

April 11, 2007

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, April 11, 2007.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:36 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Dayle Zelenka, Secretary; Susan Greer; Zelda Rich; Eva Weiner; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 14, 2007

Dr. Wozniak made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of March 14, 2007, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Correspondence)

Mr. Zelenka 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
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE: LETTER FROM JESSE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN, TO CAROLYN ANTHONY, DATED MARCH 15, 2007 RE AWARD OF FY 2007 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT.

The motion passed unanimously.

Mrs. Hunter commended Youth Services Information Assistant Cathy Maassen on her "Let's Visit Ireland" program.

BILLS

A motion was made by Mrs. Rich, seconded by Dr. Wozniak:

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----Usage in March was down 5% with the biggest declines in the use of audiovisual resources. Staff will have to consider the reasons for the decline, possible impact of the change in the loan period for non-fiction DVDs and other factors. The gate count was down 21% so a big reason for the drop in circulation is that fewer people were in the building. Use on the Bookmobile was up and LINKin continues to grow in both borrowing and loans. The use of digital collections was up. It may be that more people are taking advantage of the ability to use Library resources from home or office.

REFUND FROM COMMONWEALTH EDISON----Max Slankard of the Village of Skokie Public Works informed Mrs. Anthony that the Library will receive a refund of \$90,882.89 for overcharges for the period from 3/11/05 to 12/6/06. The Village has been negotiating rates on the Library's behalf. Mrs. Anthony doesn't know if the check will be received in this Fiscal Year, but it certainly will be welcome.

Dr. Wozniak commended Mr. Slankard for his efforts on behalf of the Library.

VIDEOPALOOZA----The Studio (formerly LCN) held a VideoPalooza at NSLS March 29 to showcase the effective use of video for not only programming, but tours, training, promotion, short clips on the Library's Web site, etc. It was set up as an open house with demos at each of a number of booths and pizza was served. Over 100 people attended and it seems that The Studio generated enough business that the Studio staff is wondering how they will handle it all. Staff from all the member libraries helped with the event which was a grand success.

STRATEGIC PLANNING----The Strategic Planning Committee met March 22. The Committee talked about ideas from Michael Stephens' presentation on Web 2.0 and Library 2.0, held March 15. His talk was well received and stimulated a lot of ideas without being overwhelming. He showed a PowerPoint and talked through innovations in

public and academic libraries as well as some developing trends. The Strategic Planning Committee also reviewed a report from the three public and one staff focus group and the results from the community interviews and online survey. Over 130 people responded to the online survey and the feedback was quite helpful. Staff had a follow-up with one of the focus group participants who explained why it is hard to search the Library catalog for materials in Chinese. The Committee also talked about how some of the Library's core services are changing and where the Library might be able to save some staff time for new projects on the horizon. An example of a recent initiative that has been very successful is the email notices to patrons who elect to receive information about particular programs. Christie Robinson, Manager, Public Information and Programs, has been sending short digital news briefings to a growing number of patrons. The response has been enthusiastic as demonstrated by the full-house in the Petty for a Friday evening program of hip-hop dancing.

The Committee began a review of the Library Vision and Mission which will be continued this month. Mrs. Anthony hopes to have a more complete report and some recommendations for the Board for the May meeting.

SKOKIE PEOPLE SPEAK----Mrs. Anthony participated in a taping for access cable hosted by Al Nathan on the subject of the Skokie Festival of Cultures, along with Ann Tennes of the Village and Michelle Tuft of the Skokie Park District. The program will air on Channel 35 at 9 p.m. April 17 and 24 and also May 1, 8, and 15. Staff look forward to a successful Festival May 19 and 20. The Bookmobile will again be on site and the Library will run the activities in the Children's tent which will have an ecological theme.

NLS DELIVERY POLICY----The NLS Board approved a change in the policy regarding the delivery of items via NLS van. The changes were necessitated by a growth in items shipped, such that routes were being slowed down. The new policy restricts use of the vans to library materials. It means that items such as library newsletters and flyers will need to be exchanged by mail. Mrs. Anthony does not see this having a significant negative impact on the Skokie Public Library.

