

August 12, 2009

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, August 12, 2009.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:30 p.m.

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

Member absent: Susan Greer.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 8, 2009

Dr. Wozniak made a motion, seconded by Mr. Basofin, to approve the minutes of the regular meeting of July 8, 2009, 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); Gifts)

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

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: \$20. FROM THE SCHWABACHER FAMILY IN APPRECIATION OF THE LIBRARY'S PROGRAMS.

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. Rich:

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

The roll call vote for approval was unanimous.

Pay Request #3 for Chicagoland Paving

Mrs. Anthony distributed Pay Request #3 from Chicagoland Paving in the amount of \$38,296.15. Gewalt Hamilton has approved the payment request and the Waiver of Lien. The Library would still hold a retention of 5% or \$18,577.77 after this payment is made.

Work done recently includes installation of the lighting bollards, surface-coating the east drive and touching up areas on the west side that were uneven (or where the utility pole was removed) and all the new striping and marking, some of which was done in thermoplastic as requested.

Some of the old parking blocks still need to be installed to protect the bollard lights and fill in the hole dug for the utilities to do their work. Dan Strahan has been investigating the latter issue. It appears that it is Chicagoland's responsibility to fill the hole.

Mrs. Anthony recommends approval of payment to Chicagoland Paving in the amount of \$38,296.15 as requested.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE PAY REQUEST #3 FOR CHICAGOLAND PAVING IN
THE AMOUNT OF \$38,296.15.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in July was up nearly 20%, with strong double digit increases in the use of both Adult and Youth books. The recent periodicals, in their new acrylic boxes and first floor location have increased more than 50% in circulation. DVD formats, without the \$1.00 loan fee, have soared 75% in use. Bookmobile circulation was also up sharply, by 20%. Use of digital formats, while still relatively small in numbers, increased 75% for the month, perhaps because of the visit of the Digital Bookmobile from Overdrive one day in July. Self-check is approaching 40% of total circulation for the year. The Gate Count showed a modest increase from last July, but still was an impressive 81,232 for the month, well above the monthly average. Use of

online databases was also up significantly, with an increase of 15% in database use compared to last July and an increase of 17% in the number of individuals logging in.

GRANT----We received a letter stating that we would receive a Member Initiative Grant in the amount of \$25,000. at the instigation of Senator Ira Silverstein. He has quite consistently paid attention to the needs of area public libraries. We also finally received its Per Capita Grant funding July 11 in the amount of \$76,638.41.

ALA CONFERENCE----I attended several meetings at the Annual Conference of the American Library Association, held in Chicago this year. The Library Support Staff Certification Program was approved for implementation by the ALA Executive Board. I have worked for several years on this project as the representative from PLA. The Program will be field tested in Fall of '09 and open for enrollment in January, 2010. It was gratifying to see this effort come to a conclusion. I have also been quite involved in the PLA Leadership Task Force. We had a special preconference summit of about 20 invited stakeholders, facilitated by Dr. Adam Goodman of Northwestern University, to develop an outline of what leadership qualities are most significant to helping administrators navigate the complex changes affecting public libraries now and in the foreseeable future. Dr. Goodman will assist us in presenting a preconference on leadership at the PLA National Conference in Portland in March, 2010.

SOCIAL WORK INTERN----While we have generally had at least one or two graduate library school students from Dominican University or the University of Illinois at Urbana/Champaign serving practicum terms here each year, we will enter an experiment with the Dominican graduate school of social work in hosting two students for an internship this fall. One student will work under the supervision of Susan Carlton, Assistant Head of Youth Services, who has an MSW and many years of experience as a social worker. The student will work on identifying community needs and resources to meet those needs, working in part with the ELL Center established by the Niles Township Schools and its administrator Corrie Wallace.

A second intern will work with SALS Librarian Frances Roehm along with Maureen DiFrancesca from Skokie's Office of Human Services.

FUNDING FOR PERMANENT IMPROVEMENTS IN PUBLIC LIBRARIES----We received a notice from Anne Craig, Director of the Illinois State Library, informing us that Public Act 96-35 and 96-37 provide an appropriation of 50 million dollars to the Secretary of State's budget to fund a new grant program for permanent improvements

to public libraries. The State is in process of conducting a survey of needs and developing Administrative Rules for the program.

STRATEGIC PLANNING----A major project, beginning this fall, will be the development of a new strategic plan, to be in place by the start of the Fiscal Year in May, 2010. I have talked with Village staff about initiatives they are undertaking that might contribute to the planning process. They will conduct a Village-wide survey again this fall, like two previous surveys including one question about use of the Skokie Public Library. They are also working with a consultant from Millennium Consulting to conduct some interviews about community needs. I will welcome ideas from the Board regarding this round of strategic planning.

