



**Normal Public Library Board of Trustees  
Agenda for Monthly Board Meeting  
May 27, 2020 at 5:30 PM**

**Location: Online via Zoom, and streaming via YouTube. See link under Meeting Information at <https://www.normalpl.org/about-us/board-trustees>.**

1. Review of the Agenda: Corrections or Additions
2. Approval of the Minutes of the Previous Meeting (Action)
3. Approval of Expenditures (Action)
4. President's Report
5. Public Comment

NOTE CHANGE: Public Comment will be available only by use of Zoom Meetings. Public Commenters will need to register by emailing their full name and phone number that will be used to call into the meeting to library staff at [comment@normalpl.org](mailto:comment@normalpl.org) prior to 5:30 p.m. on the day of the scheduled meeting. As this meeting will be completely virtual, no persons will be present in the library and no in person Public Comment will be allowed. Once Public Commenter has registered with library staff, they will receive the meeting call-in number and meeting ID, along with instructions on how to join the virtual meeting for Public Comment. Besides the exceptions listed above, Public Participation Guidelines (available at <https://www.normalpl.org/about-us/policies>) will remain the same.

6. Library Director's Report
7. Foundation Report
8. New Business
  - A. 2021-2023 Strategic Planning Process (Action)
  - B. Personnel Policy Update: Emergency Closings (Action)
  - C. COVID-19 Update (Discussion)
  - D. Approval of Executive Session Minutes: Section 2(c)(21) (Action)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: June 24, 2020 (Regular Meeting)
12. Adjournment

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The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council, which take place at 7:00 pm on the first and third Monday of each month at City Hall, Fourth Floor, 11 Uptown Circle, Normal, IL 61761. Parking is available in the Uptown Station Parking Deck. The Board may also attend special Council meetings, work sessions and other events, all scheduled as needed.

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**April 29, 2020**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held Online via Zoom, and streaming via YouTube on Wednesday, April 29, 2020. The meeting convened at 5:30 pm, President Jess Ray presiding, and Jd Davis, secretary.

**Members Present:** Jess Ray, President, Terry Lindberg, Vice President, Jd Davis, Secretary, Pam Lewis, Jim Rogal, Erin Ripley-Gataric, and Katelyn Trunnell.

**Members Absent:** None.

**Library Staff Present:** Brian Chase, Library Director and John Fischer, Adult Services and Circulation Manager.

**Community Members Present:** N/A

**Review of the Agenda:** The Abuse Prevention Policy and Procedures agenda item will be moved to the May 27, 2020 meeting. The COVID-19 Plan discussion agenda item was moved down from Item A to Item E.

**Approval of Minutes:** Ms. Lewis moved to approve the minutes of the April 29, 2020 meeting. Mr. Rogal seconded. Motion carried 7-0.

**Approval of Expenditures:** Mr. Lindberg moved to approve the expenditures of \$112,421.77. Payroll will be approved at the May 27, 2020 meeting. Ms. Lewis seconded. Motion carried 7-0.

**President's Report:**

Mr. Ray thanked the NPL staff for all that they do. Last week was Library Worker's Day. They are dealing well with the current situation and the new environment. A patron reached out asking when the Library will reopen; Mr. Ray told them that we follow the Governor and the CDC to keep the public safe. The ALA is working with museums and other public entities on how to resume business practices safely, and will hopefully release some guidelines soon. He thanked the Board for being here in the virtual environment.

**Public Comment: None**

**Library Director's Report:**

Mr. Chase thanked the Board for their support and guidance. He thanked John Fischer and Town IT staff for setting up the online capabilities for tonight's meeting. He gave kudos to all staff for being creative and courageous, and making the best of the situation in innovative ways. He thanked the patrons for their patience, but reiterated that safety is what guides the decision to return to normal operations. Laura G (Community Relations Manager) hosted a webinar on NPL's services today that brought in more than 350 people statewide.

Mr. Chase then discussed the items in the Director's Report. Ms. Trunnell asked about whether items had been purchased related to PPE gear, specifically the gloves that were on the purchasing report. Would those be used to offer curbside pick-up? Mr. Chase indicated that no plans had been made yet, but cleaning would be a priority. Other PPE items will be discussed during the COVID discussion item.

**Foundation Report:**

The meeting with Peter Pearson created a lot of momentum. The Yule Ball was on March 7<sup>th</sup> and had a great turnout. The book sale had to be cancelled due to quarantine restrictions, but the Library is considering safe ways to make it happen when businesses reopen.

**New Business****Illinois Public Library Annual Report (Action)**

Mr. Chase needs approval to add contact information in the report for Mr. Ray and Ms. Davis. Ms. Lewis motioned, Mr. Lindberg seconded. The motion passed 7-0.

**Abuse Prevention Policy and Procedures (Action)**

Tabled to May 27, 2020 meeting.

**Insurance Renewal (Action)**

Van Gundy provides great service to the Library. Rates have gone up this year, and the second vehicle was added to the policy. The renewal requires the Abuse Prevention Policy and Procedures, as well as the training that goes along with this, which will be approved next month.

Ms. Lewis asked about whether the insurance company would provide a discount because the vehicles are not being utilized, and the Library is lightly staffed with no patrons. Mr. Chase mentioned that contractors are in and out of the building, which could affect that. He will ask Van Gundy whether any discounts will be provided.

Ms. Lewis moved to approve as presented, Ms. Trunnell seconded. Motion passed 7-0.

**COLA (Action)**

This is a 0.3%, and the Library budgets for the April and October COLA each year. The Library tries to stay in line with the Town. Ms. Lewis moved to approve as presented, Mr. Rogal seconded. Motion passed 7-0. Mr. Chase thanked the Board for their action.

**COVID-19 Plan (Discussion)**

Mr. Chase is in conversations with local Library Directors, Town officials, and other business owners to make sure there are reasonable expectations and it is a phased process to reopen. The Library is prepared to quarantine items for 72 hours, but is waiting on confirmation that this will be required. Curbside service is a possibility, but a significant flow of cars could be difficult to handle. Keeping the staff and patrons safe is a priority. The number of patrons in the building may need to be limited. Time could be set aside for vulnerable populations, or the materials could be delivered directly to this population. Considerations are being made for furniture/shelving placement inside to ensure physical distancing and queuing for entry outside the building. Staff may have different responsibilities going forward to handle these needs.

Ms. Ripley-Gataric suggested using the Bloomington Farmers Market model to do curbside service, which would require patrons to adhere to a prescribed schedule. Mr. Ray asked about Summer Reading, and Mr. Chase indicated that it would start later and have a different model this year. Mr. Lindberg suggested coordinating with Bloomington Public Library for Summer Reading ideas.

Mr. Ray asked if a plan had been discussed to handle any friction that arises with future restrictions, whether that is wearing masks, limiting patrons, or physical distancing. While nothing has been finalized, discussions are ongoing.

**Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21) (Action)**

Ms. Davis moved to enter executive session for the Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21) (Action). Ms. Lewis seconded.

Executive Session entered at 6:15 pm.

Executive Session left at 6:19 pm.

Mr. Ray moved to keep the Executive Session minutes in the Executive Session, and not release any Executive Session minutes. Ms. Lewis seconded. The motion passed 7-0.

**Unfinished Business**

N/A

**Next meeting agenda**

COVID-19 ongoing discussion

COVID-19 and its effect on current policies (emergency closings, etc)

**Adjournment**

Meeting adjourned at

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Secretary

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Date

**Town of Normal Expenditures to be approved for Payments**  
**Between Apr 23, 2020 and May 20, 2020**

**Library Fund**

| <b>Vendor Name</b> | <b>Payment Description</b> | <b>Transaction Amount</b> |
|--------------------|----------------------------|---------------------------|
| Jason Lee Brown    | POETRY IS NORMAL: VIRTUAL  | 100.00                    |
| Karen Craigo       | POETRY IS NORMAL;VIRTUAL   | 100.00                    |
| US BANK/P-CARD     | Facebook Advertisement fo  | 4.89                      |
| Library Fund       | - Total                    | 204.89                    |

**Library Fund                      Library                      Administration**

| <b>Vendor Name</b>                | <b>Payment Description</b> | <b>Transaction Amount</b> |
|-----------------------------------|----------------------------|---------------------------|
| ALERT SIGNAL & CONTROL CO         | LOCATE GROUND FAULT        | 180.00                    |
| ALERT SIGNAL & CONTROL CO         | YEARLY MONITOR 2020-21     | 293.00                    |
| BAKER & TAYLOR COMPANIES          | ADULT BOOKS                | 396.18                    |
| BAKER & TAYLOR COMPANIES          | AY GRAPHIC NOVELS          | 10.84                     |
| BAKER & TAYLOR COMPANIES          | CHILDREN'S BOOK            | 162.34                    |
| BAKER & TAYLOR COMPANIES          | CHILDREN'S BOOKS           | 1,117.33                  |
| BAKER & TAYLOR COMPANIES          | CHILDRENS BOOKS            | 1,962.15                  |
| BLACKSTONE PUBLISHING             | BOOKS ON CD'S              | 650.17                    |
| BRODART COMPANY                   | CLEAR TAPE 3" AND 4"       | 167.31                    |
| CENTER POINT LARGE PRINT          | LARGE PRINT BOOKS          | 45.75                     |
| CHIEF CITY MECHANICAL INC         | INSTALL DRINKNG FTN-1ST F  | 1,219.00                  |
| CHIEF CITY MECHANICAL INC         | NEW HI/LOW DRINKNG FTN     | 2,914.00                  |
| CHIEF CITY MECHANICAL INC         | PLUMBING SERVICES          | 2,010.00                  |
| CHIEF CITY MECHANICAL INC         | PLUMBING SERVS-LIBRARY     | 4,035.00                  |
| CIRBN, LLC                        | INTERNET SERVICE MONTHLY   | 76.08                     |
| COMMUNICATION REVOLVING FUND      | COMMUNICATION SRVS-MAR20   | 50.00                     |
| DEMCO INC                         | DURO SLOPED SHELVES        | 1,093.42                  |
| DIVERSIFIED MECHANICAL INC        | BELTS/OIL CLEANER          | 57.00                     |
| DIVERSIFIED MECHANICAL INC        | COIL CLEANING              | 128.50                    |
| DIVERSIFIED MECHANICAL INC        | CONTRACT MAINT.            | 687.34                    |
| EBSO SUBSCRIPTION SERVICES        | CONSUMERREPORTS.ORG        | 2,429.00                  |
| FRONTIER                          | PHONE SERVICE MONTHLY - L  | 127.92                    |
| ILLINOIS HEARTLAND LIBRARY SYSTEM | DATABASE                   | 1,704.69                  |
| ILLINOIS LIBRARY ASSOCIATION      | ILA MEMBERSHIP FOR LAURA   | 150.00                    |
| ILLINOIS STATE UNIVERSITY         | STUDENT RACHEL 1/16-5/15   | 3,740.00                  |
| KAVANAGH,SCULLY,SUDOW,WHITE       | LEGAL SERVICES             | 920.00                    |
| KLEEN AIR FILTER CO               | FILTERS                    | 996.68                    |
| KROGER-INDY CUSTOMER CHARGES      | 2 TICKETS-LIBRARY          | 53.89                     |
| MENARDS                           | MISC SUPPLIES-LIBRARY      | 13.92                     |
| MIDWEST EQUIPMENT II              | 2CP BLADE-RECYCLING        | 20.69                     |

