

November 8, 2006

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, November 8, 2006.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:33 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Dayle Zelenka, Secretary; Susan Greer; Zelda Rich; Eva Weiner; John M. Wozniak; and Carolyn A. Anthony, Director.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services; and Frances Roehm, SkokieNet/Reference Librarian.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 11, 2006

Dr. Wozniak made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of October 11, 2006, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file. Mrs. Hunter abstained from voting.

CONSENT AGENDA (Financial Statement; Circulation Report; Library Use Statistics; Program Statistics Second Quarter F.Y. 2006-2007; Report(s) from Department Head(s); Correspondence; Personnel, Gifts, Correspondence)

Mr. Zelenka made a motion, seconded by Mrs. Hunter:

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. PROGRAM STATISTICS SECOND QUARTER F.Y. 2006-2007
4. REPORT(S) FROM DEPARTMENT HEAD(S)
5. PERSONNEL: TERMINATIONS: KATE BORUCKI, PART-TIME CLERK, CIRCULATION DEPARTMENT, EFFECTIVE OCTOBER 28, 2006; SCOTT SANDERS, PART-TIME TECHNOLOGY

ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE NOVEMBER 1, 2006; HIRE: ARMAND LADLAD, PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE OCTOBER 30, 2006

6. GIFTS: \$50. FROM SKOKIE VALLEY CHAPTER OF THE LYRIC OPERA OF CHICAGO FOR PURCHASE OF OPERA MATERIALS; \$1,000. FROM KIWANIS OF SKOKIE VALLEY FOR YOUTH WORLD LANGUAGE COLLECTION; \$200. FROM MICHAEL B. GREENE, PH.D. IN MEMORY OF HIS MOTHER
7. CORRESPONDENCE: LETTER FROM GEORGE VAN DUSEN, MAYOR, VILLAGE OF SKOKIE, TO THE HONORABLE JOHN WOZNIAK, DATED OCTOBER 13, 2006 RE 2006 STUDS TERKEL HUMANITIES SERVICE AWARD; LETTER FROM GEORGE VAN DUSEN, MAYOR, VILLAGE OF SKOKIE, TO CAROLYN ANTHONY, DATED OCTOBER 17, 2006 RE "SKOKIE READS!" PROCLAMATION; LETTER FROM ALISON COOK, COORDINATOR, UPPER DES PLAINES RIVER ECOSYSTEM PARTNERSHIP, TO CAROLYN ANTHONY, DATED OCTOBER 27, 2006 RE THANK YOU.

The motion passed unanimously.

BALANCE SHEET FOR THE SIX MONTHS ENDING 10/31/06

The Balance Sheet for the Six Months Ending 10/31/06 was noted.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted.

BILLS

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

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

The roll call vote for approval was unanimous.

Mr. Graham asked the Board to move the regular order of business and go directly to Frances Roehm's presentation. The Board agreed.

### SKOKIENET AND ILLINOIS CLICKS!

Mrs. Anthony said that last year, SkokieNet and NorthStarNet celebrated their 10<sup>th</sup> Anniversary. As the Board may recall, Skokie was one of the first libraries to get involved in NorthStarNet as staff believe it is important for the Library to help people connect with information about local services. Traditionally, the Library gathered printed materials and made them available in one location for people to use on the library's terms. Increasingly, the Library is identifying information from many sources, in different formats, and making it possible for people to use the information from any location at their convenience.

With SkokieNet, the Library took a leading role in establishing a first Web presence for the Village, Park District, and many of the schools and organizations in Skokie. While the Village and some other entities have gone on to more fully develop Web sites of their own, Skokie Public Library continues to provide Web services for Niles Township, the Skokie Historical Society and the Skokie Festival of Cultures as well as for numerous other organizations. Library Production Studio (formerly Library Cable Network) is similarly hosted on NorthStarNet by the Arlington Heights Memorial Library.

With the decision by NSLS to discontinue hosting and support for NorthStarNet, SkokieNet and related affiliates as of June 30, 2007, the Library needs to plan alternative arrangements to continue these services.

Ms. Roehm talked about SkokieNet, showing where it is at present, with recent developments in SkokieTalk, ethnic pages developed by volunteers, Teen involvement and other outgrowths. While staff don't have the answer yet to how SkokieNet should be continued, Ms. Roehm showed why it is a vital part of the Library's service.

Ms. Roehm also showed Illinois Clicks! This is a Web portal for information for people in Illinois, covering health and welfare, tourism, the arts, business and other information necessary to every day life. The information is compiled on a voluntary basis by librarians throughout the State, with Ms. Roehm as the Coordinator. She has been the master planner of this service, the person with the vision who has guided its development. After several years funding by the Illinois State Library, officials there cautioned that money would need to be sought from another source. Representatives Beth Coulson and Lou Lang are interested in furthering this project.

