

August 13, 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, August 13, 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; Jonathan H. Maks, MD; Zelda Rich; and Carolyn A. Anthony, Director.

Members absent: Susan Greer; Denis B. O'Keefe.

Staff present: Richard Kong, Deputy Director.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 9, 2014

Mrs. Hunter made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of July 9, 2014, subject to additions and/or corrections. There being no corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statement; Circulation Report; Reports from Department Heads; Personnel)

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

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. REPORTS FROM DEPARTMENT HEADS
3. PERSONNEL: HIRES: CURTIS TAM, PART-TIME MATERIAL HANDLER, ACCESS SERVICES, EFFECTIVE JULY 7, 2014; ERIKA SVENSON, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE JULY 28, 2014; JOEL HERNANDEZ, PART-TIME MATERIAL HANDLER, ACCESS SERVICES, EFFECTIVE JULY 31, 2014; MIMOSA SHAH, FULL-TIME ADULT PROGRAM SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE AUGUST 13, 2014;

AMY KOESTER, FULL-TIME YOUTH & FAMILY PROGRAM COORDINATOR, LEARNING EXPERIENCES, EFFECTIVE AUGUST 25, 2014; JONATHAN EARLEY, FULL-TIME WEB DEVELOPER, VIRTUAL COMMUNITY ENGAGEMENT, EFFECTIVE SEPTEMBER 8, 2014; RETIREMENTS: YAN-LIN TONG, FULL-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE JULY 29, 2014; DEBORAH GRODINSKY, FULL-TIME ADULT SERVICES MANAGER, ADULT SERVICES, EFFECTIVE AUGUST 29, 2014; PROMOTION: LAURA McGRATH, FROM PART-TIME SPECIAL PROJECTS COORDINATOR, ADMINISTRATION, TO FULL-TIME ACCESS SERVICES MANAGER, ACCESS SERVICES, EFFECTIVE JULY 28, 2014; TERMINATIONS: CURTIS TAM, PART-TIME MATERIAL HANDLER, ACCESS SERVICES, EFFECTIVE AUGUST 4, 2014; TERI ROOM, FULL-TIME ASSISTANT MANAGER, ACCESS SERVICES, EFFECTIVE AUGUST 29, 2014; STATUS CHANGE: PAUL JIN, FROM PART-TIME LEAD CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES TO FULL-TIME LEAD CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE AUGUST 11, 2014.

The motion passed unanimously.

#### BILLS

A motion was made by Mrs. Parrilli, seconded by Dr. Maks:

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

The roll call vote for approval was unanimous.

#### YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted.

Mr. Prosperi asked the Board to move the regular order of business, to discuss the Tax Levy first followed by Reciprocal Borrowing. The Board agreed.

#### ADOPTION OF TAX LEVY

Next month, the Board will need 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 by the Village Board 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 of \$12,632,752.00. The Library's debt payment for construction bonds in FY 2015 as presently scheduled is \$1,261,255. We are still on target for completion of the Library's debt repayment in December 2020, and have benefitted by a reduction in annual payment due to the refinancing of the bonds in September, 2010.

Collections in FY 2014 were short of budget by \$124,904. or 0.99%. This was reviewed by the Board last month.

FY2013	\$125,170.	(1.0% of collection)
FY2012	\$172,136.	(1.39% of collection)
FY2011	\$250,492.	(2.06% of collection)
FY2010	\$161,734.	(1.37% 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. We have not yet received our Per Capita Grant from the State for 2014 in the amount of \$80,980.00.

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:

FY2014	\$5,434,384.	(after transfer of \$1 million to the Reserve Fund)
FY2013	\$5,285,685.	(after transfer of \$300,000 to the Reserve Fund)
FY2012	\$4,859,765.	(after transfer of \$.5 million to the Reserve Fund)
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)

We have built a healthy balance in the Reserve Fund in recent years, with current status of approximately \$6,555,505. in the Reserve Fund. In addition, \$1.5 million has been budgeted in the Capital line for current capital expense.

