

September 10, 2014

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, September 10, 2014.

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; Zelda Rich; and Carolyn A. Anthony, Director.

Member absent: Jonathan H. Maks, MD.

Staff present: Richard Kong, Deputy Director; and Laura McGrath, Access Services Manager.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF AUGUST 13, 2014

Mrs. Hunter made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular and closed meetings of August 13, 2014, subject to additions and/or corrections. There being no corrections, the minutes were approved and placed on file.

The Board agreed to move the regular order of business and begin with Collection Management.

COLLECTION MANAGEMENT AND RESOURCE SHARING STANDARDS:  
SKOKIE PUBLIC LIBRARY

Mrs. McGrath stated the library meets all of the standards required by the state for public libraries. Our materials budget is \$1,412,400, 12.9% of the Library's \$10,969,057 operating budget, above the 12% required. *The Collection Development and Resources Access Plan for the Skokie Public Library* has been Board approved and is used by selectors in their collection work. Selectors are trained in all aspects of collection development and use numerous review sources to make their choices. Materials of all kinds are purchased including bestsellers. Replacements are ordered as deemed necessary by usage. The collection encompasses all parts of the community, including materials in languages other than English and local history. Data for the collection is amassed and includes circulation figures, turnaround rates, and age of item counts. Low-circulating or dated items are considered for weeding.

Many formats are purchased for the collection including eBooks, audiobooks, and other materials that provide access to materials for people with disabilities and special needs. A variety of electronic resources are available covering many subject areas. All materials are cataloged according to MARC 21 and AACR2. When possible, RDA cataloging is done as well.

Interlibrary Loan is actively used by many Skokie Public Library patrons as is the LINKin lending consortium which serves a similar function. The library lends to other libraries and borrows for Skokie cardholders many materials. ILL staff follow the guidelines set out by the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code. Local holdings are checked before requests are placed as is the OCLC Worldcat database in order to ensure use from in-state resources first. The library complies with all copyright standards. Requests for loans can be placed via links from the online public catalog as well as with public desk staff.

Brief discussion followed. Mrs. McGrath left the meeting at 7:36 p.m.

CONSENT AGENDA (Financial Statements; Circulation Report/Dashboard; Reports from Department Heads; Program Statistics 1<sup>st</sup> Quarter F.Y. 2014-2015; Correspondence; Gift; Personnel)

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

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. PROGRAM STATISTICS 1<sup>st</sup> QUARTER F.Y. 2014-2015
4. CORRESPONDENCE: LETTER FROM DENIS B. O'KEEFE TO MARK PROSPERI, PRESIDENT, BOARD OF LIBRARY TRUSTEES, DATED AUGUST 31, 2014 RE RESIGNATION
5. GIFT: \$100. FROM BRIAN McGUIRE IN MEMORY OF WILLIAM KATZ
6. PERSONNEL: TERMINATION: JULIE MARKS, PART-TIME ADVISORY SPECIALIST, ADULT SERVICES, EFFECTIVE

AUGUST 28, 2014; PROMOTION: LYNNANNE PEARSON,  
FROM FULL-TIME POPULAR SERVICES SUPERVISOR, ADULT  
SERVICES, TO FULL-TIME ADULT SERVICES MANAGER,  
ADULT SERVICES, EFFECTIVE AUGUST 25, 2014.

Mr. Prosperi asked the Board to think about possible candidates to fill the vacancy created by the resignation of Mr. O'Keefe. Resumes of interested candidates should be sent to Mrs. Hunter. A meeting will be called in the future to interview candidates.

The motion passed unanimously.

### BILLS

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

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

The roll call vote for approval was unanimous.

### DIRECTOR'S REPORT

USAGE----Circulation in August was up 5.7% over last August, with gains in use of Adult materials, Youth materials, and Bookmobile use. The latter showed an increase of nearly 30% from the same month last year. Although Summer Reading Club officially ended at the end of July, youth book circulation in August was up nearly 6%. While use of Adult print books was down a little more than 2%, use of the various digital formats was up as was DVD use, with circulation of Adult DVDs exceeding circulation of Adult print for the month. The volume of questions, and the number of reference questions were up sharply, reflecting some change in the definitions of what's counted. The highest volume of requests is at the Tech Help Desk. Use of computers and study rooms were both up from last August. The Gate Count was up 15%, reflecting stronger use than usual for the month of August.

