

August 10, 2011

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 10, 2011.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:32 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Susan Greer; Karen Parrilli; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Visitor present: Liliana Fargo, 8825 Lincolnwood Drive, Skokie, Illinois.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 13, 2011

Mr. Basofin made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of July 13, 2011, 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); Personnel)

Mr. Graham 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. PERSONNEL: TERMINATION: ERICA MUI, PART-TIME SKOKIENET ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE AUGUST 11, 2011.

The roll call vote for approval was unanimous.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status report was noted and placed on file.

## 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 July was down less than 1% overall in spite of an increase of more than 9% in the circulation of Youth books. The decrease in the circulation of Adult books may be due to increased use by the public of digital books via Kindle and Nook. Use of digital titles from the Library is up nearly 100% from last July, although it is still a small part of circulation. Staff will begin to fold these numbers into the circulation total. The use of DVDs was also down, possibly due to disruption with the tag replacement as portions of the collection were unavailable at times. Staff believe that the big drop in LINKin lending may be due to the heavy weeding of the collection which staff completed in advance of retagging for RFID. Some little-used titles that were unique to Skokie may have been removed, accounting for the decline in requests. Use of Library databases was lower in July, but higher for the first quarter of the year. It is possible that the multiple power outages due to major storms in July may account for some of the drop-off in use for the month. The number of individuals using online databases was up 7.5% from the first quarter of last year. First quarter desk statistics show a modest increase in Reference requests, with larger increases in Computer Lab requests and requests at the Youth Services Desk.

RFID/AUTOMATED MATERIALS HANDLING----RFID retagging is about 80% complete. Staff learned that some of the tags for AV materials were not placed correctly in order to activate the automated release of the security mechanism during self-check. 3M has acknowledged a failure to point out this requirement and will allow the retagging equipment to be retained at no additional charge for the necessary retagging. They will also supply replacement tags at no cost. The automated materials handling equipment has been installed in the back of circulation. Not unexpectedly, there are some glitches, and there were also some temporary backlogs in shelving. Other staff pitched in to help Circulation through the transition. Operations are going more smoothly now. Staff plan to take the temporary wall down next week and allow the public to start using the automated return slots. Staff will need to provide some guidance initially. Circulation managers and

staff as well as staff in Technical Services who have helped with the transition deserve credit and thanks for their extra efforts this summer.

ALEXANDER J. SKRZYPEK AWARD----SPL librarians Gary Gustin and Holly Jin will be the recipients of the Alexander J. Skrzypek Award this year at the ILA Conference in October. The Award recognizes an outstanding contribution to library services for the blind and visually impaired. Gary has headed up our Skokie Accessible Library Services for many years now, upgrading much of the equipment, adding new software, and running a talking books discussion group for persons with visual disabilities. Holly initiated the Come On In! service in Youth Services which has introduced Braille materials as well as other specialized books for children with physical disabilities, a computer with special software and a large keyboard, and special training programs for staff. The combined efforts have enabled children who could not make use of the Library before to come and take part in activities. Liene Sorenson of the Skokie Public Library received the Award previously in 1989.

FREEDOM TO READ FOUNDATION GRANT----Skokie Public Library is one of seven recipients of a \$1,000. grant from the Freedom to Read Foundation for a program planned for Banned Books Week in September. Staff will conduct a Read-Out Road Trip via the Bookmobile, reading aloud from banned books at each Bookmobile stop.

ILLINOIS FUNDS----The Library received a letter from Dan Rutherford, Illinois State Treasurer, in late July indicating that the Illinois Funds' top priority will continue to be the safety and security of all public monies under his purview. He addressed such possibilities as a failure to achieve positive results from the debate on the federal debt ceiling, the possibility of a downgrade in the federal government's bond rating, and a possible downgrade in the State of Illinois' bond rating, as well as possibly municipal bonds. He opined that none of this would affect the rating of the Illinois Funds, although the rate of return might be further diminished. He was prepared to keep money in non-interest bearing, yet safe, FDIC-insured accounts if necessary.

