

201: Responsibilities of the Board of Trustees

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The Board of Trustees is responsible for the policy and strategic planning of the library while the Executive Director is responsible for the operations.

GENERAL ADMINISTRATION

The Board of Trustees is responsible for:

1. Recruiting and employing a qualified Executive Director.
2. Maintaining an ongoing performance appraisal process for the Executive Director.
3. Participating in all board meetings.

FINANCIAL OVERSIGHT

The Board of Trustees is responsible for:

1. Seeking adequate funds to carry out library operations.
2. Approving an annual levy in accordance with local laws.
3. Approving an annual budget in accordance with local laws.
4. Appointing an auditor and reviewing the annual audit.

POLICY

The Board of Trustees is responsible for adopting written policies to govern the operations of the library.

STRATEGIC PLAN

The Board of Trustees is responsible for ensuring that the library has a strategic plan with implementation and evaluation components.

ADVOCACY

The Board of Trustees is responsible for:

1. Promoting the mission of the library within the community.
2. Advocating for the library to legislators.
3. Joining state or national library associations as a resource for policies, operations and advocacy for libraries.

202: Public Comment

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The Public Comment Policy ensures that members of the public are allowed to present their views during the Public Comment section of any regular, special or committee Board meeting while permitting the Northbrook Public Library Board of Trustees to conduct meetings in an efficient and effective manner.

GUIDELINES

1. Persons wishing to speak must be present at the meeting. Public comment by use of any telecommunications device will not be permitted except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and/or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.
2. Speakers shall sign in prior to the start of the meeting and the Board President or designee will recognize speakers in the order they signed in.
3. Visitors may speak for up to five minutes. Members of the public shall not be allowed to speak a second time until all members of the audience who wish to speak have had the opportunity to do so.
4. The public comment section will not exceed 30 minutes, except with consent of the Board of Trustees.
5. The Board President or designee may, in their sole discretion, grant a request to address the Board of Trustees during other portions of the meeting.
6. A response from the Board of Trustees is not required.
7. No person may assign their time to any other person.

8. Any person shall be permitted to address the Board of Trustees or any member of it at any time via mail or email at the trustees' library email address, board@northbrook.info.

203: Reimbursement of Travel, Meal and Lodging Expenses Policy

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The Northbrook Public Library (“library”) will reimburse employee board member travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the library. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

DEFINITIONS

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

AUTHORIZED TYPES OF OFFICIAL BUSINESS

Travel, meal and lodging expenses will be reimbursed for employees and officers of the library only for purposes of official business conducted on behalf of the library. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee’s or board member’s official duties. If you are unsure whether an expense is reimbursable, please contact Administration.

CATEGORIES OF EXPENSES

Airfare

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid

or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with their or their personal funds.

Personal Automobiles

Mileage shall be based on the following formula as described in the Employee Handbook:

1. If leaving from the library and returning to the library: Total miles driven.
2. If leaving from home and returning to the library or vice versa: Total miles driven minus $\frac{1}{2}$ normal round-trip commute.
3. If leaving from home and returning home: Total miles driven minus normal round trip commute. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Public Transportation

In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Other Transportation

The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

Hotel/Motel Accommodations

The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Library business. If a conference, for example, opens on a Sunday evening and closes Thursday at noon, reimbursement for Sunday through Wednesday night would be allowed. Cancellation charges will not be reimbursed by the library unless approved by a vote of the Board of Trustees.

Meals

Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Board of Trustees and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

Vacation in Conjunction with Business Travel

In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

1. **Accompanied Travel:** When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the library.
2. **Parking:** Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
3. **Entertainment Expenses:** No employee or officer of the library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

APPROVAL OF EXPENSES

1. **Expenses for Members of the Board of Trustees:** Travel, meal, and lodging expenses incurred by any member of the Board of Trustees must be approved by roll call vote at an open meeting of the Board of Trustees.
2. **Expenses for Officials or Employees Other than Members of the Board of Trustees:** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Trustees) in excess of the maximum IRS or GSA rate must be previously approved in an open meeting by a majority roll-call vote of the Board of Trustees.
3. **Advanced Expenses:** Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the library must be approved by roll call vote at an open meeting of the Board of Trustees prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of This policy, and any excess from the per diem must be repaid.
4. **Other Expenses:** All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director

DOCUMENTATION OF EXPENSES

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on a CE request form:

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

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

204: Budget & Finance

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The Northbrook Public Library has a board-approved written budget. This budget is developed annually as a cooperative process between the Board of Trustees, the Executive Director, and additional staff members with responsibility for budgetary areas.

