

June 10, 2009

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, June 10, 2009.

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; Zelda Rich, Secretary; Richard Basofin; Susan Greer; 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 AND ANNUAL MEETINGS OF MAY 13, 2009

Mr. Graham made a motion, seconded by Mr. Basofin, to approve the minutes of the regular and annual meetings of May 13, 2009, 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; Program Statistics 4th Quarter F.Y. 2008-09; Annual Reports F.Y. 2008-2009; Report(s) from Department Head(s); Personnel)

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

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. PROGRAM STATISTICS 4TH QUARTER F.Y. 2008-09
4. ANNUAL REPORTS F.Y. 2008-2009: GENERAL OPERATING FUND; RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS; 2001 DEBT FUND; STATISTICAL SUMMARY; PROGRAM STATISTICS; ADULT SERVICES DEPARTMENT; INFORMATION DESK STATISTICS & DATABASE USE

STATISTICS; CIRCULATION DEPARTMENT; TECHNICAL SERVICES DEPARTMENT; YOUTH SERVICES DEPARTMENT

5. REPORT(S) FROM DEPARTMENT HEAD(S)
6. PERSONNEL: RETIREMENT: MANO KOHN, PART-TIME CUSTODIAN, MAINTENANCE DEPARTMENT, EFFECTIVE MAY 15, 2009.

The vote for approval was unanimous.

The Board asked to be kept apprised of the shortfall in tax receipts.

BILLS

A motion was made by Mr. Graham, 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----Circulation in May was 145,755 for an increase of 9% over last May. The circulation of Adult books was up 14% and Youth books up 10% for the month. Periodicals jumped 57% in circulation in their new location. Circulation of digital formats was up 45%, although the number of uses is still relatively low. The gate count showed an increase of just 2% to 64,818 visitors for the month. Use of online databases by patrons increased 13.5% from last May.

ONLINE PRESENCE----At the end of May, the new next generation catalog from AquaBrowser was launched to favorable comment from patrons. Staff also brought up the new business portal which can be seen at www.business.skokielibrary.info

This portal brings together information on starting a business, finding new customers and other information of use to persons in the business community. There are several short videos that guide you through a search of certain business databases by showing you how a sample search is conducted. The first page features easy links to the Skokie Chamber of Commerce, IMODS, the Village of Skokie and SkokieNet. This should be a wonderful resource for the business community. Also this month staff completed essential restoration of SkokieNet to get the community resource back online.

FESTIVAL OF CULTURES----The Library was featured at the 19th annual Skokie Festival of Cultures with the Bookmobile and an ever-changing representation of staff who featured a display of books in many languages and resource lists for reading and for living "green". The Library also ran the Children's Pavilion featuring an obstacle course made from recycled boxes and tires, exhibits on recycling from SWANCC, crafts from recycled materials and "Trash Bingo" with pop tops as markers. The sun shone throughout the weekend, bringing out some of the largest crowds ever for the Festival which showcased 34 different cultures.

INTERNS AT THE LIBRARY----SPL has become a popular place for graduate library school students to do an internship or practicum, with 2 or 3 students from Dominican and the University of Illinois completing a placement here each year. Recently, two faculty from the School of Social Work at Dominican University inquired about placing one or two graduate social work students here. They were struck by Skokie's diverse population and the Library's active outreach program. Apparently the social work program at Dominican emphasizes international service and a number of students hope to work with an NGO upon completion of their degree. While internships require time for supervision, they are almost always an enriching experience for Library staff as well as the students.

GREAT BOOKS 50TH----The Great Books book discussion group at the Library celebrates the completion of 50 years June 16. Founded by Allen Schwartz in 1958, the discussion group has been in continuous operation with several of the original members still participating. The Skokie Public Library group is arguably the longest-running Great Books discussion group.

COMMUNITY ACTIVITY----Mrs. Anthony was involved this past month in the Festival of Cultures; the opening of "Artistic Discovery", Congresswoman Jan Schakowsky's juried show of art by area high school students; a benefit for Changing Worlds honoring Ella Jenkins; the Taste of Skokie Valley; a Connections Celebration of the combined women's boards for North Shore University Hospitals; the annual United Way luncheon; and another Careers in Transition program at the Library, sponsored by the North Suburban Business Development Foundation. Mrs. Anthony also attended a seminar at Oakton Community College on immigrant issues, sponsored by the Village of Skokie, with funding from the Chicago Community Trust and a PLA Forum with a speaker on changing roles for staff.

