

# **Northbrook Public Library**

## **Policy Manual**

The statements contained in this Policy Manual have been adopted by the Board of Library Trustees of the Village of Northbrook. These policies can be modified, in whole or in part, by a majority vote at any regularly constituted public meeting of the Board.

December 1980  
Revised: 10/93  
Revised: 9/94  
Revised: 11/95  
Revised: 7/96  
Revised: 11/98  
Revised: 10/99  
Revised: 06/00  
Revised: 08/01

## TABLE OF CONTENTS

### **PART A: General Information**

Objectives of the Library	1
Mission Statement	1
Responsibilities of the Library Board	2
Collection Development Policy	3
Selection of Materials	3
Gifts	3
Reconsideration of Material	4
Access to Materials	4
Request for Reconsideration Form	5
Investment Policy	7
Library Bill of Rights	11
Freedom to Read	12
Freedom to View	16

### **PART B: The Library and Its Patrons**

Circulation Records-Right to Privacy	17
Hours and Holidays	18
Restrictions	18
Library Cards	18
Fees	19
Damaged and Lost Materials	19
Audio Visual Policy	19
Computer Policy	20
Gift Policy	19
Equipment Policy	19
Internet Policy	19
Meeting Room Policy	21
No Smoking Policy	23
Americans with Disability Act	23
Grievance Form	24

### **PART C: Personnel Policy**

Americans with Disabilities Act	25
Sexual Harassment Policy	25
Employee Documentation	28
Employee Classification	28
Weekend Work	28
Overtime	28
Salaries	28
Promotions	29
Service Awards	29
Payment	29
Probationary Period	29
Vacation	30
Holidays	30
Excused Absence	30
Sick Leave	31
Family Medical Leave Act	31
Non-smoking Policy	33
Drug-free Workplace	34
Exposure Control Plan	34
Social Security	34
Illinois Municipal Retirement Plan	34
ICMA Retirement Corporation	34
Medical Insurance	34
Group Life Insurance	34
Professional Meetings	34
Employee Communication Procedure	34
Labor Relations	35
Termination of Employment	35



## **PART A - GENERAL INFORMATION**

The Northbrook Public Library is a member of the North Suburban Library System.

### **OBJECTIVES OF THE LIBRARY**

It is the declared policy of the Northbrook Public Library to provide books, related materials, services and programs to the public of Northbrook in order to promote an enlightened citizenry and to enrich the quality of life.

The Board of Trustees and the staff of the Library recognize, however, that it actually serves many different publics -- businessmen and -women, students, senior citizens, local cultural and civic organizations, as well as many others. In determining policy, the Library Board of Trustees must consider the prudent use of available revenue. This may mean that priorities for serving the different publics will be different.

Ideally, the Library will provide a place where interested persons may encounter the original, unorthodox, or critical ideas that are important stimulants in a society dependent upon the free competition of ideas.

Library services will not be denied to anyone in the community because of age, handicap, race, religion, socio-economic status, or political beliefs.

The policies and procedures of the Northbrook Public Library will conform to the American Library Association Library Bill of Rights.

The Executive Librarian will be the final arbiter about day-to-day decisions on how the Library may best deal with emergencies or conform to the Library Bill of Rights. The librarian may request a consensus from the Library board members on doubtful matters.

### **MISSION STATEMENT**

The Northbrook Public Library believes that access to information is essential to a free, creative and democratic society. Therefore, the Library strives to provide the community with an accommodating environment for the dissemination, exchange, and evaluation of ideas and information. This mission is enabled by providing a wide variety of materials and resources, services, modern facilities and a professional staff.

Objectives:

1. to have a competent, professional staff
2. to keep information current
3. to encourage Library use
4. to review periodically the community needs and initiate long range plans to meet those needs

Implementation:

1. pay competitive salaries
2. provide a progressive environment
3. establish an adequate budget to insure availability of current material
4. maintain and support cooperative interlibrary relationships
5. provide a pleasant atmosphere for patrons and staff
6. provide and publicize programs that in scope will appeal to the entire community

## **RESPONSIBILITIES OF THE LIBRARY BOARD**

A. Provide the best possible Library service to meet the varying needs of the community consistent with prudent use of tax dollars, that is,

1. be aware of community needs
2. prepare long range plans
3. determine the levy
4. determine the budget
5. approve the bills and charges
6. appoint an auditor

B. Determine the general policies of the Library, but not interfere with the management by the Executive Librarian. The following examples are reserved for the Executive Librarian:

1. determine salary schedule
2. conduct personnel management
3. apply selection standards fairly to materials

C. Understand Library Law and the legal responsibilities of a Library Trustee as contained in the Illinois Local Library Act, for example,

1. attend board meetings
2. hire Executive Librarian and determine salary
3. understand By-laws and Policy Manual of the Northbrook Public Library
4. file an economic interest statement

## COLLECTION DEVELOPMENT POLICY

**Philosophy.** A public library attempts to provide an accessible setting for a variety of materials. Since no individual can buy and store all of the material one may need or want, the community pools its resources to create a public collection for the community's benefit.

A primary goal of the Northbrook Public Library is to develop a collection of excellence. The Library strives, within the limitations of budget and space, to provide a wide range of materials which meet the diverse educational, informational, cultural and recreational needs of the community.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The Library supports the American Library Association's Bill of Rights, and its Freedom to Read and Freedom to View statements, which recognize the right of persons to free and convenient access to information and ideas.

The parents or guardians, not the library, are responsible for supervising the use of books and materials by their children. A librarian is available to provide the young person with reading guidance.

**Selection of Materials.** The Executive librarian is responsible for all materials in the Library collections. Material selectors, using professional judgment, choose and discard items for the Library collections within the scope of assigned areas.

A variety of factors influence the selection of library materials. These include accuracy of information, interest, authority, demand, value to the existing collection, timeliness, significance of the subject, format and price. Selection of materials is accomplished in a variety of ways. Extensive use is made of standard bibliographies and of reviews in professional and other journals. Recommendations by staff and residents of the community are seriously considered.

