

September 11, 2002

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, September 11, 2002.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:32 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President; Zelda Rich, Secretary; John Graham; Susan Greer (arrived at 7:57 p.m.); Diana Hunter, President Emerita; Eva Weiner; and Carolyn A. Anthony, Director.

Visitors present: Mrs. Richard Witry and son; Eugene Paprocki and wife, Janine; Jim Dyer and Richard Spicer, Fred Berglund & Sons; Robert Hunter and Debra Auer, O'Donnell Wicklund Pigozzi and Peterson; and Barbara A. Kozlowski, Associate Director for Public Services.

Mr. Graham introduced Mr. and Mrs. Paprocki. Mr. Paprocki is the artist the Library commissioned to paint the oil watercolor of the Henry Harms home in Skokie. The painting was unveiled. Mr. Witry said this shows what Skokie looked like 100 years ago with many oak trees. Mr. and Mrs. Paprocki and Mrs. Witry and son left the meeting at 7:37 p.m.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 31, 2002

Mrs. Hunter made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of July 31, 2002, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

Dr. Wozniak asked the Board to move the regular order of business and move directly to Building Project. The Board agreed.

## BUILDING PROJECT

### Approval of Change Orders

Mrs. Anthony explained that six change orders are proposed this month for a total of \$27,574.32. Two of the change orders reflect modifications to meet safety requirements. Monaco, the HVAC contractor, has a \$1,725.00 addition for a weatherproof disconnect on the cooling towers, required by the Village of Skokie in their inspection. Kerrigan, the plumber, has an addition of \$3,640.00 for a vacuum pump vent. This is required by the manufacturer due to the fact that the pump operation is located in the basement amid stored newspapers and periodicals.

An addition of \$3,361.32 from Crouch-Walker, the mason, is for patching necessitated by some of the plumber's work in replacing galvanized pipe with copper.

Kerrigan has an addition of \$5,009.00 for water treatment and labor required to correct the contamination of the Library's water supply in late May. This occurrence may be considered an accident, the result of both Monaco and NorthTown working on the system.

Two additions for Camosy are for additional work not originally specified. One addition of \$6,925. is for casework shelving for the Director's office. It was not specified and drawn before this summer. The other addition for Camosy, \$6,914., is for exposed aggregate concrete for the sidewalk on the west side of the building. Given that the main entrance will be on the west side, that the façade is rather plain and that we have exposed aggregate rather than plain concrete on the east side of the Library, the exposed aggregate is recommended. Mrs. Anthony has been advised that this will be a true exposed aggregate and not merely a topping as on the east side of the Library.

The Board questioned the exposed aggregate change order. Mr. Spicer said the aggregate on the east side was done in a two-step process and is a mirimack stone. The exposed aggregate being proposed for the west side is a pea gravel mix. Mr. Hunter said the original specs called for a regular concrete sidewalk, but this exposed aggregate would not be difficult to plow. The Board would like to see a sample of the exposed aggregate. Mr. Spicer will ask Camosy to provide a sample. The Board subcommittee can give approval of the sample before the October Board meeting.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FOLLOWING SIX CHANGE ORDERS. (THE SAMPLE OF THE EXPOSED AGGREGATE NEEDS TO BE APPROVED BY THE BOARD SUBCOMMITTEE).

Monaco / weatherproof disconnect on the cooling towers	\$1,725.00
Kerrigan / vent for the vacuum pump	\$3,640.00
Crouch-Walker / patching	\$3,361.32
Kerrigan / water treatment and labor	\$5,009.00
Camosy / casework shelving in Director's Office	\$6,925.00
Camosy / exposed aggregate concrete sidewalk	<u>\$6,914.00</u>
	\$27,574.32

The roll call vote for approval was unanimous.

#### Building Project Budget Update

Mrs. Anthony presented an update of the overall Project Budget as of August 31, 2002 with twelve months of construction behind us. (Payments for construction contractors include pay requests in the current Board packet since they reflect work completed in August.)

