

August 12, 2015

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, 2015.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 7:30 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.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 8, 2015

Mrs. Hunter made a motion, seconded by Mr. Griffin, to approve the minutes of the regular and closed meetings of July 8, 2015, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file.

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

Mr. Griffin questioned the CitiBank charges on the List of Bills. Mrs. Anthony explained the charges are broken down by category but only one check is sent to CitiBank for payment of the Visa bill.

Mrs. Parrilli noted on the Access Services department head report that RAILS will be outsourcing delivery. She would like to know how that is working or will work.

Mrs. Hunter was delighted to see the increase in periodicals usage.

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

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/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS

3. GIFTS: FOR SUMMER READING CLUB: \$500. FROM DAVID A. McWHINNIE, DDS PC; \$500. FROM PITA INN
4. PERSONNEL: TERMINATION: JONATHAN EARLEY, WEB DEVELOPER, VIRTUAL COMMUNITY ENGAGEMENT, EFFECTIVE AUGUST 28, 2015; HIRES: ALDO VASQUEZ, PART-TIME DIGITAL LITERACY SPECIALIST, LEARNING EXPERIENCES, EFFECTIVE AUGUST 10, 2015; DENISE HUDEC, FULL-TIME COLLECTION DEVELOPMENT LIBRARIAN, ADULT SERVICES, EFFECTIVE AUGUST 31, 2015; STATUS CHANGES: KENNY WABOMNOR, FROM PART-TIME DIGITAL LITERACY ASSISTANT, LEARNING EXPERIENCES, TO PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE AUGUST 24, 2015; IMRAN KHAN, FROM PART-TIME SUMMER READING CLUB PROGRAM ASSISTANT, YOUTH SERVICES, TO PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE AUGUST 10, 2015; PROMOTION: SHAUNA MASURA, FROM FULL-TIME YOUNG ADULT LIBRARIAN, LEARNING EXPERIENCES, TO FULL-TIME YOUNG ADULT SERVICES SUPERVISOR, LEARNING EXPERIENCES, EFFECTIVE JULY 27, 2015.

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

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was briefly discussed. A motion was made by Dr. Maks, seconded by Mr. Griffin to approve the Year-To-Date Budgetary Status as presented. The vote for approval was 7 ayes, 0 nays; the motion passed unanimously.

BILLS

Mrs. Hunter asked if we received a discount at Menards. Mrs. Anthony will check.

A motion was made by Mrs. Rich, 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 7 ayes, 0 nays; the motion passed unanimously.

DIRECTOR'S REPORT

SUMMER READING----We had a high participation rate this year for summer reading. A more detailed report will be presented at the September Board meeting. Dr. Maks has heard comments from parents that their children miss the summer reading club prize wheel.

YOUTH SERVICES UPDATE----Work is proceeding well and on schedule with the renovation of the Youth Services Lab. Staff is to be commended for their hard work on this project.

WEST LOBBY UPDATE----Plans are being finalized for the west desk furniture which will be modular. We expect this project to commence mid-late October.

SMARTLOCKER----The Smartlocker was installed at the Weber Center and is up and running. Trustees are invited to drop by the Weber Center to check out the Smartlocker.

ADOPTION OF TAX LEVY (NOT FOR ACTION UNTIL SEPTEMBER MEETING)

Next month, the Board will need to adopt a tax levy for transmission to the Village of Skokie. The 2015 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 2016-2017 Fiscal Year.

The 2014 levy was \$11,753,036.00, representing an increase of 1% over the 2013 levy of \$12,885,407.00. There is also a continuing levy of \$1,275,725. for payment of the library's bond debt from construction completed in 2003.

Collections in FY 2015 were short of budget by \$367,692. or 2.85%. This was reviewed by the Board last month.

FY2014	\$388,263.	(3.07% of collection)
FY2013	\$275,043.	(2.20% of collection)
FY2012	\$258,276.	(2.09% of collection)
FY2011	\$159,970.	(1.32% of collection)

So tax collections in recent years have been quite good, with a healthy distribution of taxes each year from the prior year, meaning that much of apparent collection shortage in a given year is in fact made up in subsequent years. We received a Per Capita Grant from the State for 2015 in the amount of \$80,980.00.

