

## **COVID-19 Vaccination and Testing Policy**

Wilmette Public Library District recognizes its responsibility to provide employees a workplace free of recognized hazards. Further, the Library believes that the suppression of the COVID-19 virus is a priority for the health, safety, and welfare of employees, residents, and Library visitors. This policy is intended to maximize the protection afforded by the COVID-19 vaccine. The goal of this policy is to protect employees, employees' family members, library visitors, and the broader community. This policy is intended to follow all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

As a condition of employment, all employees of the Library must provide proof of full vaccination or a weekly negative COVID-19 test. "Full vaccination" is defined as two weeks following the second dose of a two dose vaccine (Moderna or Pfizer), or two weeks following the receipt of a one dose vaccine (Johnson & Johnson), or as otherwise defined by the CDC. Newly hired employees will be required to supply proof of immunization to be exempt from weekly testing. This policy does not cover volunteers or visitors.

If an employee has not complied with this requirement, the employee may not report to work on-site.

Employees should contact their county public health department to obtain information about vaccination or testing sites. Employees may also be able to obtain vaccine availability information from their own health care providers. Vaccinations should be processed through the employee's health insurance where applicable or otherwise submitted for reimbursement (for qualified circumstances) if there is a cost.

All employees will be granted up to two hours paid time off work to receive any vaccinations occurring during their scheduled work time. Employees are to work with their managers to schedule proper time to obtain the COVID-19 vaccine. No reimbursement or paid time off will be offered for weekly testing.

### **Vaccinated Employees**

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted to Human Resources in-person or via email.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or

5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

## **Confidentiality**

Confidentiality and respect to our employees' rights are important to us. Records documenting vaccinations and declinations will be maintained by Human Resources. Only key Human Resources staff will have access to vaccine compliance records. All information received under this policy will be kept confidential to the greatest extent possible. Sharing of information shall be based on a need-to-know basis and only to the level required to notify management personnel regarding those employees who are not in compliance with this policy.

No employee will be discriminated, harassed, or retaliated against for their vaccination status. If an employee believes that they have been treated in a manner contrary to this policy, please notify Human Resources immediately.

## **Exemptions**

Employees may request an exemption from the mandatory COVID-19 vaccine program by submitting an exemption request, as outlined below, for:

1. disability/medical contraindications or precautions, or
2. a sincerely held religious belief. All employees should note that personal and/or philosophical objections to vaccinations are not considered sufficient justification for granting an exemption from the mandatory COVID-19 vaccine program.

Employees requesting exemptions from the required COVID-19 vaccine program due to a disability/medical contraindication/precaution or sincerely held religious belief must submit an exemption request to Human Resources. Human Resources will review each exemption request on an individual basis and consider approval of any such request. All such requests will be handled in accordance with applicable laws and regulations and organizational policies. Human Resources may request additional information from employees requesting an exemption.

All employees receiving an exemption are responsible for understanding and accepting of an exemption, which may include required work restrictions and regular COVID-19 testing.

## **Consequences of Non-Compliance**

All persons covered under this policy shall be aware that compliance is a condition of employment and/or access to the Library facilities. Employees who do not certify that they have received the COVID-19 vaccine or show proof of a negative weekly test will not have access to the Library's non-public facilities.

Employees not in compliance with this policy will be placed on unpaid leave until their employment status is decided.

### **Right to Change or Terminate Policy**

If vaccine shortages occur and/or if CDC or government officials' recommendations are altered, the Library may update, change, suspend, or revoke all or part of this policy.

### **Effective Date**

The effective date of this COVID-19 Vaccination Policy is February 1, 2022. After that date, if a staff member has not provided documentation of vaccination, they must provide HR proof of a negative COVID-19 test weekly. Failure to comply may lead to disciplinary action, up to and including termination. Staff members not in compliance with this policy will be placed on unpaid leave until their employment status is decided by the Director after consultation with the Human Resources Manager.

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## **APPENDIX 3D - General Rules of Conduct**

It is the Library's mission to serve the informational, intellectual, culture, and leisure needs of the Wilmette and Kenilworth resident and business communities. In order to fulfill the Library's mission and to provide a safe and welcoming environment for all library visitors and staff, the Library reserves the right to respond to any and all conduct that disturbs library visitors or staff, or that materially disrupts others from using the library facilities, collections, and services.

