

July 10, 1991

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, July 10, 1991.

CALL TO ORDER

The meeting was called to order at 7:37 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Walter B. Flintrup, Secretary; John J. Graham; Zelda Rich; Susan Brill Schreck; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Visitors present: Robert Nowak, Finance Director, Village of Skokie and Heidi A. Katz, Library Attorney, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Susan Hagen Land, Head, Adult Services; Younghee Kim, Administrative Assistant for Accounting; Brenda Murphy, Head, Youth Services; Tobi Oberman, Supervisor of Circulation Services; and Catherine Malloy, Intern, Youth Services.

Mrs. Hunter welcomed Susan Brill Schreck.

The regular order of business was changed to allow for discussion of renovation financing.

The Intergovernmental Cooperation Agreement between the Village of Skokie and the Library relating to financing of the renovation loan for the Library was discussed. Points under discussion were the levy necessary for repayment of the loan and the mechanics of handling the proceeds and interest of the loan and debt repayment.

Mr. Nowak said that Village Ordinance No. 91-6-F-2222 specifies that the Village will levy a tax, on behalf of the Library, sufficient to retire the debt, and that this levy takes the place of the .02% capital levy approved by the Library Board in January, 1991. The Village prefers the alternate levy because: 1) the levy is technically for debt retirement and not directly for capital projects as the renovation will be financed by the loan rather than directly from the levy and 2) the capital levy might be subject to a back door referendum. Should this occur and should

it fail, the Library would have to use operating funds for repayment of the debt. The proposed levy will appear under the Library's name on the tax bill.

The Village would like for the Library to keep the loan proceeds and tax levy used to repay the loan separate from other capital and operating funds.

Library Counsel Heidi A. Katz explained the complexities of the loan arrangements, reporting on discussions with Barbara Meyer, Village Corporation Counsel and the Tax Extension Office.

Mrs. Anthony stated the Board will be provided with clear accounting of the different funds, i.e.: Village of Skokie Library Fund; 1991 Library Project Fund; Note Account, or General Obligation Series, Note Fund; and the Reserve Fund for the Purchase of Sites and Buildings.

After discussion Mr. Graham made a motion, seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE SKOKIE PUBLIC LIBRARY AND THE VILLAGE OF SKOKIE AS PROPOSED. (copy attached)

The roll call vote for approval was unanimous.

Mrs. Hunter thanked Ms. Katz and Mr. Nowak for their assistance throughout the renovation financing process.

Ms. Katz and Mr. Nowak left the Board Room at 7:55 p.m.

The regular order of business was resumed.

APPROVAL OF THE MINUTES OF THE MEETING OF JUNE 12, 1991

Mr. Flintrup moved that the Board of Trustees approve the minutes of the regular meeting of June 12, 1991 as written, subject to additions and/or corrections. Mrs. Zatz seconded the motion.

There being no additions or corrections the motion passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval of the financial statements and lists of bills was unanimous.

CONSENT AGENDA ITEMS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (3)

Mrs. Zatz made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. CIRCULATION REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE (3)
Letter from Lisa Singer Edelson, Executive Director and Janice Greenberg, Project Director, Skokie Chamber of Commerce
Letter from Jacqueline Gorell, Mayor, Village of Skokie
Letter from Elaine M. Stenzel, Reference Librarians Association Board Member

After discussion the motion to approve the Consent Agenda items passed unanimously.

PERSONNEL

The trustees noted the appointment of Rebecca L. Schultz, Interlibrary Loan Assistant, Adult Services, effective June 24, 1991; and Kathleen M. Prendergast, part-time temporary Reference Librarian, Adult Services, effective June 25 through December, 1991.

Also noted was the promotion of Jennifer Hirst, from Page I to Page/Projectionist, Youth Services, effective June 17, 1991.

DIRECTOR'S REPORT

New Board Member--Through a phone call to Village Hall July 3, we confirmed that Susan Brill Schreck was sworn in as a Trustee of the Skokie Public Library at the Village Board meeting Monday evening July 1.

