

May 14, 2008

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 14, 2008.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:30 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita (arrived at 8:18 p.m.); Dayle Zelenka, Secretary; Richard Basofin; Susan Greer (arrived at 7:33 p.m.); Zelda Rich; Dr. John M. Wozniak; and Carolyn A. Anthony, Director (arrived at 8:18 p.m.)

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF APRIL 9, 2008

Dr. Wozniak made a motion, seconded by Mr. Basofin, to approve the minutes of the regular and closed meetings of April 9, 2008, 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 4th Quarter F.Y. 2007-08; 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 4th QUARTER F.Y. 2007-08
5. CORRESPONDENCE: LETTER FROM ALEXI GIANNOULIAS, ILLINOIS STATE TREASURER TO ILLINOIS FUNDS PARTICIPANTS, DATED APRIL 30, 2008 RE ILLINOIS FUNDS
6. PERSONNEL: RETIREMENT: DORETTA FUHS, FULL-TIME INFORMATION ASSISTANT, ADULT SERVICES

DEPARTMENT, EFFECTIVE MAY 31, 2008; TERMINATION:
 JENNIFER PHILLIPS-BACHER, FULL-TIME SUPERVISOR OF
 COMPUTER LAB ASSISTANTS, ADULT SERVICES
 DEPARTMENT, EFFECTIVE MAY 30, 2008

7. GIFT: \$100. FROM ALAN TUTZER IN HONOR OF LAURA
 HAMMOND FOR HER YEARS OF DEDICATION

The motion was approved unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Year-To-Date Budgetary Status report was reviewed and there were no questions.

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
 was noted. Mrs. Greer arrived at 7:33 p.m.

BILLS

A motion was made by Mr. Basofin 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.

Mr. Graham asked the Board to move the regular order of business and put the Director's
 Report after Goals and Objectives. The Board agreed.

LIBRARY'S CASH POSITION AND YEAR-END BALANCE

In April, the Library received property taxes for the General Operating Fund in the
 amount of \$377,251.12 and for the Debt Fund in the amount of \$57,659.09. This leaves a
 balance of \$346,521. of anticipated property tax uncollected at year end. Replacement
 Tax revenue of \$71,245. was received in April for a total for the year of \$334,120. This is
 down to the level of the FY'06 collection after reaching a high of more than \$372,000.
 last year. The Library received the Per Capita Grant of \$76,695., down slightly from the
 amount in recent years. Interest for the year was \$52,576., less than half the interest
 revenue last year. All together, unaudited revenues in FY'08 were not quite \$300,000.
 more than in FY'07.

After transferring \$1,000,000. to the Reserve Fund for Sites and Buildings as approved by the Board in April, the General Operating Fund shows an unaudited balance of \$93,774. As approved by the Board in April, that final balance (as audited) will be added to the Working Cash Fund.

LIBRARY EXPRESS

The Board last reviewed Library Express in May, 2007, and the Board asked that we revisit the service in a year's time.

To recap the history briefly, in 2005-06, the Library participated in an LSTA grant funded project to offer Library Express, a service providing delivery of requested reserve materials to a resident's home via U.S. Mail. Staff initiated the project out of concern over the large number of reserves (nearly half) that are never picked up. When asked, patrons indicated that the three-day window for pick up of reserves frequently was not convenient for them. A study done by Northern Illinois University near the end of the grant project found that Skokie residents who used the service appreciated it and would be willing to pay for the service at the end of the grant.

The Board instituted a fee of \$2.00 for the service beginning in November, 2006. The number of uses per month dropped sharply the first three months after the fee was instituted, but has since climbed. There was particularly high use of the service over the recent winter months, perhaps because of the harsh weather this year. It's not clear whether the implementation of e-commerce in February may also have contributed to use.

To date, Library Express has only been offered as an option for reserves, when an item is not immediately available on the shelf. Mrs. Anthony has had a request to offer the option also for items on the shelf so that when a patron checks the Library catalog from home or work and sees that the Library has a book or DVD that they want, they could ask that the item be mailed to them for a fee. Currently staff would pull the item and hold it at the service desk for a patron to come in and get it. Given the popularity of the mail service NetFlix for receipt of DVDs at home, more people may think of mail delivery as an option. Mrs. Anthony thinks that convenience is strongly valued by most patrons these days.

Another consideration is the cost. Mail rates are going up again May 12. The one pound Media Mail Rate will increase from \$2.13 to \$2.23 and each additional pound is \$0.35.

Karolyn Fukuda (Administrative Secretary) reports that over the past 12 months, about 60% of Library Express items have weighed over one pound for a cost of \$2.47 with the

old rate or \$2.58 with the new rate. DVDs accounted for less than 10% of Library Express requests. They can be sent first class for only \$1.98 because of their light weight.