With our starting balance of \$5,434,384. (unaudited) in the GOF at the start of the Fiscal Year, we have sufficient funds for more than six months of operation with average monthly expenditure last year of \$900,000.

In summary, the Library is in a favorable financial position which should allow us to minimize an increase in the FY 2014 levy. Levy increases in recent years have been curtailed as follows:

2010 levy	\$12,383,836.	2% over 2009 levy
2011 levy	\$12,507,675.	1% over 2010 levy
2012 levy	\$12,632,752.	1% over 2011 levy
2013 levy	\$12,885,407.	2% over 2012 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 2015-2016. A 2% increase in the levy may be expected to yield \$13,143,115. in FY 2016, allowing up to \$11,881,890. for the General Operating Fund. A 1% increase in the levy may be expected to yield \$13,014,261. It is anticipated that interest revenue will continue to be rather flat. Corporate Replacement Tax should be somewhat higher than this year and is estimated at \$375,000.

Since we have been able to transfer a balance to the Reserve Fund each year for the last five years in spite of short collections ranging from 1.37% to 3% of the amount budgeted and since we are not looking to grow the Reserve Fund, Mrs. Anthony recommends a nominal levy increase of 1% for 2014 (Fiscal Year 2016).

Board action on this matter is not required until September.

Board President Mark Prospero asked for information regarding the current balance in the Reserve Fund for Sites and Buildings, the amount added to the Fund in each of the last several years, and any anticipated capital expenditures.

The current balance in the Reserve Fund for Sites and Buildings is \$6,558,823.39. In recent years, we have added to the Reserve Fund at the end of the Fiscal Year as follows:

FY 2014	\$1 million
FY 2013	\$300,000.
FY 2012	\$500,000.
FY 2011	\$1 million

FY 2010                      \$1 million

The Reserve Fund for Sites and Buildings is a source of funds for cash flow when needed. While the current Cook County administration has issued property tax bills in a timely manner, this has not always been the case. The Board has asked that the Library maintain five months of operating expense in reserve at all times in the event of a disruption in tax receipts. With current annual operating expense of about \$10,700,000., this would necessitate reserve funds of approximately \$4,600,000.

Anticipated capital expenses in the next three years or so would include the following estimated amounts:

• Replacement of Andover system for building monitoring	\$240,000.
• New Bookmobile	\$200,000.
• Carpeting for 1 <sup>st</sup> floor	\$190,000.
• HVAC work on chillers, preheat coil cleaning and isolation valve replacement	\$35,000.
• Revisions to west circulation desk and lobby	\$30,000.
• Remodel of YS Computer Lab	\$25,000.
• Development of STEAM Lab/Maker Space	\$20,000.
• Replacement of Library Van	\$20,000.
• Replacement of Variable Frequency Drives on 2 air handlers	\$14,000.
<b>TOTAL ANTICIPATED EXPENSE</b>	<b>\$774,000.</b>

Total needed for reserve for operations and anticipated capital expense \$5,374,000.

This leaves approximately \$1,160,000. for unanticipated capital expense if the Reserve Fund is not further augmented over the next three years.

The Board may also want to consider early repayment of outstanding bond debt. The Library's outstanding bond debt from the expansion and renovation of 2001-2003 is \$8,726,612.50, inclusive of interest. However, the rate of interest on the bonds is 1.64%. At the current rate of repayment, the Library is scheduled to complete repayment of the debt in December, 2020. At that time, about \$1,250,000. of the Library levy, currently used for debt repayment, can be abated.

Lengthy discussion followed. The Board asked the amount spent from the capital line on an annual basis and would like a closer estimate of what Library operating expenses are and capital expenditures broken down by year so they have a realistic view of funds available at year end that would be available to be deposited into the capital account.

The Board requested that the list of anticipated capital expenses for FY 2016 be itemized. The Board would like to see 0% and 1% figures for the tax levy increase.

