

February 9, 2011

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, February 9, 2011.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:33 p.m.

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

Members absent: Dr. John M. Wozniak.

Staff Present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Tobi Oberman, Head of Circulation Services.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF JANUARY 12, 2011

Mr. Graham made a motion, seconded by Mrs. Parrilli to approve the minutes of the regular and closed meetings of January 12, 2011, subject to additions and/or corrections.

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

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

Mr. Graham made a motion, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, 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. GIFT: \$18. FROM MARK AND JUDITH ZAGORIN IN APPRECIATION

5. PERSONNEL: RETIREMENT: MARYANN MONDRUS,  
REFERENCE/YOUNG ADULT LIBRARIAN, ADULT SERVICES  
DEPARTMENT, EFFECTIVE MARCH 1, 2011.

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status report was noted.

BILLS

A motion was made by Mr. Graham, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

BALANCE SHEET FOR THE NINE MONTHS FROM 5/1/10 THRU 1/31/11

The Balance Sheet for the Nine Months from 5/1/10 thru 1/31/11 was noted.

DIRECTOR'S REPORT

LIBRARY USAGE-----Circulation was up a modest 1.5% in January, with the largest increase in the circulation of Youth materials, probably due to the successful Winter Reading Club. Circulation of e-books was up 132% from last January. While the absolute number is still not large, it is apparent that many people recently acquired one of the electronic reading devices which are becoming more affordable and attractive as the competition among devices increases. The popularity of electronic transactions is also evident in the 36% increase in the use of e-commerce.

PLA PRESIDENTIAL RUN----Mrs. Anthony has been asked to run again for the President of the Public Library Association and, after consultation with the Board President, my husband and Susan Dickens, she has agreed to be on the ballot this spring. If elected, Mrs. Anthony would serve as President from 2012-2013, a year without a PLA National Conference. This is a plus as the Conference is very time-consuming and allows for few other initiatives. Mrs. Anthony assured Mrs. Hunter that she would give up some of her other local commitments during her year as President, if she is successful in running.

CONTRIBUTION FOR SUMMER READING----The North Shore Community Bank has pledged \$2,000. in support of the Summer Reading Program 2011. This will help to

fund some of the "Wednesday on the Green" programs which Library staff have agreed to arrange as part of the Skokie Chamber's effort to have activity on the Green every Wednesday throughout the summer. Library staff will be responsible for five programs, just one more than in recent years.

**PROJECT ON CIVIC REFLECTION**---Last week, Mrs. Anthony attended facilitator training offered by the Project on Civic Reflection, an affiliate of the Great Books Program. There were about 22 people from around the country including a public librarian from Western Maryland and a Skokie resident who is the Director of the Chinese Heritage Museum in Chicago. The concept of the program is to bring people together to discuss a short literary piece such as a poem, essay or short story (or even an image), to gain an appreciation for multiple points of view and to build community. The session starts with an introductory exercise that engages everyone. It has real potential for use at the Skokie Public Library, especially since Mrs. Anthony now knows two other local people who are trained facilitators. The American Library Association will also be promoting the use of this type of program to bring people together in the Library.

**BLIZZARD**---The blizzard of 2011 packed a punch for the Library as for most individuals. The Library closed at 6 pm February 1 so that staff could get home before much snow had accumulated, but allowing time for residents to pick up materials in anticipation of extended time at home. Given the forecasts, a decision was made Tuesday to close the Library for the day Wednesday. Since snow and high winds were expected to continue into the day Wednesday, it was felt that clearing of the snow could not be started till later that day. By remaining closed, the Village had the opportunity to plow the parking lot without maneuvering around cars. They were most cooperative. Library Maintenance staff also deserve a lot of credit as there were large drifts of snow by the West entrance and by the Bookmobile garage door. One could not tell that there were stairs behind the Library, near the shipping area. Maintenance staff started Wednesday evening and early Thursday morning and had the entrance cleared and everything ready to go by the time staff arrived Thursday morning. Aside from a glitch with building heat that was remedied by mid-day, operations continued as usual Thursday.

**SYSTEM MERGER**---The boards of the five northern and central Illinois library systems all voted in January to merge into a single library system effective July 1, 2011. The agreement was approved by the boards of the Alliance Library System, DuPage Library System, Metropolitan Library System, North Suburban Library System and the Prairie Area Library System. The proposed new system will provide services to more than 1500 public, private, university and school library members.