### **Conduct at the Library**

Disruptive behavior affecting visitors or staff is prohibited, including but not limited to:

1. Interference with another person's ability to use and enjoy Library facilities and resources
2. Engaging in loud conversation or other behavior not conducive to a library environment
3. Fighting, threatening the safety of others, or provoking violence
4. Harassing, abusive, or inappropriate language or behavior (including in-person, online, or phone interactions)
5. Tampering with, damage to, or destruction or theft of library materials or property
6. Use of alcohol or controlled substances on library grounds
7. Smoking, vaping, use of tobacco products, or use of cannabis inside the library or within 15 feet of entrances, exits, air intakes, or outdoor seating areas
8. Possession of weapons, look-alike weapons, or hazardous materials
9. Bathing, shaving, or washing clothing in public restrooms or other areas
10. Prolonged or habitual sleeping
11. Moving or rearranging library equipment and furnishings
12. Soliciting of any type inside the library
13. Bringing pets or animals into the library, other than authorized service animals
14. Blocking entrances, walkways, restrooms, parking spaces, and other areas
15. Using the parking lot for purposes unrelated to visiting the library and using its services
16. Disorderly, disruptive, or unruly conduct or dangerous behavior
17. Leaving personal property unattended
18. Any other unlawful conduct, or any other unacceptable conduct as determined by library management or person-in-charge

Visitors may enjoy covered beverages throughout library facilities, and may consume snack food in meeting rooms, the snack area, and other designated areas only. Food and uncovered beverages are not permitted around library computers, technology equipment, or in study rooms.

Visitors are expected to wear appropriate clothing and footwear at all times.

Use of cell phones and other electronic devices is permitted at a reasonable volume that does not disturb others.

Campaigning and petitioning are permitted outside library facilities and on public sidewalks, as long as other visitors are able to enter and exit the library without interference. When the library is a polling place, no Election Day political campaigning or electioneering is permitted.

Library materials must be properly checked out before removal from the premises. Visitors may be asked to provide proof of checkout.

## **Enforcement**

Enforcement of the General Rules of Conduct will be conducted fairly and reasonably. A person whose behavior violates any of these rules will be informed of the rules and asked to cease the behavior.

The Library reserves the right to require anyone violating the General Rules of Conduct or refusing to comply with staff instructions to leave library property. Serious or repeated misconduct may lead to the person having their library privileges limited or suspended for a period of time depending on the severity of the offense.

A person whose behavior violates any of these rules may be asked to provide identification, including their library card. Refusing to provide identification or giving false information may result in being required to leave the premises or in having their library privileges limited or suspended.

A person who feels their library privileges have been unreasonably limited or suspended may appeal the decision in writing to the Board. The decision of the Board will be final.

(Approved xx)

### **5-13 Outstanding Checks**

To ensure accurate cash reporting and management, when a check is outstanding for more than six (6) months the Finance Manager, or their designee, will notify the payee by first class mail that the check was issued and is still outstanding. The letter will indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the Finance Manager, or their designee, will prepare a listing of all checks that have been outstanding for more than six (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be completed to deposit the funds into the Library's unclaimed liability account.

Once a year, in September, the Finance Manager will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent (checks dated three (3) years or older) to the State of Illinois, Unclaimed Property Division, per State Statute.

(Approved xx)

### **5-14 Capital Assets**

To provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements, the Library's capital asset policy is established to safeguard assets and to ensure compliance with GASB34 for governmental financial reporting.

Capital assets are major assets that benefit more than a single accounting period. They include land, construction in progress, buildings and improvements, furniture and equipment, and library materials. A capital asset is to be reported and, with some exceptions, depreciated in the Library's financial statements. Assets that are not capitalized are expended in the year of acquisition.

For purposes of this policy, the Library will use the following capital asset categories:

- Land
- Construction in Progress
- Buildings and Improvements
- Furniture and Equipment
- Library Materials

### Capitalization Threshold

The Library will capitalize all assets that have a useful life greater than one year and meet the following dollar thresholds:

| <u>Asset Category</u>      | <u>Threshold</u> |
|----------------------------|------------------|
| Land                       | \$ 1.00          |
| Buildings and Improvements | \$ 25,000.00     |
| Furniture and Equipment    | \$ 5,000.00      |
| Library Materials          | No Threshold     |

Asset improvement costs over the appropriate asset category threshold will be capitalized if the estimated life of the asset is extended by more than 25%; the cost results in an increase in the capacity of the asset; or the improvement significantly changes the asset.