DIGITAL MEDIA LAB ----The Lab should be ready to open at the end of August.

STATE CUTBACKS----I received information from North Suburban Library System Director Sarah Long that library systems will be receiving a 16.5% reduction in funding through the Area & Per Capita grant. For NSLS this means a reduction of \$406,192 from their state grant of \$2.4 million. Similarly public library per capita grants will also be reduced by 16%. School library per capita grants will be reduced by 3%. The FY2010 federal LSTA grant program will be suspended for the year, since those monies are being redirected into the public library per capita grants. NSLS staff are working on a comprehensive approach to solve this budget crisis. They will cut line items in the budget such as raises, travel, public relations, supplies, etc. They are also looking at all programs. The ISL has said that van delivery is to be maintained at FY 2009 levels and that there will be no charges for van delivery. Fee increases on professional development are a definite possibility, and in fact they are looking at everything they do with new eyes.

DEMCO VISIT----I will travel to Madison, Wisconsin, in September to be part of Demco's corporate planning retreat and serve as the public library representative. Demco President Michael Grasee and their Head of Marketing have both toured the Skokie Public Library recently and were impressed with what we are doing.

COMING TOGETHER IN SKOKIE PROJECT----I am involved with a community project called Coming Together in Skokie. The idea is to get a lot of people reading the same book, with the purpose of understanding diverse cultures. The schools want to be involved and propose that all juniors in District 219 read *Interpreter of Maladies* by Jhumpa Lahiri. The Library will do related programming in February. I will keep you informed as plans develop.

CLOSING FOR STAFF DAY

Mrs. Anthony asked the Board to once again approve closing the Library for the day Friday, December 11, for Staff Day. This has proven to be a beneficial opportunity for staff training and fellowship. Given the number of part-time staff and staggered schedules over seven days, some staff rarely see each other and Staff Day gives everyone the opportunity to become better acquainted. The holiday lunch is also held that day and award longevity recognition. Board members are welcome to attend.

A motion was made by Dr. Wozniak, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CLOSING THE LIBRARY ON DECEMBER 11, 2009 FOR STAFF DAY.

The motion was approved unanimously.

REPLACEMENT OF BOOKMOBILE GENERATOR

For some time, staff have been anticipating the need to replace the generator on the Bookmobile. The old generator was original to the Bookmobile, purchased in 1999. In July, replacement of the generator became urgent. Mrs. Anthony approved the replacement at a cost of \$10,496.00 to keep the Bookmobile on the road.

Board approval of this emergency work is requested.

A motion was made by Mr. Graham, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM KD REPAIR IN THE AMOUNT OF \$10,496.00 TO REPLACE THE GENERATOR ON THE BOOKMOBILE.

The roll call vote for approval was unanimous.

MILLENNIUM LOAD SCHEDULER

Mrs. Anthony distributed a request from Gail Shaw, System Administrator, for the purchase of Millennium Load Scheduler software from Innovative Interfaces. As she explains, the software will facilitate the sending of files from the Millennium database and also the receipt of files. Staff need to complete such work on a daily basis for connection with the Checkpoint security server, the AquaBrowser server and to send notices to the Shoutbomb server for texting. The software will ensure that these routine

tasks will be completed regardless of staff absences and workload. It can also schedule the tasks for non-peak hours.

Mrs. Anthony recommends approval of the purchase of Millennium Load Scheduler at a cost of \$16,500.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PURCHASE OF MILLENNIUM LOAD SCHEDULER FROM INNOVATIVE INTERFACES FOR A COST OF \$16,500.00 AS PRESENTED.

The roll call vote for approval was unanimous.

AIR CONDITIONER FOR 2ND FLOOR COMPUTER LAB

Mrs. Anthony reported that the Adult Computer Lab on the second floor is a victim of its own success. Every computer is in use almost all hours the Library is open. Between the equipment and human occupancy, the room gets overheated. North Town Mechanical has looked into the problem and they have done as much as they can with adjustment of fan speeds and dampers. They recommend a dedicated air conditioner for the room, to be installed on the first floor roof. Mrs. Anthony distributed the proposal for this work. The cost would be \$12,855.00.

Before the air conditioner is installed, North Town will obtain approval for the methodology from Honeywell, the company that warranties that roof.

Board approval of installation of a dedicated air conditioner at a cost of \$12,855.00 is requested.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM NORTH TOWN MECHANICAL IN THE AMOUNT OF \$12,855.00 FOR INSTALLATION OF A DEDICATED AIR CONDITIONER IN THE 2ND FLOOR COMPUTER LAB.

