

August 15, 2007

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 15, 2007.

CALL TO ORDER

Diana Hunter, Vice President/President Emerita, President Pro-Tem, called the meeting to order at 7:43 p.m.

Members present: Diana Hunter, Vice President/President Emerita, President Pro-Tem; Dayle Zelenka, Secretary; Susan Greer; Zelda Rich; Eva Weiner; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: John Graham, President.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF JULY 11, 2007

Dr. Wozniak made a motion, seconded by Mrs. Greer, to approve the minutes of the regular and closed meetings of July 11, 2007, 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); PROGRAM STATISTICS 1ST QUARTER F.Y. 2007-2008; CORRESPONDENCE; PERSONNEL; GIFT)

Mr. Zelenka 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. PROGRAM STATISTICS 1ST QUARTER F.Y. 2007-2008

5. CORRESPONDENCE: THANK YOU CARD TO MRS. ANTHONY AND THE BOARD FROM FORMER STAFF MEMBER KAY KIM DATED JULY 24, 2007
6. PERSONNEL: STATUS CHANGES: ERIKA KALLMAN, PART-TIME BOOKMOBILE ASSISTANT/TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, TO FULL-TIME BOOKMOBILE ASSISTANT/TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE JULY 23, 2007; MATTHEW MACKELLAR; FROM PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, TO FULL-TIME CIRCULATION CLERK/SECURITY GUARD, EFFECTIVE AUGUST 6, 2007; PROMOTIONS: SUSAN CARLTON, FROM PART-TIME SUBSTITUTE LIBRARIAN, YOUTH SERVICES DEPARTMENT, TO FULL-TIME ASSISTANT DEPARTMENT HEAD/SCHOOL SERVICES LIAISON, YOUTH SERVICES DEPARTMENT, EFFECTIVE AUGUST 6, 2007; NIDA TABBA, FROM TEMPORARY PART-TIME SUMMER READING CLUB PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, TO PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE AUGUST 6, 2007; TERMINATIONS: ANNIE LIN, TEMPORARY PART-TIME SUMMER READING CLUB PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE AUGUST 1, 2007; JESSICA TRIER, TEMPORARY PART-TIME SUMMER READING CLUB PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE AUGUST 1, 2007
7. GIFTS: \$250. FROM JANE ADLER IN MEMORY OF BRENDA WEISS FOR PURCHASE OF BOOKS ON CD.

The motion passed unanimously.

YEAR TO DATE BUDGETARY STATUS

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

BILLS

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

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

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in July was down a little more than three percent from the same month last year, with the biggest declines in the circulation of video formats. Use of videotapes has fallen off to a fraction of what it used to be and staff purchase very little in that format. Circulation of DVDs may be impacted by the easy availability of DVDs through mail programs from NetFlix and Blockbuster and the kiosks at the Jewel. It may be time to consider dropping the \$1.00 fee per circulation of Adult feature title.

Reciprocal borrowing is down nearly 10 percent. It is hard to understand a decline in Gate Count of 13.6% when there was record participation in summer reading programs. Of course, staff have taken some programs out such as the very successful programs on the Village Green and cooperative programs with the Skokie Park District. Use of the Library's Web site showed 18,735 unique visitors to the site in July. Use of digital formats is still relatively small, but growing fast. Clearly, patterns of Library use are changing.

BUILDING IMPROVEMENTS----The non-fiction browsing area on the second floor has been established and seems to have gained quick favor with local residents. Teri Room, Coordinator of Collection Development, coordinated the installation. Staff also installed a bench in the east vestibule for the convenience of people waiting for rides.

STATE BUDGET----Local Representatives Lou Lang and Beth Coulson put \$100,000. and \$75,000. respectively into the State budget for Illinois Clicks and Health-e Illinois. It is not clear whether these allocations will withstand the Governor's budget vetoes. Frances Roehm, SkokieNet Librarian, has been persistent in seeking these funds.

NILES TOWNSHIP PROPERTY TAX COALITION----Mrs. Anthony attended the semi-annual meeting of the Niles Township Property Tax Coalition in July. News was that the First District Appellate Court has approved the ability of taxing districts to intervene in property tax objection complaints filed in District Courts in Illinois. There are still about 2,000 cases pending before the PTAB, but many cases now are brought before the Circuit Court which has a higher standard of "clear and convincing evidence" in a case. The record of the Coalition in saving money for area taxing bodies is impressive. The Library's share of expenses for legal and appraisal fees this past year is \$1,498.70.