**Gifts.** Gifts to the Library are gifts to the community. The Library actively encourages donations to the Library. The staff is available to assist in advising as to the Library's current needs. The same standards of selection are applied to gifts as to materials acquired by purchase. The Library reserves the right to evaluate, retain or dispose of gifts. The Library does not appraise gifts for income tax purposes, but does provide written acknowledgement of gifts upon their receipt and request.

**Reconsideration of Materials.**

The Library does not endorse opinions contained in its materials. Patrons are free to enjoy, dislike, or ignore any item in the collection. However, no one is free to restrict another's use of library materials.

A request to remove library materials creates complex legal and ethical questions for both the Library and the community. Consequently, this issue is taken very seriously by the Library. To initiate a request, a form provided by the Library should be filled out completely and given to the Executive Librarian. The Executive Librarian will appoint a committee to review the challenged material and prepare a written report. Until a decision is reached by the Executive Librarian, the item in question will remain available. Patrons who do not accept the Executive Librarian's decision may appeal to the Board of Trustees. The reconsideration process will be completed in a reasonable amount of time. Staff is available to assist in preparation of the required forms.

**Access to Materials.** Northbrook residents may borrow books from all member public libraries in the North Suburban Library System. The Library will assist patrons in acquiring material throughout the world.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

1. Type of Material: \_\_\_Book \_\_\_Periodical \_\_\_Sound Recording \_\_\_Audio Tape  
Videocassette \_\_\_Other (Please specify)

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Date of Publication/Production:

2. Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

3. Do you represent: \_\_\_yourself

\_\_\_an organization(name)

\_\_\_other group(name)

To what in the work do you object? Please be specific.

\_\_\_\_\_  
\_\_\_\_\_

5. Did you read/listen to/view the entire work?\_\_\_\_\_

a. If not, why not?\_\_\_\_\_

\_\_\_\_\_

b. What parts did you read/listen to/view? \_\_\_\_\_

\_\_\_\_\_

6. What do you believe is the theme of the work?

\_\_\_\_\_

\_\_\_\_\_

7. Have you read, listened to or viewed a review of this item? Please list the reviews and sources that agree with your opinion?

---

---

8. What item of value would you recommend that would convey a similar perspective/theme of the subject matter treated?

---

---

9. What do you think might be the result of reading/listening to/viewing this work?

---

10. Please read the attached Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. The Library supports the principles set forth in these documents. Do you feel your request is in conflict with these documents? \_\_\_\_\_

a. If not, why not?

b. If so, please explain why your request outweighs adherence to these principles. \_\_\_\_\_

---

11. What would you like the Library to do about this work?

---

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **INVESTMENT POLICY**

### **OVERVIEW**

The Northbrook Public Library receives its main source of income, local property taxes, from Cook County via a wire transfer to the library's money market account. The County notifies the library of the transfer within twenty-four hours. The business manager then invests any cash not immediately needed for library expenses in Certificates of Deposits or U. S. Treasury Bills. Certificates of Deposits are purchased at local area banks. Maturity dates on the certificates are timed to coincide with semi-monthly payrolls and monthly cash disbursements. At maturity, the certificates are transferred to the proper checking account to cover these disbursements. These transfers are initiated by the business manager and confirmed by the library Director, Assistant to the Director or Bookkeeper. Smaller sources of revenue (replacement taxes, library fees and grants) are deposited in the library's account by the Village of Northbrook (replacement tax) or the Business Office staff. This cash is included in the above investments if not needed for current library expenses.

#### **1. POLICY**

It is the policy of the Northbrook Public Library to invest all funds under the library's control in a manner which will provide the highest investment return using authorized instruments, while meeting the library's daily cash flow demands and in conformance with all State statutes governing the investment of public funds.

This Policy shall apply to all investments entered into on or after the effective date of this instrument. Until the expiration of investments made prior to the effective date of this Policy, such investments shall continue to be governed by the policies in effect at the time such investments were made.

#### **2. INVESTMENT GUIDELINES**

The primary objective in the investment of library funds is to ensure the safety of principal, while managing liquidity to pay financial obligations, and providing the highest investment return using authorized instruments.

##### **2.1. SAFETY:**

The safety of principal is the foremost objective of the investment program. To attain this objective, diversification and internal controls, as defined in Sections 8.0 and 9.0 of the Policy, are required to ensure that the library prudently manages market, interest rate and credit risk.

##### **2.2. LIQUIDITY:**

The investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements which might be reasonably projected.

2.3. RETURN ON INVESTMENT:

The investment portfolio shall be designed to obtain the highest available return, taking into account the library's investment risk constraints and cash flow needs and the library's desire to promote fiscal responsibility. The rate of return achieved on the library's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

2.4. PERIODIC REVIEW OF INVESTMENT PORTFOLIO:

The administrator of the portfolio shall report to the Board of Trustees on a monthly basis. Trustees shall review investment safety, liquidity, rate of return, diversification and general performance.

3. PRUDENCE:

Investments shall be made with the judgment and care under the circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable preservation of their capital as well as the probable income to be derived. This "prudent person" standard shall be used by all investment officers of the library and shall be followed in making and managing investments for the library.

4. ETHICS AND CONFLICTS OF INTEREST:

Authorized investment officers of the library and employees in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the library any material financial interest in financial institutions which conduct business with the library, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

No person acting as Treasurer or financial officer for the library, or who is employed in any similar capacity by or for the library, may do any of the following:

- 1) Have any interest, directly or indirectly, in any investments in which the library is authorized to invest.
- 2) Have any interest, directly or indirectly, in the sellers, sponsors or managers of those investments.
- 3) Receive, in any manner, compensation of any kind from any investments in which the library is authorized to invest.

5. AUTHORIZED BROKER/DEALERS AND FINANCIAL INSTITUTIONS:

Authorized investment officers shall utilize the library's approved list of financial institutions to provide investment services. No public deposit shall be made except as authorized by the Illinois Public Funds Investment Act (30ILCS 235/0.01 et seq.).

