

August 13, 2008

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, August 13, 2008.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:30 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Dayle Zelenka, Secretary; Richard Basofin; Susan Greer (arrived at 7:33 p.m.); Zelda Rich; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Head of Technical Services; Gail Shaw, System Administrator; Christine Rich, Assistant Head of Technical Services; Toby Greenwalt, Virtual Services Coordinator.

Guest present: Bernice Faintuch, 5455 Suffield Court, Skokie.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 9, 2008

Mr. Graham made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of July 9, 2008, subject to additions and/or corrections.

There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statement; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Program Statistics 1st Quarter F.Y. 2008-2009; Correspondence; Personnel; Gifts)

Mr. Zelenka made a motion, seconded by Dr. Wozniak:

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

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. PROGRAM STATISTICS 1ST QUARTER F.Y. 2008-2009
5. CORRESPONDENCE: LETTER FROM ALEXI GIANNOULIAS, ILLINOIS STATE TREASURER TO ILLINOIS FUNDS

PARTICIPANT DATED JULY 28, 2008 RE THE ILLINOIS FUNDS STATUS

6. PERSONNEL: HIRES: CARL CUTLER, PART-TIME BOOKMOBILE ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE JULY 21, 2008; ELIZABETH COADY, PART-TIME SKOKIENET ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE AUGUST 18, 2008; PROMOTION: TOBY GREENWALT, FROM FULL-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, TO FULL-TIME VIRTUAL SERVICES COORDINATOR, ADMINISTRATION, EFFECTIVE JULY 21, 2008; TERMINATIONS: ABIGAIL DARR, FULL-TIME HUMAN RESOURCES/PROGRAMMING ASSISTANT, ADMINISTRATION, EFFECTIVE AUGUST 11, 2008; CATHERINE GAZZOLO, PART-TIME SKOKIENET ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE AUGUST 15, 2008.
7. GIFTS: \$25. FROM ABRAHAM AND PHYLLIS RAVVE IN APPRECIATION; \$50. FROM SKOKIE VALLEY CHAPTER, LYRIC OPERA OF CHICAGO FOR PURCHASE OF OPERA MATERIALS; IN MEMORY OF MARY RADMACHER: \$25. FROM LENA FEINER; \$25. FROM JANE BEEDERMAN; \$25. FROM ELIZABETH RESS; \$25. FROM LOUISE BIGA; \$25. FROM FELICIA RODRIQUEZ BAGBY; \$35. FROM MARY LOVE BROWN; \$50. FROM MARY B. NEW MADE ON BEHALF OF HER MOTHER MYRA AGGEN; \$100. FROM KAY AND ROBERT KOZAK; \$100. FROM MARY ELLEN GRAHAM; \$200. FROM JOE AND SOONG YI; \$200. FROM KOON YONG AND YOUNGHEE KIM.

The motion was approved unanimously.

Mrs. Hunter suggested the purchase of a piece of artwork for the Library's permanent collection which would be funded by the donations received in memory of former Chief Librarian Mary Radmacher. The piece is entitled Silence (Winter Scenery) by artist Lydia Hwang and the cost is \$882.

Dr. Wozniak made a motion, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY PURCHASE "SILENCE (WINTER SCENERY)" BY LYDIA HWANG FOR \$882. WITH THE GIFTS RECEIVED IN MEMORY OF MARY RADMACHER.

The roll call vote for approval was unanimous.

Mrs. Greer arrived at 7:33 p.m.

The suggestion was made to receive the narrative department heads reports either quarterly or every other month. Statistical reports would continue to be received monthly. Mr. Graham asked Mrs. Anthony to speak with department heads and come back to the Board with a proposal.

YEAR-TO-DATE BUDGETARY STATUS

The Year-To-Date Budgetary Status was noted. Mr. Basofin commented that this is a great report and very helpful.

A motion was made by Mr. Basofin, seconded by Mr. Zelenaka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE YEAR-TO-DATE BUDGETARY STATUS REPORT AS PRESENTED.