STAFF PICNIC----Staff had another successful Staff Picnic out on the deck of the green roof July 12. Staff members paid \$6.00 for grilled hamburgers, wursts, chicken breasts and salads while the Library paid for beverages and ice cream desserts. This has become a popular annual festivity and mixer for staff from all departments.

ELEVATORS----Work has been completed on two of the three elevators in the newer building and the basement elevator will be inspected for approval this Friday. Additional expense for drilling and securing the shaft in the basement elevator was completed at the amount quoted in the secondary quote received from the contractor ThyssenKrupp. Work on the final elevator in the new building will begin next Monday and is expected to proceed without complications.

BACKLOT BASH----Signed agreements have been received from the Village and IMODS regarding use of the parking lot during the Backlot Bash. Staff have distributed flyers over the past four weeks to alert patrons to the Library's closing during the weekend Bash. Mrs. Anthony has received two complaints so far from residents who are upset that the Library will be closed. They are annoyed that the Backlot Bash will take precedence over Library operations, but understand why the Library will not be open. Staff will take advantage of the unusual closure to complete the annual carpet cleaning in the building. It is unfortunate that the Evanston Public Library will be closed August 20-26 to move collections into newly renovated youth services space, resulting in a loss of option for alternate library use when the Skokie Public Library is closed August 25-26.

FUTURE OF REFERENCE----Several Reference Librarians, Deborah Grodinsky and Mrs. Anthony will join with a group of staff and the Director from the Mount Prospect Public Library to talk about the future of Reference August 29. Although the Skokie Public Library still answers more reference questions than most public libraries, Skokie's volume of requests handled has declined 5% each of the past two years. It should be helpful to exchange views on changing patterns of use and appropriate service responses.

AUDIT----The auditors have been here and have largely completed their work on the Library's audit. Mrs. Tam, Administrative Assistant for Accounting, is still completing the schedule for the depreciation of assets. Mrs. Anthony attended a program on deterring fraud at NSLS in July and staff have decided to make some changes in the handling of cash as a result. The auditors have not identified problems or presented a management letter as yet.

HOUSE BILL (HB) 499, TRUSTEE PETITION, PASSED----This bill amends the Illinois Local Library Act by making the minimum signature requirement for a

nomination petition for the office of library board trustee 25 (now, 50). House sponsors: Rep. Jim Sacia (R-89, Freeport), Mike Fortner (R-95, West Chicago), and Shane Cultra (R-105, Onarga). Senate sponsors: Sen. Todd Sieben (R-45, Geneseo), and Pamela J. Althoff (R-32, Crystal Lake). ILA supported this initiative after it was amended to address ILA's concerns.

Mr. Zelenka said this bill originated downstate as they were having trouble getting trustees on the Board.

ELEVATOR CHANGE ORDER

Mrs. Anthony said that the project to replace the jacks in the Library's elevators as required by code has been proceeding, with some difficulty in the case of the basement elevator in the original building. At the last Board meeting, Mrs. Anthony said that ThyssenKrupp was encountering problems with an unusual amount of cement in extricating the current cylinder from the basement elevator. The removal required extra work on a time and material basis for a total of \$9,479.20.

Then there were problems with installation of the new jack in the basement elevator. The shaft was too narrow and there was some collapse of the soil as the old cylinder was removed, necessitating additional drilling to enlarge the shaft and to insert a sleeve to hold the opening and allow insertion of the jack. The Library received a quote of work to be done on a time and material basis, estimated at \$31,819.00.

Mrs. Anthony informed Board President John Graham of the situation and also checked with Library attorneys and insurance agent for their advice. Mr. Graham suggested contacting an engineer for an opinion. Architect Jack Lesniak of OWPP put Mrs. Anthony in touch with Scott Maguire of Lerch Bates Inc. Mr. Maguire regularly deals with elevators and was familiar with jack upgrade work. He said that, while 85-90% of these replacements go smoothly, a small percentage encounter problems of the type Mrs. Anthony described in the Library's situation. In such circumstances, the remedy as proposed by ThyssenKrupp is the standard way to proceed and he concurred that the solution was sometimes costly. Therefore, without looking at the Library's particular installation, he felt that the proposal was probably reasonable.

