

December 14, 2016

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, December 14, 2016.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:35 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Eugene F. Griffin; Jonathan H. Maks, MD; Zelda Rich; and Richard Kong, Director.

Member absent: Susan Greer.

Guest present: Kami Farahmandpour, Principal, Building Technology Consultants, Inc.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 9, 2016

Mrs. Parrilli made a motion, seconded by Mr. Griffin, to approve the minutes of the regular meeting of November 9, 2016, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 5 ayes and 0 nays.

Mrs. Rich arrived at 6:35 p.m.

Review of Closed Session Minutes of: July 11, 2007; August 15, 2007; January 12, 2011; September 10, 2014; July 8, 2015; April 13, 2016; May 17, 2016; June 8, 2016; June 16, 2016; August 10, 2016; September 14, 2016

The Board reviewed the closed session minutes.

A motion was made by Mrs. Parrilli, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES FINDS THAT THE NEED FOR CONFIDENTIALITY STILL EXISTS FOR THE JULY 11, 2007, AUGUST 15, 2007, JANUARY 12, 2011, SEPTEMBER 10, 2014, JULY 8, 2015, JUNE 8, 2016, AUGUST 10, 2016, AND SEPTEMBER 14, 2016 MINUTES AND THEY SHALL REMAIN CLOSED AND THAT THE NEED FOR CONFIDENTIALITY NO LONGER EXISTS FOR THE APRIL 13, 2016, MAY 17, 2016, AND JUNE 16, 2016 MINUTES AND THEY SHALL BE OPENED.

The motion was approved unanimously with a vote of 6 ayes and 0 nays.

BILLS

After brief discussion, a motion was made by Mrs. Hunter, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was 6 ayes and 0 nays; the motion passed unanimously.

CONSENT AGENDA (Financial Statements; Circulation Report/Dashboard; Gift; Reports from Department Heads; Personnel)

Mr. Kong introduced Deputy Director Laura McGrath to the Board.

Mrs. Hunter voiced her displeasure with the service provided by the call center.

Mr. Kong will look into this matter.

Mrs. Rich stepped out of the meeting at 6:52 p.m.

Mrs. Parrilli made a motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT/DASHBOARD
2. GIFT: \$10. FROM CHRISTOPHER AND TARA WHITAKER IN MEMORY OF BABY WHITAKER
3. REPORTS FROM DEPARTMENT HEADS
4. PERSONNEL: PROMOTIONS: SHAZ SHAH, FROM PART-TIME MATERIALS PAGE, ACCESS SERVICES, TO PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE NOVEMBER 14, 2016; LAURA McGRATH, FROM FULL-TIME ACCESS SERVICES MANAGER, ACCESS SERVICES TO FULL-TIME DEPUTY DIRECTOR, ADMINISTRATION, EFFECTIVE NOVEMBER 28, 2016; ANNABELLE MORTENSEN, FROM FULL-TIME COLLECTION DEVELOPMENT SUPERVISOR, ACCESS SERVICES TO FULL-TIME ACCESS SERVICES MANAGER, ACCESS SERVICES, EFFECTIVE NOVEMBER 28, 2016; LINDSAY BRADDY, FROM FULL-TIME ILS/TECHNICAL

SERVICES SUPERVISOR, ACCESS SERVICES, TO FULL-TIME ACCESS SERVICES ASSISTANT MANAGER, ACCESS SERVICES, EFFECTIVE NOVEMBER 28, 2016; HIRES: JARRETT DAPIER, PART-TIME YOUNG ADULT LIBRARIAN, LEARNING EXPERIENCES, EFFECTIVE DECEMBER 1, 2016; PAUL KNUTSON, PART-TIME PRODUCTION SPECIALIST-VIDEOGRAPHER, VIRTUAL COMMUNITY ENGAGEMENT, EFFECTIVE DECEMBER 12, 2016; JENNIFER RODRIGUEZ, PART-TIME ADULT SERVICES LIBRARIAN, ADULT SERVICES, EFFECTIVE DECEMBER 20, 2016; TERMINATIONS: TENZIN CHOEYING, PART-TIME BOOMBOX MENTOR, LEARNING EXPERIENCES, EFFECTIVE DECEMBER 18, 2016; KEITH DUNLAP, PART-TIME CUSTODIAN, MAINTENANCE AND SECURITY, EFFECTIVE DECEMBER 19, 2016.

