

August 11, 2010

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 11, 2010.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:33 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.

Staff Present: Barbara A. Kozlowski, Associate Director for Public Services; and Camille Cleland, Assistant Director for Technical Services and Automation Coordinator.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 14, 2010

Dr. Wozniak made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular meeting of July 14, 2010, 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); Gifts; Personnel)

Mrs. Rich 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. GIFTS: \$500. FROM THE FLINTRUP, O'MALLEY AND THIELE FAMILIES IN MEMORY OF WALTER B. FLINTRUP; IN MEMORY OF MANDEL GOMBERG: \$200. FROM MAURY AND ELAINE FISHER; \$36. FROM TONI ELLIS WOLF, DDS AND STAFF; \$15. FROM JON AND ROBBIE KLEIN

5. PERSONNEL: TERMINATION: VINCENT TAM, PART-TIME TECHNOLOGY ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE AUGUST 29, 2010.

The roll call vote for approval was unanimous.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status statement was noted.

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 up 4.7% over circulation last July. The Bookmobile had a gain of 13% in circulation. In the main Library, book circulation was relatively flat, while DVDs and video games increased in use. Lending to other libraries via LINKin doubled from last July. Circulation of e-books was up sharply, perhaps reflecting greater acceptance of this format. The total use of library databases was flat, but the number of individuals who logged into an online database increased 24% from July, 2009 to July of this year. A look at hits to the Library website for June (latest available) shows an increase of 15% in the number of hits to the site and an increase of 43% in the number of unique visitors to the site. These increases in the number of people taking advantage of digital resources is encouraging.

IMRF AUDIT----The Illinois Municipal Retirement Fund conducted an audit this year for the first time in my memory. They asked for figures for hours worked going back several years and identified three problem situations---two with retired employees who exceeded the maximum allowable hours worked in a couple years and one with a part-time employee who worked enough hours in one year to be included in IMRF, but had not been included. We wrote a letter of explanation regarding the exceptions. For one of the retired employees, the overage had to do with the year in which the retirement occurred. The part-time worker had taken on some extra hours to fill in for a lengthy absence of another employee. One retiree was actually over in a couple years. With paper time sheets, it is hard to catch this type of problem, particularly because we are usually

looking at the Fiscal Year rather than the calendar year. It will be easier to track hours used when time is recorded electronically.

DELIVERY SERVICE----Delivery service from NSLS is continuing unchanged with the contributed funding for operations over the summer. The contributed funding should last into October. NSLS was successful in getting an LSTA grant from the State Library for continuation of delivery from October through December.

USE BY CARDHOLDERS----An inquiry on the Urban Libraries Council listserv prompted a flood of responses regarding the percentage of library cardholders who had used the library in the past year. While most responses were in the range of 34 -45%, data available from our Millennium circulation system shows that 64.7% of registered patrons used the library within the past year. Since that reflects circulation use only, actual use, including computer use, attending a program, etc. may be presumed to be higher.

NEW DISPLAY CASES----Two new display cases have been installed on the second floor. One features the facsimile edition of an illuminated book of Chaucer's Canterbury Tales that was a gift from our Japanese friend Yusuke Kihara and the other features three sculptures related to horse racing by LeRoy Neiman. The latter was a gift of Jay Levey.

Mr. Graham commented on the excellent workmanship of the display cases.

FUTURE OF INTERLIBRARY COOPERATION----Mrs. Anthony attended a meeting of the ILA Board in Peoria to present the final report and recommendations of the Services Task Force, as part of the exploration of the Future of Interlibrary Cooperation. Delivery is consistently ranked as the most important service to be continued. Clusters of sharing in LLSAPS or other consortia for shared catalogs (such as our own LINKin group) are preferred over a consolidated catalog, given the differing needs of academic and public libraries as well as the availability of the Statewide Interlibrary Catalog (SILC) and WorldCat from OCLC when broader access is needed. Aggregated licensing of electronic databases makes good financial sense. Plans are in motion to move the L2 database of continuing education opportunities from NSLS to the University of Illinois at Urbana/Champaign. Advocacy and marketing are more effective when conducted on a broader scale. Finally, although it seems counterintuitive, this may be a strategic time for extension of public library service to the unserved, given the recognition libraries are receiving for their role in helping job searchers and other economic development goals.