NEW ADULT SERVICES MANAGER----Lynnanne Pearson was selected as the new Adult Services Manager after competitive interviews with outside candidates. Lynnanne has been at the Skokie Public Library for the past 4.5 years as Manager of Popular Services so she already knows all the staff, the routines, and the challenges of the position.

BABY GARDEN COMPLETED----The Baby Garden was installed in Youth Services and has received a lot of use by babies and their grateful parents already. The background

mural is not as colorful as was planned, but the vendor has agreed to have it replaced at no additional expense.

**STATE ACTION ON RBP**----In response to comments filed online and the Board's letter to Secretary of State Jesse White, the Illinois State Library made revisions to the proposed Library System Administrative Rules including dropping the proposed requirement that public libraries participate in statewide reciprocal borrowing. Library system boards will address parameters for reciprocal borrowing in their annual resource sharing plans and clarify when special service cards for taxed public library patrons may be sold. Also, system standards will explicitly mention continuing education and consulting as basic system services.

Mrs. Anthony distributed the Notice of Proposed Rules. Discussion followed. Mrs. Hunter asked if the \$300. fee nonresidents are charged to buy a Skokie Public Library card is still current. This item will be put on a future agenda.

**HARWOOD CONVERSATIONS**---The Dashboard this month mentions the successful community conversation which Susan Carlton, Manager of Community Engagement, had with an invited group of Skokie leaders. This conversation was the first of several that will be held to discover community aspirations and values. Susan, Richard and Mrs. Anthony received training in the Harwood methodology last fall. Holly Jin and Terry Ratoff will attend the Harwood Institute next month for training. The approach for the community conversations is to ask people what kind of community they want to live in, why that is important to them, and what it will take to realize that goal. The Village will participate in some of the conversations and is interested in conducting community conversations on other topics as well.

**SMART LOCKER**----The Skokie Park District has agreed to allow the library to install a Smart Locker inside near the entrance of the Weber Center. Richard Kong won the Smart Locker at a library conference. It has locked compartments for patrons to pick up reserved books. The Locker is "Smart" because it allows the patron to use their library card to unlock the locker and to check their material out. They can return a book or DVD in the same way. Since the Weber Center opens at 5 am weekdays and remains open until 10 pm, with opening at 7 am Saturday and Sunday, this may provide a convenient way for some people to pick up holds.

**ICMA 100<sup>th</sup> ANNIVERSARY CONFERENCE**----Mrs. Anthony will attend the 100<sup>th</sup> Anniversary Conference of the International City/County Managers' Association in Charlotte, North Carolina September 13 – 16. ICMA is the Public Library Association's

partner in the PLA Leadership Academy which will be held in March 2015. The Aspen Institute will also be holding hearings about the role of the public library in communities at this conference. It is important for public libraries to be present at this gathering of municipal officials.

BETA TEST OF CONTENT PRO 2.2----Innovative Interfaces has invited the library to participate in the Beta Test of Content Pro 2.2 this fall. This new version of software for presenting locally digitized information will be tested by Jessica Goodman and Gail Shaw. Staff has already digitized a number of document groups in cooperation with the Skokie Historical Society and has plans for additional digitization of local materials, including some Village documents.

FLU SHOTS----The Village has again graciously invited library employees to take advantage of their free flu shots for Village staff. The shots will be offered at the Health Department on three different dates in September.

WORK IN AND AROUND THE LIBRARY----West parking lot work, including work on the west retaining wall, sealcoating, and re-striping of the lot and library drives has been completed. Work in the Petty Auditorium to install a removable elevated platform has also been completed.

#### ADOPTION OF TAX LEVY

At this meeting, the Board needs to adopt a tax levy for transmission to the Village of Skokie. The 2014 levy will be introduced as part of the Village's Levy Ordinance in early December and acted on before the end of December. This levy will fund the library's 2015-2016 Fiscal Year.

