

January 14, 2015

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 14, 2015.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:33 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Susan Greer; Jonathan H. Maks, MD; Zelda Rich; and Carolyn A. Anthony, Director.

Staff present: Richard Kong, Deputy Director.

Observer present: Eugene Griffin.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF DECEMBER 10, 2014

Mrs. Hunter made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular and closed meetings of December 10, 2014, subject to additions and/or corrections. There being no corrections, the minutes were approved and placed on file.

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

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

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. REPORTS FROM DEPARTMENT HEADS
3. GIFTS: \$18.00 FROM BARBARA KEER FOR PURCHASE OF A BOOK ON CD IN MEMORY OF BRENDA B. WEISS; \$25.00 FROM GRETCHEN M. WENING FOR YOUTH SERVICES IN MEMORY OF MAE KITTLESON; \$100.00 FROM EVELYN MARKS SIEGEL IN APPRECIATION FOR PROGRAMMING; 15 SHARES OF EXXON MOBIL CORPORATION STOCK FROM GLORIA D. BLOOM

4. PERSONNEL: TERMINATION: CYNTHIA BERANEK, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE DECEMBER 20, 2014; HIRES: MARY SIMON, PART-TIME REFERENCE LIBRARIAN; ADULT SERVICES DEPARTMENT, EFFECTIVE DECEMBER 30, 2014; LINDSAY BRADDY, FULL-TIME ILS/TECHNICAL SERVICES SUPERVISOR, ACCESS SERVICES, EFFECTIVE FEBRUARY 2, 2015; PROMOTION: VINCENT KAO, FROM PART-TIME MATERIALS PAGE, ACCESS SERVICES, TO PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE JANUARY 13, 2015.

The roll call vote for approval was unanimous.

BILLS

A motion was made by Mrs. Hunter, seconded by Dr. Maks:

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

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in December was up 8.32%, boosted by an increase in Reciprocal Borrowing with the Morton Grove Public Library closed for construction. The gate count was also up by more than 13% in December. The big gain in Reference requests is due to a change in definition, but computer use was up over 22% and study room bookings were up 37% for the month. As shown on the Dashboard, self-check now accounts for nearly 80% of transactions within the building. Also on the Dashboard, under Foster Learning, it is clear that a small number of family programs have a large attendance. Staff have been experimenting with various types of programs this past year and will be making adjustments for FY 2016 based on what has been learned from attendance and surveys. The new library website has generated over 30,000 visits and a number of comments, primarily very favorable.

PER CAPITA GRANT----We received a letter from Secretary of State Jesse White that Skokie Public Library will receive a Per Capita Grant in the amount of \$80,980 for our FY2015, a rate of \$1.25 per resident. Secretary White will be at our library Monday evening January 19 at 7 pm, in conversation with Mayor George Van Dusen about

changes in racial attitudes and conditions in Illinois over the years as part of Coming Together in Skokie: Voices of Race. Participation by Board members would be welcome.

COMING TOGETHER IN SKOKIE----This year's Coming Together in Skokie and Niles Township: Voices of Race got off to a great start Sunday, January 11, with a kick-off program at the Illinois Holocaust Museum attended by over 300 people. Mayor Van Dusen and Congresswoman Jan Schakowsky were among those who addressed attendees, while State Senator Daniel Biss was also present. The event was emceed by Pam Jones of CBS2 Chicago. The main event was a performance by District 219 students and older community members reflecting on their experiences of race. The program was developed by personnel from Next Theatre and was very well received. Board members are encouraged to peruse the booklet of events through April and find one or more to attend. Trustees may also want to contribute to the display in the library lobby.

STAFF DAY 2014----Staff Day 2014 was a very successful day by all accounts. Staff enjoyed the opportunity for informal exchange with each other over a continental breakfast and a hot lunch, and also participated in a get acquainted game to mix long-time and newer staff. They met in groups to talk about the culture in the library and the part each staff member plays in shaping that culture. The keynote was given by Tony Molaro, a professor at St. Catherine's University. There was also time for departmental meetings, held infrequently due to the difficulty of scheduling part-time staff. The day ended on a very up-beat with a staff talent show. Mrs. Anthony distributed her remarks to the staff. Mrs. Anthony knows she speaks for the staff in expressing appreciation that we have the opportunity for such a learning and fellowship gathering each year.

