of any type; threats or harassing on the basis of race, creed, gender, sexual orientation or place of origin.

Users may not extend or modify the network in any way. This includes adding access points and installing bridges, switches, hubs or repeaters. The Library reserves the right to remove or disable any unauthorized access points.

The Library reserves the right to limit bandwidth on a per connection basis on the wireless network, as necessary, to ensure network reliability and fair sharing of network resources for all wireless users.

Any effort to circumvent the security systems designed to prevent unauthorized access to the Library's wireless network may result in the suspension of all access.

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Failure to abide by the terms of this user agreement will result in suspension of a user's Wireless Network privileges. If appropriate, the library may also pursue criminal prosecution.

You must click the "I Agree" button to connect to the Library's wireless network from our Internet Policy screen. If you successfully connect, you will be taken to the North Riverside Public Library website.

5.7. Collection

5.7.1. Selection of Material

(revised October 21, 2019)

The responsibility for the policy governing the inclusion of materials in the Library collection rests with the Library Board.

The actual task of selection is delegated to the Library's professional staff whose selections follow the guidelines set by the American Library Association's Bill of Rights and Freedom to Read statements.

The materials selection for the North Riverside Public Library is based on financial consideration, community needs and interests and space available. Following the Library Bill of Rights, no selection or rejection of titles shall be made solely because of racial, national, social, political or religious background of the author, or the subject treated in the material.

5.7.2. Weeding(proposed)

The North Riverside Public Library District houses a popular collection. Materials are removed from the collection on a continual basis to assure room for new materials. Basis for removal include but are not limited to: condition, lack of use, and demand for the topic. Items are reviewed and retained or removed by library staff members after careful consideration.

5.7.3. Circulation

(revised October 12, 2009)(revised May 12, 2014)(revised February 1, 2016)(revised December 18, 2017) (revised October 21, 2019)

North Riverside Public Library District

The North Riverside Public Library Circulation Policy applies to all North Riverside Public Library cardholders as well as reciprocal borrowers or all non-North Riverside patrons who have cards from RAILS member libraries.

At the discretion of the Library staff, circulating materials may be checked out to North Riverside patrons without a Library Card present, provided that the patron presents a photo ID and owes less than \$5.00 to any library.

All circulating books, compact discs and may be checked out for a period of three weeks. Books, compact discs may be renewed twice more for three weeks each time, provided there is no other request for them.

All periodicals, except at the discretion of the administrative staff, will check out for 1 week at a time and are not renewable.

Reference books, except at the discretion of the administrative staff, may not be taken out of the Library.

There is no limit to the number of books that may be checked out at one time on one card.

For patrons under 18, the parent or guardian must agree to be responsible for all materials borrowed and all fines and/or fees incurred by the minor patron. The library does not place age restrictions on any library materials, except movies with PG-13 or R ratings.

All non-new movies are due in one week.

While North Riverside Public Library is fine free, patrons will be billed for materials that are overdue for more than 90 days.

New movies are loaned on a first come, first served basis.

Checkout of new movies is restricted to North Riverside residents.

Movies that are not new can be renewed two times for one week if there are no holds.

The Library reserves the right to limit the length of time it will keep back issues of magazine subscriptions. (Limitations, if any, will be determined by the librarians in charge.)

5.7.4. Library of Things (LoT) (proposed)

Patrons must have a valid library card to borrow an item in the Library of Things and sign a liability release form. Due to the limited availability of items in the Library of Things, patrons may borrow up to two (2) items at a time per library card. Borrowers are required to check out and

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return Library of Things items to the Circulation Desk. Items may not be returned to the book drop or another library.

Not all library materials may be suitable for all members of the community. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

The library staff will select materials for the Library of Things based on the needs and interests of library patrons. The library welcomes input from the community concerning the collection. A suggestion for purchase procedure on our website enables users to request that a particular item or subject be purchased by the library. All suggestions for purchase are evaluated using the same selection criteria as for other materials and are not automatically added to the collection.

Due to limited storage space and the staff time necessary to evaluate, test and maintain each Thing, the library can accept only a limited number of donations. The library does not accept materials that are not outright gifts, and cannot guarantee the permanence of a gift in the collection. Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as material acquired for purchase.

Use care when handling the Thing. The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. A list of replacement costs of Things is maintained by the Library and is labeled on each item.

The North Riverside Public Library District is not responsible for any injury, loss, or damage that may occur from use of a Thing.

The responsibility to protect against loss is the borrower's. Staff will inspect Things upon return. Borrowers are expected to return the Thing with all parts and components in the original library container to the Main Desk or the Children's Department of the library. Patrons will be responsible for any damage to a Thing while in their possession.

The library will use circulation data and community suggestions to guide future selections for the Library of Things collection. Items that are not popular and do not circulate will be withdrawn from library collections according to the selection of materials policy.

The library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

5.8. Public Spaces

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5.8.1. Programs

(revised October 21, 2019)

The North Riverside Public Library District offers programs for all ages as a means to encourage library usage, to promote library materials, to provide information, and to extend library service to the community.

Due to the nature of some programs, such as Pre-School Story Time, the Summer Reading Program, craft programs, etc., advance registration is required.

The North Riverside Public Library will not be held liable for the consequences of any information presented by a speaker during a Library Program. The Library does not necessarily endorse the philosophies or statements expressed in any program held at the library.

All programs held at the Library shall provide unbiased information to the public and shall be of general interest to the Community. Businesses may hold programs at the Library only if they are being held as a public service to the community. No advertising is permitted during the program or through follow-ups of those in attendance. (A business credit will be given in advertising for the program only as specified by the Library Director.)

Programs advocating a single religious belief cannot be held at the Library.

Programs advocating discrimination on the basis of sex, race, religion, or age cannot be held at the Library.

5.8.2. Food & Drink

5.8.3. Meeting Room Rules & Procedures

(revised April 11, 2011)(revised February 13, 2012) (revised October 21, 2019)

A) The library provides the use of some of its space as a service to groups and organizations, provided space is not already reserved for use by Library- related programs under conditions established by the North Riverside Public Library District Board of Trustees. The North Riverside Public Library welcomes use of its meeting rooms by persons or organizations for informational, educational, cultural, and civic meetings. Activities taking place in the meeting rooms must not be closed to any person due to age, gender, sex, race, religion, marital status, political affiliation, national origin, disabling condition, or any legally protected category.

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Meeting rooms shall be used for programs of an educational or civic nature and shall not be used in any way that interferes with regular library services and operations, or which causes a threat to the safety of library employees, patrons or property.

Use of the meeting rooms is governed by the following conditions and regulations.

B) Meeting rooms are available for use for up to four hours according to the following fee structure:

- Non-profit North Riverside organizations - No charge
- For-profit North Riverside organizations - \$50
- Non-profit organizations from outside North Riverside – No charge
- For-profit organizations from outside North Riverside - \$200

To obtain permission to use a meeting room, all of the above are required to submit to the Director or his designee a Meeting Room Application accompanied by a \$100 damage/cleanup deposit, which will be refunded if no damage is incurred nor cleanup required. Damages in excess of \$100.00 will be the responsibility of the applicant. Applications may be obtained from the Director or his designee or on our website.