Briefly summarized, current expense and commitments include:

Construction	\$12,921,933.00
Professional Fees	2,303,675.00
Furniture	<u>968,458.00</u>
	\$16,194,066.00
Anticipated expenses include:	
Other budget considerations	\$2,939,850.00
Pending change orders (on Board agenda)	<u>27,574.00</u>
	\$2,967,424.00
Total:	\$19,161,490.00

Note that the furniture line is less than in the last report because custom millwork has been moved to construction since it is part of Camosy's contract. One of the largest increases is a projected increase in the Construction Manager's contract under "Other Budget Considerations." The project was bid with a fifteen-month contract and three month extension. Fifteen months will be up in early December and eighteen months in early March. Mrs. Anthony has added two additional months, bringing the project to early May. The delays are well known, from the early difficulties with the buried oil tank and the foundation to the leveling of the third floor.

In a memo to the Board in early July, 2001, Mrs. Anthony had projected available funds for the project as follows:

Bond Proceeds	\$17,500,000.
Reserve Fund	1,927,212.
Capital Line (of FY '02 budget)	350,000.
Interest	<u>525,000.</u>
	\$20,302,212.

At the time, those projections seemed conservatively on target. It should be noted, however, that, due to the decline in the economy, revenues in FY '02 were down nearly \$400,000., eliminating any transfer from the Capital Line of the Operating Budget to the Reserve Fund. Interest rates have also been low. To date, the bond fund has earned

\$291,165.25 and the remaining funds are \$7,411,619.79. In spite of these revenue shortfalls, we are still financially on target for completion of the project.

Mrs. Anthony has just learned that the Village will take on both the expense and management of the project to widen Oakton Street, the cost of which was estimated to be \$275,000. This was made possible by a grant the Village received from the State of Illinois for various road and sidewalk repairs. The state grant has freed up money in the Village budget for the Oakton Street project. This would be a direct cost saving to the Library. The Library should also save by not having to have Berglund oversee this portion of construction.

As presented in Mrs. Anthony's memo that was sent to trustees in their advance packets, the Library's estimated total liability for the entire building project was \$19,161,490. Deleting the \$275,000. for widening Oakton will reduce that amount to \$18,886,490. Note that this amount is inclusive of other budget considerations, some of which are quite closely estimated and others that are allowances. For example, we are still carrying a construction contingency of \$250,000. We have typically reduced the contingency by the amount of approved change orders. We have \$27,574. in change orders this month and anticipate \$100,000.-\$110,000. for leveling of the third floor. Nevertheless, Mr. Spicer thinks that all non-elective changes will not exceed \$250,000. We have also allotted an owner's contingency of \$200,000. that could cover elective changes by the Library. Also, "Other budget considerations" includes \$850,000. for property purchases.

Mrs. Anthony commented about adjustments to available revenues. In July, 2001, she projected total revenues available for the project as \$20,302,212. Given that we were not able to transfer \$350,000. from the Operating Fund to Reserves at the end of FY '02

and that interest on the bond fund may be \$125,000. less than projected, actual revenues available may be \$475,000. less than projected in 2001 for a total of \$19,827,212. Since expenses are now estimated to be about \$18,886,490., we still have a "cushion" for the project of nearly \$1,000,000.

Another way of approaching our financial position for the project is as follows: we have pending project liabilities (including other budget considerations) of \$7,087,574. As of August 31, there was \$7,411,619.79 in the bond fund. Additionally, as of August 31, we had \$653,376. in the Reserve Fund. There is also \$600,000. due to the Reserve Fund from the Fall tax levy collection as we have had to advance that much for payment of interest and principal on the bond fund in advance of revenue collection. Therefore, total funds available as of August 31 would be \$8,664,995.79 with anticipated expenses of \$7,087,574.

Discussion ensued. Mrs. Weiner would like a letter to be sent to the Mayor to thank him for his efforts on behalf of the Library regarding the widening of Oakton Street. Mrs. Anthony will send this letter.

Mr. Spicer addressed two future change orders—the cost of the leveling of the third floor and the central vacuum on the second floor. The cost for leveling the third floor is \$110,000. Camosy has agreed to take their overhead off of this amount, resulting in a charge to the Library of about \$105,000. The central vacuum on the second floor did not work when the project began and an investigation into why the vacuum doesn't work revealed that two different types of piping were used and the glue between the seals on the pipes is not holding. Kerrigan has given an estimate of \$17,000. to run new pipes and put in new outlets.

