

May 22, 1996

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 22, 1996.

CALL TO ORDER

The meeting was called to order at 7:45 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; John Graham, Susan Schreck Greer and Carolyn A. Anthony, Director.

Marcy Goodman arrived at 8:05 p.m.

Observer present: Barbara A. Kozlowski, Associate Director for Public Services, Adult Services Department.

APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 8, 1996

Mr. Friedman made a motion, seconded by Mrs. Rich, to approve the minutes of the April 8, 1996 meeting, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes as written was unanimously approved. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LISTS OF BILLS (2)

Mr. Graham made a motion, seconded by Mrs. Greer:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, AND THE LIBRARY NOTE FUND, BE ACCEPTED; AND THAT THE LISTS OF BILLS FROM THE GENERAL OPERATING FUND AND THE RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

Mrs. Hunter again requested that when we have a bill (from a grant project) it should be listed on the List of Bills. The roll call vote for approval of the financial statements and the lists of bills was unanimous.

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

The Board reviewed the Year-to-Date Budgetary Status Statement.

ADOPTION OF TAX LEVY 1996

The Board reviewed the general statement of revenues and expenditures for FY 1997-98 based on a 1996 levy of \$5,236,875.

The total 1995 Library levy was \$4,987,500. an increase of 5% over the levy for 1994. This amount is inclusive of funds needed for repayment of debt as well as for the General Operating Fund. Our debt expense in FY '98 will be about \$80,000. less than in the previous two years because we will complete repayment to the Village of the loan for property acquisition and parking lot construction in September, 1996.

The 5% increase over the 1995 levy should be sufficient to cover anticipated expenditures and allow us to allocate \$300,000. for capital purposes, much of which should be able to transfer into the Reserve Fund. However, it could be necessary to replace the Bookmobile in FY '98 or FY '99. The repairs made in early 1995 were promised to provide another 3-5 years of life.

After discussion Mrs. Greer made a motion seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADOPTION OF THE 1996 LEVY AS RECOMMENDED BY THE DIRECTOR IN THE AMOUNT OF \$5,236,875.

The roll was called. Mrs. Weiner--yes; Mr. Graham--yes; Mrs. Rich--yes; Mr. Friedman--abstain; Mrs. Greer--yes. The motion passed.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
PROGRAM STATISTICS FOURTH QUARTER FY 1995-96
REPORT(S) FROM DEPARTMENT HEAD(S) (1)
CORRESPONDENCE
PERSONNEL

Mr. Friedman made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING
CONSENT AGENDA ITEMS:
1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS

3. PROGRAM STATISTICS FOURTH QUARTER

FY 1995-96

4. REPORT(S) FROM DEPARTMENT HEAD(S) (1)

5. CORRESPONDENCE (4)

Letters: from Gary M. Ainge, Hammond, Beeby and Babka;
from Illinois Public Treasurer's Investment Pool Fiscal
and Management Audit (and letter) from Judy Barr
Topinka, Treasurer of the State of Illinois; from George
H. Ryan, Secretary of State and State Librarian; to Sue
Stroyan, Illinois Library Association

6. PERSONNEL

Leave-of-Absence: Linda Holman, part-time Page, Adult
Services Department, effective June 1-September 1,
1996

Appointment: Laura Menard, full-time Reference Librarian,
Adult Services Department, effective June 3, 1996

Mrs. Goodman arrived at the meeting.

Mrs. Hunter questioned the decrease in Bookmobile circulation. Mrs. Anthony said it could be because of cool and rainy weather. Discussion followed. Mrs. Hunter complimented Adult Services Department Information Assistant Doretta Fuhs on the economy of presenting the same program in and out of the Library. Mrs. Hunter also suggested that when we do programs for corporations such as Fel-Pro (listed in Youth Services Library Use Statistics) that we send a follow-up letter explaining 90% financing by local property taxes and seeking corporate funding of special programs.

Carolyn Anthony reported on the letter to Sue Stroyan, President, Illinois Library Association and apprised the Board about the financial and legislative situation currently at Illinois Library Association. Discussion followed.

All consent agenda were unanimously approved and placed on file.

DIRECTOR'S REPORT

Usage--Circulation for the year again exceeded one million, up more than 3% from last year. While the percentage increases look larger for audiovisual materials, the increase in book circulation is remarkable. Circulation of books for adults was up more than 40,000 for an increase of almost 10%. Youth circulation increased by more than 30,000 for a gain of almost 12%. These increases reflect timely and appropriate selection of materials by staff, timely processing and good collection maintenance practices. School District circulation may be down due to limitations on the

number of items that can be borrowed at one time and increased use of personal cards for classroom use by teachers.

Property Tax Refund--We received a refund of \$747.80 on property tax paid for 5241 Oakton before a decision on tax exempt status.