Staff--Rebecca Schultz, a recent graduate of the University of Wisconsin, Madison, has joined the staff as a full-time Interlibrary Loan Assistant. Kathleen Prendergast, a new part-time Reference Librarian will work with us through December.

We have also interviewed for a new full-time reference librarian.

Two local students will work 15 hours per week for the Library under a program funded through the Private Industry Council.

Usage--Circulation in June was up nearly 6% over circulation for the same month last year. Gains were greatest in adult books, compact disks and videocassettes. Adult reference is up sharply for an overall monthly increase of 15% in reference activity. Reciprocal borrowing from Skokie, microcomputer use and reserves also increased significantly this past month.

Roof--There have been several problems with the roof in recent months. Repairs have been made under terms of the ten year warranty which will expire in November of this year. Larry Snow of HULS, North America, telephoned advising us of a special offer for current Trocal customers. If we agree to purchase a new Trocal roof while the present one is still under warranty, it will cost us approximately \$1.25 per square foot. We would also receive a new 10

year warranty. The present roof cost \$152,000. for 66,900 sq. ft. or about \$2.31 per sq. ft. in 1981. After November we will be responsible for repair costs.

Three roofers have been out to look at the roof and prepare proposals, but we have not yet heard from HULS.

During discussion it was asked if an alternate solution might be available rather than re-roofing.

It was the consensus of the Board that this subject be discussed at the August Board meeting.

Paperbacks to Skokie Courthouse--In response to Mrs. Zatz's suggestion Camille Cleland made the necessary arrangements and processed approximately 100 gift or withdrawn paperback books for use by jurors in the Skokie Courthouse Jurors Room. Stickers were ordered and placed on each book noting that the books are provided through the courtesy of the Skokie Public Library.

Interior Design Services--Mrs. Anthony has received a proposal from one interior design firm and hopes to have another as per the Board request before the August Board meeting.

Per Capita Grant--Our Per Capita Grant request has been completed. Since the 1990 census figures will be used, we will be eligible for a maximum of \$59,432. this year.

Young Steinway 10th Anniversary--Bill Sample has developed a logo for the 10th Anniversary season of the Young Steinway Concert Series.

Village Board Meeting June 17--Mrs. Anthony attended the Village Board meeting June 17 at which the Village Board approved the ordinance for our renovation loan. The issue of access channels was also considered and Mrs. Anthony spoke in favor of retaining the present number of access channels, specifically in favor of a dedicated channel for the Library.

Meetings, etc.--Since the last Board meeting, Mrs. Anthony met with the Customer Service Representative for Johnson Controls and our representative for Baker & Taylor.

She also met with Marilyn Antonik who heads the literacy program at Oakton Community College regarding the Library Cable Channel, current state of literacy funding and other issues of mutual interest, and attended an informational meeting about the Metropolitan Chicago Information Center, an organization newly founded through foundation grants, which plans to continue by selling memberships and statistical reports to metropolitan non-profits and smaller governmental units.

The Illinois State Library Advisory Committee had a specially-called meeting via video teleconference with a number of participants in Chicago at the State of Illinois Building and the remainder in Springfield. She also attended a Chamber of Commerce function.

Responsibilities Outside the Library--As of this month, Mrs. Anthony is Vice President, President Elect of Skokie Rotary; President of the Chicago Library Club; Co-chair of the American Library Association ALTA/PLA Common Concerns Committee; a member of the ALTA Board; and a Director-at-large of the Metropolitan Libraries Section of the Public Library Association.

ALA Annual Conference--Mrs. Anthony spent time in the exhibits looking at shelving and new technology. The ALTA/PLA Common Concerns Committee is planning a program for San Francisco entitled, "Do We Control Our Own Buildings? Formulating Facilities Policies." Speakers will be attorneys discussing issues of the homeless and use of meeting rooms and exhibit space. The five staff members at ALA joined with the five members of the Board, plus one spouse for a dinner Sunday night at conference in Atlanta.

**MINUTES OF THE MEETING OF THE MAYOR AND BOARD OF TRUSTEES
MONDAY, JULY 1, 1991 - PAGE 1**

The trustees noted Resolution #91-7-R-336 on Page 1 of the minutes of the regular meeting of the Mayor and the Board of Trustees of the Village of Skokie, held Monday, July 1, 1991 which states: "Motion to adopt a Resolution appointing Susan Brill Schreck as Library Board Trustee."