BIG INCREASE IN E-RATE FUNDING----The library community was active in lobbying the Federal Communications Commission for an increase in funding as part of the E-rate modernization being undertaken after 18 years. Funding for outdated services such as ordinary telephone service was discontinued while an increase in the E-rate cap of \$1.5 billion was approved. There is a separate \$1 billion targeted annually for funding for Wi-Fi for wireless connectivity in schools and libraries. A target of one gigabit was set for connection speed to the Internet for libraries serving communities of 50,000 or more. We currently have a 500 Megabit connection, just half of what is deemed desirable. The higher connection speeds are increasingly important as more people stream audiovisual resources. While we have not applied directly for E-rate funds in many years, we benefit indirectly because District 219 applies for the funds on behalf of the Skokie consortium of schools that also includes the library in the Village's high fiber network.

JOINT REVIEW BOARD MEETING----The Downtown Skokie TIF has ended. There are still two TIFs – one for the Science and Technology Park and one for West Dempster Street.

PROPOSED BUDGET 2015-2016

The Village Board approved a levy for 2014 of \$11,753,036., exclusive of the debt repayment which does not need to be re-levied each year. The amount of the debt levy is \$1,261,225. for a total levy of \$13,014,261. as approved by the Library Board in September.

Mrs. Anthony distributed a very preliminary draft budget for FY 2016. In terms of Revenues, for the time being she has left Corporate Replacement Tax Revenue at \$325,000. Last year, we received nearly \$370,000. in Corporate Replacement Taxes. The economy is improving, but the corporate tax rate was allowed to drop from 7% to 5.25% as of January 1, 2015, a drop of 25%. Such a drop could decrease revenue to well below \$300,000., but Mrs. Anthony will estimate that improved economic conditions will mitigate that loss, bringing us close to the \$325,000. as listed. We can adjust this if needed based on Corporate Replacement Tax revenue received in the first quarter of 2015.

Fines and Fees were \$211,000. last year and should be similar in FY 2016. Interest is presumed to remain negligible. The bulk of Grants is the Per Capita Grant. Other includes book sale money, gifts, and miscellaneous other which is fairly constant.

Mrs. Anthony has allotted a 4% increase in the Salary line, assuming no new positions, but an allowance for the combined cost of labor increase as well as a merit increase for those staff not at top of scale. The dollar amount is not significantly above this year's Salary budget, but salary expense is running 4% below budget. The Bureau of Labor won't release annual cost of labor figures until later this month. IMRF has been budgeted at 13.31%. This year, we are running over in IMRF because we budgeted the expense at 12.06%, but the Village added an additional 1.25% for payback of an advance by the Village on the library's share of deficient accumulated funds for pension payout. The audit for FY 2015 will separate out the library's pension obligation making our current status clear. Although IMRF's assessment is going down slightly in 2016, the Village is maintaining the library's contribution rate at 13.31% to recover their payout on the library's behalf.

The audit may be somewhat more expensive this year since we'll have to account separately for our IMRF pension fund and file an independent Annual Financial Report

with the State (required since auditors do not consider the library a component unit of the Village for audit purposes). Equipment expense has been below budget while Maintenance of Buildings and Grounds is always testing the budget ceiling. Health, Dental & Life Insurance isn't expected to increase significantly so a 3% increase has been allotted. The business insurance has been increasing a bit each year and was nearly \$145,000. in FY 2014 so that line has been increased.

Conference, Memberships & Workshops has been increased by 5% since both ALA Conferences are out of state and there will be a PLA National Conference in 2016. ILA will also not be in Chicago in Fall, 2015. The Printing & Publicity line has been decreased by \$4,500. while the library Supply line has been increased by \$5,000. With our powerful administrative copier and in-house Graphic Artist, we are spending more on supplies and less on contracted service. Mrs. Anthony has not adjusted the Library Materials lines at this point as meetings are scheduled in-house later this month to discuss those areas.

Mrs. Anthony welcomes questions and comments at this point in the budget process. Typically, the Board approves a salary adjustment in March and the full Operating Budget in April.

Brief discussion followed. Mrs. Parrilli sent kudos to our graphic designer – the printed publications look very professional.