ILA ORIENTATION MEETING----Mrs. Anthony stayed over in Peoria for the ILA Orientation meeting for the Board and persons serving on ILA committees. Attendees heard a report from Kip Kolkmeier, ILA's lobbyist, who always has an interesting take

on what's happening in Springfield. He noted that the Legislature left the hard choices regarding the State budget to the Governor. They will have a brief veto session in November and a new Legislature will be seated in January. The State has officially extended the window for payment of obligations from 60 days to six months. Anne Craig, Director of the State Library, reported that the Secretary of State's priorities for libraries are delivery, LLSAPs, Blind and Physically Handicapped and Literacy. The State Library will again use LSTA funds to try to plug holes in State funding to libraries and there will be no competitive grant funds this year. Mrs. Anthony is once again chairing the ILA Fundraising Committee and reported that there are now 14 Illinois Library Luminaries and several others proposed, for whom some funds have been raised. This past year, the Fundraising Committee added \$23,000. to the Endowment.

**BACKLOT BASH**----The Backlot Bash will again be held from Friday, August 27 through Sunday, August 29. The Library will be open. The Library will have a drop-in game day Saturday and a back-to-school craft (decorating pencil boxes) Sunday. We will also have persons dressed as Curious George and the Man in the Yellow Hat working the crowd throughout the weekend days. The Library's west lot will be used Sunday morning by Rotarians working the Pancake Breakfast, a charity event.

**PAGEANT CONTESTANTS**----Staff again welcomed contestants from the USA Beauty Pageant at the Doubletree to the Library in July. Thirty-eight contestants toured the Library and read to groups of book babies and to children who were here while their parents participated in the English Language Learners family literacy session.

**CONTINUING EDUCATION**----An email received from Illinois State Library Director Anne Craig stated that all State-sponsored continuing education programs (Synergy, On the Front Lines, etc.) will not be funded in FY 2011 as the State hopes to preserve funds for System funding and Per Capita Grants. The only CE program to continue is ILEADU as it has funding through 2012 with IMLS funds.

#### APPROVAL OF CLOSING FOR STAFF DAY

Mrs. Anthony asked the Board to once again approve closing the Library for the day Friday, December 10, 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 longevity recognition is awarded. Board members are welcome to attend.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CLOSING THE LIBRARY ON DECEMBER 10, 2010 FOR STAFF DAY.

The motion was approved unanimously.

#### REFINANCE OF LIBRARY BONDS

Village Finance Officer Bob Nowak informed Mrs. Anthony last week that the Village will be refinancing some bonds in September, including the eligible portion of the Library's outstanding construction bonds, (\$11,120,000. out of \$14,334,061.) The proposed refinance was brought up and approved at the Village Board meeting August 2. The ordinance for the bonding will be presented to the Village Board August 16, with an expected date for taking the bonds to market in mid-September. Mrs. Anthony distributed the Village Finance Officer's memo on the subject.

A factor influencing the new rates for the bonds is the Village's AAA bond rating with Moody's now, as well as with Fitch. The current bonds were issued at 4.62% and the new rate is expected to be about 2.49%, with resultant savings to the Library of approximately \$118,000. per year. The cost of the bond issuance is 1.14% which would make the Library's share of expense about \$133,000. This cost will be rolled into the debt restructuring so the Library will not need to make an up-front payment. The schedule of June 1 and December 1 for payment on the debt will remain unchanged as will the end date for the final payment of 12/1/2020.

The Library Board does not need to take action on this item.

Discussion followed. Mr. Graham asked if the refinanced bonds will be callable.

#### ADOPTION OF TAX LEVY

Next month, the Board will need to adopt a tax levy for transmission to the Village of Skokie. The 2010 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 2011-2012 Fiscal Year.

The 2009 levy was \$12,141,016.00, representing an increase of 3% over the 2008 levy of \$11,787,395.00. The Library's debt payment for construction bonds in FY2012 as presently scheduled is \$1,702,221.28. It may in fact be less by about \$118,000. due to the proposed bond refinancing. The debt will still be scheduled for retirement in 2020.