### Recording Capital Assets

All assets that meet the above definitions and thresholds will be recorded at historical cost or estimated historical cost. In the case of a donated asset, it shall be recorded at the estimated fair value at the time of acquisition. The following parameters further refine the recording of capital assets:

- Buildings will be recorded at historical cost and depreciated. Cost should include architectural and engineering fees, permits, etc., as well as actual construction cost.
- Building improvements will be recorded at historical cost and depreciated if they have an expected life span. If not, they are not depreciated.
- Furniture, computers, electronics, and equipment will be recorded at historical cost and depreciated. Cost should include purchase price as well as any charges related to acquiring the asset such as freight and getting it ready for operation.

An inventory record will be maintained on each capital asset that will include, depending on the type of asset, the following information:

- Description
- Type of asset
- Acquisition date
- Useful life
- Acquisition cost
- Date, method, and authorization of disposal

### Estimated Useful Lives

Estimated useful life means the estimated number of years that an asset will be able to be used for the purpose for which it was purchased. Estimated useful lives for the category of assets identified in this policy are as follows:

| <u>Asset Category</u>      | <u>Useful Life</u> |
|----------------------------|--------------------|
| Land                       | N/A                |
| Buildings and Improvements | 10 - 40 years      |
| Furniture and Equipment    | 5 - 40 years       |
| Library Materials          | 7 years            |

### Depreciation

Assets subject to depreciation will be depreciated using a straight-line method. The cost of the asset will be written off evenly over the useful life of the asset. For purposes of depreciation, half of the annual depreciation will be recorded in the year of purchase and half in the final year of depreciation.

### Exceptions

This policy is intended to address those capital assets that must be tracked for external financial reporting purposes. There are other assets that do not need to be included in the external financial reports due to their relatively low value.

(Approved xx)

## **6 - Library Facilities**

### **6-1 Disaster Plan**

Wilmette Public Library District (the Library) maintains a Disaster Plan that is reviewed annually and updated as needed.  
(Approved xx)

### **6-2 Emergency Manual**

The Library maintains an Emergency Manual that is reviewed annually and updated as needed.  
(Approved xx)

### **6-3 Safety Drills**

The Library has plans of action in case of various emergencies. To prepare staff for emergencies, the Library will hold a minimum of two safety drills each calendar year.  
(Approved xx)

### **6-4 Bomb Threats**

The safety and well-being of visitors and staff are the primary concerns of the Library if a bomb threat occurs. Administration and staff will follow procedures established with fire and law enforcement agencies. These procedures are located in the Library's Emergency Manual.  
(Approved xx)

### **6-5 Smoking**

All Library facilities are designated as smoke-free. No person may smoke or use a vaping device in any area of Library facilities. Smoking and vaping are prohibited within 15 feet of any entrance.  
(Approved xx)

### **6-6 Building Cleaning**

Library property should be clean and well-maintained at all times. The Director will see that the facilities and grounds are cleaned and maintained according to an established maintenance schedule. All damage and repair needs should be reported to the Director.  
(Approved xx)

## **6-7 Equipment and Supplies**

All equipment and supplies owned and/or leased by the Library, and not designated for public use, are limited to staff use.  
(Approved xx)

## **6-8 Bloodborne Pathogens**

Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Normal library operations are not likely to involve circumstances exposing employees to bloodborne pathogens. However, the Board recognizes that in extraordinary circumstances employees may potentially encounter bloodborne pathogens while fulfilling their duties. The Illinois Department of Labor has published minimum requirements for protection of employees in these instances. The Board accepts these standards and directs managerial staff to implement adequate procedures and training designed to prevent and minimize the occupational exposure of employees to bloodborne pathogens and other potentially infectious materials.  
(Approved xx)

## **6-9 Airborne Pathogens**

Normal library operations are not likely to pose substantial risk to employees and visitors from airborne pathogens. However, the Board of Library Trustees recognizes that in extraordinary circumstances airborne pathogens such as the coronavirus that causes COVID-19 may require extreme measures. During such times, the Library will follow requirements and restrictions from the State of Illinois set forth by the Illinois Department of Public Health, the Illinois Department of Commerce and Economic Opportunity, and other state agencies.  
(Approved xx)

## **6-10 Space Needs Assessment of Library Facilities**

Periodically, and not less than every 10 years, an assessment of the space needs of the Library's facilities is conducted to respond to the evolving needs of the community.  
(Approved xx)