PATRIOT ACT----Some provisions of the USA PATRIOT Act are set to expire February 28. Senate Judiciary Committee Chairman Patrick Leahy (D-Vt.) has introduced legislation which will preserve law enforcement and intelligence techniques, extending them to December 2013 while promoting transparency and expanding privacy and civil liberties safeguards. Judicial oversight of government surveillance powers that capture information on Americans would be increased. Senator Leahy's proposal is called "The USA PATRIOT Act Sunset Extension Act of 2011" and it addresses the expiring provisions which include roving wiretaps, the "lone wolf" measure, and Section 215, commonly known as the "library records" provision. It also would introduce a provision for notification of termination of the nondisclosure period for National Security Letters.

NEW COOK COUNTY FINANCIAL REQUIREMENTS----The Library received notice from Cook County of a new requirement to file a copy of the audit with the County as well as other financial information regarding our pension liability and extent of short funding for same.

NEW MLIS----Two staff members in Circulation Gus Palas and Valerie Kyriakopoulos recently completed requirements for their MLIS degrees at Dominican University. It is always nice to see staff inspired to further their education in the field.

#### PROPOSED BUDGET FOR FY 2012

Mrs. Anthony said that Federal reports for the calendar year 2010 indicate that the Consumer Price Index (CPI) was up 1.5% in 2010. We have traditionally looked at the increase in wages for State and local government workers issued by the Bureau of Labor Statistics. That report shows an increase of 1.2% for the year ended December, 2010.

Mrs. Anthony distributed the report.

A 3% increase in the Salary budget could allow for a 1% Cost of Labor adjustment and 2% increase at the time of the annual review for those not yet at top-of-scale.

The Employer's portion of the IMRF has gone from 8.5% in 2010 to 9.35% in 2011. While it is good news that we are ensuring more complete funding of the pension fund, this is a significant increase.

Mrs. Anthony increased the line for Maintenance of Buildings and Grounds to allow for replanting of the north end of the green roof which is not in good shape and also for more frequent cleaning of the high traffic areas of the carpet.

There is an ongoing conversation with key staff about the surge of interest in electronic formats and possible budget implications. Mrs. Anthony will have a recommendation there as well as other updated projections next month.

This Proposed Budget is for discussion only at this point. Brief discussion followed.

### LIBRARY INVESTMENTS

In the continuing search for a better return on the Library's investments, while safeguarding principal, Mrs. Anthony talked with Ross Mathée, Manager of North Shore Community Bank. He described their MaxSafe program which operates in a similar manner to the CDARS program except that the investments are limited to the Wintrust Banks which are all in the suburban Chicago region. In this manner, the Library could have up to \$3.75 million in an account with FDIC insurance.

Mrs. Anthony distributed some information about the MaxSafe program and current rates as well as rates for Certificates of Deposit.

Should the Board be open to the possibility of investment in a CD at the present time, some additional information regarding the Library's present financial status may be helpful. Currently, the Reserve Fund has nearly \$3,700,000. of which \$2,000,000. is in the IMET Convenience Fund at 0.34%, with the balance in the Illinois Money Market Fund which earned at the rate of 0.121% in December.

Irene Tam has prepared a chart which accounts for other Library funds except for the \$2,000,000. of the Reserve Fund that is in the IMET Convenience Fund.

The Property Tax bills have been issued and are due April 1 so the Library can begin to expect the receipt of new money at that time. Even allowing \$400,000. for the possible slow receipt of spring tax receipts, we have \$1,000,000. that could be invested in CDs. This money is not part of the Reserve Fund, but is money that could be carried over to the Reserve Fund at the end of this Fiscal Year. It could be invested in a CD for 12 months at 0.50%, for example. That is more than the Library is earning on present investments which are all in more readily-available Funds with the Illinois Money Market and IMET. While the Library could afford to invest the \$1,000,000. for more than one year, we may not want to commit it longer in anticipation of rising interest rates.

Board approval of an investment of \$1,000,000. at 0.50% for twelve months is requested.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
ALLOW THE DIRECTOR TO UTILIZE THE MAXSAFE PROGRAM  
IN THE AMOUNT OF \$1,000,000. FOR TWELVE MONTHS.

The roll call vote for approval was unanimous.

Mr. Graham asked that the shortfall in tax collections be monitored.