Collections in FY2010 exceeded budget by \$347,799.00, but that is misleading as the spring billing was for 55% of the 2008 levy, rather than the customary 50%. The fall 2009 collection exceeded budget by \$121,062. For the Fiscal Year as a whole, however, slightly less than \$100,000. was designated as collections from prior years. Adjusting budget expectation to accommodate the 55% spring billing, the levy collection for the Fiscal Year was \$241,571.00 less than might have been anticipated. Shortages in the collection for the past four years have been as follows:

FY2009	\$553,242.	(4.8% of collection)
FY2008	\$346,521.	(3.2% of collection)
FY2007	\$164,314.	(1.6% of collection budget)
FY2006	\$374,875.	(4.2% of collection budget)

So relatively speaking, the collection for FY2010 was quite good, even accounting for the 55% billing in the spring. On the other hand, we still have not received our Per Capita Grant of \$64,684.64 for 2010 which was awarded to the Library by the Secretary of State in a letter dated February 1, 2010.

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

FY2006	\$2,882,945.	
FY2007	\$3,415,052.	
FY2008	\$3,468,857.	
FY2009	\$4,706,906.	(before transfer of \$1.5 million to the Reserve Fund)
FY2010	\$3,852,677.	(after transfer of \$1 million to the Reserve Fund)

The FY2010 balance reflects the transfer of \$1,000,000. from the General Operating Fund to the Reserve Fund at the end of the Fiscal Year. A starting GOF balance of \$3,852,677. (unaudited) is sufficient for nearly five months of operations, given average monthly expense of ca. \$800,000. The Reserve Fund had a balance of \$3,662,877. (unaudited) at year end. Allowing \$1,700,000. for payment of bond debt (June 1 and December 1), there is still nearly \$2,000,000. in the Reserve Fund, sufficient to enable borrowing by the GOF of funds for another 2.5 months of operation. This level of borrowing from the Reserve Fund assumes a worst case scenario in which the property

tax bills are not mailed before December. A portion of levy proceeds is diverted to debt repayment so that obligation is not ordinarily taken from the Reserve Fund.

In the current Fiscal Year, the Library budgeted \$1,671,000. in the Capital Line of the General Operations Budget and anticipate using less than \$100,000. of that for expenses. Even allowing for possible undercollection on the high end at ca. \$500,000. in FY2011, the Library should again have \$1,000,000. to transfer to the Reserve Fund at year's end, further strengthening its cash position.

Levy increases in recent years have dropped off as follows:

2007 levy	\$11,226,090.	6% over 2006 levy
2008 levy	\$11,787,395.	5% over 2007 levy
2009 levy	\$12,141,016.	3% over 2008 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 2011-2012, showing levy increases of 2% and 2.5% in 2010 over the 2009 levy. The assumption is that interest rates will still be low and the economy will still be in recovery in FY 2012.

Districts subject to tax caps will be limited to increases of 2.7% in 2011. A 2% increase in the levy would result in a levy of \$12,504,068., while a 2.5% increase would generate an additional \$61,295. in property tax collections. The Board will need to take action to approve a levy at the September Board meeting.

Discussion followed. The Board asked Mrs. Anthony to prepare a levy request with a 2% increase for the September meeting.

#### APPROVAL OF SHELVING COMPONENTS FOR JUNIOR HIGH ZONE

Last month, an agenda item regarding shelving components for the Junior High Zone was tabled until December due to concern re the late Fall property tax bills from Cook County. The Board's priority on meeting payroll and the Library's debt obligation is appreciated as Mrs. Anthony explained to the vendor, LFI.

Scott Fairbanks, President of LFI, has been an exceptional vendor to work with, helping staff solve problems regarding boxes for magazines, slim teen books sliding back on deep shelving and other issues related to reserve shelving, work counters, etc. He wrote back to Mrs. Anthony that, "It is crazy times we are in, but I want to help make the Jr. High Zone a reality for you, Jan and your young patrons – sooner rather than later." He went

on to offer ordering now, with invoicing delayed until January. Since the shelving has a 6-8 week lead time on orders anyway, if it were ordered in mid-August, it would not be installed until mid-October.

Mrs. Anthony asked, with this option, is the Board willing to reconsider the shelving proposal at this time?