The motion passed unanimously. There were 5 ayes and 0 nays.

DIRECTOR'S REPORT

Usage

Overall, circulation figures are very close to what we saw last year. Circulation for November 2016 was 0.6% lower than last year, while the YTD circulation is 1.3% lower. Once again, we're seeing significant increases in use of eResources, including another month of increased use of our digital magazine platform, Zinio. Circulation of eBooks is up 32.2% for November and eAudiobooks is up 41.3%. Adult audio (i.e., music CDs) continues to see significant declines, down 16.9% in November and 19.1% for the YTD. Still, the total circulation of adult audio is 8,258, which is close to 5% of our total circulation. Total bookmobile circulation is up 2.1%, with the youth bookmobile circulation more than doubling the adult bookmobile circulation. LINKin activity is down 8.1% for November and 12.7% YTD, though we are still lending significantly more than what we borrow. Total library cards issued is up 12.7% from last November, with the highest number of new cards being issued to youth. Gate count for November is down 0.6% from last November, but up 1.1% YTD. Total computer use was down 4% in November, while total study room use was up 6% from last November.

Skokie Cares Group

One of the objectives related to the first goal listed in our strategic plan calls for the formation of a group of community stakeholders to share insights and pursue new ideas

together that will benefit the community. Susan Carlton, Community Engagement Manager, and Mr. Kong convened a group recently, and they are already planning a project to share a message that “Skokie welcomes everyone.” The details of the project are still being worked out, but early signs are positive based on how this group has come together in just two months. Group members, calling themselves Skokie Cares, include Kate Donegan (District 73.5), John Lockerby (Village of Skokie), John Ohrlund (Skokie Park District), Ann Raney (Turning Point), Mark Collins (Niles Township Board), Diana Juarez (ELL Parent Center), and Erin Moore (Y.O.U.).

The Board suggested the next time the director has a ‘newsworthy’ item in his blog, the local press should be contacted.

At 6:55 p.m. Mrs. Rich returned to the meeting.

Skokie Community Fund Grant

On November 14, 2016, the Skokie Community Fund held an event to announce their 2017 grant award winners. It was encouraging to hear about so many interesting collaborative projects that will benefit the community in new ways. The YWCA Evanston/North Shore received a grant to continue their work with the library on our “Let’s Talk at Lunch” series and provide some training for staff to facilitate similar community conversations about racism and equity. We are very pleased to be included as a partner organization on this grant. More information can be found at <http://bit.ly/2gca0ao>.

Village Tax Levy Presentation

On Monday, December 5, 2016, Mr. Kong attended the Village of Skokie Board meeting as the Village Manager and Finance Director presented the Board with the 2016 tax levy ordinance. The library’s 2016 tax levy, an increase of 1% that was approved by the library Board in September 2016, was presented alongside the Village levy. The Village Board will vote on the 2016 tax levy at the December 19, 2016 meeting, and Mr. Kong will be in attendance in case there are any comments or questions about the library tax levy.

Niles Township Property Tax Appeal Cooperative

Mr. Kong attended the latest meeting of the Niles Township Property Tax Appeal Cooperative on November 30, 2016. As a reminder, this cooperative consists of local school districts and other taxing bodies in the township. Property owners, most often commercial property owners, may seek to challenge an assessment or tax, so this

cooperative works to defend our revenue interest in particular properties to avoid or mitigate the effect of a large refund payment. The bill for the library's share of expenses for the cooperative is \$3,359.16 for the period covering June 1, 2016 to November 30, 2016. Also, the cooperative's attorneys shared that the trend line for assessed value in Cook County is pointing up for the first time in seven years. The increase was driven by the reassessment of the City of Chicago in 2015, as suburban townships largely saw steady or declining assessed values. Niles, Barrington, and Stickney Townships are the only suburban townships that saw small increases in assessed values between 2014-2015.

