

April 13, 2016

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, April 13, 2016.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:29 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Susan Greer; Eugene F. Griffin; Jonathan H. Maks, MD; Zelda Rich; and Carolyn A. Anthony, Director.

Staff present: Richard Kong, Deputy Director.

Observer present: Janet Moravec, Arlington Heights Memorial Library.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 16, 2016

Mrs. Parrilli made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular meeting of March 16, 2016, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 7 ayes and 0 nays.

CONSENT AGENDA (Financial Statements; Circulation Report/Dashboard; Reports from Department Heads; Correspondence; Gifts; Personnel)

Dr. Maks made a motion, seconded by Mr. Griffin:

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/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. CORRESPONDENCE: LETTER FROM JESSE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN, TO CAROLYN ANTHONY DATED MARCH 28, 2016 REGARDING AWARD OF FY 2016 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT; LETTER FROM KAREN SINGER, PRESIDENT/CEO AND EILEEN HOGAN HEINEMAN, CO-DIRECTOR, RACIAL

JUSTICE PROGRAMS, YWCA EVANSTON/NORTH SHORE TO CAROLYN ANTHONY, AMITA LONIAL DATED MARCH 24, 2016 REGARDING THANK YOU

4. GIFTS: \$1,467.98 FROM SHEILA GROSS ON BEHALF OF SKOKIE VOICE INITIATIVE FOR JOB AND CAREER SERVICES AND SUPPORT OF SKOKIE ENTREPRENEURS STARTING HOME-BASED BUSINESSES; \$50. FROM RUTHANNE FIELD AND LILO GOLDSTONE IN MEMORY OF GITA GREENBERG FOR LARGE PRINT BOOKS; FOR SUMMER READING CLUB: \$500. FROM HAROLD J. KRINSKY, DDS, LTD.; \$500. FROM KIWANIS CLUB OF SKOKIE VALLEY; \$2,500. FROM NORTHSORE UNIVERSITY HEALTHSYSTEM
5. PERSONNEL: PROMOTION: CALIN MUNTEAN, FROM PART-TIME MATERIALS PAGE, ACCESS SERVICES, TO PART-TIME MATERIALS HANDLER, ACCESS SERVICES, EFFECTIVE MARCH 21, 2016; HIRE: STEPHEN DELANEY, FULL-TIME WEB DEVELOPER, VIRTUAL COMMUNITY ENGAGEMENT, EFFECTIVE APRIL 6, 2016.

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

BILLS

A motion was made by Mr. Griffin, seconded by Mrs. Greer:

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

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

DIRECTOR'S REPORT

USAGE---Circulation in March was down 1.5% from last March, but this March the library was closed one day for Easter Sunday while last year Easter was in April. The circulation of eBooks doubled from last March and other digital formats also posted strong gains. Bookmobile circulation was up more than 8%, but book circulation to adults and youth at the main library decreased. Reciprocal Borrowing from Skokie Public Library dipped below 8% in March. The gate count was up by 2% in spite of the closed Sunday.

PER CAPITA GRANT----The library received notice of award of a Per Capita Grant from the State in the amount of \$49,938.75. This is \$31,041.25 less than we received last year, but still generous considering the State's financial situation.

NATIONAL CITIZEN SURVEY----The Village participated in the ICMA's National Citizen Survey in fall 2015 as they do every three years now. Many of the questions are standard and can be compared with results from comparable towns throughout the U.S. A sample of 388 people responded to the Village survey. The library ranked very high, with 95% of respondents rating the public library services as excellent or good, a rating higher than the national benchmark. More residents of Skokie reported using the Skokie Public Library at 78% than residents in comparison communities. Younger adults ages 18-34 and people who had lived in Skokie 5 years or less were less likely to have used the Skokie Public Library or its services than those who are older or longer-term residents. Another item of interest to the Board is that 76% of respondents support the presence of cameras in public areas.

NATIONAL LIBRARY WEEK----National Library Week will be celebrated April 10-16. MB Financial Bank has again agreed to support the library in our programming for the week. A big feature for us is the Artist in Residence Melanie P. Brown, Director of the Lillstreet Art Center in Chicago. She has had several programs for children from Kindergarten through Junior High and will hold a drop-in event from 3-5 pm, Sunday, April 17. The week will kick-off with a 75th birthday party for Curious George April 10 from 2-4 pm. Adults will enjoy a program "Tempest Winds: Shakespeare and Music" April 10, with a chamber group performing songs and ballads inspired by the Bard.