#### APPROVAL OF RFID REPLACEMENT

Mrs. Anthony reported that Skokie Public Library was a pioneer among public libraries in implementing an RFID (Radio Frequency Identification) system in 2002. There was not a lot of choice among vendors at the time and the Library went with CheckPoint which had extensive experience with RFID in the retail sector. The system greatly expedited the check-out and check-in process, enabling staff to service two exits and increasing circulation without adding staff.

Nine years later, the system is failing. The server has many problems and needs to be replaced. Components break down frequently and it is hard to obtain spare parts as needed. The gate count is no longer reliable. Many of the current tags in books have ceased to function reliably. Perhaps most significantly, the old system uses a proprietary tag which is expensive and must be ordered from China. New tags are more uniform and are less expensive to affix as the tag and cover label attach as a single unit instead of in sequence.

Staff have been investigating a replacement system. While there is not yet either an international or national standard for library RFID tags, all of the vendors staff have spoken with are working toward a standard. Any tags purchased now are guaranteed for the life of the material and may be retrospectively reprogrammed in use should a standard be finalized. This could be accomplished in the normal checkout process without the need to re-handle every item.

To date, staff have successfully identified our objectives with RFID, facilitating a comparative evaluation of systems. The analysis is complicated by the fact that security, check-out (including self-check), check-in and sorting are all entwined processes. Therefore, although we are not recommending the implementation of an automated materials handling system at the present time, we are also looking at these features as it would undoubtedly be an asset given the materials handling involved in circulating more than 2,000,000 items per year.

There are also benefits to be gained from an automated check-in procedure which issues a receipt. Some patrons now make a special request for a return receipt to avoid any complications of claimed returned. Ultimately, library users will get faster and more reliable service from a more automated procedure for check-out and check-in.

Staff time would be freed up for pulling holds, perhaps allowing us to retrieve items currently on the shelf for patrons who want to stop in quickly and pick them up or even have them sent through Library Express. Vendors also have hand-held check-out units which would allow librarians to go to the stacks, help people select materials and check them out without necessitating a stop at Circulation.

Staff requested and received proposals from four different vendors. Five staff members and Mrs. Anthony met February 8 with a representative from each of the finalist vendors regarding the proposals for a replacement RFID system. After clarifying some points, staff are prepared to enthusiastically recommend acceptance of the proposal from 3M Library Systems. Library Systems is a nearly 40 year old division of 3M, a major publicly-held, for-profit corporation which has been in business since 1902.

3M Library Systems designs and manufactures their own RFID readers and antennas. The tags are interoperable to various formats currently in use, can be converted to the national or international standard at such time as it is finalized, and are guaranteed for the life of the library material.

Their self-check machines are available as desk-top components (to be used on Library counters and desks). The self-check machines can simultaneously process multiple RFID-tagged items. Receipts are issued in print or email. It is possible to customize the on-screen graphics, text and receipts and all print can be in up to four languages. The machines can be used for check-out or check-in and work even if the Integrated Library System is down. While this is not a big concern since the Library has almost no downtime with Innovative, it is good to know. Patrons will have access to their account information on the screen for a review of holds, overdues, items checked-out, fines, etc. after they log in. The check-out stations will send automatic alerts to staff re low receipt paper, lost ILS connectivity and other trouble alerts. Staff are proposing five self check-out stations, replacing stations currently in use. Each will be fitted with a card swipe for payment of fines by credit or debit card. When a patron elects to pay fines with a credit card, a separate print-out is issued, apart from the check-out receipt including only standard information such as the last four digits of the credit card number and the approval code.

The proposal also includes four mobile staff work stations which are comparable to the devices used when you return a rental car. Staff can use these wireless devices to check-out materials for patrons after accompanying them to select materials, after a story-time in Youth Services or another Library program or even when at the Festival of Cultures in Oakton Park which has wireless access.

The Library will lease four conversion stations for a three month period, each staffed by two persons, for a total of eight temporary workers. They will use the portable stations to work through the collection, disabling the old tags and affixing the new. It is proposed to pay these temporary workers \$13.00 per hour for twelve weeks for total of approximately \$46,800. to complete the conversion. It will cost about \$6,000. for lease of the portable conversion equipment for an estimated conversion cost of \$52,800.

Mrs. Anthony distributed a price list of the component costs from 3M. Included in the price is implementation, training and the first year warranty. There is an option to prepay maintenance for year two and three for a discounted price. Staff intends to bring to the Board a proposal for a related automated materials handling system from 3M that would perform automated check-in and sorting of returned materials.