Deposit for single use will be returned within seven days to applicant.

Deposit for multiple uses will be returned upon completion of term.

C) Permission to use a meeting room may be denied if the activity proposed would materially and substantially interfere with proper functions of the library, such as excessive noise, a significant safety hazard or a significant security risk.

D) Applications will be reviewed as soon as possible and assigned a space as availability allows.

E) Approval for one meeting does not imply approval for future meetings; individual applications should be made for each meeting date desired. Requests may be submitted in a batch; each request will be reviewed individually. Request renewals must be made annually if the group meets on a regular scheduled basis. Use of the meeting room, at no charge, to a single group shall be limited to two (2) times per month.

F) A group or organization which has been denied permission to use a meeting room by the Director or his designee may appeal the denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. However, written notice of the appeal and all supporting written documentation are to be delivered to the Director or his designee at least five business days before the Board Meeting. At this Board meeting, the appellant may be granted up to fifteen minutes for a presentation that would support reversal of the denial by the Director or his designee. The Board of

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Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at the meeting, unless additional information is deemed necessary.

G) A Library staff member will check the meeting room before and after each scheduled use, and the Director or his designee will notify in writing the person who applied to use the room of damage incurred or cleanup required as well as of any violations of the meeting room regulations. The Administrative Librarian will also notify the Board of Trustees which may consider suspending the privilege of using the meeting room to that group/organization. The Board of Trustees, after giving proper notification and due process to that group/organization, may suspend the group/organization's meeting room privileges.

H) The Board of Trustees of the North Riverside Public Library will review the Meeting Rooms Policy and regulations periodically and reserves the right to amend them at anytime

5.8.4. Makerspace (proposed)

Build Guild, Studio 2400, and The Annex are the North Riverside Public Library District's makerspaces. They are open, shared environments to facilitate connections, partnerships, and creativity for all ages.

Certain equipment may have proficiency or reservation requirements, and there may be fees associated with supplies. Staff must approve any outside materials used on equipment and reserves the right to disapprove certain materials, tools, etc. The Library cannot guarantee project quality, equipment availability or stability, confidentiality of designs, or specific delivery times.

Food is not permitted. However, covered drinks are allowed. Programs and services may be prioritized for North Riverside Public Library District cardholders. Makerspaces are not available to outside groups as a meeting space.

North Riverside Public Library District's Patron Code of Conduct Policy and other technology policies apply to all Makerspaces.

Those utilizing the Library's equipment must do so for lawful purposes. Users must abide by all applicable laws (including copyright law (Title 17, U.S. Code) and patent law (Title 35, U.S. Code)), as well as North Riverside Public Library District policies, while respecting the health and safety of the community.

Library staff reserve the right to decline any project request for any reason.

5.8.5. Displays & Exhibits

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(revised October 21, 2019)

As an educational and cultural institution, the Library welcomes exhibits and displays of interest, information and enlightenment to the community.

Displays of artwork, handiwork, historical material, nature study or any other material deemed of general interest may be exhibited.

The director shall accept or reject the material offered for display based on its suitability and availability. The Library assumes no responsibility for the preservation or protection, and liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. A release must be signed by the exhibitor before any artifact can be placed in the library.

5.8.6. Postings

(adopted April 15, 2010) (revised October 21, 2019)

The purpose of the public information carousel rack and main floor bulletin board at the North Riverside Library is to make print material regarding civic, cultural, recreational, educational, charitable and human services programs and events in the community available to the public at large.

Distribution or posting information does not imply endorsement by the library of the ideas, issues, or events promoted by those materials.

Users may appeal in writing any decision of the Library Director under this Public Posting Policy to the Library Board within ten days.

6. Complaints

6.1. Policy Prohibiting Harassment, Discrimination and Retaliation

(Effective Date: 12/18/17)(Revision Effective Date: 7/1/2019)

NRPL is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, NRPL will not tolerate harassment of employees or officials by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

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All employees and officials must comply with this policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, NRPL discourages such conduct in the workplace.

A. Discrimination

Prohibited Conduct. NRPL prohibits discrimination, harassment and retaliation on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. A violation of this policy, however, does not necessarily rise to the level of a violation of the law.

Application of Policy. This policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at NRPL will be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

B. Harassment

Harassment is a form of discrimination and is prohibited. NRPL seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this policy. All employees and officials are responsible for conducting themselves in accordance with this policy. NRPL will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with NRPL, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities.

1. Harassment Relating to a Protected Status:

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. NRPL will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this policy specifically includes, but is not limited to:

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status;
- Written or graphic material that is circulated, available on NRPL's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

2. Sexual Harassment:

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Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same- sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. NRPL considers the following conduct to represent some of the types of acts that violate this policy:

either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors; physical contact, such as patting, pinching or brushing against any part of another's body or physical assaults of a sexual nature; sexual propositions, sexual innuendo, suggestive comments; continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested; displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace; sexually oriented kidding, teasing, practical jokes, or threats; referring to or calling a person a sexualized name; telling sexual jokes or using sexually vulgar or explicit language; making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation; harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees and officials are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this policy before the alleged offending behavior becomes severe or pervasive.

C. Retaliation

NRPL will not retaliate or allow retaliation against an individual who has made a report of a violation of this policy or for cooperating in an investigation. This, of course, means that employees and officials also must not retaliate against any individual who has made a report of a violation of this policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this policy or cooperating in an investigation is strictly prohibited. Anyone who is found by NRPL to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

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Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

D. Procedure for Reporting and Investigation of Harassment, Discrimination and Retaliation

1. Reporting: All employees and officials are responsible for helping to avoid all forms of harassment. Anyone who believes he or she has experienced conduct inconsistent with this policy or otherwise learns of conduct prohibited by this policy is responsible for reporting the conduct through the complaint procedure.

This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees or officials may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, Director, Library Board of Trustees, or the Department of Human Rights.

In addition, each supervisor must immediately report to the Director, or an official any complaint or observation of conduct which may violate this policy. Supervisors or managers or officials who have knowledge of any conduct inconsistent with or prohibited by this policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

2. Report Immediately: Oral complaints, as stated, must be made immediately. NRPL may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.

3. No Exception to Reporting: Please note that there are no exceptions to this reporting

requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case may be.

4. Investigation: Any conduct inconsistent with or prohibited by this policy will be investigated promptly. NRPL is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this policy. NRPL may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

5. Disciplinary Action: All reports of violations of this policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees or officials who engage in conduct that is found by NRPL to be inconsistent with or prohibited by this policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report

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are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. NRPL may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy.

6. Confidentiality: To the fullest extent practical, NRPL will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, NRPL must inquire of employees or officials involved. NRPL also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

7. The EEOC, State and Local Agencies: Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights Equal Employment Opportunity
Commission 100 W. Randolph St., Suite 10-100 500
West Madison Street, Ste. 2800
Chicago, IL 60601 Chicago, Illinois 60661-2511

(312) 814-6200

(312) 353-2713

6.2. Request for reconsideration

(revised October 21, 2019) (2022 draft revision in yellow)

The choice of library resources by a library user is an individual matter. While a person may reject resources for oneself, he or she may not restrict access to those resources by other library users.

