

August 9, 2006

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 9, 2006.

CALL TO ORDER

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

Members present: John Graham, President; Dayle Zelenka, Secretary; Susan Greer; Zelda Rich; Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Diana Hunter, Vice President/President Emerita.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 12, 2006

Mrs. Rich made a motion, seconded by Mr. Zelenka, to approve the minutes of the regular meeting of July 12, 2006, 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. 2006-2007; Correspondence; Personnel; Gifts)

Dr. Wozniak 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. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. PROGRAM STATISTICS 1ST QUARTER F.Y. 2006-2007
5. CORRESPONDENCE: LETTER FROM JENNIFER GRISAMORE, ASSOCIATE, DISCOVER FINANCIAL SERVICES, TO BRUCE BRIGELL, DATED JULY 23, 2006 RE THANK YOU; LETTER FROM LEXY SOBEL, COMMUNICATIONS MANAGER,

INTERNATIONAL VISITORS CENTER OF CHICAGO, TO
CAROLYN ANTHONY, DATED JULY, 2006 RE THANK YOU

6. PERSONNEL: TERMINATION: DON HENDERSON, FULL-TIME NETWORK SPECIALIST, TECHNICAL SERVICES DEPARTMENT, EFFECTIVE JULY 19, 2006
7. GIFTS: \$25. FROM DIANA AND HARRY HUNTER IN MEMORY OF JULIAN LEVEY; \$25. FROM THE FRIENDSHIP CLUB IN APPRECIATION FOR TALK GIVEN BY FRANCES ROEHM; \$200. FROM STUART OSERMAN FOR THE STEVE OSERMAN MEMORIAL FUND.

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status report was accepted as presented.

BILLS

A motion was made by Mr. Zelenka, 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 up 5% over circulation for July last year, primarily due to the significant increase in borrowing of books from Youth Services. This may be attributed to the highly successful summer reading program Voyage to the Last Page which had a record participation of 2,367 children, with a 61% completion rate. Eighty three percent of the participants were from Skokie. Use of self-check was up more than 10% over the same period last year, accounting for more than 12% of circulation. Another healthy sign was an increase of 10.5% in the use of licensed databases, with a 36% increase in the remote use of these databases by patrons from their homes or offices. The sharp increase is very encouraging because this kind of research exploits the 24 hour capability of the Library's offerings. It appears that users have discovered POWERSearch...the Library Search engine which facilitates searching multiple databases simultaneously.

SKOKIE PEOPLE SPEAK----Deborah Grodinsky, Bruce Brigell and Holly Jin were featured on the hour-long cable show Skokie People Speak, hosted by Al Nathan last month. The program aired Tuesday evenings at 9 pm throughout the month. Deborah spoke about a variety of Adult Services including the Library's new LINKin and Library Express services; Bruce talked about reference services and POWERSearch and Holly Jin focused on Youth Services and Come On In! It was an excellent, informative program and all three speakers were lively and engaging.

IPRF GRANT----The Library received notice that it will be receiving a grant for \$2,300. from the Illinois Public Risk Fund for purchase of items in connection with disaster preparedness. Barbara Kozlowski prepared the grant request and selected the emergency provisions including such items as bottled water, food bars, and first aid kits. The Library will have enough on hand to supply 100 people for three days.

TOWN HALL MEETING----Congresswoman Jan Schakowsky will be at the Library Wednesday, August 16 at 7:15 pm for a Town Hall Meeting. As Board members may recall, a representative of Ms. Schakowsky's office is in the Library two evenings per month to assist people with federal issues pertaining to immigration, Medicare, Veteran's benefits and other such concerns.

PARTNERSHIP OPPORTUNITY----Metropolitan Family Services is applying for a \$100,000. grant through the Robert Wood Johnson Foundation to expand their Transitional Counseling Program. The grant is called Caring Across Communities and is designed to address mental health needs of diverse youth. They would like the Library to be involved as they work to help immigrant and transfer student families access all the services available in the community.

The Board would like more information on this grant; particularly, what are the expectations of the Library? What is Library staff's commitment? What is the MFS game plan? Do staff have to go there? Will Library staff be used at all? Mrs. Anthony will check into this.

OPEN MEETINGS ACT AMENDMENT----The Library has been advised that Public Act 94-1058 which takes effect January 1, 2007, will amend the Open Meetings Act to expand the definition of a meeting to include various means of "contemporaneous interactive communication." It also allows a majority of the public body to allow a member of that body to attend the meeting "by other means" if the member is prevented from physically attending, but it still requires a quorum of the members of the public body to be physically present.

Discussion followed. The Board asked if a quorum is present and two members are participating by teleconference, are they allowed to vote? Mrs. Anthony will check with Library legal counsel and Mr. Zelenka will ask this at his Public Policy Committee meeting.

