

April 8, 1987

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, April 8, 1987.

CALL TO ORDER

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

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Shirley Merritt, Secretary; Dr. Herman S. Bloch; Walter B. Flintrup; Eva D. Weiner; Norma L. Zatz; and Carolyn A. Anthony, Director.

APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 11, 1987

Dr. Wozniak moved that the Board of Trustees approve the minutes as written subject to additions and/or corrections. Mr. Flintrup seconded the motion.

Mrs. Zatz called for a correction on Page 7: under TRUSTEE COMMENTS, first sentence should read: "Mrs. Zatz suggested the Board discuss our policy regarding not charging patrons fees to attend the Library's films and programs."

There being no further corrections the motion to accept the minutes as corrected passed unanimously and the minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

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

MOTION: That the Skokie Public Library Board of Trustees approve the Financial Statements and List of Bills on the Consent Agenda, subject to audit.

The roll call vote for approval was unanimous.

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT FROM DEPARTMENT HEAD

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

MOTION: That the Skokie Public Library place on file the following Consent Agenda items:

1. Circulation Reports
2. Library Use Statistics
3. Department Head Report

The roll call vote for approval was unanimous.

SUBURBAN LIBRARY SYSTEM (SLS) UNEMPLOYMENT COMPENSATION GROUP ACCOUNT

The trustees noted the "SLS Unemployment Compensation Group Account Cash Basis for 3 Months Ending March 31, 1987" financial statement, indicating a fund account balance of \$995,987.01, and the letter from Business Manager, V. J. Vogel citing disbursements and income experience in the nine years the fund has been in existence.

The statement and letter were placed on file.

FY 1988 BUDGET

The trustees reviewed the revised budget prepared by Mrs. Anthony, increasing the salary and books lines as they had requested at the March Board meeting.

After lengthy discussion regarding the Board's obligation to approve a budget only after prudent and careful scrutiny, Mrs. Hunter called for a vote.

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

MOTION: That the Skokie Public Library Board of Trustees approve the 1987-88 Fiscal Year Budget as proposed by the Director in the amount of \$2,741,700.

The roll was called.

Mrs. Zatz--yes; Dr. Wozniak--yes; Mrs. Weiner--yes; Dr. Bloch--no; Mr. Flintrup--yes; Mrs. Merritt--yes. The motion passed.

After further discussion Mrs. Anthony suggested that next year a Budget Committee could be appointed to work on the budget well in advance of presentation to the Board for approval.

Mr. Flintrup suggested that perhaps what the Library should look into is a budget somewhere between a line budget as we have now, and a program budget, for clarification; something more defined to show exactly what we are buying.

Mrs. Zatz suggested the August board meeting be a dinner meeting in order to discuss some issues in depth.

Dr. Bloch stated the Board should call special meetings to discuss important issues as the budget and the philosophy of the salary scales.

Mrs. Hunter asked Dr. Bloch if he would chair a committee to examine the salary scale formula.

It was the consensus of the Board that additional discussion is necessary.

SALARY INCREASE

The Board agreed to postpone salary increase discussion until next month.

CORRESPONDENCE

The note of appreciation to the trustees from Skokie Public Library Senior Administrative Secretary Kay Kozak and her family was noted.

GIFTS

The Board noted the gift of \$25.00 from the Evanston Niles Township Section of the National Council of Jewish Women in appreciation of a program presented by Merle Jacob, Head of Readers' Advisory, and the gift of \$40.00 from Mary Radmacher in memory of Kay Kozak's father,

Ernst L. Schaefer, Sr.

PERSONNEL

Mrs. Anthony apprised the Board of the appointment of Barbara A. Kozlowski as Associate Director for Public Services; who will begin May 4; and of the resignation of John J. Kadus, full-time Information Assistant, Adult Services Department, effective April 17; Constance Peyer, part-time Service Desk Assistant, Adult Services Department, effective April 17; and Clare Trauth, part-time Senior Page, Circulation Department, effective April 4, 1987.

NEW POSITION - AUDIO/VISUAL TECHNICIAN

The trustees reviewed the Audio Visual Services Technical Assistant position description prepared by Mrs. Anthony to work under the direction of the Coordinator of Audiovisual Services approximately 20 hours per week.

They suggested contacting DeVry Institute of Technology, National College of Education and Columbia College in our search for qualified applicants.

AVENUES TO EXCELLENCE - REVIEW OF PROGRESS

Mrs. Anthony said that Avenues to Excellence cites specific guidelines for standards in public libraries.

Because our telephone lines were often busy, Mrs. Anthony requested a busy study be done by Illinois Bell Telephone Company. Their study revealed we did not have sufficient telephone lines and suggested we obtain additional lines.

Therefore, our new telephone system includes two additional telephone lines, which should help.