BACKLOT BASH----The Skokie Park District, together with IMODS (Independent Merchants of Downtown Skokie), is planning to hold the annual "back-to-school" carnival in downtown Skokie rather than at Oakton Park. When originally conceived, the event was to be on Brown and Floral, but the Village Board has approved sending a request to the County to close Oakton Street from Laramie to Lincoln beginning Friday, August 24 at Noon and continuing through Sunday, August 26. If approved by the

County, Library Administration will have to consider what adjustments to make. The Village Parking lot and employee lot will be used for carnival rides, an art show and display of antique cars. There will be a stage in the middle of Oakton Street at Laramie, facing east. The Library can certainly feature the Bookmobile in the east drive. The Library lot to the west may be used in large part by Festival attendees. Patrons will need to be advised how to get to the Library with Oakton closed to the east. Since the Library is in the southwest corner of the Village, almost everyone comes from the east. Mrs. Anthony will keep the Board posted as she hears of developments.

CIVIC ENGAGEMENT----Mrs. Anthony attended an interesting continuing education event at Northern Illinois University's Naperville campus on the subject of Civic Engagement. It was held for local government officials and was attended by a mix of people from park districts, planning departments, police, public works and one other librarian. A piece of the program was a DVD presentation given at a recent ICMA conference by a professor Richard Florida who teaches economic development and has put forth a theory that successful communities have technology, talent and tolerance. All of these are present in the greater Chicagoland, but also particularly in Skokie. It also occurred to Mrs. Anthony that the Library is very much a player in fostering these attributes in the Village.

LEGISLATIVE DAYS----Mrs. Anthony will miss the Legislative Day in Springfield April 19 this year, but will attend the National Legislative Days in Washington D.C., along with Board Vice President Diana Hunter and Board Secretary Dayle Zelenka, the first and second of May.

CHAMBER STATE OF THE VILLAGE LUNCHEON----John Graham and Mrs. Anthony will attend the Chamber State of the Village luncheon Friday, April 20, at the Doubletree Hotel. Please let Susan Dickens know if other Board members are interested in attending.

DIRECTORY SIGNS----Directory signs will be installed on Friday, April 13 at each entrance as well as one on the second floor. Maps of the Library's first and second floor will also be available to the public for pick up.

PROJECTED YEAR-END FINANCIAL STATUS

Mrs. Anthony presented a balance sheet for the current year as of March 31.

Subsequently, the Library received an additional \$80,000. in Corporate Replacement Tax from the Village. The Library received the award letter from the Secretary of State for a Per Capita grant in the amount of \$77,506.28, so the check should follow shortly. The

Library is therefore within 5-6% of anticipated collections for the Fiscal Year. By comparison, last year at this time, the Library was 7% short in collections.

This year, the Library was helped by an increase in interest revenue due to higher returns on larger balances. The Spring levy collection is as slow this year as it was last year. Assuming a typical pattern of collections from Circulation and Interest revenue in April, it is reasonable to think that the Accounts Receivable should be \$500,000. or less by the end of April. Last year we received an additional \$250,000. from the property tax levy in April. If the Library receives a similar amount this year, Accounts Receivable would be \$250,000. or less.

On the expense side, at this point last year, the Library had 13% of budgeted monies still available while this year the Library has 18%. The Salary line will be underspent by about \$120,000. on a cash basis, but the auditor will charge for time worked in April, but paid May 4. Nevertheless, even with a few lines overspent, the budget will be underspent by at least \$100,000., exclusive of Salaries and Capital.

Therefore, Mrs. Anthony is predicting a year-end balance of at least \$600,000. that can be transferred to the Reserve Fund for Sites and Buildings. Mrs. Anthony recommends Board approval of such a transfer, to occur April 30. Mrs. Anthony also recommends that any remaining balance, above the \$600,000. be transferred to the Working Cash Fund.

Dr. Wozniak made a motion, seconded by Mrs. Hunter

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVES TRANSFERING \$600,000. TO THE RESERVE FUND FOR SITES AND BUILDINGS ON APRIL 30, 2007.

The roll call vote for approval was unanimous.

The decision regarding the transfer of any remaining balance above the \$600,000. to the Working Cash Fund will be made at the May Board meeting.

WAGE AND SALARY ADJUSTMENT

Mrs. Anthony stated that it has been the Board's practice to base the annual wage increase for staff on the increase in the cost of labor rather than the consumer price index. Mrs. Anthony distributed a chart from the U.S. Department of Labor showing an increase in Wages and Salaries for State and local government workers of 3.5% for the calendar year ending 2006. Mrs. Anthony recommends that the Board adopt a 3.5% Cost of Labor adjustment for all staff, effective May 1, 2007. The cost of this increase will be about \$170,000.