Mrs. Greer arrived at 7:57 p.m.

Discussion followed regarding the forthcoming change orders and the construction budget.

Approval of Bid for AudioVisual Equipment

Mrs. Anthony reported that specifications for the AudioVisual Bid Package were sent to known area audiovisual equipment dealers July 29 and advertised in the Skokie Review of July 25. Prospective bidders were to attend a mandatory pre-bid conference and walk-through August 1. Four major vendors attended that meeting.

Due to questions received and the need for three addenda to the original bid package, the due date was moved from August 20 to August 27. Two bidders submitted proposals. The invitation called for a base bid for the entire project, inclusive of equipment, installation and training, and for an alternative deduction for the deletion of two portable Smartboard systems with computer projector and digital document camera. The bids received were as follows:

<u>Bidder</u>	<u>Base Bid</u>	<u>Alternate</u>	<u>Total</u>
MSCi	\$334,577.86	-\$39,392.66	\$295,185.20
ROSCOR	\$340,152.00	-\$35,110.00	\$305,042.00

We had budgeted \$300,000. for this portion of the project so the bids are close to the estimated amount. Mrs. Anthony would like to see the Library purchase one of the portable Smartboard systems for use as needed throughout the building (Youth Services, book discussion room, staff meeting room, staff departments, etc.) One unit from MCSi, the low bidder, would be \$19,696.33 for a total bid of \$314,881.53. However, if the Board would prefer to stay within the budget allotment, we could go with the bid including the deduct for a total of \$295,185.20. The portable Smartboard system, as a discrete unit, could be purchased at a future date.

Mrs. Greer said that the SMARTer Kids Foundation has grants available for the Smartboard. Mrs. Anthony will check into this. Mr. Graham recommends accepting the base bid from MCSi minus half of the alternate (for only one Smartboard system).

A motion by made by Mr. Witry, seconded by Mrs. Hunter:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BID FROM MCSi FOR BID PACKAGE #14 MINUS HALF THE COST OF THE ALTERNATE (ALTERNATE WAS FOR TWO SMARTBOARDS—LIBRARY WILL PURCHASE ONE) FOR A TOTAL COST OF \$314,881.53.

The roll call vote for approval was unanimous.

#### Additional Fee for Refurbished Office Environments

At the Board meeting July 31, the matter of an addition of \$6,718.74 for Refurbished Office Environments was on the agenda and was tabled by the Board.

Mrs. Anthony presented documentation of correspondence between Refurbished Office Environments and the Skokie Public Library that may help to document and explain the fees. The initial target date of June 7 for receipt of the furniture was according to Berglund's construction schedule and anticipated date of completion of Youth Services at the time the furniture contracts were let. Mrs. Anthony notified the vendors as it became apparent that the schedule would not be met. We were not charged restocking or storage fees by other furniture contractors.

Mrs. Anthony reported that she spoke to Library legal counsel Loren Slutzky. He commented that a restocking and storage fee is customary. Also, given the exchanges he feels the Library would be justified if we want to fight this, keeping in mind that, in the context of project, it is a small amount of money.



After much discussion, this issue was tabled until Refurbished Office Environments' punch list is completed.

#### Approval of Wood Veneer

All custom woodwork for the project has been put on hold, pending a resolution of the issue regarding the sycamore veneer. Several Board members expressed dissatisfaction with the appearance of the veneer on the Youth Services Service Desk.

Mr. Hunter, Ms. Auer and Mrs. Anthony met at Bacon Veneer last week to review concerns about the veneer. After a review of numerous fitches of raw sycamore and samples of finished veneer and discussion with a wood expert, a fairly large sample of finished sycamore veneer was prepared for approval by the Board. The sample will have some staining to achieve a more comparable appearance with other veneer products and to minimize the changing appearance of the wood over time. It was also agreed that the quartered veneer would be book-matched rather than slip-matched to minimize the contrast between the darker heartwood and wood nearer the bark.

Another recommendation will be to use a different veneer for the stack ends, anigre, one that is very consistent in appearance yet similar in tone to the sycamore. Anigre is at least .10 less per square foot than the sycamore.