The North Riverside Public Library recognizes that certain resources are controversial and that any given item may offend some library user. The procedures enumerated below have been developed to assure that the requests of those who disagree with the inclusion of specific items in the collection are handled in an attentive and consistent manner.

A library user who requests the reconsideration of a library resource will be referred immediately to the department manager. This staff member will discuss the Selection of Materials Policy and the application of selection principles.

If a library user insists that an item be withdrawn from the collection, the library's procedure for reconsideration will be carefully explained and followed. A separate [Request for Reconsideration of a Library Resource form](#) must be filled out for each item.

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The procedure for the reconsideration of a library resource consists of the following:

- The person requesting the material be reviewed must be a North Riverside Library patron with an active library card.
- The library user must complete the Request for Reconsideration of a Library Resource Form which will be submitted to the appropriate department manager.
- The Request will be reviewed using the general criteria of the Resource Selection Policy and reviews from recognized evaluative sources to determine whether retention of the item would be in violation of the Resource Selection Policy.
- The library director will respond in writing to the library user regarding the recommendation of professional librarian staff.

An appeal of this recommendation may be made to the Library Board of Trustees. Such appeal must not exceed two pages and must include copies of both the original Request for Reconsideration of a Library Resource form and the library director's written response. The Library Board will review the staff decision based on whether or not the particular item conforms to the General Criteria outlined in the Resource Selection Policy. The Board of Trustees will then make the final determination of the matter, notifying the library user in writing of this action, in a timely manner.

The decision on reconsideration of a specific item will remain in effect for three years.

During the review process the Library will take appropriate action to insure that the item will continue to be available.

7. Marketing

7.1. Social Media

(Adopted October 13, 2014)

This policy governs North Riverside Public Library's participation in online venues and social media, defined here as any facility for online publication and commentary, including but not limited to blogs, wikis, and social networking sites (e.g. *Facebook*, *Twitter*, and *Flickr*). The library makes use of these tools to reach out and be more easily accessible to current and potential library users. Social media allow the library to meet users where they are, and give staff and public a convenient way to interact and share information, ideas, and opinions on a range of topics related to the library's mission, collections and services.

Rights and Responsibilities of the Library

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The library's social media sites serve as "limited public forums." The library sets rules for use of its online venues and social media sites, just as it does for use of its other resources and communications. Comments/posts will be moderated by library staff for content and relevancy. *The library reserves the right to deny or remove any comments, tags, and/or images.*

The library is not responsible for the content on the pages of friends, fans, or followers of the library. The library does not endorse or review content of third-party sites.

User Responsibilities and Use Restrictions

Users of all ages have the responsibility to protect their privacy and should not post personally identifying information, such as last name, school, age, phone number or address. The library does not act in place of, or in the absence of, a parent.

Users may not post comments, tags and images that impinge on another's privacy or that may be considered objectionable or inflammatory. Violations include, but are not limited to:

- off-topic and/or disruptive posts
- commercial promotions or spam
- duplicated posts from the same individual
- threatening language and personal attacks
- private, personal information published without consent
- obscene or libelous content
- copyright infringement/plagiarized material
- political advocacy
- posts that violate laws or library policies

NRPL will periodically evaluate the role and utility of its online venues and social media, which may be terminated at any time.

8. Volunteers

(Revised September 9, 2013) (revised October 21, 2019)

Volunteers are a valuable resource for the Library. Their energy and talents help the library meet its commitment to providing quality service to the public. Volunteers enhance rather than replace adequate staffing.

Program Guideline:

All volunteer tasks must aid the library in achieving its goals and objectives, and be consistent with the purpose and intent of the volunteer program.

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Volunteer talents, experience, availability and interest will be considered. Volunteer coordinators in the different library departments will schedule volunteer activities after assessing the library's needs and considering each volunteer's capabilities and wishes.

Each library department head will provide volunteer guidelines and procedures specific to the volunteer work needed in that area of the library. The library does not compensate volunteers for time spent or expense incurred except by specific arrangements with the Library Director.

Volunteers working in the library have liability coverage for property damage and/or bodily injury to others and themselves which results from the performance of their volunteer duties.

Individuals donating time to the library under the auspices of any other unit, (i.e. scouts, church or community organizations) may identify themselves with the unit, but may not promote it while working in the library.

Per the Background Checks Policy, the Library will also conduct criminal background checks on adult volunteers who are working with children, tweens or teens.

Service is contingent upon information received through a check. Elected and appointed Library Trustees are exempt from the background check requirement.

8.1. Background Checks

(adopted April 11, 2011) (reviewed March 14, 2012) (revised October 21, 2019)

Purpose: Background checks are conducted to promote a safe work environment for staff and patrons; to protect organizational assets such as people, property and information; and to ascertain candidates' suitability for employment.

Criminal History Check: All applicants 18 years of age or older are required to undergo a criminal history check as a condition of employment. Having a criminal history or criminal conviction will not automatically preclude employment. The nature of the offense and its relevance to the particular job will be considered on a case-by-case basis.

Current and prospective employees engaged by the Library will be asked to complete a Criminal Background Check Waiver and Release of all Claims form and a criminal background check will be performed. The Library reserves the right to conduct periodic background checks on all employees at their discretion.

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The Library will also conduct criminal background checks on adult volunteers. Service is contingent upon information received through a check. Elected and appointed Library Trustees are exempt from the background check requirement.

The privacy of the information obtained by the library through the background check will be respected. Information will not be shared with persons who do not have a need to know.

9. Personnel

9.1. Employment

(Effective Date: 07/01/2002) (Revision Effective Date: 7/1/2019) (Revision Effective Date 10/18/2022)

It is the policy of the North Riverside Public Library (NRPL) that all employment is on an “at will” basis which allows the employment to be terminated at any time by either the employee or NRPL with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of concurrent employment must be in writing and approved by the Board of Library Trustees.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between NRPL and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at North Riverside Public Library's Board of Trustees sole discretion.

9.1.1. Employee Relations

(Effective Date: 07/01/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL reviews the working conditions, wage and benefits it offers on an annual basis. Employees are encouraged to bring concerns about working conditions or compensation to their supervisors through an email or memo, noting the concern and what led to this concern. Working condition and compensation concerns will be discussed at the management meetings.

Employees will not discuss other employees, situations or compensation with anyone other than their supervisor. Please refer to the grievance filing policy for additional information.

9.1.2. Equal Opportunity Employment

(Effective Date: 07/01/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at NRPL will be based on merit, qualifications, and abilities. NRPL does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, physical or mental, actual or perceived, or any other characteristic protected by law.

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NRPL will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Equal Employment Opportunity is a Federal law, covered under Title VII of the Civil Rights Act of 1964.

9.1.3. Professional Ethics

(Effective Date: 07/01/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

American Library Association's Code of Professional Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs. Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

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7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

9.1.4. Nepotism

(Effective Date: 07/01/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Relatives of current employees may not be hired or occupy a position that will supervise or be supervised by a member of his/her immediate family. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws and any others as defined by law or Attorney General Opinion.

