

April 11, 2012

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 11, 2012.

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; Karen Parrilli; and Carolyn A. Anthony, Director.

Members absent: Susan Greer; Mark Prosperi.

Visitor present: Dr. Irwin Rich, 5238 Fargo, Skokie, IL.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 21, 2012

Mr. Graham made a motion, seconded by Mrs. Rich to approve the minutes of the regular meeting of March 21, 2012, subject to additions and/or corrections. There being no additions/corrections, the minutes were approved and placed on file.

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

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

- 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
 2. LIBRARY USE STATISTICS
 3. REPORT(S) FROM DEPARTMENT HEAD(S)
 4. GIFTS: \$1,000. FROM ALLSTATE FOUNDATION FOR IMPROVEMENTS TO SKOKIENET WEBSITE; IN MEMORY OF MAURICE M. RASENICK FOR SKOKIE ACCESSIBLE LIBRARY SERVICES: \$10. FROM HOWARD AND MARLENE DIAMOND; \$18. FROM MR. AND MRS. ALAN TRAGER AND FAMILY; \$20. FROM BARBARA LERNER; \$25. FROM LESTER AND HELEN

BARNETT; \$25. FROM MIMI LANDSMAN; \$25. FROM LIZ AND ERIC ALDERMAN AND FAMILY; \$25. FROM JUDY AND WAYNE LEWIS; \$25. FROM ROBIN AND BILL HABER; \$25. FROM FREDRICK J. HEALY; \$48. FROM MAXINE AND STUART MARDER; \$50. FROM ANDREA S. PEALLER; \$50. FROM RAMON MOSTEIRO; \$50. FROM LAURA C. SCHNEIDER; \$100. FROM MICHELE ROSSETTI; \$100. FROM DAVID WEINBERG; \$100. FROM JAMES AND JACQUELINE KOLOSKI

5. PERSONNEL: HIRES: ANNIE LIN, BECKY LANG, NATALIE KADDATZ, PART-TIME TEMPORARY SUMMER READING CLUB ASSISTANTS, YOUTH SERVICES DEPARTMENT, EFFECTIVE JUNE 1, 2012; TERMINATIONS: KEVIN HAVENER, PART-TIME TECHNOLOGY ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE APRIL 20, 2012; ANDREW ERNST, PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE MAY 13, 2012.

The motion passed unanimously.

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.

DIRECTOR'S REPORT

USAGE---Circulation in March was down by 7.7%, led by a drop of nearly 15% in the circulation of Adult books. Adults again borrowed more DVDs than books in March. Circulation of Youth books was also down, but by just 8%. Youth experienced a greater percentage decline in the use of DVDs which fell more than 11%. Audio-formats continued their decline in both Adult and Youth Services. Nevertheless, the Bookmobile had increases in use of Adult and Youth materials and is on track to exceed 100,000 circulations this year. The trend for decreasing use of ILL and increasing use of LINKin continued this past month. Reciprocal Borrowing has settled at a level of about 5% of total Library circulation for a dip in circulation of about 116,000 over six months.

Reference questions were down 13%, but still relatively high when compared with other libraries. The gate count was up about 7.5% to 73,990 as more people came to the Library for programs, and use of their own laptops in pleasant surroundings. There was a 10% increase in the number of people who logged into online databases, an increase of 17.5% in use from outside the Library and an increase of nearly 19% in the use of Guides to Database Use.

COMING TOGETHER IN SKOKIE----The program this year was the most extensive yet, featuring 48 programs and serving more than 6,800 people. Besides the numbers, positive outcomes were participation by three elementary school districts instead of just one, greater incorporation of the selected texts into class curriculum, the establishment of a reading group at the ELL Parent Center, and a new partnership with the prestigious Oriental Institute of the University of Chicago.

PENNY SEVERNS GRANT----The Library will receive a Penny Severns Literacy Grant this summer for the third year and possibly for even more money than staff requested. This grant enables us to work with the English Language Learners Parent Center as well as Oakton Community College to offer a summer family literacy program for 20 or more families.