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES REMOVE FROM THE TABLE THE RECOMMENDATION TO TABLE DISCUSSION OF SHELVING COMPONENTS FOR THE JUNIOR HIGH ZONE FOR PURPOSES OF DISCUSSION.

The motion passed unanimously.

Discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF SHELVING COMPONENTS FROM LIBRARY FURNITURE INTERNATIONAL IN THE AMOUNT OF \$15,578. WITH DELAYED INVOICING UNTIL JANUARY 2011.

The roll was called: Mr. Basofin—yes; Mrs. Rich—yes; Mrs. Greer—no; Mrs. Parrilli—yes; Mr. Graham—yes; Dr. Wozniak—yes; Mrs. Hunter—yes. The motion passed.

#### BY-LAWS OF THE BOARD OF TRUSTEES

One of the requirements for this year's application for a Per Capita Grant is that the Board review the By-Laws. A copy of the By-Laws was distributed.

The By-Laws have not been amended since May, 2000. The document is simple and generally lacking in details that might require frequent change. The Board, however, may want to propose changes to include information about required notice of Board meetings, posting of agendas and availability of minutes. It might also be advisable to delete the prescribed order of business at regular meetings since that is limiting, looking, for example, at the "approval of book list."

Should the Board wish to make these or other changes, they would need to be proposed at one meeting and voted on at the following meeting, according to Article VI.

President Hunter appointed Mrs. Parrilli and Mr. Basofin to examine the By-Laws.



## REVIEW OF STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Requirements for this year's Per Capita Grant which must be filed by October 15, include the following:

The library staff and board must review the most recently published standards for Illinois public libraries (2009). Provide the date of review and describe the review process including what was learned from this review. Identify five major impacts or changes that affect the library board and staff as a result of this review.

Board President Diana Hunter and Mrs. Anthony discussed this requirement and decided that the best approach to fulfilling it might be to have two Board members meet with 3-4 staff in a review session to discuss the new standards. Observations regarding major impacts or changes could be gleaned and presented to the Board for review at the September meeting.

If this is acceptable, Mrs. Anthony will supply copies of the new standards and arrange for the meeting with Board and staff members.

President Hunter appointed Mrs. Parrilli and Mr. Basofin to the committee. Mrs. Anthony will assign staff members.

## REVIEW OF THE PERSONNEL CHAPTER OF STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Requirements for the Per Capita Grant application this year call for Board review of Chapter 3 Personnel in Serving Our Public 2.0: Standards for Illinois Public Libraries. Chapter 3 and Appendices J & K which deal with personnel were distributed. The Chapter also refers to eight core standards. These core standards are as follows:

1. The library provides uniformly gracious, friendly, timely and reliable services to all users.
4. The library complies with all other state and federal laws that affect library operations.
5. The library adopts and adheres to the principles set forth in the ALA Library Bill of Rights and other ALA intellectual freedom statements and interpretations.
6. The library adopts and adheres to the Ethics Statement for Public Library Trustees. The library adopts and adheres to the Code of Ethics of the American Library Association.

8. The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator.
13. The library has a board-approved mission statement, long-range plan, disaster prevention and recovery plan, collection management policy, personnel policy and other policies appropriate to the library's operation.
16. The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
20. The library is open a minimum of twenty-five hours per week, which are to be scheduled for the convenience of the community it is serving.

Skokie Public Library complies with all the above core standards with the exception of not participating in reciprocal borrowing with libraries outside of the North Suburban Library System.

As to the specific Personnel standards, the Library meets or exceeds all the standards. With regard to staffing level, Appendix K would call for a library serving a population of 68,000 (figure currently in use by the Village) to have 98 FTE to operate at an advanced level. Skokie Public Library's FTE at the end of FY2010 was 111.7. Standard number 5 has guidelines for the percentage of the library's budget to be spent on salaries (up to 60%) and salaries plus fringe benefits (up to 70%). In FY '09 and '10, the Library spent 58% of operating funds on salaries. When salaries and benefits are totaled, the Library spent 72% of operating funds on personnel in FY '09 and 74% in FY '10. This is due to higher costs for health insurance and the employer's portion of IMRF in recent years.

It is to the Board's credit that the Library regularly supports staff training and conference attendance. Many libraries are not as generous in this regard and a number have cut funds in this area in recent lean years.