As in prior years, the pay scale will be adjusted across the Board to reflect this change. Mrs. Anthony distributed the proposed new pay scale. For reference, a beginning MLS Librarian (P3) would earn \$40,259. (compared to \$38,898. this year) and a starting Circulation Clerk (S4) would earn \$25,889. (compared to \$25,014. this year) under the proposed new scale.

Most staff have another opportunity for an adjustment in pay each year at the time of the annual performance evaluation. (Twenty-five staff members are at top of scale and are therefore not eligible for this increase in the coming year.) For the past four years, this increase has been 2%, given at the time of the annual performance review. The increasing cost of employee benefits has been a factor in considering the level of adjustment. While Library staff doesn't know the rate of increase in health insurance for the coming year since the NSLS Fiscal Year starts in July and the rate is not determined until June, the cost for health insurance this year was up about 10% and NSLS says that there have been some large claims this year. The IMRF contribution rate in 2007 is 8.19%, down from 9.04% in 2006. Given the continuing high cost of employee benefits, Mrs. Anthony recommends that the increase at the time of the performance review again be 2% for Fiscal Year 2008, resulting in a total increase of 5.5% for most staff.

A motion was made by Mrs. Rich, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 3.5% COST OF LABOR ADJUSTMENT FOR ALL STAFF FOR FY 2008 EFFECTIVE MAY 1, 2007, AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

A motion was made by Dr. Wozniak, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 2% INCREASE AT THE TIME OF AN EMPLOYEE'S PERFORMANCE REVIEW FOR FISCAL YEAR 2008 AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

BUDGET FY 2007-2008

Mrs. Anthony distributed the proposed Operating Budget for the Library for FY 2008, along with a table of projected revenues and expenditures. Given the increase of 7% in the 2006 tax levy which will fund FY 2008 and, assuming a continuation of corporate tax

appeals, the Library can expect to collect 5% more in property taxes in FY 2008 than this FY 2007. After receiving recent notice of the receipt of an additional \$80,000. in Corporate Replacement Tax, bringing receipts in this category to over \$300,000. this year, Mrs. Anthony has revised the revenue projection upwards by \$20,000. to \$300,000. for FY 2008. Because there are no apparent decreases in other revenue categories, this adjustment has increased the bottom line for Revenues by \$20,000.

On the expense side, Mrs. Anthony has made a few adjustments since the draft presented in March. Mrs. Anthony has decreased the Professional Services budget by \$10,000. since it is considerably underspent this year. Mrs. Anthony increased the Postage line budget by \$1,000. since rates are increasing again. Mrs. Anthony has reduced the Copier Lease line by \$11,000. as the lease on the Library's public printers and card value machine will be up and it has been determined that staff will replace the printers by purchase to have more control over their selection and operation. The Nonprint materials budget has been increased by \$6,000. The most frequent negative comment in recent surveys of the public was that DVDs and CDs are in bad condition. The medium is unfortunately somewhat fragile and the Library's discs are heavily used. Staff will attempt to be more systematic in cleaning and buffing discs, but the extra money in the line will also enable the Library to buy some additional copies of very popular titles and replacement copies of ones that are worn.

The Periodicals line was increased \$3,000. to reflect this year's spending. As proposed, the Materials budget is 12.7% of the total Operating Budget.

The Furniture and Equipment budget was increased by \$1,000. to \$26,000. and the Contingency line was increased to \$60,000.

In this budget, salaries represent 58% of costs, while salaries and benefits together constitute 72.6% of the budget.

Mrs. Hunter made a motion, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FY 2007-2008 BUDGET IN THE AMOUNT OF \$10,367,074.00. AS PROPOSED BY THE DIRECTOR (COPY ATTACHED).

The roll call vote for approval was unanimous. The motion passed.