LIBRARY ACTIVITY----Much of Mrs. Anthony's time this month was spent on the preparation of the IPLAR report for the State and other annual reports. Mrs. Anthony also worked on plans for the Digital Media Lab and the transition to cablecasting from the Library; on identifying alternate funding possibilities for a project to work with Skokie School District 73.5 and National Louis University on improvement of preschool readiness; and preliminary thinking about the next strategic plan for the Library.

AUTOMATED TIMECARD AND HR MANAGEMENT SYSTEM

The Library currently utilizes paper time cards and employees have a paper employment folder. This is not the most efficient or effective method for tracking employee time or employment information. Beth Dostert, Manager of Human Resources (HR), would like to purchase an HR Management System. The benefits of utilizing an HR Management System are as follows:

- This will save time for HR and Department Heads in the following ways: tracking time off, generating reports, eliminating the need to correct human error, allowing employees to look at their time off balances online, and employees will be able to make changes to their personal information (address, phone number, etc.) on their own.
- Improve efficiencies because employees can request time off online and managers can approve time off online also. This will reduce human error because once the time is approved it will automatically update the employees balance in the system.
- An HR Management System will improve compliance.
- Moving to an automated system will reduce the use of paper.

Ms. Dostert researched five products and narrowed it down to two based on cost. The other companies quoted a cost of \$40,000 or more. Ms. Dostert is recommending the People Trak product for the following reasons:

- It is user friendly.
- It has features that are standard that would cost extra with the Pro Data system.
- All references stated how responsive and customer focused they are.
- They say that they can customize the timecard and we will not pay for the customization until it is complete.
- This is the least expensive option.

An allotment has been budgeted in the Technology line of the budget for this project.

Mrs. Anthony asked that the Board table action on this item as we are investigating piggybacking with the Village on a time card system that might be able to feed directly into the payroll system. The Board agreed to table this item until more information is available.

PROPOSED CUSTOM FURNITURE PURCHASE

Staff have been working with architect Paul Steinbrecher on resolving various service problems through improvements involving custom millwork. Mrs. Anthony presented a proposal from Library Furniture International that includes millwork in three separate areas.

- Holds Shelving – Currently, there are two sections of shelving for the pick-up of holds on the wall opposite the West Circulation Desk. The shelving is not adequate for the number of holds the Library has at a given time. The proposal is for attractive anagre and aluminum shelving that will more than double the current capacity of the holds shelves.
- Stand Up Reference Station – Our Internet computers for the public are heavily booked in hour-long sessions. Staff have asked for a stand-up station, to be located at the end of the carrels for computers outside the computer lab, so that people may access a computer briefly to check email or complete a quick search.
- Vox Library Desk – This is a lower desk that will be used as a component of the East Circulation Desk, facilitating self-check by users with oversight and assistance by staff.

Mrs. Anthony asked for Board approval for these projects at a total cost of \$17,603.53.

The Board questioned what will be done with the current holds shelving. Mrs. Anthony will look to see where else we can use the current shelves.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSALS FROM LIBRARY FURNITURE INTERNATIONAL FOR HOLDS SHELVING, A STAND UP REFERENCE STATION AND A VOX LIBRARY DESK FOR A TOTAL COST OF \$17,603.53 AS PRESENTED.

The roll call vote for approval was unanimous.

NON-RESIDENT SERVICES

Mrs. Anthony stated that public library Boards must annually decide and take action on whether to participate in or opt-out of the non-resident reciprocal borrowing program. This law pertains only to the possibility of providing service to persons "residing outside of a public library service area" and does not affect practice regarding the sale of cards to non-residents of areas already served by a public library. Therefore it would not affect the Library's sale of cards to Chicago residents.

The Board first discussed this in 2004 due to a revision of the Illinois compiled statutes Chapter 75 Act 5, Section 4-7, Paragraph 12 in January, 2002. The effective change was as follows:

A person residing outside of a public library service area must apply for a non-resident library card at the public library located closest to the person's principal residence. The non-resident cards shall allow for borrowing privileges at all participating libraries in the regional library system ~~only at the library where the card was issued.~~ (New text is underlined. Expired text is lined through.)