SYNOPSIS OF ONLINE SEARCHING

The Board reviewed the report prepared by Hope Apple giving a synopsis of our experience of online database searching which began in October, 1986. The Board requested this be reviewed at the end of six months.

An average of 164 searches were done per month at an average cost per search of \$5.31.

Online searching has enabled Adult Services staff to give a service immediately that was previously provided by the North Suburban Library System (NSLS) System Reference Service (SRS) with some delay for the patron and paperwork for the staff. Patron response to the availability of online searching in the Library's reference room has been enthusiastic.

SUBURBAN LIBRARY SYSTEM (SLS) ERRORS AND OMISSIONS JOINT SELF-INSURANCE PROGRAM

The memorandum from Suburban Library System Executive Director, James M. O'Brien, and the accompanying material were received prior to the Board meeting, but not in time to be mailed with the Board packet.

Discussion followed regarding the necessity of Directors and Officers Errors and Omissions Insurance.

It was the consensus of the Board to apprise SLS of our interest in the intergovernmental program providing for self-insurance, however, we would like to know the number of participants in the program, and who will be the co-insurance carrier.

JOHNSON CONTROLS CONTRACT RENEWAL

After discussion of the improvements made by Johnson Controls' personnel and what appears to be a genuine interest in providing satisfactory service to our equipment, Mr. Flintrup made a motion, seconded by Dr. Wozniak:

MOTION: That the Skokie Public Library renew the Johnson Control's Alliance III Custom Programmed Maintenance Agreement for one year, beginning May 1, 1987, at a cost of \$25,800 annually, or \$2,150 per month.

The roll call vote for approval was unanimous.

CGPY MACHINES

Mr. Flintrup reported that two new MITA photocopiers were installed in the Library today, April 8 and the coin/card operated photocopier will be delivered soon. Cards will be activated at the Circulation Desk.

TELEPHONE SYSTEM

Mrs. Anthony reported that the telephone system will be operational Thursday, April 9, as planned.

DIRECTOR'S REPORT

Statistics--Circulation was up 12.5% in March, setting a new record for a month of 64,901. Circulation for the year is 7.7% higher than last year. The number of items lent through Interlibrary Loan (ILL) has more than doubled and ILL borrowing has increased 41%. Reference and information statistics showed a decrease of 6.5% for the month. Reciprocal borrowing from Skokie was up 37% in March and up 5.7% for the year. Computer use in Young People and Children's Department was up 27%.

After discussion Mrs. Hunter suggested a press release be sent noting our circulation increase, and the new record of monthly circulation.

Overdues--Overdues are being sent via datamailer since April 1. The Circulation Department has been successful in greatly reducing the number of false overdues.

House at 5219 Oakton--Hal and Susan Dickens have purchased a home in Skokie and moved out of 5219 in March. Fred Nelson, a member of the custodial staff, has moved into the house and will assume responsibility for being called in an emergency, overseeing the property at night and emptying

the bookdrops on holidays. (Suggestion was made that an alarm system might be connected to the Library and 5219.)

Audiocassettes for children--We began circulating audiocassettes for children in March including songs and music, stories, poetry and showtime tunes. They have been well received.

Literacy Grant Renewal--The Lincolnwood Public Library has prepared a grant application requesting \$80,870 for the Oakton Literacy Coalition for 1987-88. Winnetka and Park Ridge are joining the coalition for a total of twelve participating agencies. Skokie Public Library will receive \$1100 for materials.

Illinois Arts Council Grant--We have received notice from the Illinois Arts Council that we will be awarded a \$375 grant towards the purchase of "Kaddish II" by Roger Columbik. The official Partners in Purchase award will be made in late May.

Civic Women's Club of Skokie--Lois Engelter of the Civic Women's Club notified Mrs. Anthony that, since the Club is disbanding and will no longer need a treasury, they would like to make a gift of \$500 to the Skokie Public Library. Mrs. Anthony has invited Mrs. Engelter to the May Board meeting to make her presentation.

Illinois Coalition of Library Advocates--ICOLA's goals are to promote the support and development of libraries and to stimulate Illinois residents to make use of library services. A number of trustees are active in this organization. Personal membership is \$10.00 and institutional membership is \$25.00.

Mrs. Weiner suggested the ICOLA Newsletter, which Mrs. Anthony brought to the meeting, be photocopied and sent to the Board members.

After brief discussion, the Board agreed the Library be registered as an institutional member.

Holocaust Memorial--The Holocaust Memorial will be dedicated Sunday, May 31, on the Village Green. The Library will be closed that Sunday. The Village is expecting about 4,000 people and may close the block of Oakton Street for the afternoon.

AUTOMATION

Discussion ensued regarding issues raised in Mrs. Anthony's letter to Geac. A few small improvements have been made by Geac, however, there are still problems.