**Town of Normal Expenditures to be approved for Payments**  
**Between Apr 23, 2020 and May 20, 2020**

| <b><u>Vendor Name</u></b>     | <b><u>Payment Description</u></b> | <b><u>Transaction Amount</u></b> |
|-------------------------------|-----------------------------------|----------------------------------|
| MIDWEST EQUIPMENT II          | HONDA MOWER 21"SMART DRV          | 409.00                           |
| MIDWEST EQUIPMENT II          | VP 4-CYCLE FUEL-QUART             | 5.99                             |
| MILLER JANITOR SUPPLY         | DISINFECTING WIPES                | 84.90                            |
| MILLER JANITOR SUPPLY         | JANITORIAL SUPP-LIBRARY           | 97.36                            |
| MILLER JANITOR SUPPLY         | SANITIZER/DISINFECT WIPES         | 36.95                            |
| OVERDRIVE, INC                | DEPOSIT ON ACCT-PURCHASES         | 1,500.00                         |
| OVERDRIVE, INC                | E PURCHASES-DEPOSIT               | 10,000.00                        |
| PURITAN SPRINGS WATER         | COOK COOL WATER DISPENSER         | 6.00                             |
| QUILL CORPORATION             | BLK MONTHLY PLANNERS              | 30.82                            |
| SAMS CLUB                     | MISC LIBRARY SUPPLIES             | 152.46                           |
| SAMS CLUB                     | MISC SUPPLIES-LIBRARY             | 46.48                            |
| US BANK/P-CARD                | FIFA 20 Standard Edition          | 25.00                            |
| US BANK/P-CARD                | Foam Hand wash Refill 120         | 47.23                            |
| US BANK/P-CARD                | Gallon Hand Sanitizer -           | 311.57                           |
| US BANK/P-CARD                | Keys - To lock chute door         | 11.85                            |
| US BANK/P-CARD                | Kleenex - case                    | 53.38                            |
| US BANK/P-CARD                | Mobile Hotspots Data plan         | 720.00                           |
| US BANK/P-CARD                | Movavi Video Editor Plus          | 73.65                            |
| US BANK/P-CARD                | Online Graphic Design too         | 358.20                           |
| US BANK/P-CARD                | Orange Filament for 3D pr         | 40.25                            |
| US BANK/P-CARD                | Podcasting Service                | 15.00                            |
| US BANK/P-CARD                | Refund - Foam Hand wash R         | -47.23                           |
| US BANK/P-CARD                | Refund - Kleenex /case (1         | -53.38                           |
| US BANK/P-CARD                | Refund - Recycle Bags (32         | -26.98                           |
| US BANK/P-CARD                | Refund for a ret. game -          | -41.99                           |
| US BANK/P-CARD                | Zoom - Standard Pro Month         | 14.99                            |
| VAN GUNDY AGENCY              | POLICY CHANGE-2019 FORD T         | 220.00                           |
| VERIZON WIRELESS - PA         | ACCT# 880398978-00001             | 459.60                           |
| WALMART COMMUNITY BRC         | MISC LIBRARY SUPPLIES             | 569.64                           |
| WATTS COPY SYSTEMS, INC.      | BLK * WHITE/COLOR COPIES          | 19.85                            |
| WATTS COPY SYSTEMS, INC.      | BLK & WHITE/COLOR COPIES          | 16.51                            |
| WILCOX ELECTRIC & SERVICE INC | ELEC.SERV-INSTALL GFI             | 1,360.12                         |
| WILCOX ELECTRIC & SERVICE INC | ELECTRICAL SERV-FOUNTAIN          | 236.15                           |
| Library Fund                  | Library Administration - Total    | 44,165.57                        |

**Library Replacement Fund Library Administration**

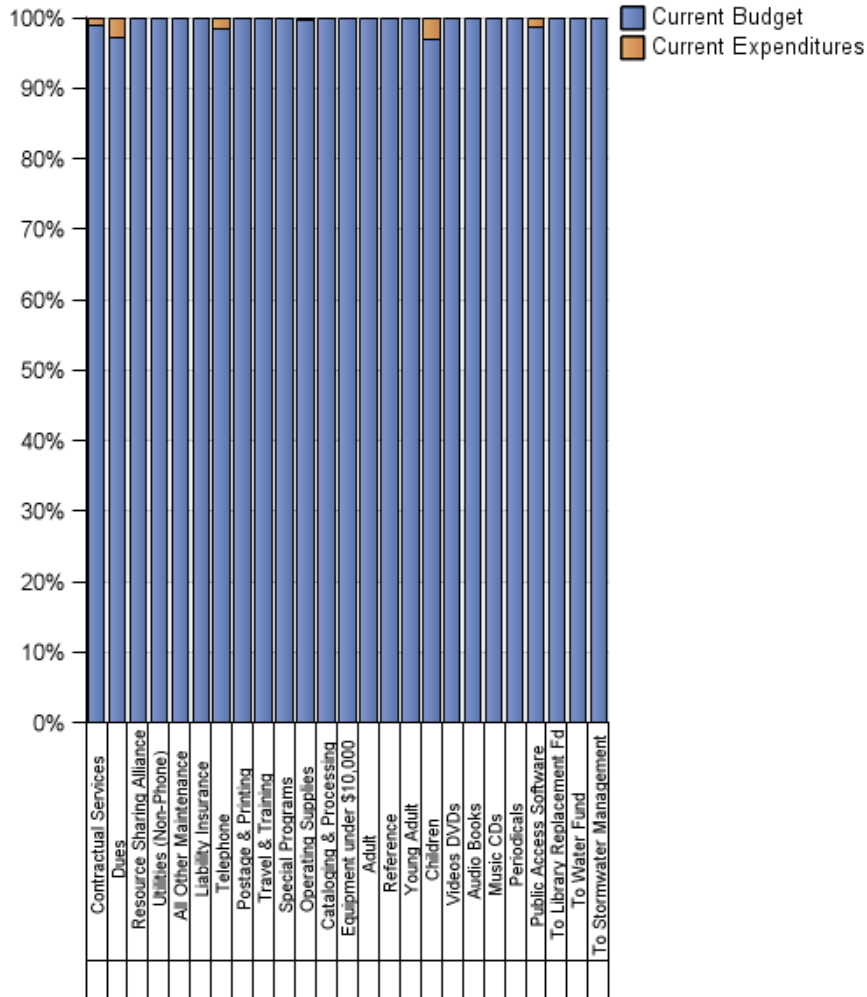
| <b><u>Vendor Name</u></b> | <b><u>Payment Description</u></b> | <b><u>Transaction Amount</u></b> |
|---------------------------|-----------------------------------|----------------------------------|
| CHIEF CITY MECHANICAL INC | INSTALL LAUNDRY TUB-LIBRY         | 10,130.00                        |

**Town of Normal Expenditures to be approved for Payments**  
**Between Apr 23, 2020 and May 20, 2020**

| <u>Vendor Name</u>               | <u>Payment Description</u> | <u>Transaction Amount</u> |
|----------------------------------|----------------------------|---------------------------|
| MORROW BROTHERS FORD INC         | 2019 FORD VAN              | 27,235.00                 |
| WYMAN ROOFING & SHEET METAL INC  | PAY #1-ROOF REPLACEMENT    | 49,271.00                 |
| Library Replacement Fund Library | Administration - Total     | 86,636.00                 |
| <b>Overall - Total</b>           |                            | <b>131,006.46</b>         |

## Budget to Actual Expenditures

Library - Administration (Library Fund )



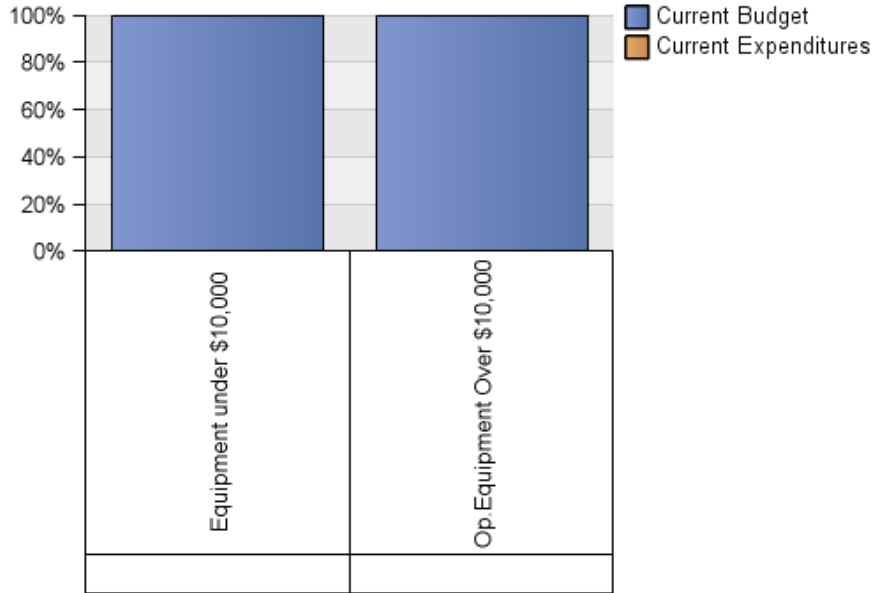
| Expenditure Fiscal Year |         |                |                                    | Current Expenditures      | Year to Date Expenditures | Current Encumbered Amount | Current Budget | Variance     | Original Budget | % Remaining | Exp + Enc   |
|-------------------------|---------|----------------|------------------------------------|---------------------------|---------------------------|---------------------------|----------------|--------------|-----------------|-------------|-------------|
| Library Fund            | Library | Administration | <a href="#">221-9010-455.20-10</a> | Contractual Services      | \$1,100.00                | \$3,704.01                | \$16,728.18    | \$113,540.00 | \$92,007.81     | 81%         | \$17,828.18 |
|                         |         |                | <a href="#">221-9010-455.20-20</a> | Dues                      | \$150.00                  | \$0.00                    | \$0.00         | \$5,463.00   | \$5,313.00      | 97%         | \$150.00    |
|                         |         |                | <a href="#">221-9010-455.24-10</a> | Resource Sharing Alliance | \$0.00                    | \$0.00                    | \$0.00         | \$65,701.00  | \$65,701.00     | 100%        | \$0.00      |
|                         |         |                | <a href="#">221-9010-455.25-10</a> | Utilities (Non-Phone)     | \$0.00                    | \$0.00                    | \$0.00         | \$45,200.00  | \$45,200.00     | 100%        | \$0.00      |
|                         |         |                | <a href="#">221-9010-455.25-60</a> | All Other Maintenance     | \$36.95                   | \$13,637.66               | \$16,507.59    | \$68,361.00  | \$38,178.80     | 56%         | \$16,544.54 |



