

May 13, 2009

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, May 13, 2009.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:29 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Dayle Zelenka, Secretary; Richard Basofin; Susan Greer; Zelda Rich; and Carolyn A. Anthony, Director.

Member absent: Dr. John M. Wozniak.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services; Susan Carlton, Assistant Head of Youth Services/School Services Liaison.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 15, 2009

Mr. Zelenka made a motion, seconded by Mr. Basofin, to approve the minutes of the regular meeting of April 15, 2009, 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); Gift)

Mr. Basofin made a motion, seconded by Mr. Zelenka:

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. GIFT: \$75. FROM MITZI WALCHAK IN MEMORY OF BRENDA B. WEISS FOR THE PURCHASE OF A FICTION BOOK ON CD.

The vote for approval was unanimous.

YEAR-TO-DATE BUDGETARY STATUS

After brief discussion, the Year-to-Date Budgetary Status was placed on file.

FINANCIAL STATUS / ANALYSIS OF GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS

The Financial Status / Analysis of General Operating Fund for the Seven Fiscal Years as well as the Village of Skokie FY 2010 Description of Debt were noted.

BILLS

A motion was made by Mr. Graham, seconded by Mr. Zelenka:

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

The roll call vote for approval was unanimous.

Payment Request for Chicagoland Paving

A motion was made by Mr. Graham, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PAYMENT REQUEST FOR CHICAGOLAND PAVING IN THE AMOUNT OF \$56,481.75 AS PRESENTED.

The roll call vote for approval was unanimous.

Change Orders from Chicagoland Paving

Mrs. Anthony explained that today an addition to Change Order #2 and Change Order #3 were received via email from Chicagoland Paving. The addition to Change Order #2 is in the amount of \$1,005.00 to increase the Bollard height. Change Order #3 in the amount of \$5,532.00 is to stripe the west parking lot with thermoplastic instead of paint which would last five or more years as opposed to paint which usually lasts two years.

A motion was made by Mr. Zelenka, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADDITION TO CHANGE ORDER #2 IN THE AMOUNT OF \$1,005.00 TO INCREASE THE BOLLARD HEIGHT AND CHANGE ORDER #3 IN THE AMOUNT OF \$5,532.00 FOR THERMOPLASTIC STRIPING IN THE WEST PARKING LOT FROM CHICAGOLAND PAVING.

The roll call vote for approval was unanimous.

## DIRECTOR'S REPORT

USAGE----Circulation in April was up more than 14% for an increase of 6.6% for the Fiscal Year. There were strong gains in the circulation of Adult and Children's books as well as Children's material on the Bookmobile. Periodical check-outs nearly doubled with the new location and display of the magazines on the first floor. The World Language materials also jumped 22% in circulation in their new location, reaching a five year high. The Gate Count was up 5% for the month. Skokie school district circulation was up by 20%. Susan Carlton will talk with the Board about what she has been doing to promote use by the schools. Use of online databases was up nearly 10% from last April.

GEESE----Staff are all charmed by the explosion of wildlife on the green roof. A Canadian goose made her nest in the southeast corner of the roof and hatched 6 goslings this week. The gander is often at hand helping to show the little ones around as they explore their environment, eat plants on the roof and swim in the little pool put out for them by staff.

ILA LEGISLATIVE DAY----Frances Roehm, SkokieNet Librarian, and Mrs. Anthony drove down to Springfield for the ILA Legislative Day April 23. Library lobbyist Kip Kolkmeier gave a talk the evening before to prepare everyone on the issues. There is clearly a lot of relief in the legislature about the change in the Governor, but a lot of uncertainty about how large the debt is and what should be done to balance the budget. Representative Lou Lang encouraged us to give him information on capital needs so that he could take them into account if and when there is word on eligible projects for stimulus funding. Mrs. Anthony gave him information about the SAN for network storage for \$90,000., improvements to the sound system in the Petty for \$40,000. and a separate air conditioner for the adult computer lab for \$11,200. Mrs. Anthony also updated Representative Beth Coulson on the expenses from her member initiative grant, including the planned digital media lab.

IPRF GRANT----The Library received the grant for \$2,300. from the Illinois Public Risk Fund for installation of new security cameras in the vestibules and on the third floor. The grant is to be used for an approved safety improvement.

OAKTON VITA DINNER----At the dinner honoring volunteers who have participated in the Oakton VITA adult literacy programs, one of three speakers was from Skokie. Socheath Meng immigrated to the U.S. 2.5 years ago from Cambodia. He arrived speaking so little English that he was challenged by trying to order a hamburger at McDonald's in a stop-over at the Los Angeles Airport. He started in the Oakton classes at

the Library and doubled up his attendance to accelerate his progress. He earned his GED in six months and went on to take classes at Oakton. He has just been accepted at UIUC in electrical engineering. Mrs. Anthony introduced herself to Socheath who talked about how he has used the resources of the Skokie Library for his classes.

HOSTING OPPORTUNITIES----Staff had the occasion this past month to host a meeting of the Illinois Humanities Council and also a meeting of the NSLS Board. Staff assisted in providing tours for the visitors who were all very impressed with the Skokie Public Library.