The motion passed unanimously.

BILLS

A motion was made by Mr. Graham, seconded by Mrs. Rich:

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 July was up 6.7% over last July, reflecting increases in the usage of adult and youth books as well as DVDs. Adult fiction circulation was up more than 9% for a five year July high of more than 20,000 books. Adult non-fiction also registered a five year high, although the increase was a more modest 4% and AV circulation jumped 13%, also setting a record. In Youth Services, fiction set a five year record with a 4% increase and AV boasted a big gain of 21% for a record of 15,650 items circulated. Youth non-fiction, while not setting records, nevertheless increased 7.5% over last July. Staff worked hard to achieve these increases, sponsoring creative summer

reading and viewing programs and encouraging reading by theme with a wildly successful "books in a bag" program. Gains do not simply indicate the same number of people taking out more items as the gate count for the month was up a whopping 18%. One of the few indicators to decline is reciprocal borrowing which slipped 4% to just about 12% of total circulation. Use of online databases was also up 11.6% overall and 12.6% in remote use. Use of PowerSearch, the Library's federated search tool, jumped more than 100% from last July.

PARKING LOT DEVELOPMENT----Although not yet signed, the contract with Gewalt Hamilton has finally been approved by the engineering firm. The delay in finalizing wording did not delay work as Dan Strahan continued to ready drawings for the Plan Commission and to talk with utility representatives about the relocation of lines. The hearing at the Plan Commission went well, with four residents coming to express concerns about traffic on Park Avenue. One neighbor had a suggestion about the location of the Park Avenue access which will be reviewed by Gewalt Hamilton and Village engineers. The Village has included a couple conditions in their recommendations including expanding right-of-way access by 7 feet along Oakton Street the length of the land occupied by the Library building. At the hearing, Pete Peyer stated that the Village had no immediate plans to further widen Oakton, but would need that easement were the street ever to be widened. The Plan Commission was unanimous in its recommendation of approval to the Village Board, with commendation to the Library Board for its achievement in creating this parking lot which will have 171 spaces and a drop-off zone for passengers when completed. The matter is scheduled to be heard at the Village Board August 18. Mrs. Anthony has asked Dan to work on the bid specs for construction so that bids may be sought as soon as possible after Village approval and then returned for consideration by the Library Board at the September meeting.

BUILDING ISSUES----This summer there have been a series of building issues including several roof leaks along seams and repeated problems with the fire alarm trouble signal, also related to heavy rains. It appears that the problem with the trouble alarm is in the wiring outside the building, with the exact location proving elusive. Rich Simon, Head of Maintenance, has obtained a quote for a wireless, radio-controlled fire alarm relay which may be a step forward, regardless of the weather.

COPA RULING----The 3rd U.S. Circuit Court of Appeals ruled July 22 that the Child Online Protection Act (COPA) was in violation of the first amendment. The law would have forced websites with sensitive material to verify visitor age before browsing. The

finding was that COPA chills protected speech for adults and is overbroad. One would need to verify age to consult a reference such as Gray's Anatomy, for example.

COMMUNITY ACTIVITY----This past month Mrs. Anthony attended a women's workshop sponsored by the Indian community, the wrap-up dinner for the Skokie Festival of Cultures, chaired a meeting of the Chamber Education Foundation, volunteered at the Chamber Art Fair, and attended a community talk with Representative Lou Lang. Mrs. Anthony also organized a meeting with Corrie Wallace who is the Director of the newly created Parent ELL Center for Niles Township schools in order to have her meet Library staff with whom she should be in contact and get a tour of the Library to see what the Library has to offer. Mrs. Anthony also arranged for Chamber Executive Director Howard Meyer to meet with Bruce Brigell, Coordinator of Information Services, and Toby Greenwalt, Virtual Services Coordinator, about the proposed business portal. Fran Roehm, SkokieNet Librarian, successfully negotiated a re-introduced presence for the Library at the Skokie Farmers' Market. She and Gary Gustin, SALS Librarian, talked with 158 people at the Market August 3 and will visit again August 31.