APPROVAL OF PROPOSAL FOR BOOKMOBILE CONSULTANT SERVICES

Mrs. Anthony said we are in the beginning stages of investigation for the selection and purchase of a new Bookmobile for the Skokie Public Library. The current Bookmobile was dedicated in October, 1998, so it is over sixteen years old. The 37 foot vehicle was purchased at a cost of \$186,325. The prior Bookmobile was 26 feet long and purchased in 1980 for \$79,693. We expect that a new Bookmobile will cost approximately \$250,000.

Bookmobiles are custom built and the process takes about a year from the development of specifications, to the solicitation of bids, contract negotiation, fabrication, and delivery. Deputy Director Richard Kong and Bookmobile Librarian Gail Dunlap selected Michael Swendrowski as a potential consultant to this process after talking with librarians from other libraries about their experience and recommendations.

Mr. Swendrowski came to the library and made a presentation to a group of staff, looked at our present Bookmobile and the Bookmobile garage, and talked about some of the changes in Bookmobiles in the past twenty years, suggesting options that might be

considered currently. We were favorably impressed with Mr. Swendrowski's knowledge of the Bookmobile market and also believe that he is someone we could work with.

When the current Bookmobile was purchased, we did not employ a consultant as Phil Carlsen, our Bookmobile Librarian at the time, made it his business to complete an exhaustive study of the market, prepare specifications, and even fly to North Carolina to the factory where the Bookmobile was being built to do the type of inspection proposed by Mr. Swendrowski. We do not have a staff member currently with the knowledge and interest to take on such a process.

Therefore, Mrs. Anthony recommends that the Board approve Mr. Swendrowski's proposal in the amount of \$13,900. for consulting services in the selection and acquisition of a replacement Bookmobile for the Skokie Public Library.

Discussion followed.

A motion was made by Mrs. Hunter, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM MR. SWENDROSKI FOR CONSULTING SERVICES IN THE SELECTION AND ACQUISITION OF A REPLACEMENT BOOKMOBILE IN THE AMOUNT OF \$13,900.00.

The roll call vote for approval was unanimous.

APPROVAL OF POLICY RE EATING IN THE LIBRARY

Recently, the library has received two written suggestions that an area be designated where children may consume an after-school snack. Currently, eating is permitted only in the book sale area which is off the Readers Services section of the library. Adults in the area who may be relaxing with a cup of coffee do not take well to being joined by a group of boisterous children.

It is proposed that the Craft Room in the Youth Services Department be designated as an approved area for snacks after school until 4 p.m. weekdays. The Craft Room has a linoleum floor and tables that may be easily cleaned. No programs are planned in the space before 4:30 p.m.

Many children from the nearby schools come directly to the library when school gets out. They often have a piece of fruit or bag of pretzels for an after-school snack in their backpacks. Without a designated place to consume such a snack, the children go to the adult

area or eat surreptitiously in Youth Services. Designating the space and time gives children an opportunity to have their snack in an appropriate area that is easily cleaned up as needed.

Board approval of this measure is requested.

Discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD APPROVE DESIGNATING THE CRAFT ROOM IN THE YOUTH SERVICES DEPARTMENT AN APPROVED AREA FOR SNACKS AFTER SCHOOL UNTIL 4:00 P.M. WEEKDAYS.

The roll call vote for approval was unanimous.

Mrs. Hunter made a motion to amend the previous motion adding a four month trial period so any infestations and extra staff time could be evaluated. The amended motion died for lack of a second.

The Board requested Mrs. Anthony report in June as to the extra staff time involved and any extra exterminating services needed.

APPROVAL OF EMPLOYMENT STATUS AND LEAVE POLICIES

Policies from the library Personnel Code on employment status and a few of the leave policies were distributed. As a result of the pay grade restructure, the policies need to be updated to reflect the new terms that we are using and the resultant change in how paid leave is accrued. Exempt level vs. non-exempt will replace the salaried references in the policies.

Board approval of these policies is requested.

A motion was made by Mrs. Parrilli, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE POLICIES FROM THE LIBRARY'S PERSONNEL CODE ON EMPLOYMENT STATUS AND LEAVE AS PRESENTED (COPY ATTACHED).

The motion passed unanimously.