Mrs. Anthony recommends continuing the Library Express service and offering it for holds of items on the shelf as well as for reserves. She also recommends keeping the fee at \$2.00 per mailing at the present time. If an elderly patron is spared a trip to the Library on an icy day or a person who feels under the weather gets to rest comfortably and have the convenience of the Library book coming in the mail, she thinks that's a service that we can feel good about providing.

Brief discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CONTINUING LIBRARY EXPRESS SERVICE AND OFFERING IT FOR HOLDS OF ITEMS ON THE SHELF AS WELL AS FOR RESERVE AND KEEPING THE FEE AT \$2.00 PER MAILING FOR ONE YEAR AT WHICH TIME LIBRARY EXPRESS SERVICE WILL BE REVIEWED.

The roll call vote for approval was unanimous.

PROPOSED PURCHASE OF AN ALAN MAGEE TAPESTRY

Library staff have received many favorable comments about the current exhibit by Alan Magee. People are particularly fascinated by the tapestries. The process of designing them with the use of computer technology to direct the interweaving of threads from a palette limited to six to eight colors is intriguing.

A price list for the tapestries was distributed for the Board's information. Diana Hunter reports a preference for the paintbrushes, titled *Gideon and Auerbach* which costs \$8,400. The Board should give some thought to where the tapestry (a long vertical piece) would be hung. Since Mrs. Anthony has been working with Paul Steinbrecher on several design matters in connection with the Library, Mrs. Anthony asked him for his thoughts on the matter. He particularly liked the composition of the stones tapestry that was at the top of the stairs on the second floor and suggested hanging it on the wood wall opposite the elevators on the second floor, over a console table with two small architectural lamps at either end.

While that scenario is appealing, the Board may come up with a different plan for the paintbrush tapestry. It should be quite visible, while not interfering with the changing

exhibits. Since the tapestries need to be returned to the artist, a decision regarding the purchase should be made at this meeting. Brief discussion followed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE FOR THE LIBRARY'S PERMANENT ART COLLECTION OF ARTIST ALAN MAGEE'S TAPESTRY, GIDEON AND AUERBACH #8/16 FOR \$8,400.00.

The roll call vote for approval was unanimous.

GOALS AND OBJECTIVES FISCAL YEAR 2008-2009

The Goals and Objectives Fiscal Year 2008-2009 will be discussed at the June 2008 Board meeting.

The Board went into recess at 7:50 p.m.

Mrs. Anthony and Mrs. Hunter arrived at 8:18 p.m. The meeting resumed at 8:18 p.m.

DIRECTOR'S REPORT

USAGE----Circulation in April was down less than one percent from last April. Some categories such as Adult DVD were up considerably, while other areas showed modest gains or losses. Downloading of digital titles is up, though it still is a minor portion of use. The gate count was up just over 2% for the month. Use of electronic databases was up 16% from last April, although just 5% more than in April 2006. There is a definite increase in the number of logged sessions and in use of the guides to electronic resources.

ELECTION RESULTS----Mrs. Anthony was not successful in the election for President-Elect of the Public Library Association, losing by 6 votes to Sari Feldman, Director of the Cuyahoga County Public Library. While disappointed, she appreciates the many expressions of support she received.

VIRTUAL SERVICES COORDINATOR----Library administration has used the opportunity of staff turnover to create a new position of Virtual Services Coordinator. Use of the Library via the Internet has exceeded the number of in-person visits. Options for visiting the Library website, Catalog, SkokieNet, reading an electronic book, downloading an audiobook, consulting an electronic database, etc. have become so numerous that together they account for a significant portion of Library use. At the present time, a number of different staff are responsible for each of the services mentioned above. By having a staff member whose primary responsibility will be to look

out for online use---who is using the Library electronically and for what, we hope to integrate opportunities to encourage more people to use online services and to allow people who have discovered one type of use to move easily into other online services.

NEW DEVELOPMENTS IN ONLINE SERVICE----Staff completed the integration of SkokieNet and SkokieTalk in a new format that will facilitate contribution to the site by members of the community. To better meet younger people where they are, staff have introduced an SPL presence on Facebook, inviting comment from visitors. Another new offering, this one in the Readers Services area, a download station has been set up to facilitate the downloading of audiobooks.

STATE GRANTS----The Library received a deposit of \$76,695.42 for the Per Capita Grant in April. Staff have also learned that we are the recipient of a \$75,000. member initiative grant, introduced by Representative Beth Coulson, that was made to the Village of Skokie for the purpose of furthering library technology. Frances Roehm deserves credit for this grant as she has pursued State funding for Illinois Clicks with perseverance. Staff will be discussing just how the money may be used and preparing a plan for submission to the Department of Commerce and Economic Opportunity which will oversee the grant.