9.1.5. Immigration Law Compliance

(Effective Date: 07/01/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

Employees are required to complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility in accordance with the Immigration Reform and Control Act of 1986.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Director.

9.1.6. Conflict of Interest

(Effective Date: 07/01/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Employees are required to notify the Director of any relationship with an outside firm that may be construed as a conflict of interest. Business dealings with any outside firm should not result in unusual gains for that firm, an employee or relatives of an employee.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of NRPL as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

9.1.7. Outside Employment

(Effective Date: 07/01/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

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Employees may hold outside jobs as long as they meet the performance standards of their job. All employees will be judged by the same performance standards and will be subject to NRPL's scheduling demands, regardless of any existing outside work requirements. If an employee's outside work conflicts with their work at NRPL, the employee may be asked to terminate outside employment. Employees who take outside employment are encouraged to report the employment to their supervisor.

9.1.8. Disability Accommodation

(Effective Date: 07/01/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation will be made for employees with disabilities. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

NRPL is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. NRPL will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. NRPL is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

9.1.9. Job Posting and Employee Referral

(Effective Date: 07/01/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL encourages employees to apply for open positions and advance within the organization according to their skills and experience. In general, notices of all regular job openings are posted, although NRPL reserves its discretionary right to not post a particular opening.

Job openings will be posted and normally remain open for 14-30 days. To be eligible to apply for a posted job, employees must have either performed competently for at least 120 calendar days in their current position or apply with their supervisor's approval. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs.

NRPL also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the

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organization, and not make commitments or oral promises of employment.

9.2. Status and Records

(Effective Date: 07/02/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

The following is to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. NRPL is an ‘at will’ employer.

Exempt and non-exempt status are specified for each employee are based on job functions and position. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws and are required to work a minimum of 40 hours or more per week, excluding a lunch period, with no compensatory time.

Regular Full Time (including Salaried) employees are those who are not in a temporary or introductory status and who are regularly scheduled to work NRPL's full-time schedule. They are eligible for benefit package, which is subject to the terms, conditions, and limitations of each benefit program.

Part Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 40 hours per week.

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with NRPL is appropriate. This is typically a 90-day period but can last up to 120 days.

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees are ineligible for all of NRPL's other benefit programs.

All Employees are required to work the prescribed schedules.

9.2.1. Access to Personnel Files

(Effective Date: 07/02/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Personnel files are the property of NRPL. Access to the information they contain is restricted. Generally, only supervisors and management personnel of NRPL who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Director. Employees may request to review their personnel file twice a year with a written request. With reasonable advance notice, employees may review their own personnel files in NRPL's offices and in the presence of an individual appointed by NRPL to maintain the files. This policy is reflective of the Illinois Personnel Record Review Act (820 ILCS 40/).

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9.2.2. Reference and Background Checks

(Effective Date: 07/02/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

To ensure that individuals who join NPRL are well qualified and have a strong potential to be productive and successful, it is the policy of NRPL to check the employment references of all applicants.

The Director will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment and position(s) held.

All staff members will undergo a background check prior to hiring following the same policy we have for volunteers. Discrepancies on the background check may lead to the dismissal of the employee.

9.2.3. Personnel Data Changes

(Effective Date: 07/02/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

It is the responsibility of each employee to promptly notify NRPL of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of emergency. If any personnel data has changed, notify the Director.

9.2.4. Introductory Period

(Effective Date: 07/02/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

The introductory period is intended to give new employees the opportunity to demonstrate their ability and to determine whether the new position meets their expectations. NRPL uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or NRPL may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire or transfer to a new department/position.

If NRPL determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period not to exceed 120 days.

9.2.5. Employment Application

(Effective Date: 07/02/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

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In processing employment applications, NRPL may obtain a background check and/or consumer credit report for employment purposes in accordance with the Employee Credit Privacy Act (820 ILCS 70).

9.2.6. Performance Evaluations

(Effective Date: 07/02/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, during the fourth quarter of the fiscal year.

Merit-based pay adjustments are awarded by NRPL in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process with Board approval.

9.3. Benefits Programs

(Effective Date: 07/04/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Eligible employees at NRPL are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found [here](#).

The following benefit programs are available to eligible employees:

- Bereavement Leave
- Continuing Education
- Educational Financial Assistance
- Holidays
- Jury Duty Leave
- Medical/Dental/Vision Insurance (combined with Major Medical Insurance)
- FMLA Policy (moved from the Leaves of Absence policy)
- Military Leave (moved from Leaves of Absence)
- Paternity Leave
- Pension & Retirement Plan
- Personal Days
- Short-Term Disability
- Sick Leave Benefits
- Unpaid Days of Absence
- Vacation Benefits
- Voting Time Off
- Witness Duty Leave

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- Worker's Compensation Insurance

Some benefit programs require contributions from the employee, but most are fully paid by NRPL.

9.3.1. Bereavement Leave

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. The NRPL adheres to the definition of 'immediate family' provided by the Attorney General. Up to 3 days of paid bereavement leave will be provided to all employees. Bereavement pay is calculated based on the base pay rate at the time of absence. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

In the event of the death of a child (born or unborn), employees will be granted up to 10 days of unpaid leave.

9.3.2. Continuing Education

(Effective Date 10/18/2022)

Full-time staff members are required to attend 9 hours of continuing education each fiscal year. Part-time staff members are recommended to attend 3 hours of continuing education each fiscal year (depending on position). In-services are not considered part of the continuing education hours. Work schedules, at the discretion of the supervisor or Library Director, will be arranged to permit attendance by interested employees so long as normal operation of the library is not interrupted. Employees will receive regular compensation to attend such meetings.

The library will sponsor 1-4 In-Services days each year. Additional mandatory staff development workshops/webinars may be planned. The Library Director may require staff to attend conferences and workshops that the Director feels will be beneficial for the employee to attend. With prior approval of the Library Director, employees may attend conferences, workshops and meetings in subject areas pertaining to his/her work.

Expenses, which the library may cover in whole or in part depending on available funds, are limited to registration, meals included in the program, and transportation when in state. Employees will be paid for travel time, when it falls during regular working hours. If the employee fails to attend an approved conference without just cause, reimbursement will be required. Paid time and similar expenses, depending on available funds, are allowed all employees attending meetings and conventions.

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When library trustees, appointed by the Board to represent them, attend such meetings, expenses paid will be limited to the cost of registration fees, hotel room, mileage and scheduled meal functions or a federal food per diem.

9.3.3. Educational Financial Assistance

(Effective Date: 7/1/05)(Adopted: 3/14/05)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills.

Any employee who has been a member of the staff for at least 2 years may be reimbursed for some or all of the tuition costs of job-related courses of study undertaken at an accredited college or university, as long as funds are available.

Prior approval of the course must be obtained from the Director and Library Board of Trustees. Payment will be made using a monthly reimbursement formula spread over 24 months following successful completion of the course. A final grade of B or better for courses constitutes successful completion. Only one class per semester will be eligible for reimbursement.