APPROVAL OF APPOINTMENT TO FILL LIBRARY TRUSTEE VACANCY

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPOINT EUGENE F. GRIFFIN TO FILL THE VACANCY OF LIBRARY TRUSTEE CREATED BY THE RESIGNATION OF DENIS O'KEEFE.

The roll call vote for approval was unanimous.

APPROVAL OF DATES OF UPCOMING BOARD MEETINGS

Mrs. Anthony distributed the calendar of Board meeting dates for 2015 and 2016.

The Board reviewed the schedule to see if there are known conflicts with religious holidays or events which might impede attendance by a majority of the Board.

Mr. Prosperi requested changing the March 2016 meeting date from March 9 to March 16. The Board agreed.

The meeting scheduled will be posted on the library's website.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported that there was no December 2014 RAILS Board meeting. The next meeting is Friday, January 23, 2015 at Burr Ridge Service Center

Mrs. Parrilli distributed a FAQ on the Reciprocal Borrowing Policy from the Illinois State Library for information purposes only.

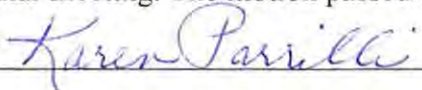
COMMENTS FROM TRUSTEES

Mrs. Rich read with enthusiasm today in *American Libraries* an article about Skokie Public Library's BOOMbox.

On behalf of the Board, Mr. Prosperi welcomed Mr. Griffin to the Board.

ADJOURNMENT

At 8:32 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

will be made from one job to another job within the same grade level, if the transfer is mutually beneficial to the employee and The Library.

All promotion and transfer decisions will be made in a uniform and non-discriminatory manner. The best qualified individual will be selected for promotion or transfer on the basis of job related requirements; individual work performance including performance evaluations; abilities and experience; and if these are equal, length of service.

5. WAGE AND SALARY GUIDELINES

The Library has established wage and salary guidelines to be used in determining competitive and equitable salaries for all of its employees. The program is based on a sound competitive salary structure and has the flexibility needed to keep pace with variable market conditions such as supply and demand, external economic factors and the value of getting a job done.

The objectives of The Library's salary program are to:

- Attract and retain competent personnel.
- Establish salaries paid commensurate with duties and responsibilities of each position and, provide for recognition of differences in individual ability and performance.
- Maintain a program of performance appraisal, which identifies opportunities for employee development and places compensation on an objective basis.
- Ensure the development and improvement of promotional opportunities and equitable salary administration for all employees.

6. EMPLOYMENT STATUS

- **Full-time Salaried-Exempt Employee:**
Regularly scheduled to work 37-1/2 or more hours in the normal workweek. Eligible for full employee benefits. Exempt level status includes pay grades 8 to 13.
- **Full-time Non-Exempt Employee:**
Regularly scheduled to work 37-1/2 or more hours in the normal workweek. Eligible for full employee benefits. Non-exempt level status includes pay grades 1 to 7.
- **Part-time Salaried-Benefit Eligible Employee:**
Regularly scheduled to work 20 or more hours in the normal workweek for a full year. Eligible for certain employee benefits after one (1) year of service. Regular part-time salaried-benefit eligible status is not automatic after one year, but must be requested in writing to the Director, with the approval of the Department Head. Part-time benefit eligible employees may be exempt or non-exempt.
- **Hourly Employee:**
~~Temporary~~ Employee, those regularly scheduled to work less than 37-1/2 hours in the normal workweek, or those paid less than 52 consecutive weeks. Paid an hourly wage. Typically non-exempt status.

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7. POSITION DESCRIPTIONS

- Employees who are no longer being compensated through the Library via paid leave will be responsible for funding the employee share of applicable insurance premiums by reimbursing the Library at the beginning of each month.

Returning to Work

Employees should work closely with Human Resources in connection with return to work plans and release obligations. If an employee has job restrictions or seeks an accommodation in connection with a return to work, the employee must contact Human Resources prior to returning to work.

Employees should communicate requests to return to work to Human Resources at the earliest practical time. If SPL does not receive at least two business days' notice prior to the employee's return, the return to work may be delayed. Employees are required to provide a doctor's release to return to work from his or her healthcare provider. If work restrictions or an accommodation is required these provisions must be provided in writing by the healthcare provider.

In the event a scheduled return to work date is changed, employees must notify Human Resources of the new return to work date and discuss any questions or special requirements.