SECOND FLOOR SPACE REPURPOSING----Staff have had a couple meetings now with architects about repurposing space on the second floor due to the withdrawal of bound periodicals and much of the print reference collection. Staff looked at realigning the adult nonfiction collection in a straight run for easier use by the public, as well as possibly creating a small business center at the south end of the floor. Given the tremendous increase in small business development in Skokie and related Chamber activity, there is a continuing need for meeting space for groups such as the Small

Office/Home Office, Women in Business, or for other less formal meetings among business persons. Given the Library's wi-fi network, facilities for copying and faxing, etc. as well as the Business Portal and various print resources, the Library is an attractive venue for these business meetings. Support for small business is affirmed in the current strategic plan. Members of the public are also seeking more conference rooms and more spaces for use of laptop computers. We are working on plans to address all these needs and will bring recommendations to the Board at a meeting this fall.

DOMINICAN UNIVERSITY----Dominican University has invited Mrs. Anthony to serve as an adviser to them on a project regarding the American Public Library in the Digital Age. They have received a \$50,000. grant from the Institute of Museum and Library Services to produce a film on the topic for public television. Dean Susan Roman visited Mrs. Anthony at the Library recently for a tour and discussion of recent service initiatives. This is a time of tremendous change for public libraries.

ENCORE SYNERGY----Staff have been working with personnel at Innovative Interfaces on the implementation of Encore Synergy for integrated searching of digital books and articles along with other materials in the library catalog. Library staff expect the system to be operational by the end of the month and available to the public in September.

AUDIT----The Library's audit is currently being conducted by the auditing firm of Sikich, LLP.

#### ADOPTION OF TAX LEVY

Mrs. Anthony stated that next month, the Board will need to adopt a tax levy for transmission to the Village of Skokie. The 2011 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 2012-2013 Fiscal Year.

The 2010 levy was \$12,383,836.00, representing an increase of 2% over the 2009 levy of \$12,141,016.00. The Library's debt payment for construction bonds in FY 2013 as presently scheduled is \$1,262,275.00. The Library is still on target for completion of the Library's debt repayment in December 2020, and benefitted by a reduction in annual payment due to the refinancing of the bonds in September, 2010.

Collections in FY 2011 were short of budget by \$159,970. or 1.32%. Last month, the Board looked at a review of Tax Distributions and Collections in recent years with shortages which may be summarized as follows:

FY2010	\$161,734.	(1.37% of collection)
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FY2009	\$253,857.	(2.26% of collection)
FY2008	\$187,533.	(1.77% of collection)

So tax collections in recent years have been quite good, with a healthy distribution of taxes each year from the prior year, meaning that much of apparent collection shortage in a given year is in fact made up in subsequent years. The Library has not yet received its Per Capita Grant from the State for 2011 which has been pledged at \$64,825.91.

The Library maintained a healthy cash balance in the General Operating Fund, spending less than revenues for the past five years. The Library's General Operating Fund balance as of May 1 has been as follows:

FY2011	\$4,410,200.	(after transfer of \$1 million to the Reserve Fund)
FY2010	\$4,019,627.	(after transfer of \$1 million to the Reserve Fund)
FY2009	\$3,206,906.	(after transfer of \$1.5 million to the Reserve Fund)
FY2008	\$3,468,857.	(after transfer of \$1 million to the Reserve Fund)

We have built a healthy balance in the Reserve Fund in recent years, with current status of approximately \$4,714,990. in the Reserve Fund. In addition, \$1.6 million has been budgeted in the Capital line for current capital expense.

Meanwhile, expenses have been held in check in the General Operating Fund, remaining at less than \$10 million (\$9,766,315. unaudited) in FY 2011. With our starting balance of \$4,349,476. (unaudited) in the GOF at the start of the Fiscal Year, we have sufficient funds for more than five months of operation with average monthly expenditure last year of \$813,860.