No one is guaranteed to get automatic approval every semester, and this process must be presented to the Director for approval by the Library Board of Trustees prior to registration. In order to receive complete reimbursement for the entire course, the employee will need to serve two years of service after the course at the NRPL. If he/she leaves the library, all monthly reimbursement payments will stop and the reimbursement agreement terminates. Reimbursement payments are based on the cost of tuition for the course divided by 24 months that the employee will be reimbursed. Employees must also sign the appropriate application to receive tuition reimbursement.

Reimbursement for each course will commence after proof of successful completion is presented to the Director. Payments may overlap after the second course, but each course begins a new proration.

Example:

- Employee Alice asks for and receives approval to take a graduate class for an MLIS from Dominican University.
- The class is 3 credit hours and costs \$1,500. She is eligible for a \$1,500 reimbursement for this course.
- She applies for tuition reimbursement before she registers and is approved.
- She completes the course with an A- and presents her report card to the Director.
- At this point Alice has already received approval for her second semester from the

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Board.

- Her reimbursement payments start immediately and she gets a check for \$62.50 at the end of each month while she is in her second course. Following the successful completion of her second course, she receives monthly payments of \$125.00. This continues and changes as approval and completion of said courses continue on. However, when she has worked at NRPL for 24 months after the first check, the payment then reduces by \$62.50 as this first amount has then been completely reimbursed.

LTA (Library Technical Assistant) courses, which are more affordable and are a valued alternative to workshops and other continuing education classes, are able to be approved by the Director, if the budget allows, and can be reimbursed in full at the successful completion of the course, due to the relatively low cost.

NRPL encourages employees to further their education and will accommodate class schedules if possible.

NRPL has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position.

9.3.4. Holidays

(Effective July 1, 2013)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

The Library will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

NRPL grants paid holiday time off to all full- and part-time employees who have completed 90 calendar days of service. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day for full time and half the number of hours regularly scheduled for part time.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and a half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

9.3.5. Jury Duty Leave

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

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NRPL encourages employees to fulfill their civic responsibilities by serving jury duty when required. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. All employees qualify for paid jury duty.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

NRPL will continue to provide health insurance benefits for the full term of the jury duty absence when applicable. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

9.3.6. Medical/Dental/Vision/Life Insurance

(Effective Date: August 9, 2004)(Revised: 2018)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL's health insurance plan provides employees access to insurance health benefits. Regular full time employees are eligible to participate in the plan. Eligible employees may participate in the insurance plan subject to all terms and conditions of the agreement between NRPL and the insurance carrier.

NRPL will provide a portion cost of premiums for single coverage, employees will pay the remaining. Full-time employees' families may participate in the health benefit coverage at the expense of the employee. The Blue Cross/Blue Shield PPO health plan is the only health plan available to employees through the carrier.

A \$20,000 life insurance policy is available to all regular full-time employees and is included in the insurance detailed above. Employees have the option of enrolling in voluntary life insurance at their own cost.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under Illinois Continuation Insurance. Refer to the Benefits Continuation policy for more information.

9.3.7. Medical and Family Leave

(Effective Date: 03/08/04)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL provides leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability, the serious health condition of an eligible family member, which includes a spouse, child, or parent, or because of the birth, adoption, or placement of a child. The employee may take a maximum of 12 weeks of leave within a 12-month period.

A serious health condition for the purpose of this policy is defined in the same manner as the definition of a serious health condition under the Family Medical Leave Act ("FMLA").

An employee is eligible for medical or family leave if the employee has been employed by North Riverside Public Library for at least 12 months and has worked 1,250 hours in the 12 months preceding the requested leave. The 12 months of employment need not be consecutive.

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Eligible employees shall request medical or family leave at least 30 days prior to the date upon which the leave is expected to begin. In the event family or medical leave is necessary for an unforeseeable event, the request for leave shall be made as soon as possible. Oral notice of the need for leave is sufficient but shall be documented by employee in writing following the oral request.

In the event an employee requests leave to care for the employee's own serious health condition or the serious health condition of a spouse, child, or parent, NRPL shall be provided with a medical certification from a health care provider. When the leave is foreseeable, the medical certification shall be provided before the leave period begins. When this is not possible, medical certification shall be provided 15 days following the request. The medical certification form following this policy shall be used by all employees submitting necessary documentation.

If an employee has taken medical or family leave due to the employee's own medical condition, and that medical condition made the employee unable to perform his or her job tasks, the employee must provide certification from a health provider that the employee may return to work.

Employees must first utilize any accrued paid leave time, including vacation days and sick days. The paid leave time will be counted as part of the employee's medical or family leave. Total leave time shall not exceed 12 weeks. Should the employee require more than 12 weeks of leave, a request shall be made to the employee's supervisor and must be approved by the Board of Trustees. The decision of the Board of Trustees is final.

During the family or medical leave period, health insurance benefits shall be provided to the employee under the same terms and conditions as when the employee was not on leave. The employee must issue payment to the North Riverside Library for any premiums typically deducted from the employee's paycheck. In the event the employee fails to return to employment with NRPL, all premiums paid by NRPL during the leave period must be reimbursed by the employee.

Benefit accruals, including vacation, sick leave, or holiday benefits, will be suspended during the period of the family or medical leave. Benefit accrual will resume upon return to active employment.

To properly schedule an employee's return to work, the employee shall provide 14 days notice prior to the return date. In the event the employee's need for medical or family leave changes during the leave period, the employee may provide 2 days notice prior to the anticipated return date. Upon return to work, the employee will be placed in the same position or to an equivalent position with equivalent benefits, pay, and other terms of employment.

If an employee fails to return to work on the agreed upon return date, NRPL may assume that the employee has resigned.

Employees who sustain work related injuries are eligible for a leave of absence for the period of disability resulting from the injury in accordance with all applicable laws and policies addressing occupational disabilities.

9.3.8. Military Leave

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

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A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive partial pay for 2 week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of 2 weeks will be unpaid. However, employees may use any available paid time off for the absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Director for more information or questions about military leave.

9.3.9. Parental Leave

(Effective Date 10/18/2022)

Parents of newborns or newly adopted children may be eligible for paid leave of up to eight weeks. For those employees who are eligible for FMLA leave, this paid parental leave will run concurrently with their FMLA leave and cannot be used to extend the FMLA leave. This paid parental leave is in addition to any available sick leave, vacation time or other forms of paid leave. Paid parental leave must be taken within the first 12 months of the birth or adoption of the child(ren). The amount of paid parental leave does not increase with multiple births or adopted children.

A. Eligibility

Full-time and part-time employees who have worked for the library for at least 12 consecutive months are eligible for paid parental leave at 100 percent of the employee's regular, straight-time weekly pay. In all cases, the term "week" applies to the regular workweek schedule (Monday through Saturday). Employees will be paid on a biweekly basis on regularly scheduled pay dates.

The leave may begin no earlier than the birth or placement of the child(ren) and must begin and end within 12 months immediately following the birth or adoption. Paid parental leave may not be taken intermittently. Unused paid parental leave may not be carried over to a time period following the 12 months after the birth or placement of the child(ren), and there

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is no payment of unused parental leave upon termination of employment.

B. Benefits

During an approved paid parental leave, the library will maintain the employee's health benefits as if the employee continued to remain actively employed.

