

January 10, 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, January 10, 2007.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:27 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Dayle Zelenka, Secretary; Zelda Rich; Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services; and Gail Shaw, System Administrator/Website Development Coordinator.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 13, 2006

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of December 13, 2006, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Mr. Graham asked the Board to move the regular order of business and go directly to Demonstration of New Library Website. The Board agreed.

DEMONSTRATION OF NEW LIBRARY WEBSITE (GAIL SHAW, SYSTEM ADMINISTRATOR/WEBSITE DEVELOPMENT COORDINATOR)

Mrs. Anthony commended Gail Shaw for her hardwork on the new Library website. Ms. Shaw thanked Mrs. Anthony and said that it was a cooperative effort with many staff involved.

Ms. Shaw displayed the opening page and explained that the graphic will change every week. Ms. Shaw opened some of the sections on the left sidebar and also the six main sections on the top of the opening page. At the bottom is a machine translation of the website into five different languages. Ms. Shaw explained how the website is kept up to date using Dreamweaver software and certain staff are responsible for their sections. Discussion followed. The Board commended Ms. Shaw and the Web site Development committee for doing a superb job; the website is visually appealing and very impressive.

Ms. Shaw left the meeting at 7:50 p.m.

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

Mrs. Hunter made a motion, seconded by Mr. Zelenka:

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. PERSONNEL: HIRE: JAMES K. WESTEN, PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE JANUARY 3, 2007; PROMOTION: VINCENT TAM, FROM PART-TIME SHELVING, CIRCULATION DEPARTMENT, TO PART-TIME TECHNOLOGY ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JANUARY 3, 2007
5. GIFTS: \$35. FROM DR. WILLIAM H. WEHRMACHER FOR TREATS FOR STAFF; \$40. FROM EVELYN MARKS SIEGEL IN APPRECIATION; \$18. FROM MRS. L. M. KEER FOR PURCHASE OF A BOOK ON CD IN MEMORY OF BRENDA WEISS; 555.2000 SHARES OF SMITH BARNEY MONEY FUNDS, INC. FROM GLORIA BLOOM.

The motion passed unanimously.

BILLS

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

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 December was up just over one percent, with a gain of nearly six percent in the circulation of youth books. Adult audio was up 7.7% while circulation of books to adults was down slightly. The use of electronic and downloadable audio books is up significantly, although still representing a very small portion of circulation. Reciprocal borrowing was up six percent and the gate count up about four percent. Use of electronic databases was relatively flat compared to last December, although there was a gain of nine percent in remote access by patrons, primarily for use of Live Homework Help from Tutor.com.

ROOF REPAIR---The Library had a leak in the roof along the seam between the two buildings as the snow began melting in December. Staff reported the leak according to the warranty instructions and they promptly sent a company out to inspect and then repair the seam, at no charge to the Library.

WIRELESS IN WEST LOBBY---Patrons' access to wireless Internet use continues to grow. Staff have provided wireless access on the second floor and in the Readers Services section of the first floor. Staff worked with the Village in providing wireless access on the Village Green and in other downtown park areas. This past month, staff also added wireless access in the west lobby area. Rachael Friedlieb, an assistant to Congresswoman Jan Schakowsky, made use of the Internet in assisting residents who have questions about federal services.

TIF JOINT REVIEW BOARD---December 21, there was a semi-annual meeting of the TIF Joint Review Board, consisting of representatives of the various taxing bodies impacted by the two downtown Skokie Tax Increment Financing areas. The Equalized Assessed Valuation of the downtown TIF decreased this year because a number of parcels were disconnected from the TIF. The remaining parcels in the TIF have increased 119% in value since 1990, compared to an increase of 139.1% in the overall EAV in the Village, indicating the continuing need for the TIF. The majority of TIF revenues are allocated to property purchases for redevelopment while sums have also been set aside for streetscape maintenance, central business district amenities, façade improvements, an allocation to School District 69 to offset their loss of tax revenue and an allocation to the Independent Merchants of Downtown Skokie. An anticipated project is the redevelopment of the block on the north side of Oakton, between Floral and Lincoln. There are about six years remaining in the downtown TIF. The other TIF, for the Science and Technology Park, is just getting underway. About 500 employees of ENH, involved in finance and data processing, have moved into the Park and recently a Japanese pharmaceutical company moved about 75 employees to the site. Recent action by the

Village Board changed the zoning in the area to allow buildings up to 180 feet in the Park. As such building is undertaken, downtown Skokie will take on a much different look and feel.

PROJECT THRIVE----Metropolitan Family Services has received a grant from the Illinois Department of Human Services/Mental Health Division to operate an Early Intervention Program for at-risk children and families in Skokie. The Library has agreed to be a partner in the grant. The Library's role will be to host a series of four family nights at the Library from February through May. These evening programs will be open to the general public as well as the target population. It was gratifying to hear that Metropolitan Family Services has identified the establishment of a pattern of public library use as a positive step in integration of at-risk families into the community.