Each year, the Board of Trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate to meet the needs of the community, the Board of Trustees takes action to increase the library's revenue.

On a monthly basis, the Executive Director presents written reports on library finances to the Board of Trustees which includes a full list of bills and charges, cash balances, and an income statement.

205: Banking Procedure

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The Executive Director of the Northbrook Public Library or their designee is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The Executive Director or their designee is authorized to transfer funds from one library account to another library account for payment of monthly library bills which have been approved by the Board of Trustees.

The Executive Director or, in an emergency, the Finance & Operations Manager is authorized to sign checks valued at less than \$600. All other checks require two board signatures. In the event of an emergency, the Executive Director or Finance & Operations Manager may be the second signatory on a check greater than \$600.

206: Authority to Spend

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The Executive Director of the Northbrook Public Library or their designee is authorized to spend up to \$25,000 on any single item without prior board approval provided the item is accounted for in the budget.

Any expense in excess of \$25,000 must be approved by the Board of Trustees, and only after completing the formal bid process, if required, as described in Illinois Law.

The Executive Director is authorized to spend up to \$5,000 on any single item not accounted for in the budget.

The Executive Director must seek board approval for the authority to spend \$5,000 or more on any single item not accounted for in the budget.

207: Investment

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

INVESTMENT GUIDELINES

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

Safety

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

Liquidity

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

Return on Investment

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

Periodic Review of Investment Portfolio

The Board of Trustees shall review investment safety, liquidity, rate of return, diversification and general performance.

PRUDENCE

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

ETHICS AND CONFLICTS OF INTEREST

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

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

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

AUTHORIZED AND SUITABLE INVESTMENTS

Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest

Bonds, notes, debentures or other similar obligations of the United States of America, or its agencies. For purposes of this policy, the term "agencies of the United States of America" includes federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and the federal home loan banks and the Federal Home Loan Mortgage Corporation; and any other agency created by Act of Congress

Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS5/1 et seq.), provided, however, that such investments may be made only in banks which are insured by the Federal Insurance Corporation

The Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act (15ILCS 505/17) or in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company, or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.

COLLATERALIZATION

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

DIVERSIFICATION

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets with a specific maturity date. The library shall invest the

majority of its funds in authorized investments of less than one (1) year maturity. No investment shall exceed two (2) years maturity.

INTERNAL CONTROLS

The library's Finance and Operations Manager in conjunction with the Executive Director shall establish a system of internal controls, which shall be documented in writing, reviewed by the auditor, and filed with the Board of Trustees for review and approval. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties.

LIMITATION OF LIABILITY

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

REPORTING

Financial reports shall be presented to the Board of Trustees by the Executive Director or Finance and Operations Manager on a monthly basis. This report shall include the following:

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

DELEGATION OF AUTHORITY

The Board of Trustees may employ one or more investment advisors possessing superior capabilities in the management of assets of governmental bodies. The Board

of Trustees shall require the investment advisor(s) selected and working on behalf of the library to meet the following conditions:

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

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

Until the Board of Trustees appoints one or more investment advisors, management responsibility for the investment program set forth in this policy is delegated to the Executive Director and/or the Finance and Operations Manager.

208: Funds

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A Funds Policy establishes a minimum level at which the projected end-of year fund balances should be maintained, in order to provide long-term financial stability, cash flow for operations, and fund balances adequate to ensure that the library will be able to respond to emergencies from a strong fiscal position and outlines how to handle special reserves.

DEFINITIONS

The five categories of fund balance, as established by Governmental Accounting Standards Board Statement No. 54, are as follows:

1. **Non-spendable:** Amounts that cannot be spent because they are not in spendable form (e.g., principle portion of permanent fund, inventory).
2. **Restricted:** Amounts not available for expenditure due to external restrictions, including grant restrictions, laws, or regulations.
3. **Committed:** Amounts that are designated for specific purposes by formal action of the Board of Trustees. (The Board of Trustees may reverse this action if it is later determined the funds are needed for another purpose.)
4. **Assigned:** Amounts management (i.e. Executive Director) intends to use for specific purposes.
5. **Unassigned:** Available expendable financial resources in the General Fund that is not the object of tentative management plan. Also represents deficit positions within funds other than the General Fund.

Unrestricted fund balance refers to the total amount of committed, assigned, and unassigned fund balances.

The library will spend the most restricted dollars before the less restricted, in the following order: restricted, committed, assigned, unassigned.