STAFF OFFERING NATIONAL TRAINING----Popular Materials Librarian Lynnanne Pearson will present a guide to eBooks in a PLA webinar April 17. Toby Greenwalt and Mick Jacobsen have also participated in presenting on national webinars as has Mrs. Anthony. The Board will be interested to know the extent to which our professional staff is looked to for direction and training at the national level. Webinars, a form of continuing professional education offered via the Internet, have become the primary means for staff to receive continuing education.

PRESENTATION ON THE FUTURE OF THE LIBRARY----Mrs. Anthony will participate in a presentation on the Future of the Library at the Gleacher Center of the University of Chicago April 26. Other presenters include a producer of a film about the outlook for the public library and two academic librarians. Attendees are students in the Graham School of Continuing Studies.

NATIONAL LIBRARY LEGISLATIVE DAY----Diana Hunter and Mrs. Anthony will go to Washington for ALA's National Library Legislative Days April 23 and 24. They will hear speakers talk about current issues in Washington and visit Congresswoman Schakowsky and our Senators on the Hill.

NATIONAL LIBRARY WEEK----National Library Week starts this Sunday, with sponsorship by Cole Taylor Bank. There are a number of special programs scheduled so Mrs. Anthony hopes Board members will find at least one program of interest to attend. The Library will host the Board meeting of the Chamber of Commerce Monday and present information on the Business Portal, databases and the planned Business Center. As we work on scheduling for that project, it looks like work may begin before the end of May and finish up in June. Thank you all for your generous gift of service to the Skokie Public Library.

PROJECTED END OF YEAR CLOSE

Mrs. Anthony distributed a Projected Balance Sheet for Fiscal Year 2012 as of year-end. Some revenues and expense for April have been estimated. The arrival date of the Per Capita Grant is unknown although the Library received a letter and the auditors will count it as revenue in FY 2012.

Property tax collections are estimated to be short about \$330,000. The shortage last year was about \$323,000. After a relatively good year last year, Corporate Replacement Tax collection has been disappointing. Interest is still a nominal amount. Fortunately, staff has been successful in bringing in miscellaneous revenue from sources such as sales and corporate contributions.

We anticipate a favorable balance of less than one million dollars. Mrs. Anthony recommends the transfer of \$500,000. to the Reserve Fund for Sites and Buildings with any remaining balance to be assigned to Working Cash.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE TRANSFERRING \$500,000. TO THE RESERVE FUND FOR SITES & BUILDINGS BY APRIL 30, 2012, WITH ANY REMAINING BALANCE TRANSFERRED TO THE WORKING CASH FUND.

The roll call vote for approval was unanimous.

APPROVAL OF PROPOSED GENERAL OPERATING FUND BUDGET FOR FY 2012-2013

At this meeting, the Board needs to approve an Operating Budget for FY 2013. The Board already approved the Salary Scale and staff increases for FY 2013 which is helpful because the Salary line is just over half the expense in the General Operating Fund. That

salary level is also used in calculation of FICA/IMRF for the year. The employer's contribution to IMRF will increase from 10.29% in 2012 to 11.32% in 2013. For this reason, that line has been increased by \$25,000. to a total of \$985,000.

Other lines have been adjusted as follows:

Materials Processing & ILL Fee has been decreased by \$2,000. For a variety of reasons, we have had to take more of DVD purchases to local vendors instead of our major jobber for AV. This has decreased contracted processing costs, but increased supply and labor costs in-house.

Maintenance of Auto Equipment has been increased by \$2,000. Both the Bookmobile and Library van are aging and could encounter more expensive repairs.

Insurance (Health, Dental & Life) has been decreased by \$40,000. since we learned from LIMRiCC that there will be no increase in the cost of health insurance for us this year.

Library Materials lines including Books, Periodicals, Nonprint Materials and Electronic Resources have all been revised slightly in accordance with staff requests for no overall net gain or loss from earlier budget projections for Library materials.

Library Supplies has been increased by \$1,000. to reflect some of the increased cost of supplies for in-house processing of DVDs as well as increased use of the poster printer.

Capital line has been increased to reflect the net adjustments elsewhere in the Operating Budget. While the amount in the Capital line is less than last year, it is still in excess of \$1,500,000.