C. Requesting the Leave

If the need for leave is foreseeable, the employee must submit written leave request to the supervisor and director at least 30 days prior to the start of the leave in the form of a proposed schedule of leave to be taken. Where the need for leave is not foreseeable, the employee must submit a written leave request to the supervisor and library director as soon as practicable in the form of a proposed schedule of leave to be taken.

D. When Both Parents are Eligible Employees

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

9.3.10. Personal Days

(Effective Date: 03/14/2005)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Full-time employees are allowed 3 personal days per year non-accruable.

Part-time employees will have 2 paid personal days per year which may be used at their discretion. These days are available at the beginning of the fiscal year and must be used by the end of the fiscal year.

Employees must be outside of the introductory period to receive personal days.

All employees will have a paid day off for their birthday. This day must be taken within the 2 week period in which the birthday falls, at the discretion of the Director.

All personal days must be taken as full days off.

9.3.11. Retirement and Pension Plans

(Effective: May 9, 2011)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Mission Squared 457 Deferred Compensation is a program that allows all employees to invest for retirement. Federal and state income taxes are deferred until assets are withdrawn, usually during retirement when in a lower tax bracket. NRPL offers a deferred compensation program. Contribution limits are set by the IRS each year. Contact the Mission Squared listed in your employment packet for further details. Eligibility is immediate upon employment. Part-time employees can participate.

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All employees working at NRPL more than 1000 hours per year are required to participate, through payroll deductions, in IMRF. The library makes a contribution for each participating employee. IMRF provides retirement, disability, and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. Please see the Director for complete details regarding IMRF benefits.

9.3.12. Short-Term Disability

(Effective Date: August 9, 2004)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

The NRPL provides a benefit plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Regular full-time employees are eligible to participate in the plan.

Salaried full-time employees will be compensated at 75% of their weekly salary for a maximum of 4 weeks after use of all other benefits and vacation days. A waiting period of 5 days before receiving Short-Term Disability payments is required. The waiting period is the period of time an employee must be continuously disabled before disability benefits are payable. The employee must be out 5 consecutive workdays before disability payments will apply. The first 5 days of absence must be covered by the employee's benefit days (vacation/sick/birthday). Short-term disability starts paying benefits on the sixth day. No supplemental from the 75% pay with benefit days is allowed.

Disabilities arising from pregnancy or pregnancy-related illness are treated as any other illness that prevents an employee from working. Disabilities covered by worker's compensation are excluded from the short-term disability plan.

9.3.13. Sick Leave Benefits

(Effective July 1, 2013)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employees include all regular employees who have worked for the library for more than 90 days and are scheduled at least 2 days per week.

Earned Sick Time Table		
Position:	Total time off possible per year:	Total time in hours earned per pay period:
Director	10 days (80 hrs)	3.08 hrs
Full Time Managers	10 days (80 hrs)	3.08 hrs
Part Time 1500 hrs+	30 hours	1.15 hrs
Part Time 1000-1499 hrs	20 hours	0.77 hrs
Part Time 999-750 hrs	10 hours	0.38 hrs
Part Time 250-749 hrs	5 hours	0.193 hrs

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 30 calendar days' worth of sick leave benefits. Paid sick leave can be used in minimum increments of half hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member.

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Employees must notify their supervisor before their scheduled start time whenever possible and must do so for every additional day of absence. If an employee is absent for 3 or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability/illness and any limitations to returning to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence. These benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Unused sick time will be reported to IMRF upon termination of employment.

9.3.14. Unpaid Days of Absence

(Effective Date: 2/9/09)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Unpaid days will only be granted upon extenuating circumstances after all paid days off have been used.

9.3.15. Vacation Benefits

(Effective Date: 10/09/2006)(Revision Effective Date: 7/1/2019)(Revision Effective Date: 9/1/2021)(Revision Effective Date 10/18/2022)

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Director
- Full Time Employees
- Regular Part Time Employees (Working at least 250 Hours per Year)

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

All regular employees scheduled a minimum of 2 days per week (250 hours per year) are eligible to accrue vacation time at the rates in the chart below.

Vacation time will begin accruing immediately upon hiring but will not be available until the employee satisfactorily completes the introductory period. In the event that the employee does not complete the introductory period, that vacation will not be paid to the employee upon termination.

All vacation time must be used in minimum of half hour increments and must be requested in written form to your supervisor no less than 2 days before the requested time and approved before that time will be granted. Vacation time can be negotiated upon employment.

Earned Vacation
 Time Table

Director		
Years of Employment	Total Time off possible Earned per Year	Time earned per pay period (in hours)
0 to 1	10 days (80 hrs)	3.08
1 to 3	15 days (120 hrs)	4.62
3 or more	20 days (160 hrs)	6.15
Full Time Managers		
Years of Employment	Total Time off possible Earned per Year	Time earned per pay period (in hours)
0 to 1	5 days (40 hrs)	1.54
1 to 2	10 days (80 hrs)	3.08
2 to 4	15 days (120 hrs)	4.62
5 or more	20 days (160 hrs)	6.15
Part time 1500 hrs+	60 hours	2.31
Part time 1000 hrs - 1499 hrs	40 hours	1.54
Part time 750 hrs - 999 hrs	20 hours	0.77
Part time 250 hrs - 749 hrs	10 hours	0.385

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Employees may carry over up to 20% of their total yearly accrued vacation time for 1 year on case-by-case basis.

Employees may choose to be paid for remaining vacation time in lieu of taking this time. NRPL encourages employees to take time off to relax; however, in the event that employees do not use all of their vacation time by the end of the fiscal year (June 30th), they may opt to be paid for a maximum of half (50%) of the time they have accrued in a given year.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if NRPL, in its sole discretion, terminates employment for cause, forfeiture of unused personal and sick time may result.

9.3.16. Voting Time Off

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule.

If needed, employees should request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

9.3.17. Witness Duty Leave

(Effective Date 10/18/2022)

If an employee is under subpoena as a witness in a court proceeding, the library will pay the regular salary or hourly wage of the individual upon documentation of the service provided. During periods of such service, the employee is expected to report for work when not actually engaged in court proceedings.

9.3.18. Worker's Compensation Insurance

(Effective Date: 07/04/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL provides a comprehensive workers' compensation insurance. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

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Neither NRPL nor the insurance carrier will be liable for payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty activity not sponsored by NRPL. Employees are required to call 911 and file a policy report as well as an incident report in the event of an injury on the job.

9.4. Payroll

9.4.1. Time keeping

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Accurately recording time worked is the responsibility of every employee to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees are allowed to clock in 5 minutes before their scheduled time in and up to 5 minutes after their scheduled time to leave without penalty. Clocking in after your scheduled time or more than 5 minutes before your scheduled time in, or clocking out more than 5 minutes after your scheduled time out must be documented and explained to your supervisor or will result in disciplinary action. When an employee clocks in they are to be ready to work.

9.4.2. Paydays

(Effective Date: 04/12/04)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

All employees are paid bi-weekly on Thursday of the designated week in the payroll schedule. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The bi-weekly pay period for the library runs from Monday through Sunday with the payday being the Friday following the end of the pay period.