LEVEL OF UNRESTRICTED GENERAL FUND BALANCE

It is the goal of the library to maintain no less than four (4) and not more than twelve (12) months of operating expenses in the General Fund. General Fund balances over the minimum four (4) months at the end of the fiscal year may be transferred to the Capital Improvement Fund through Board of Trustees approval.

LEVEL OF CAPITAL IMPROVEMENT FUND

The Capital Improvement Fund is used for construction of a library, purchasing a site for erecting a library, building an addition to an existing library building, furnishing necessary equipment for a library building, renovating the existing library building, acquiring electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building and for emergency expenditures for the repair of an existing library building or its equipment. The Capital Improvement Fund balance is evaluated when reviewing the library's facility plan and annual budget and is maintained at a level sufficient to support upcoming planned projects. No specific minimum or maximum balance is established for the Special Reserve Fund.

FUND BALANCE SHORTFALLS

Fund balances may fall occasionally outside of the target ranges because of special projects, construction, emergencies, other extenuating circumstances, and/or levy restrictions.

Whenever the unassigned fund balance of the General Fund falls below the benchmark provided for in this policy, the Executive Director shall present a plan to the Board of Trustees that would return unassigned fund balance to the minimum level over the next two fiscal years. The Executive Director's plan should try to avoid both significant service reductions and the delay of needed capital repairs and improvements.

209: Donation

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The Northbrook Public Library welcomes monetary and in-kind donations from local businesses, corporations, families and individuals. The Board of Trustees believes that libraries play an essential role in the quality of life of our patrons and in this important function, the library should be supported through public funding. Therefore, donations should only be used to fund optional/additional services or new "startup" services. Donations include gifts, in-kind support, and monetary donations including sponsorship of collections and programs and naming rights for areas of the library.

GUIDING PRINCIPLES

The following principles will guide the Northbrook Public Library in the solicitation and acceptance of donations:

1. All support must further the library's mission, goals, objectives and priorities. They must not dictate the library's agenda or priorities.
2. All support must safeguard equity of access to library services. Naming rights must not give unfair advantage to, or cause discrimination against, sectors of the community.
3. All support must protect the principle of intellectual freedom as defined in the policy manual. Donors may not direct the selection of collections or require endorsement of products or services.
4. All support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for donations.
5. Gifts of books or other library materials will be accepted in accordance with the terms outlined in the Collection Development Policy.

RECOGNITION AND ACKNOWLEDGEMENT

The library will ensure that each donor receives acknowledgement and, to the degree that the donor is willing, public recognition. Sponsorship and naming rights donors will receive a written acknowledgement outlining how the donation will be recognized.

The library reserves the right to evaluate, retain or dispose of donations. The library does not appraise donations for income tax purposes, but does provide written acknowledgement of gifts upon their receipt and request.

The solicitation of gifts, grants or in-kind support by library staff and valued at over \$500 must receive prior approval by the Executive Director.

For naming rights, proposals must receive approval by the Board of Trustees. Naming rights will not extend beyond the normal life of the collection or area, but may be modified based on Board of Trustees approval. Accepted donations of \$10,000 to \$49,999 carry naming rights for 10 years. Accepted donations from \$50,000 to \$100,000 carry naming rights for 20 years.

Naming rights for any accepted donations over \$100,000 will be determined through a consultation with the Board of Trustees. The donor has the right of first refusal at the time of renewal.

All donations are accepted with the understanding that it may someday be necessary that they be altered, sold, or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.

AUTHORITY FOR IMPLEMENTATION

The library reserves the right to make decisions regarding the implementation of each donation.

All donations given with special requirements must be approved by the Executive Director. Agreements for naming rights shall be documented in a contract between the donor and Board of Trustees. Contracts shall detail the terms of the agreement in accordance with the terms of the donation policy and any conditions mutually agreed upon by the donor and the Board of Trustees.

In the case of pledged donations or deferred gifts, the naming agreement may take effect with the first payment. In the case of failure of the donor to uphold the agreement, the Board of Trustees may withdraw the naming commitment. The Board of Trustees shall notify the donor regarding the consideration to withdraw the name and provide a reasonable time to correct the deficiency. In the event of removal of the naming, funds already collected shall not be returned to the donor.

The named party after whom a room or part of a building is named shall have no rights to the purpose to which that room or part of the building is applied unless provided for in a specific contract between the parties.

Purchasing decisions, including type of equipment, materials, furnishings, and other components of a donation will reside with the Executive Director.