#### APPROVAL OF RECIPROCAL BORROWING

During the last Board meeting in July, the Board tabled a vote to extend RBP to anyone with a library card from a community in Illinois. The memo on that topic mentioned Illinois State Library's plan to extend reciprocal borrowing statewide.

Since then, the State Library recently publicized a revision of the administrative rules for library systems, including library system standards. The proposed rules will be presented to the Illinois State Library Advisory Committee for review in September, but the State Library is currently inviting the library community to make comments on a special website (<http://illibrarystemstandards.wordpress.com/>).

As expected, one of the notable changes in the proposed rules is to require public libraries to offer statewide reciprocal borrowing instead of system-wide.

Subpart B, Section 3030.200 Membership in a Multitype Library System (a-2-F) states:

A public library member shall provide reciprocal borrowing to registered patrons of other public libraries who are full members of an Illinois library system. Public libraries shall circulate various materials to eligible reciprocal borrowers under the same conditions that they circulate those materials to their own patrons. Limitations in reciprocal borrowing quantities, if any, shall be in compliance with Section 3030.220 of this Part, must not exceed limitations approved in the system's resource sharing plan, and must be imposed equally among all reciprocal borrowing patrons.

Subpart B, Section 3030.220 Reciprocal Borrowing (c) further states:

Public libraries shall circulate materials in any format to reciprocal borrowers under the same conditions that they circulate materials to their own patrons including the same fee schedule, if any, for special materials. However, a library that experiences a sizable imbalance as a net lender in reciprocal borrowing may restrict the quantity of loans, but not terminate or set to zero. Such restrictions shall only be imposed as absolutely necessary, and within the parameters of the library system's approved resource sharing plan or unless contractual licensing restrictions to access certain materials may apply. Any approved restrictions must apply equally to all reciprocal borrowers.

According to the current RAILS Resource Sharing Policy (approved in January 2013), individual lending libraries can place restrictions on reciprocal borrowing:

Given that there may be situations where libraries need to impose reasonable restrictions in order to meet the demands of local taxpayers and residents, the lending library may restrict reciprocal borrowing but not set to zero.

If the State Library's proposed rules are adopted, the library would be required to extend reciprocal borrowing to any Illinois library card holder, including patrons of Chicago Public Library, in order to maintain membership in RAILS. It is recommended that the Board approve extension of RBP to any Illinois library card holder. The library can continue to protect value for Skokie taxpayers by setting certain restrictions based on limitations and availability of certain types of materials (e.g., new items, electronic equipment only available in limited numbers). Also, the library can keep track of the percentage of total circulation that comes from RBP patrons or from any particular borrowing library and exercise the option of further restricting the number of items borrowed by RBP patrons. Limitation of the number of items permitted to be borrowed by an individual through RBP has been shown to be an effective and immediate control in the volume of RBP borrowing at Skokie Public Library. Loss of membership in RAILS would significantly impact the library. Current benefits from RAILS membership include use of the delivery system for ILL and LINKin items, continuing education opportunities sponsored by RAILS, and professional networks (e.g., RAILS discussion forums).

Lengthy discussion followed. A motion was made by Dr. Maks, seconded by Mrs. Parrilli:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE THE DIRECTOR TO POST A NEGATIVE COMMENT ON THE RAILS WEBSITE REFLECTING THE BOARD'S OPPOSITION TO THE PROPOSED RECIPROCAL BORROWING CHANGES. IN ADDITION A LETTER, WITH THE SAME CONTENT, WILL BE SENT TO SECRETARY OF STATE AND STATE LIBRARIAN JESSE WHITE AND CC TO REPRESENTATIVE LOU LANG. THE COMMENT AND LETTER WILL BE SIGNED BY MR. PROSPERI AND MRS. HUNTER.**

The motion passed unanimously.

Reciprocal Borrowing will be placed on the September agenda. The Board thanked Mrs. Hunter for her verbal report on Reciprocal Borrowing.