|                                    |                           |                 |                  |                   |                   |                   |                   |             |                   |
|------------------------------------|---------------------------|-----------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------|-------------------|
| <a href="#">221-9010-455.30-10</a> | Liability Insurance       | \$0.00          | \$220.00         | \$31,780.00       | \$35,271.00       | \$3,271.00        | \$35,271.00       | 9%          | \$31,780.00       |
| <a href="#">221-9010-455.30-15</a> | Telephone                 | \$204.00        | \$535.68         | \$600.00          | \$12,459.00       | \$11,119.32       | \$12,459.00       | 89%         | \$804.00          |
| <a href="#">221-9010-455.30-25</a> | Postage & Printing        | \$0.00          | \$0.00           | \$0.00            | \$25,363.00       | \$25,363.00       | \$25,363.00       | 100%        | \$0.00            |
| <a href="#">221-9010-455.30-35</a> | Travel & Training         | \$0.00          | \$0.00           | \$0.00            | \$16,458.00       | \$16,458.00       | \$16,458.00       | 100%        | \$0.00            |
| <a href="#">221-9010-455.30-40</a> | Special Programs          | \$0.00          | \$0.00           | \$0.00            | \$8,098.00        | \$8,098.00        | \$8,098.00        | 100%        | \$0.00            |
| <a href="#">221-9010-455.35-10</a> | Operating Supplies        | \$113.66        | \$1,620.64       | \$28,338.02       | \$43,906.00       | \$13,833.68       | \$43,906.00       | 32%         | \$28,451.68       |
| <a href="#">221-9010-455.35-15</a> | Cataloging & Processing   | \$0.00          | \$0.00           | \$0.00            | \$18,405.00       | \$18,405.00       | \$18,405.00       | 100%        | \$0.00            |
| <a href="#">221-9010-455.35-80</a> | Equipment under \$10,000  | \$0.00          | \$0.00           | \$0.00            | \$1,000.00        | \$1,000.00        | \$1,000.00        | 100%        | \$0.00            |
| <a href="#">221-9010-455.36-10</a> | Adult                     | \$0.00          | \$10,720.00      | \$64,845.00       | \$100,786.00      | \$25,221.00       | \$100,786.00      | 25%         | \$64,845.00       |
| <a href="#">221-9010-455.36-15</a> | Reference                 | \$0.00          | \$0.00           | \$0.00            | \$6,000.00        | \$6,000.00        | \$6,000.00        | 100%        | \$0.00            |
| <a href="#">221-9010-455.36-20</a> | Young Adult               | \$0.00          | \$0.00           | \$0.00            | \$12,731.00       | \$12,731.00       | \$12,731.00       | 100%        | \$0.00            |
| <a href="#">221-9010-455.36-25</a> | Children                  | \$2,590.78      | \$151.15         | \$65,358.07       | \$84,872.00       | \$16,772.00       | \$84,872.00       | 20%         | \$67,948.85       |
| <a href="#">221-9010-455.37-15</a> | Videos DVDs               | \$0.00          | \$2,583.00       | \$22,430.36       | \$42,436.00       | \$17,422.64       | \$42,436.00       | 41%         | \$22,430.36       |
| <a href="#">221-9010-455.37-20</a> | Audio Books               | \$0.00          | \$0.00           | \$0.00            | \$45,619.00       | \$45,619.00       | \$45,619.00       | 100%        | \$0.00            |
| <a href="#">221-9010-455.37-30</a> | Music CDs                 | \$0.00          | \$0.00           | \$0.00            | \$6,365.00        | \$6,365.00        | \$6,365.00        | 100%        | \$0.00            |
| <a href="#">221-9010-455.38-10</a> | Periodicals               | \$0.00          | \$0.00           | \$0.00            | \$16,500.00       | \$16,500.00       | \$16,500.00       | 100%        | \$0.00            |
| <a href="#">221-9010-455.38-20</a> | Public Access Software    | \$1,704.69      | \$2,429.00       | \$7,100.00        | \$138,915.00      | \$127,681.31      | \$138,915.00      | 92%         | \$8,804.69        |
| <a href="#">221-9010-455.92-22</a> | To Library Replacement Fd | \$0.00          | \$5,455.08       | \$0.00            | \$65,461.00       | \$60,005.92       | \$65,461.00       | 92%         | \$0.00            |
| <a href="#">221-9010-455.95-02</a> | To Water Fund             | \$0.00          | \$126.89         | \$0.00            | \$3,172.00        | \$3,045.11        | \$3,172.00        | 96%         | \$0.00            |
| <a href="#">221-9010-455.95-10</a> | To Stormwater Management  | \$0.00          | \$50.60          | \$0.00            | \$773.00          | \$722.40          | \$773.00          | 93%         | \$0.00            |
| <b>Summary</b>                     |                           | <b>5,900.08</b> | <b>41,233.71</b> | <b>402,837.22</b> | <b>982,855.00</b> | <b>532,883.99</b> | <b>982,855.00</b> | <b>0.54</b> | <b>408,737.30</b> |

## Budget to Actual Expenditures

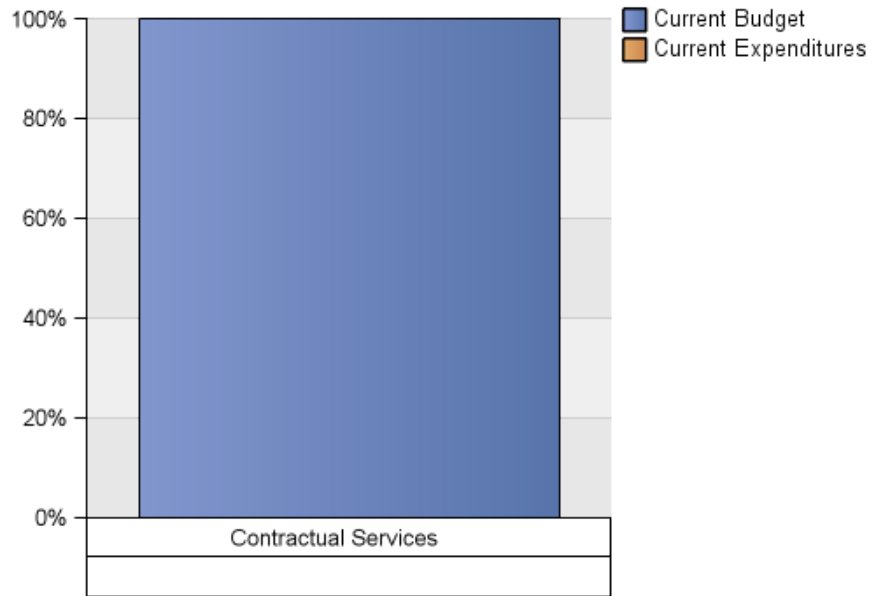
Library - Administration (Library Replacement Fund )



| Expenditure Fiscal Year  |         |                |                                    | Current Expenditures        | Year to Date Expenditures | Current Encumbered Amount | Current Budget   | Variance          | Original Budget   | % Remaining       | Exp + Enc   |                  |
|--------------------------|---------|----------------|------------------------------------|-----------------------------|---------------------------|---------------------------|------------------|-------------------|-------------------|-------------------|-------------|------------------|
| Library Replacement Fund | Library | Administration | <a href="#">222-9010-455.35-80</a> | Equipment under \$10,000    | \$0.00                    | \$0.00                    | \$0.00           | \$140,830.00      | \$140,830.00      | \$140,830.00      | 100%        | \$0.00           |
|                          |         |                | <a href="#">222-9010-455.75-10</a> | Op. Equipment Over \$10,000 | \$0.00                    | \$59,401.00               | \$58,229.00      | \$201,000.00      | \$83,370.00       | \$201,000.00      | 41%         | \$58,229.00      |
|                          |         |                | <b>Summary</b>                     |                             | <b>0.00</b>               | <b>59,401.00</b>          | <b>58,229.00</b> | <b>341,830.00</b> | <b>224,200.00</b> | <b>341,830.00</b> | <b>0.66</b> | <b>58,229.00</b> |

## Budget to Actual Expenditures

Library - Administration (Library Special Reserve )



| Expenditure Fiscal Year |         |                |                                    |                      | Current Expenditures | Year to Date Expenditures | Current Encumbered Amount | Current Budget  | Variance        | Original Budget | % Remaining | Exp + Enc   |
|-------------------------|---------|----------------|------------------------------------|----------------------|----------------------|---------------------------|---------------------------|-----------------|-----------------|-----------------|-------------|-------------|
| Library Special Reserve | Library | Administration | <a href="#">223-9010-455.20-10</a> | Contractual Services | \$0.00               | \$0.00                    | \$0.00                    | \$1,000.00      | \$1,000.00      | \$1,000.00      | 100%        | \$0.00      |
| <b>Summary</b>          |         |                |                                    |                      | <b>0.00</b>          | <b>0.00</b>               | <b>0.00</b>               | <b>1,000.00</b> | <b>1,000.00</b> | <b>1,000.00</b> | <b>1.00</b> | <b>0.00</b> |

**Town of Normal**  
**Statement of Cash and Investment Balances**  
**Library Funds**  
**As of April 30, 2020**

|     |                          | As of<br>April 30, 2021 | As of<br>March 31, 2019 | Net Change             |
|-----|--------------------------|-------------------------|-------------------------|------------------------|
| 221 | Library Fund             | \$ 2,597,932.58         | \$ 2,824,589.08         | \$ (226,656.50)        |
| 222 | Library Replacement Fund | \$ 2,193,659.36         | \$ 2,187,836.95         | \$ 5,822.41            |
| 223 | Library Reserve Fund     | \$ 1,230,687.74         | \$ 1,230,680.13         | \$ 7.61                |
|     | <b>Totals</b>            | <b>\$ 4,791,591.94</b>  | <b>\$ 5,012,426.03</b>  | <b>\$ (220,834.09)</b> |

Town of Normal  
 Current Cash Equivalents and Investments Subsidiary Ledger  
 As of April 30, 2020

| Fund Name                          | Fd # | Investment Type                    | Security Number | Purchased Date | Due Date | Stated Yield | Actual Yield | Amount Paid           | Face Value            | Market Price | Market Value          |
|------------------------------------|------|------------------------------------|-----------------|----------------|----------|--------------|--------------|-----------------------|-----------------------|--------------|-----------------------|
| Normal Library Fund                | 221  | IMET Liquidating Trust             | 20175-901       |                |          |              |              | \$42,690.13           | \$42,690.13           | 56.100%      | \$23,949.16           |
|                                    | 221  | US Bank Commercial Paper           |                 |                |          | 0.20%        | 0.20%        | \$0.00                | \$0.00                | 100.000%     | \$0.00                |
| Normal Library Fund                | 221  | US Bank Money Market Account       | 105991370       |                |          |              | 0.00%        | \$61,569.01           | \$61,569.01           | 100.000%     | \$61,569.01           |
| Normal Library Fund                | 221  | US Bank Investment Managed Account | 105991370       |                |          |              | 1.80%        | \$2,896,474.12        | \$2,915,809.48        | 102.866%     | \$2,999,365.14        |
|                                    |      |                                    |                 |                |          |              |              | <u>\$3,000,733.26</u> | <u>\$3,020,068.62</u> |              | <u>\$3,084,883.31</u> |
| Library Equipment Replacement Fund | 222  | IMET Liquidating Trust             | 20175-901       |                |          |              |              | \$9,488.13            | \$9,488.13            | 56.100%      | \$5,322.84            |
| Library Equipment Replacement Fund | 222  | US Bank Money Market Account       | 105991370       |                |          |              | 0.00%        | \$30,442.30           | \$30,442.30           | 100.000%     | \$30,442.30           |
| Library Equipment Replacement Fund | 222  | US Bank Investment Managed Account | 105991370       |                |          |              | 1.80%        | \$1,036,642.41        | \$1,043,562.51        | 102.866%     | \$1,073,466.92        |
|                                    |      |                                    |                 |                |          |              |              | <u>\$1,076,572.84</u> | <u>\$1,083,492.94</u> |              | <u>\$1,109,232.06</u> |
| <b>Total Library Funds</b>         |      |                                    |                 |                |          |              |              | <b>\$4,077,306.10</b> | <b>\$4,103,561.56</b> |              | <b>\$4,194,115.37</b> |