6. AUTHORIZED AND SUITABLE INVESTMENTS:

- 1) Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- 2) Bonds, notes, debentures or other similar obligations of the United States of America, or its agencies. For purposes of this Policy, the term “agencies of the United States of America” includes federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and the federal home loan banks and the Federal Home Loan Mortgage Corporation; and any other agency created by Act of Congress.
- 3) Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS5/1 et seq.), provided, however, that such investments may be made only in banks which are insured by the Federal Insurance Corporation;
- 4) The Public Treasurer’s Investment Pool created under Section 17 of the State Treasurer Act (15ILCS 505/17) or in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company, or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.

7. COLLATERALIZATION:

Collateral securities guaranteed by the full faith and credit of the United States of America shall be required for deposits in excess of \$100,000 per institution. The percentage of collateralization shall be in conformance with all State statutes governing the investment of public funds.

8. DIVERSIFICATION:

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets with a specific maturity date. The library shall invest the majority of its funds in authorized investments of less than one (1) year maturity. No investment shall exceed two (2) years maturity.

9. INTERNAL CONTROLS:

The library’s investment administrator and/or advisors shall establish a system of internal controls, which shall be documented in writing and filed with the Board of Trustees for review. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties.

10. LIMITATION OF LIABILITY

The standard of prudence to be used by authorized investment officers shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Authorized investment officers acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal liability for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

11. REPORTING

Financial reports shall be presented to the Board of Trustees by the Administrator on a monthly basis. This report shall include the following:

- 1) Type of Investment
- 2) Liquidity (including maturity dates)
- 3) Rate of Return
- 4) Location of Investment
- 5) Impact of any material change in investment policy adopted

#### 12. DELEGATION OF AUTHORITY:

The Board of Trustees may employ one or more investment advisors possessing superior capabilities in the management of assets of governmental bodies. The Board of Trustees shall require the investment advisor(s) selected and working on behalf of the library to meet the following conditions:

- 1) To take actions in the exercise of its discretion which in its best professional judgement are in the best interests of the library and in accordance with this Policy.
- 2) To execute all investment transactions on behalf of the library at the best net price, utilizing such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the library.
- 3) Such additional responsibilities as are set forth in such investment advisor's written contract with the library.

The library's investment advisors shall be responsible for establishing the internal controls in written procedures for the operation of the library's investment program as set forth in this Policy.

Until the Board of Trustees appoints one or more investment advisors, management responsibility for the investment program set forth in this policy is delegated to the Board Treasurer and/or the Administrator.

#### 13. RESERVATION OF RIGHTS:

The library reserves the right to amend this Policy at any time upon the advice and consent of its Board of Trustees.

## LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted January, 1980

## FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which

serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves.

These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society.

Freedom is not freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous, but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

## FREEDOM TO VIEW

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content. Labeling adopted by the movie industry to assist parents as to the suitability of films for viewing by children is exempt from this provision.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted June 1979.

## **PART B - THE LIBRARY AND ITS PATRONS**

**Circulation Records - The Right to Privacy.** Recognizing the individual's right to privacy, the Northbrook Library Board hereby adopts the following resolution:

Circulation records and other records identifying the names of Library users with specific materials are to be confidential in nature. These records shall not be made available to any person, or to any agency of the State, Local, or Federal Government, except pursuant to such process, order, or subpoena as may be authorized under authority of and pursuant to State, Local, or Federal laws relating to civil, criminal, or administrative discovery procedures, or legislative investigatory powers.

Library staff shall observe the following procedures: on receipt of any legal process, order or subpoena, the Library staff member in charge will immediately report to the Executive Librarian, if available, or the President of the Board. The Library attorney will be consulted to insure that (a) the document is in proper legal form, and (b) there has been a proper showing of good cause for its issuance, in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

Adult Records (18 and over): A list of all items currently charged out to a patron and/or their registration information can be provided to the cardholder. To receive this information the cardholder must appear in person at the Circulation Desk and present his library card and/or other identification as necessary which verifies his identity.

Children's Records: The registration card (for parental signature) will contain a clause which reads "I understand that, as parent or legal guardian, I am responsible for materials charged to this card. I acknowledge the Northbrook Public Library's statutory duty (under the Library Records Confidentiality Act) to maintain the confidentiality of its records with respect to this minor."

Absentee: Patron information will be mailed to the patron upon receipt of a written request.

Telephone Request: The number of items currently checked out (but neither titles nor subjects) and any overdue fines will be disclosed to patrons who call and cite their library card number as identification. Any additional information is only available upon a written request or in person at the library with identification.

**Hours and Holidays.** The hours are determined by the Librarian in consultation with the Board.

The Library will close on New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Eve at 6:00 p.m., Thanksgiving Day, December 24th, December 25th and New year's Eve at 3:00 p.m. The library will also close on December 26th when December 25th is on a Sunday and on July 5th when July 4th is on a Sunday.

**Restrictions.** Behavior disturbing to other patrons will not be permitted in the Library.

Use of cell phones is restricted to the foyers on the first floor (between the exterior and inner doors at the main entrance and just inside the door on the west side, adjacent to the Civic Foundation Room).

Eating and/or drinking are not allowed in the public reading areas, restrooms or lobby.

No loitering will be allowed in the building or on the Library grounds.

The Library Board may suspend the use of Library facilities pursuant to statute, and normally such suspension will be for a specific length of time. The Library may provide specific regulations pursuant to statute for persons committing offenses with Library property, on the Library grounds, or other property thereof and for injury to, or failure to return any book or material, or personal property belonging to the Library, and suitable civil or criminal penalties for such violations (75 ILCS 5/4-7(11)) The Executive Librarian, as agent for the Library Board, may extend or discontinue library services.

**Library Cards.** Library cards are issued to any person residing within the village limits. Cards are issued to Northbrook residents under the age of 12 provided the parents sign a responsibility form. Parents or guardians are responsible for the fees, fines and lost materials incurred by any of their family members under the age of 18. Residents must show current ID. Non-residents who own property within the village limits must provide a current tax bill annually in order to be eligible for a card.