Howard Metz of Robbins, Schwartz et al looked at the contracts and informed Mrs. Anthony that Illinois statute states that public works jobs in the state cannot be modified by change order to more than 150% of the original contract without being re-bid. With the two change orders, the Library is approaching the 50% limit and might advise the contractor accordingly. He suggested that the Library could try to negotiate a firm price

for the additional work, but that it might be to the Library's detriment since the actual work could come in lower than the estimate.

Since the elevator was not in service and there was a large open hole pending approval of the additional work, Mr. Graham authorized Mrs. Anthony to sign the estimate so work could resume.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE IN RETROSPECT THE CHANGE ORDER FROM THYSSENKRUPP ELEVATOR IN THE AMOUNT OF \$31,819.00.

The roll call vote for approval was unanimous.

NON-RESIDENT FEE

Mrs. Anthony said the fee for non-resident use of the Skokie Public Library has been \$250. for the past five years, since July, 2002. Many years ago, when the State Library adopted a rule that libraries could not charge less for a non-resident fee than it costs them to serve residents, Skokie Public Library requested and received permission to use the NSLS average fee. A non-resident fee card is considered a family card so the cost involved is the cost of serving the theoretical average family of 2.3 persons. Skokie Public Library also has a student rate, for the school year, of half the non-resident fee or \$125. This is used primarily by some children who may be Chicago residents enrolled in a parochial school in Skokie. Because the child is a student in Skokie, he or she may find it convenient to use the Skokie Public Library.

Periodically, staff check with other libraries to see what they are charging for a non-resident fee. With a recent survey, staff learned that the average fee charged by an NSLS library is \$300.22. Therefore, Mrs. Anthony recommends that, effective September 1, the Skokie Public Library charge \$300. for a non-resident fee and \$150. for a student card.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE AN INCREASE IN THE FEE FOR A NON-RESIDENT CARD TO \$300., EFFECTIVE SEPTEMBER 1, 2007. THE FEE FOR A STUDENT CARD WOULD BE \$150.

The roll call vote for approval was unanimous.

Mrs. Greer reported that some Skokie Public Library student cards are being obtained improperly. Mrs. Anthony will check into this.

CLOSING FOR STAFF DAY

Mrs. Anthony is asking that the Library be closed Friday, December 14 for Staff Day. Librarians Jennifer Phillips-Bacher and Ruth Sinker are in charge of the program this year. The focus of the program will be Library 2.0 which is all about customer service and also the use of technological tools to enhance service. Their plan is to introduce a self-paced training program in the use of technological tools this fall, with Staff Day providing the opportunity for bringing ideas together and translating new skills into service opportunities.

As always, staff will incorporate a staff lunch, State of the Library address and longevity service awards into the day's activities. The Board is invited to attend as much of the day as they would like.

Administration has found that the annual Staff Day is an important time for communication among departments and levels of staff. Part-time staff who work primarily evenings and weekends may rarely cross paths with some of the full-time staff. Staff Day enables all to see first-hand the teamwork that goes into making the Library an effective service operation.

Mrs. Rich made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE CLOSING THE SKOKIE PUBLIC LIBRARY ON
DECEMBER 14, 2007, FOR STAFF DAY.

The motion passed unanimously.

ADOPTION OF TAX LEVY 2007

Mrs. Anthony said that next month, the Board will need to adopt a tax levy for transmission to the Village of Skokie. The 2007 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 2008-2009 Fiscal Year.

The 2006 levy was \$10,590,651.00, an increase of 7% over the 2005 levy of \$9,897,805.00. The Library's debt payment of construction bonds in FY 2009 will be \$1,436,847.52.

Collections this past year were closer to projections than in recent years. Shortages in collection for the past three years have been as follows:

FY 2007	\$164,314.	(1.7% of collection)
FY 2006	\$374,875.	(4.2% of collection)
FY 2005	\$147,060.	(1.8% of collection)

The Library has also been improving its cash position, spending less than revenues consistently for the past three years. Our General Operating Fund balance as of May 1 has increased as follows:

FY 2005	\$2,205,870.
FY 2006	\$2,882,945.
FY 2007	\$3,462,355.