Town of Normal  
Statement of Expenditures - Library Fund  
Budget and Actual  
As of April 30, 2020

|                                    | Current<br>Budget | YTD<br>Expenses | Encumbered | Balance      | Last Years<br>Actual | % Remaining |
|------------------------------------|-------------------|-----------------|------------|--------------|----------------------|-------------|
| LIBRARY FUND 221                   |                   |                 |            |              |                      |             |
| Administration                     | \$ 4,141,439      | \$ 119,229      | \$ 372,668 | \$ 3,649,542 | \$ 1,091,272         | 88.12       |
| Library Fund Total                 | 4,141,439         | 119,229         | 372,668    | 3,649,542    | 1,091,272            | 88.12       |
|                                    |                   |                 |            |              |                      | -           |
| LIBRARY REPLACEMENT FUND 222       |                   |                 |            |              |                      |             |
| Administration                     | 341,830           | 59,401          | (59,401)   | 341,830      | 230,918              | 100.00      |
| Library Replacement Fund Total     | 341,830           | 59,401          | (59,401)   | 341,830      | 230,918              | 100.00      |
|                                    |                   |                 |            |              |                      | -           |
| LIBRARY SPECIAL REVENUE FUND 223   |                   |                 |            |              |                      |             |
| Administration                     | 1,000             | -               | -          | 1,000        | -                    | 100.00      |
| Library Special Revenue Fund Total | 1,000             | -               | -          | 1,000        | -                    | 100.00      |
|                                    |                   |                 |            |              |                      | -           |
| Total For All Funds                | \$ 4,484,269      | \$ 178,630      | \$ 313,267 | \$ 3,992,372 | \$ 1,322,190         | 89.03       |

Town of Normal  
Statement of Revenues - Library Fund  
Budget and Actual  
As o April 30, 2020

|   | Current<br>Budget   | YTD<br>Revenues  | % of Current<br>Budget | Last Years<br>Actual | % Change From<br>Last Year |
|---|---------------------|------------------|------------------------|----------------------|----------------------------|
| <b>LIBRARY FUND 221</b>                   |                     |                  |                        |                      |                            |
| Property Tax                              | \$ 3,845,800        | \$ -             | -                      | \$ -                 | -                          |
| State Replacement Taxes                   | 127,200             | 26,596           | 20.91                  | 25,529               | 4.18                       |
| State Library Aid                         | 65,621              | -                | -                      | -                    | -                          |
| Fees                                      | 38,000              | 497              | 1.31                   | 3,623                | (86.29)                    |
| Fines                                     | 15,000              | 712              | 4.75                   | 1,289                | (44.75)                    |
| Investment Income                         | 51,000              | 4,665            | 9.15                   | 3,647                | 27.93                      |
| Contributions & Donations                 | 200                 | -                | -                      | 50                   | (100.00)                   |
| Miscellaneous Revenue                     | 200                 | 3,019            | 1,509.38               | 110                  | 2,642.82                   |
| Transfers                                 | -                   | -                | 100.00                 | -                    | -                          |
| Sale of Assets                            | -                   | -                | 100.00                 | -                    | -                          |
| <b>Library Fund Total</b>                 | <b>4,143,021</b>    | <b>35,488</b>    | <b>0.86</b>            | <b>34,247</b>        | <b>3.63</b>                |
| <b>LIBRARY REPLACEMENT FUND 222</b>       |                     |                  |                        |                      |                            |
| Investment Income                         | 20,000              | 1,682            | 8.41                   | 1,921                | (12.44)                    |
| Miscellaneous Revenue                     | -                   | -                | -                      | -                    | -                          |
| Transfers                                 | 65,461              | 5,455            | 8.33                   | 12,975               | (57.96)                    |
| <b>Library Replacement Fund Total</b>     | <b>85,461</b>       | <b>7,137</b>     | <b>8.35</b>            | <b>14,896</b>        | <b>(52.09)</b>             |
| <b>LIBRARY SPECIAL REVENUE FUND 223</b>   |                     |                  |                        |                      |                            |
| Investment Income                         | 2,000               | 8                | 0.38                   | 195                  | (96.11)                    |
| Miscellaneous Revenue                     | 2,500               | -                | -                      | -                    | -                          |
| Transfers                                 | -                   | -                | 100.00                 | 1,186,119            | (100.00)                   |
| <b>Library Special Revenue Fund Total</b> | <b>4,500</b>        | <b>8</b>         | <b>0.17</b>            | <b>1,186,314</b>     | <b>(100.00)</b>            |
| <b>Total For All Funds</b>                | <b>\$ 4,232,982</b> | <b>\$ 42,633</b> | <b>\$ 9</b>            | <b>\$ 1,235,457</b>  | <b>(96.55)</b>             |

**Director's Report**  
**May 27, 2020**

**1. Monthly Financial Report**

**Revenue:** The April operating revenues are up 3.63% compared to this time last year.

**Expenses:** A report showing expenses totaling \$131,006.46 from April 23 to May 20 is included in this packet. Two April payrolls totaled \$156,633.47.

**2. Circulation**

Note: Normal Public Library was closed the entire month of April due to COVID-19. Please see the new statistics format included in this report. Kudos to Jennifer, John and Tori for their work on this project. New this month is a summary of digital content usage.

**3. Board Email Accounts**

Please regularly check your normalpl.org email accounts.

**4. FY2019 Live and Learn Construction Grant Opportunity [Accessible Restrooms Project]**

Demolition of the main floor restrooms is underway. Construction will begin soon, with ceramic tile scheduled to arrive in mid-June. Currently we are without functional plumbing on the main floor.

**5. West Roof**

The west roof project is complete except for the metal edging.

**6. Illinois Public Library Annual Report**

The FY2020 IPLAR has been received by the Illinois State Library.

**7. Personnel Policy Update: Emergency Closings**

Please see proposed addition of "Section 3.10 Emergency Closings" to the Personnel Policy.

**8. 2021-2024 Strategic Planning Process**

We seek your approval to move forward working with Sue Hall for our 2021-2024 strategic planning process. Following discussion with Sue, we feel this process can be accomplished in a timely manner and help us identify how to best serve our patrons during this new era of library services. Sue has identified Toni Garvey, former Director of Phoenix Public Library, as a partner who can aid in our planning process. A proposal is included in this packet.

**9. Summer Reading Program**

Summer Reading will look much different this year, and we look forward to a great program that will positively impact our community! See [normalpl.org/summer](http://normalpl.org/summer) for details.

**10. COVID-19 Response**

We created a brief report, included in this packet, to show Normal Public Library's response thus far to the COVID-19 situation. Kudos to Laura and Emily for their work on this report, and to all staff involved in making the best of this challenging time! Moving forward, we have a plan in place for expanded Curb It service, and look forward to offering this service once the main floor construction project allows for functional plumbing on the main floor.



# Digital Content by Month

This dashboard tracks the number of downloads or uses by month for our different digital content platforms.

|                             | 1.20         | 2.20         | 3.20         | 4.20         |  |
|-----------------------------|--------------|--------------|--------------|--------------|--|
| <b>eRead Illinois</b>       |              |              |              |              |  |
| eAudiobooks                 | 855          | 855          | 1,146        | 901          |  |
| eBooks                      | 1,305        | 1,040        | 1,568        | 1,971        |  |
| <b>eRead Illinois Total</b> | <b>2,160</b> | <b>1,895</b> | <b>2,714</b> | <b>2,872</b> |  |
| Freeding                    | 4            | 11           | 17           | 0            |  |
| Freegal                     | 583          | 501          | 654          | 621          |  |

## Hoopla

|                     |              |              |              |              |  |
|---------------------|--------------|--------------|--------------|--------------|--|
| eAudiobooks         | 658          | 565          | 653          | 784          |  |
| eBooks              | 340          | 308          | 464          | 769          |  |
| Movies/TV           | 143          | 149          | 195          | 304          |  |
| Music               | 50           | 40           | 48           | 44           |  |
| <b>Hoopla Total</b> | <b>1,191</b> | <b>1,062</b> | <b>1,360</b> | <b>1,901</b> |  |

## Overdrive

|                        |              |              |              |              |  |
|------------------------|--------------|--------------|--------------|--------------|--|
| eAudio                 | 488          | 476          | 441          | 549          |  |
| eBooks                 | 1,467        | 1,448        | 1,805        | 2,190        |  |
| <b>Overdrive Total</b> | <b>1,955</b> | <b>1,924</b> | <b>2,246</b> | <b>2,739</b> |  |

## Rbdigital

|                                     |           |           |           |            |  |
|-------------------------------------|-----------|-----------|-----------|------------|--|
| eAudiobooks                         | 86        | 71        | 95        | 93         |  |
| Magazines                           | 97        | 118       | 275       | 231        |  |
| Acorn TV 7-day passes               | 92        | 48        | 62        | 138        |  |
| Great Courses 7-day passes          | 3         | 4         | 2         | 1          |  |
| IndieFlix 7-day passes              | 0         | 0         | 4         | 0          |  |
| Stingray Qello 7-day passes         | 0         | 0         | 0         | 0          |  |
| <b>Rbdigital 7-Day Passes Total</b> | <b>95</b> | <b>52</b> | <b>68</b> | <b>139</b> |  |

## Totals

|                 |       |       |       |       |  |
|-----------------|-------|-------|-------|-------|--|
| eAudiobooks     | 2,087 | 1,967 | 2,335 | 2,337 |  |
| eBooks          | 3,116 | 2,807 | 3,854 | 4,930 |  |
| Magazines       | 97    | 118   | 275   | 231   |  |
| Music           | 633   | 541   | 702   | 665   |  |
| Streaming Video | 238   | 201   | 259   | 305   |  |