For a fee, based on the formula established by the Illinois State Library, library cards may be issued to persons with a Northbrook mailing address who reside outside the village limits.

If a patron presents himself or herself for registration, and a check of the CCS database indicates that the patron is already on file with delinquent status or outstanding obligations to his or her previous home library, the circulation staff may direct the patron to resolve the obligations before a reregistration is performed.

Any business within the incorporated area of Northbrook may be issued one library card upon the annual presentation of their current tax bill. This card will be issued in the name of the president/owner or his/her designated representative with the company name and address on the card. The person whose name is on the card will be financially responsible for all material checked out on it.

Library services may be extended at the discretion of the Executive Librarian.

**Fees.** A schedule of library rental and usage policies is available for patrons at the public service desks. These policies are reviewed annually in January by the Library Board of Trustees.

**Damaged or Lost Materials.** All damaged materials are repaired or replaced through the Library. If the loss or damage can be traced to any individual, the patron shall be charged with the current cost of the item or repair plus the processing fee. The processing fee for lost videos and DVDs is \$20.00. For all other lost materials the fee is \$5.00, except for paperbacks which have no fee.

**Audio-Visual Policy.** Patrons under the age of 18 may borrow DVDs and video cassettes with a signed parental permission form on file with the library. All patrons borrowing videocassettes and DVDs must sign a responsibility statement (parents must also sign if the patron is under 18).

**Computer Policy.** Computer and Internet terminals are available for all patrons in good standing with the Library. In cases of insufficient computer availability, preference may be given to Northbrook Library cardholders. Users of computers and Internet stations must be 7 years of age or older to use the terminals without adult supervision. An adult must accompany children under the age of 7.

The computers and Internet stations in the Youth Services area are provided for children and young adults. Adults may only use these terminals if they are a caregiver or a parent to a child using the terminal, or who is participating in a program in the Youth Services area.

Please see the Internet policy for further information.

**Gift Policy.** All gifts of art and sculpture must be approved by the Library Board prior to acceptance. Each donor of a gift will be recognized in an appropriate manner.

**Fund-raising Policy.** Financial gifts to the Library are gifts to the community. The Library actively encourages donations to the library. Each donor will be recognized in an appropriate manner. Conditional gifts may be subject to review by the Library Board.

**Equipment Policy.** All circulating Library equipment has individual regulations depending on its use and value. The patron is responsible for the proper use of this equipment and will be requested to sign a responsibility statement before checking out the equipment. (See the Procedures Manual at the Circulation Desk.)

**Internet Policy.** (Adopted by the Board of Trustees of the Northbrook Public Library on June 8, 2000)

The Internet is offered as a privilege to our patrons as part of the Library's mission: to provide access to materials beyond the Library's own collection according to the informational, educational, cultural, and recreational needs of the community. While the Internet can be used for a variety of purposes, the Library actively supports only those functions that relate to its mission and services. With the exception of the Library's website, all of the information found on the Internet has been generated outside the

Library. Some Internet sites may contain inaccurate, incomplete, outdated, unsecured, offensive and/or controversial material. All Internet resources accessible through the Library are provided equally to all users, with the understanding that it is the user's responsibility to demonstrate good judgment, respect for others, and appropriate conduct while using library resources.

#### **Optional Use of Filtered Workstations and Parental Responsibilities**

The Northbrook Public Library supports the right and responsibility of parents to direct use of the Internet by their children, and provides convenient access to filtered Internet workstations with the intent of filtering pornographic sites. Filtering software (which is produced by an outside vendor and is not completely under library control) may restrict access to sites which could be deemed objectionable, but may also limit access to sites which have legitimate research value. No filtering system is completely effective or efficient and unsuitable sites may still be occasionally accessed for which the library takes no responsibility. Filtered workstations have been provided, but Library staff will not require any patron, child or adult, to utilize filtering software for their research. Parents and legal guardians of children under eighteen are responsible for both determining the limits of their children's access to the Internet and providing the respective guidance to them.

#### **Rules of Conduct - User Responsibilities**

Internet access may be used only for acceptable purposes. Examples of illegal and/or unacceptable use include, but are not limited to, the following:

1. Threats of violence/endangerment of others, obscenity, child pornography, gambling, and harassing communications as defined by law
2. Violation of copyright laws
3. Violation of software license agreements
4. Intentional propagation of computer viruses
5. Attempting to change Library computer equipment, software settings, or files belonging to the Library, other users, or external networks and Web sites
6. Attempting, or assisting, unauthorized access to any library computer system or other network or external system

#### **Other User Responsibilities**

1. Users under the age of 18 may not give out personal information on library terminals
2. Users must respect the privacy of other users
3. Users will not expose other library users or staff to information, graphics, etc. which by community standards would be considered disruptive or offensive
4. Users will not represent themselves as another person, real or imagined
5. Two users, by mutual agreement, may share one terminal if their behavior and conversation do not disturb other users or library staff
6. Users must end their session and leave the terminal when asked to do so by authorized library staff. The number and length of access sessions available per day, per user, and reservation procedures may be established or modified by the librarian in charge.

#### **Disclaimer and Enforcement**

The Northbrook Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Violation of the terms of this agreement may result in Internet privileges being suspended or revoked, and may include contacting law enforcement authorities and/or legal action if

determined appropriate. Future Internet use privileges and/or other library privileges may be modified and/or suspended in their entirety at the discretion of the Library.

**Meeting Room Policy.** Use of the Northbrook Public Library meeting rooms shall be in accordance with Article VI of the Library Bill of Rights which states: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The Northbrook Public Library intends to comply with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities.

The auditorium, Bertram Pollak Room, and Civic Foundation Room are available for: (1) Library-sponsored and Library-related programs and meetings and (2) for educational, cultural, intellectual, or charitable activities of Northbrook groups. A Northbrook group is defined as one that draws at least 50% of its members from Northbrook.

Permission to use the meeting rooms does not imply endorsement of the organization by the Library .