Rebate for LED Lights in West Parking Lot

After further communication with the State of Illinois Office of Energy and Recycling, it appears we may be eligible for a rebate on the recently installed LED lights in the west parking lot. Our contact at the State explained that they are accepting applications for work previously completed because of the ongoing budget issues and related delay in getting the program started. Rich Simon, Maintenance and Security Manager, will apply for the rebate, and Mr. Kong will follow up if additional updates are available.

Mrs. Parrilli appreciates Mr. Simon's follow-through.

Annual Chamber Holiday Party

The annual Chamber of Commerce holiday party will take place on Thursday, December 15, 2016 from 5-8:30 p.m. at the Holiday Inn North Shore on Touhy Ave. There will be food, drinks, a silent auction, and raffle tickets. It is usually very well-attended and presents a good networking opportunity. Board members are encouraged to attend.

Holiday Gift Guide

Staff created a wonderful holiday gift guide. The guide is available in print and online (<http://bit.ly/2h7tp9w>). Book recommendations for adult fiction, nonfiction, kids, and teens are included in the guide.

Winter Reading Program

This year's winter reading program for all ages will begin on December 19, 2016. Community members will be encouraged to participate and will be eligible for various prize baskets donated by local businesses. A friendly staff competition will also take place at the same time.

Mrs. Hunter suggested publicizing the library's book sale room as it is blocked by book stacks.

Deputy Director

After a thorough interview process, Laura McGrath was named our new deputy director. Laura has been with the library mostly in a part-time role since 1996, but she most recently served as the Access Services Manager since July 2014. She is very familiar with the library and brings strong project management and analytical skills. Mr. Kong is confident that she will be a strong addition to the administration team. Mr. Kong will ask Laura to attend the Board meetings each month.

Diversity Initiatives in PLA and ILA

Mr. Kong was asked by PLA President, Felton Thomas, to co-chair a new task force focused on equity, diversity, and inclusion. Former library employee Amita Lonial, now at San Diego County Library, and Mr. Kong will form the task force and have an initial meeting to discuss our work at ALA Midwinter. Mr. Kong will also co-chair a new group for ILA tasked with studying the state of diversity in the Illinois library profession. The group will examine issues related to recruitment and retention, and make recommendations to the ILA Board later in 2017.

Fine-Free Movement

An increasing number of public libraries are joining the movement to go "fine-free" and/or waive existing fines through an amnesty program. Elia Area Library director, Matt Womack, recently visited with our management team to share information about their fine-free policy. Soon after, Oak Park Public Library announced that it will no longer charge fines for overdue materials starting June 1, 2017 (<http://trib.in/2gcl4UP>). Most libraries that adopt this type of policy reference concerns about the barrier fines can create for those who can least afford them. Recently, we have had internal discussions about the barriers to service that our own patrons face, especially the large number of teens who do not have active cards due to overdue fines. Customer Services staff also report that most of the negative experiences patrons and staff have with one another are centered on the topic of overdue fines.

Discussion ensued.

APPROVAL OF CAPITAL ASSET STUDY PROPOSAL

During the November Board meeting, Mr. Kong provided information about capital asset plans. A capital asset study would provide the library with a clear plan of anticipated

facility repairs and replacements over the next 20 years. Areas that would be examined include the facility's foundation and structure, exterior envelope, interior finishes, HVAC systems, plumbing, elevators, and electrical systems.

This type of analysis would help the library's Board and administration plan out future repairs in a manner that is fiscally responsible by making sure adequate funding is in place in the Reserve Fund for Sites and Buildings. It would also give us a clearer projection of how much of our Reserve Fund would be available for future interior renovation projects. With the help of an architect, we would be able to create a master plan for the design of the library's interior spaces in order to make sure we address near- and long-term needs in a holistic manner based on patron use, developments in technology, and trends.