9.4.3. Pay Deductions

(Effective Date: 07/04/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

The law requires that NRPL make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. North Riverside Public Library also must deduct Social Security taxes on each employee's earnings up to a specified limit that is known as the Social Security "wage base."

9.5. Work Conditions and Hours

9.5.1. Safety

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

To assist in providing a safe and healthful work environment for employees, customers, and visitors, NRPL has established a workplace safety program. Its success depends on the alertness and personal commitment of all.

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NRPL provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or the Director. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their manager/the library director.

9.5.2. Schedules

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Work schedules are created by each department manager. Staffing needs and operational demand may cause variations in regular scheduling time. Notice of scheduling changes will be given to employees.

9.5.3. Phone usage

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Use of the telephone (library or personal) for personal communication should be limited by need and cause.

9.5.4. Breaks

(Effective Date: 2/9/09 Revised 2/9/09)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

All employees are entitled to paid breaks as follows:

- For shifts 4 hours long - a 15 minute break
- For shifts 6 hours long - a 15 minute break and a 15 minute lunch
- For shifts 8 hours long - two 15 minute breaks and a 15 minute lunch

Employees may neither work more than 4 hours at a time without a break nor skip a break to shorten their work day.

9.5.5. Overtime

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(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Employees are encouraged to work their set schedule and not accrue overtime. However, when operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Director's prior authorization.

9.5.6. Emergency Closings

(Revised: February 2018)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

At times, emergencies such as severe weather, power failures, or other problems can disrupt library operations. In extreme cases, these circumstances may require closing the Library.

When the decision to close is made, employees will receive official notification from a supervisor. In these situations, time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Any employee who has called in to work that day, requested the day off or is not regularly scheduled to work that day will not be compensated.

9.5.7. Travel

(Effective Date: 07/04/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL will reimburse employees for travel costs at the current IRS *per diem* rate for actual travel costs. All library ~~business~~ travel must be approved in advance by the Director. Employees whose travel plans have been approved are responsible for making their own travel arrangements with approval of the Director.

Employees who are involved in an accident while traveling on library business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by NRPL may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 7 days. Reports should be accompanied by receipts for all individual expenses. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, and reimbursement for approved expenses.

Abuse of this library ~~business~~ travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, will be grounds for disciplinary action, up to and including termination of employment.

9.5.8. Visitors

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

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Employees may have visitors; however, visitors may not disrupt the work of other staff members or be destructive in any way.

9.5.9. Technology Policy

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

All technology provided to employees remains NRPL property intended for business use. To ensure compliance with this policy, devices and electronic communication may be monitored.

NRPL prohibits the use of devices and electronic communication in ways that are disruptive, offensive to others, or harmful to morale. All electronic communication is considered part of NRPL's official record and is subject to disclosure. Employees should always ensure that the business information contained in e-mail messages and other transmissions is professional.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited.

Abuse of the internet access provided by NRPL in violation of law or NRPL policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Using the internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous electronic communication
- Engaging in any other illegal activities

Employees should notify their immediate supervisor, the Director, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

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9.5.10. Workplace Violence Prevention

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL has a zero tolerance policy for workplace violence. NRPL works closely with the North Riverside Police Department to ensure the safety of our employees.

9.5.11. Telecommuting

(Effective Date: 8/17/2020)(Revision Effective Date 10/18/2022)

Purpose

Instituting a “Telecommuting Agreement” allows employees to work their assigned hours in another location in order to balance family and work life and work in the most productive manner and environment for the benefit of the Library and the employee. Telecommuting Agreements may be given on a temporary or permanent basis and will be reviewed routinely.

Eligibility

Eligibility for a Telecommuting Agreement is based primarily on the responsibilities and autonomy of the actual job. Full- or part-time employees in good standing, with positive employee evaluations on file, may be considered. Some jobs more readily accommodate a Telecommuting Agreement, while others do not. Positions that might generally lend themselves to this situation (1) utilize discretionary authority and independent action; and (2) maintain a low percentage of time spent performing routine, manual or clerical work; and (3) do not require use of fixed library assets, equipment or material that cannot leave the premises.

Some departments can more readily accommodate telecommuting, while others cannot. The Department Head will review guidelines and expectations with the staff member when he/she requests the opportunity to work off premises. Then the Department Head will decide whether to recommend telecommuting for this employee to the Director. The recommendation will be based in part on business need of the job, overall impact to the department or Library, and the individual’s evaluations. The quantity, quality, and timeliness of employee work must be enhanced or maintained. A Telecommuting Agreement must not cause or contribute to the need for additional staff or for existing staff to work additional hours.

In approving a Telecommuting Agreement, the Director will determine that the proposed work schedule does not adversely affect the services provided to Library’s patrons, an employee’s department, or other departments within the Library.

Requirements

Staff whose work may reasonably be completed from home or another location may request to work off premises. A schedule for progress checks and review of work will be planned before the staff member begins the new schedule. A list of responsibilities to be worked on at home, which includes goals for completion, along with the adapted schedule will be placed in the employee’s personnel file.

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Employees working off premises are expected to be accessible to their supervisor and coworkers at all times of their scheduled shift. The employee and his/her supervisor will determine which methods of communication are acceptable and how consistent progress reporting will be done. Adequate supervisory contact and/or employee accountability must be maintained.

If at any time the Director or a Department Head deems that the Telecommuting Agreement is no longer beneficial to the Library, the employee will be given the opportunity to return to a traditional work schedule. If terms cannot be agreed upon, the Library-employee relationship will be terminated.

9.6. Conduct and Disciplinary Action

(Effective Date: 6/13/11)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

To ensure orderly operations and provide the best possible work environment, NRPL expects employees to conduct themselves in a professional manner at all times.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any unplanned absence without proper notification
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Public accusations or criticisms of other employees
- Persistent negativity or numerous complaints that undermine the morale of co-workers or interfere with the normal flow of work

9.6.1. Benefits Continuation

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(Effective Date: 07/04/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

LIMRiCC (The Library Insurance Management and Risk Control Combination) provides access to COBRA insurance in the event of a qualifying event for staff members who are eligible to take part in the employee health insurance benefits.

9.6.2. Drug and Alcohol Use

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

It is NRPL's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

The North Riverside Public Library may have random drug testing of employees.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Director without fear of reprisal.

9.6.3. Prohibiting Harassment, Discrimination, and Retaliation

(Effective Date: 12/18/17)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, NRPL will not tolerate harassment of employees or officials by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and officials must comply with this policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, NRPL discourages such conduct in the workplace.

A. **Discrimination**

Prohibited Conduct. NRPL prohibits discrimination, harassment and retaliation on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. A violation of this policy, however, does not necessarily rise to the level of a violation of the law.

Application of Policy. This policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at NRPL will

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be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

B. Harassment

Harassment is a form of discrimination and is prohibited. NRPL seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this policy.

All employees and officials are responsible for conducting themselves in accordance with this policy. NRPL will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with NRPL, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities.