If the Board approves the recommendation and samples of veneer, those specimens will become control samples to be used by both Cain and Cape Townsend in all woodwork for the project.

Lengthy discussion ensued as Mr. Hunter and Ms. Auer explained the book-matched samples and slip-matched samples of wood veneer. The sample of anigre wood was recommended for the stack ends.

Basically, three questions needed to be answered. Does the Board like the stain and finish presented for desks and panelling? Does the Board approve using the anigre wood on end stacks? And what, if anything, does the Board want to do about the Youth Services desk?

Mr. Graham made the following motion, seconded by Mrs. Hunter:

MOTION: THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SAMPLE, AS PRESENTED, OF ANIGRE WOOD TO BE USED ON THE STACK ENDS THROUGHOUT THE LIBRARY.

The roll call vote for approval was unanimous.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE SYCAMORE SAMPLE, AS PRESENTED, TO BE USED FOR DESKS AND PANELLING.

The roll call vote for approval was unanimous.

The Board discussed at length the Youth Services Desk. They would like to know how to tone it down and how successful that process would be and what the cost would be to reface the desk. Mr. Graham left the meeting at 8:47 p.m. The Board decided to table the Youth Services Desk issue until the October Board meeting.

Approval of Reduction in Retainage for Jones & Brown Co., Inc.

Mrs. Anthony explained that Jones & Brown Co., Inc. holds the contract for steel for the building project and they have requested a reduction in retainage from 10% to 5%. A Consent of Surety statement has been received by the Library. The work of Jones & Brown on the project is 99% complete and both Mr. Spicer and Mr. Lesniak (OWP&P) are in agreement with the reduction in retainage. At 5%, we would still hold \$43,655.00.

Mr. Witry made a motion, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A REDUCTION IN RETAINAGE FROM 10% TO 5% FOR JONES & BROWN CO., INC.

The roll call vote for approval was unanimous.

#### Approval of Renewal of Builder's Risk Policy

Mrs. Anthony reported that our Builder's Risk insurance is up for renewal this month. She has received a quote of \$9,800. from Tom English, our insurance agent. Since we will not need the coverage for a full year, we can terminate the policy when it is no longer needed and get a rebate on the premium. The minimum earned premium of \$5,000. represents about six months which we undoubtedly will need.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES RENEW THE ANNUAL PREMIUM FOR BUILDER'S RISK COVERAGE FOR \$9,800.00.

The roll call vote for approval was unanimous.

#### FURNITURE

##### Approval of Additional Reupholstery Order

Mr. Graham returned to the meeting at 8:50 p.m.

Mrs. Anthony presented a quote for \$6,369.70 from Office Equipment Company of Chicago for additional reupholstery and refurbishing work as requested by the Library. Work to be done includes reupholstery of 18 Herman Miller Ergon chairs in Technical Services that were not included in the initial specifications. Five Herman Miller arm chairs and two additional Saarinen chairs are also to be reupholstered.

Other items include welding of a table base, new steel glides with rubber gaskets for several table bases, and refinishing of two table bases.

Office Equipment Company's current contract is for \$117,376.34, so this addition would bring their contract to \$123,746.04. Mrs. Anthony stated that we have been pleased with their work.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADDITIONAL REUPHOLSTERY WORK QUOTE DATED 9/4/02 FROM OFFICE EQUIPMENT COMPANY OF CHICAGO FOR \$6,369.70.

The roll call vote for approval was unanimous.

Mr. Hunter and Ms. Auer left the meeting at 8:51 p.m.

Mrs. Hunter left the meeting at 8:52 p.m.

#### Approval of Shelving Order

Mrs. Anthony presented two quotes from Library Furniture International. One is for shelving of the new audiovisual area of the Library in the amount of \$128,282.80. The second is for additional shelving and accessories for Youth Services, the Teen Corner and Readers Advisory in the amount of \$17,566.00. Both quotes are for the LIFT audiovisual shelving which we have installed and like in Youth Services.