Circumstances When Temporary Disability Benefits End

When temporary disability benefits through IMRF end due to being deemed totally and permanently disabled or the individual is no longer eligible for temporary disability and the employee is unable to return to work, with or without an accommodation, the employee's employment status will be changed to terminated or retired (if applicable). At this time SPL will discontinue payment of medical coverage and the former employee will be eligible for COBRA coverage at a 100% cost to the individual.

Under no circumstances shall the use of combined leaves exceed one year of absence, including Sick Leave, Vacation, Medical Leave, Family Leave, Workers' Compensation Leave and Voluntary Leave. Employees who fail to return to work within one (1) year are considered to have resigned. Please refer to SPL guidelines regarding the different types of leave.

6. WORKER'S COMPENSATION INSURANCE

Library employees are protected by Worker's Compensation, for injuries sustained in the performance of their duties. The Library provides for immediate and follow-up treatment for all employees injured while engaged in Library business.

All accidents in which employees are injured, regardless of whose fault the accident is, must be reported immediately to the Supervisor, Manager of Human Resources or the Director.

The Library's Incident Report form must be completed and submitted to the Manager of Human Resources or the Director. Forms may be obtained in each department or from the Administration offices.

7. SICK LEAVE

Sick leave pay is intended to provide uninterrupted pay to an eligible employee for days lost because of a personal illness. Doctor and dentist appointments may not be considered for sick pay leave.

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.

Eligible salaried 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 ~~salaried~~ 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 ~~salaried-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 ~~salaried-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.

8. VACATIONS

Full-time and part-time ~~salaried-benefit eligible~~ employees accrue vacation each month on a pro-rated basis of 1/12th of the vacation allowance for which the employee is eligible. This rate is based on an employee's number of continuous years of service, employment status and regularly scheduled hours. A reduction of the vacation accrual rate may occur as a result of a change in employment status or leave of absence.

Full-time and part-time ~~salaried-benefit eligible~~ employees who have been with The Library for at least one (1) year are eligible for paid vacation. Full-time ~~salaried-professional-exempt level~~ employees receive four (4) weeks annually after one (1) year of service.

Regular full-time ~~salaried-support-non-exempt level~~ employees receive:

- Two (2) weeks annually after one (1) year of service,
- Three (3) weeks annually after six (6) years of service, and

- Four (4) weeks annually after eleven (11) years of service.

Regular part-time ~~salaried-professional-exempt level~~ employees receive two (2) weeks annually after one (1) year of service ~~as a salaried employee~~.

Regular part-time ~~salaried-support-non-exempt~~ employees receive:

- One (1) week annually after one (1) year of service ~~as a salaried employee~~.
- Two (2) weeks annually after eleven (11) years of service ~~as a salaried employee~~.

~~Part-time Hourly~~ employees are not eligible for paid vacation, however unpaid vacation time may be granted by the supervisor.

In all cases the term “week” applies to the regular workweek schedule. Vacation allowance is based on the number of years of continuous service, employment status and regularly scheduled hours per week in the preceding 12-month period.

The vacation period extends from the employee’s anniversary date of employment (or anniversary date of the commencement of ~~salaried benefit eligibility~~ status) to the same date the following year.

A maximum of five (5) days of vacation may be taken either singly or in multiples of days. After this, any balance of vacation time must be taken in no less than five (5) consecutive working day increments. Exceptions to these rules may be approved at the supervisor’s discretion.

An employee may not use more than one year’s vacation entitlement at one time.

Vacation time is not cumulative and must be taken during the anniversary year in which it falls.

All vacation requests, except in the case of an emergency, must be submitted at least one month in advance and **approved** by the supervisor. When requesting time off a **Request for Vacation or Personal Leave Form (green slip)** must be filled out in advance of the requested days and **returned submitted** to your supervisor for approval. Full-time ~~salaried~~ employees with the greatest length of service in each department will be given preference in scheduling vacation time.

A full-time ~~salaried~~ employee who has completed six months of employment may be permitted up to one week paid vacation (“borrowed” from the following year’s entitlement) and one week unpaid vacation, if such absence does not interfere with the operation of The Library.

To ensure effective operations, The Library reserves the right to limit the number of employees on vacation at any one time, to decide vacation periods, and if necessary to change scheduled vacations.