ALA LEGISLATIVE DAYS----Diana Hunter and Mrs. Anthony will travel to Washington D. C. for ALA Legislative Days May 11-12. The big issue is the reauthorization of LSTA which is also up for an increase of \$300. million in funding. They hope to get Illinois' senators to sign on as sponsors. Other issues relate to copyright, school libraries, Broadband funding and getting a share of the American Recovery and Reinvestment Act funding for libraries. The President has also proposed an increase in funding for the Institute for Museum and Library Services, with the bulk of the increase to go to libraries.

URBAN LIBRARIES COUNCIL----A new President has been named for the Urban Libraries Council. Susan Benton comes to ULC from her position as Research, Development and Strategic Partners Executive at ICMA, an international professional association of more than 9,000 city and county managers. Ms. Benton has strength in corporate relations and interest in community building and civic engagement. She also has a track record in forming strong partnerships.

PHD AT DOMINICAN----The Graduate School of Library and Information Science at Dominican got word this month of final approval for their proposal to offer a PhD in Library Science. This will be the first doctorate approved for the University.

CONTRIBUTION IN HONOR OF GARY GUSTIN----A patron made a contribution to the Blind Service Association in honor of staff member Gary Gustin who has been a help to him. This was a nice way of saying "thanks".

COMMUNITY ACTIVITY----This past month Mrs. Anthony attended the dedication of the Holocaust Memorial and Education Center, a meeting of the Women's Board of the new North Shore University Medical Center, the Chamber Board, the Spring Celebration of the Indian Community of Skokie, and the North Suburban Business Development Foundation. The latter group had an excellent program at the Library, featuring a speaker

from the Federal Reserve and two bank CEO's talking about obtaining business credit in a difficult economy.

SKOKIE FESTIVAL OF CULTURES-----The 19<sup>th</sup> Skokie Festival of Cultures will be held in Oakton Park May 16-17. The Bookmobile will be on hand and a number of staff will spend time meeting and greeting.

TASTE OF SKOKIE VALLEY----The Skokie Chamber of Commerce and the Rotary Club of Skokie Valley are jointly sponsoring the Taste of Skokie Valley at the Doubletree Hotel May 28. This is a fundraiser for community activity. Mrs. Anthony has advance tickets if anyone is interested.

#### SERVICE TO SCHOOL

Susan Carlton, Assistant Head of Youth Services/School Services Liaison, discussed the Library's school services which began in the mid 1990s to present. She discussed the teacher's guide, teacher's bookbags, teacher access to the Library's website and databases, tours for K-5 students, presentations to faculty at Skokie schools, and email notices to teachers. This past year, 28% more schools participated in school services each month, with an average of 30% more teachers using the Teacher Loan Program and an increase of 45% in the average number of items checked out each month.

Discussion followed. Mr. Zelenka suggested Mrs. Carlton's presentation could easily be a model for doing a program at the Illinois Library Association Conference.

Mr. Graham asked if at the special time for studying for high school exams if other services or supplemental materials are requested. Mrs. Anthony will check with Librarian Maryann Mondrus about this.

Mrs. Carlton left the meeting at 8:05 p.m.

#### END OF YEAR CASH POSITION

Mrs. Anthony reported that the Library's unaudited balance in the General Operating Fund at the close of the Fiscal Year is (181,074.) after transfer of \$1,500,000. to the Reserve Fund. The reason for the negative number at this point is that the Library has over \$550,000. in uncollected property tax (about \$70,000. of which is for the Debt Fund). Last year, about \$440,000. in property tax revenue was received in April. This year, only \$141,000. was collected in April. It is not clear why there is such a discrepancy and whether it is due to slow disbursements by Cook County or some other cause.

The Library has not actually received its Per Capita Grant yet although some NSLS libraries reported receipts as early as May 1 so the grants are apparently being disbursed. Perhaps Skokie is just further on in the alphabet.

Staff will be tracking the receipt of additional revenue and Mrs. Anthony will provide the Board with an update in June.

#### LIBRARY EXPRESS

The Board asked for an update and review of Library Express this month. Mrs. Anthony distributed statistics, comparing last year with this year, which shows use is down slightly, but there is usage every month. Not surprisingly, use tends to be highest in the winter months, probably varying with the weather. To the extent that Library Express accommodates an older or disabled person who is less mobile in icy weather, it is well worth it.

With the postal rate increase May 11, the cost of Media Mail (used for Library Express) will increase from \$2.23 to \$2.38 for the first pound. This accommodates most mailings. Mrs. Anthony recommends that the Library keep the fee for Library Express at \$2.00 and continue this service option for Library users.

It was the consensus of the Board to continue Library Express as is for one year. The next update and review of Library Express will be at the May 2010 Board meeting.

#### CHANGE IN DVD POLICY

Mrs. Anthony said that when the DVD collection was first introduced in November, 1998, the Board instituted a \$1.00 fee which was considered an insurance fee. DVDs at that time cost \$50. or more each, considerably more than a book. There was also the issue of wear of the format which requires occasional cleaning or replacement.