TURNING POINT PARTNERSHIPS----Staff from Turning Point gave a training session for public service staff in Workplace Violence Prevention and De-escalation Training. Skokie Public Library staff had provided questions and examples of difficulties encountered. The session could have been longer than one hour to cover the various scenarios, but it was a good opportunity to raise some of the difficulties encountered in public services and to talk about how they might be addressed. Turning Point also partnered with Skokie Public Library to present a showing of the film "Inside Out" followed by a discussion with parents and a craft activity for children. Parents seemed to welcome the opportunity to talk about how to deal with emotional outbursts of young children and the science behind some of the images in the animated film.

PUBLIC LIBRARY ASSOCIATION CONFERENCE----Mrs. Anthony will attend the Public Library Association Conference in Denver April 6-9, speaking on three panels. Richard Kong was on the Program Planning Committee for the Conference which is loaded with excellent programs specifically geared to a public library audience. Eleven staff members will attend the conference in addition to Mrs. Anthony, with some attending pre-conferences. Richard Kong and Mrs. Anthony reported on conference highlights.

PEW RESEARCH CENTER----Mrs. Anthony distributed an article from the Pew Research Center on "Libraries and Learning" dated April 7, 2016. The Pew study found that 97% of those who used a library in the past 12 months see themselves as "lifelong learners". Whereas, the Pew study reported 44% of adults visiting a public library in the past year, the National Citizen Survey of Skokie (Fall 2015) reported 78% had used the library in the past year.

APPROVAL OF COST OF LABOR ADJUSTMENT FOR STAFF

In February, Mrs. Anthony sent the Board the report from the Bureau of Labor Statistics showing a 1.8% annual increase in wages and salaries for state and local government workers for calendar 2015. It has been the Board's practice to use this report in determining an across-the-board adjustment to the salary scale for the following Fiscal Year.

A copy of the proposed salary scale for FY2016-2017 with the 1.8% adjustment across the scale was distributed. Mrs. Anthony asked the Board to approve this scale adjustment.

As was done last year, all staff will receive the 1.8% adjustment at the beginning of the new Fiscal Year, except that employees who have begun employment in calendar 2016 will only receive an adjustment as needed to bring them to the beginning level of the scale for their grade.

Last year, staff received a 1.6% cost of labor adjustment and also a 2% increase at the time of their annual review for a total increase of up to 3.6%. This year, Mrs. Anthony has recommended a smaller increase of 1.5% at the time of the annual review for a total increase of up to 3.3% for the year. The Board also wanted to consider a total increase of 3% which would mean an increase of 1.2% at the time of the annual review. Because the increase at the time of the annual review is within the range, it does not show on the scale, but a smaller increase would effectively slow the employee's rate of growth within the range.

Action on both the Cost of Labor adjustment and performance-based increases is required at this meeting.

After discussion, Mrs. Parrilli made a motion, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 1.8% COST OF LABOR ADJUSTMENT TO THE LIBRARY SCALE AND THE COST OF LABOR INCREASE SHALL BE GIVEN TO ALL STAFF WHO STARTED WORK IN 2015 OR EARLIER, WITH AN ADJUSTMENT FOR STAFF STARTED IN 2016 ONLY AS NEEDED TO BRING THEM TO THE BEGINNING LEVEL OF THE SCALE FOR THEIR GRADE; AND A 1.5% INCREASE FOR ALL ELIGIBLE STAFF AT THE TIME OF THEIR PERFORMANCE REVIEW FOR FISCAL YEAR 2017.

The roll call vote for approval was unanimous. The vote was 7 ayes and 0 nays.

APPROVAL OF PROJECTED YEAR END BALANCE

As we near the close of FY2016, it looks like we will underspend the General Operating Fund budget (including Capital line) by \$650,000-\$700,000. The Salary line and other personnel expenses for IMRF and FICA will be underspent by at least \$300,000 and the Capital line will have a budgeted balance of over \$450,000 while Other Operating Expenses will run over budget by about \$120,000.

However, on the revenue side of the ledger, we are presently nearly \$400,000 short of the projected Fall tax collection or 6.5%. Corporate Replacement Taxes are also presently more than \$100,000 short of projections and other revenue lines such as Fines and Fees and Per Capita and Other Grants show smaller deficits in revenue. We have received the Per Capita Grant of slightly less than \$50,000 as compared to \$80,000 last year.