Mrs. Anthony requested Board approval of the Proposed Budget for General Operating Expenditures for FY 2013.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FY 2012-2013 BUDGET IN THE AMOUNT OF \$12,037,319.00 AS PROPOSED BY THE DIRECTOR (COPY ATTACHED).

The roll call vote for approval was unanimous.

APPROVAL OF FUND BALANCE POLICY

At the Board meeting in May 2010, the Board was introduced to the new categories of Fund Balance required by GASB No. 54, but these fund balance classifications were not

Skokie Public Library
Budget for FY 2012-2013

ACCOUNT NAME	Budget FY 2012-2013
Salaries	6,059,861
Professional Services	40,000
Audit	3,000
Materials Processing & ILL fee	37,000
Maintenance of Equipment	40,000
Maintenance of Buildings & Grds	185,000
Maintenance of Auto Equipment	20,000
Insurance (Health, Dental & Life)	650,000
Genral Insurance	115,000
Utilities	80,000
Conference, Mbrshps, Wkshps	103,000
Postage	25,000
Printing and Publicity	67,000
Data Processing	3,000
Reception & Entertainment	16,000
Programming	61,000
Copier Lease	8,000
Technology/Network	458,000
Cable/Media Lab	10,000
Books	800,000
Periodicals	70,000
Nonprint Materials	220,000
Electronic Resources	220,000
Small Equipment	15,000
Library Supplies	86,000
Janitorial Supplies	35,000
Office Expense and Transportation	2,000
Furniture and Equipment	30,000
Advertisement of Vacant Position	2,500
Employer's FICA and IMRF	985,000
Contingency	80,000
Genral Operating Total	10,526,361
Capital	1,510,958
2001 Bond Debt Repayment	1,262,275
TOTAL	13,299,594

formally adopted by the Board. At this time it is necessary that the Board adopt these fund balance classifications as they will be applicable to fund balances as of April 30, 2012.

The new fund balance categories reflect limitations on the use of funds due to external limitations in use and in other cases self-imposed limitations on the use of funds. Restricted Funds, for example, are defined by an "external" enforceable legal restriction on the use of funds. An example for the Library is the Series 2001 Library Project Funds which were levied for the express purpose of payment on the debt incurred in the 2001 building expansion and renovation.

Distinct from Restricted Funds are Committed Funds which are constrained by limitations the government imposes upon itself by formal action of the Board. Examples of Library Committed Funds are the Reserve Fund for Purchase of Sites and Buildings and the Fine Arts Acquisition Fund.

All other funds are part of the General Operating Fund which is classified as the Unassigned Fund Balance.

A statement regarding these funds was distributed.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPT THE FUND BALANCE POLICY AS PRESENTED (COPY
ATTACHED).**

The roll call vote for approval was unanimous.

APPROVAL OF FURNITURE FOR BUSINESS CENTER

Mrs. Anthony presented a quotation from KI for 15 collapsible tables and 50 chairs (including 10 with arms and 40 without arms) for the new Business Center on the second floor.

The tables and chairs are all on wheels for ease in rearranging the furniture. This is a factor because Library staff will not be available to reset the furniture after each use. Wheels on the tables can be locked to hold the tables in place during use. The chairs do not stack, but they fold up for compact storage. There is a storage room in the Business Center for unneeded tables and chairs.

SKOKIE PUBLIC LIBRARY FUND BALANCE POLICY

The Skokie Public Library Board of Trustees adopts the provisions of Government Accounting Standards Board (GASB) Statement Number 54. These provisions establish fund balance classifications that comprise a hierarchy based primarily on the extent to which the Library is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

In response to the requirements for implementation of GASB Statement No. 54, the Skokie Public Library Board of Trustees will implement the following policy:

- Taxes levied for The Series 2001 Library Project will be classified as a Restricted Fund Balance. This Fund is for the retirement of the Library's bonded debt for major building expansion and renovation.
- Net assets for Capital Projects will be classified as the Reserve Fund for Purchase of Sites and Buildings. This accounts for the acquisition or construction of major capital facilities other than those financed by Restricted funds. The Reserve Fund for Purchase of Sites and Buildings is an example of a Committed Fund.
- Net assets in the Fine Arts Acquisition Fund will also be classified as a Committed Fund. This accounts for the proceeds of specified revenue sources that are committed to specified Fine Art Acquisition purposes. Alternate use of Committed Funds requires formal action by the highest level of authority.
- Taxes levied for the General Fund will be classified as Unassigned Fund Balance. This accounts for all financial resources of the Library, unless the Board subsequently assigns the fund balance otherwise.
- When an expenditure in any individual fund is incurred for which Restricted Funds, Committed Funds and/or Unassigned Funds are available, the Library will first spend the Restricted Funds, then the Committed Funds, Assigned Funds, and, finally, the Unassigned Funds unless subsequently assigned otherwise by the Board.

Adopted by Skokie Public Library
Board of Trustees April 4, 2012

Detail on the pricing for these tables and chairs was distributed. The price of the furniture is \$25,032.80, plus \$3,875.00 for delivery and installation for a total cost of \$28,907.80. Mrs. Anthony requested Board approval of this purchase.

A sample chair was presented to the Board. After brief discussion, a motion was made by Mr. Graham, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM KI FOR PURCHASE OF 15 TABLES AND 50 CHAIRS IN THE AMOUNT OF \$25,032.80 PLUS \$3,875.00 FOR DELIVERY AND INSTALLATION FOR A TOTAL COST OF \$28,907.80.

The roll call vote for approval was unanimous.

APPROVAL OF COMPUTER STATIONS AND SERVICE DESK

A quotation from KI for the construction of 32 public computer stations and a proximate staff service desk was distributed. This reconfiguration of the public computers is part of the plan for improving the user experience on the second floor. The plan gathers all wired public-use computers into one area immediately outside the Computer Lab so that all patrons have scanners, printers and staff help nearby. The Computer Lab, without the staff help desk, will be able to be used again as an instructional center as was originally intended. Scattered areas around the floor which currently have wired public computer stations will be made available for use of laptops. The growth area in computer use is definitely in laptops, tablets and other wireless devices. However, we will continue to need to maintain a number of wired computers for people who do not have access to a computer elsewhere.

This quotation is for \$41,571.48. Mrs. Anthony requested Board approval of this purchase.

A motion was made by Mrs. Rich, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE FROM KI FOR CONSTRUCTION OF 32 PUBLIC COMPUTERS STATIONS AND A PROXIMATE STAFF SERVICE DESK IN THE AMOUNT OF \$41,571.48.

The roll call vote for approval was unanimous.

APPROVAL OF RENEWAL OF MAINTENANCE CONTRACT WITH
NORTHTOWN MECHANICAL

The Library is heading into year 3 of a 5 year Maintenance Agreement with NorthTown Mechanical for maintenance of the Library's heating, ventilating and air conditioning (HVAC) equipment. Staff continue to be pleased with the service received from NorthTown. They consistently send the same technician for maintenance checks and repairs so that he has become familiar with our system. When we experienced unusually warm weather in mid-March this year, we asked NorthTown to start the chiller(s) nearly a full month earlier than is customary. They proceeded to fill the cooling tower and get the air conditioning operational within two days of the request.

By the terms of our multi-year agreement with NorthTown, increases each year will be limited to the changes in the Local 597 union wage and benefit package. That first year in 2010-2011, the annual cost of HVAC maintenance was \$64,500. This year, union wages and benefits increased by 4% and the price of our contract increased to \$67,080. For FY 2013, the Union agreement is for a total 3.9% increase in wages and benefits. The new annual rate for FY 2013 will be \$69,720.

Board approval of the renewed Maintenance Agreement at \$69,720. is requested.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FOR RENEWAL OF THE HVAC MAINTENANCE AGREEMENT FROM NORTHTOWN MECHANICAL SERVICES FOR FY 2013 IN THE AMOUNT OF \$69,720.00.

The roll call vote for approval was unanimous.

