

January 11, 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, January 11, 2006.

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; Zelda Rich, Secretary; Susan Greer (arrived at 7:46 p.m.); Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Dayle Zelenka.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 14, 2005

Mrs. Hunter made a motion, seconded by Dr. Wozniak, to approve the minutes of the regular meeting of December 14, 2005, 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 Heads, Personnel, Gifts)

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

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: PROMOTIONS: ROAL McLENNON, FROM PART-TIME SHELVING, CIRCULATION DEPARTMENT TO PART-TIME BOOKMOBILE ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE JANUARY 9, 2006; KYRIAKOS ANASTASIADIS, FROM PART-TIME SHELVING, CIRCULATION DEPARTMENT TO PART-TIME CIRCULATION CLERK,

CIRCULATION DEPARTMENT, EFFECTIVE JANUARY 16, 2006;
TERMINATION: JANELLE SILVA-WILSON, PART-TIME
 CIRCULATION CLERK, CIRCULATION DEPARTMENT,
 EFFECTIVE JANUARY 22, 2006; DISABILITY: BILL
 HAMILTON, FULL-TIME TECHNOLOGY SPECIALIST,
 TECHNICAL SERVICES DEPARTMENT, EFFECTIVE
 DECEMBER 22, 2005

5. GIFTS: \$18. FROM MRS. L.M. KEER IN MEMORY OF BRENDA B. WEISS FOR A FICTION BOOK ON TAPE; \$40. FROM EVELYN MARKS SIEGEL IN APPRECIATION; \$100. FROM CHET DALLAS AND TIM GRIFFIN IN APPRECIATION; \$250. FROM GLORIA BLOOM IN MEMORY OF HER HUSBAND, DR. SAMUEL BLOOM, DVD, FOR UNABRIDGED BOOKS ON TAPE OR CD.

The motion passed unanimously.

Mrs. Hunter questioned the lack of publicity for Library events in the newspapers lately. For example, the New Year's Eve party in the Children's Department would have been timely and it would let the community know what goes on at the Library. Also, she suggests staff contact the Crystal Cave in Wilmette about doing an adult program at the Library. They have a variety of platters on different communities, including Skokie, that would be of interest.

LIST OF BILLS

A motion was made by Mrs. Rich, 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.

OPERATING BUDGET FY 2007

Mrs. Anthony explained that the Board's increase of 9% for the 2005 Tax Levy was presented at two meetings of the Village Board in December without public comment. Based on the experience of recent years, given the corporate tax appeals, the Library can expect to collect 6.5-7.0% more in taxes in FY 2007 than it will collect in FY 2006.

Although it is early in the budgeting process and the Board will not adopt a budget until April, Mrs. Anthony has outlined a brief rationale for the amount proposed for each budget line to share her thinking with the Board. Salaries account for the majority of Library expense. According to the Bureau of Labor Statistics, salaries for civilian and state and government workers have increased about 2.4% in the first nine months of 2005. The IMRF rate is increasing again to 9.04%. There is no word as yet on increases in health costs.

The Library anticipates an upgrade of the server for library automation services after five years at a cost of \$26,000.-\$28,000. We will also need a new Administrative Office copier which will probably be paid for on a lease/purchase basis. This may also be the year we will get to finish work on the west parking lot. These matters and others will be explored over the next three months and the budget will be refined each month as new information is collected.

Mrs. Anthony welcomed Board questions and comments. Discussion followed.

Mrs. Greer arrived at 7:46 p.m.

Mrs. Hunter would like to see more publicity for the book sale room as sales are down.

Dr. Wozniak would like to see signage re the public vending machine.

DIRECTORS REPORT

USAGE----Circulation in December was down 4% from December last year, marking the second consecutive month of decreased circulation. Significantly, the gate count was also down by 9%. We will need to seriously look at what is needed to reverse this trend. One concern is that we are behind where we should be in library materials purchasing for the year. Attention to collection management issues will be a priority in the first two months of 2006. To an extent, there are changing patterns of library use. Use of electronic databases was up 5% in December; logged sessions up 7%; and the number of users of electronic databases up 8%. Hits on the Library's Web site were up more than 13% in December over December, 2004, and the number of unique visitors to the site was 27,843, up 15% from last December. A comparison of these same statistics with December, 2002 shows an increase of 181% in the number of hits on the Web site and 158% in unique visitors to the Library's Web site in the three year interval.