Library-sponsored or Library-related events or groups and, where appropriate, Village of Northbrook-related events shall have priority over other requests and may use the meeting rooms on a regular basis throughout the year. Other organizations may not reserve the meeting rooms for more than three meetings in any six-month period when such reservations conflict with public demand for meeting room space. The use of the meeting rooms by Northbrook groups shall be subject to the following restrictions:

1. All groups shall apply in writing at least fourteen days before the event for permission to use a meeting room. Any special set-ups, room arrangement, equipment, etc. must be specified at this time. If a room is available, written reservations may be accepted with less than fourteen days lead time. Room reservations will not be confirmed more than six (6) months in advance.
2. Acceptance or refusal of any group's application shall be made within ten days of the receipt of such application.
3. All groups using a meeting room shall sign an agreement expressing their intent to comply with all policies, rules, regulations, and conditions regarding responsible use of the room.
4. The Library is not responsible for security or storage of items owned by groups using the Library.
5. Groups shall be responsible for any unusual costs resulting from their use of Library facilities. This would include repairs for damages, unusual cleaning of carpets, walls, etc., or any other costs beyond normal maintenance. This charge would include any

payment for custodial service resulting from the use of a meeting room.

6. Should it be necessary for an evening meeting to be continued beyond the regular closing time of 9:00 p.m., special arrangements must be made in advance with the librarian. A charge per half hour will be made dependent on the current costs of providing an attendant to close the Library. Overtime charges are based on the time when the group members leave the building. Non-profit groups and governmental bodies may seek a waiver of fees from the Board of Trustees. Fees will be waived if evidence is presented to the Board of hardship or activities by the group or body which are sponsored or co-sponsored by the Library or the Village of Northbrook.
7. Once final permission to use the room has been confirmed, such permission will not be withdrawn unless the group violates any of the conditions set forth for the use of the room and/or conditions require otherwise.
8. Paintings, photographs, sculptures, handicrafts and similar objects placed on display are permitted to have a value indication provided that the primary purpose of the display is exhibition, not selling. Sales of art, handicraft objects, books or the like may be permitted at the discretion of the Executive Librarian.
9. Only Library-authorized personnel may operate Library equipment and, when a meeting is held outside of Library hours, open or close the building.
10. Groups using the rooms may not charge admission and may not deny public access except for governmental bodies in executive session.
11. Smoking and alcoholic beverages are not permitted.
12. Excessive noise or disruption to the functions of the Library are not permitted.
13. The use of hazardous materials is prohibited.

While the professional staff will administer the use of the meeting rooms, interpretations about policy for the use of the room may be decided by the Board of Trustees of the Northbrook Public Library.

### **No Smoking Policy**

Medical evidence clearly shows that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars and pipes is also an irritant to many nonsmokers and can worsen

allergic conditions. In sufficient concentrations secondhand smoke may be harmful to those with chronic heart or lung disease. New research indicates that long-term exposure to secondhand smoke may seriously threaten the health of nonsmokers.

In an effort to consider the needs and concerns of smokers and nonsmokers alike and to provide a healthful working environment for every Library employee, there shall be no smoking in any part of the library building. All employees, visitors and patrons are expected to comply with the smoking regulations detailed in this policy.

**Americans with Disabilities Act.** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the Library, or be subject to discrimination by the Library. For purposes of the Section, the term "qualified individual with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids or services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the Library. Modifications that would fundamentally alter the nature of the service, program, or activity will not be considered reasonable. A grievance form is attached.

**Northbrook Public Library**  
**Grievance Form**  
**for Discrimination Based on Disability**

It is the policy of the Northbrook Public Library to provide assistance in filling out this form. If assistance is needed, please ask:

ADA Coordinator  
Northbrook Public Library  
1201 Cedar Lane  
Northbrook, IL 60062

Name:

Address:

City/State/Zip:

Telephone No.:

Program, service, or activity to which access was denied or in which alleged discrimination occurred:

Date of alleged discrimination:

Nature of alleged discrimination:

I certify that I am qualified or otherwise eligible to participate in the program, service or activity and the above statements are true to the best of my knowledge and belief.

signature and date

Please give to the ADA Coordinator at the address above.

\*\*\*\*\*

For Office Use Only

Date received: \_\_\_\_\_ By:

## **PART C - PERSONNEL POLICY**

This Personnel Policy briefly describes the main features of the Library's personnel policies; it is not intended to be a comprehensive description. It should be understood that this Personnel Policy is not an employment contract. The employment relationship with the Library is one of employment at will. Employment may be terminated by the employee, the Executive Librarian, or the Library Board for any reason, with notice as provided herein. The Board of Library Trustees reserves the right to change or modify the policies contained herein at its sole discretion.

**Americans with Disabilities Act.** The Library will not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions, and privileges of employment. For purposes of the Section the term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. A grievance form is attached.

### **Sexual Harassment Policy**

The Northbrook Public Library recognizes that sexual harassment is illegal under both State and Federal law, and as a matter of policy, prohibits any form of sexual harassment of its officers or employees.

#### **Purpose:**

To provide a work place free of sexual harassment by insuring that all applicable federal rules and regulations are observed.

#### **Definition:**

Acts that constitute sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is either an expressed or implied term or condition of employment.
- B. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person.
- C. The conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile or offensive work environment. This includes posting or displaying pictures, posters, calendars or other materials that are sexual in nature.

While we do not want to discourage positive comradery and humor among employees, we insist on a workplace free from even unintentional intimidation.

### **Individuals covered under the policy**

The Library will not tolerate, condone or allow sexual harassment whether engaged in by fellow employees or trustees or anyone doing business with or using the services of the Library. The Library supports and encourages reporting of all incidents of sexual harassment, regardless of who the offender may be, and will investigate promptly all reported incidents.

### **General**

Appropriate disciplinary action will be taken against an employee who is found to have violated this policy.

All managers and supervisors, as part of their job requirements, will be responsible for addressing known sexual harassment in their respective departments or work areas.