We have maintained a healthy cash balance in the General Operating Fund, spending less than revenues for the past five years. Our General Operating Fund balance as of May 1 has been as follows:

FY2015	\$5,432,099.	(after transfer of \$1 million to the Reserve Fund)
FY2014	\$5,434,384.	(after transfer of \$1 million to the Reserve Fund)
FY2013	\$5,285,685.	(after transfer of \$300,000 to the Reserve Fund)
FY2012	\$4,859,765.	(after transfer of \$.5 million to the Reserve Fund)
FY2011	\$4,410,200.	(after transfer of \$1 million to the Reserve Fund)

We have built a healthy balance in the Reserve Fund in recent years, with current status of approximately \$7,503,590. in the Reserve Fund. In addition, \$1.2 million has been budgeted in the Capital line for current capital expense.

With our starting balance of \$5,432,099. (unaudited) in the GOF at the start of the Fiscal Year, we have sufficient funds for about six months of operation with average monthly expenditure last year of \$900,000.

In summary, the library is in a favorable financial position which should allow us to minimize an increase in the FY 2015 levy. Levy increases in recent years have been curtailed as follows:

2011 levy	\$12,507,675.	1% over 2010 levy
2012 levy	\$12,632,752.	1% over 2011 levy
2013 levy	\$12,885,407.	2% over 2012 levy
2014 levy	\$13,014,261.	1% over 2013 levy

Mrs. Anthony distributed charts showing an Analysis of the General Operating Fund for the past seven years and a gross, preliminary look at a projected budget for Fiscal Year 2016-2017. A 1% increase in the levy may be expected to yield just \$140,000. more in FY 2017. A 1.5% increase in the levy may be expected to yield an additional \$180,714. It is anticipated that interest revenue will continue to be rather flat. Corporate Replacement Tax is estimated at \$325,000. With an increase of only 1-1.5% in the levy, necessary increases in operating costs and a salary adjustment for staff will have to be made at the expense of the Capital line in the budget which would drop below \$1 million.

Since we have been able to transfer a balance to the Reserve Fund each year for the last five years in spite of short collections ranging from 1.37% to 3% of the amount budgeted and

since we are not looking to grow the Reserve Fund, Mrs. Anthony would recommend a levy increase of 1-1.5% for 2015 (Fiscal Year 2017).

Board action on this matter is not required until September.

ANTICIPATED CAPITAL PROJECTS

The Board discussed the spreadsheet of Anticipated Capital Projects and the proposed levy. Discussion continued about the Reserve Fund, the library's debt payment, and the library's IMRF pension obligation. The Board suggested adding the following items to the anticipated capital projects -- the resurfacing of the east driveway and replacing the curb on Oakton Street near the library's west entrance/exit.

APPROVAL OF PURCHASE OF NEW BOOKMOBILE

The library's current Bookmobile was dedicated in 1998 and is nearly 17 years old. It has served us well, but we are experiencing more frequent mechanical issues, such as recent problems with the generator. These issues can interrupt outreach services to patrons at the 29 regularly scheduled Bookmobile stops, including early childhood centers and schools, and additional appearances at community events. With Bookmobile circulation increasing 37% since FY 2005-06 and most recently increasing 14% from FY 2013-14 to FY 2014-15 (total circulation of 104,168), there is a clear indication that Bookmobile services are valued and used by the public. The purchase of a new Bookmobile would ensure ongoing service to Bookmobile patrons across Skokie for many years.

Working closely with Michael Swendrowski, a consultant specializing in library vehicles, staff helped determine specifications for a 40' rear-engine, current model year (2016) Bookmobile bus. A request for bid, along with the project specifications, was released to multiple potential vendors in July 2015. Three vendors submitted proposals:

VENDOR	BID TOTAL
LDV	\$429,213.
Matthews	\$433,041.
OBS	\$324,525.