## **8 - Community Relations**

### **8-1 Media Relations**

Wilmette Public Library District (the Library) recognizes the important role of the media for communicating timely information to the public regarding the Library. To facilitate such communication, the Library provides information regarding library activities to appropriate media representatives on an impartial basis. All media releases relative to implementation of Board decisions will be reviewed by a Board member prior to release. Other publicity shall be under the direction of the Director. The Board of Trustees complies with the Illinois Open Meetings Act and the Illinois Freedom of Information Act.  
(Approved xx)

### **8-2 Trustee Contact Information**

Names and Library email addresses of current members of the Board of Trustees are posted in the Library District buildings and on the Library's website. Trustees may be contacted via Library email or by U.S. mail (1242 Wilmette Avenue, Wilmette, IL 60091)  
(Approved xx)

### **8-3 Solicitations and Sale of Goods or Services**

No person or entity other than the Library or the Friends of the Wilmette Public Library may solicit funds or sell goods or services on library premises, property, or facilities, including the Library's parking lot and entry areas. The Friends are Library affiliates with the exclusive purpose of supporting the Library District.

Presenters of Library-sponsored programs may receive permission from the Director or designee in advance to sell program-related materials at the program. The Library will have no involvement or liability arising from such sales, and the presenter will indemnify the Library for any claim or cause of action arising from or related to any such sales of materials.

No person may approach patrons or staff for solicitation purposes including petition signing on library premises, property or facilities including the Library's parking lot and entry areas.  
(Approved xx)

## 8-4 Use of Library Bulletin Boards

Bulletin board space is available for postings by local not-for-profit organizations engaged in educational, cultural, intellectual, civic, or charitable activities. All postings must be in the interest of the general community. Posters or announcements must be submitted to a Library service desk for staff approval.

Because space is limited, it may not always be possible to display all posters and announcements. The following priorities will be used to determine which posters and announcements can be posted:

1. Materials produced by the Library and the Friends of the Wilmette Public Library
2. Materials produced by not-for-profit organizations headquartered within the Library District
3. Announcements of events held within the Library District's geographic boundaries
4. All other announcements

The Library may also provide separate or limited bulletin board space for advertisement of products or services offered by local commercial organizations or individuals at staff discretion.

Library bulletin boards may not be used in any way that is deemed contrary to the Library's mission to serve the informational, intellectual, cultural, and leisure needs of the Wilmette and Kenilworth resident and business communities. As such, the following items will not be accepted for posting:

1. Materials requesting contributions (with the exception of those from the Friends of the Wilmette Public Library)
2. Petitions
3. Electioneering materials

The determination that material is not acceptable for posting under the criteria for rejection contained herein will be made by the Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Director. Appeal of the Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final.

Posters will be displayed for no more than thirty days and thereupon will be removed by Library staff. The Library is not responsible for the care or return of postings.

Permission to use bulletin boards does not imply Library endorsement or support of any organization using the bulletin boards or the ideas

presented therein, nor should the organization imply Library endorsement or support.  
(Approved xx)

## **8-5 Distribution of Material**

The Library has a limited amount of space available for the distribution of announcements and literature by nonprofit organizations engaged in educational, cultural, intellectual, civic, or charitable activities within the District. All materials distributed or intended to be distributed must be in the interest of the general community. Announcements and literature for distribution must be submitted to a Library service desk.

Because space is limited, it may not always be possible to distribute all announcements and literature that are acceptable under the above guidelines. The following priorities will be used to determine which items will be distributed:

1. Materials produced by the Library and the Friends of the Wilmette Public Library
2. Announcements of events to be held in Library facilities
3. Materials created to promote a partnership event or endeavor between the Library and another organization or entity
4. Materials produced by organizations headquartered within the Library District
5. All other materials

Library material distribution space may not be used in any way that is deemed contrary to the Library's mission to serve the informational, intellectual, cultural, and leisure needs of the Wilmette and Kenilworth resident and business communities. As such, the following items will not be accepted for distribution:

1. Advertisements of products or services offered by commercial organizations or individuals
2. Promotions for fundraising events or requests for contributions with the exception of those from the Friends of the Wilmette Public Library
3. Petitions
4. Electioneering materials

The determination that material is not acceptable for distribution under the criteria for rejection contained herein will be made by the Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Director. Appeal of the Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final.

Signage posted on Library property or handouts found anywhere in the library, including in the front entry area, which have not been approved for display or distribution will be removed and disposed of by Library staff.  
(Approved xx)

## **8-6 Exhibits and Displays**

The Library's exhibit and display space is a resource to be used in fulfillment of its mission to serve the informational, intellectual, cultural, and leisure needs of the Wilmette and Kenilworth resident and business communities.