In his research, Mr. Kong identified Building Technology Consultants (BTC) as a firm that is qualified and experienced with this type of work. The Skokie Park District has contracted work with BTC in the past and highly recommends them. Mr. Kong received a proposal for a capital asset study from BTC that would take approximately 10 weeks to complete at a total cost of \$24,700. This total cost would cover a background review, field assessment, analysis and report, meeting with the Board to review findings, and a subcontracting fee for Elara to perform an analysis of the MEP/FP (mechanical, electrical, plumbing, and fire protection systems).

Mr. Kong introduced Kami Farahmandpour, Principal of BTC, who presented a proposal for a capital asset study.

Mrs. Rich left the meeting.

Mr. Farahmandpour gave a brief history of his company, noting local libraries he has worked with. A sample capital asset study was distributed. Mr. Farahmandpour then answered questions from the Board. The Board agreed it would be best to have the capital asset study before the budget is voted on in April.

Mr. Farahmandpour left the meeting at 7:24 p.m.

Discussion followed. A motion was made by Mr. Griffin, seconded by Mrs. Parrillil:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM BUILDING TECHNOLOGY CONSULTANTS FOR A CAPITAL ASSET STUDY IN THE AMOUNT OF \$24,700.

The motion passed unanimously. There were 5 ayes and 0 nays.

Mrs. Hunter suggested involving architect Paul Steinbrecher.

APPROVAL OF LIBRARY'S BUSINESS INSURANCE POLICIES

Last month, information about the renewal of the library's insurance coverages was presented to the Board for an initial review. No additional information was requested by the Board at that time. At this meeting, the Board needs to approve the renewal of the library's business insurance policies based on the quotes that were distributed.

The one new quote provided this month is the Directors and Officers Liability Coverage. Horton Group usually presents the D&O quote after the library's audit is approved by the Board and shared with them. The D&O quote is for \$9,396, a slight increase from last year's premium of \$9,374.

Please note that the D&O and Workers Compensation policies cover the period between January 1, 2017 to January 1, 2018. All other policies listed in the premium summary cover the period between December 17, 2016 to December 17, 2017.

Overall, the total premium decreased approximately 3% from last year.

Mr. Kong requested approval to renew all of the library's business insurance policies for 2017 as presented.

At 7:32 p.m. Mrs. Rich returned to the meeting stating she would be leaving the meeting for the evening.

After brief discussion, a motion was made by Dr. Maks, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM TRAVELERS FOR PACKAGE, INLAND MARINE, CYBER & AUTOMOBILE FOR \$62,658., UMBRELLA FOR \$7,500., BOILER & MACHINERY FOR \$4,380., AND THE INSURANCE PROPOSAL FROM ILLINOIS PUBLIC RISK FUND FOR WORKERS' COMPENSATION FOR \$35,097. AND THE INSURANCE PROPOSAL FROM GREAT AMERICAN INSURANCE COMPANY FOR DIRECTORS & OFFICERS INSURANCE IN THE AMOUNT OF \$9,396.00 AS PRESENTED.

The motion passed unanimously. There were 5 ayes and 0 nays.

APPROVAL OF CHILD BEREAVEMENT ACT AND SICK LEAVE POLICY UPDATE

Illinois law mandates that employers with 50 or more employees provide unpaid leave for the death of a child. A new policy for approval was distributed.

Illinois law also mandates a change to our current sick leave policy. Employers who provide personal sick leave benefits to their employees are required to allow employees to take such leave for absences due to illness, injury, or medical appointment of specific family members. The updated policy was distributed.

Mr. Griffin requested that the definition of the word ‘child’ be added to the sick leave policy to be consistent with the child bereavement policy. The Board agreed.

A motion was made by Mrs. Hunter, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE CHILD BEREAVEMENT POLICY AND THE SICK LEAVE POLICY (ADDING THE DEFINITION OF ‘CHILD’ AS ON THE CHILD BEREAVEMENT POLICY) [COPIES ATTACHED].