STAFF DAY----Staff Day was held December 16 and, from the staff evaluations, some feel that this was the best one ever. Mrs. Anthony gave a presentation on intellectual freedom, assisted by staff who acted out scenarios showing the concern within the

context of library service. Staff visited the Heritage Museum and heard about Village history and the Library's digitization projects. The marketing executive from Westfield Old Orchard talked about how the shopping center does its marketing studies and what they do to brand the center and to get visitors to stay longer. She showed how the same thinking could be applied to the Library. Staff were recognized for longevity of service. Everyone enjoyed a lovely catered hot meal before heading off for a selection of afternoon programs from storytelling, to healthy nutrition to Manga to making a holiday door decoration or antiques appraisal. Finally, everyone came back together for a humorous look at library trends in the "Yearly Show" with staff-produced video re "disturbing developments". Board members may have seen some staff wearing the long-sleeved red cotton shirt with Library logo which was given to each person as they left. Thanks to Board members John Graham, Diana Hunter, Zelda Rich, John Wozniak and Dayle Zelenka who came for part of the day.

DOWNTOWN SKOKIE TIF (Tax Increment Financing) MEETING----Mrs. Anthony attended a meeting of the Downtown TIF District Joint Review Board Meeting. The Downtown TIF has changed boundaries somewhat since it was first implemented in 1990, but the district's EAV (Equalized Assessed Valuation) has increased 148.1% since its creation while the EAV for the Village as a whole has increased 121.4% during the same period. The Village will take in property tax revenues of slightly over \$2,000,000. from the 2004 levy for the TIF area and has spent \$1,738,605. on development projects in Fiscal 2005. A surplus will be declared and some money will be restored to the various taxing bodies including the Library after March 31.

NILES TOWNSHIP PROPERTY TAX APPEALS COOPERATIVE----This body had its semiannual meeting and issued a report on activities and expense incurred over the past year. Some good news was that total property tax refunds for Cook County have been decreasing each year from a high in 2001 of \$370 million. The estimate of savings for the PTAB Cooperative is up to nearly \$5 million. Big savings this year were realized from WW Grainger, Lord & Taylor, Albertson's, Mid America Asset Management and Crafty Beaver, among others. Expenses for the period ending November 30 were \$19,710.89. There was also discussion of the situation with a number of Commonwealth Edison properties for which the PTAB has filed an intervention petition.

WIRELESS ON THE FIRST FLOOR----As of December 19, wireless Internet service was opened in the Readers Services area, enabling patrons to use their personal laptops, Library laptops and PDAs (Personal Desk Assistants) throughout most of the Library.

LEGISLATIVE ADVOCACY DAYS---The NSLS Annual Legislative Breakfast will be held Monday, February 20, from 8:30-10:00 am at the Arboretum Club in Buffalo Grove. Illinois Library Day in Springfield has been set for Wednesday, March 1. This year, a broader coalition including the Illinois Library Association, the Illinois School Library Media Association, the Illinois Library Systems Directors Organization, the Illinois Special Libraries Association and the Consortium of Academic and Research Libraries in Illinois will come together with an anticipated turnout of at least 500 people. Everyone will gather at the Abraham Lincoln Presidential Library and Museum and march en masse to the Lincoln statue on the east side of the state capitol building for a rally. The National Library Legislative Day will be Tuesday, May 2 in Washington, DC, with educational sessions throughout the day Monday. The Board is asked to let Mrs. Anthony know if they would like to participate in one of these advocacy days.

PATRIOT ACT----Mrs. Anthony will be speaking to a joint meeting of the Chicago Area Law Librarians and the Special Librarians January 12 at the Union League Club on the subject of the PATRIOT Act. Ironically, when they called in early fall to schedule the event, Mrs. Anthony commented that the PATRIOT Act might be old news by January since the Act was due to be renewed by December 31. Then, in December, there was a filibuster of the extension by the Senate and a five week extension, prolonging consideration of modifications to the Act. The news of wiretapping by the NSA, outside of authorization by the FISA Court, has added to the concern regarding provision for protection of civil rights within the USA PATRIOT Act.