DIRECTOR'S REPORT

USAGE---- Circulation in July, typically one of the busiest months, was down slightly by 1.2%. Trends show Audio use down, Video flat, and e-formats up. LINKin lending is up nearly 12% and, for a change, ILL use is also up. Bookmobile circulation is up 25%. RBP use is up slightly, but it is still not much more than 7% of circulation. The number of Reserves is down because more copies of new titles are being purchased and displayed. The Gate Count is down nearly 3%, but still is quite high at 78,639. It appears that some of these small decreases may reflect a return to more “normal” usage patterns after a year or two of unusually high use.

PERSONNEL----There are some big personnel changes to note, led by the retirement of Deborah Grodinsky, Head of Adult Services. Deborah has been on staff at Skokie Public Library since 1993 and was in the building for another ten years before that as part of NSLS System Reference. She lives in Skokie and will continue to serve on the Advisory Committee to the Skokie Health Department as a community resident. Teri Room has been on staff since 1990, most recently as Manager of Collection Development and Assistant Manager of Access Services. She will assume the position of Head of Technical Services at the Glenview Public Library. Laura McGrath has been on staff since 1996 and has been the Assistant Head of Reference Service for most of that time. She has worked part-time in recent years, raising three young children, and now has returned to full-time status as Manager of Access Services. Skokie Public Library’s reputation in the library community has given us a broad pool of applicants for other positions, enabling us to hire excellent candidates from the Chicago area and points more distant.

Under other Personnel news, it is now possible to apply for positions at the Skokie Public Library online. This will be more convenient for many applicants and will also enable HR to more efficiently handle applicant responses and files.

A Teen Volunteer party was held to thank the young volunteers who helped out with the Summer Reading Program and Booking with a Buddy.

The Staff Picnic will be held September 11. Staff appreciate the Board’s generosity in sponsoring this annual event which is a time of camaraderie over grilled hot dogs, hamburgers, and chicken breasts, accompanied by salads, chips, and ice cream. Staff put the green roof to good use in this end-of-summer activity.

BUILDING UPDATES----The repairs to the south wall in the Library parking lot will be made next week as will the extension of the wheelchair platform in the Petty Auditorium. Resurfacing of the parking lot will be done in two phases the week of August 25. The baby corral in Youth Services will be installed later this week or next week.



**DOMINICAN INTERN PROGRAM**----Richard Kong has initiated and implemented an internship program with Dominican University. Although we have had interns from Dominican's Library Science program before, this will be a more extensive experience for the Interns and the library. Three GSLIS students were selected from an applicant pool to serve a full-year appointment as Interns at Skokie Public Library including a practicum in the fall and an independent study in the spring semester. The students will earn 6 hours of credit and receive a tuition waiver for the experience. Kiley Mullane, Amanda Shively, and Eva Thaler-Sroussi will each spend 10-15 hours per week at the library, working with Youth Services, Community Engagement, Learning Experiences, Adult Services, and Teen Services. Each will have a staff mentor at SPL and a faculty sponsor at Dominican and there will be monthly cohort meetings of all participants. The Interns will attend ALA Midwinter in Chicago and receive some training in leadership and change management. This is an innovative program which may serve as a model in library education.

**SCHOOL SUPPLIES FOR FINES**----In a twist on the canned food for fines, next week Customer Services will accept school supplies for fines (not for lost materials). The school supplies must be from a list of 15 items developed by local schools according to their supply lists. All supplies collected will be turned over to the schools in Skokie for use by students for whom purchasing the supplies would be a hardship.

**FLU SHOTS FOR STAFF**---The Skokie Health Department has again generously offered to provide flu shots for library staff during time blocks on three different days in September. Since many staff may have increased exposure to flu through working with the public, it is a real benefit to be able to conveniently receive free immunizations.