The motion passed unanimously. There were 5 ayes and 0 nays.

ADOPTION OF RESOLUTION APPROVING A POLICY TO REGULATE TRAVEL EXPENSES

The *Illinois Local Government Travel Expense Control Act* (the “Act”) (Public Act 99-064, 50 ILCS 150/1) regulates reimbursement of all travel, meal, and lodging expenses for officers and employees of libraries and other units of local government. The Act was signed into law on July 22, 2016, but it is effective January 1, 2017.

To facilitate compliance with the Act, our legal counsel, Heidi A. Katz of Robbins Schwartz, helped draft the resolution and provided additional information reviewing the requirements of the new law. The Board may use this resolution to formally adopt a policy to regulate reimbursement of travel expenses.

The Act requires local public agencies to pass a resolution or ordinance that, at a minimum:

1. Defines the types of official business for which travel, meal, and lodging expenses are allowed;
2. Sets the maximum allowable “reimbursement” for travel, meal, and lodging expenses; and
3. Creates a standardized form for submitting travel, meal, and lodging expenses.

The Act also requires that certain minimum documentation must be submitted in writing. The library already has an existing form for travel expense reimbursement requests, and what is presented in Exhibit B is a slightly revised version that helps us to meet the requirements of the Act.

It should be noted that by designating an expenditure limit for travel expenses in Exhibit A, the Board will not have to approve each employee's participation at a conference or workshop in advance of the employee's attendance. Rather, the Board can simply authorize all such expenditures as part of the library's budget approval process. The annual budget always includes a budget line for travel expenses related to conference and workshop attendance. The limits indicated in Exhibit A represent the threshold for which a roll call vote would be required, but the actual expenses for the average conference/workshop will be considerably less in most cases.

However, one of the major changes brought forth by the new law is the requirement that any travel-related expense for members of the public agency's governing board must be approved by roll call vote at a public meeting before they are incurred, even if the proposed expenditures do not exceed the established limit.

Finally, the Act also prohibits a local public agency from reimbursing any board member, employee, or officer for any entertainment expense.

A copy of the Act was distributed, as was the resolution and Exhibits A ("Allowable Travel Expenses") and B ("Travel Expense Request Form").

Mr. Kong recommends adoption of the resolution approving a policy to regulate travel, meal, and lodging expenses as required by the *Illinois Local Government Travel Expense Control Act*.

The Board asked for clarification if board expenses need approval prior to their occurrence. Mr. Kong will check with library legal counsel.

A motion was made by Dr. Maks, seconded by Mr. Griffin to table this item until the January Board meeting. The motion passed unanimously. There were 5 ayes and 0 nays.

PER CAPITA GRANT REQUIREMENTS

The application for the Per Capita Grant from the Illinois State Library is due on January 15, 2017. Requirements for FY 2017 include the following:

Annual Report

The library is required to file an Illinois Public Library Annual Report (IPLAR) each year. Our current report, submitted on June 30, 2016, is on file with the Illinois State Library.

Standards Chapter Review

The library is required to review and report on progress in meeting Chapter 6, “Access,” of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*. A group of staff recently reviewed and discussed the chapter, and we are confident that we meet all of the requirements on the checklist. Areas for improvement include providing guides for library use in languages appropriate to the community. Currently, our website includes an option to use Google Translate, but we would like to explore possible print guides in various languages that explain how one can make use of the library. Another area for improvement may come in reviewing what else we can do to facilitate maximum use of library materials. Current policies for fines/fees and borrowing limits may contribute to barriers to service for certain community members. The Board may want to look at our current policies and consider revisions. Lastly, staff feel that there is room for improvement in establishing clear signage and logical placement to make sure services, collections, and amenities are easily located. The creation of a master plan for interior spaces would aid us in this effort.

