

Attachment B – 12/07/21

TO: Library Board
FROM: Bylaws Committee
RE: Proposed Library Policy Manual Updates
DATE: December 7, 2021

Hi Everyone,

The Bylaws Committee completed its annual review of the Library Policy Manual and proposes the following updates (changes are highlighted):

General Reserve Fund, Page 21: This change updates the General Reserve targets using the 2022 budget adopted by the Board on October 5, 2021.

Small Group Meeting Rooms, Page 39: This change limits “Advanced Reservations” to two per week per patron and limits each patron to two hours of Small Group Meeting Room use per day unless there is no immediate request/reservation for use of the room.

General Reserve Fund

Page 1 of 1

To Be Amended December 7, 2021

FUNCTION: In the event of the delay in receipt of the Library’s tax revenues, our general reserves will allow the Library to continue to operate for four to six months at current budget levels or for a longer period at reduced levels.

COMPOSITION: to calculate the current level of general reserves, subtract Balance Sheet line item **1013 Capital Projects Allocation** from **TOTAL ASSETS**.

FUND BALANCE TARGETS: The minimum general reserve target is four months operating expenditures at current budget levels. The desired general reserve target is six months operating expenditures at current budget levels.

2022 levels are calculated as follows:

Fiscal 2022 Annual Budget:	\$4,020,036
General Reserve Rebuilding Working Cash Funds (Budget Expense Line Item 58000)	- \$ 20,000
Capital Reserve Rebuilding Fund (Budget Expense Line Item 58001)	- \$ 93,318
<u>Extraordinary capital expenditures</u> such as <u>large-scale</u> building renovation projects or ILS upgrades (look for <u>non-annual</u> special <u>non-recurring</u> projects that may be in line items 53320, Building Improvements or 53060.04 System Maintenance - ILS)	- \$ 30,000 (repaving front drive to be paid from General Fund, not Capital Reserves)
TOTAL OPERATING BUDGET EXCLUSIVE OF ADDITIONS TO RESERVES AND CURRENT YEAR EXTRAORDINARY CAPITAL EXPENDITURES	\$ 3,876,718

Average Monthly Operating Budget: \$ 323,060

Minimum Four Months Target: \$ 1,292,240

Desired Six Months Target: \$ 1,938,360

Small Group Meeting Rooms

Page 1 of 2

To Be Amended December 7, 2021

The Rolling Meadows Library has two small group meeting rooms available for patron use during library hours. The small group meeting rooms are covered by policies listed in the Rolling Meadows Library Public Conduct Policy. In addition, no canvassing, peddling, or solicitation is allowed in the small group meeting rooms in accordance with the Rolling Meadows Library Canvassing, Peddling and Soliciting Policy.

Rules Of Use

1. Patrons high school age and older may use the small group meeting rooms with a valid Rolling Meadows Library Card, high school or college identification card, driver's license, or state identification card.
2. Patrons wishing to use a small group meeting room must check in at the Reference Desk.
3. Small group meeting rooms are available in two-hour sessions, **not to exceed two hours per day; however, requests for additional time in the room will be accommodated if there is no immediate request/reservation for use of the room. If additional time is granted beyond the two-hour limit, those individuals/groups granted additional time will be asked to vacate the room if another party arrives and wishes to use the room.**
4. Small group meeting room #1 may be reserved up to 48 hours in advance by email, phone, or in-person at the Reference Desk. Small group meeting room #2 is not available for reservations.
5. Reservations cannot exceed two hours per day, two reservations per week.
6. Reservations will be held for 10 minutes from the scheduled start time, after which, the entire reserved time will be forfeited and the room returned to available status.
7. Covered drinks are permitted in the small group meeting rooms in accordance with the Rolling Meadows Library Public Conduct Policy; however, food items are not.
8. No additional furniture may be brought in or removed from the small group meeting room without approval from library staff.
9. Patrons must provide their own equipment and supplies used in the room.
10. The seating capacity of 10 people in each small group meeting room is a fire code requirement and will be enforced.
11. A small group meeting room may not be left unattended. Once a room has been vacated for more than 10 minutes, Library staff reserves the right to remove a user's belongings without assuming responsibility or liability and reassign the room to available status. The Library is not responsible for possessions left in a room.
12. Patrons are responsible for any damage to library equipment in the room.

Small Group Meeting Rooms

Page 2 of 2

To Be Amended December 7, 2021

Violators of this policy may be required to terminate their use of the small group meeting room and immediately leave the room at the discretion of the “Person In Charge”. If repeated violations occur, Library staff may revoke the patron’s use of the small group meeting rooms.

The Library reserves the right to terminate a small group meeting room session at any time.