KNOW YOUR NEIGHBOR WEEK----The Village is encouraging members of Boards and Commissions to participate in Know Your Neighbor Week by hosting a coffee for neighbors the week of October 18-26. The Village will supply hosts with a kit including invitations, name tags, map of Skokie and coupon for a free coffee cake. If any Library Board members decide to host a coffee, staff could also supply a quantity of information about the Library and some give-aways. It could be an opportunity to get some feedback about Library programs while getting acquainted.

NEWS FROM SPRINGFIELD----While the Governor cut many State programs in order to balance the budget, the Library received the check for \$10,000. from the Member Initiative Grant from State Senator Ira Silverstein and the Village received the \$75,000. check from Representative Beth Coulson's Initiative Grant, designated for "library technology". Plans for the use of both grants are being implemented. Meanwhile, due to reductions in the Secretary of State's budget, the State Library has discontinued some of the databases it had funded at the State level. The Illinois Library System Directors' Organization has negotiated a group discount for libraries that wish to continue the subscriptions.

ILA FUNDRAISING----Mrs. Anthony has agreed to chair the ILA Fundraising Committee this year. Until July 31, ILA had just \$27,000. in its endowment. The

Committee has set as a goal increasing the Endowment to \$50,000. by the end of the Fiscal Year. At the kick-off at the ILA Leadership Forum, with about 90 people in attendance, we raised \$3,150., bringing the total to over \$30,000. Mrs. Anthony distributed her report on the focus of the present campaign which is to recognize Dr. Peggy Sullivan for over 50 years of service to the profession by giving \$50. to the ILA Endowment.

NEW POSITION OF VIRTUAL SERVICES COORDINATOR

Administration has taken advantage of the turnover of a recent professional staff position in Adult Services to create the new position of Virtual Services Coordinator. Over the past decade, a number of electronic Library services have been introduced, effectively expanding the Library hours to 24/7. Because these services have been added incrementally by various staff in different departments, they are perceived as isolated offerings by the persons who use them. There is significant potential to bundle these services and cross-promote them, enabling users to experience a virtual branch library.

Services referenced include the Library catalog, website, SkokieNet, online reference databases, digitized historical content, electronic books, downloadable audiobooks, opportunities for contributing content such as reviews and more. Staff need to collect better data about the use of these services, the length of time spent in databases and crossover from one service to another.

After advertising the position and interviewing several candidates from a large pool of applicants, Administration selected Toby Greenwalt, a reference librarian who has been on staff for a year. Toby was one of the planners of the "10 Things" training conducted at the Library last Fall and was key to the successful implementation of the program. He proposed and introduced IM reference to Skokie. Toby will look for ways to ensure that the Library's virtual services and resources are integrated and designed for convenience and ease of use. He will look for ways to lead people from known online services to library products and analyze the way online services are used. He may assist in training staff and the public in the use of these resources. He will continue to work on public service desks to see and experience first-hand the way users interact with online services.

Mrs. Anthony believes this position is critical to advancing the Library into an era of significant growth in the use of online resources.

Brief discussion followed. The Board welcomed Mr. Greenwalt.

PURCHASE OF NEXT GENERATION CATALOG FROM AQUABROWSER

Mrs. Anthony stated that over the past several months, a staff task force under the leadership of Camille Cleland, Head of Technical Services, has been looking at options for a Next Generation Catalog. The Library's resources include so much more than is listed in the typical library catalog and technology has made possible more options for discovering resources beyond the simple inquiry by keyword, author or title. Mrs. Anthony distributed text more fully describing the need for this new tool that was prepared by staff.

In the process of researching this topic, Camille organized a day-long workshop at NSLS featuring presentations by representatives of each of the vendors of Next Generation Catalogs, along with a representative from OCLC who addressed some of the broader conceptual issues. Staff had in-house demonstrations of systems by Innovative Interfaces, our ILS vendor, and AquaBrowser, the first and most developed Next Generation Catalog. Staff subsequently visited numerous library catalogs online to see how these tools had been implemented and how they functioned.