### **Complaint procedures**

Any employee who believes that he or she is being sexually harassed by anyone on the premises of the Library should promptly take the following steps:

1. Any incident of sexual harassment must be reported, in writing, by the complainant as quickly as possible but in no event later than six (6) months after the occurrence. All reports and investigative procedures shall be confidential. Reports should be made to the Library Director.
2. All complaints of sexual harassment will be investigated and a response will be made to the complainant within thirty (30) days of the date upon which the Library Director or Trustee received a written complaint.
3. The Library Director may take immediate actions to eliminate further harassment. Direct contact to the Board of Trustees may be made should the complaint involve actions or inactions by the Library Director.
4. No one making a complaint in good faith will be retaliated against even if the complaint is not substantiated. In addition, any witness will be protected from retaliation.

**NOTE:** False or frivolous complaints refer to cases in which the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. Given the seriousness of the consequences for the accused, a false or frivolous charge is a severe offense that can result in disciplinary action.

**It is hoped that most sexual harassment complaints and incidents can be resolved through the library's internal complaint process.**

However, sexual harassment complaints can be filed with:

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

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

or

EEOC  
500 W. Madison St.  
Suite 2800  
Chicago, Illinois 60601  
Phone...1-800-669-3362  
TDD.....(312) 353-2421

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

## **Employee Documentation, Classification and Work Week.**

The Library will comply with immigration legislation and all new employees must complete Form I-9.

Workers shall be classified according to the amount of time worked as follows:

**Full time:** 35 regularly scheduled hours per week.

**Permanent Part time:** a minimum of 19 1/2 regularly scheduled hours per week.

**Part time:** fewer than 19 1/2 regularly scheduled hours per week.

Each classification has a detailed position description which includes a salary range, qualifications, duties and information about supervision.

Lunch time and break time should be taken at regularly scheduled times unless specifically approved otherwise for good cause by the immediate supervisor.

**Weekend Work.** Permanent part time employees working on Sunday on a rotation basis are compensated at time-and-a-half pay, unless they are specifically hired to work on Sundays at regular pay. As approved by the immediate supervisor, full time employees should adjust their work schedule to accommodate weekend work (including Sunday work at time-and-a-half credit, not pay) within their regular weekly hours; or, if necessary, accrue and utilize compensatory time from overtime in accordance with Library overtime policy.

**Overtime.** The Executive Librarian, department heads and librarians are legally exempt from overtime compensation but are given upon request compensatory time off for time worked beyond 35 hours per work week at the rate of one hour off for each hour of overtime. Compensatory time for overtime shall be claimed, approved by the immediate supervisor, and taken within fourteen calendar days following the overtime.

Non-exempt full time employees who work beyond 35 hours per work week are given compensatory time off at a rate of one hour off for each of the first five hours of overtime and one-and-one-half hours off for each hour of overtime thereafter. Overtime work shall be approved in advance by the immediate supervisor and compensatory time for overtime shall be approved by the immediate supervisor and taken within fourteen calendar days following the overtime.

For non-exempt employees only, payment for accrued compensatory time upon termination of employment shall be calculated at the average rate of pay for the final 3 years of employment, or the final regular rate received by the employee, whichever is higher.

**Salaries.** So far as practicable, the compensation of Library employees will be maintained on a competitive basis to reward and retain qualified personnel and attract competent applicants. The salary of the Executive Librarian is reviewed annually by the Board of Trustees. The salaries of other employees are set in accordance with the salary schedule. Factors contributing to the establishment of midpoint, minimum and maximum

of salary range shall be reviewed periodically, but at least annually and revised when indicated. Normally, employees will be hired at the minimum of the rate range; however, whenever qualifications and/or experience warrant, employees may be hired at a salary up to the midpoint of the range.

Increases are based on merit and are not automatic. Employees are eligible to be considered for increases after they have worked six months in their current classification.

It will be the responsibility of the employee's supervisor to evaluate the employee's performance in order for the Executive Librarian to determine the salary within the guidelines set forth above.

It is the responsibility of the Executive Librarian to provide the Board of Trustees from time to time with suitable descriptions outlining the requirements, functions and activities of the various employee positions for salary purposes.

**Promotions.** Current employees will be given first consideration for promotion to higher paid classifications, provided they have the necessary qualifications. Employees promoted to a higher classification will normally begin at the entry point of the new classification and complete a six month probationary period in that position.

**Service Awards.** Employees and volunteers will be recognized for their service at the annual Library Holiday Party (and/or other appropriate times). Awards will be given to employees for ten years of service and every five years thereafter. Retirement awards will be given to employees retiring with ten or more years of service to the library.

**Payment.** All employees are paid semi-monthly on the 15th and the last day of the month.

**Probationary Period.** All employees of the Library, upon employment, enter a probationary period of six months. The probationary period is intended to be a 'trial' period for both the employee and the Library. During the probationary period, vacation time will be accumulated but not available. Sick leave is available from the first month of employment.

An employee in probationary status may resign without providing advance notice of termination. Likewise, the Library may terminate any employee within the probationary period without notice. No accumulated benefits shall be paid to any employee who is terminated or who resigns during a probationary period, regardless of the termination circumstances.

Employees who successfully complete their probationary period shall remain as at-will employees, shall become entitled to the vacation time which applies to their status as either permanent part time or full time employees under this policy, and shall be subject to the Library's termination notice policy as well as to all other Library policies.

**Vacation.** All employees working a minimum of nineteen and one-half hours per week are entitled to a paid vacation. Vacation time must be scheduled at the convenience of the Library. No vacation may be taken during the first six months of employment. No

vacation leave is earned for a month in which active employment begins after the 10th day or terminates before the 20th day. The minimum amount of vacation time allowed to be taken is one hour for both full and part time employees.

Full time librarians earn one hundred forty hours (twenty days) vacation per year at the rate of 5.83 hours per pay period. All other full time employees earn seventy hours (ten days) vacation per year earned at the rate of 2.92 hours per pay period. After the first year of employment they earn an additional 7 hours of vacation for each year worked up to ten years. At this time they are entitled to 140 hours or twenty days vacation. Permanent part-time employees earn forty-eight hours vacation time per year or 2.0 hours per pay period.