# NPL Monthly Circulation Statistics

**April 2020**

|                                | Fiscal Year to Date |               |              | Month         |               |              |
|--------------------------------|---------------------|---------------|--------------|---------------|---------------|--------------|
|                                | FY19                | FY20          | FY21         | 2018          | 2019          | 2020         |
| <b>Juvenile</b>                |                     |               |              |               |               |              |
| Books                          | 30,261              | 27,745        | 78           | 30,261        | 27,745        | 78           |
| Videos *                       | 0                   | 0             | 0            |               |               |              |
| Audios                         | 760                 | 776           | 2            | 760           | 776           | 2            |
| Magazines                      | 46                  | 46            | 0            | 46            | 46            | 0            |
| Other                          | 23                  | 39            | 0            | 23            | 39            | 0            |
| <b>Juvenile - Total</b>        | <b>31,090</b>       | <b>28,606</b> | <b>80</b>    | <b>31,090</b> | <b>28,606</b> | <b>80</b>    |
| <b>Teen</b>                    |                     |               |              |               |               |              |
| Books                          | 1,211               | 1,223         | 5            | 1,211         | 1,223         | 5            |
| Audios                         | 0                   | 0             | 0            | 0             | 0             | 0            |
| Magazines                      | 6                   | 0             | 0            | 6             | 0             | 0            |
| <b>Teen - Total</b>            | <b>1,217</b>        | <b>1,223</b>  | <b>5</b>     | <b>1,217</b>  | <b>1,223</b>  | <b>5</b>     |
| <b>Adult</b>                   |                     |               |              |               |               |              |
| Books                          | 10,358              | 10,271        | 19           | 10,358        | 10,271        | 19           |
| Videos                         | 3,476               | 3,284         | 9            | 3,476         | 3,284         | 9            |
| Audios                         | 2,556               | 2,018         | 4            | 2,556         | 2,018         | 4            |
| Magazines                      | 310                 | 360           | 1            | 310           | 360           | 1            |
| Other                          | 1,062               | 1,030         | 9            | 1,062         | 1,030         | 9            |
| <b>Adult - Total</b>           | <b>17,762</b>       | <b>16,963</b> | <b>42</b>    | <b>17,762</b> | <b>16,963</b> | <b>42</b>    |
| <b>Digital Content</b>         |                     |               |              |               |               |              |
| eAudiobooks                    | 903                 | 1,841         | 2,337        | 903           | 1,841         | 2,337        |
| eBooks                         | 1,837               | 2,502         | 4,930        | 1,837         | 2,502         | 4,930        |
| Magazines                      | 61                  | 66            | 231          | 61            | 66            | 231          |
| Music                          | 778                 | 671           | 665          | 778           | 671           | 665          |
| Streaming Video                | 75                  | 133           | 305          | 75            | 133           | 305          |
| <b>Digital Content - Total</b> | <b>3,654</b>        | <b>5,213</b>  | <b>8,468</b> | <b>3,654</b>  | <b>5,213</b>  | <b>8,468</b> |
| <b>Total Circulation</b>       | <b>53,723</b>       | <b>52,005</b> | <b>8,595</b> | <b>53,723</b> | <b>52,005</b> | <b>8,595</b> |

\* Juvenile videos were not previously counted in this department



# **Normal Public Library: Personnel Code**

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Appendix A: Definitions

**SEC. 1 GENERAL PROVISIONS:**

- A. Purpose: It is the purpose of these provisions to establish usual procedures which will serve as a guide to administrative action concerning the various personnel activities and transactions. They are intended to indicate the customary and the most reasonable methods whereby the aims of the personnel program can be carried out. These policies are not to be considered as establishing a contract of employment, nor are they to be considered as establishing property rights. The library has the authority and discretion to waive application of these policies in any instance. Normal Public Library is an at-will employer and reserves the right to modify or alter these policies as necessary or advisable.
- B. Positions Covered: Subject to the following exceptions and those specified elsewhere in this Code, this Chapter shall apply to all employees in the Library's Salary Administration Program.
1. Exempt employees shall not receive the benefits of, be subject to or be regulated by the following provisions:
    - a. Overtime;
    - b. Probation.
- C. Employee Conduct:
1. Employees are expected at all times to conduct themselves in accordance with law, Town ordinances, library directives and in a positive manner to promote the best interests of the Library, the efficient operation of their department, the performance of their job duties and the health and safety of themselves, fellow employees and the public.
  2. Employees have the responsibility for managing their behavior on and off duty. An employee who exhibits conduct on or off duty which violates state or local laws must promptly notify his or her supervisor.

- D. Administration: These provisions shall be administered by the Library Director. The Library Director may issue formal directives, as necessary. Directives may be subject to review by the Board of Trustees of Normal Public Library.

**SEC. 2 RECRUITMENT AND EMPLOYMENT.** It will be the responsibility of each Department Head to notify the Library Director of any vacancies. The Library Director or designee with the approval of the board will have the responsibility for filling vacancies and employing personnel to fill newly created positions.

**SEC. 2.1 EQUAL OPPORTUNITY**

- A. The Normal Public Library is an equal opportunity employer and will comply with all applicable federal, state, and Town laws prohibiting illegal discrimination in employment.

**SEC. 2.2 PROBATIONARY PERIOD.**

- A. Duration: The probationary period shall be six months for all newly hired regular employees. Employees promoted, transferred or demoted will serve a three (3) month probationary period. The Library Director may extend the probationary period, not to exceed one year, in order to provide an opportunity for adequate evaluation of the employee.
- B. The probationary period is intended to provide an opportunity for department heads and other supervisory personnel to monitor, evaluate and assess the skills, abilities and attitudes of employees. This period affords an opportunity to evaluate the capability of the probationary employee. It is recognized that probationary employees may be removed from employment with the Library during the probationary period for any reason whether or not such reasons would apply to non-probationary employees. Such removal should not be deemed evidence of inefficiency, incompetency, or unfitness, morally or otherwise, for other gainful employment. A department head may, with the consent of the Library Director, reprimand, suspend or remove (with the approval of the board) any probationary employee within her/his department for any reason, including but not limited to those specified in SEC. 2.6 on "Separation and Disciplinary Action." No probationary employee is entitled to the procedures afforded regular, non-probationary employees by SEC. 2.7.
- C. Transferred or promoted employees who are unable to perform satisfactorily on their jobs during or at the end of their probationary period may, at the discretion of the Library, be returned to their original jobs, if a vacancy exists.

**SEC. 2.3 PHYSICAL EXAMINATIONS.**

- A. New Hires – A physical examination may be required for regular employees hired by the Normal Public Library. Such physical examination shall be at the Library’s expense. A copy of the physician’s report shall be provided to the Library.
  
- B. Required Periodic Examinations – A physical examination may be required at any time to determine the ability of an employee to continue or return to work. Such physical examination shall be at the Library’s expense. A copy of the physician’s report shall be provided to the Library.

**SEC. 2.4 PART-TIME AND TEMPORARY EMPLOYEES.** The Library Director may employ part-time and temporary employees. Part-time and temporary employees shall be entitled only to the benefits as approved by the Library Board. Part-time and temporary employees entitled to accrue leave benefits shall accrue such benefits proportionate to the time actually worked in a Library recognized regularly scheduled work period or proportionate to time actually worked in a fiscal year by a similarly classified full-time employee, as determined by the Library Director.

**SEC. 2.5 PROMOTIONS, DEMOTIONS AND TRANSFERS.** All promotions, transfers and demotions will occur in conjunction with the Salary Administration Program’s merit system.

- A. All recommendations for promotions and transfers will be based on merit and shall be approved by the Library Director. When an employee is promoted, her/his salary may be adjusted by the Library Director after consultation with the employee and the Department Heads involved.
  
- B. All recommendations for demotions based on lack of individual merit or the phasing out of former positions, will be cleared with the Library Director. Where a regular employee accepts a voluntary demotion to a lower pay grade, her/his pay shall be set a step in the lower range as determined by the Library Director. Where a regular employee takes an involuntary demotion to a lower pay grade, she/he shall be placed in any appropriate step rate in the lower range that is less than the existing salary.

**SEC. 2.6 SEPARATION AND DISCIPLINARY ACTION.**

- A. Separation of employees from positions in the Salary Administration Programs shall be designated as one of the following types and shall be accomplished in the manner indicated:
  - 1. Resignation: An employee may resign by submitting in writing the effective date to her/his Department Head as far in advance as possible, but a minimum of two weeks notice is desired. Failure to comply with this requirement may be cause for denying future employment with the Library. Employees who are absent from work for three (3)

consecutive days without proper notice will be considered as having voluntarily resigned.

2. Layoff: The Department Head with the approval of the Library Director may lay off a regular employee, provided no regular employee shall be laid off when another person in a classified position is employed on a provisional or seasonal basis in the same position. Layoffs longer than one (1) year shall be deemed termination from employment with no appeal rights.
  3. Disability: An employee may be separated from library employment on the basis of a disability when she or he can no longer perform the essential functions of the job or position, given any and all reasonable accommodations having been made. Such action may be initiated by the employee, or the Library, but in all cases, it must be supported by medical reports or recommendations. The Library may require an examination at its expense and performed by a physician of its choice. Employees shall cooperate fully in such determination.
  4. Death: Separation shall be effective as of the date of death. All compensation due shall be paid to the estate of the employee, except for such sums as by law must be paid to the surviving spouse.
  5. Retirement: Whenever an employee meets the conditions set forth in this policy and the retirement plan regulations, the employee may elect to retire and receive all benefits earned under the retirement plan.
  6. Dismissal: Separation from Library employment for any reason not prohibited by law.
- B. Disciplinary Action: Whenever employee performance, attitude, work habits or personal conduct at any time falls below a desirable level, such employee's supervisor(s) may initiate appropriate disciplinary action.
1. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action seeking suspension or dismissal.
  2. In some instances, a specific incident may justify severe disciplinary action, or dismissal; however, the action depends on the seriousness of the incident and the entire pattern of the employee's past performance and conduct.
  3. The Library may use traditional forms of disciplinary action including, but not limited to, verbal counseling or coaching, written reprimands, suspensions with or without pay, or dismissal. At the Department Head or Supervisor's option, employees may be allowed

employee assistance counseling in lieu of disciplinary action. In order to participate in employee assistance counseling in lieu of serious disciplinary action, the employee must: (1) waive confidentiality related to attendance and progress in completing any treatment plan recommended by the employee assistance counselor and/or other professional; (b) attend all scheduled meetings and complete follow-up recommendations and treatment plans. Information received from the employee assistance counselor or other professional shall be considered confidential and shared only on a need to know basis in order to assure compliance with the terms and conditions of referral. Failure to comply with the terms and conditions of the employee assistance counseling or continued performance and behavior problems will result in further disciplinary action.

C. Dismissal or Suspension: Regular – Non-Probationary Employees:

1. Grounds: The employee's Supervisor/Department Head – or the Library Director - may dismiss or suspend any employee for the good of the organization with the approval of the board. Reasons for dismissal or suspension may include but shall not be limited to:
  - a. Failure to meet prescribed standards of work, morality and ethics to an extent that makes an employee unsuitable for continued employment in the position in which the individual is employed;
  - b. Theft, destruction, or improper or unauthorized use or disposition of Library property;
  - c. Incompetency, inefficiency or negligence in the performance of duty;
  - d. Insubordination that constitutes a serious breach of discipline;
  - e. Conviction of a felony;
  - f. Unbecoming personal conduct;
  - g. Unauthorized absences, or abuse of leave privileges;
  - h. Acceptance of any valuable consideration which was given with the expectation of influencing the employee in the performance of his duties;
  - i. Falsification of records or use of official position for personal advantage;



- j. Inability to get along with fellow employees so that work quality or quantity is affected;
- k. Failure to follow the order of one's supervisor or Department Head, Library Director, or her/his designee;
- l. Failure to report on-the-job injuries;
- m. Possessing or using alcohol or controlled substances on the job or arriving on the job under the influence of alcohol or controlled substances, or sale of controlled substances in the work place;
- n. Failure to proactively or effectively communicate integral information regarding safety or Library operations to the appropriate staff or supervisor;
- o. Providing unauthorized access to Library property or equipment;
- p. Abuse of: staff library card account; information stored within Library records; borrowing privileges or access to materials; any privilege gained as a Library employee;
- q. Unauthorized or inappropriate use of Library technology - including but not limited to - computers and networks;
- r. Pattern of conduct that is unreasonably offensive or threatening to fellow employees, or unlawful harassment of fellow employees;
- s. Illegal conduct, including but not limited to unlawful discrimination based on a protected status recognized by law;
- t. Pattern of behavior that negatively impacts service environment of library and/or work environment of other staff.
- u. Intentionally making a false statement on an application for employment, or in connection with any job duties performed by the employee which statement causes harm or a breach in trust in the employer/employee relationship.