Mr. Swendrowski carefully examined each proposal, followed up with vendors to clarify specific points, and made a recommendation to award the contract to OBS, Inc. According to Mr. Swendrowski, OBS is currently "the best 'bus type' bookmobile builder in the nation" and has successfully completed other projects for his clients. In addition, he reached out to two recent OBS clients (San Mateo County Library in

California and Ames Public Library in Iowa) and received positive feedback about their experience working with OBS.

The proposed OBS vehicle would be 40' – compared to 37' for the current Bookmobile – and provide extra capacity for patrons and collections. A hybrid power system recommended by Mr. Swendrowski would use solar-powered battery packs as the primary source of power for most of the vehicle, with a variable-speed generator on board for backup power and air conditioning. This type of generator would also be smaller and cleaner than our current model, producing fewer fumes and providing a healthier environment for patrons and staff. Other enhancements and key features include an awning and an external monitor that will allow for more programming possibilities at longer Bookmobile stops. Also, WiFi connectivity inside and outside of the vehicle will be improved, adding more convenience for both staff and patrons to use their mobile devices at Bookmobile stops. Another enhancement will come with new flexible aluminum shelving with wood trim, as opposed to the heavier wood shelving on the current Bookmobile. This type of shelving will help us maximize the use of space as collections change, while still maintaining a classic Bookmobile look. Lastly, a backup camera, proximity sensors, and better lights will help the Bookmobile become safer than ever.

Bookmobiles are custom built and involve a lengthy process of about a year from design to delivery, so we can expect delivery of a new vehicle in the summer of 2016 if a contract is awarded this month. Our contract with Mr. Swendrowski includes general project management services on behalf of the library during pre-construction and construction. Furthermore, Mr. Swendrowski would coordinate and conduct a one day on-site inspection prior to delivery to ensure the finished vehicle complies with specifications in the bid and is completely functional. When the new Bookmobile is delivered, Mr. Swendrowski will help us sell our current Bookmobile. He estimates the value of our current Bookmobile at \$15,000-\$20,000.

Mr. Kong recommends Board approval of the vehicle proposal submitted by OBS, Inc. for a total of \$324,525.

An attachment with additional details was distributed.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
 APPROVE THE VEHICLE PROPOSAL FOR A NEW BOOKMOBILE**

FROM OBS, INC. IN THE AMOUNT OF \$324,525.00. AS
PRESENTED.

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

APPROVAL TO DECLARE 2003 DODGE GRAND CARAVAN AS SURPLUS

The new Ford Explorer, approved for purchase by the Board, arrived July 2. It's great! We have been advised by Jean Scher, at Skokie Public Works, that we may enter the old 2003 Dodge Grand Caravan in the municipal auction held by the Northwest Municipal Conference on October 27 if the Board declares the Caravan as surplus.

Mrs. Anthony recommends that the Board declare the 2003 Dodge Grand Caravan as surplus and request participation in the Northwest Municipal Conference Auction on October 27.

A motion was made by Mrs. Parrilli, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
DECLARE THE 2003 DODGE GRAND CARAVAN AS SURPLUS
AND AUTHORIZE PARTICIPATION IN THE NORTHWEST
MUNICIPAL CONFERENCE AUCTION ON OCTOBER 27.

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

BUSINESS AND CAREER CENTER USAGE ANALYSIS KEY FINDINGS

Terry Ratoff, Business Services Librarian, prepared the following report to answer the Board's questions regarding the Business and Career Center.

When and how often is the Business and Career Center used? An analysis of Business and Career Center usage from June 2014-June 2015, as measured by reservations on Evanced, shows the most heavily used days are Tuesdays and Wednesdays. The most heavily used time of day is evening, followed by morning. Generally, the Business and Career Center is utilized about 25% of the time, by a mix of large and small businesses, business organizations such as the Skokie Chamber of Commerce, SCORE counseling (SCORE was originally an acronym for Service Core of Retired Executives), IMODS (Independent Merchants of Downtown Skokie), and library-sponsored business and career oriented programs. The usage pattern provides an opportunity for growth, particularly in the afternoons when the Business and Career Center is used least.

What are they doing in there? Several organizations including the Census Bureau, Walmart and Grade Power Learning, use it to interview prospective employees. Walmart

and Grade Power Learning were under construction and needed an offsite location for interviewing.

