

April 14, 2010

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, April 14, 2010.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:36 p.m.

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

Member absent: Karen Parrilli.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 10, 2010

Mr. Basofin made a motion, seconded by Mr. Graham, to approve the minutes of the regular meeting of March 10, 2010, subject to additions and/or corrections.

There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Gifts; Personnel)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, 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. GIFTS: \$20. FROM ZAHRA KARAMALI IN APPRECIATION; \$50. FROM SKOKIE VALLEY CHAPTER LYRIC OPERA OF CHICAGO IN APPRECIATION
5. PERSONNEL: STATUS CHANGE: TERRY RATOFF FROM PART-TIME REFERENCE LIBRARIAN, ADULT SERVICES

DEPARTMENT, TO FULL-TIME REFERENCE LIBRARIAN,
ADULT SERVICES DEPARTMENT, EFFECTIVE APRIL 1, 2010.

The motion was approved unanimously.

BILLS

A motion was made by Mr. Graham, 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 March was up 21% over the same month last year with continuing strong increases in DVDs for adults and youth, but substantial increases also in the circulation of youth books, periodicals, adult books, adult audio and adult books on the Bookmobile. It is clear that the Library will soon pass 2,000,000 circulations in a year, a new record that staff will plan to celebrate in a way to get some press coverage. Lending through LINKin has continued to climb. Self-check, together with web renewals by patrons, now account for 45% of circulation. Collections from E-commerce are up 90% for the month and 63% for the year. The gate count was nearly 76,000, up 6% from last March. Patron use of databases was down 16% for the month although there was a 12% increase in the number of individuals who logged in during March.

PETTY IMPROVEMENTS----The improvements to the audiovisual systems in the Petty Auditorium have been completed. It is now possible to control the projection screen, computer projector, sound input, etc from the podium which has already been found to be a great convenience. It appears that there has also been an improvement in sound clarity in the Auditorium with some of the adjustments made.

SUMMER FAMILY LITERACY GRANT----The Library submitted a proposal to the State for a Penny Severns Summer Family Literacy Grant, in partnership with the ELL Parent Center and Oakton Community College. The program would benefit 20 families at a cost of \$4,800.

CHANGES IN IMRF----The State Legislature has approved changes to all the State pension systems, including IMRF. The changes will be effective for new hires as of 2011 and will not affect current employees. The age at which one can begin to collect a pension has been advanced; the pension amount is based on more years of employment;

annual adjustments will be based on the cost of living rather than a guaranteed amount. The attempt is to have a more fiscally responsible pension system while still providing a good pension for public employees. IMRF has actually been better funded than the other State pension plans.

REBECCA CAUDILL BOOK AWARD----Cathy Maassen has been selected to be an evaluator for the Rebecca Caudill Book Award and will serve for three years. Our Youth Services employees keep up their reputation as keen judges of good books for children.

DEMPSTER STREET TIF----The Village has created a new TIF District in the west Dempster Street area. While tax revenues will be diverted to developing the neighborhood in the short term, over the longer term it should be a considerable benefit to the Village.

LIMRiCC BOARD----Beth Dostert has been elected to the LIMRiCC Board so will attend meetings and be able to vote on proposed adjustments to the Library's health and dental insurance programs as well as the unemployment insurance program. She will serve a one year term.

LINKIN EXPANDED----Deerfield Public Library has joined the group of LINKin libraries for patron-initiated direct loan of library materials. Use of the service has grown every year and reports show that each library has a considerable proportion of unique titles, effectively expanding the offerings available to patrons.

PUBLIC LIBRARY ASSOCIATION CONFERENCE----Mrs. Anthony attended the Public Library Association Conference in Portland, Oregon, along with six staff members. Mrs. Anthony was a presenter at the Leadership Preconference which rolled out a new leadership model for public librarians, emphasizing navigating the white waters of change. Mrs. Anthony heard Marc Futterman, the consultant we worked with from CIVICTechnologies, present at a session with librarians from Topeka, Kansas, and Poudre River, Colorado, talk about how they had used the information gained from the market segmentation studies done in their communities. The Envirosell people gave an update on their study of how people use the space in a library building, pointing out interesting differences in the way different ethnic groups use the building, how to create a good first impression, cues provided by changes in flooring, locating signs so people see them, etc. Their findings are based on watching and tracking what people actually do in a building. One of their findings is that only 15% of visitors received assistance from staff and another is that, on average, 38% of people stay in the library over 30 minutes. Mrs. Anthony looked at RFID systems in the exhibits and attended a program at which two

Innovative libraries talked about their experience with RFID. An exciting program featured a cooperative venture between the Multnomah County Public Library and the Oregon Museum of Science and Industry to engage the public with popular science books and topics. A program on serving young adults, ages 18-29, had several young librarians talking about their efforts and what had proven to be successful. They recommended hip graphics, off-beat movies, programs on things "green", stand-up comedy, fashion, food, 'zines and Do-It-Yourself projects. Getting out into the community to meet young people where they are was also suggested. Keynoter Nicholas Kristoff was inspiring. Of course, Mrs. Anthony had to visit Powell's bookstore where one could easily spend hours.