End of year projected excess of revenues over expenditures is anticipated in the range of \$250,000-\$400,000. Therefore, Mrs. Anthony recommends that the Board not transfer any sum to the Reserve Fund for Sites and Buildings at this time. Should we be pleasantly surprised by a larger revenue collection in April, the Board could make a transfer to the Reserve Fund in May.

Brief discussion followed.

APPROVAL OF OPERATING BUDGET FISCAL YEAR 2016-2017

The proposed budget for General Operating Expenditures for Fiscal Year 2016-2017 was distributed. The budget as presented allows for an increase of 3.3% in Salaries, as well as related expenditures for IMRF and FICA.

Expense for Insurance (Health, Dental & Life) has been increased by \$40,000 as an 8% increase in health insurance is expected in January 2017.

Adjustments to other lines have been small. Mrs. Anthony increased the Programming line by \$5,000 to allow staff to take advantage of the \$5,000 to be awarded in June for the ALA Excellence in Public Programming recognition. The Copier Lease line has been decreased in line with current year's expense which will be continued at the same rate in the coming year. Technology/Network has \$20,000 less than in the current year, but \$11,000 worth of RFID expense has been moved to Materials Processing so the actual decrease is very small.

Expense for library content has been adjusted according to the request from the Collection Development Coordinator. Slightly less will be spent on physical materials while expense for eBooks will increase substantially. From the experience of some larger libraries, there appears to be a need for a critical mass of titles in order to increase eBook borrowing.

In summary, we project approximately \$11.58 million in Operating expense and \$1.1 million in capital allotment for a total budget of \$12.66 million.

After discussion, a motion was made by Mrs. Hunter, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FISCAL YEAR 2016-2017 BUDGET IN THE AMOUNT OF \$12,658,750. AS PROPOSED BY THE DIRECTOR (COPY ATTACHED).

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

APPROVAL OF STRATEGIC PLAN 2016-2019

Since December 2015, many library staff and community members, including two Board members, participated in an intensive process to develop the strategic plan. This plan is designed to provide strategic direction for the library between 2016-2019. In addition to outlining specific goals and strategies, the plan also includes an explanation of a revised vision, mission, and core service values.

**Skokie Public Library
Budget for FY 2016-2017**

ACCOUNT NAME	Budget FY 2016-2017	
Salaries	6,455,907	
Professional Services	40,000	
Audit	8,000	
Materials Processing & ILL fee	100,000	
Maintenance of Equipment	100,000	
Maintenance of Buildings & Grds	205,000	
Maintenance of Auto Equipment	20,000	
Insurance (Health, Dental & Life)	700,000	
Health Saving Account-ER Contributions	24,000	
Genral Insurance	150,000	
Utilities	83,000	
Conference, Mbrshps, Wkshps	108,000	
Postage	32,000	
Printing and Publicity	82,000	
Data Processing	3,000	
Reception & Entertainment	17,000	
Programming	73,000	
Copier Lease	6,000	
Technology/Network	440,000	
Cable/Media Lab	10,500	
Physical Content	981,000	
Leased Content	245,000	
Learning	80,000	
Research	175,000	
Small Equipment	16,000	
Library Supplies	69,000	
Janitorial Supplies	38,000	
Office Expense and Transportation	2,500	
Furniture and Equipment	35,000	
Employer's IMRF	760,000	
Employer's FICA	480,000	
Contingency	80,000	
Genral Operating Total	11,618,907	
Capital	1,039,843	
2001 Bond Debt Repayment	1,275,725	
TOTAL	13,934,475	

The vision statement changes slightly with the addition of the word “backgrounds” (in bold). This vision clearly expresses our hopes for Skokie, as well as our belief that the library plays a vital role in the community’s future.

*Skokie Public Library is the heart of a vibrant village where people of all ages, **backgrounds**, and cultures engage in lifelong learning and discovery while actively participating in the life of the community.*

The mission statement adds the word “collaboration” and replaces the words “materials” and “technologies” with a more inclusive term, “resources.” This mission conveys what the library will do to achieve the aforementioned vision.

*As a springboard for personal growth and community development, Skokie Public Library promotes discovery, enrichment, **collaboration**, and the exchange of ideas through a broad spectrum of **resources** and experiences.*

The three core service values are similar to the ones seen in the last strategic plan, but provide clearer meaning to address the concerns (e.g., equity, literacy, partnerships) raised during this strategic planning process.