**Vacation Accumulations and Conflicts.** Every employee will be expected to use his or her vacation allowance by the year following its accumulation. An accumulation of the vacation allowance will be permitted for good cause, although such accumulation will normally be limited to thirty working days, or six weeks. The employee must explain the reason for the vacation accumulation by letter to the department head for approval by the Executive Librarian.

Department heads will see that vacation time is scheduled in relation to both Library needs and the desires of individual employees. If vacation period requests conflict within a department and departmental operations are such that the conflicting parties cannot be spared at the same time, the department head shall decide the issue on the basis of seniority and/or skill needs.

**Holidays.** Full time employees are entitled to the following paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and 2 hours for New Year's Eve. Full time employees are entitled to one floating holiday which may be taken on Martin Luther King's Birthday or on any other day. Part-time employees are not entitled to paid holidays.

**Excused Absence.** Full time employees will be granted two paid Personal Business Days per year. These days may be taken at any time during the year with the prior consent of the Executive Librarian and cannot accrue. Personal Business Days will not be taken the day before or the day after a holiday or the employee's vacation.

Religious holidays may be taken as vacation leave, Personal Business Days, or, subject to work load and supervisory approval, as time off to be made up later within fourteen calendar days.

A maximum of 3 paid days per year are allowed full time and permanent part time employees in case of emergencies or death of a member of the immediate family. For purposes of this Section, an employee's immediate family includes the employee's parent, spouse, son or daughter. All such leave must be approved by the respective Supervisor and Executive Librarian.

Any full time employee selected for jury duty or subpoenaed as a witness will be granted a leave of absence with pay for the required period of absence. In cases where an

employee attends court as a defendant or plaintiff, the employee will be granted a leave of absence without pay as necessary until a decision of the court has disposed of the case.

In case of emergency closing and dismissal from work, all employees will be paid for regularly scheduled hours, not to exceed ten working days within each fiscal year.

**Sick Leave.** The purpose of sick leave is to provide protection for employees when they are ill or when an immediate member of the family is seriously ill. For purposes of this Section, an employee's immediate family includes the employee's parent, spouse, son or daughter. Full time employees accrue one hundred five hours (fifteen days) a year sick leave up to a maximum accumulation of eight hundred forty hours (one hundred twenty days). Permanent part time employees accrue fifty two hours up to a maximum accumulation of four hundred twenty hours. Sick leave cannot be used as discretionary time off. An employee can receive sick leave in lieu of vacation if one becomes seriously ill while on vacation; however, a doctor's written statement is required.

The Library has a Good Health Benefit, the purpose of which is to recognize those employees who did continue to work while moderately indisposed. Once a year, during the last week in March, the Library will calculate the number of days of sick leave one has accumulated in excess of four hundred ninety hours (seventy days) for full time staff (two hundred forty-five hours for permanent part time staff), and pay for twenty percent thereof. The number of hours paid in this fashion will then be deducted from the accumulated sick leave. The maximum full-time benefit for each employee will be limited to \$1,500 (\$750 part-time) annually.

**Family and Medical Leave Act.** The Library will comply with the Family and Medical Leave Act (FMLA) as required by law. Eligible employees may take up to a total of 12 work weeks of leave per year for one or more of the following reasons:

- A. Because of the birth of a son or daughter, or the placement of a child with the employee for adoption or foster care;
- B. When needed to care for a spouse, child or parent with serious health conditions;
- C. When an employee is unable to perform his or her job because of the employee's own serious health condition.

An eligible employee is any full- or part-time employee who has been employed by the Library for at least 12 months and has worked at least 1,250 hours during the previous 12-month period. The 12 months of service need not be continuous.

For purposes of this policy, "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves:

- A. A period of incapacity or treatment in connection with inpatient care;
- B. A period of incapacity requiring absence from work, school or other regular daily activities for more than three (3) consecutive, calendar days

that also involves continuing treatment by a health-care provider on an outpatient basis; or

- C. Continuing treatment for pre-natal care or for a chronic or long-term condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) consecutive, calendar days.

Family or medical leave may be taken intermittently or on a reduced work schedule when medically necessary. Leave may be taken in increments of not less than one hour. Leave may not be taken intermittently or on a reduced work schedule because of the birth of a child or placement for adoption or foster care. Employees needing intermittent leave or leave on a reduced work schedule must attempt to schedule their leave so as not to disrupt the Library's operations. Certification of the medical necessity of intermittent leave or leave on a reduced work schedule may be required.

Health insurance shall be maintained for the duration of the leave for those employees with coverage under the Library's plan. The terms and conditions of health insurance coverage, including any applicable premium contribution by the employee, shall remain the same during family or medical leave. Employees must make timely payment of the employee portion of the medical insurance premium.

Employees failing to return to work after expiration of family or medical leave shall be responsible for reimbursement of the Library's share of health insurance premiums to the Library for any period of unpaid leave, unless the reason the employee does not return to work is due to:

- A. The continuation or onset of a serious health condition of the employee or the employee's immediate family member which would entitle the employee to leave under this policy; or
- B. Other circumstances beyond the control of the employee.

A request for medical leave should be made 30 days in advance, when the leave is foreseeable. Such requests should be made to the employee's department head. In the case of the Executive Director, the request would be made to the Board of Trustees.

When unforeseen events occur that require family or medical leave, the employee must give notice to her department head as soon as practical, but not later than two (2) days after the employee learns of the need for leave.

A medical leave of absence request based on your own serious health condition must be substantiated by a written declaration from the attending doctor stating that you are unable to work and include the diagnosis, the first date of the disability, and the approximate length of the disability. The Library may request certification that leave is to be continued or the employee is to return to work. Before returning to work you must submit to the Executive Director or, in the case of the Executive Director, to the Board of Trustees, a release from the attending doctor permitting you to return to work. This release must be obtained prior to returning to work and accompany you upon return. The

Library may require confirmation by its designated physician of either your disability or release to return to work. A second or third opinion may be sought at the Library's expense.