The 2013 levy was \$12,885,407.00, representing an increase of 2% over the 2012 levy. Last month, the Board reviewed several options for a levy increase from 0-2% and favored a 1% increase for a total levy of \$13,014,261. Because the levy for bond debt repayment is a standing levy of \$1,261,225., the actual new levy imposed for Operating Expense and Capital, with a 1% increase, would be \$11,753,036.

The Board asked for more information about capital expense in recent years. Expense for capital projects in recent years has been as follows:

FY2010	\$270,277.
FY2011	\$215,157.
FY2012	\$699,487.

FY2013	\$897,268.
FY2014	\$496,874.

Average capital expense over the five year period has been \$515,813. It is no surprise that capital expense started to increase significantly in FY 2012 as we hit the ten year mark since the major renovations of 2002. Last month, Mrs. Anthony gave the Board a list of anticipated capital projects for the next two years, with an estimated cost of \$774,000. Unanticipated capital expenditures will also be required as issues surface with increasing time having lapsed since major renovations were completed.

In considering the levy, the Board may want to be aware that, as the total assessed valuation of Skokie has declined, the library's effective tax rate has increased. The total assessed valuation for Skokie continued to decrease in 2013 to \$2,068,698,281. The library tax rate in 2011 was .489, in 2012 it was .535, and in 2013 it was .623. It is hoped that the total assessed valuation will start to improve soon.

Mrs. Anthony distributed a projected budget of Revenues and Expenditures for Fiscal Year 2016 based on a 1% levy increase. After allotting 4% for salary adjustment, related increases for FICA and IMRF, and a 3% increase in other operating expenses, there will be \$1,242,488. in the Capital line. If capital expenses are about the average of \$515,813., and other revenues for Corporate Replacement Tax, Fines, etc. hold steady, there should still be a balance of \$500,000. to transfer to the Reserve Fund at the end of the Fiscal Year.

Mrs. Anthony recommends that the Board approve a 1% increase in the levy for a net levy of \$11,753,036. for 2014.

Discussion followed.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT AN OPERATING TAX LEVY IN THE AMOUNT OF \$11,753,036.00 FOR THE YEAR 2014, REPRESENTING A 1% INCREASE OVER THE 2013 LEVY.**

The roll call vote for approval was unanimous.

Mrs. Hunter suggested the library should apply for more grants.

#### CIRCULATION TRENDS OVER TEN YEARS

The Board recently requested an analysis of the library's circulation trends and how we compare to neighboring libraries. Deputy Director Richard Kong presented some insights taken from circulations data and other statistics during the past ten years. IMLS' public library comparison tool provided a look at how we stack up against other local suburban libraries.

**Key insights:**

- Although circulation dropped 3.6% in the most recent fiscal year, overall circulation over the past ten years has increased 25%. We experienced a significant spike in circulation during the three years period of FY 2008-2011, when circulation increased 38% (24% in 2009-10 alone).
- Reciprocal borrowing has dropped significantly (41%) since changes in the loan policy further limited the number of items that RBP patrons can check out at any given time. This has contributed to the overall slight decline in circulation since FY 2011-12.
- Circulation per Skokie cardholder was 61.9 in FY 2013-14, which represents a slight decline in the past five years but is still significantly higher than ten years ago (56.5 in FY 2004-05).
- Gate count was down 15.4% last year, but the drop is not as severe as it initially appears when considering the fact that FY 2012-13 appears to be an anomaly (12% increase in gate count with a 10-year high of 951,355 visitors).
- Our collection size has decreased over the past ten years, but the average turnover rate (circulation per item) at 4.2 is still as high as it was in FY 2010-11 when we had our highest circulation ever.
- During FY 2012, total circulation per capita was 33.25, which is more than 3x higher than Evanston Public Library (10.11) and almost twice as high as Schaumburg Township District Library (18.46). We also circulated more per person than all of the following suburban libraries: Lincolnwood (12.00), Morton Grove (16.41), Northbrook (25.81), Oak Park (28.35), Niles (20.44), and Naperville (28.24).

In addition to his written presentation, Mr. Kong also provided a PowerPoint presentation. The Board thanked Mr. Kong for his thorough report.