LIBRARY INTERN---Karen Campbell, a student in the master's program in library science at Dominican University, will start work as an intern at the Skokie Public Library next week. She will be at the Library about three months before graduating this spring. She is most interested in Young Adult librarianship and work with children. Former interns Susan Carlton and Autumn Mather both graduated in December, but have continued to volunteer pending their hire by a library for paid employment.

ENTREPRENEURIAL OPPORTUNITY WITH BAKER & TAYLOR----A representative of Baker & Taylor came to talk with Mrs. Anthony about a new opportunity to host "My Library Book Store" as a source of revenue for the Library. Basically, the Library would offer people the opportunity to buy an item which is not on the shelf at the Library in addition to the opportunity to borrow it from another library. Fulfillment of the order would be direct by Baker & Taylor to the customer, but the Library would get a percentage of sales. Baker & Taylor would also collect the sales tax and turn it over to the Library for remittance to the State. The service is too new to have a track record, although several libraries and library friends' groups have signed on.

The Board would like to see how this works for other libraries before investigating for Skokie.

PROFESSIONAL MEETINGS----Mrs. Anthony will travel to Seattle January 18 for the ALA Midwinter meeting, returning Monday evening, the 22nd. Mrs. Anthony is serving on the Board of the Public Library Association and also as the Public Library Association's representative to an ALA Task Force that is looking at the possible certification of library support staff.

Before the February Board meeting, Mrs. Anthony will fly out to San Francisco for the biannual symposium for public library directors who are clients of Innovative Interfaces. Mrs. Anthony has found this to be a good meeting, not only to hear what Innovative is planning, but for the opportunity to meet and talk informally with other library directors as they are a relatively small group in a single hotel. Mrs. Anthony served via conference call on the planning committee for this meeting.

DRAFT BUDGET 2008

Mrs. Anthony explained that it is once again time to take a look at the budget, this time for Fiscal Year 2008. The 2006 levy which will supply most of the revenue for FY '08, was approved by the Village Board December 18 in the amount of \$10,590,651.00. This represents an increase of 7% over the 2005 levy and is inclusive of Bond Debt Repayment of \$1,450,000. As the Board will recall, the Library also allotted about 2% for uncollected taxes due to appeals and for an allocation of capital funds to the Reserve Fund for Sites and Buildings. Staff anticipate expense for purchase of the last house on the Library's block of Park Avenue and for completion of the parking lot from capital funds.

In other Revenue projections, Mrs. Anthony has increased the anticipated collection for Interest from \$65,000. to \$80,000. as the Library collected \$42,740. in interest in the first six months of FY '07. Mrs. Anthony has adjusted downward slightly the projections for Corporate Replacement Taxes and for Fines and Fees, better reflecting their performance in the first six months of the current fiscal year. As a result, the overall Revenue projection at this point is unchanged from the total of \$11,797,074. as prepared at the time of the adoption of the levy in August.

Mrs. Anthony has put preliminary figures in the Projected Operating Budget for FY 2008. The overall picture is \$9,054,800.00 for Operations and \$1,292,274. for Capital for a total of \$10,347,074. The Capital line will be the primary source for absorption of any revenue shortage. Nevertheless, the Library should be able to carry over at least \$1,000,000. from Capital to the Reserve Fund for Sites and Buildings at year end.

Personnel is the largest factor in the Operating Budget. Mrs. Anthony is projecting no increase in staffing levels, but a 5% increase in costs due to salary increases. FICA is unchanged at 7.65% (inclusive of Medicare) while the IMRF rate for 2007 will decrease from 9.04% in 2006 to 8.19%. Health insurance increases are not known at this time and do not become effective until July. Last year, there was no increase in bronze level coverage, but a 10% increase in silver and gold level coverage. Mrs. Anthony has

projected a 10% increase in the budget line for Health Insurance to \$437,000. for FY '08. As budgeted, Salaries represent 58% of the Operating Budget and, together with other personnel costs for direct benefits, the percentage for Personnel increases to 72% of the Operating Budget. These percentages are somewhat higher than desired and Mrs. Anthony would look to realize some economy in Personnel over the next several years.

Another major area is the Materials Budget. Mrs. Anthony has projected increases of 4.5% for Books, 5% for Audiovisual, 4.7% for Databases and no increase for Periodicals for next year. As described, the Materials Budget would constitute 12.5% of the Operating Budget in FY '08. Other areas are relatively less important, but will be refined and adjusted as the Budget is looked at over the next several months, in preparation for adoption of a budget in April.

Discussion followed. Mr. Graham reminded the Board to call Mrs. Anthony with any questions they may have regarding the budget.

CHANGE IN LOAN POLICIES

Mrs. Anthony said that while most library materials have a basic loan period of three weeks, we implemented a one week loan period for DVDs and videos because they could generally be viewed in two hours or so. Given a relatively small collection and the popularity of these items, the shorter loan period enabled an item to circulate more frequently and therefore be seen by more patrons. This rationale continues to hold for feature films.