Payment from Hammond, Beeby & Babka--We received payment of one third of the cost for the reworking of the vestibule floor from Hammond, Beeby & Babka and, in turn, made final payment to them for services rendered during the renovation.

Delayed Receipt of Property Taxes--We did not continue to receive revenues in April to the anticipated level due to the Library. A call to the Cook County Treasurer's Office revealed that 20% of all taxes were being held back for a short period and with no explanations of reasons available. Accordingly, we did not transfer \$250,000. to the Reserve Fund for Sites and Buildings until early May when the balance of revenues were received. We were able to allot about \$120,000. to the Working Cash Fund, giving us a more comfortable allowance in the event of delayed tax billing or disbursement.

TeleCirc--TeleCirc appears to be a success with 1,478 calls logged in April. Users renewed library materials in all but twenty of the calls. Comments from users have been great although a few regret the drop from two to one permitted renewal. That policy was recommended and approved by the Board for implementation at the time of TeleCirc introduction because it was felt that, with the ease of renewal, the number of items checked out for nine weeks could negatively impact availability for others. The fee for reserved unclaimed materials has had no effect on the outcome.

Celebrating a Healthy Community--Adult Services Department staff members Kay Walsh Rinella, Head, and Steve Oserman, Reference Librarian, participated on behalf of Skokie Public Library in Celebrating a Healthy Community sponsored by the Skokie Interagency Coalition of Social Service Agencies and Nonprofits. The event was held May 9 at Niles West and attracted 175 participants.

Corie Moves Up in Great Books--Corie Ginsburg, Information Assistant, Adult Services Department, who has long been involved with the Great Books program at Skokie Public Library

has been named to the Great Books Advisory Board. She plans to recommend expansion of the existing canon because clubs with longevity have been through the current selections multiple times.

All America City--Skokie has been selected as a finalist in the All America City competition sponsored by the National Civic League. The Employment Resource Center is a featured project as are VOICES, the Festival of Cultures and Downtown Skokie redevelopment. Thirty cities and communities will make presentations to a panel of judges in Ft. Worth, Texas, June 13-15, and ten will be named All America Cities. A delegation of twenty four from Skokie will travel to Ft. Worth. If the Board approves Mrs. Anthony's participation, she will be part of the group.

After discussion, Mr. Graham made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE DIRECTOR ANTHONY'S ATTENDANCE AT THE
ALL AMERICA CITY COMPETITION JUNE 13-15, 1996.

The roll call vote for approval was unanimous.

New Staff--Laura Menard, a new graduate of the Library School at the University of Michigan, will join the Adult Services staff June 3. Our notice of a position opening was picked up by the Library School at the University of Illinois and we received about 60 applications. The applicant pool was so good that we have hired an additional librarian who will start in mid-July. The increase in staffing level may help give staff the time for training and projects which has often been lacking when the desk is staffed to accommodate the level of user activity. In time, attrition will keep the number of staff level.

Illinois Library Association--Mrs. Anthony will be at the Illinois Library Association Conference Thursday and Friday, May 16 and 17. Discussion is anticipated of the recent decision by the ILA Board to drop the lobbyist position due to adverse financial circumstances. It is hoped that the financial situation will not cast a cloud over the Centennial celebration. Skokie Public Library will sponsor three authors at the Illinois Authors' Luncheon, including our own Steve Oserman, author of The Guide to Internet Job Searching. Director Anthony reported Barbara Kozlowski presented a poster session and Ellen Kaplan, Information Assistant, Youth Services Department, presented a talk table.

GOALS & OBJECTIVES 1995-96 FINAL REPORT

The Board noted the Goals and Objectives 1995-96 Final Report.

PROPOSED GOALS AND STRATEGIES FOR 1996-97

The Board noted the Proposed Goals and Objectives and Strategies for 1996-97.

AUTOMATION

There was no report.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network May, 1996 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the May NSLS Board of Directors meeting.

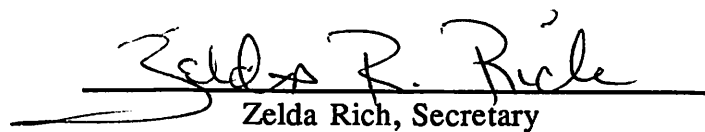
COMMENTS FROM TRUSTEES

Mr. Friedman had a request from Elliott Balter, Swans artist, asking if the cabinets blocking the Swan sculpture can be moved about four feet to the right so the sculpture can be seen. Mr. Friedman will assess the situation with Director Anthony.

Mrs. Rich reported on her attendance at ALA Legislative Day in Washington, D.C. and the Illinois Library Association Conference. Mrs. Weiner also reported on her attendance at the Illinois Library Association Conference and the programs she attended.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.


Zelda Rich, Secretary