The roll call vote for approval was unanimous. This project will be funded by the Capital line of the budget.

ADOPTION OF TAX LEVY

Next month, the Board will need to adopt a tax levy for transmission to the Village of Skokie. The 2009 levy will be introduced as part of the Village's Levy Ordinance in early December and acted on by the Village Board before the end of December. This levy will fund the Library's 2010-2011 Fiscal Year.

The 2008 levy was \$11,787,395.00, representing an increase of 5% over the 2007 levy of \$11,226,090.00. The Library's debt payment for construction bonds in FY 2011 will be \$1,436,847.52, of which \$860,000. will be payment of principal. The debt will be retired in 2020.

Collections in FY 2009 were further from projection than in recent years. The short collection in FY 2009 was almost all in the spring collection as the fall collection was largely complete by the time the economy soured. Mrs. Anthony thinks we can expect the economy to continue to depress collections for the next year or two. Shortages in the collection for the past five years have been as follows:

FY 2009	\$553,242.	(4.8% of collection budget)
FY 2008	\$346,521.	(3.2% of collection budget)
FY 2007	\$164,314.	(1.6% of collection budget)
FY 2006	\$374,875.	(4.2% of collection budget)
FY 2005	\$147,060.	(1.8% of collection budget)

The Library has consistently improved its cash position, spending less than revenues for the past five years. The Library's General Operating Fund balance as of May 1 has increased as follows:

FY 2005	\$2,205,870.
FY 2006	\$2,882,945.
FY 2007	\$3,415,052.
FY 2008	\$3,468,857.
FY 2009	\$4,706,906.

It should be noted that the Board decided to transfer \$1.5 million from the Operating Fund to the Reserve Fund. This has left a starting balance for FY 2010 of about \$3,206,906. (unaudited). Monthly expense is about \$800,000. so the balance on hand will carry the Library for about four months. If the tax bills are not mailed by mid-August, the Library will need to borrow from its own Reserve Fund. Since there is money in the

Capital Line of the Operating Budget sufficient for most capital expenses this year, we can expect some expense from the Reserve Fund for the balance of the Parking Lot payments, leaving a healthy balance of at least \$2,600,000. in the Reserve Fund. This should be adequate to cover any temporary cash needs of the General Operating Fund.

In some years recently, the Library has had larger than usual increases in the tax levy in order to improve its cash position. Percentage increases in the past three years have been as follows:

2006 levy	\$10,590,651.	7% over 2005 levy
2007 levy	\$11,226,090.	6% over 2006 levy
2008 levy	\$11,787,395.	5% over 2007 levy

Mrs. Anthony distributed charts showing an Analysis of the General Operating Fund for the past seven years and the report of revenue and expenses for the first quarter of Fiscal Year 2010. Mrs. Anthony is expecting Corporate Replacement Tax to be up slightly from last year. Fines and Fees will be down over \$100,000. due to the discontinuation of the \$1.00 fee for DVD loan. Mrs. Anthony is assuming that interest rates will remain low. Staff have been able to generate some grant money from LSTA and Member Initiatives from the Illinois Legislature, in addition to the Per Capita Grant.

Mrs. Anthony recommends to the Board a 4% increase for the 2009 levy. This would translate to a 2009 levy of \$12,258,890.

The Board does not need to take action on the levy until the September meeting.

Lengthy discussion followed. The Board asked Mrs. Anthony to prepare a levy request with a 3% increase for the September meeting.

NORTH SUBURBAN LIBRARY SYSTEM

Report from Mr. Basofin

Mr. Basofin was not elected as an NSLS Board member.

NSLS Work Plan, FY 2009-2010

Mrs. Anthony presented the NSLS Work Plan as informational for the Board. Skokie Public Library already does many of the items in the Plan such as being a presence in the community; streamlining work; and making the library easy and convenient to use.

ON THE GROUND, IN THE CLOUD, LIBRARY JOURNAL, JULY 2009

The article was noted.

COMMENTS FROM TRUSTEES

Dr. Wozniak asked if there was something Skokie Public Library could do to help the Louisville (KY) Public Library after it suffered considerable flood damage. Mrs. Anthony will check with Urban Libraries Council.

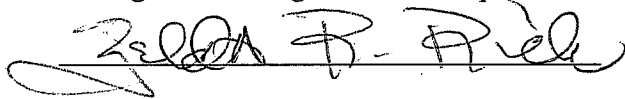
Mrs. Hunter was distressed about the Robbins (IL) Public Library closing.

Mr. Graham commented that the second floor lamps and table look beautiful.

Mrs. Parrilli received a compliment from a Library user. She was very impressed with the cleanliness of the Library.

ADJOURNMENT

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



Zelda Rich, Secretary