However, the category of nonfiction films includes public broadcasting material, educational programs from National Geographic and the Discovery Channel as well as series from cable and broadcast television. A number of these programs are packaged as sets (eg. a season of the West Wing or the Sopranos) and patrons would like a longer loan period to view these titles.

Staff recommend that nonfiction DVDs and videos circulate for a three week loan period, without renewals.

The Library has had a limit of ten on the number of reserves that a person may have at one time. The number seemed adequate when people were reserving only books, but since we began allowing reserves on DVDs and videos, staff have had complaints from patrons who feel that a limit of ten reserves does not adequately address their need to reserve items in more than one format. Staff have reviewed the issues surrounding an increase in the reserve limit including additional staff time and the space needed to shelve

the reserves. Staff recommend an increase in the reserve limit from ten to fifteen items at this time.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF STAFF THAT NONFICTION DVDS AND VIDEOS CIRCULATE FOR A THREE WEEK LOAN PERIOD, WITHOUT RENEWALS, EFFECTIVE FEBRUARY 1, 2007.

The motion was approved unanimously.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RECOMMENDATION OF STAFF TO INCREASE THE RESERVE LIMIT FROM TEN TO FIFTEEN ITEMS EFFECTIVE FEBRUARY 1, 2007.

The motion passed unanimously.

NILES TOWNSHIP PROPERTY TAX APPEALS COOPERATIVE – SUMMARY REPORT

Mrs. Anthony reported the Cooperative met December 14. Members received reports on an update of salient issues, a comparison of potential revenue losses to actual revenue losses, an update on Commonwealth Edison, financial statements and billing information.

Briefly, the volume of PTAB appeals reached a peak of 14,168 in 2003, dropping to 11,247 for 2004 and 9,990 to date for 2005. Some appeals, however, have been redirected through the Circuit Court where taxing bodies have no right of appeal. According to figures from the Cook County Treasurer's Office, total property tax refunds (from PTAB and Tax Objection Complaints) were 267.7 million at a high in 2001 and were 201.3 million in 2004 and 186.6 million to date for 2005. The appointment of Ron Messina as Executive Director of the Illinois Property Tax Appeal Board and the election of Brendan Houlihan over Maureen Murphy to the Cook County Board of Review may be favorable developments for taxing bodies in Cook County. Between August, 2005 and September, 2006, there were a number of changes in PTAB rules, some of which were quite favorable to taxing bodies including changes that allow taxing districts permission to inspect properties for appraisal purposes, to request information on witnesses and full disclosure of relevant facts.

A total of 46 corridor and substation properties owned by Commonwealth Edison and located within Niles Township for an aggregated 30.42 acres have been appraised by MaRous & Company at \$27,555,800. The Assessor's opinion of the market value of the same parcels was \$18,239,650. This matter will be pending for some time.

Legislation had been introduced this year that would make any successful property tax appeal effective going forward, rather than retroactively. This was not successful because some of the entities that would be involved in execution of such an adjustment argued that it would be burdensome to calculate and carry out.

The TIF report on the two parcels for Skokie indicates that \$1,413,345.04 was collected for the Downtown Skokie TIF and \$200,175.60 for the Science Park TIF. The Board may recall that the Village disconnected a number of properties from the TIF in 2005 and awarded a rebate from the Downtown Skokie TIF which amounted to \$45,320. for the Library.

The report on potential vs. actual loss showed that potential loss to taxing bodies from tax appeals 1999-2004 could have been \$209,384,000. The actual loss was \$77,507,000. for 37% of the potential.

For the period from June 1-November 30, 2006, the Cooperative took in \$42,514.04 in revenues, spent \$31,153.23 in legal fees and \$1,500.00 for an appraisal. Skokie Public Library will receive an invoice for \$2,829.56 for its share of expenses for the last six months.

The Board thanked Mrs. Anthony for her summary report.

LIBRARY PRODUCTION STUDIO, CHANNEL 24

The January 2007 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from the Reciprocal Borrowing Program Committee.

"NEW ORLEANS: REBUILD IT...AND THEY WILL COME", CHILDREN AND LIBRARIES, WINTER 2006

The Board noted the article "New Orleans: Rebuild It...And They Will Come".

COMMENTS FROM TRUSTEES

Mrs. Rich mentioned an online article in NewsBank stating that 81% of households own a DVD player, while just over 79% have a VCR. This is in sharp contrast to a 1999

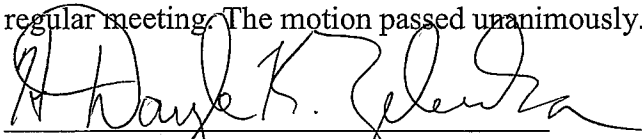
survey which showed 89% of households owned a VCR, while less than 7% owned a DVD player.

Dr. Wozniak asked about the gift of 555 shares of Smith Barney Money Funds. Mr. Graham said he has asked Mrs. Anthony to liquidate it.

Dr. Wozniak thanked everyone for nominating him for the Studs Terkel Award.

ADJOURNMENT

At 8:31 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