Educational Programs and Training Opportunities for Patrons

The library is required to describe current or potential collaborative efforts that have benefited or will benefit library patrons. Though many staff from across the library participate in designing and implementing educational program and training opportunities for patrons, the Learning Experiences department is responsible for coordinating these efforts. In FY 2016, the library provided 2,455 programs resulting in a total attendance of 63,692. This represents a 6% increase in attendance from FY 15. The top three program types in terms of percentage of total attendance are storytimes (16%), games and play (14%), and performances (14%). Movies and performances drew the highest number of adult attendees during FY 2016.

Most of the programming fell under themes such as partnerships, afterschool, STEM, arts, and family learning/support. Our work with partner organizations and institutions has been particularly fruitful this past year. Programs initiatives such as Wednesdays on the Green, literacy and citizenship classes with Oakton Community College, and the “Let’s Talk at Lunch” discussions on issues related to race and racism with YWCA Evanston/North Shore are just three examples of how our community engagement

approach is leading to educational opportunities that are having an impact on the community.

Technology

The library Board and staff are required to report on the impact the EDGE Assessment has had on the library. We completed the EDGE Assessment most recently in January 2016. The EDGE initiative was developed by a national coalition of leading library and local government organizations, led by Urban Libraries Council. The self-assessment tool provided the library with a snapshot on our current technology performance in three areas. Under “Community Value,” covering benchmarks such as digital literacy, digital tools and resources, and meeting community needs, the library scored a total of 295/210 points. Under “Engaging the Community,” covering benchmarks such as strategy and evaluation, partnerships, and sharing best practices, we scored 245/295 points. And under “Organizational Management,” covering planning and policies, staff expertise, devices and bandwidth, technology management, and inclusiveness, we scored 330/395 points. Staff reviewed the recommendations made through the EDGE tool, and determined that we have potential areas of improvement in supporting public technology use for eGovernment, legal, and health/wellness purposes. We can also do more in gathering feedback from the community about its public technology needs, and evaluate our technology programs and services. Staff has already begun using Project Outcome surveys to look at outcome measures for digital literacy efforts, including group classes. Finally, we will look at how we can improve technology services for those with disabilities. Our current ADA room has a variety of equipment to help those with certain disabilities, but staff is working on evaluating the usefulness of that equipment and coming up with new ways to accommodate our patrons.

Trustees

Beyond reviewing and discussing the library’s ability to meet the needs of the community through educational programs, training opportunities, and the integration of new technologies, the Board is required to review how the library fosters increased resource sharing. The library supports resource sharing in a number of ways. First, we allow reciprocal borrowing privileges for patrons from most libraries in Illinois. In FY 2016, our total reciprocal borrowing circulation was 182,619, which was 8.3% of our total circulation. We also participate in the LINKin network, lending a total of 18,878 items and borrowing a total of 7,338 items in FY 2016. Other libraries in the LINKin network include Arlington Heights Memorial Library, Cook Memorial Library, Deerfield Public

Library, Elmhurst Public Library, Gail Borden Public Library, Naperville Public Library, Waukegan Public Library, and Wheaton Public Library. Finally, we offer traditional ILL (interlibrary loan) services in order to share resources and borrow from other libraries for items not available in our own collection and through LINKin. In FY 2016, we lent 5,440 items and borrowed 3,062 items through ILL. Recently, staff have had internal discussions about the potential benefits and drawbacks of supporting the addition of new members to the LINKin network. Mr. Kong participated in the LINKin directors meeting, and the group decided that a set of criteria would be established to help us make decisions on requests to join the network. It may benefit the library if other large libraries with deep collections join, but it may also require more staff time if more borrowing requests come through to us.

A motion was made by Dr. Maks, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE APPLYING FOR A PER CAPITA GRANT FOR FISCAL YEAR 2017 AND HAVE REVIEWED ALL REQUIREMENTS.

The vote for approval was 5 ayes, 0 nays; the motion passed unanimously.