APPROVAL OF PROJECTED END OF YEAR CLOSE

Mrs. Anthony distributed a Projected Balance Sheet for Fiscal Year 2010 as of year end. It is not surprising that the Property Tax collection is showing an overage as the Library received some of the shortfall from last year's collection and can expect to receive more in the spring collection since it was billed at 55% rather than 50% of the previous year's amount. The Library has not received the Per Capita grant yet for this year although Mrs. Anthony was notified that we would receive one. Given the delays in State payments, it may not arrive until FY 2011.

On the Expenditure side, we will be over in the Salary line because of having 27 pay dates in Fiscal Year 2010. Otherwise, Mrs. Anthony expects most expenses to be about as planned, leaving a balance of about \$1,460,000. in Revenue over Expenditures.

Mrs. Anthony recommends that the Board approve a transfer of \$1,000,000. to the Reserve Fund with any additional balance to be put into Working Cash. Due to an anticipated very late fall tax collection this year we will need to plan cash expenses accordingly.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE TRANSFERRING \$1,000,000. TO THE RESERVE FUND
AS OF APRIL 30, 2010, WITH ANY REMAINING BALANCE
TRANSFERRED TO THE WORKING CASH FUND.

The roll call vote for approval was unanimous.

OPERATING BUDGET FISCAL YEAR 2011

Mrs. Anthony distributed the Proposed Operating Budget for FY 2011 for adoption by the Board.

The Salary line is the largest in the budget and the Board has already taken action on the salary increases for the Fiscal Year. Due to a fluke of the calendar, the Library will have three paydays in April 2010 and in fact 27 paydays in Fiscal Year 2010. The Salary line for 2010 will be over by about \$100,000. due to this condition. Mrs. Anthony is leaving the Salary line unchanged at \$5,768,000. which may result in an overage to be transferred to the Reserve Fund. It will more accurately reflect a year's expense and a truer base for an increase for FY 2012.

There have been a few adjustments to lines since the March draft of the budget. Mrs. Anthony has increased the Materials Processing ILL Fee line \$1,500. to \$39,000., accommodating an increase in the AV materials line of the budget. As more materials processing is outsourced, there is some reduction in the Library Supplies budget line. Maintenance of Buildings and Grounds has been decreased \$4,000. to \$170,000., the amount of the budget line for the current year.

The Health Insurance line has been increased \$20,000. to allow for a 10% increase in costs. The LIMRiCC Board voted to approve 1.36% of additional decreases, reducing the rate of increase to 8.64% for FY 2011 beginning July 1. Mrs. Anthony also increased the General Insurance line by \$3,000. to allow for some increase next year as we nearly spent the amount budgeted this year.

The other adjustments were within the Materials Budget lines as requested by staff. Mrs. Anthony has allotted slightly more to Audiovisual Materials and Electronic Resources as needed to meet increasing demand for these resources.

The budget still includes a healthy amount in the Capital line, sufficient to absorb a possible deficiency in revenue collections in what is expected to be another lean year. The bottom line is unchanged at \$11,645,826.

Mrs. Anthony recommends the Board's approval of this budget.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT THE FY 2010-2011 BUDGET IN THE AMOUNT OF
\$11,645,826.00 AS PROPOSED BY THE DIRECTOR (COPY
ATTACHED).

The roll call vote for approval was unanimous.

Skokie Public Library Budget for FY 2010-2011

ACCOUNT NAME	Budget FY 2010-2011
Salaries	\$ 5,768,000
Professional Services	\$ 40,000
Audit	\$ 3,000
Materials Processing & ILL fee	\$ 39,000
Maintenance of Equipment	\$ 48,000
Maintenance of Buildings & Grds	\$ 170,000
Maintenance of Auto Equipment	\$ 20,000
Insurance (Health, Dental & Life)	\$ 590,000
Genral Insurance	\$ 108,000
Utilities	\$ 85,000
Conference, Mbrshps, Wkshps	\$ 100,000
Postage	\$ 27,000
Printing and Publicity	\$ 64,000
Data Processing	\$ 2,800
Reception & Entertainment	\$ 15,000
Programming	\$ 58,000
Copier Lease	\$ 10,000
Technology/Network	\$ 430,000
Cable/Media Lab	\$ 10,000
Books	\$ 780,000
Periodicals	\$ 75,000
Nonprint Materials	\$ 187,000
Electronic Resources	\$ 212,000
Small Equipment	\$ 15,000
Library Supplies	\$ 82,000
Janitorial Supplies	\$ 35,000
Office Expense and Transportation	\$ 2,000
Furniture and Equipment	\$ 29,000
Advertisement of Vacant Position	\$ 3,000
Employer's FICA and IMRF	\$ 886,720
Contingency	\$ 80,000
Genral Operating Total	\$ 9,974,520
Capital	\$ 1,671,306
2001 Bond Debt Repayment	\$ 1,437,000
TOTAL	\$ 13,082,826