Chris Rich and Gail Shaw of the Technical Services Department and Toby Greenwalt, Virtual Services Coordinator, demonstrated some of the features of this new type of catalog using a PowerPoint/Web presentation.

Mrs. Anthony distributed the proposal from AquaBrowser, the product recommended by staff. The proposal is significantly discounted because Skokie would be the first NSLS library to implement the product. Nevertheless, AquaBrowser has been functioning in more than 100 public and academic libraries throughout the U.S. since its introduction to the market in 2004. Queens Borough Public Library in New York and King County Library in Washington are two of the larger libraries to have implemented AquaBrowser.

The quoted price of \$66,097.75 reflects ownership of the software and year two maintenance (year one maintenance is covered by warranty). This expense has been budgeted within the Technology budget line for this year. If approved by the Board, implementation would begin in September and probably go live for the public in January at which time the warranty period would commence. There would be no additional fee for AquaBrowser until January, 2011 when payment of \$10,363.00 for Year 3 Maintenance would be due.

Mrs. Anthony recommends approval of AquaBrowser software as proposed for \$66,097.75, inclusive of Year 2 Maintenance.

Discussion followed. Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF A NEXT GENERATION CATALOG FROM AQUABROWSER FOR \$66,097.75, INCLUSIVE OF YEAR 2 MAINTENANCE, AS PROPOSED.

The roll call vote for approval was unanimous.

PRESIDENT HUNTER'S APPOINTMENT OF JOHN GRAHAM AS BOARD LIAISON TO THE WEST PARKING LOT CONSTRUCTION PROJECT

A motion was made by Dr. Wozniak, seconded by Mr. Zelenka, to approve Mrs. Hunter's appointment of John Graham as Board Liaison to the west parking lot construction project. The motion passed unanimously.

CLOSING FOR STAFF DAY

Mrs. Anthony asked the Board to once again approve closing the Library for the day Friday, December 12, for Staff Day. This has proven to be a beneficial opportunity for staff training and fellowship. Given the number of part-time staff and staggered schedules over seven days, some staff rarely see each other and Staff Day gives everyone the opportunity to become better acquainted. The holiday lunch is also held that day and so is longevity recognition. Board members are welcome to attend.

A motion was made by Mr. Graham, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CLOSING THE LIBRARY ON DECEMBER 12, 2008 FOR STAFF DAY.

The motion was approved unanimously.

ADOPTION OF TAXY LEVY

Mrs. Anthony stated that next month, the Board will need to adopt a tax levy for transmission to the Village of Skokie. The 2008 levy will be introduced as part of the Village's Levy Ordinance in early December and acted on by the Village Board before the end of December. This levy will fund the Library's 2009-2010 Fiscal Year.

The 2007 levy was \$11,226,090.00, an increase of 6.0% over the 2006 levy of \$10,590,651.00. The Library's debt payment for construction bonds in FY 2010 will be \$1,433,147.52. The Library, at that time, will be more than halfway through the schedule for repayment, to be completed in FY 2019.

Collections in FY 2008 were further from projection than in FY 2007. There seems to be a pattern of shorter collections in alternate years. Shortages in collection for the past four years have been as follows:

FY 2008	\$346,521.	(3.2% of collection)
FY 2007	\$164,314.	(1.6% of collection)
FY 2006	\$374,875.	(4.2% of collection)
FY 2005	\$147,060.	(1.8% of collection)

Administration has been consistently improving the Library's cash position, spending less than revenues for the past four years. The General Operating Fund balance as of May 1 has increased as follows:

FY 2005	\$2,205,870.
FY 2006	\$2,882,945.
FY 2007	\$3,415,052.
FY 2008	\$3,468,857.