The total expense would be \$145,848.80 and is within the amount estimated for furniture expense.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PURCHASE OF SHELVING FROM LIBRARY FURNITURE INTERNATIONAL FOR THE NEW AUDIOVISUAL AREA FOR \$128,282.80 AND FOR ADDITIONAL

SHELVING AND ACCESSORIES FOR YOUTH SERVICES, THE TEEN CORNER, AND READERS ADVISORY FOR \$17,566.00. TOTAL COST OF \$145,848.80.

Mrs. Hunter returned to the meeting at 8:57 p.m.

The roll call vote for approval was unanimous.

Henricksen Quote

Mrs. Anthony presented a quotation from Henricksen for a supplemental order of items needed for Youth Services. Most of these represent items inadvertently left off of the initial order including an atlas stand, two small round tables for the preschool area and two "tracing tables" for the preschool area. The latter will have changeable shape plates that can fit in the table so that children can put paper over top and rub with a crayon edge to produce leaves, stars, snowflakes, etc.

The order also includes clips and rings for the upholstered furniture to secure pillows and new table bases for some of the tables that are not working well with reused bases.

The total of this order is \$12,916.03.

Mrs. Anthony said we still need twenty-two additional chairs for Youth Services, but were not able to get pricing yet. The expense should not exceed \$5,000. She would like to take that quote to the Board Building Committee when it is received.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE QUOTE DATED SEPTEMBER 11, 2002, FROM HENRICKSEN FOR SUPPLEMENTAL FURNITURE FOR YOUTH SERVICES, AS PRESENTED.

The roll was called. The motion passed unanimously.

BILLS (ITEM D1)

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

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

The roll was called. The motion passed unanimously.

BILLS (Items D2-12)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE: 2001 BUILDING EXPANSION PROJECT STATEMENT; INVOICE NO. 12248 DATED SEPTEMBER 5, 2002 FROM FRED BERGLUND & SONS, INC. FOR \$52,969.63; AND PAYMENT OF THE APPLICATIONS AND CERTIFICATES FOR PAYMENT FROM THE FOLLOWING:

JONES & BROWN COMPANY, INC.	\$9,849.64
CAMOSY INCORPORATED	\$164,377.00
ALLIANCE GLASS & METAL	\$18,162.00
McDANIEL FIRE SYSTEMS	\$34,830.00
F. J. KERRIGAN PLUMBING CO.	\$15,570.00
MONACO MECHANICAL INC.	\$29,177.85
COMMERCIAL ELECTRICAL SOLUTIONS OF IL LLC	<u>\$109,535.40</u>
	\$381,501.89

Mr. Graham questioned if Monaco was performing competently. Mr. Spicer replied yes but there are some issues that need to be resolved before their check should be released.

The motion passed unanimously.

APPROVAL OF INVOICES FROM HALLETT MOVERS

Mrs. Anthony presented three invoices from Hallett Movers that reflect expense for the move of Youth Services in the amount of \$16,960.00, the move of Administration in the amount of \$9,199.75 and the move of items in connection with the auction in the amount of \$7,497.50.

The cost of the moves of Youth Services and Administration were anticipated and part of the original contract with Hallett. The use of Hallett for the auction was determined because of concern for liability if individuals at the auction were moving items off the second floor. At that time, the elevator was only operable by attendant and it was deemed advisable to move items down to the loading dock for removal by the buyers. You will note that the cost of the move is close to the "profit" realized from the sale of furniture. The conclusion to be drawn is that there is a cost to responsibly de-accessioning furniture which may be why some agencies discard it. The furniture we no longer needed is at least being used by grateful persons through a revenue neutral process to the Library.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE PAYMENT OF THE THREE INVOICES FROM HALLETT MOVERS, AS PRESENTED.

The roll call vote for approval was unanimous.

Mrs. Anthony asked Mr. Dyer since two more months may be added to construction (til the end of May) would Mr. Spicer and Mr. Siemsen be able to finish the project with us? Mr. Dyer promised they would be here until the project is complete.

Mr. Spicer and Mr. Dyer left the meeting at 9:08 p.m.

#### Tax Levy

Mrs. Anthony explained that the Board needs to adopt a tax levy for transmission to the Village of Skokie. The 2002 levy will be subject to public hearings, along with the Village levy, in early December and will be acted on by the Village Board before the end of December. This levy will fund the Library's 2003-2004 Fiscal Year.