2. Hearing and Appeal Notice: The employee shall be furnished a notice of the nature of the disciplinary suspension or dismissal by the Director or the Supervisor involved, the

reasons for the discipline, duty or pay status change, and her or his option to respond to the action to the Library Director or designee in writing by 5:00 p.m. on the close of the third business day following the notice. After the notice of disciplinary action, but prior to any proposed effective date of dismissal or suspension, the employee may be retained in one of the following employment statuses:

- a. On duty with pay;
- b. Suspended with pay;
- c. Suspended without pay;

at the discretion of the Director or Supervisor. If the employee fails to respond to the notice of the disciplinary action, it shall be effective on the date specified with no need for additional action. If the employee answers the charges in writing, the Library Director or designee shall afford the employee a hearing or meeting and at the close thereof, affirm, modify, increase, reduce or reverse the proposed dismissal or suspension. Such a hearing or meeting shall be promptly held. Employee may appeal the result of the hearing to the library board. Such appeal must be communicated in writing by 5:00 p.m. on the close of the third business day following the hearing.

- 3. Maximum Duration of Suspensions: No employee shall be suspended for a period of time in excess of thirty (30) days for one occurrence, provided however, this limitation shall not apply to or include the period of time between the furnishing of the notice of charges and the effective date of the suspension or disposition of an appeal if one is held.

**SEC. 2.7 GRIEVANCES.** Any inquiry, complaint, dissatisfaction or grievance of any sort that directly affects an employee must be discussed with the employee's Department Head or Supervisor within one (1) calendar week of the event or occurrence directly affecting the employee. If the employee cannot resolve the grievance to her/his satisfaction, the employee may request in writing through her or his Department Head that the decision be reviewed by the Library Director. The decision of the Library Director will be final.

### **SEC. 3 SCHEDULES AND LEAVE TIME**

#### **SEC. 3.1 NON-REGULAR WORK TIME.**

- A. Overtime. Upon approval of the Department Head, employees shall receive overtime pay or compensatory time for overtime work performed in accordance with this Division. No employee

shall work overtime absent department head authorization. This Subsection A does not apply to exempt employees.

- B. Compensatory Time. Upon approval of the Department Head, employees may receive compensatory time in lieu of overtime pay in accordance with this Subsection:

The taking of compensatory time shall be scheduled and authorized by the appropriate department head.

2. Employees may accrue not more than eighty (80) hours of compensatory time, except the Library Director may authorize, in writing, the accumulation of up to one hundred twenty (120) hours of compensatory time for the following activities:
    - a. public safety,
    - b. emergency response,
    - c. seasonal.
  3. Compensatory time shall not be accumulated and carried forward from one fiscal year to the next without the written authorization of the Library Director.
  4. Overtime pay may be paid to an employee for accrued compensatory time. Such overtime pay shall be calculated based on the regular hourly rate earned by the employee at the time the employee receives such payment.
- C. Call-Back. A regular employee called back to work after having completed a working day shall receive credit for two (2) hours of work or the time actually worked, whichever is greater. The hours are subject to overtime pay only if the employee has actually worked the regularly scheduled work day.
- D. Working Out of Rank.
1. Full time employees in Grade 39 and below, except FLSA exempt employees, who work out of rank to a higher classified job for at least one (1) complete duty day but less than thirty (30) complete duty days shall receive in addition to such employee's regular rate of pay one (1) hour of overtime for each complete duty day.
  2. All full time employees who work out of rank to a higher classified job for thirty (30) or more complete consecutive days shall receive compensation equivalent to the first step

in the higher classified job pay grade, which results in an actual increase in pay for the duration of the temporary assignment.

- E. Exempt Employees. Certain job classifications are exempt from overtime compensation pursuant to the Fair Labor Standards Act (FLSA). Any person employed in any FLSA exempt job classification shall not receive monetary compensation or compensatory time for overtime. FLSA exempt positions shall be noted on the job description for such position.

**SEC. 3.2 HOLIDAYS.** The following are considered actual holidays by the Normal Public Library:

The first day of January, commonly known as New Year's Day; Memorial Day, the date of celebration of which will be designated by the Library Director prior to the start of the calendar year; the 4th of July; the first Monday in September, commonly known as Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas Day. In addition, Martin Luther King, Jr. Day, commonly designated as the third Monday in January, will be treated as a floating holiday. Employees who work on Martin Luther King, Jr., Day will earn a floating holiday to be used no later than thirty days after the holiday. The library will be closed on Christmas Eve, which will be treated as a paid holiday when it falls on a Monday, Tuesday, Wednesday, or Thursday. The library will close at 5:00 PM on December 31<sup>st</sup>. With Library Board approval, Library Director may designate additional floating holiday(s).

If an actual holiday occurs on Saturday, the preceding Friday will be observed as the holiday. If an actual holiday occurs on Sunday, the following Monday will be observed as the holiday. All other holidays will be observed on the actual day.

For the purpose of computing overtime in a calendar week in which a holiday occurs, an employee shall receive credit for the number of hours which the employee normally would have worked on the observed holiday.

The pay rate for every full time employee includes compensation for eight (8) holidays. In addition to this compensation, certain employees who work on holidays or who observe holidays on days which they would otherwise not work are entitled to the following benefits:

- A. Employees whose weekend is defined as two (2) days other than a Saturday and Sunday, shall, when an observed holiday falls on a day in this employee's weekend, be given additional time off equivalent to the observed holiday, (this additional time off is considered an excused absence, but it is not considered an observed holiday), as scheduled by the Department Head, or in lieu thereof, monetary compensation equivalent to that paid for eight (8) hours of work at the employee's regular rate of pay for a full day.
- B. Employees who are required to work as part of their regularly scheduled work period on an observed holiday, shall be compensated at one and one-half (1 ½) the employee's regular hourly

rate that may be taken as additional time off (this additional time off shall be considered an excused absence, but is not considered an observed holiday), as scheduled by the Department Head, or in lieu thereof, monetary compensation for the time actually worked on the observed holiday.

**SEC. 3.3 VACATIONS.**

- A. The vacation year shall be from April 1 to March 31. Employees shall accrue vacation benefits from date of hire based on the applicable accrual rate herein provided, except that employees on original probation with the Library will be able to begin using their accrued vacation leave upon successful completion of their probationary period.
1. Full-time Employees working 40 hours per week shall accrue vacation time according to the following schedule:
    - a. Less than six (6) completed years of employment, 6.67 hours per month;
    - b. Six (6) but less than fourteen (14) completed years of employment, 10.0 hours per month;
    - c. Fourteen (14) or more completed years of employment, or positions at Grade 38 and higher, 13.33 hours per month.
  2. Full-time Employees working 37 ½ hours per week shall accrue vacation time according to the following schedule:
    - a. Less than six (6) completed years of employment, 6.25 hours per month;
    - b. Six (6) but less than fourteen (14) completed years of employment, 9.375 hours per month;
    - c. Fourteen (14) or more completed years of employment, 12.5 hours per month.
  3. Part-time Employees, if eligible, shall earn a pro-rated share of vacation leave dependent on their work schedule as approved by the Library Director.
- B. Maximum Accrual. Absent approval from the Library Director, no employee shall accumulate as of April 1, more than twice her or his annual accrual of vacation time.

- C. Disposition of Accrued Unused Vacation. The Library Director may by directive provide for the disposition of accrued vacation time accumulated over the maximum accumulation set forth above. Such disposition may include one or more of the following:
1. Loss of all or portion of such time.
  2. Continued accumulation for a specified period of time.
  3. Payment in cash of all or a portion of such time.
- D. Requests: Employees are required to submit their choice for their vacation period as soon as possible prior to the date requested to their Department Head or Supervisor. Employees may only request vacation if the leave time is available as previously accrued and documented in the designated system. The Department Head may, but is not required to, accept vacation requests less than five (5) days prior to the date requested.
- E. Scheduling: Vacation periods shall be set by the Department Heads with due regard to length of service with the Library and preference to the employees and consistent with the requirements of efficient operation of the Normal Public Library. The Department Head may deny a requested vacation leave. Should working conditions warrant, the Department Head shall have the right to cancel an employee's vacation and request her or him to submit a new date for vacation, provided the employee is notified of the decision as soon as possible in advance of the beginning of the previously approved vacation period. Request for vacation period changes by employees may be considered by Department Heads if the change can be accommodated for the Library or departmental schedule.
- F. Separation and Reinstatement: Employees who separate employment are entitled to be compensated for all vacation time accrued as of the last day actually worked.
2. Any employee who is reinstated following separation of employment may be allowed full or partial prior service credit with the Library to include vacation, sick leave and retirement benefits in accordance with I.M.R.F. Rules and Regulations, as determined by the Library Director.

**SEC. 3.4 JURY DUTY.** Employees are permitted to perform jury duty or otherwise appear at required court appearances with the approval of the employee's Department Head. In the case of jury duty, the Library will compensate an employee performing jury duty, provided all fees received from the Court system are turned over to the Library. For the purpose of computing overtime in a regularly scheduled work period in which an employee performs jury duty, the employee will be considered to have worked the actual number of jury duty hours served or the number of hours the employee was regularly scheduled to work for the Library, whichever is less. As used herein "fees" does not include

reimbursement for travel expenses incurred by the employee. Employees should communicate potential jury duty to her or his Department Head as soon as possible.

**SEC. 3.5 SICK LEAVE.** An employee shall accrue sick leave at the rate of one (1) day for each month of service cumulative to a maximum of one hundred twenty (120) working days. An employee taking three (3) or more days of sick leave shall be required to furnish a Library approved physician's statement to her or his Department Head.