Note that the figure for FY2007 is after the transfer of \$600,000. to the Reserve Fund. The Library's monthly expense is now about \$750,000. so the balance on hand will carry the Library for about 4.6 months or until mid-September. Tax bills are supposed to be mailed August 1, with payment due September 1 so, if they are mailed in a timely fashion, the Library will be in fine fiscal position. If the tax bills are mailed late, the Library can borrow money from its own reserve fund which has nearly one million dollars at present.

In recent years, the Library has had larger than usual increases in the tax levy in order to improve its cash position. Percentage increases in the past three years have been as follows:

2004 levy	\$9,080,555.	7% over 2003 levy
2005 levy	\$9,897,885.	9% over 2004 levy
2006 levy	\$10,590,651.	7% over 2005 levy

Mrs. Anthony distributed charts showing an Analysis of the General Operating Fund for the past seven years and the report of revenues and expenses for the first quarter of Fiscal Year 2008. Although Replacement Taxes appear to be down in FY07, the Library got another large payment early in the new Fiscal Year. Interest revenue is much improved this past year. Other Revenue included some one-time receipts such as a payment from the TIF Fund and the rebate from Commonwealth Edison. In general, revenues have been strong and improving.

Mrs. Anthony recommends a 6% increase for the 2007 levy. Given Cook County's record in sending out tax bills, Mrs. Anthony suggests that the Library aim to have six months operating cash on hand at the beginning of the Fiscal Year. That would translate to a May 1 balance of \$4,500,000. in the General Operating Fund. A 6% increase would translate to a 2007 levy of \$11,226,090.00.

While the Library has not formally adopted an annual capital budget, the Board does keep in mind the need to purchase the outstanding property on the west side of the building and to complete the west parking lot.

The Board does not need to take action on the levy until the September meeting.

Members were asked to call Mrs. Anthony with any concerns or questions regarding the levy before the September Board meeting.

Dr. Wozniak requested that eminent domain be put on the September Board meeting agenda.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The August 2007 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Mr. Zelenka.

Mrs. Hunter reported on the program she attended recently at North Suburban Library System called "Complying with the Open Meetings Act and the Latest Library Law Issues".

COMMENTS FROM TRUSTEES

Mrs. Hunter shared two articles from American Libraries, August 2007, "A Plea for Respect" and "Speaking Volumes" and a simple bookmark from Steppenwolf Theatre.

Mrs. Rich commended Mrs. Anthony for thinking ahead in regards to moving Skokie Public Library forward.

CLOSED SESSION

At 8:26 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS PERSONNEL / COMPENSATION MATTERS.

The motion passed unanimously.

Discussion followed.

Adjournment

At 8:39 p.m. a motion was made by Mr. Zelenka, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN
SESSION.

The motion passed unanimously.

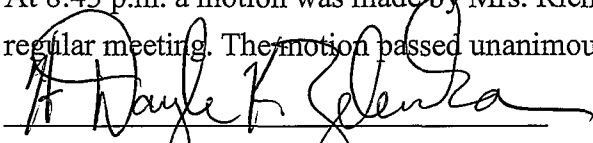
A motion was made by Mr. Zelenka, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE A RETIREMENT INCENTIVE POLICY THAT INCLUDES
PAYMENT OF ONE YEAR'S WORTH OF NSLS INSURANCE (100%
OF SINGLE COVERAGE) UP TO A MAXIMUM OF \$10,000. OR
THREE YEARS OF IMRF SUPPLEMENTAL COVERAGE (SAME
MAXIMUM) OR A RETIREMENT INCENTIVE BONUS OF \$5,000.
TO ANY EMPLOYEE WHO HAS WORKED 15 YEARS OR MORE
WITH SKOKIE PUBLIC LIBRARY AND RETIRES WITHIN FOUR
MONTHS OF SOCIAL SECURITY ELIGIBILITY, OR, IF ALREADY
ELIGIBLE FOR SOCIAL SECURITY WITHIN FOUR MONTHS OF
THE DATE OF THIS OFFER.

The roll call vote for approval was unanimous.

ADJOURNMENT

At 8:45 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the
regular meeting. The motion passed unanimously.



Dayle Zelenka, Secretary