The motion was approved and the swearing in of Susan Brill Schreck as Library Trustee by Village Clerk, Marlene Williams followed.

DRAFT / SKOKIE PUBLIC LIBRARY TELEFACSIMILE POLICY, GUIDELINES AND PROCEDURES

The proposed FAX Policy was reviewed by Attorney Nancy Luck from Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. who suggested a few changes in wording.

She looked in particular at the policy as it relates to copyright and stated that our procedures, as outlined appear to be sufficient to show that we are making a good faith effort to comply with complex copyright laws.

After discussion Mr. Graham made a motion, seconded by Mr. Flintrup:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE SKOKIE PUBLIC LIBRARY TELEFACSIMILE POLICY, GUIDELINES AND PROCEDURES, WITH WORDING CHANGES AS RECOMMENDED BY COUNSEL.

The roll call vote for approval was unanimous.

OUTPUT MEASURES 1987-1991

The Output Measures, as developed by the Public Library Association, are intended to provide a library with meaningful comparison over time. Figures for the Skokie Public Library show an increasing volume of use as measured by circulation, visits and reference activity. However, a greater volume of use and increased demand has led to lower fill rates for title, subject and browsing searches this spring. The drop is a concern and we will need to look at selection to see if we are purchasing the titles people want in sufficient quantity.

Improvement in the turnover rate has been steady.

Fill rates for Document Delivery, a measure of how long it takes the Library to provide a requested item when not immediately available, remains interesting. In 1987 we were able to provide 15-16% of such materials in one week and fewer than 60% in thirty days. The study this spring showed that we provided more than 40% of materials in one week and more than 80% in thirty days.

The statistics show that we are serving a greater number of people more effectively and efficiently than we did in 1986-87.

1989-1990 MANAGEMENT PROFILES

The trustees noted the statistical data provided to Mrs. Anthony from Arlington Heights Memorial Library, Evanston Public Library and Palatine Public Library District.

These libraries have the closest total operating expenditures in our library's population size group (50,000-74,999).

The Board concurred the comparisons are interesting.

AUTOMATION

The trustees noted the Preliminary Draft of the JCPL Long-Range Plan. Immediate goals include hiring a new Systems Librarian; replacing terminal/laser scanner; establishing better repair/maintenance program for terminals; developing system for response to OCLC/ILL requests; plan for economical OCLC use; follow progress in testing TCS controller/Image power server, and implementation of a six-month in-house MBIB garbage collect.

LIBRARY CABLE NETWORK

The trustees noted the July, 1991 Library Cable Network Program Guide for Cable Channel 50.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the June meeting of the NSLS Board of Directors.

The System's Long Range Plan is available.

The Reciprocal Borrowing Basic Tenets were adopted by the NSLS Board, eliminating point 6 regarding reciprocal borrowing privileges of non-resident fee card holders.

Suburban Audio Visual Services (SAVS) elimination of fees for the use of materials became effective July 1, 1991.

Eight persons stood for six public library seats on the Board and there was one applicant for the academic library seat. There were no applicants for the school library seat.

Mr. Flintrup was re-elected to the System Board.

COMMENTS FROM TRUSTEES

The trustees reported on the meetings and programs attended during the American Library Association Conference in Atlanta.

ADJOURNMENT

The meeting adjourned at 9:45 p.m.


Walter B. Flintrup, Secretary

'libagr'

INTERGOVERNMENTAL COOPERATION AGREEMENT

THIS AGREEMENT made and entered into this 11th day of JULY, 1991, by and between the SKOKIE PUBLIC LIBRARY BOARD, Cook County, Illinois, (the "LIBRARY") and the VILLAGE OF SKOKIE, Cook County, Illinois, an Illinois municipal corporation, (the "VILLAGE").