- A. Eligibility. All regular employees who have been employed for over thirty (30) days shall be eligible for earned sick leave.
- B. Use. Sick leave may be used by eligible employees for paid leave in the following circumstances:
  - 1. Bona fide personal employee illness, injury or medical appointments. Where possible, however, medical appointments should be scheduled before or after an employee's work shift or on a non-work day.
  - 2. Bona fide personal illness, injury, or medical appointments of an eligible employee's immediate family member provided all of the following conditions are met:
    - a. The employee's presence with the immediate family member is required;
    - b. Prior approval is obtained; and
  - 3. Use of sick leave for personal use or immediate family members does not release any employee from their obligation in maintaining a satisfactory attendance record. The abuse of sick leave, including evidence of patterns of use around an employee's weekend, as well as the excessive use of sick leave on a frequent and recurring basis may lead to disciplinary action.
- C. No employee shall be entitled to the benefit for more than one hundred twenty (120) working days in a fiscal year.
- D. Employees on payroll, receiving either a paycheck or Worker's Compensation benefits, will accrue sick leave.
- E. Reinstatement for employees who have accrued one hundred twenty (120) days:

Employees who have accrued a minimum of one hundred twenty (120) days of sick leave and who, due to illness, injury or disability, take a minimum of ten (10) days up to a maximum of one hundred and twenty (120) days of accumulated sick leave in a single occurrence and are able to

furnish a physician's statement attesting to the employee's illness, injury, or disability and subsequent recovery, qualify to be reinstated the actual number of sick leave days taken. Reinstatement will occur if the returning employee works any twelve (12) consecutive month period subsequent to having taken the above described sick leave with no more than five (5) sick days during that twelve (12) month period. Employees shall have one year from the date of return to complete the above described twelve (12) month period.

- F. The Library may require an employee to submit documentation attesting to the necessity of the employee to be absent from work on account of illness or injury. Medical documentation shall be submitted in a form and manner acceptable to the Library.

### **SEC. 3.6 POLICY OF ON-THE-JOB INJURY AND SICK LEAVE.**

- A. Any employee who is receiving compensation under the provisions of the Workers' Compensation Act of the State of Illinois will be eligible to take sick days during this period and will be eligible to receive that portion of her regular salary which will, together with Workmen's Compensation income equal her regular total salary.
- B. The use of sick leave in this fashion is at the employee's option.
- C. While Workmen's Compensation is being received and the option of using the sick days exercised, each day off is not considered one full sick day. Sick leave usage will be computed by the employee's present daily salary minus the amount of Workmen's Compensation payment received. This difference is then divided by the employee's hourly rate with that hourly amount subtracted from the employee's accumulated sick leave.

### **SEC. 3.7 MILITARY LEAVE.**

Library employees who are enlisted in the United States military service, including the ready reserves and the National Guard, will be entitled to all rights and benefits afforded by law, Illinois law, and any applicable contract. The Library will at all times comply with the laws applicable to those on military leave.

### **SEC. 3.8 LEAVE PROVISIONS.**

- A. A maximum of three (3) days leave of absence for all regular employees may be given for death of an immediate family member or;
- B. The Library Director may grant a regular employee leave without pay for a period not to exceed one year when it is in the interest of the Library to do so. An employee's request shall be considered when they have shown by their record to exceed average value to the Library and where it is desirable to retain the employee even at some sacrifice. During the employee's



approved leave, their position may be filled by a temporary appointment, promotion or reassignment. At the expiration of the leave without pay, the employee has the right to, and shall be reinstated to, the position previously held, if the position still exists; or if not, to any other vacant position in the same class at their previous salary level adjusted up or down by the cost of living adjustment.

Approved leave without pay shall not constitute a break in service. Employees on approved leave shall not accrue or be entitled to any benefits including sick leave, vacation, personal convenience days. Insurance coverage may continue at the Library's option, at the employee's expense.

- C. Employees shall be granted leave in accordance with the Federal Family & Medical Leave Act, Victims' Economic Security and Safety Act, and other federally or state mandated leave requirements, pursuant to policy as determined by the Library Director.

**SEC. 3.9 PERSONAL CONVENIENCE DAYS.** Any eligible employee may use a maximum of three (3) working days per fiscal year (April 1 through March 31) at a full salary for personal reasons. Such leave shall not be accumulated nor shall the employee be paid in lieu of days not taken.

- A. An employee may use such leave for any reason. Such leave shall be taken for a minimum of 15 minutes or more of the normal scheduled work day.
- B. A request for such leave shall be submitted in advance on a form provided by the Department Head. Such form shall be submitted three (3) days in advance of the Leave for personal business, except in emergency situations or other conditions allowed by the Department Head.
- C. Eligibility. Regular full-time employees employed as of April first shall be granted three (3) days of personal convenience leave on April first of each year. Newly hired regular full-time employees shall upon commencement of employment be granted personal convenience leave hours based on the following formula:

Employees scheduled for 40 hours per week =  $[(\text{Number of days left in fiscal year}) / 365] \times 24$

Employees scheduled for 37.5 hours per week =  $[(\text{Number of days left in fiscal year}) / 365] \times 22.5$

- D. Regular full time employees shall be granted a fourth (4th) Personal Convenience Day annually beginning April 1st of the fiscal year following completion of the employee's 20th year of employment.
- E. Regular full time employees shall be granted a fifth (5th) Personal Convenience Day annual beginning April 1st of the fiscal year following completion of the employee's 25th year of employment.

**SEC. 3.10 EMERGENCY CLOSINGS.** Emergency closing decisions are the responsibility of the Director (or Director's designee). In the rare instance that the library must close due to an unusual circumstance such as severe weather, power failure, fire or pandemic, notification will be made to the public and to the employees. If the library must suspend all work activities, employees will be notified by management that there is an emergency closing for the public and for staff.

- A. Employees who are scheduled, but excused from work due to an emergency closing, will be paid for their scheduled time.
- B. Employees who are not scheduled to be at work due to a pre-approved vacation, personal day, floating holiday, or previously chose the day off for working the weekend, will not be paid for the emergency closing but will be expected to take the day off as vacation, personal day, or a floating holiday.
- C. Employees who call in sick the day of an emergency closing must use sick time to be paid for the day. Employees who are not scheduled to work on the day of an emergency closing will not be paid for the day.
- D. Staff who are designated "essential" may be required to work during an emergency closing dependent upon the nature of the situation.

**SEC. 4.1 SALARY ADMINISTRATION PROGRAM.** A job classification and salary administration program is adopted with the objective of providing a fair day's pay for a fair day's work, to attract and keep good employees and to reward employees for meritorious job performance. A job description is provided for every full-time position and a job grade will cover every full time position in the Library.

- A. The Salary Administration Program shall be adopted annually by the Board of Trustees of the Normal Public Library as part of the annual budget. The Salary Administration Program includes a salary range specifying the minimum salary and the maximum salary attainable for each job grade. The Salary Administration Program also includes a six (6) month, twelve (12) month, and twenty-four (24) month adjusted salary for grades 30 through 47 inclusive. The Salary Administration Program also contains additional steps in each grade.
  - 1. Progression to the six (6), twelve (12), and twenty-four (24) month adjusted salary levels is automatic, for employees starting at step one.
  - 2. Progression to all other steps is dependent solely on merit.

B. The Library Director has the responsibility and authority to place employees in steps for job grades within the Salary Administration Program and distribute salary increases subject to the following restrictions:

1. No increase may be granted to an employee at or above the maximum of job grade.
2. Except for movement to steps two, three, and four, all step increases are to be totally dependent upon merit.

The Library Director shall report to the Board of Trustees his recommendations for changes in job grades, classification of new jobs, changes in salary ranges, and the general review of the program.

C. Part-time and Seasonal/Temporary personnel shall receive an hourly wage based on the wage schedule for such employee as determined by the Library Director, with approval of the Board.

D. Cost of Living Adjustments: If approved by the Board of Trustees, Cost of Living Adjustments shall be as provided below:

1. On October 1 of each year, the salary level then specified for each step in the salary administration program will be adjusted up or down by the net percentage change in the cost of living computed for the six month period of time commencing January 1 and ending June 30 of that calendar year; and
2. On April 1 of each year, the salary level then specified for each step in the salary administration program shall be adjusted up or down by the net percentage change in the cost-of-living computed for the six month period of time commencing July 1 and ending December 31 of the preceding calendar year;
3. The cost-of-living increase or increases shall not be applied to the extent that any single net percentage change in the cost-of-living exceeds, or the sum of any consecutive October and April net percentage changes in the cost-of-living exceed 5%;
4. No employee shall be compensated less than the minimum salary for that employee's particular job grade and step as adjusted in this paragraph.

**SEC. 4.2 INSURANCE PROGRAM.** The Library shall provide group insurance programs to Library employees and retirees with the level of benefits and the premium contributions to be determined annually by the Board of Trustees.

**SEC. 4.3 RETIREMENT.** Employees are not required to retire at any designated age, except as may be determined by state or federal law. Employees and the Library may determine the retirement age of each employee based on their willingness, need, and ability to continue performing their job duties competently.

**SEC. 4.4 UNIFORM PROVISIONS.** The Library Director shall have authority to provide uniforms or cash allowances for uniforms.

**SEC. 5.1 CONFERENCE ATTENDANCE.** Expenses will be provided by the Library for conference attendance in accordance with policy developed by the Library Director.

**SEC. 5.2 TUITION AID.** Subject to available funds, and in accordance with policy developed by the Library Director, up to One Hundred percent of the tuition and materials, including books and fees, for job related courses will be paid upon the successful completion of the course. Relative to operational needs of the library and subject to department head approval, work schedules may be temporarily adjusted, and/or limited release time may be granted, to allow an employee to attend a course. If an employee receives tuition aid and terminates employment with the library within six months of receipt of the tuition aid, the employee will be required to return the full amount of tuition aid to the library.

**SEC. 5.3 DUES.** The Library desires to encourage staff to participate in job-related membership associations. With the approval of the Director, the Library will pay for one annual membership in such a professional, civic, or community-wide organization for each requesting employee, subject to available funds.

**SEC. 6 PERSONAL USE OF LIBRARY PROPERTY.** The use of Library property for personal purposes is prohibited, except the Library Director may, for the good of the service, issue rules permitting the personal use of Library property.

**SEC. 7 USE OF PERSONAL PROPERTY FOR LIBRARY BUSINESS.** The Library Director may authorize the use of property owned by municipal employees for Library business and may establish reimbursement rates for the use of such personal property.

**SEC. 8 POLITICAL ACTIVITY.** Except as allowed by law, Employees may not engage in political activity on Library property, while at work, or use Library resources for political causes.

**SEC. 9 GIFT BAN.** In furtherance of the prohibitions contained in the State Officials and Employee Ethics Act (5 ILCS 430/1-1 et seq.), no Library officer or employee shall accept or solicit any gift from a prohibited source if such gift exceeds 25 dollars in value unless such gift qualifies as a listed exception in 5 ILCS 430/10-15.

An officer or employee does not violate this provision if the officer or employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt for income taxation under Section 501(C)(3) of the Internal Revenue Code of 1986 as now or hereafter amended, renumbered or succeeded.

**SEC. 10 PECUNIARY INTEREST.** Except as hereafter provided, an employee of the Library shall have no financial interest in the profits of any contract, service or work performed for the Normal Public Library. Except as prohibited by state law, a Library employee may contract with the Library provided the following conditions are met: 1) prior approval is obtained from the Library Director; 2) the contract shall not exceed \$500.00; and 3) the employee shall not enter into more than three such contracts each fiscal year.