ALA MIDWINTER----Mrs. Anthony will be in San Antonio for ALA Midwinter from January 20-23. She will begin a term of service on the PLA Board. As a member of the Issues and Concerns Cluster, she will be the liaison to the PLA Intellectual Freedom Committee and the PLA Library Confidentiality Committee. Mrs. Anthony will attend a preconference on Defending Access With Confidence and also participate in a ULC Strategy Group on Forecasting.

Mrs. Hunter asked that Skokie Public Library's donation to the Jefferson Parish Library be publicized.

ECOMMERCE SOFTWARE

Mrs. Anthony said that trustee Dayle Zelenka has asked that the Board reconsider the acquisition of Ecommerce software at the January meeting. The issue was discussed in December without action as three Board members abstained from voting at that time.

Since Mr. Zelenka could not attend the meeting tonight, Dr. Wozniak asked that the issue be revisited at this time.

Mrs. Anthony said the Library proposes to purchase Ecommerce software from Innovative Interfaces at a cost of \$10,500., of which \$4,000. would be reimbursable from the Library Express grant for a net cost of \$6,500. Purchasing the software from Innovative will ensure integration with the Library's automated circulation system for interface with the patron database and record files.

The purpose of the software is to enable people to pay Library fines and fees electronically. At this time, the Library proposes to enable patrons to do this remotely, from their home or office. There does not seem to be an urgent need to enable card swipes within the Library. However, using "Check my account" to handle transactions remotely has become the preferred way of doing business. For the year to date, 75% of all renewals were made this way. The use of secure Ecommerce would enable patrons to handle their Library obligations online and would allow parents to clear their kids' accounts. It should result in more fines being paid and could lessen the practice of using another family member's card because of a block on someone's card. It is also anticipated that it will be convenient for people who elect to use the Library Express service which will start in February at a cost of \$4.00 per item.

Schaumburg Public Library has been accepting credit card payment since 2001 and electronic collections range from \$4,000.-\$7,000. per month. Arlington Heights has had electronic payment for three years and collects about \$2,000. each month via credit card. Indian Trails uses the Illinois Funds' E-Pay system. The San Jose Public Library collects 20% of payments by credit card. Westerville, Ohio, collects 25% of fine revenue electronically. Westerville, Ohio, implemented the software in late 2003 and report that fine revenue was up 6% in 2004. Schaumburg's fees have ranged from 5.2% to 7% of the amount collected, depending on volume each month, and that includes the cost of two machines for in-house transactions. Mrs. Anthony was quoted fees by Merchant Services of .22 per transaction, plus 2.3% of the amount paid. There would be a minimum fee of \$35.00 per month.

While at some point, the Board will need to decide as a matter of policy whether such transaction fees would be passed on to the user, implementing Ecommerce at this time would allow us to use the system for several months under the auspices of the Library Express grant, collecting revenue from the grant for the cost of doing business. At the end

of the grant this summer, we can analyze our experience and costs and consider a policy at that time.

Mrs. Anthony recommends that the Board approve the purchase of Ecommerce software from Innovative Interfaces at the cost of \$10,500.

Discussion followed. Dr. Wozniak made a motion, seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF ECOMMERCE SOFTWARE FROM INNOVATIVE INTERFACES AT A COST OF \$10,500.00.

After more discussion and with the approval of the original motion maker, the following amended motion was made by Mrs. Rich, seconded by Mrs. Greer:

AMENDED MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF ECOMMERCE SOFTWARE FROM INNOVATIVE INTERFACES AT A COST OF \$10,500.00 AND THAT THERE BE A REVIEW IN SIX MONTHS TO EVALUATE THE USE OF ECOMMERCE IE HOW MUCH COLLECTION HAS IMPROVED, AMOUNT OF MONEY COLLECTED AND THE NUMBER OF PEOPLE USING THE SERVICE.

The roll was called: Mrs. Hunter—yes; Mrs. Rich—yes; Mrs. Greer—yes; Dr. Wozniak—yes; Mrs. Weiner—yes; Mr. Graham—abstain. The motion passed.

INTERGOVERNMENTAL AGREEMENT FOR HISTORICAL RECORDS AND MUSEUM

Mrs. Anthony said that Michaela Haberkern is preparing a proposal for a grant from the Institute of Museum and Library Services for \$60,000. over three years. The proposal must be submitted by February 1. Partnerships are strongly encouraged though not required. For the level of grant we are seeking, at least one third of the project funding must be from non-Federal sources.