**OCTOBER BOARD MEETING**----The Bill and Melinda Gates Foundation has invited Mrs. Anthony to meet with their Global Libraries Group in Bucharest, Romania, the week of October 6 to talk about the Outcome Measures project being developed by the Public Library Association. Outcome Measurement is a particular interest of the Foundation. They may be assisting PLA with financial support to test the prototype measures in various public libraries and whole states in advance of rolling them out nationally. The Library Board meeting in October is scheduled for the 8<sup>th</sup>. This is early for a Board meeting any way since the first is a Wednesday. It is hard to get financial data and other statistics together to send a Board packet out by the 3<sup>rd</sup>. Mrs. Anthony asked the Board to consider rescheduling the October Library Board meeting. Since Wednesday, the 15<sup>th</sup>, is in the middle of the ILA Conference in Springfield, the date of Tuesday, October 14 for the Board meeting was proposed.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AGREE TO RESCHEDULE THE OCTOBER BOARD MEETING FROM WEDNESDAY, OCTOBER 8, 2014 TO TUESDAY, OCTOBER 14, 2014.**

The motion passed unanimously.

#### APPROVAL OF RENEWAL OF ENCORE/SYNERGY

The library's subscription to Innovative's Encore Synergy discovery solution is up for renewal at the end of August. Encore serves as our public catalog system and provides patrons with real-time search results for books and digital collections. Patrons use Encore to manage holds, review and renew checked out items, read or add reviews, and manage other aspects of their library account. Recently, we also added results for eBooks from both OverDrive and 3M Cloud Library into Encore. The Synergy component integrates relevant article results from research databases into a single search results interface. Staff would like to conduct user testing on the effectiveness of Synergy so we recommend a one year renewal for now with the thought that we can renew for additional years if desired. With their recent acquisitions of Polaris and VTLS, Innovative is in a lead position now and we can expect further enhancements of Encore Synergy in the years ahead.

Innovative provided a quote for a three-year renewal of Encore starting at \$19,750 for year one, \$20,441 for year two, and \$21,157 for year three. A one year subscription for Synergy is priced at \$10,000. The total commitment over three years is for \$71,348 and signing the renewal would guarantee the prices in the quote for the second and third years of Encore. The immediate payment for this year would be a total of \$29,750 (Encore at \$19,750 and Synergy at \$10,000). Maintenance is built into the cost of the subscription.

Mrs. Anthony recommends approval of the subscription renewal of Encore (three years) and Synergy (one year) for \$71,348, with an immediate payment of \$29,750 to be made for the first year. This expense will come from the Technology budget line.

After brief discussion, Mrs. Rich made a motion, seconded by Mrs. Parrilli:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVAL THE SUBSCRIPTION RENEWAL OF ENCORE (THREE YEARS) AND SYNERGY (ONE YEAR) FOR \$71,348.00, WITH AN IMMEDIATE PAYMENT OF \$29,750.00 TO BE MADE THE FIRST**

YEAR. THIS EXPENSE WILL COME FROM THE TECHNOLOGY BUDGET LINE.

The roll call vote for approval was unanimous.

#### APPROVAL OF PURCHASE OF NEW COPIER FOR ADMINISTRATION

The Administrative Office copier is in urgent need of replacement. The current copier, a Sharp AR-M700N, was purchased in March of 2006 for approximately \$19,000. During its more than eight year run it has made almost two million impressions. However, it is to the point that service calls are being made almost weekly. Mark Kadzie, IT Manager, was hoping to make it until January (when the six public copiers are off-lease) and replace this copier as part of a comprehensive printer/copier assessment for the entire library, but because of the frequent problems replacing this copier can no longer wait.

After consulting with library staff across various departments it was decided a new Administrative Office copier should meet the following criteria:

- An A3 Color MFP to support up to tabloid 11"x17" size paper
- Ability to copy and print paper of various weights: 20# through card stock
- A finisher which supports booklet making and saddle stitching
- Local hard drive encryption for privacy/security
- Postscript support for Mac printing
- Ability to match the Pantone color pallet
- Ability to integrate with Papercut software for usage auditing
- Ability to support Proximity (HID compatible) RFID cards for authentication
- Speed comparable to our current 70ppm copier

We currently have bids from seven vendors proposing models from four different manufactures: Konica-Minolta, Kyocera, Ricoh/Savin, and Xerox. On August 7 staff had the opportunity for hands-on evaluations for three manufacture offerings. We saw Ricoh/Savin at the offices of ISBS; Kyocera at Lincolnwood Public Library; and Konica-Minolta at Niles Public Library. We had a Xerox demonstration on August 11 at the library.