**Appendix A: Definitions**

- A. Appeal: A written application for review of an alleged grievance submitted or instituted by an employee to a higher authority.
- B. Applicant: An individual who has completed and submitted an application for an announced position of employment with the Library.
- C. Calendar Week: A time period beginning at 12:01 a.m. Sunday and continuing for seven (7) consecutive days.
- D. Compensation Pay: The standard rates of pay which have been established for the respective grades of work as set forth in the Salary Administration Program.
- E. Compensatory Time: Time off work to offset one and one-half (1 1/2) hours for each one (1) hour of overtime.
- F. Cost of Living: A percentage adjustment made in an employee's salary "to compensate for an increase (or decrease) in the price of common goods purchased." This percentage is determined by the U.S. Bureau of Labor Statistics.
- G. Demotion: Assignment of an employee from one class to another which has a lower maximum rate of pay.
- H. Department: The primary organization unit which is under charge of a Department Head.
- I. Dismissal: Separation from Library employment for any reason not prohibited by law.
- J. Eligible: A person who has successfully met required qualifications for a particular class.

- K. Employee: An individual who is legally employed by the Library and who is compensated through the Library payroll for his services. Individuals or groups compensated on a fee basis are not included.
- L. Job Description: A written description of an employment position consisting of a job title, a general statement of the level of work expected of the position, an enumeration of the distinguishing features of the position, examples of the duties and responsibilities of the position, an indication of the desirable qualifications for the position and a designation of the appropriate grade into which the position falls in the Salary Administration Program.
- M. Job Grade: A level in the Salary Administration Program into which are grouped various employment positions by job description, which are deemed to be sufficiently alike to warrant the same pay range.
- N. Layoff: The involuntary, non-disciplinary separation of an employee from a position.
- O. Leave: Approved type of absence from work as provided by these rules and reported in hours to the nearest quarter (1/4) hour.
- P. Maximum Salary: The maximum salary attainable in any one pay grade.
- Q. Merit Pay Increase: An increase in compensation established in the Salary Administration Program which may be granted to an employee for meritorious service and completion of minimum prescribed periods of employment in grade. Merit pay increases are step increases in the Salary Administration Program.
- R. Minimum Salary: The minimum salary receivable in any one pay grade.
- S. Overtime: Approved time actually worked in excess of the number of hours in a regularly scheduled work week. A regularly scheduled work day varies based on the position and operational needs of the library. A regularly scheduled work day may be: 7.5 hours, 8 hours, 10 hours or other periods of time. A regularly scheduled work week varies based on the position and needs of the library. A regularly scheduled work week may be 37.5 hours, 40 hours, or other periods of time.
- T. Overtime Pay: Compensation pay to an employee for overtime work performed in accordance with this Division, at a rate of one and one-half (1 1/2) the regular hourly rate.
- U. Pay Period: A bi-weekly period of time commencing on a Sunday and ending on the second Saturday thereafter.

- V. Pay Rate: A specific dollar amount expressed as either an annual rate, a monthly rate, a semi-monthly rate, a bi-weekly rate, or an hourly rate as shown in the Salary Administration Program.
- W. Personnel Ordinance: An ordinance establishing general personnel policies and providing rules for vacation, sick pay and establishing holidays, all for the general administration of the Library's employees.
- X. Position: Any office or employment, whether occupied or vacant, full-time or part-time, and consisting of duties and responsibilities assigned to one individual by competent authority.
- Y. Probationary Period: The working test or trial period of employment beginning with the date of an employee's first appointment to the classified service.
- Z. Promotion: Career advancement within the organization, which includes increased authority, level of responsibility, status, and pay.
- AA. Employee: A person hired to work for the library. Employees may be classified as follows:
1. Full-Time Employee: An employee hired to work at least 1,950 hours in a fiscal year (37.5 hours per week) or 2,080 hours in a fiscal year (40 hours per week).
  2. Part-Time Employee: An employee hired to work at least 1,000 hours but less than 1,950 hours in a fiscal year. Participation and benefit levels may be distinct or prorated from those of Full-Time Employees.
  3. Temporary Employee: An employee hired for a definite stated period to work less than 1,000 hours in a fiscal year. Participation and benefit levels may be distinct or prorated from those of Full-Time Employees, or the employee may not be entitled to any benefits depending on the position.
- BB. Regular Hourly Rate: An hourly rate of pay used for purposes of calculating overtime compensation. Such regular hourly rate of pay is calculated as follows: Divide the pay rate by the number of hours which the pay rate is intended to compensate to determine a regular hourly rate of pay.
- CC. Regularly Scheduled Work Period: The number of regularly scheduled work hours that fall within a pay period.
- DD. Retirement: Separation from employment with an attained age and accumulated creditable service which together qualify the employee for immediate receipt of pension benefits at the time of separation from employment.

- EE. Salary Administration Program: The official or approved system of grouping positions by job description into appropriate grades and specifying the various steps therein.
- FF. Step: A level within a job grade or pay grade in the Salary Administration Program.
- GG. Suspension: An enforced leave of absence, with or without pay, for disciplinary purposes or pending investigation of charges made against an employee.
- HH. Transfer: Assignment of an employee from one position to another position. Transfers can take place within a department, between departments, between positions of the same pay range, between positions of the same grade, or between positions of different grades.
- II. Working Day: Scheduled number of hours an employee is required to work per day.

*Significant portions of this policy are based on the Town of Normal Personnel Code.*

***Approved by the Board of Trustees of the Normal Public Library: August 28, 2013  
Distributed October 1, 2013; Amended May 27, 2020***





# NORMAL PUBLIC LIBRARY™

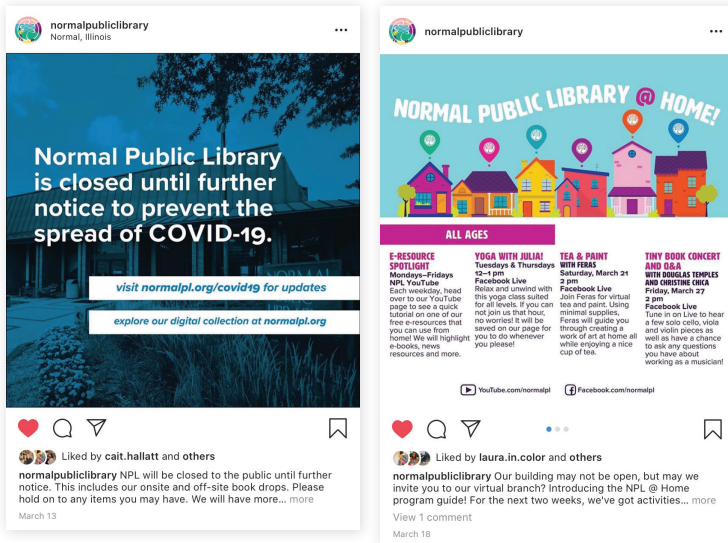
## COVID-19 Response | May 21, 2020

### INTRODUCTION

As COVID-19 spread, Normal Public Library staff actively monitored the situation and responded accordingly to maximize the health and safety of patrons and staff.

### REACTION

Staff discussed possible scenarios related to reduced services and/or closure, and the director and Board of Trustees established a plan for possible closure of the facility, which was communicated to staff and local officials. Following Governor Pritzker's announcement regarding school closures, Normal Public Library closed until further notice. Staff immediately began designing virtual programs, building digital collections and promoting these changes to patrons. Most staff shifted to working from home, with minimal staffing on-site.



### PLANNING

Staff referenced examples set by benchmark libraries and professional networks to develop methods to stay in contact with and create virtual programs for patrons of all ages, to tremendous positive response.



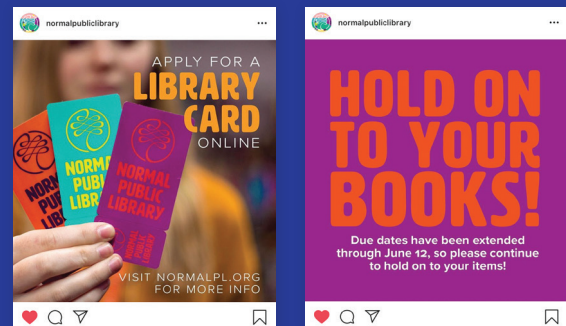
Disruptive facility improvements were scheduled to be completed during the closure, including in-house laundry and the initial steps of a grant-funded accessible restroom renovation on the main floor.

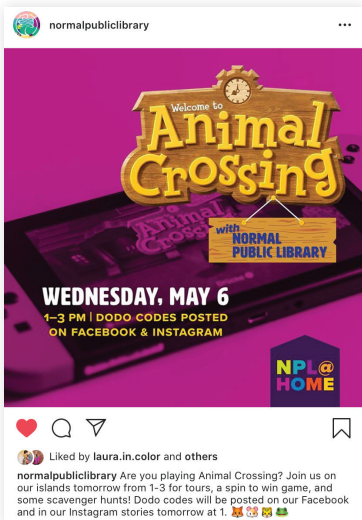
Staff worked hard to migrate the Summer Reading program to a virtual format for summer 2020. The goal is simple: read every day! Exercising those reading muscles through the summer months will help kids stay ready for school in the fall. All children who register for the program will receive a free book, and all prizes will be purchased from local businesses who have supported our programs in past years.

### OPERATIONAL CHANGES

Staff worked quickly to eliminate barriers to service and increase access to all that NPL has to offer virtually. Those changes included:

- Immediately extended due dates, closed bookdrops and the elimination of fines and fees for the duration of our closure
- Moved April board meeting to Zoom and broadcast live on YouTube
- Began online library card registration to provide patrons immediate access to e-resources
- Offered chat, email and voicemail services to answer patron questions during business hours
- Planned and executed over 150 engaging virtual events on Facebook Live, YouTube, Zoom, Roll20 and Discord, including partnered programming with Moses Montefiore Temple and others
- In response to greater demand, staff increased access to existing digital content and added new electronic resources such as TumbleMath and TeenBookCloud
- Expanded our e-book collections for all ages, and created video tutorials to show our patrons how to use these at home
- Coordinated relocation of 3D printers to staff for printing PPE for front line workers





## STAFF TRAINING AND GROWTH

Staff began completing training, attending webinars and collaborating to improve their skills. Management staff attended HR training to plan for changes and eventual return to work, and the Community Engagement Manager presented a webinar for over 300 library professionals regarding virtual services.

## PLANS FOR SUMMER

Staff will utilize the Beanstack app and our website to provide an entirely virtual summer reading challenge for all patrons. We are actively exploring how to most effectively get books and activities to local children and how to expand home delivery services for vulnerable populations. We look forward to offering curbside service as soon as we can safely do so. Currently we are unable to offer this service due to the lack of plumbing—and hand washing opportunities—on the main floor, due to the construction of accessible restrooms. We are exploring possible changes to our facility to maximize social distancing and prepare for the eventual return of patrons to the library. Virtual programming and digital content will continue as priorities for us. No date is set for the next book sale, but we are working to identify a larger indoor venue that could allow a book sale to take place later this summer.

## THANK YOU!

We greatly appreciate the support and patience of our wonderful community during this difficult time. Thank you and we look forward to seeing you soon!

## MONITORING THE SITUATION

Staff prioritized communication with the public through various means, including daily social media posts, a mailer via the Town of Normal water bill, e-newsletters via Constant Contact, reviving the NPL Twitter account and more. A concerted effort was made to share our new services and programs with our community partners to expand our reach. Staff continued to meet with various community working groups and committees to remain connected, involved and informed.