- Pursuing Access and Equity
- Cultivating Learning and Literacy
- Engaging the Community

Finally, the proposed strategic goals are as follows:

1. To address community aspirations and concerns through sustainable partnerships.
2. To further a sense of community and spur personal growth through learning that is social, participatory, interest-driven, and relevant for people for all ages.
3. To make data-driven decisions that lead to the best use of resources, guide effective advocacy, and maximize the impact on our community.
4. To promote equity of opportunity through development of resources, programs, and services that reflect Skokie’s diversity and are accessible to all.
5. To incorporate user-centered design in our planning and practice to achieve convenient, intuitive, intentional, and engaging experiences for our community.
6. To build a healthy organizational culture to enable staff to thrive and maximize our effectiveness.

Pending Board approval, this strategic plan will be added to the library’s website and staff intranet. The intent is for the plan to be a resource for both library staff and the community.

Mr. Kong requested Board approval of the Strategic Plan 2016-2019.

Discussion ensued discussing the various parts of the plan.

A motion was made by Mr. Griffin, seconded by Mrs. Hunter:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPTS THE STRATEGIC PLAN 2016-2019 AS PRESENTED.**

The roll call vote for approval was unanimous. The vote was 7 ayes and 0 nays.

APPROVAL OF LIBRARY INVESTMENT POLICY

Last month the Board reviewed the Library Investment Policy and tabled discussion until April, with a request for additional information. Business Manager Irene Tam has assembled information and rates from various banks as requested.

Currently, the library is at its maximum level of funds on hand with approximately \$7.5 million in the Reserve Fund and another \$7.5 million available for the Operating Fund. The latter figure is high due to recent property tax collections which are for 55% of the total annual bill due to Cook County. Currently, more than half of monies for the Reserve Fund are in the Illinois Funds. The balance is in CD's in First Bank & Trust and North Shore Community Bank. This investment is fine for the Reserve Fund as money can be held for months or even a year or more in these accounts. As long as the maturity dates of CD's are staggered, funds become available periodically at which time we can consider whether we need the funds or can reinvest them.

The Board asked about the practice of other local governments. George Van Geem said that the Village has a large proportion of its money in Illinois Funds. He stated that the Funds are professionally managed and he is confident in their safe keeping. The Skokie Park District Treasurer while not venturing a comment on the Illinois Funds, said that the Park District puts all of its funds in area banks.

Conditions for investing funds intended for the General Operating Fund are different from those for the Reserve Fund in that we need \$900,000-\$1,000,000 each month for payroll and other operations. Therefore, this money cannot be invested in CD's or other investments with fixed terms, but needs to be more liquid, to be used as needed. The Board's policy is to require collateralization of deposits in excess of the \$250,000 FDIC-insured limit.

Both First Bank & Trust and North Shore Community Bank are willing to put up collateral for \$2-\$3 million of library funds. Because it costs the banks to maintain such

collateral, their gains are thereby lessened. For a detailed review of current holdings, see page 2 of the monthly library financial statement in this packet.

As directed by the Board, we also sought information from Northern Trust Bank and BMO Harris Bank. A detailed proposal from BMO Harris Bank and Northern Trust Bank was distributed. We also obtained information from the Morgan Stanley office that oversees our small holdings of gift stock.

Board consideration and direction in the matter of the library's investments is requested. Revision of the current Investment Policy may also be in order.

Discussion followed. Mr. Prosperi thanked Mrs. Anthony for the additional information. Mr. Griffin and Mr. Prosperi volunteered to read through the information to make it easier to understand.

Mr. Prosperi asked the Board to table this item until next month. A motion to table Library Investment Policy was made by Mr. Griffin, seconded by Mrs. Parrilli. The motion passed unanimously.

APPROVAL OF RENEWAL OF SERVICE AGREEMENT WITH BIBLIOTHECA+3M

Skokie Public Library's automated materials handling system, RFID security detection system and 8 self-check stations for use by the public are all provided by Bibliotheca+3M. Renewal of the annual maintenance for the hardware and software involved in these systems for FY2017 is \$54,765.00.

The service agreements covers labor, parts, and equipment modifications necessary to keep the equipment operating at peak performance.

Mrs. Anthony recommends renewal of the Bibliotheca+3M service agreement in the amount of \$54,765. as proposed.