APPROVAL OF RENEWAL OF MAINTENANCE CONTRACT WITH
INNOVATIVE INTERFACES

With the start of each Fiscal Year, the Library needs to renew its contract with Innovative Interfaces for maintenance and upgrades to all the software used for the Library catalog, cataloging, circulation, email hold and overdue notices, eCommerce, self-check, acquisitions, ILL and serials processing. Last year, there was a 1.9% increase across the board.

This year, a notice was received from Innovative that stated, "As a result of your substantial purchases last year and our appreciation for your continued partnership, we

are pleased to inform you that there will be no annual increase to your maintenance fees for this year.” However, there are still some increases as a result of purchases and more recent implementations. Thus, maintenance for FY 2013 will increase from \$51,258. to \$53,004. for the Fiscal Year.

Board approval of this renewed Maintenance is requested.

Dr. Irwin Rich entered the meeting.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MAINTENANCE AGREEMENT FOR VARIOUS MILLENNIUM PRODUCTS FROM INNOVATIVE INTERFACES IN THE AMOUNT OF \$53,004.00 FOR FISCAL YEAR 2013.

The roll call vote for approval was unanimous.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli said the following are highlights of the March 23 RAILS Board of Directors meeting, as described in supporting documents and the videoconference of the meeting:

Delivery: The RAILS Delivery Committee endorsed the Galecia Report that studied resource sharing and delivery within the state. The committee asked the Board to endorse the three-part objective on a new delivery system: 1) create a sustainable system throughout the state; 2) by taking into account the various and diverse set of needs for each member; 3) and by developing a set of services to efficiently address these needs. The Galecia Report also recommended a Request for Proposals (RFP) to look into the possibility of outsourcing the delivery services among library members. The Board voted to endorse the three objectives outlined in the Galecia Report, and to begin preliminary work on the Requests for Proposal.

Secondary Employment by RAILS employees: There was a lengthy discussion on a new policy covering secondary or outside employment by RAILS staff. Some Board members asked that the Executive Director, and not the Personnel Committee of the Board, make the final decision on allowing outside employment for RAILS personnel. An ISL representative expressed his objection and stated that if a conflict of interests should arise that it would be appropriate for the Personnel Committee to become involved. The Board approved the policy on secondary employment for RAILS employees as written.

FOIA and RAILS email policy: The office of Attorney General Lisa Madigan has ruled that all email communications are subject to the Freedom of Information Act. The RAILS attorney has recommended that business cards of RAILS employees and Board members include a RAILS email address. RAILS staff is currently setting up email accounts for all RAILS-related communications. In fact, all business communications using electronic devices are subject to FOIA.

Status of Facilities: From a February 21 report, the status of facilities was presented: Burr Ridge—keep as the RAILS headquarters and main data center; East Peoria—keep as a delivery hub and backup data center; Rockford (leased space)—move to a lower-cost site; Coal Valley, Geneva, Shorewood, and Wheeling—sell.

On April 4, the RAILS website reported that they received \$3,444,310.09 from the General Revenue Fund, or 34.86% of the FY2012 Area and Per-Capita Grant.

As announced on the website, nominations for five openings on the RAILS Board are being accepted, with the deadline for submissions on Friday, April 6. The new term begins July 1, 2012. In an email, the Communications Director announced that the RAILS website now offers a link to public library newsletters.

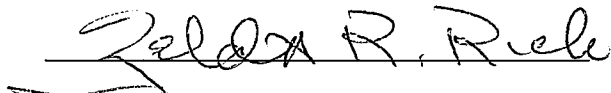
Mrs. Hunter requested more information about the libraries who are leaving the Prairie Cat Consortium. Mrs. Anthony will attend an informational meeting on April 12 to learn more about this.

COMMENTS FROM TRUSTEES

Mrs. Hunter suggested contacting ALA about filing a class action lawsuit against Apple and other companies who were alleged to be in collusion regarding raising the price of eBooks. After discussion, it was suggested to ask Trustee Prosperi about this issue and Mrs. Anthony would find out from other libraries (Arlington and Schaumburg) if their boards are as concerned as Skokie Public Library. Mr. Graham suggested putting this on the agenda in a couple months before taking action.

ADJOURNMENT

At 8:21 p.m. a motion was made by Mr. Graham, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.


Zeldia Rich, Secretary