RECIPROCAL BORROWING REPORT FROM RBP COMMITTEE, DIANA HUNTER, CHAIR

Skokie Public Library Budget for FY 2007-2008

ACCOUNT NAME	BUDGET / FY 2007-2008
Salaries	\$ 5,250,000
Professional Services	\$ 30,000
Audit	\$ 2,500
Binding & ILL	\$ 2,000
Maintenance of Equipment	\$ 37,000
Maintenance of Buildings & Grounds	\$ 135,000
Maintenance of Auto Equipment	\$ 20,000
Insurance (Health, Dental & Life)	\$ 480,000
Insurance	\$ 105,000
Utilities	\$ 90,000
Conference, Membership, Workshop, etc	\$ 90,000
Postage	\$ 27,000
Printing and Publicity	\$ 52,000
Data Processing	\$ 2,800
Reception & Entertainment	\$ 13,500
Programming	\$ 45,500
Copier Lease	\$ 30,000
Technology/Network	\$ 375,000
Cable (LCN)	\$ 36,000
Books	\$ 715,000
Periodicals	\$ 88,000
Nonprint Materials	\$ 153,000
Electronic Resources	\$ 190,000
Small Equipment	\$ 14,500
Library Supplies	\$ 100,000
Janitorial Supplies	\$ 30,000
Office Expense and Transportation	\$ 2,000
Furniture and Equipment	\$ 26,000
Advertisement of Vacant Position	\$ 3,500
Employers' FICA and IMRF	\$ 835,000
Contingency	\$ 60,000
OPERATING FUND TOTAL	\$ 9,040,300
Capital	\$ 1,326,774
2001 Bond Debt Repayment	\$ 1,450,000
TOTAL	\$ 11,817,074

The RBP Committee of Diana Hunter, John Graham, Carolyn Anthony and Tobi Oberman met several times to discuss the growing proportion of loans to reciprocal borrowers. Loans to persons outside Skokie have been 15% of circulation or higher in recent months. Additionally, there has been a considerable imbalance in loans with some neighboring libraries. Limiting loans of audiovisual formats will help ensure the availability of these items for Skokie residents, while encouraging near-by libraries to further support their collections.

Mrs. Hunter made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE LOANING FIVE CDs AND THREE DVDs PER VISIT TO NON-SKOKIE PUBLIC LIBRARY CARDHOLDERS EFFECTIVE JUNE 1, 2007.

The motion passed unanimously.

Mrs. Hunter shared an article from the April 10, 2007 Chicago Tribune entitled "Retailers plan for shift to downloaded movies".

PURCHASE OF LAPTOP COMPUTERS

Board approval is sought for the purchase of 16 computer laptops and 3 multi-bay battery chargers, from Dell Computers, for a total of \$26,116.80 to be taken from the 2006-2007 technology budget line. These laptops are replacements for both public and staff machines.

The 16 new Dell Latitude D820 laptop computers will replace the following machines:

#	Make/Model	Originally Purchased	Use
2	Gateway Solo 5300	April 2002	Bookmobile
2	Toshiba Satellite 4600	November 2001	Staff presentations
12	Gateway 450SX	June 2002	Loaned to public

In making this recommendation, laptops from seven different vendors were surveyed. (Gateway Computers was not considered because of the Library's past experiences with the quality of their laptops, their poor service, and their questionable financial future.)

The Apple and Panasonic offerings were eliminated immediately because of their prohibitive costs. Sony and Toshiba did not meet all Library minimum requirements.

(Reasonable cost, moderate durability, available multi-bay battery charger, four year all-inclusive accidental damage coverage, and a quick and efficient support infrastructure.)

The three remaining companies that submitted competitive bids were HP/Compaq, Lenovo (formally IBM), and Dell. Of the three competitive bids, only Dell was able to provide multi-bay battery chargers for their respective laptop model battery.

Dell offers an 8-bay charger for the Latitude D820 battery. Staff recommend purchasing three of these units. Two will be used in the Adult Services lab to keep batteries charged for continuous public use. The other unit will be kept in the LAN office to make sure staff laptops have fully charged spare batteries. In addition, the battery charger kept in the LAN department can also be used as a backup for the ones in the Adult Services lab.

The Latitude D820 laptop costs \$1,388.55 per unit (very cost effective when compared to the Gateway 450SXs purchased in June of 2002, with only 3-year coverage, for approximately \$1,900 each). The 8-bay battery chargers cost \$1,300 each.

Dr. Wozniak made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF SIXTEEN (16) COMPUTER LAPTOPS AND THREE (3) MULTI-BAY BATTERY CHARGERS FROM DELL COMPUTERS FOR \$26,116.80.

The roll call vote for approval was unanimous.

PURCHASE OF MULTIMEDIA WORKSTATIONS

Board approval is sought for the purchase of four high-end computer workstations suitable for modern multimedia production and editing. These multimedia workstations will be placed in the Adult Services office, the LAN office, the Community Services office and the Adult Services lab.