EVOLUTION OF LCN---The Executive Committee of LCN has met to discuss the recommendations of the consultants from the Executive Service Corps. A logical extension of the direction the cooperative has been going is to in fact have two divisions, one for cable programming and the other for various production services that might include such things as virtual tours, Web clips, programming not intended for cable, etc. This will allow the Network to serve an expanded group of libraries, provide a new source of revenue, and respond to changing technology.

OTHER ACTIVITIES----July was a busy month for Library activities with the Opening of the Korean art exhibit July 18, the Staff Picnic July 20, the Volunteer Reception July 23, orientation for the new Manager of Public Information and Programs, and meeting with the representatives from the Gandhi Memorial Trust regarding the September programs. Mrs. Anthony met with a reporter from Crain's Chicago Business who is preparing an article on the five year anniversary of 9/11 and its repercussions including The Patriot Act. Mrs. Anthony attended the meeting of the Village Board July 17 at which they approved the limited outdoor wireless project for the Village, with the Library's involvement. Mrs. Anthony also attended a meeting of the Skokie Chamber Executive Committee and the Skokie Community Health Advisory Committee.

BOOKMOBILE---Mrs. Anthony will be bringing a quote to the Board in September for approval of repainting and rewrapping the Bookmobile.

PAYROLL---Mrs. Anthony reported that on August 9 Irene Tam, Administrative Assistant for Accounting, received approval for direct access with the Village to work on the payroll from her desk. Previously Mrs. Tam would need to walk to the Village to prepare the payroll.

REPORT FROM DAYLE ZELENKA ON CONTINUING EDUCATION ACTIVITIES AS REQUIRED FOR PER CAPITA GRANT

In the past year, Mr. Zelenka attended three continuing education sessions. First, he attended "Rules of the Road for Trustees" on July 20. This session focused on such topics as how to conduct effective meetings using parliamentary procedure; navigating difficult situations successfully; and a question and answer period with experienced trustees. The second session Mr. Zelenka attended was "The Nitty Gritty 1: Boot Camp for Public

Library Trustees”. The focus of this session was advice and information provided by two director/Board President pairs (from Aurora and Winfield Public Libraries). There was also a presentation by a member of ILA’s Public Policy Committee. Finally, Mr. Zelenka went to “The Nitty Gritty 2: Active Duty for Public Library Trustees”. This session, probably the most useful of the three, centered around legal issues and necessities that every trustee should know. The primary presentation was by attorney Phil Lenzari of Kavanagh, Scully, Sudow, White and Frederick, PC. Mr. Lenzari was informative, and helped clarify many of Illinois’ Laws governing public libraries, as well as discussing such issues as filtering and the USA Patriot Act. Because many of the issues covered in these three sessions were primarily of use to beginning trustees, there wasn’t a lot of information to share with the Skokie Library Board.

Discussion followed. The Board thanked Mr. Zelenka for his report.

SAFETY IMPROVEMENTS TO ELEVATORS

The Village Fire Department has informed the Library that improvements must be made to two elevators used only by staff in order to be in compliance with local ordinances. The elevator at the north end of the building needs a light and a phone for use in case of emergency. The elevator between the first floor and the basement in the original building has a light, but also needs a phone. The public elevators were upgraded to meet these requirements in the recent building renovation.

Richard Simon, Head of Maintenance, solicited proposals for completion of this work from Schindler Elevator Corporation which maintains the three elevators in the newer building and from ThyssenKrupp which maintains the elevator in the original building.

	Westinghouse Elevator (Phone and light)	Dover Elevator (Phone only)
Schindler	\$3,345.00	\$2,000.00
ThyssenKrupp	\$4,481.00	\$2,019.00

Schindler has the more favorable pricing so Mrs. Anthony recommends acceptance of their proposals. ThyssenKrupp was of the opinion that the Library would need to replace the traveler for the Westinghouse elevator due to the age of the controller. Mrs. Anthony will check with Schindler to see if they concur with this recommendation. For both elevators, the Library will have the additional expense of having SBC run a telephone line to the nearest controller box in the Library. These hands free emergency phones must

be hard wired. Mrs. Anthony distributed a brief description of the emergency phone use and features.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE TWO QUOTES FROM SCHINDLER FOR \$3,345.00 AND \$2,000.00 FOR IMPROVEMENTS TO THE NORTH ELEVATOR AND THE BASEMENT ELEVATOR AS PRESENTED.

The roll call vote for approval was unanimous.

CLOSING FOR STAFF DAY 2006

Mrs. Anthony requested permission of the Board to close the Library Friday, December 15 for Staff Day. The tentative plan is to bring in an outside speaker with a focus on serving people of diverse backgrounds. As has become customary, the Library will have a festive lunch and recognition of longevity service.

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 15, 2006, FOR STAFF DAY.

The motion passed unanimously.

ADOPTION OF TAX LEVY

Mrs. Anthony explained that next month, the Board will need to adopt a tax levy for transmission to the Village of Skokie. The 2006 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 2007-2008 Fiscal Year.