Mrs. Anthony met with Village Manager Al Rigoni to discuss the possible grant submission and to enlist the Village's support. He developed a proposed intergovernmental agreement among the Village, the Park District and the Library. The purpose of the agreement is to spell out each entity's role and allocation of public funds. The agreement will serve the purpose of demonstrating a partnership. It also spells out

that the Park District levies a tax for maintenance of the Heritage Museum and related programs. The Village is committing to a modest (\$6,500.) level of annual support which will contribute to the one third local match. By the time we value Michaela's time (the Library's primary contribution), we will have at least a 50% match, a level which should strengthen the proposal.

With funding of \$26,500. per year for three years, the Library could complete most, if not all, of what needs to be done for organizing and cataloging the Historical Society collection, as well as digitizing materials deemed appropriate. The Library would work with the Park District and their part-time employee at the Heritage Museum as well as with the Skokie Historical Society. The Library may want to pursue a second agreement to clarify the respective roles and responsibilities of the Park District, the Skokie Historical Society and the Library.

At this point, Mrs. Anthony asked for Board approval of the proposed intergovernmental agreement among the Village, the Park District and the Library. Mrs. Anthony also asked that the Board approve the Library's submission of a grant proposal to the Institute of Museum and Library Services in the amount of \$60,000. to organize and digitize much of the Skokie Historical Society's collection as well as significant documents post 1950 which are outside the scope of the Historical Society's interest.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INTERGOVERNMENTAL AGREEMENT AMONG THE VILLAGE, THE PARK DISTRICT AND THE SKOKIE PUBLIC LIBRARY (COPY ATTACHED).

The motion passed unanimously.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE LIBRARY'S SUBMISSION OF A GRANT PROPOSAL TO THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES IN THE AMOUNT OF \$60,000. TO ORGANIZE AND DIGITIZE MUCH OF THE SKOKIE HISTORICAL SOCIETY'S COLLECTION AS WELL AS SIGNIFICANT DOCUMENTS POST 1950 WHICH ARE OUTSIDE THE SCOPE OF THE HISTORICAL SOCIETY'S INTEREST.

HISTORICAL RECORDS AND MUSEUM AGREEMENT

THIS AGREEMENT entered into by and between the Village of Skokie, a municipal corporation of the County of Cook, State of Illinois ("Village"), the Skokie Park District, a municipal corporation of the County of Cook, State of Illinois ("Park District"), and the Skokie Library, a Municipal Public Library in the County of Cook, State of Illinois ("Library");

WITNESSETH

WHEREAS, the boundaries of the Village, Library and Park District are co-terminous or nearly co-terminous; and with nearly co-terminous boundaries, the Village, the Library and the Park District serve approximately the same taxpayers and citizens; and

WHEREAS, the Park District provides recreation facilities and programs for residents of the Village; and

WHEREAS, the Park District owns property at 8033 Floral Avenue and contained therein are historical records; and

WHEREAS, the Village of Skokie owns property at 5127 Oakton Street and contained therein are historical records; and

WHEREAS, the Library provides access to information for the public and has professional expertise in the organization and distribution of information from original sources i.e. print, audio, and digital formats; and

WHEREAS, the Park District desires to use the property at 8033 Floral Avenue for operation as historical museums and attractions, and pursuant to 70 ILCS 1290/1 et seq. of the Illinois compiled Statutes, the Park District has the authority to levy taxes for museum purposes; and

WHEREAS, the Library desires access to the building and records for records management purposes; and

WHEREAS, it is the purpose and intention of the parties to this Agreement to use the building at 8033 Floral for park and museum purposes, records management purposes, and programs; and

WHEREAS, the parties agree that the museum will be called the Skokie Heritage Museum; and

WHEREAS, the parties agree that the mission of the Museum is to search out, collect, and preserve significant materials relating to the community and to study and share this history through educational and recreational activities that promote historical awareness and community pride;

NOW THEREFORE, it is further agreed by and between the parties as follows:

SECTION ONE: All matters set forth in the preamble of this Agreement are expressly made a part of this Agreement.