1. Harassment Relating to a Protected Status:

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. NRPL will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this policy specifically includes, but is not limited to:

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status;
- Written or graphic material that is circulated, available on NRPL's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

2. Sexual Harassment:

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same- sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. NRPL considers the following conduct to represent some of the types of acts that violate this policy:

either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors; physical contact, such as patting, pinching or brushing against any part of another's body or physical assaults of a sexual nature; sexual propositions, sexual innuendo, suggestive comments; continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested; displaying or transmitting demeaning, obscene or

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sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace; sexually oriented kidding, teasing, practical jokes, or threats; referring to or calling a person a sexualized name; telling sexual jokes or using sexually vulgar or explicit language; making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation; harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees and officials are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this policy before the alleged offending behavior becomes severe or pervasive.

C. Retaliation

NRPL will not retaliate or allow retaliation against an individual who has made a report of a violation of this policy or for cooperating in an investigation. This, of course, means that employees and officials also must not retaliate against any individual who has made a report of a violation of this policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this policy or cooperating in an investigation is strictly prohibited. Anyone who is found by NRPL to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

D. Procedure for Reporting and Investigation of Harassment, Discrimination and Retaliation

Reporting: All employees and officials are responsible for helping to avoid all forms of harassment. Anyone who believes he or she has experienced conduct inconsistent with this policy or **otherwise learns of conduct prohibited by this policy is responsible for reporting the conduct through the complaint procedure.**

This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees or officials may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, Director, Library Board of Trustees, or the Department of Human Rights.

In addition, each supervisor must immediately report to the Director, or an official any complaint or observation of conduct which may violate this policy. Supervisors or managers or officials who have knowledge of any conduct inconsistent with or prohibited by this policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

1. Report Immediately: Oral complaints, as stated, must be made immediately. NRPL may follow up in writing in order to assure complete understanding of and resolution of the specific

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complaint.

2. No Exception to Reporting: Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case may be.

3. Investigation: Any conduct inconsistent with or prohibited by this policy will be investigated promptly. NRPL is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this policy. NRPL may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

4. Disciplinary Action: All reports of violations of this policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees or officials who engage in conduct that is found by NRPL to be inconsistent with or prohibited by this policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. NRPL may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy.

5. Confidentiality: To the fullest extent practical, NRPL will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, NRPL must inquire of employees or officials involved. NRPL also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

6. The EEOC, State and Local Agencies: Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights Equal Employment Opportunity	
Commission 100 W. Randolph St., Suite 10-100	500 West Madison
Street, Ste. 2800	
Chicago, IL 60601	Chicago, Illinois 60661-2511
(312) 814-6200	(312) 353-2713

9.6.4. Personal Appearance

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL expects all employees, during business hours, to present a clean and neat appearance and to

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dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

9.6.5. Return of Property

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Employees are responsible for all NRPL property, materials, or written information issued to them or in their possession or control. Employees must return all NRPL property immediately upon request or upon termination of employment. Where permitted by applicable laws, the employee will be sent to collections for the retained materials.

9.6.6. Problem Resolution

(Effective Date: 07/04/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL has an open-door policy.

No employee will be penalized, formally or informally, for voicing a concern with NRPL in a reasonable, business-like manner, or for using the open door policy.

To report concerns, please address them to your direct supervisor unless said supervisor is the topic of concern. In that case, address the concern to the Director or if the Director is the topic, to the Board Personnel Chair.

9.6.7. Grievance Policy

(Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL encourages employees to work out their concerns through our open door policy. However, when this is not possible, employees may follow these steps to file a grievance:

1. The employee will present the grievance in writing to their immediate supervisor within 5 days of the alleged violation or the date the employee becomes aware of the alleged violation, whichever is later. The supervisor receiving the complaint will attempt to resolve and implement the resolution and respond to the employee in writing no later than 7 days from the date the employee brought the complaint.
2. If the grievance is not resolved in step 1, the employee may submit a written grievance to the Director within 5 days of the date the response from step 1 was due or received, whichever comes first. The Director will, within 7 working days from receipt of the written step 2 grievance, investigate and respond in writing to the grievant.

The definition of a grievance is: “A dispute by an employee that involves questions of interpretation or application of wages, hours, terms and conditions of employment or disciplinary actions. Employees who have not completed 6 months of employment with NRPL and temporary employees may not grieve termination from their positions.”

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The Director's written response will be the final disposition of the grievance. Employee grievances may not be appealed to the Library Board of Trustees.

9.6.8. Progressive Discipline

(Effective Date: 07/04/2002)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Disciplinary action may call for any of 4 steps:

1. Verbal warning
2. Written warning
3. Suspension with or without pay
4. Termination of employment

Depending on the severity of the problem and the number of occurrences, there may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. NRPL recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Library.

9.6.9. Resignation & Termination

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Resignation is a voluntary act initiated by the employee to terminate employment with NRPL. Although advance notice is not required, employees are asked to provide at least 2 weeks written resignation notice.

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

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- Resignation
- Discharge
- Layoff
- Retirement

Since employment with NRPL is based on mutual consent, both the employee and NRPL have the right to terminate employment at will, with or without cause, at any time. Employee benefits may be affected based on termination.

9.6.10. Security Inspections

(Effective Date: 10/19/98)(Revision Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

NRPL wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, employees are prohibited from the possession, transfer, sale, or use of such materials on its premises. NRPL requires the cooperation of all employees in administering this policy.

In accordance with the signed waiver on file from all employees, desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of NRPL. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of NRPL at any time, either with or without prior notice. NRPL likewise wishes to discourage theft or unauthorized possession of the property of employees, visitors, and patrons.

9.6.11. Whistle Blower

(Effective Date 10/18/2022)

The North Riverside Public Library District is committed to the highest standards of openness and accountability. An important aspect of accountability and transparency is a mechanism to enable staff and other members of the Library to voice concerns in a responsible and effective manner. When an individual discovers information which they believe shows serious malpractice or wrongdoing within the organization, then this information should be disclosed internally without fear of reprisal, and there should be arrangements to enable this to be done.

This policy ensures that no members of staff should feel at a disadvantage in raising legitimate concerns. It should be emphasized that this policy is intended to assist individuals who believe they have discovered fraudulent or unethical behavior or impropriety. It is not designed to question financial or business decisions taken by the Library, nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary, or other procedures. This policy is designed to enable employees of the Library to raise concerns internally and at a high level and to disclose information which the individual believes shows fraudulent or unethical behavior or impropriety. This

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policy is intended to cover concerns which are in the public's interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary.

These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or statute
- Dangers to health & safety or the environment
- Criminal activity
- Unethical behavior
- Attempts to conceal any of these.

This policy is not intended to prevent or discourage an employee from disclosing information to a government or law enforcement agency if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule, or regulation. Per 50 ILCS 105/4.1, the Library Board has elected to use the County State's Attorney as its auditing official.

9.7. Miscellaneous

9.7.1. Strategic Plan Mini Grant

(Effective Date: 7/1/2019)(Revision Effective Date 10/18/2022)

All staff members are able to apply for the Strategic Initiatives Mini-Grant Opportunity to solve an issue they have identified within the library that will further NRPL's strategic plan. Grants are awarded quarterly and range from \$50 to \$750.