The 2005 levy was \$9,897,805., an increase of 9% over the 2004 levy of \$9,080,555. The Library's debt payment for construction bonds in FY 2008 will be \$1,441,032.52.

Collections in the past three years have been short as follows:

FY 2004	\$187,614.	(2.3% of collection)
FY 2005	\$199,087.	(2.3% of collection)
FY 2006	\$234,774.	(2.6% of collection)

On the other hand, the Library has been improving its cash position, spending less than revenues in each of the past two years. The General Operating Fund balance as of May 1 has increased as follows:

FY 2004	\$2,042,983.
FY 2005	\$2,205,870.
FY 2006	\$3,619,778. (unaudited)

While Library monthly expense is now about \$700,000., the amount on hand would be sufficient for five months of operations, allowing the Library to meet obligations if tax bills were to be sent out by Cook County September 1, a month after the target date for mailing. This year, tax bills were mailed on time August 1 so the Library can begin to collect some revenue already in August and should be able to comfortably meet expenses this fall.

However, last year, the tax bills were sent out in late September and the Library did not begin to receive tax receipts until nearly the end of October. Some years ago, the Library could expect to receive the bulk of property tax receipts within the first month after the due date. That is no longer the case. Last year, significant tax collections were still being received in December.

Library strategy in recent years has been to increase the levy greater than needed to cover anticipated expenses, both to allow for the short collections (primarily due to tax appeals) and to improve its cash position. It is clear that this strategy has been successful.

Percentage increases in the past three years have been as follows:

2003 levy	\$8,486,500.	5.5% over 2002 levy
2004 levy	\$9,080,555.	7% over 2003 levy
2005 levy	\$9,897,885.	9% over 2004 levy

Review of the charts showing financial receipts and expenditures for the General Operating Fund from FY 2000-FY 2006 and the report of revenues and expenses for the first quarter of FY 2007 will show that there have been increases in Replacement Taxes, Fines & Fees and Interest, all of which helps the Library's cash position.

Nevertheless, Mrs. Anthony will be recommending to the Board a 7% increase for the 2006 levy, continuing the aggressive position in relation to an allowance for tax appeals and continuing to improve the Library's cash position. 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. Therefore the Library should be aiming for a May 1 balance in the General Operating Fund of \$4,200,000.

Given that the Reserve Fund has less than \$340,000., the Library can also look to resume the practice of making an end-of-year transfer to that fund. The Library hopes to soon be able to purchase the final outstanding property and complete work on the West parking lot which will surely deplete the current Reserve Fund.

While the Board does not need to take action on this matter until the September meeting, Mrs. Anthony asked for direction if the Board would like to see changes before the levy request is submitted for approval at the September meeting.

Discussion followed. The Board questioned if a seven percent increase was enough. Mr. Graham asked the Board to contact Mrs. Anthony with questions before the September meeting.

LIBRARY CABLE NETWORK

The August 2006 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Zelenka's NSLS Board Report; the Group Insurance Trust Update for the Year Ended June 30, 2006; Reciprocal Borrowing Program, January 2006-June 2006; and Reciprocal Borrowing Program, July 2005-June 2006 were noted.

"GLENVIEW LIBRARY EASES 'NET FILTERING'", CHICAGO TRIBUNE, AUGUST 3, 2006

The "Glenview Library Eases 'Net Filtering'" article was noted.

COMMENTS FROM TRUSTEES

Mr. Zelenka reported that Jan Schakowsky was one of fifteen congress people to vote against DOPA (Deleting Online Predators Act).

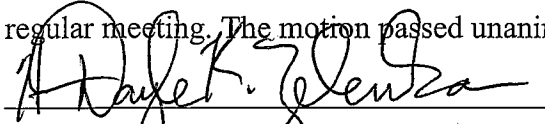
Mr. Zelenka said that Illinois Library Association President Tamiye Meehan would like ILA to push legislation. Mr. Zelenka asked that Mrs. Anthony and staff email him their ideas/suggestions before his August 28 and September 11 ILA meetings. Mrs. Anthony suggested a proposal for Illinois CLICKS! Mrs. Anthony also suggested purchase of group licensing through the State of Illinois as opposed to individual purchases, for example, for purchase of back files of the Chicago Tribune.

Dr. Wozniak praised Will Manley's commentary on the value of human service in the latest issue of American Libraries.

Mr. Graham said about three years ago, Jan Watkins, Head of Youth Services, presented a proposal for banners for the Youth Services Department. During that time (in the midst of construction and budget constraints), the Board denied Ms. Watkins request. He would like the Board to re-consider the banners. The Board discussed the matter and agreed that up to \$5,000. could be spent to purchase such banners for Youth Services.

ADJOURNMENT

At 8:33 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.



Dayle Zelenka, Secretary