STRATEGIC PLAN 2010-2013

Mrs. Anthony distributed the key policies and plans developed as a result of the current strategic planning process. New aspects are the focus on 21st Century Skills and also on civil discourse, something that seems quite needed these days.

The committee has also identified some specific areas of attention derived from the Library Use and Market Segmentation Study prepared by CIVICTechnologies.

This planning process was characterized by particularly thoughtful discussions as well as by timely and insightful reports from the subcommittees. There is so much change in public library service now, necessitated in part by changes in technology and publishing, in part by changes in community demographics and also by the current economic climate. At such a time, it is more important than ever to be clear about our priorities and direction for service development.

Mrs. Anthony requested Board approval of the Vision, Mission, Roles and Goals.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT THE VISION, MISSION, ROLES AND GOALS AS
PRESENTED (COPY ATTACHED).

The roll call vote for approval was unanimous. Mrs. Hunter thanked Dr. Wozniak and Mr. Graham for their service on the committee.

HVAC MAINTENANCE

The Library is currently completing the third year of a three year maintenance agreement with NorthTown Mechanical. Rich Simon, Head of Maintenance, sent out an RFP and obtained three competitive bids as follows:

	<u>Annual</u>	<u>Monthly</u>
Hill Mechanical Group	\$71,784.00	\$5,982.00
Kroeschell Engineering Service, Inc	\$71,454.00	\$5,954.00
NorthTown Mechanical	\$64,500.00	\$5,375.00

The bids are comparable in their coverage. Hill Mechanical would subcontract oversight of the Andover monitoring system (included in the above price).

Richard Simon recommends acceptance of NorthTown Mechanical's bid, not only because it is the lowest, but because he has been very satisfied with their service. He also

VISION

Skokie Public Library is essential to a vibrant and diverse community where people freely pursue lifelong learning and discovery, and enjoyment of popular culture and the arts. Residents have many opportunities to become well-informed, to engage each other in dialogue and respectful discourse, to benefit from cultural diversity, and to actively participate in the life of the community.

MISSION

Skokie Public Library promotes lifelong learning, discovery and enrichment through a broad spectrum of materials, technologies and experiences. Serving a diverse population, the Library facilitates access to information, the exchange of ideas and the building of community.

ROLES

- Building early literacy for toddlers and preschoolers, with active outreach to group and home day care populations
- Helping teens develop and offering supportive resources for their families
- Supporting small businesses and entrepreneurs
- Assisting immigrants and others in transition with development of life skills in areas such as employment, health, finance, housing and transportation
- Providing opportunities for engaged learning and civil discourse in the humanities, social sciences and science
- Helping individuals learn and use 21st century skills in information literacy, media literacy and technology literacy

GOALS

1. Staff will develop programs and services targeted to identified market segments, obtaining input from members of the targeted group in service development.
2. Services will be provided in ways that are integral to users' lives, keeping in mind convenience and ease of use for the user.
3. Staff will work with community partners toward outcomes addressing broader issues in the community.
4. Staff and local residents will receive training and coaching in the use of emerging applications of technology, to develop 21st century multi-literacy skills for personal use and for the furthering of virtual community.
5. Staff resources will be allocated in support of priorities and goals.

cites two examples of their dedication, one of which involved the handling of a couple frozen pipes in December, 2008 when Richard was out of town. On another occasion in the spring of 2009, NorthTown responded quickly to a gas leak in one of the boilers that could have required evacuation of the facility and closure for a period of time had it not been remedied so promptly.

Richard further recommends that we accept NorthTown's offer of a five year agreement for the same base rate with annual adjustments limited to changes in the local 597 union wage and benefit package. Kroeschell also offered three year and five year contracts, but with a 7% premium charge per month beginning in May, 2010.

It seems clear that NorthTown Mechanical is offering the best value in an HVAC Maintenance contract and, as staff have been pleased with their work, Mrs. Anthony endorses the recommendation of a five year agreement.