Discussion followed.

Mr. Graham made a motion, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE PROPOSAL FROM 3M LIBRARY SYSTEMS FOR PURCHASE OF AN RFID SYSTEM IN THE AMOUNT OF \$262,265 PLUS SHIPPING.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PREPAYMENT FOR YEAR 2 AND YEAR 3 FOR MAINTENANCE ON THE RFID SYSTEM FROM 3M LIBRARY SYSTEMS AT A COST OF \$21,883.00 PER YEAR IF YEAR ONE BEGINS AT THE POINT OF IMPLEMENTATION.

The roll call vote for approval was unanimous.

Mrs. Cleland and Mrs. Oberman left the meeting at 8:30 p.m.

"LIBRARIES WORK TO MEET DIGITAL DEMAND", BY ELIZABETH VASSOLO, TRIB LOCAL EVANSTON, JANUARY 17, 2011

The article was noted.

Mrs. Parrilli complimented Ms. Pearson on her instructions for downloading books.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Parrilli reported on the January 24 North Suburban Library System Meeting.



The meeting began with a public Q & A regarding library systems merger. Mrs. Parrilli asked if the Board knew where the latest money came from (\$716,715.39 for FY2010-2011), considering the State of Illinois' dire financial status. Mrs. Parrilli also asked how this influx of money would affect the upcoming merger. President Caudill said all the library systems were surprised by receiving a portion of the FY2010-11 budget (about 35%) from the State. She noted the coincidence that the money was received on the last day of Comptroller Dan Hynes in office. Also, the many emails to the Governor's office might have played a part in receiving the money. She also stated that receiving this money means that the library systems will have that much more to bring to the balance sheet of the new organization.

#### Reports from Officers:

- Treasurer Stu Baker stated that the monthly expenses continue to remain under \$48,000.

#### Reports from Acting Directors:

- Jan Hayes and Mary Witt reported on the Merger Due Diligence process, which included: 1) a team of five Board members worked with Jan and Mary putting together a massive amount of paperwork; 2) the finished product was reviewed by consultant Jane Arsenault; 3) the new merged system will have \$2,695,000 in unfunded pension liabilities; 4) each system has properties to sell, with one system having a large mortgage to pay off; 5) a comparison of cash on hand after expenses for the five library systems was discussed.
- Jan and Mary reported on the latest meeting held to bring library members up to date on the merger process. The members understood the current status and expressed support for the merger. It was well received and members asked for future meetings. As a result, the Merge Design Team website will have a FAQ section. Questions asked by library members at this meeting will help to develop the FAQ section.
- Jan and Mary reported on the increased hours they have worked on NSLS and MDT business and what it entailed, averaging 20-25 more hours per person per week.
- Three Northwestern University students are helping with a study on the delivery services system. They will make a report and give recommendations at the March meeting.
- Also to be discussed at the March meeting, at the request of the Illinois State Library: Should the Board reimburse the donations made to NSLS by 47 member libraries.

#### Committee Reports:

- Real Estate Committee reported that the realtor has targeted not-for-profit organizations, charter and private schools, churches in his efforts to sell the building. He has planned an open house the last weekend of January.

New Business:

- The Board voted unanimously on the resolution to dissolve and merge. The intergovernmental agreement will be reviewed by the board members, their attorney, and the ISL. It will be voted on at the February 28 meeting. Also, the Board approved the authorization to apply for a Wright Express credit card, allowing the delivery drivers greater access to gas stations with lower rates.

Secretary Leora Siegel reported on the status of the Evanston Library. The south branch has been closed. The Library Board will work with the Friends of the Evanston Library in raising funds to reopen the south branch at another location.

Mrs. Parrilli will not be able to attend the March NSLS Board meeting.

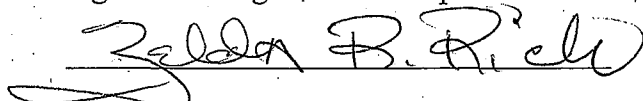
COMMENTS FROM TRUSTEES

Mrs. Hunter suggested contacting Rashard Mendenhall, running back for the Pittsburgh Steelers, about speaking at the Library. He is from Skokie.

Mr. Basofin is looking forward to the meeting with newly-elected Representative Daniel Biss and various Library Boards and Directors on March 14.

ADJOURNMENT

At 8:40 p.m. a motion was made by Mr. Graham, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.



Zelda Rich, Secretary