Board approval for the sum of \$30,552.67\* is sought for the replacement of the current administration copier with a Xerox C570 MFP from COTG. The final decision between copiers came down to the Savin MP C6502 and the Xerox C570. It was a tough decision because the machines are very comparable. But in the end staff felt the interface on the Xerox was easier to use than the Savin's.

Once we decided to go with the Xerox, we then had to decide on the vendor. Two vendors, COTG and Genesis Technologies, both had proposals for the Xerox. And while Genesis offering was slightly less, we decided to choose COTG for three reasons:

1. COTG is Xerox company while Xerox is only one of many lines Genesis sells and supports.
2. COTG service and consumable costs are lower.
3. COTG has an in-house production team who specialize in high-end graphics, while Genesis can only refer us to Xerox specialists. This is important to our Graphic Designer.

Below is a breakdown of the Xerox and Savin offerings:

<b>Vendor</b>	<b>Model</b>	<b>Amount</b>
COTG	Xerox Color 570	\$26,552.67
Genesis	Xerox Color 570	\$26,433.00
ISBS	Savin MP C6502	\$27,690.00

\*Note, Xerox is offering a \$4,000 rebate, after which the total price will be \$26,552.67.

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

**MOTION:** THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FOR A NEW ADMINISTRATIVE OFFICE COPIER (XEROX COLOR 570) FROM COTG IN THE AMOUNT OF \$30,552.67, MINUS A \$4,000. REBATE, FOR A TOTAL COST OF \$26,552.67.

The roll call vote for approval was unanimous.

#### APPROVAL OF APPROPRIATE LIBRARY USE POLICY

A copy of the Appropriate Library Use Policy for posting in the Library with revisions to items 3 and 8 as requested by the Board at the July meeting was distributed. Security guards and other staff may also give a copy of the Policy to patrons who exhibit behavior in conflict with the Policy to inform them of library expectations.

Department Heads have reviewed the Policy. We are in agreement that our primary goal is to enable all patrons to use the library without interference or disturbance by other patrons. Rules are kept to a minimum.

Mrs. Anthony requested approval of the Appropriate Library Use Policy.

After brief discussion, Mrs. Parrilli made a motion, seconded by Mrs. Rich:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE APPROPRIATE LIBRARY USE POLICY AS PRESENTED (COPY ATTACHED).**

The motion passed unanimously.

**APPROVAL OF ENVIRONMENTAL SCAN FOR PER CAPITA GRANT**

Mrs. Anthony distributed a copy of the Environmental Scan, a requirement for the Per Capita Grant application this year. We did quite an extensive scan in connection with the Strategic Plan in early 2013. Bruce Brigell has done an update to meet the Per Capita Grant requirements. Although it's only been about 16 months, there's enough change in the community to make the update relevant. Approval by the Board is requested.

After brief discussion, a motion was made by Dr. Maks, seconded by Mrs. Parrilli:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ENVIRONMENTAL SCAN, A REQUIREMENT FOR THE PER CAPITA GRANT, AS PRESENTED.**

The motion passed unanimously.

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

Mrs. Parrilli reported on the highlights from the July 25, 2014 Board of Directors meeting held at the Burr Ridge Service Center. The following information was taken from the meeting videoconference and supporting Board documents.

**Newly Elected Board Officers:** The FY2014 Board of Directors welcomed the newly elected directors. The Board then voted on the slated officers as recommended by the Nominating Committee: Bill Coffee, President, from La Grange Public Library; Mary Jo Matousek, Vice President, from Aptakisic CCSD 102; Ben Schapiro, Treasurer, from Evanston Public Library; and John Sayers, Secretary, Kewanee Public Library District. Bill Coffee took over the meeting as the newly elected President of the RAILS Board of Directors.