DIGITAL CONTENT QUARTERLY REPORT

Zinio Promotion

In November we highlighted the Zinio digital magazine platform on the cover of the library's bimonthly newsletter and on our website homepage. As a result, interest in the product soared with 144 new users in October and 69 in November. Up to that point, we'd only had 95 new users in all of 2016. Between October 22 and October 31—when most households would have received the mailing—we welcomed 141 new users.

Zinio circulation jumped 150% in October and 141% in November. The most checked out issues are from *The New Yorker*, *Us Weekly*, *The Economist*, *Cook's Illustrated*, and *Chicago Magazine*. We're pleased that so many readers have been introduced to Zinio, as digital magazines tend to attract many "power users" who check out multiple issues, especially in vacation and holiday months. This is another example of how publicizing a desirable product in focused collaboration with our marketing and Web teams can prove successful.

Happy "Hoopladays"

Another success has been "Happy Hoopladays," an increase of Hoopla monthly limits from 15 to 25 per month for November and December. We thought this would be

especially nice for those power users who hit the Hoopla limit (an average of 48 cardholders monthly).

We emailed Hoopla users informing them of the promotion (one person replied that it was “like a birthday wish come true”). In November, 20 cardholders reached the checkout limit, with the average checkouts per active patron rising to just over 5 per month in November (up from 4 in October). Along with benefiting our power users, the email also seemed to remind others to take a look at Hoopla. Active users in November rose to an all-time high of 835 and checkouts increased by 96%. At the same time, average cost per checkout dipped slightly from \$1.90 per item to \$1.89.

		September	October	November
Hoopla checkouts	2016	3075	3276	4264
	2015	1747	1858	2172
	% increase	76%	76%	96%

CloudLibrary transition

We’ve begun our transition away from CloudLibrary, with that eBook service ending on December 16. Those who used CloudLibrary in 2016 were notified of the change, and all user holds were fulfilled in early November. Notices were emailed to almost 900 accounts; of these, 4 recipients have so far responded with questions or concerns, which was less than we anticipated. The transition will continue into the next quarter as we transfer titles into OverDrive.

Second quarter digital content circulation

Not surprisingly, gains in Zinio and Hoopla helped continue the growth of eCollection circ, which is up 53% so far this fiscal year. Digital collections are now outperforming some areas such as youth nonfiction, and account for 6.1% of total library circulation so far this fiscal year.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the following highlights from the November 18, 2016, RAILS Board of Directors meeting’s supporting documents. The videoconference was not available for viewing.

Financial Report: Finance Director Jim Kregor reported that the General Fund unassigned cash and investment balance ending October 31, 2016, totaled \$13,300,000 covering 13.8 months of operation. This amount reflects the October receipt of \$1.1

million from the Area and Per Capita Grant. Total funds in cash and investments amount to \$23,500,000, with October expenditures at \$283,651 under budget.

Later in the meeting, Mr. Kregor requested the Board approve the Health Reimbursement Account for RAILS employees.

Executive Director's Report: Executive Director Dee Brennan discussed with the Board: 1) Plans to provide library services to the "unserved;" 2) the revised System Membership Standards; and 3) possible renovations to the Burr Ridge Service Center building.

Next meeting: January 27, 2017, at the Burr Ridge Service Center.

COMMENTS FROM TRUSTEES

Mrs. Hunter suggested making bookmarks from the pictures on the New Adult Fiction list.

Dr. Maks commented that two of his patients who are Evanston residents said they love the building, staff, and all the services provided by the library.

Mr. Kong showed a montage of Skokie buildings. We will frame and hang this montage.

Mr. Griffin received no negative reactions when asking residents to sign his petition for re-election. Residents had only nice things to say about the library.

ADJOURNMENT

At 7:57 p.m. a motion was made by Mrs. Parrilli, seconded by Mrs. Hunter to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary

CHILD BEREAVEMENT LEAVE ACT

Employees who suffered the loss of a child may be granted with up to two weeks (10 work days) of unpaid leave under the Child Bereavement Leave Act. Employees otherwise eligible to take leave under the federal Family and Medical Leave Act (FMLA) are eligible to take leave under the act. (To be eligible, an employee must have been employed by the library for at least twelve (12) months and have worked at least 1,250 hours during the preceding twelve (12) month period before the leave is requested.)