Brief discussion followed.

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

MOTION: THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
REVIEWED THE PERSONNEL CHAPTER OF STANDARDS FOR  
ILLINOIS PUBLIC LIBRARIES.

The motion passed unanimously.

### APPROVAL OF TECHNOLOGY PLAN 2010-2012

The proposed Technology Plan for 2010-2012 was distributed. Because technology changes so rapidly, we don't project more than two years.

The Plan explains library use of technology and the underlying philosophy. It also provides an overview of technology in current use and developments over the past three years. The final portion of the Plan outlines objectives and strategies for the Library websites, professional development and service enhancements. Technologies for Evaluation describes areas of exploration, for which specific objectives have not yet been determined.

The Library has had an updated Technology Plan in recent years anyway, but this also fulfills a requirement for a State Per Capita Grant.

Board approval of the Plan is requested.

Camille Cleland, Assistant Director for Technical Services and Automation Coordinator, answered the Board's questions about the Technology Plan. Key staff who worked to develop this new Technology Plan include Mark Kadzie, Gail Shaw, Toby Greenwalt, Dave Nelson, Mick Jacobsen, Ruth Sinker, Bruce Brigell and others. They have done a yeomen's job putting this document together.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE TECHNOLOGY PLAN 2010-2012 AS PRESENTED.

The roll call vote for approval was unanimous.

Mrs. Cleland left the meeting at 8:30 p.m.

### NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Parrilli reported on the North Suburban Library System regular Board Meeting held July 26, 2010.

Co-Executive Directors Jan Hayes and Mary Witt reported that NSLS was notified it will receive an LSTA Grant. Staff is unsure when the money will be received, but the grant should cover delivery service from October through December. ISL consultant Gwen Harrison, who attended tonight's meeting, mentioned that once a Grant has been approved, the Grant money is usually received within a short time. A job search is underway to fill a delivery driver position, which is a temporary and part-time job. Discussions are underway towards completing the merger of the five local library

systems. President Caudill spoke of the latest wrinkle from the ISL. According to Anne Craig's July 19<sup>th</sup> memo, she acknowledged that State policy dictates that mergers must go through a bidding process, so hiring Jane Arsenault is on the table. Jan and Mary concluded by announcing the discontinuance of Communities of Practice (CoPs), which ends access to mailing lists (networking). Member libraries are working on finding alternatives.

Treasurer's Report: The NSLS audit begins next week. Public library donations will carry NSLS through October. All indications from the State are that funding to library systems will not change in FY11. Library systems are encouraged to check the Secretary of State's website for funding status.

Illinois State Library consultant Gwen Harrison reported on the available grants for libraries. She emphasized that libraries need to be aware of deadlines for various grants. She discussed the status of the Library Learning (L2) service. With funding from the Secretary of State's Office in question, ISL staff has provided a new Internet application which will allow library and library system staff to enter their own information.

President Caudill reported on the July 15 Real Estate Committee Meeting. She discussed obtaining an appraisal of NSLS property and finding a real estate agent. Depending on the value of the property and assets, there are specific procedures to follow. The NSLS Board ratified the actions taken by the Real Estate Committee. Discussion followed on investigating whether the real estate proceeds from the sale would remain with NSLS or shared with the State.

A vote was taken on the acceptance of the new Wellness Insurance Network medical plan. It is a restructured program with the same coverage and premiums and covers both current and laid-off staff.

The Board approved a resolution to declare Sarah Long Executive Director Emerita of NSLS.

Mrs. Parrilli will not be able to attend the August NSLS Board meeting (if a meeting should be scheduled).

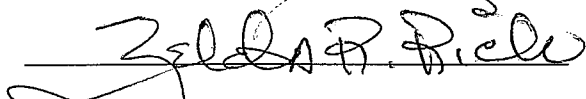
#### COMMENTS FROM TRUSTEES

Mrs. Hunter suggested placing donated books at all the Skokie Starbucks with a flyer on the rack that says "Starbooks". This idea could then be presented to ALA who could take the idea nationally.

Mrs. Hunter's second idea is to place books at the Niles Township Food Pantry. Mrs. Kozlowski said this is already being done.

ADJOURNMENT

At 8:38 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