**Financial Report:** RAILS Finance Director Jim Kregor presented his financial report ending June 30, 2014, which is the end of Fiscal Year 2014, with a balance of \$23,400,000 in cash and investments. This represents 27.5 months of General Fund operations. Mr. Kregor mentioned that the increasing balance is due to the "timeliness" of

# **Appropriate Library Use Policy**

Skokie Public Library is committed to providing our patrons with a high-quality, satisfying experience when they use the Library's facilities, services and materials. To this end, a well-trained, friendly staff will assist patrons in using Library services and in finding the materials and information they seek.

1. Patrons using the Library are to conduct themselves in a manner appropriate to the Library's vision and mission. Disruptive behavior affecting staff and other patrons is prohibited.
2. Smoking is not allowed on Library property, including the parking lots.
3. Non-alcoholic beverages in covered containers are permitted in the Library and water is permitted in the Petty Auditorium. Eating in the Library is limited to the Refreshment Center located in the book sale room on the west side of the Library.
4. Cell phones may be used for conversation in the vestibules, lobbies, near the elevators and in the study rooms.
5. Parents are responsible for their children's behavior. Children under the age of eight must be accompanied by a parent or caregiver of high school age or older. All children should be picked up before 9 pm. If children are still here at 9:30 pm, the police will be called.
6. Theft, vandalism, and mutilation of Library property are considered crimes and will be prosecuted. The Library reserves the right to inspect all backpacks, bags, briefcases, and purses when staff members believe that this rule has been violated.
7. Selling products/services or soliciting donations is not permitted on Library property.
8. Taking photographs, taking videos, distributing leaflets, and petitioning on Library property requires authorization of the Library administration.

APC payments and expenditures continuing at least 10% under budget. As of the end of FY2014, RAILS has a reserve fund of approximately \$8 million.

Executive Director Report: Executive Director Dee Brennan presented her goals as part of the Strategic Plan. Progress on these goals will be included in her monthly reports. RAILS will increase its staff by five positions for FY2015. A new regional map was shown to the Board, which displays RAILS consortia, stand-alone libraries, areas not served, and resource sharing areas.

Delivery Services: Six new vans are on order which will replace older delivery vehicles.

Response to Illinois State Library Letter re the FY 2015 Area and Per Capita Grant Plan of Service and Budget: The following is an excerpt from RAILS response to the Illinois State Library inquiry in the Area and Per Capita Grant application for FY2015: “ *RAILS began operations with a significant opening cash balance of \$5.5 million carried over from the five legacy systems. In FY2012, RAILS also received legacy system FY2011 APC payments totaling \$5.1 million. The sales of the Wheeling, Shorewood and East Peoria facilities resulted in net proceeds of \$3.1million. The sale of the Geneva facility will generate an additional \$1.1 million when it closed on July 15, 2014. All of this money represents one-time revenue.*” ISL also recommended that RAILS have a 12-month reserve. The RAILS Board agreed with staff to have the reserve cover 18 months.

Proposed Changes to Administrative Rules and Standards: Ms. Brennan explained to the Board that the Illinois State Library submitted a 64-page document regarding changes to the library systems that include areas of administration, resource sharing, bibliographic access, delivery, interlibrary loan and reciprocal access. She emphasized that it is important for RAILS to encourage member libraries to provide comments and recommendations on the ISL website by August 18.

Next meeting: August 29, 2014, at the Burr Ridge Service Center

#### COMMENTS FROM TRUSTEES

Mrs. Hunter said our Graphic Designer is doing a good job – she likes the look of our printed publications.

#### CLOSED SESSION

At 9:05 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 THE DIRECTOR'S EVALUATION/SALARY.

The motion passed unanimously.

Adjournment

At 9:14 p.m. a motion was made by Mrs. Parrilli, 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.

The Board reached consensus in regard to the Director's salary.

ADJOURNMENT

At 9:18 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