Small business owner Heather Lantry, of Right at Home (an in-home care company), is relocating her office to Skokie, in part because she can take advantage of the Business Center for hosting webinars and other meetings, which allowed her to feel comfortable renting a smaller office space nearby.

Other groups use it for monthly meetings. North Shore Senior Advisers is a group of senior in-home care providers that meet here regularly. Park's Plumbing and Sewer, Inc. hosts an all-day OSHA refresher meeting for plumbers annually.

The issue of pursuing more independent use of the Business Center was raised and what staff need to do to make that happen. Staff are working to make booking the Center easier. The Board thanked Ms. Ratoff for her report and requested Business Center Update be placed on the February 2016 agenda (six months).

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported on the highlights from the July 24, 2015, RAILS Board of Directors meeting. The following information was taken from the video recording and supporting documents.

Oath of Office for New RAILS Board Members and Officers: The first order of business was the swearing in of new Board members. The new officers of the RAILS Board of Directors, as recommended by the nominating committee, are: President: Mary Jo Matousek, School District/Aptakisic CCSD 102; Vice President: Dave Barry, Bartlett Public Library; Secretary: Kerry Pearson, Arlington Heights Public Library; and Treasurer: Kathy Parker, Tinley Public Library.

Financial Report: RAILS Finance Director Jim Kregor reported that the financial statement ending June 30, 2015, is in a draft form, subject to the end-of-the-fiscal year audit. The Board will receive a final and audited report on the FY2015 budget at their September Board meeting. According to new accounting standards, IMRF pension assets and liabilities will be included. At present, RAILS is just under 108% funded with IMRF. He plans to contact IMRF to ask how this "enviable position came to pass." He also stated that RAILS cash position continues to be "very strong," mainly by receiving the entire Area and Per Capita Grant payment for FY2015, which will cover 30.5 months of operating expenses.

Under the agenda item, "Use of Capital Spending Fund/Assignment of General Fund Reserves," Mr. Kregor reported that the current General Fund balance as of June 2015, \$26,800,000, is a result of cash balances carried over from the five legacy systems (\$5.5 million). In its first fiscal year (2012) RAILS received \$5.1 million of legacy system Area and Per Capita grant payments. He also attributed "the sales of the Wheeling, Shorewood, East Peoria and Geneva facilities generated an additional \$4.2 million. The remaining \$12.0 million of the current cash and investments balance was primarily the result of revenues exceeding expenditures since RAILS inception." Ms. Brennan explained that RAILS faces a conundrum of whether to assign a portion of the budget to needed capital improvements, or should RAILS hold tight as it is unsure of funding from the state of Illinois for FY2016. Discussion followed.

Executive Director Report: Executive Director Dee Brennan reported on the informational meetings held at Northbrook, Lincolnwood, and Warren Newport Public Libraries regarding the proposed delivery outsourcing within the Wheeling service area.

Illinois State Library Report: An Illinois State Library staff member announced the final count of certified library members at 1,852, statewide. The breakdown of the total is: 170 academic, 639 public libraries, 793 schools, and 250 special libraries.

Next Meeting: Friday, August 28, 2015, at the Burr Ridge Service Center.

VIEWING OF SHORT-TAKES FOR TRUSTEES VIDEO: LIBRARY ADVOCACY

The Board viewed the Short-Takes for Trustees video on *Library Advocacy*.

COMMENTS FROM TRUSTEES

Mrs. Hunter stated, that with the great success of our printed literature with our in-house graphic artist, she suggests the library hire a professional public relations person.

CLOSED SESSION

At 8:42 p.m., a motion was made by Mr. Griffin, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS THE PERFORMANCE 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

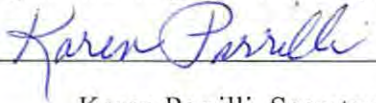
At 9:25 p.m. a motion was made by Dr. Maks, seconded by Mr. Griffin:

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

The motion passed unanimously.

ADJOURNMENT

At 9:25 p.m. a motion was made by Mrs. Rich, seconded by Dr. Maks to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in blue ink, reading "Karen Parrilli", is written over a horizontal line.

Karen Parrilli, Secretary