Mrs. Anthony said that the Library is lucky to have Frances Roehm on staff, with her networking skills and her understanding that librarianship in the 21<sup>st</sup> century involves the Library working actively with the community to meet information needs.

Discussion followed.

The Board thanked Ms. Roehm for her informative presentation. Ms. Roehm left the meeting at 8:11 p.m.

#### AUDIT – 2005-06 FISCAL YEAR

Mrs. Anthony distributed the Library's audit for FY 2006 as prepared by Miller, Cooper & Co., Ltd. The auditors did not identify any problems for inclusion in a management letter.

A new element this year is the inclusion of a value for the Library's collection. Unlike the appraised value which is prepared for insurance purposes and therefore specifies replacement costs, the auditors' purpose is to include the collection as part of the Library's net worth. They operate with the assumption that additions to the collection depreciate over a ten year period.

Another new component this year was to be "Management's Discussion and Analysis," also known as MD&A. This is now required under GASB rules in order to show that management understands the audit and cannot claim lack of familiarity with the numbers.

Mrs. Anthony distributed some observations which she prepared, but which did not meet the requirements for this statement. Nevertheless, Mrs. Anthony offered them for the Board's information and review. The auditors and Mrs. Anthony will work on developing an appropriate MD&A for next year.

After brief discussion, Dr. Wozniak made the following motion, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
ACCEPT THE AUDIT AS PRESENTED BY MILLER, COOPER & CO.  
LTD, CERTIFIED PUBLIC ACCOUNTANTS.

The motion passed unanimously.

#### DIRECTOR'S REPORT

USAGE-----Circulation was flat in October, but would have shown an increase if it weren't for the Bookmobile being off the road for two weeks. Youth book circulation was up 6.6% for the month, continuing a trend. The gate count appears to be down

15%, but that figure is unreliable as there has been a malfunction with the gates and the repairmen have been out a couple times this past month. It is interesting to follow the use of downloadable books. There seems to be a preference for downloadable audio over print e-books, whether from OverDrive or NetLibrary. Use of library databases was up 10% in October over the same month last year. Nearly 600 searches were conducted using PowerSearch, the software that enables searching multiple databases at one time. The use of Live Homework Help from tutor.com has nearly doubled from 350 uses last October to 645 uses in October, 2006.

STUDS TERKEL AWARD-----The Library has been notified that Dr. John Wozniak will receive the Studs Terkel Award for outstanding contribution in the humanities. He was nominated by Mayor George Van Dusen and will receive his award at the Village Board meeting November 20 at 8 pm. The *Skokie Review* had a nice article about Dr. Wozniak in the November 2 issue.

EMERGING LEADERS-----Holly Jin from Youth Services has been selected for the Emerging Leaders program at ALA. She will attend a full-day workshop at Midwinter and another at the ALA Annual Conference, as well as working on a project team that will meet electronically between conferences. This is a competitive program to identify some of the best of the young librarians nationally, to give them training in leadership and enable them to network with colleagues throughout the country.

The Board congratulated Holly Jin on being selected for the Emerging leaders program.

SKOKIE READS!-----Skokie Reads! is off to a great start. The Mayor issued a proclamation declaring November to be Skokie Reads! month in the Village. Boxes of gift books have been deposited in locations throughout the community. Happy Foods is already on the fourth box so they have been going through one each day. More than 50 people have already submitted reviews of books read. Author Howard Reich spoke at the Library the evening of November 1 to kick off the campaign to celebrate reading in Skokie. Ricki Nordmeyer and the staff committee have done an excellent job organizing and implementing the program.

VILLAGE SURVEY-----While the full report of the Village survey conducted in September has not yet been released, the Library has learned that 84% of respondents indicated that they had used the Library or its services at least once in the past twelve months. This was welcome news as the same survey was done in August, 2003, and it

appeared that only 31% reported using the Library in the past year. That report was the impetus for the Marketing Plan and establishment of a Marketing Committee. Though marketing efforts are always a good idea, Mrs. Anthony learned just this week that the 31% usage figure in 2003 in fact referred to the Health Department. The error in reporting was not caught until now.

TREE ON PARK AVENUE-----The Village Forester has planted an Accolade Elm on the parkway by the parking lot on Park Avenue. This is part of the Village's tree planting program and was installed without cost to the Library.

ANNUAL REPORTS ON THE USE OF TIF FUNDS-----The Library has received reports from the Village on the use of Tax Increment Financing funds for Fiscal 2006. The two TIFS in the area are Downtown Skokie and the Downtown Science and Technology Park area. The Downtown TIF reported collections of \$2,141,643., expense of \$1,132,096. and a Fund Balance of \$6,639,783. for the year. The Downtown Science and Technology Park area did not receive any tax revenue in FY 2006. The full reports are available for Board review.