Mrs. Hunter made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RENEWAL OF THE BIBLIOTHECA+3M SERVICE AGREEMENT IN THE AMOUNT OF \$54,765. FOR FISCAL YEAR 2017 AS PRESENTED.

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

APPROVAL OF RENEWAL OF INNOVATIVE MAINTENANCE AGREEMENT

We have received the invoice for renewal of the library's maintenance agreement with Innovative Interfaces for FY2017. The amount of \$57,375.11 includes a 3.5% increase from last year and additional 1.5% for maintenance of a new SIP2 license for the Smartlocker at the Weber Center. The fee covers maintenance for the software that runs our circulation system, public catalog, and acquisitions system and is inclusive of minor upgrades as well as support and troubleshooting.

Staff have reviewed the invoice and recommend it for payment. Board approval of annual maintenance to Innovative Interfaces in the amount of \$57,375.11 for FY2017 is requested.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ANNUAL MAINTENANCE CONTRACT TO INNOVATIVE INTERFACES FOR FISCAL YEAR 2017 IN THE AMOUNT OF \$57,375.11.

The roll call vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

Mr. Prospero asked the Board to move Director Search Update to the end of the meeting. The Board unanimously agreed.

REACHING ACROSS-ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the following highlights from the March 25, 2016, RAILS Board of Directors meeting as viewed through videoconference and supporting documents.

Financial Report: RAILS Finance Director Jim Kregor reported that with the continued non-payments of FY2016 Area and Per Capita Grant because of the state budget crisis, the General Fund unassigned cash and investment balance ending February 29, 2016, totaled \$10,830,000, covering 13.9 months of operation.

Executive Director Report: Executive Director Dee Brennan did not attend the Board meeting due to illness. Several items on the agenda were tabled until next month's meeting.

A representative from the Nominating Committee, consisting of five members, reported on the upcoming Board of Trustees election. The deadline for candidate submissions is March 31. To date there are nine candidates for at-large Board seats. There are six seats open, two at-large, three public library, and one special library. The Committee is looking

for candidates from public library trustees, especially in the northern area, i.e. Rockford. The election will be held between April 25 and May 13.

RAILS staff informed the Board in their written monthly Delivery Report that *“On March 11, 2016, the University of Illinois at Urbana-Champaign announced that RAILS has been awarded the Illinois Library Delivery Service (ILDS) book of business, pending a final contract. RAILS will also need contracts with Illinois Heartland Library System (IHLS) and Continental Transportation Solutions (CTS) as subcontractors. Contract negotiations and implementation planning will begin shortly. The ILDS work of 151 daily deliveries is scheduled to begin July 1, 2016.”*

Anne Craig of the Illinois State Library announced at the meeting that the contract has been approved by legal counsel and finalized, making Illinois a Digital Library Delivery Service of America service hub.

The next meeting is April 22, 2016, at the East Peoria Service Center.

“SKOKIE PUBLIC LIBRARY WINNER OF THE ALA EXCELLENCE IN LIBRARY PROGRAMMING AWARD”, ALA NEWS, MARCH 22, 2016

The Board was pleased to hear that Skokie Public Library was the winner of the ALA Excellence in Library Programming Award.

COMMENTS FROM TRUSTEES

Mrs. Hunter voiced her disappointment and frustration after reading an article about the Plainfield Public Library referendum failing.

Discussion ensued regarding farewell events for Mrs. Anthony. On June 12 there will be a luncheon at McCormick and Schmick’s with the Board and Mrs. Anthony and her family. On July 10 from 1 to 4 p.m. there will be a community reception/open house at the library.

COMMENTS FROM OBSERVERS

There were no Comments from Observers.

CLOSED SESSION

At 8:49 p.m., a motion was made by Mrs. Rich, seconded by Mr. Griffin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS THE HIRING OF A SPECIFIC EMPLOYEE OF THE PUBLIC BODY PURSUANT TO 5ILCS 120/2(C)1 OF THE OPEN MEETINGS ACT.

The motion passed unanimously.

Discussion ensued.

Adjournment


At 9:04 p.m. a motion was made by Dr. Maks, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN SESSION.

The motion passed unanimously.

ADJOURNMENT

At 9:05 p.m. a motion was made by Dr. Maks, seconded by Mrs. Hunter to adjourn the regular meeting. The motion passed unanimously.



Karen Parrilli, Secretary