Although space is limited, the Library welcomes requests from persons and organizations wishing to use exhibit and display space in the Library according to guidelines found in Appendix 8A. The Library is unable to secure items in patron displays and cannot be responsible for lost or damaged personal property.

Library-sponsored displays always have the highest priority in the scheduling of exhibit and display space. Furthermore, District residents and organizations consisting of at least one District card-holder have priority over non-residents and organizations without a District cardholder in the scheduling of exhibit and display space. Permission to use exhibit and display space does not imply Library endorsement of any ideas presented therein.

The Library reserves the right to refuse to allow materials that it deems to be awkward to display, interfere with Library operations, take up disproportionate space, be unsuited to the space, create a safety hazard, or potentially require the Library to incur expense.

The determination that material is not acceptable for exhibit and display space will be made by the Director or designee. Any person who wishes to appeal a rejection decision may do so in writing to the Director. Appeal of the Director's decision may be made in writing to the Board of Library Trustees. The decision of the Board of Library Trustees is final.  
(Approved xx)

## **8-7 Tabling**

Currently elected local officials or their representatives may request a table to provide information and constituent services to the community. Campaigning and electioneering are not permitted in this space or anywhere on library property.

Only one official may have a table at any given time. Officials are permitted a maximum of 48 hours per year. The official must use the table provided by the Library. The table will be located in the vestibule of the library, unless determined otherwise by the Library.

(Approved xx)

## **8-8 Volunteers**

Wilmette Public Library District endeavors to encourage volunteerism by providing opportunities for residents to perform a variety of tasks and functions. This policy does not extend to the Friends of the Wilmette Public Library; the Friends are governed by their own Board of Directors and bylaws.

All new volunteers must have a valid Wilmette Public Library District card. Residents age 14 and over are eligible to apply for volunteer service. Youth ages 11-13 may only apply to serve as volunteers for designated youth programs and special projects, and must have written parental approval.

All new volunteers, 18 years of age or older, must sign a release for a criminal background investigation on a form provided by the Illinois State Police pursuant to the Illinois Uniform Conviction Information Act. The Library cannot accommodate persons seeking to fulfill court-ordered community service or peer jury sentencing.

Staff may decline to assign an applicant based upon, but not limited to results of a background check, failure of the applicant to abide by Library policies, tasks available at any given time, ability of an applicant to perform available tasks, or ability of an applicant to be present on dates and at times specified by staff. Once assigned, volunteers will continue to serve by mutual agreement with staff.

Volunteers will be assigned to conduct specific tasks. Certain duties and tasks are performed only by staff and will not be assigned to volunteers.  
(Approved xx)

## **8-9 Partnerships**

The Library recognizes that partnerships benefit District residents. The Library will consider partnering with an organization, business, government entity, affiliate, or individual in order to provide or enhance programs or services in a manner consistent with the mission, policies, goals, programs and interests of the Library.

Purposes of entering into partnerships include but are not limited to:

- To promote the Library as a public resource in the community
- To support the Library's Strategic Plan goals and mission
- To supplement the Library's revenue or resources in order to provide or enhance programs and services.

The Library and each partner will agree to act or contribute in ways that are mutually beneficial as outlined in a written agreement. Partners will be provided a level of recognition commensurate with their contributions as set forth in the partner agreement.

The Director or designee is responsible for final endorsement of the terms of any agreement with a partner.

At all times, the Library protects the confidentiality of patron records and will not share any information about patrons or patron records with any partner under any circumstances.

Partnerships do not imply Library endorsement of any products or services. Agreements with a partner will have no impact on and no conflict with the policies and practices of the Library including those governing access to Library programs, services, and collections.

Library Staff or the Board reserves the right to terminate any agreement with a partner if for any reason it is determined that the agreement no longer supports the best interests of the Library and its patrons.

Partners who terminate an agreement with the Library will provide 30 days' written notice. Failure to provide adequate written notice of termination, or failure to meet the terms of the agreement, may disqualify the organization from future partnering agreements.

Intergovernmental agreements or long-term partnership agreements (longer than one year) may be subject to additional or different provisions than those included in this policy.

The word "partnership" as used in this Policy or in the partnership agreement means a collaboration between the Library and a participating person, firm, organization, or entity to expand and promote Library services to the community and is not intended to and does not mean or create a "partnership" as defined by law.

(Approved xx)