The figure for FY 2008 is unaudited, but was recorded after the transfer out of \$1,000,000. from the Operating Fund to the Reserve Fund at year end. The Library's monthly expense is about \$760,000. so the balance on hand will carry the Library for about 4.6 months or until mid-September. Tax bills are supposed to be mailed August 1, with payment due September 1 so, if they are mailed in a timely fashion, the Library should be just fine in its fiscal position. If the tax bills are late, the Library can borrow money from its own Reserve Fund, which even after expense for construction of the parking lot, should have more than \$1,500,000.

In recent years, the Library has had larger than usual increases in the tax levy in order to improve its cash position. Percentage increases in the past three years have been as follows:

2005 levy	\$9,897,885.	9% over 2004 levy
2006 levy	\$10,590,651.	7% over 2005 levy
2007 levy	\$11,226,090.	6% over 2006 levy

Mrs. Anthony distributed charts showing an Analysis of the General Operating Fund for the past seven years and the report of revenues and expenses for the first quarter of Fiscal Year 2009. Replacement Taxes have been up 10% or more in each of the past two years.

Nevertheless, with current economic conditions, Mrs. Anthony is projecting a slight decrease in revenues from this source. Fines and Fees were down last year, but should rebound somewhat with the increase in circulation seen this year. Mrs. Anthony is assuming that interest rates will remain low and revenue from that source will increase primarily due to generally increased revenues.

Mrs. Anthony recommends a 5% increase for the 2008 levy. Given the Library's solid year-end cash position and a healthy balance in the Reserve Fund, the Library can afford to moderate the increase in the levy and still anticipate a carryover of more than \$1,000,000. to the Reserve Fund. A 5% increase would translate to a 2008 levy of \$11,787,395.00.

The Board does not need to take action on the levy until the September meeting. Mrs. Hunter asked the Board to call Mrs. Anthony with any specific questions before the September Board meeting.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The August 2008 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Zelenka reported that there is not extensive news from NSLS this month, but there is one item to note.

Board President Skip Mosshamer has realigned the work of the board into just five committees for this year: Board Development, Executive, Finance, Legislative and Management Affairs. Previous committees which have been eliminated for the year are Public Outreach and Library Outreach. Instead, outreach for the year will be focused on the Legislative committee (which Mr. Zelenka chairs). One of the Legislative Committee's main charges is to "construct and monitor a means by which NSLS Board members may record political activity, and to summarize such activity on a periodic basis; each Director to endeavor to make four legislative visits per year." The reasons for this change are outlined in Skip Mosshamer's My Turn article located on page 31 of the current (August) ILA Reporter. Mr. Zelenka recommends reading this article.

Mrs. Hunter said Mr. Zelenka's article in Illinois Libraries was stimulating.

COMMENTS FROM TRUSTEES

Mr. Graham would like shelving space on a future agenda for discussion with staff.

Mrs. Hunter praised staff members Joey Lenti, Security Guard, Teri Room, Coordinator of Collection Development, and Sharon Weinberg, Audio Visual Services Specialist, who calmly and effectively guided library users to the lobby during the August 4 tornado warning.

Mrs. Hunter announced the Library's permanent art collection was in process of being re-appraised for insurance purposes.

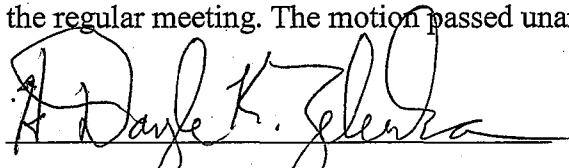
Mrs. Hunter noted an article in the New York Times about a Chicago architect who is building in Dubai. She requested that he be invited to speak at the Library.

COMMENTS FROM VISITORS

Bernice Faintuch, Skokie resident since 1954, praised the Library staff saying that they were kind, considerate, and accommodating. The environment is warm, friendly and caring. The Board thanked Ms. Faintuch for her comments.

ADJOURNMENT

At 8:46 p.m. a motion was made by Mr. Graham, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.



Dayle Zelenka, Secretary