In summary, the Library is in a favorable financial position which would allow us to minimize an increase in the FY 2011 levy. Levy increases in recent years have dropped off as follows:

2008 levy	\$11,787,395.	5% over 2007 levy
2009 levy	\$12,141,016.	3% over 2008 levy
2010 levy	\$12,383,836.	2% over 2009 levy

Mrs. Anthony distributed charts showing an Analysis of the General Operating Fund for the past seven years and a gross, preliminary look at a projected budget for Fiscal Year 2012-2013, showing an increase of 1% in the 2011 levy over 2010. The assumption is that interest rates will still be low and the economy will continue to be in recovery in FY

2013. A 1% increase in the levy may be expected to yield \$12,507,675. in FY 2013, allowing up to \$11,245,400. for the General Operating Fund after payment of Debt Fund obligations. Given projections for continued low receipts from other revenue sources, it is anticipated that total revenues available in FY 2013 will be less than in 2012, but still sufficient.

Board action on this matter is not required until September.

Brief discussion followed. Mrs. Hunter reminded the Board to call Mrs. Anthony with any questions concerning the levy before the September Board meeting.

#### APPROVAL OF PER CAPITA GRANT REQUIREMENTS 2012

Mrs. Anthony said that in order to qualify for a Per Capita Grant from the State in 2012, the Library must meet certain requirements. One of those is to submit a timely Annual Report to the State. This has been done.

Other requirements include having the Trustees "Analyze the library's revenue and determine if those monies are sufficient to meet the needs of the community. If revenues are insufficient, investigate and identify potential funding sources." This is the type of discussion that the Board has annually in considering the amount of levy to request. In reviewing levy collections for recent years at the July Board meeting and in reviewing current documents pertaining to a proposed levy, the Board is conducting this analysis. Please let Mrs. Anthony know if there is additional information the Board would like for this review. If so, it could be prepared for the September meeting as the Per Capita Grant request is due October 15.

Another requirement is to review and report on progress in meeting standards in Chapter 2: "Governance and Administration" of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009*. Mrs. Anthony distributed all of the Core Standards related to Governance and Chapter 2.

The Board may wish to have a discussion of the Core Standards and the additional Standards in Chapter 2 for Governance and Administration. For the most part, Skokie Public Library is in compliance with the Standards as presented. The Board may want to consider its position relative to Core Standards 16 and 17 regarding membership in an Illinois regional library system, participation in resource sharing and reciprocal borrowing. As for the additional Standards in Chapter 2, the Skokie Public Library is in substantial compliance. Policies are reviewed regularly. The next review of Materials Selection Policy is due March, 2012. While every trustee does not participate in

continuing education outside the Library each year, we do have periodic education sessions by staff members as part of some Library Board meetings. Also, trustees read widely in professional and general media, bringing items of interest to other trustees.

Observations from Board members regarding the Standards, Governance and Administration are welcome. This review will enable us to fulfill the requirement in order to file our Per Capita Grant request in October.

Discussion followed. Mr. Graham stated that in regard to Core Standards 16 and 17 he will take the RAILS Resource Sharing Policy off the table so it may be approved at the September Board meeting with an addendum that indicates that the Skokie Public Library will be not be responsible for the operating costs of RAILS under any circumstances. Mrs. Hunter would also like Core 24 included.

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

Mrs. Parrilli distributed the Highlights of the July 21 RAILS Board Meeting. She was unable to view it electronically as there was equipment failure due to recent storms.

Discussion followed regarding RAILS financial situation.

#### COMMENTS FROM TRUSTEES

Mrs. Parrilli commented on the library trustee workshop on July 23 at the former DuPage Library System. She found the day to be very informative.

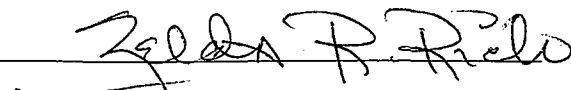
#### COMMENTS FROM VISITORS

Liliana Fargo of Skokie Voice addressed the Board. Ms. Fargo thanked the Board for the services provided by the Library and for providing a great environment for meetings. She invited the Board to check out the group's Facebook page or website at [www.skokievoice.org](http://www.skokievoice.org). She also commented that many people appreciate the services provided by SkokieNet Librarian Frances Roehm.

The Board thanked Ms. Fargo for her comments.

#### ADJOURNMENT

At 8:10 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.

  
Zelda R. Rich, Secretary