The Board congratulated Ms. Roehm on securing the grant.

HVAC MAINTENANCE----Last year, the Board approved a proposal for a three year maintenance agreement with NorthTown Mechanical for our heating and cooling systems. The proposal indicated that annual adjustments would be limited to increases in the cost of labor. The Library received notice that the expense for FY 2009 will be \$58,308., a 5.9% increase over last year.

STUDIO/LIBRARY CABLE NETWORK----The four Directors of libraries participating in the Studio (Library Cable Network) have been engaged in planning to further adjust the focus of the Network. Over the past couple years, we introduced contractual video production for non-member libraries as a fund-raising strategy. Now we are looking at moving beyond the filming of library programs for cable television to include production of e-content for websites.

Discussion followed. The Board would like to see financial figures for the segments that were produced and would like to know which/how many libraries are using the contractual video service.

LEGISLATIVE DAYS----Mrs. Anthony participated in Illinois Library Legislative Day April 10, visiting with Representative Beth Coulson and Senator Jeff Schoenberg in Springfield. Frances Roehm and Mrs. Anthony also got in to visit Secretary of State Jesse White. Though Mrs. Anthony missed seeing Representative Lou Lang in Springfield, she met with him and Chamber Executive Director Howard Meyer here two weeks later. Senator Ira Silverstein was not in Springfield at the time. Board member Diana Hunter and Mrs. Anthony participated in the ALA Legislative Days in Washington D.C. May 13-14. Mrs. Anthony and Mrs. Hunter reported on their visit to Washington, D.C.

GSLIS PANEL ON PROGRESSIVE LIBRARIANSHIP----Mrs. Anthony participated on a panel on the topic of Progressive Librarianship at the invitation of the Graduate School of Library and Information Science at the University of Illinois in Champaign. They were interested in hearing about Mrs. Anthony's activity in regard to the USA Patriot Act and also about her philosophy of community librarianship.

MEETING OF INNOVATIVE DIRECTORS IN CLEVELAND----Mrs. Anthony attended a meeting of some directors of libraries using the Innovative integrated library system in Cleveland April 21. It was a very productive meeting. Mrs. Anthony heard some interesting presentations regarding next generation catalogs and software for text messaging.

PROFESSIONAL ADVICE RE INTERIORS/DESIGN----Mrs. Anthony has retained architect Paul Steinbrecher to work with the Library on several issues re interior and exterior design. He will prepare some plans for making the west exterior of the building more attractive as well as for modifying the design prepared by Village engineers to accommodate a pick-up/drop-off location in the west parking lot as it is expanded. Other projects will include planning for more plugged in laptop use on the second floor, improvement of the use of space on the second floor and additional lighting in a corner area.

COMMUNITY ACTIVITY----Mrs. Anthony has been attending meetings of the Backlot Bash planning committee and has determined some programming for young people that will be held in the Library's meeting rooms, jointly sponsored with the Park District. Plans are set for the 18th Annual Festival of Cultures which will be held in Oakton Park May 17-18. The Bookmobile will be present and the Library will again oversee activities in the children's pavilion. The Chamber and Rotary are jointly sponsoring the Taste of Skokie Valley which will be held at the DoubleTree Thursday, May 29. Mrs. Anthony attended a meeting of the Chamber Executive Committee, the Chamber's 501C3-

Educational Foundation which she has agreed to Chair, and the North Shore Women's Conference, sponsored by 12 Chambers and held at the Skokie Holiday Inn.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The April 2008 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Zelenka said that NSLS met this past month at the Chicago Botanical Gardens in their recently refurbished library. It is a gorgeous facility with a wonderful new collection purchased from a garden in Massachusetts. There is little new information to report apart from the approval of the coming year's budget and work plan. Also, Mr. Zelenka's term is almost over, but he will be reapplying for his position on the Board.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

CLOSED SESSION

At 8:40 p.m. a motion was made by Mrs. Rich, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS LAND ACQUISITION.

The motion passed unanimously.

Adjournment

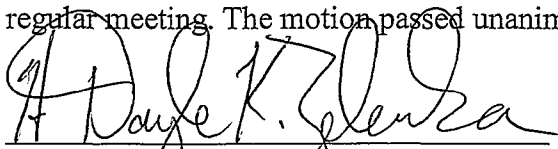
At 8:55 p.m. a motion was made by Mrs. Hunter, seconded by Dr. Wozniak:

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

The motion passed unanimously.

ADJOURNMENT

At 8:55 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