Today's standard business desktop computers, although powerful, are not up to the task of working with large multi-media files. High-end graphics workstations with the following features are recommended:

- 2 (or more) multi-core CPUs
- large, fast hard drive(s), preferably 2 drives configured in RAID 0
- a minimum of 4GB of RAM, with the ability to add more if necessary
- powerful graphic display card with a minimum of 512MB onboard video RAM

- large, wide-screen monitor

After an initial survey of the high-end workstations offered from various computer vendors, Apple and Dell offerings were selected as candidates. Below are prices for comparable multimedia workstations and monitors:

Computer Make/Model	Cost per unit
Apple Mac Pro	\$3,903
Dell Precision 490	\$4,322

Monitor Make/Model	Cost per unit
24" Dell Ultrasharp 2407FP	\$607.71
23" Apple Cinema HD Display	\$827.00

Mark Kadzie, Network Manager, recommends the purchase of four (4) Apple Mac Pro machines for a total cost of \$15,612 and four (4) Dell Ultrasharp 24" Flat Panel monitors for a total cost of \$2,430.84. The total cost of these four workstations and monitors, to come from the 2006-2007 technology budget line, is \$18,042.84. The added advantage of the Apple Mac Pro is that it will run both Microsoft Windows and the Mac Operating System (OS) on the same machine. Users can choose to work with the familiar Windows software or the popular and powerful Mac OS offerings.

Mr. Zelenka made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF FOUR (4) APPLE MAC PRO MACHINES AND FOUR (4) DELL ULTRASHARP 24" FLAT PANEL MONITORS FOR \$18,042.84.

The roll call vote for approval was unanimous.

UPGRADE OF ELEVATOR JACK/CYLINDER

Mrs. Anthony distributed a memo from Head of Maintenance Rich Simon, a letter from the State Fire Marshal, and some background information from Schindler about need for a replacement jack/cylinder in the elevator to the basement in the original Library building. Given its age, the Dover elevator definitely has a single bottom cylinder, a construction which has been shown to be potentially unsafe. The three Westinghouse elevators in the newer building are dated 1971 which was just at the time of the change in

manufacture to double bottom cylinders. Schindler is conducting research on the model installed to determine its construction.

As the Board will note in the letter from District Manager James Peterlin to Rich Simon, dated February 6, Schindler Elevator Corporation will not renew the maintenance agreement for Library elevators unless the Library commits to upgrading the Dover elevator. Rich Simon has obtained bids from two companies for the required upgrade. It looks like the cost is between \$31,500. and \$35,000. This cost would be per elevator.

Mrs. Anthony recommends at this time that the Board approve a statement of intent to upgrade the Dover elevator so that the Library can renew the maintenance agreement. Since this is a safety issue, Mrs. Anthony will bring the matter back to the Board as soon as Rich Simon obtains a third bid for the Dover elevator and staff can determine whether the Westinghouse elevators will also need to be modified. Mrs. Anthony notes that Rich has mentioned the possibility of a fourth floor in his memo, but the current construction precludes the addition of a fourth floor.

Mrs. Hunter made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A STATEMENT OF INTENT TO UPGRADE THE DOVER ELEVATOR SO THAT THE LIBRARY CAN RENEW THE MAINTENANCE AGREEMENT WITH SCHINDLER ELEVATOR CORPORATION.

The motion passed unanimously.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The April 2007 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no NSLS report from Mr. Zelenka as he was not able to attend the March meeting. However he did attend finance and legislative meetings.

Mr. Zelenka distributed an email from Jennifer King at NSLS urging library constituents to contact their Representatives and voice their opposition to House Bill 1727.

Mr. Zelenka asked if Frances Roehm, SkokieNet/Reference Librarian, could speak on the bus to ILA Legislative Day (April 19) in Springfield, to encourage support for House Bill 16 re funding for Illinois Clicks/Health-E Illinois.

Mr. Zelenka also mentioned that the State Library insists that systems come up with a balanced budget this year.

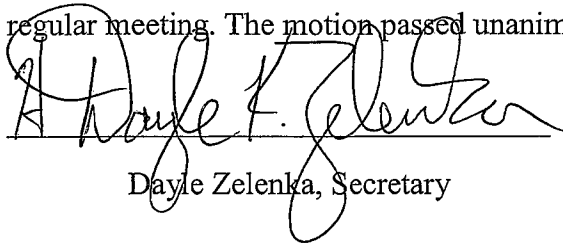
The Board thanked Mr. Zelenka for his report.

COMMENTS FROM TRUSTEES

Mr. Zelenka mentioned that he is on the ballot for ILA Executive Board and that electronic voting is going on now.

ADJOURNMENT

At 8:33 p.m. a motion was made by Mr. Zelenka, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Dayle Zelenka", is written over a horizontal line. The signature is fluid and somewhat stylized, with a large initial 'D' and 'Z'.

Dayle Zelenka, Secretary