The 2001 levy was \$7,675,000., an increase of 24% over the 2000 levy of \$6,188,000. The substantial increase was necessary to generate sufficient revenue for us to make the annual payment on the bonds issued for current Library construction (\$1,447,001.67 for principal and interest). The increase in the General Operating Fund was only 4% in FY '03.

Most years, we have made end-of-year transfers to the Reserve Fund for Sites and Buildings. Recent transfers were as follows:

FY 1999	\$350,000.
FY 2000	\$275,000.
FY 2001	\$400,000.

Because of short revenues in FY 2002, we made no transfer to the Reserve Fund for Sites and Buildings, but just a transfer of \$64,131. to the Working Cash Fund.

The balance in the Reserve Fund for Sites and Buildings as of May 1, 2002, was \$1,198,553.52. It should be noted that we borrowed \$260,000. from the Reserve Fund in December, 2001, for payment of interest on the bond debt. In May, 2002, we borrowed another \$340,000. from the Reserve Fund for bond debt repayment. We should be able to reimburse this money with revenues from the 2001 levy this year. The operating cash fund at the start of the Fiscal Year was \$2,336,119.43, an amount sufficient to cover four months of operation as requested by the Board. Because property tax bills are sent out so late, we may need to consider an operating cash fund sufficient for at least five months. Monthly expenditures are approximately \$560,000. We are currently in a position of needing to borrow from the Reserve Fund for operations.

The property tax levy continues to provide about 90% of revenues, while revenue from Corporate Replacement Taxes has fallen from 4% to 3% of total revenues. Fines



and fees accounted for 3.4% of revenues. A history of our revenues from FY 1998 through 2002 was also presented.

Mrs. Kim, Administrative Assistant for Accounting, has prepared a general statement of revenues and expenditures for FY 2003-2004, based on a 2002 levy of \$8,020,375., an increase of 4.5% over the 2001 levy of \$7,675,000. The proposed operating budget will allow for a fourth year of adjustment of the pay scale, further narrowing the ranges and increasing the midpoint.

Discussion ensued. Mr. Graham proposed that we raise the levy to 4.8 percent. He feels it is the safe way to go with current economic circumstances and the need to boost the working cash fund.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT AN OPERATING TAX LEVY IN THE AMOUNT OF \$8,044,000. FOR THE YEAR 2002, REPRESENTING A 4.8% INCREASE OVER THE 2001 LEVY.

The roll call vote for approval was unanimous.

#### CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS  
 CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 REPORT(S) FROM DEPARTMENT HEADS  
 GIFT  
PERSONNEL

Mr. Witry made a motion, seconded by Mrs. Greer:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF JULY AND AUGUST, BE APPROVED FOR PAYMENT, 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: \$250. FROM HARCOURT, INC. (PREVIOUSLY RECEIVED \$250. FROM LEON MANELIS IN MEMORY OF HIS PARENTS TO BE USED FOR SUPPORT OF LIBRARY CONCERTS)
5. PERSONNEL: TERMINATIONS: TASHA BROTHERTON, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE AUGUST 16, 2002; ASHLEY SERO, PART-TIME TEMPORARY SUMMER READING PROGRAM ASSISTANT, EFFECTIVE AUGUST 17, 2002; VALERIE MILLER, PART-TIME TEMPORARY SUMMER READING PROGRAM ASSISTANT, EFFECTIVE AUGUST 18, 2002; DAVID MAASSEN, PART-TIME TEMPORARY INVENTORY TAGGER, CIRCULATION DEPARTMENT, EFFECTIVE SEPTEMBER 1, 2002.

Brief discussion ensued regarding programming.

Mrs. Rich left the meeting at 9:15 p.m.

The motion passed unanimously.

BALANCE SHEET FOR THE FOUR MONTHS FROM 5/1/02 THRU 8/31/02

The Balance Sheet for the Four Months from 5/1/02 thru 8/31/02 was noted.