WHEREAS, the VILLAGE, has a population in excess of 25,000 as determined by the last official census, and, pursuant to the provisions of Section 6(a) of Article VII of the Constitution of the State of Illinois, the Village is a home rule unit and may exercise any power or perform any function pertaining to its government and affairs, including, but not limited to, the power to tax and to incur debt; and

WHEREAS, the LIBRARY does not have the power to tax; and

WHEREAS, taxes for the LIBRARY are levied by the VILLAGE and placed in the Skokie Public Library Fund; and

WHEREAS, such taxes are indicated on the tax bills as a separate line item; and

WHEREAS, the Board of Trustees of the LIBRARY found and determined at a public meeting duly held on May 16, 1990, that it is necessary and in the best interest of the LIBRARY to renovate the library facility located at 5215 Oakton Street, Skokie, Illinois (the "Project"); and

WHEREAS, the Mayor and Board of Trustees of the VILLAGE concurred in the aforesaid findings and determination of the LIBRARY; and

WHEREAS, the estimated total cost of the Project will be not less than \$1,500,000; and

WHEREAS, the VILLAGE and the LIBRARY Fund have insufficient funds on hand to pay such cost and it will, therefore, be necessary to borrow money and in evidence thereof issue an installment note therefore; and

WHEREAS, pursuant to the provisions of Article VII of the Constitution of the State of Illinois, the Village has the power to incur debt payable from any lawful source and maturing within forty (40) years from the time it is incurred without prior referendum approval; and

WHEREAS, the increase in the tax levy on behalf of the LIBRARY will be sufficient to cover the debt service incurred by the aforesaid installment note; and

WHEREAS, the Intergovernmental Cooperation Act, Chapter 127, Section 741, et. seq. of the Illinois Revised Statutes (1989) authorizes governmental entities to enter into agreements to perform any governmental service, activity or undertaking, which either of them entering into such agreement is authorized by law to perform and to exercise jointly any power or powers,

privileges or authority which any of the governmental bodies themselves is authorized by law to perform; and

NOW, THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration, the Parties agree as follows:

1. That the representations set forth in the foregoing recitals are material to this Agreement and are hereby incorporated into and made a part of this Agreement as though they were fully set forth in this Paragraph 1.
2. That on June 17, 1991 the Mayor and Board of Trustees of the VILLAGE adopted Village Ordinance Number 91-6-F-2222, "An Ordinance providing for the issuance of a \$1,500,000 General Obligation Library Note, Series 1991 of the Village of Skokie, Cook County, Illinois, and providing for the levy and collection of a direct annual tax for the payment of the principal of and interest on said note", (the "Ordinance"). Said Ordinance is hereby incorporated by reference and made a part of this Agreement.
3. That the aforesaid loan, referenced in the Ordinance will be obtained from the First National Bank of Morton Grove, Illinois.
4. That the VILLAGE, after receiving the principal proceeds of the Note as provided in Ordinance No. 91-6-F-2222, shall transfer said proceeds, less costs of issuance of the Note (Net Proceeds), to a separate fund titled "1991 Library Project Fund" (Project Account) which shall be the principal account utilized by the LIBRARY for costs incurred on behalf of the renovation project.
5. Payments made on behalf of the LIBRARY Project shall be made from the "1991 Library Project Fund". Payments may be made from the Project Account directly to a contractor, architect or other creditor or funds may be transferred to another account, such as the Reserve Fund for Purchase of Sites and Buildings, which has made payments on behalf of the LIBRARY Project. Pursuant to paragraph 3 of Section 13, the funds deposited in the Project Account shall remain separate.
6. That the LIBRARY shall thereafter have full rights to use said proceeds and interest earned thereon to pay costs of the Library Project described in Ordinance No. 91-6-F-2222, and all

costs and expenses incidental or allocable or related thereto, subject to the limitations on such use set forth in Sections 13 through 19 of said Ordinance. LIBRARY agrees to consult with the VILLAGE's Finance Director and report periodically as needed to ensure that expenditures and investments of the loan proceeds are in compliance with said Ordinance.