The act provides that it does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time available under the FMLA. Therefore, an employee who has used all of his or her allotted 12 weeks of FMLA leave may not take an additional 10 days of leave under the act for reasons related to the death of a child.

PERMITTED USES

Leave provided under the act must be used within 60 days after the employee receives notice of the death of his or her child.

Employees may use unpaid bereavement leave:

- To attend the funeral, or an alternative to a funeral, of a child.
- To make arrangements necessitated by the death of the child.
- To grieve the death of the child.

If an employee suffers the death of more than one child in any 12-month period, the employee is entitled to take up to six weeks of unpaid bereavement leave in the 12-month period.

The act defines "child" broadly to include an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, legal ward, or a child of a person standing in loco parentis.

EMPLOYEE OBLIGATIONS

Employees must provide Skokie Public Library with at least 48 hours' advance notice of the intention to take leave under the act, unless it is not reasonable or practicable.

Additionally, Skokie Public Library may require eligible employees to provide reasonable documentation of the need for leave under the act. Such documentation may include a death certificate, published obituary, or written documentation of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

EMPLOYEE OPTION TO SUBSTITUTE PAID LEAVE

Instead of using unpaid leave under the act, employees may elect to substitute paid leave provided under vacation or personal leave. However, employees are not required to substitute available paid leave for unpaid leave provided under the act.

PROHIBITION AGAINST RETALIATION

Employees will not be retaliated against and no other adverse action will be taken against employees who:

- Exercise their rights or attempt to exercise their rights under the act.
- Oppose practices the employee believes constitute violations of the act.
- Support the exercise of the rights of others under the act.

SICK LEAVE

Sick leave pay is intended to provide uninterrupted pay to an eligible employee for days lost because of a personal illness. Employees eligible for paid sick leave may also take such leave of absences due to the illness, injury, or medical appointment of a child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Child is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, legal ward, or a child of a person standing in *loco parentis*.

Any illness that occurs during an employee's scheduled vacation or on a designated holiday is considered holiday or vacation time and not sick leave.

Benefit eligible employees accrue sick pay credits from the first day of the month following the date of employment or changing to full-time. All rehired employees begin to accrue sick pay credits from the first day of the month following the rehire date.

Sick leave credits may not be used during the initial three (3) months of employment or changing to full-time. No sick pay will be paid in advance of it being earned.

Full-time employees earn monthly sick pay credit at the rate of one day (7-1/2 hours) a month. The maximum accumulation of sick pay credits for full-time salaried employees is one hundred eighty (180) working days or one thousand three hundred and fifty (1350) hours. An additional sixty (60) working days or four hundred fifty (450) hours of sick leave may be accumulated for service credit at retirement.

Part-time benefit eligible employees earn sick pay credit at 50% of the rate for full-time salaried employees or 3.75 hours per month. The maximum accumulation of sick pay credits for part-time benefit eligible employees is ninety (90) working days or six hundred seventy-five (675) hours. An additional thirty (30) working days or two hundred twenty-five (225) hours of sick leave may be accumulated for service credit at retirement.

The library may require an employee to provide medical verification in the form of a doctor's note or report upon the employee's request for sick leave benefits or return from sick leave. Additionally, the library may require an employee returning from sick leave to undergo a medical examination to determine his/her ability to perform the essential functions of his/her position.

Any employee receiving compensation under the Worker's Compensation Law is not eligible for sick pay benefits for the same incident or absence.

There will be no payment for unused sick pay credits upon termination of the employee. Sick leave credits do not accrue during **any** type of leave of absence.

Retiring employees may receive up to twelve (12) months service credit towards their retirement benefits for unused sick pay credit.

Approved by Skokie Public Library Board of Trustees
December 14, 2016