**APPROVAL OF REPLACEMENT TABLES FOR THE RADMACHER ROOM**

Tables in the library meeting rooms are in daily use and wear out after a time, becoming both less attractive and less stable. It is proposed to order fifteen new tables for use in the Radmacher Meeting Room. All the tables are to be six feet long with a top that flips up

and locks in place. The tables will have chrome legs and wood laminate tops. The legs are widely placed so that three chairs can fit on a side and people can easily sit on both sides of the table. Six of the tables will have modesty panels. All the tables have locking wheels. The wheels and flip top should make for easier set up by the Maintenance staff. It will also help that the tables nest for storage.

Board approval of the purchase of fifteen replacement meeting room tables from KI for \$11,039.20 was requested.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF (15) FIFTEEN REPLACEMENT MEETING ROOM TABLES FROM KI IN THE AMOUNT OF \$11,039.20.**

The roll call vote for approval was unanimous.

#### APPROVAL OF DIRECTOR'S COMPENSATION

Mr. Prosperi stated this item was discussed last month.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SET LIBRARY DIRECTOR CAROLYN ANTHONY'S SALARY AT \$178,500.00. FOR 2014-2015, EFFECTIVE AS OF MRS. ANTHONY'S ANNIVERSARY DATE OF SEPTEMBER 19.**

The roll call vote for approval was unanimous.

#### REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the highlights from the August 29, 2014 Board of Directors meeting. The following information was taken from the meeting videoconference and supporting Board documents.

Financial Report: RAILS Finance Director Jim Kregor presented his financial report ending July 31, 2014, showing a balance of \$23,700,000 in cash and investments. This represents 27.4 months of General Fund operations. Expenditures were higher in July with the purchase of two automobiles and five delivery vans for \$145,332 and acquiring EBSCO databases through a group purchase totaling \$378,355. RAILS also received \$1,085,616 from the sale of the RAILS Geneva facility. He stated that it was noteworthy



that RAILS received its entire Area and Per Capita grant payments for FY2014. Mr. Kregor expected RAILS to receive smaller APC payments for the first half of FY2015.

Executive Director Report: Executive Director Dee Brennan explained that RAILS staff noticed that in the past year very few library members attend the videoconference at various library sites. In order to comply with the Open Meetings Act and yet keep costs down by controlling extra work in setting up the equipment and monitoring by I.T. staff and also to improve bandwidth with fewer sites online, videoconferencing will be at the Bolingbrook, Burr Ridge, Coal Valley, East Peoria, Rockford, and Wheeling service centers, as well as the Illinois State Library only. If a library member wishes to observe a meeting in real time at a library site, registration will be required 48 hours prior to the meeting. Each meeting's agenda is available on the RAILS website one week prior to the meeting date.

Committee Charges: A new committee was developed – System Membership Standards Committee – which was formed to take on the discussion of changes to membership requirements of library members. At issue: is a “one-size-fits-all” approach to membership standards fair to all libraries within the state, as suggested by the Illinois State Library. Former Board President Kathy Parker will chair this committee. She mentioned that she would like to see someone from the Illinois State Library, as well as a representative from the Illinois Heartland Library System, join this committee.

Next meeting: Friday, September 26, 2014, at the Burr Ridge Service Center

Mrs. Parrilli reported that RAILS will be issuing an RFP for an organizational consultant to assist with non-technical aspects of resource sharing.

#### COMMENTS FROM TRUSTEES

Mrs. Hunter commented that Evanston Public Library does not have a bookmobile but it does have a Book Bike.

Mrs. Hunter mentioned an article in the Career Builder section of the Chicago Tribune entitled, “Google Can’t Compete with a Skilled Librarian”.

Mrs. Hunter suggested inviting musician Myra Melfor to appear with her group at the library.

#### CLOSED SESSION

At 8:12 p.m., a motion was made by Mrs. Parrilli, seconded by Mrs Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS A PERSONNEL MATTER.

The motion passed unanimously.

Discussion ensued. The Board reached consensus.

Adjournment

At 8:16 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN SESSION.

The motion passed unanimously.


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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES MAKE AN OFFER TO A LONG-TERM EMPLOYEE WITH EXTENUATING CIRCUMSTANCES.

The motion passed unanimously.

ADJOURNMENT

At 8:19 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.



Karen Parrilli, Secretary