7. That the LIBRARY shall repay the loan authorized by the Ordinance as provided in the Ordinance.

8. The method for the service of the debt shall be as follows, unless mutually agreed upon by both parties:

a) The VILLAGE and the LIBRARY shall establish a "General Obligation, Series 1991, Note Fund" bank account (Note Account) at NBD Skokie Bank, N.A. Such account shall be the depository for the taxes levied pursuant to Section 13 of Ordinance No. 91-6-F-2222 for the payment of principal and interest. The LIBRARY shall deposit all amounts received from the Cook County Collectors Office into the Note Account within ten (10) days of the receipt of such funds by the LIBRARY.

b) Interest earnings on said Note Account or interest earnings from the investing of funds from that account shall accrue to the credit of the Note Account and shall be available for the payment of principal and interest only with the exception that funds transferred by the Library to provide sufficient amounts for debt service may be reimbursed for pro-rata interest earned on said transferred amounts until the debt service date.

c) Three (3) days prior to the semiannual due date for payment of principal and interest, the LIBRARY shall evaluate the sums of money available in the Note Account and shall place in said Note Account any amount necessary to provide sufficient funding for the principal and interest payment then due pursuant to Section 10 of Ordinance No. 91-6-F-2222. The deposit to the Note Account by the LIBRARY to provide sufficient funds for the payment of principal and interest then due shall be made one (1) day prior to the principal and interest due date.

d) As the first semiannual payment is due on December 1, 1991 and the receipt of real estate taxes levied to service the debt incurred pursuant to Ordinance No. 91-6-F-2222 will not be received until after the first due date, the LIBRARY shall transfer from available funds the full amount of the first semiannual payment amounting to \$41,708.33 to the Note Account on November 30, 1991.

e) The VILLAGE shall make payment to the holder of the LIBRARY Note via electronic wire transfer from the Note Account on June 1 and December 1 of each year until such time as the Note shall be paid in full.

9. That in the event the LIBRARY does not repay said loan in accordance with this Agreement the VILLAGE may encumber the LIBRARY's share of the distribution of the Illinois Corporate Replacement Tax and may take any and all other lawful action to collect the amount of the debt then due.

10. That the LIBRARY shall not take any action which would affect the LIBRARY's obligation to repay the loan. The LIBRARY's intent to repay the loan is evidenced by the following motion approved by the Board of Trustees of the LIBRARY:

"The Board of Library Trustees acknowledges that the debt of the \$1,500,000 incurred by the Village on the Library's behalf is in fact solely the responsibility of the Skokie Public Library. If an annual capital levy of .02% fails to yield sufficient funds for repayment of the loan, the Board will use other funds from the Reserve Fund for the Purchase of Sites and Buildings or the General Operating Fund as needed for repayment of the debt."

11. That the VILLAGE and the LIBRARY shall take all required actions to effectuate the terms of this Agreement and the Ordinance, including but not limited to the execution of all documents required by the VILLAGE, the First National Bank of Morton Grove and any other entity requiring the execution of documents in accordance with this Agreement and the Ordinance, and the extension by the VILLAGE on the LIBRARY's behalf of the tax levies necessary to meet the LIBRARY's obligation under this Agreement.

12. That the consideration for the promises contained in this Agreement shall be the mutual covenants contained herein.

13. That the parties shall cooperate and consult with one another in fulfilling the terms and obligations of this Agreement, which may be amended by written agreement duly authorized and signed by each party.

14. That all notices, demands or other communications required to be given under this Agreement shall be in writing and shall be deemed duly served if sent by certified mail, return receipt requested, addressed to the party intended to be served or

personally served. Until changed in the manner provided in the previous sentence, the addresses of the parties shall be:

Village of Skokie
5127 Oakton Street
Skokie, Illinois 60077
Attention: Village Manager

Skokie Public Library
5215 Oakton Street
Skokie, Illinois 60077
Attention: Director

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized officers of the Parties, acting pursuant to resolutions adopted by the Board of Trustees of the Village of Skokie and the Board of Trustees of the Skokie Public Library, as of this 11th day of July, 1991.

VILLAGE OF SKOKIE

By: Jaqueline B. Garrett
Its Mayor

ATTEST:

Malcolm Williams
Village Clerk

SKOKIE PUBLIC LIBRARY

By: Alma Hunt
Its President

ATTEST:

Norma S. Zatz
Secretary