GOALS AND OBJECTIVES FOR THE SKOKIE PUBLIC LIBRARY FY '87

There was nothing to report at this meeting regarding Goals and Objectives.

SKOKIE ACCESSIBLE LIBRARY SERVICES (SALS)

Mrs. Anthony reported that the Request for Third Year LSCA Title I funding has been mailed.

The trustees noted the program and registration form for the May 2 conference, "Emphasizing the Able: Widening Opportunities for Disabled Persons", and the January-March, 1987 Summary Sheet of statistics.

LIBRARY CABLE NETWORK

Mrs. Anthony reported that Library Cable Network is requesting LSCA Title I grant funding again to continue producing "Illinois Reads: Talks with Illinois Authors", a series of 24 half-hour videotapes featuring authors who have contributed to the literary heritage of the state.

REPORT ON NORTH SUBURBAN LIBRARY SYSTEM (NSLS)

Mrs. Weiner reported on the various topics discussed at the NSLS Board of Directors' meeting.

Mrs. Hunter announced that Mr. Flintrup has agreed to represent the Skokie Public Library on the System Board of Directors in view of the expiration of Mrs. Weiner's term of office.

Mrs. Hunter thanked Mrs. Weiner for her contribution to the Skokie Public Library and the NSLS Board of Directors during the six years she has served as the Library's representative.

COMMENTS FROM TRUSTEES

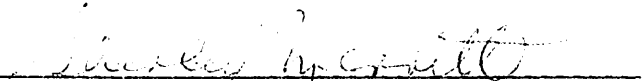
Dr. Wozniak commented on the excellent publicity the Library has received in the local newspapers recently.

Dr. Bloch said he attended an excellent program with Mrs. Anthony and Mrs. Weiner at NSLS, "Taking Care of Business", Monday, March 30. He suggested that the Library earnestly consider providing services to the smaller businesses in the community who do not have libraries of their own: that we prepare a list for distribution through the Skokie Chamber of Commerce which highlights the Library's services.

Mrs. Hunter announced that she has received confirmation from Judge Abner Mikva to speak October 25 as part of our recognition of the bicentennial of the Constitution of the United States of America.

ADJOURNMENT

There being no further business or comments from trustees the meeting was adjourned at 10:00 p.m.


Shirley Merritt, Secretary

SKOKIE PUBLIC LIBRARY
 PROPOSED BUDGET FOR FISCAL YEAR 1987-88
 March 20, 1987

	A	B	C
1	Account Name	APPROPRIATION	PROPOSED BUDGET
2		FY. 1986-87	FY. 1987-88
3	Salaries	\$ 1,450,000	\$ 1,495,000
4	Professional Services	\$ 6,000	\$ 12,000
5	Audit	\$ 1,200	\$ 1,200
6	Binding	\$ 6,000	\$ 6,000
7	Maintenance of Equipment	\$ 24,000	\$ 20,000
8	Maintenance of Buildings & Grounds	\$ 80,000	\$ 100,000
9	Maintenance of Auto Equipment	\$ 7,000	\$ 6,000
10	Insurance	\$ 120,000	\$ 40,000
11	Insurance(Dental, Health & Life)		\$ 95,000
12	Utilities	\$ 56,000	\$ 60,000
13	Conference, Membership, Workshop, etc	\$ 20,000	\$ 25,000
14	Postage	\$ 13,000	\$ 8,000
15	Printing and Publicity	\$ 18,000	\$ 20,000
16	Data Processing	\$ 46,600	\$ 16,000
17	Reception & Entertainment	\$ 5,000	\$ 5,000
18	Rental of Equipment and Materials	\$ 25,000	\$ 26,000
19	SAVS Services	\$ 2,500	\$ 1,200
20	JCPL (Operating + Capital)	\$ 130,000	\$ 201,000
21	Cable (LCN)	\$ 10,000	\$ 13,000
22	Books	\$ 270,000	\$ 285,000
23	Periodicals	\$ 52,000	\$ 45,000
24	Audio Visual-Records	\$ 13,000	\$ 14,000
25	Microforms	\$ 12,000	\$ 12,000
26	Audio Cassettes	\$ 6,000	\$ 8,000
27	Video Cassettes	\$ 16,000	\$ 18,000
28	Computer Software	\$ 8,000	\$ 3,000
29	Library Supplies	\$ 40,000	\$ 40,000
30	Janitorial Supplies	\$ 20,000	\$ 18,000
31	Office Expense and Transportation	\$ 1,150	\$ 1,800
32	Contingency	\$ 12,000	\$ 25,000
33	Furniture and Equipment	\$ 35,000	\$ 45,000
34	Bank Service Charge	\$ 1,500	\$ 1,500
35	Subtotal (General Operating Fund)	\$ 2,506,950	\$ 2,666,700
36	Capital	\$ 75,000	\$ 75,000
37	Total	\$ 2,581,950	\$ 2,741,700

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