SECTION TWO: The Village, in consideration for this Agreement, hereby agrees as follows:

- A. To cooperate with the Park District and Library in the management of historical records.
- B. To allow Library employees reasonable access to 5127 Oakton Street on an appointment basis to review records maintained by the Village. It is acknowledged that certain records are privileged and confidential and cannot be accessed.
- C. Subject to annual appropriation, to provide limited grant funding in the approximate amount of \$6,500 for each of three years to the Library to match Federal or State grants. Said funding is to be utilized for the sole purpose of organizing, cataloging, digitizing and copying historical records.
- D. To indemnify and hold harmless the Park District and Library, and their agents, employees, officers, commissioners and trustees, from and against all claims, damages, losses and expenses, including attorneys' fees and costs, arising out of or resulting from any negligent acts or omissions of the Village, its agents employees, officers, commissioners and trustees, arising out of or relating to this Agreement.

SECTION THREE: The Park District, in consideration for this Agreement, hereby agrees as follows:

- A. To cooperate with the Village and Library in the management of historical records.
- B. To annually levy an amount of funds as determined by the Park Board, in accordance with and not to exceed the limits set forth by State statute, a museum tax for the purpose of providing for the operation of a comprehensive historical and Museum program based on community interest as determined by the Park Board.
- C. To maintain the building at 8033 Floral known as the Skokie Heritage Museum.
- D. To allow reasonable access to 8033 Floral by Library staff for the purpose of records review and management and to allow the removal of records for purposes of cataloging, digitizing and copying.
- E. To indemnify and hold harmless the Village and Library, and their agents, employees, officers, commissioners and trustees from and against all claims, damages, losses and expenses, including attorneys' fees and costs, arising out of or resulting from any negligent acts or omissions of the Park District, its agents,

employees, officers, commissioners and trustees arising out of or relating to this agreement.

SECTION FOUR: The Library, in consideration for this Agreement, hereby agrees as follows:

- A. To cooperate with the Park District and Village in the management of historical records.
- B. To coordinate the recording or digitization, organization and management of historical records and collections and to make those records available to the public.
- C. To apply for Federal, State and local grant funding for the purpose of digitizing or recording, categorizing historical records and documents.
- D. To indemnify and hold harmless the Village and Park District, and their agents, employees, officers, commissioners and trustees from and against all claims, damages, losses and expenses, including attorneys' fees and costs, arising out of or resulting from any negligent acts or omissions of the Library, its agents, employees, officers, commissioners and trustees arising out of or relating to this Agreement.

SECTION FIVE: This agreement shall take effect upon its approval by all parties and shall be in effect for three years.

SECTION SIX: If any party wishes to amend the Agreement, the party shall give written notice to all other parties and all parties shall cooperate to schedule a meeting within sixty (60) days of receiving such notice and shall cooperate and consider, in good faith, any proposed amendment to the Agreement. The Agreement may only be amended by unanimous written consent of all parties.

SECTION SEVEN: This Agreement shall be binding upon and inure to the benefit of any successor governmental entity which may assume and perform the duties of any party.

SECTION EIGHT: The invalidity of any provision of this Agreement shall not impair the validity of any other provision. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, that provision will be deemed severable and the Agreement may be enforced with that provision severed or modified by the court.

SECTION NINE: This Agreement sets forth the entire understanding of the parties and may only be amended or modified by a written instrument signed by the parties except as otherwise provided herein.

SECTION TEN: This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers this _____ day of _____, 2006.

SKOKIE PARK DISTRICT

ATTEST

VILLAGE OF SKOKIE

ATTEST

PUBLIC LIBRARY

ATTEST

The roll call vote for approval was unanimous.

"ILLINOIS CLICKS!" BY FRANCES ROEHM, ILLINOIS LIBRARIES, FALL 2005

The "Illinois Clicks!" article by Frances Roehm was noted.

LIBRARY CABLE NETWORK CHANNEL 24

The January 2006 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

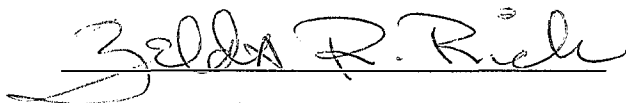
The North Suburban Library System Group Medical Insurance Program Six Months Ended, December 31, 2005, was noted.

COMMENTS FROM TRUSTEES

Mrs. Hunter read an article from the Wall Street Journal stating that in 2007 the NSA requires all Internet service providers, including universities and libraries, upgrade their system so they can fight the war on terror more easily. Discussion followed.

ADJOURNMENT

At 8:43 p.m. a motion was made Dr. Wozniak, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, reading "Zelda R. Rich", written over a horizontal line.

Zelda R. Rich, Secretary