Employees will not accrue vacation time during unpaid leaves of absence **(other than FMLA)**.

If a paid holiday falls within an employee’s vacation period, an extra vacation day may be taken as arranged with the supervisor.

Payment for earned but unused vacation (including that which would not be available for use until after the employee’s next benefit anniversary) will be made to employees who terminate employment from The Library. An employee who has not completed one year of employment,

but has used vacation days, may have compensation for the number of vacation days used deducted from the final paycheck.

Personal days may not be combined with the vacation or holiday time, unless approved by the supervisor.

In addition to paid vacation time, up to two weeks unpaid vacation may be taken with the approval of the supervisor as long as it does not affect the operations of The Library.

9. HOLIDAYS

The Library observes the following holidays and regular full-time ~~salaried~~-staff members are entitled to them with pay:

January 1	New Year's Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Fourth Thursday in November	Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day

Closing for the above holidays will be in accordance with days observed by the State of Illinois.

The Library is closed Easter Sunday. This is not a paid holiday. ~~Hourly-Part-time~~ employees regularly scheduled to work on a Sunday can arrange with the supervisor to make up the time.

The Library is open 9:00 a.m. to 5:00 p.m. on December 31. Full-time ~~salaried~~-employees will work a 7-1/2 hour day. Part-time ~~salaried-and-part-time~~-employees will work their regularly scheduled hours.

If a full-time ~~salaried~~-employee is not scheduled to work on a holiday, The Library will assign the employee another excused day off in the same pay period, or the one immediately following, with pay.

If a holiday falls within a full-time ~~salaried~~-employee's vacation period, the employee will be granted an additional day of paid vacation to be arranged with the supervisor's approval.

Part-time ~~salaried-benefit eligible~~ employees, regularly scheduled to work on a holiday, will receive the holiday benefit.

10. PERSONAL DAYS

After six months of employment, or on the six-month anniversary of the commencement of full-time ~~salaried~~-status, full time employees are granted one personal day every two months for use within the remainder of that calendar year. Every year, personal days will be granted on the following dates: January 1, March 1, May 1, July 1, September 1 and November 1. All personal days must be used within the calendar year that they were granted.

Paid personal days should be used for matters that cannot be dealt with or scheduled during non-working hours.

All personal day requests, except in the case of an emergency, must be submitted at least one week in advance and **approved** by the supervisor. To ensure effective operations, The Library reserves the right to refuse a personal day request.

Personal days are not cumulative from year to year and may not be taken in conjunction with a designated holiday or vacation without the supervisor's approval. No more than two (2) consecutive personal days may be taken at one time.

There will be no payment for unused personal days upon termination of the employee.

Personal days will not be granted during an unpaid leave of absence (other than FMLA).

11. BEREAVEMENT LEAVE

Bereavement pay is granted to full-time and part-time ~~salaried-benefit eligible~~ employees. Part-time ~~salaried-benefit eligible~~ employees are allowed fifty (50) percent of the benefits outlined below:

In the event of a death of the employee's immediate family member, up to five (5) days pay is allowed. "Immediate family" is defined as father, father-in-law, mother, mother-in-law, sister, brother, husband, wife, child, grandparent, grandchild, domestic partner, or member of the household for whose care the employee is financially responsible.

One day's paid leave is allowed to attend the funeral of a close relative not in the immediate family. A maximum of four (4) hours time with pay is allowed for attending funeral services of friends.

If additional time is needed, please discuss with your manager the use of other forms of paid leave (vacation or personal days) or the use of unpaid leave if you do not have paid leave available.

12. JURY DUTY

An employee must notify his/her supervisor immediately upon receipt of the jury summons - a photocopy of which will be kept in the employee's personnel file.

The Library will pay the employee the regular straight time daily earnings.

Employees are required upon completion of jury duty to provide the Supervisor with the court clerk's confirmation of days served.

13. PERSONAL LEAVE

Personal leaves are defined as absences without pay that are not specifically covered under The Family and Medical Leave Act.

All personal leaves must be approved by the Director. Each request for personal leave of absence will be considered on its own merits. Consideration will include the number of employees currently on leave, the employee's leave of absence record and the operational needs of The Library, and other factors.

Only full-time ~~salaried~~-employees with three (3) years of service are eligible to request personal leaves of absence.