After brief discussion, Dr. Wozniak made a motion, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE QUOTE FOR A FIVE YEAR MAINTENANCE
CONTRACT WITH NORTHTOWN MECHANICAL FOR AN
ANNUAL BASE RATE OF \$64,500. WITH ANNUAL ADJUSTMENTS
LIMITED TO CHANGES IN THE LOCAL 597 UNION WAGE AND
BENEFIT PACKAGE.

The roll call vote for approval was unanimous.

PURCHASE OF REPLACEMENT COMPUTERS

Board approval is sought for the purchase of 70 desktop computers, to be taken from the Library's 2009-2010 technology budget line. Mark Kadzie, Network Manager, recommends the purchase of 70 Dell Optiplex 980 computers for a total of \$74,477.20.

These computers will replace 4- and 5-year old public service staff computers (patron machines are 2.5 years old).

Desktop computers from three vendors were considered: Dell, HP, and Lenovo (IBM). Besides unit cost, other important purchasing criteria include:

- 1) Availability of business-class models, for manageability and security.
- 2) Newer hardware offerings in order to "future-proof" the purchase as much as possible.

- 3) Availability of a small form factor (SFF) chassis for deployment flexibility.
A space-saving SFF computer can be deployed to either staff or in public areas.

HP was eliminated from consideration because the technologies included in their business line of computers currently lag behind that of the other two vendors. While Lenovo has comparable models at list prices similar to Dell, they could not match the 28.5% volume discount that Dell offered.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE QUOTE FROM DELL FOR PURCHASE OF 70
DESKTOP COMPUTERS IN THE AMOUNT OF \$74,477.20.

The roll call vote for approval was unanimous.

MAINTENANCE AGREEMENT FOR INNOVATIVE INTERFACES

The Library received an invoice for maintenance of the various Millennium products from Innovative Interfaces for the Fiscal Year 2011 for a total of \$51,984.

This reflects an increase of 2.5% on the catalog system base software, plus the addition of maintenance for several products which are ending their warranty period including Express Lane for self check-out, Ecommerce, AirPac for mobile catalog and the Load Scheduler for preparation of reports.

Gail Shaw, System Administrator, has reviewed the quotation in detail and finds it all in order. Mrs. Anthony recommends approval of the Maintenance Agreement at \$51,984. as submitted.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE MAINTENANCE AGREEMENT FOR VARIOUS
MILLENNIUM PRODUCTS FROM INNOVATIVE INTERFACES IN
THE AMOUNT OF \$51,984 FOR FISCAL YEAR 2011.

The roll call vote for approval was unanimous.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Hunter announced that Mr. Basofin would be stepping down as the Library's representative to the NSLS Board due to work obligations. He has served for one year.

Mrs. Parrilli will be the Library's new representative and will attend the next NSLS Board meeting on April 26 at Stevenson High School.

The Board thanked Mr. Basofin for his service.

Report from Mr. Basofin

Mr. Basofin reported on the March 22, 2010 North Suburban Library System Board of Director's Meeting:

- Funding from State has not changed. NSLS has gotten \$1.2 million; due \$600,000. Expenses are some \$180,000 per month.
- Collaboration meeting held on 3/17 with representatives of DLS, MLS, NSLS, and PALS. Discussion of possible merger or strategic alignment. NSLS and DuPage want to proceed aggressively—others seem more reluctant. Next meeting is March 31 to discuss further. Each system will hire a consultant for a ½ day workshop. By July 11 would have a direction addressing questions such as: What is the need to change? How would this be done? What is considered necessary and proper work?
- Issues with Evanston Library and City of Evanston well known. Both Highland Park and Des Plaines have similar issues. In Highland Park, the City reduced the proposed library budget without involving the Library Board.
- Results of the Members' Needs Assessment Survey were discussed. The most popular activities were van delivery, networking, job posting, and classes.
- Ways to improve NSLS finances were discussed. Given the layoffs, it was felt that expenses could not be cut additionally without impacting quality of service. Some potential revenue enhancing ideas included: Advertising (on vans), Rent out facility for events, sub-lease part of facility to a business, solicit donations, offer classes to a broader audience for a fee. No decisions made—this will be discussed further.
- Next NSLS Board meeting (April 26—7:00pm) will be at Adlai E. Stevenson High School.

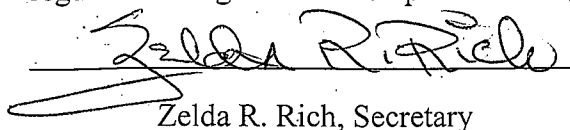
Brief discussion followed.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

ADJOURNMENT

At 8:28 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Zelda R. Rich", is written over a horizontal line. Below the line, the name "Zelda R. Rich, Secretary" is printed.

Zelda R. Rich, Secretary