Since Skokie does not have a significant neighboring unserved population, Mrs. Anthony has recommended that the Board approve participation in the program. Since the "closest public library" is determined by school district and the close-by area of Golf does not have public library service, there is a small number (estimated at 50) of students from Golf who attend Niles North and might want to purchase a Skokie Public Library card. In fact, we sold thirty-nine (39) non-resident borrowers' cards in 2008, thirty-three (33) non-resident borrowers' cards in 2007, and thirty-seven (37) non-resident borrowers' cards in 2006. Typically, not more than one or two of these cards are sold to Golf residents each year, a volume which does not present a problem. At the present time, there are no Golf residents holding fee cards for the Skokie Public Library, but three Golf residents registered as reciprocal borrowers from Glenview.

Mrs. Anthony recommends that the Board renew approval of participation in the Non-resident Services program for the year from July 1, 2009-June 30, 2010.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
RENEW PARTICIPATION IN THE NON-RESIDENT SERVICES
PROGRAM FOR THE YEAR FROM JULY 1, 2009-JUNE 30, 2010.

The motion passed unanimously.

FINAL REPORT ON GOALS & OBJECTIVES FISCAL YEAR 2008-2009

Fiscal Year 2009 was another banner year for the Skokie Public Library – and not just because the Library celebrated winning a National Medal for Library Service from the Institute of Museum and Library Service. We did not rest on our laurels, but worked hard to complete objectives, furthering the goals set for the current strategic planning period. Mrs. Anthony presented the Final Report on Goals and Objectives for Fiscal Year 2008-2009. Some highlights include:

- Focused collection work including display of materials, increased duplication of popular titles, weeding of old and little-used materials and relocation of some collection areas resulted in an overall increase of 6.6% in circulation for the year, including an increase of 5% in use of Adult Nonfiction, 9% in Youth books and 5.5% in World Language materials.
- Outreach to targeted ethnic groups yielded two new portals for the Hispanic and Korean communities, increased attendance at ethnic programs and a whopping 48% increase in the circulation of books in Spanish.
- An increase in options for connecting virtually with the Library resulted from a new presence on Facebook and YouTube, a texting option for receipt of circulation notices, new screencasts, photos on Flickr and postings to YouTube. At the end of the year, staff launched AquaBrowser, a next generation catalog; opened a portal for the business community and restarted SkokieNet with new and improved structure. Page views of the Library's website were up 33% over FY '08.
- In pursuit of our goal to provide services in ways that are integral to users' lives, keeping in mind convenience and ease of use for the user, staff both increased the percentage of circulation handled via self-check, and launched "BookMatch" and "Book a Librarian" for customized assistance in finding a good read or researching a topic.
- We have enhanced the effective use of staff by reviewing the allocation of staff time, eliminating programs that were costly in staff time for little yield, while improving staff skills in use of technology and deploying staff in meaningful connections with the public, both virtually and face-to-face in the community.

Mrs. Anthony thanked all staff for contributions to realizing the objectives. Through teamwork and real care for the people we serve, we continue to reach new levels of excellence in service to the community of Skokie.

The Board accepted the Final Report on Goals and Objectives for Fiscal Year 2008-2009.

DATES FOR INTERVIEWING PERSONS INTERESTED IN VACANT TRUSTEE POSITION

The Board decided on Monday, June 22 from 4 p.m. to 6 p.m. to interview the three Skokie residents who are interested in the Board vacancy. The Board will be mailed biographies, letters of interest and the interview schedule in advance of June 22.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The May 2009 Cable Guide was noted.

Mr. Graham stated he had strong feelings about the real costs attached to maintaining the cable channel. He believes there should be an ongoing study. Mrs. Anthony stated one other library is giving consideration to partnering with us to maintain the channel. Mrs. Anthony will keep the Board informed of developments.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Basofin reported that he and Mr. Zelenka attended the May NSLS Board meeting which was the election of officers. He will attend the June NSLS Board meeting.

COMMENTS FROM TRUSTEES

Mr. Graham stated that he is concerned about the number of display stands that have been put up and the encroachment of the displays on the lobby. Mrs. Hunter stated that the design integrity of the Library is being compromised. Mrs. Anthony explained the value of displays to users, but will look into their placement, particularly at the front of the Youth Services Department.

ADJOURNMENT

At 8:23 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Greer to adjourn the regular meeting. The motion passed unanimously.



Zelda Rich, Secretary