COMMUNITY INVOLVEMENT-----Mrs. Anthony attended a meeting of the Advisory Committee for the Graduate School of Library and Information Science at Dominican University in October. Mrs. Anthony also guest lectured in an undergraduate class on Computer Ethics at the University of Illinois at Chicago. This is the third year she has talked with the students about issues such as filtering, the Patriot Act, equity and library policy on Internet use. Mrs. Anthony was a panelist in a First Amendment Forum sponsored by the Chicago Press Association and others, at the downtown campus of Loyola University. Next week, she will turn over her gavel as President of the Women's Board of Rush North Shore Medical Center to her successor, though she will serve as Past President for the coming year.

SIX MONTH STATUS-----At the end of October, the Library is half way through Fiscal 2007. As seen in the financial reports, the Library's revenue collection for the Fall has been good. The Library is only short \$28,000. in anticipated levy collections for the Fall. Corporate Replacement Tax revenues and Interest are running ahead of budget. Reports on the status of Goals and Objectives will be prepared for the December meeting. Staff are gearing up for a new Strategic Planning Process, to be adopted in 2007.

#### RENEWAL OF INSURANCE COVERAGES

Mrs. Anthony presented a proposal from Boyle, Flagg & Seaman for renewal of the Library's insurance coverages for 2007.

According to the recent appraisal update from Marshall & Stevens, the value of the building has appreciated 4.4% this past year and the contents have appreciated 5.7%. Therefore, the proposed premium increase of 3.8% for general property coverage really reflects a decrease in rate although the total premium is up from \$15,591. in 2006 to \$16,297. for 2007. Other coverages such as general liability, valuable papers, auto, boiler and machinery and workers' compensation are up two percent or less, while umbrella coverage has decreased 4.3%.

The Illinois Public Risk Fund is again offering \$2,200. for a grant related to safety or safety education. Staff will prepare an application for the funds as they did this past year.

The Library does not have a quote yet for Directors' and Officers' coverage as the insurance company wants to review the audit each year. A quote will be obtained before the December Board meeting.

Mrs. Anthony did not ask our insurance consultant Tom English of Boyle, Flagg & Seaman to attend the Board meeting as there are no changes proposed in carriers and no significant increases.

Mrs. Anthony recommends approval of the renewal insurance coverages as summarized:

Package, Inland Marine and Automobile	\$42,676.
Umbrella	\$10,612.
Boiler and Machinery	<u>\$4,079.</u>
Total:	\$57,367.
Workers' Compensation	\$35,141.

Mrs. Hunter made a motion, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM TRAVELERS FOR PACKAGE, INLAND MARINE AND AUTOMOBILE, \$42,676.; UMBRELLA, \$10,612; AND BOILER AND MACHINERY, \$4,079. FOR A TOTAL OF \$57,367. FOR THE SKOKIE PUBLIC LIBRARY FOR DECEMBER 15, 2006 THROUGH DECEMBER 15, 2007 AS PRESENTED BY BOYLE, FLAGG & SEAMAN, INC.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE INSURANCE PROPOSAL FROM ILLINOIS PUBLIC RISK FUND FOR WORKERS' COMPENSATION. FOR \$35,141. FOR THE SKOKIE PUBLIC LIBRARY FOR DECEMBER 15, 2006 THROUGH DECEMBER 15, 2007 AS PRESENTED BY BOYLE, FLAGG & SEAMAN, INC.

The roll call vote for approval was unanimous.

LIBRARY PRODUCTION STUDIO CHANNEL 24

The November 2006 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

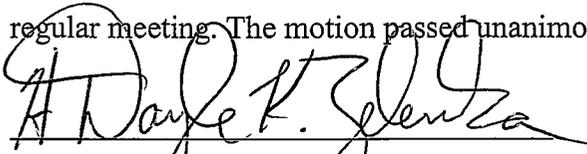
The "North Suburban Library System Group Medical Insurance Program Quarter Ended, September 30, 2006" was noted. Mrs. Anthony said the health plan has been quite successful. The plan sponsored a wellness promotion in October and 32 Library staff participated. Flu shots were also administered to plan participants at no charge.

COMMENTS FROM TRUSTEES

Mrs. Hunter commented on the "North Suburban Library System / Skokie Public Library Member Report Card". Mrs. Hunter was disturbed by the RBP figures showing the amounts Skokie Public Library has loaned against what was borrowed. There is a significant imbalance, including with some of the larger libraries such as Evanston Public Library. Discussion followed. Mrs. Anthony stated that at the December Board meeting a member of the North Suburban Library System Board would be present to address issues and answer questions and perhaps Mrs. Hunter would want to bring up this issue.

ADJOURNMENT

At 8:45p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.

  
Dayle Zelenka, Secretary