In the intervening years, the cost of a DVD has fallen to about \$20.00 per item, often less than the cost of a hardback book. Staff more often purchase multiple copies of DVD titles. The Adult feature film collection has grown to about 11,500 items at the present time. This is no longer a new and developing collection, nor so costly that the fee for circulation can continue to be justified. The Library's Rationale for Fees states that "Skokie Public Library therefore offers basic library service to Skokie residents and taxpayers as a public good, supported by general tax revenues. Such basic services include the lending of library materials, use of library facilities, staff assistance in locating materials and information, and program events."

Many other NSLS libraries also had a fee for DVDs at one time. Almost all the libraries have eliminated the DVD loan fee. Eliminating the loan fee would save issuing credit coupons for a DVD loan when a patron complains that a DVD did not play well. It would facilitate self-check and reduce staff handling of cash. Collecting these fees is not without cost. It would also enable the Library to open the circulation of older feature films to LINKin borrowing with our partner libraries. Such a practice would open the DVD collections of Arlington Heights, Gail Borden Public Library, Cook Memorial Library and the DuPage College Library to Skokie patrons.

The fees for DVD circulation amount to about \$100,000. per year, but the Library is not dependent on that revenue and should not continue to collect it if it is in other ways not in keeping with Library philosophy regarding fees. Mrs. Anthony recommends that the \$1.00 fee for circulation of a DVD be eliminated, effective June 1. There could continue to be an overdue fee of \$1.00 per day for a DVD kept beyond the loan period.

Also, because of concern about the availability of DVDs for Skokie residents and an increase at that time in Reciprocal Borrowing use of audiovisual formats, the Board decided to limit Reciprocal Borrowing to five CDs and three DVDs per visit to non-Skokie Public Library cardholders in April, 2007. Circulation of CDs has barely changed from last year to this year as more people download musical selections. The DVD collection is large enough, with multiple copies of popular titles so that the protectionist measure is no longer needed. Reciprocal Borrowing as a percentage of total circulation is down from the high of more than 15% a couple years ago. For these reasons, Mrs. Anthony recommends that the limitation on the number of audiovisual items allowed to Reciprocal Borrowers per visit be eliminated.

Discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ELIMINATION OF THE \$1.00 FEE FOR CIRCULATION OF ADULT FEATURE FILMS EFFECTIVE JUNE 1, 2009.

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

A motion was made by Mr. Zelenka, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE REMOVING THE RESTRICTIVE LOAN LIMITS ON CDS AND DVDS FOR RECIPROCAL BORROWERS. BORROWERS MAY HAVE UP TO 10 DVDS AT ONE TIME AND THERE WILL BE NO LIMIT ON CDS EFFECTIVE JUNE 1, 2009.

The roll was called: Mr. Basofin—yes; Mrs. Rich—yes; Mrs. Greer—yes; Mr. Zelenka—yes; Mr. Graham—abstain; Mrs. Hunter—no. The motion passed.

RESOLUTION OF APPRECIATION FOR DAYLE ZELENKA

Mrs. Anthony distributed a Resolution of Appreciation for Mr. Zelenka.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RESOLUTION OF APPRECIATION FOR MR. ZELENKA (copy attached).

The motion passed unanimously. Mr. Zelenka abstained.

The Board thanked Mr. Zelenka for the conscientious job he has done on the Library Board. The Board also wished Mr. Zelenka well in his new position and new home in Minnesota.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The May 2009 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Basofin has accepted the appointment as Skokie Public Library representative to the NSLS Board. Mr. Basofin will attend his first meeting with Mr. Zelenka on May 18.

COMMENTS FROM TRUSTEES

Mr. Zelenka thanked the Board for their guidance and for being his mentors.

ADJOURNMENT

At 8:42 p.m. a motion was made by Mrs. Rich, seconded by Mr. Zelenka to adjourn the regular meeting. The motion passed unanimously.



Zelda Rich, Secretary



## Resolution of the Board of Trustees of the Skokie Public Library

WHEREAS, Dayle Zelenka was elected to the Board of the Skokie Public Library in May, 2005; and

WHEREAS, he has served not only as a Board member, but as Secretary to the Board; and

WHEREAS, he has applied his experience as an academic librarian and his understanding of technology and library trends to matters before the Skokie Public Library Board; and

WHEREAS, he has served as the Skokie Public Library Representative to the Board of the North Suburban Library System and as a member of that Board since June, 2006; and

WHEREAS, he has shown leadership in his role as Chair of the Legislative Committee of NSLS; and

WHEREAS, he has traveled to Washington DC as an advocate for libraries with our elected officials at the federal level; and

WHEREAS, he has served as an elected Director-at-Large of the Illinois Library Association for the past two years.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Skokie Public Library, recognizes his many contributions, thanks him for his service and wishes him well in his new position as Director of the Traverse des Sioux Library System in Mankato, Minnesota.

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Diana Hunter  
President  
Board of Library Trustees  
Skokie Public Library

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Carolyn A. Anthony  
Director  
Skokie Public Library

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