Holiday pay will be paid if the holiday falls within the period of the employee's eligible accumulated sick days. Otherwise, no holiday pay will be paid during family or medical leave of absence.

Eligible employees who have any accrued paid vacation or personal leave must substitute such paid leave as a part of the 12 weeks of unpaid leave available under this policy for any of the purposes stated in subparagraphs A and B of paragraph 1 above. Eligible employees must substitute any available paid sick leave, as part of the 12 weeks of unpaid leave available hereunder, for any of the purposes stated in subparagraphs B and C of paragraph 1 above.

Upon exhaustion of all qualifying accrued paid leave, the remaining portion of the family or medical leave shall be unpaid. The total period of family or medical leave (paid and unpaid) shall not exceed 12 weeks in any 12-month period.

Short- and long-term disability benefits are provided for participants under the terms of the IMRF (Illinois Municipal Retirement Fund). All accrued vacation and sick days must be used before eligible employees may receive short-term disability payments.

Vacation and sick days do not continue to accrue during a family or medical leave.

Employees taking family or medical leave shall be restored to their previous or equivalent position in accordance with the Family and Medical Leave Act.

For requests not covered by the FMLA, the Executive Librarian may grant a leave of absence without pay to any employee for such reason and length of time as may be determined. The Executive Librarian's decision shall consider the effect of the employee's absence on the departmental operations, the seriousness of the employee's purpose and the best interests of the Library. Unless required by law, the Library will attempt to reassign the individual to his position before the leave, but will only guarantee a position in the equivalent classification, not necessarily in the same department.

**Non-Smoking Policy:** The Library is a smoke-free building. Surveys reveal that many smokers desire to quit smoking. Upon request, the Library will reimburse employees who have completed a program approved by the Library for the cessation of smoking. This offer will be available one time for a maximum of \$200 per individual.

**Drug-Free Workplace.** The library complies with the Drug-Free Workplace Act pursuant to 30 ILCS 580/1 et seq.

**Exposure Control Plan.** Occupational exposure to potentially infectious materials may occur during the performance of an employee's duties. Drawing on guidelines from the United States Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogens Standard and on the policies of the Village of Northbrook Fire Department, the Library believes it is imperative to minimize staff exposure to such infectious materials. Since the employees at the Library are not care givers, their training in reducing exposure

should be focused on avoiding contact with infectious materials, contacting emergency personnel when staff or patrons become ill, and using simple precautions to avoid personal contact with, and spreading of, infectious materials.

**Social Security.** All employees are included in the Social Security Program.

**Illinois Municipal Retirement Fund.** All employees under seventy years of age at the beginning of employment and working in positions requiring a minimum of 1,000 hours per year must participate in the Illinois Municipal Retirement Fund.

**ICMA Retirement Corporation.** All full time employees may participate in this deferred compensation plan. The Library does not contribute to this plan.

**Medical Insurance.**

Full time employees may participate in a group medical and dental plan offered through the Library. The Library contributes an amount set annually by the Board of Trustees toward single coverage. Payroll deductions will be made for any difference between the amount contributed by the Library and the premium amount. The employee may contribute the difference for family coverage.

**Group Life Insurance.** Full time employees receive group life insurance, paid by the Library, at a rate of one and one-half times their annual salary.

**Professional Meetings and Conventions.** With the prior approval of the Executive Librarian or the Board of Trustees, employees may be granted time off with pay and refund of expenses incurred in attendance at meetings or conventions.

**Employee Communication Procedure.** The satisfaction employees derive from their work is of prime importance to the Library because an individual's satisfaction in his or her job, the quality of the work performed and an employee's personal welfare are all directly related. Job satisfaction will be furthered if employees utilize the following procedure to obtain answers to questions about their work which may bother them.

Generally, the first place to get answers to questions is from the employee's department head. The department head will be able to answer questions immediately or will know where to get the answer quickly. A sincere and friendly discussion of the employee's problem with his/her department head will, in most instances, result in a satisfactory solution.

Should there be occasions when the answer of the department head is not satisfactory, the employee may take the question or problem to the Executive Librarian, explaining why the answer received from the department head is not satisfactory. The Executive Librarian will investigate the facts and, after consideration, will respond. If the matter is of such a nature that the employee feels there is good reason why he/she should not take it up directly with his/her department head or with the Executive Librarian, the employee may take the question or problem to the Vice President of the Board who has responsibility for personnel matters. A committee of the Board will investigate the matter and provide an answer to the employee.

Employees are encouraged to speak to their department head whenever they have a question or problem concerning their work, or regarding any other aspect of their association with the Library. Every department head and other members of management want to know about the problems employees may have at work and try to solve them to insure that the Library is, and continues to be, an excellent place to work.

**Labor Relations.** It is the Board of Trustees' position that the Library is best served if the Executive Librarian maintains a direct relationship with employees, individually and as a group, free of third party intervention. The Library is committed to a policy of paying competitive salaries and benefits consistent with its resources, promoting employee self respect and job security, and according fair treatment to all employees at all times.

The Library follows all applicable state and federal laws regarding hiring. Persons are hired for the position sought based on experience, training and ability to perform the duties required. Personal characteristics such as the ability to work with others are also considered where necessary to the position to be filled. United States citizenship is not a prerequisite for employment. Proof of citizenship or of aliens' possession of residence status and ability to work while in the United States must be presented in accordance with federal law.

**Termination of Employment.**

Resignation: Department Heads and full time librarians are requested to give one calendar month's notice in writing. All other full time personnel are requested to give two week's notice in writing. All part time personnel are requested to give one week's notice in writing. Vacation is not considered as any part of notice. Termination pay will include earned salary and accrued vacation through the last day of employment, less regular deductions, except for employees on probation.

Termination of Employment by the Library: Department Heads and full time librarians will be given one month's notice in writing, one month's salary in lieu of notice, or salary and notice totaling one month. All other full time personnel will be given two weeks' notice, two weeks' salary in lieu of notice, or salary and notice totaling two weeks. All part time personnel will be given one week's notice, one week's salary in lieu of notice, or salary and notice totaling one week.