APPROVAL OF LETTER TO UCGA MEMBERS FROM LOUISE MCAULAY, LIMRiCC EXECUTIVE DIRECTOR, DATED JULY 26, 2002 RE NEW FORMULA FOR SHARING OF DIVIDENDS AND RESPONSE TO SKOKIE PUBLIC LIBRARY'S QUESTIONS REGARDING THE UCGA PROPOSAL

Mrs. Anthony presented recommendations for a new formula for sharing the dividends between the UCGA members. The new formula includes a 15% expense load for Suburban Library System's overhead. Also, the rates will now average the Pool's experience and the member's experience. Skokie Public Library, as one of the larger

members of the cooperative, should actually benefit from the change since the lower rate of the pool would moderate our occasional increase in claims. Board acceptance and approval is requested.

Discussion ensued regarding the changes.

Mrs. Rich returned to the meeting at 9:21 p.m.

The following motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZE PRESIDENT WOZNIAK TO SIGN THE AGREEMENT APPROVING THE PROPOSED CHANGES TO THE UCGA AGREEMENT OF LIMRiCC AS SET FORTH IN LIMRiCC'S LETTER TO THE SKOKIE PUBLIC LIBRARY DATED JULY 26, 2002.

The motion passed unanimously.

#### DIRECTOR'S REPORT

Usage—Circulation in August shot up 12%, thanks to sharp increases in borrowing in the new Youth Services Department and on the Mobile Library. In spite of ongoing construction, circulation of adult materials has maintained its level, with increases in the use of audiovisual materials. Interlibrary loan activity continues to increase with lending greatly outpacing borrowing. The gate count was up almost 17%, an increase Mrs. Anthony attributes to curiosity about the new Youth Department. Our online services continue to gain visibility. In July, 9,433 unique visitors came to the Library's Web site, registering nearly 1,000 visits per day.

Skokie Kiosk—We finally received a Skokie kiosk for use in accessing governmental and community information. It will be connected next week in the Youth Services Department, a temporary location. Eventually, the kiosk will be in the new west

lobby. Other kiosks will be in Village Hall, at the Skokie Swift Station, Old Orchard Mall and the North Shore Center for the Performing Arts.

Keren Keshet Project—NSLS has received notice of approval for a proposal to work with the Keren Keshet Foundation. Skokie Public Library will be one of five participating libraries in NSLS and we will work together with the Chicago Public Library. The grant is for materials and programming related to Jewish culture. We will receive about \$3,000. for materials and programs of our choosing. The Foundation will also provide staff support in coordinating arrangements for programs and exhibits.

Auction—An auction was held at the Library Saturday, August 17, run by Mr. Paul Vnuk. Some checks have not yet cleared, but it appears that the Library grossed about \$10,500. and will net about \$7,600. from the event. Susan Dickens worked with Mr. Vnuk on the auction and other staff helped out as well. People seemed pleased with their purchases. Skokie School District 73 took a number of desks, cabinets and shelves which did not sell in the auction.

Celebration of Freedom and Courage—Board President John Wozniak and Jessica Goodman attended “A Celebration of Freedom and Courage”, a banquet given by the Jewish Achdus Foundation to recognize Skokie for its efforts to prevent the Nazi march in 1977 and 1978. The Library’s digital archives on the subject were publicly acknowledged.

Skokie Historical Image Grant—Jessica Goodman, supported by other staff, volunteers and grant-funded assistants, completed the Illinois State Library funded grant for digitization of images from Skokie history. A total of 587 “digital objects” were stored including primarily photographs, but also 24 maps; 42 business invoices or cards, incorporation papers, etc.; and 8 images of objects. All the images have been catalogued and may be accessed through the Skokie Historical Society home page, the Chronology of

Skokie History, Digital Past, the Illinois Digital Archives and soon from Skokie Public Library's Reference Resources page. These items were all in the Skokie Historical Society and were limited in their availability due to the brief open hours of the Skokie Historical Society and the condition of some of the items. Now they are a publicly available resource.

PTAB to Apply Ordinance Level of Assessment—We learned recently that in the Robert Bosch Corporation appeal, the First District Appellate Court has ordered the Property Tax Appeal Board (PTAB) to apply the Cook County Real Property Assessment Classification Ordinance level of assessment rather than the Department of Revenue's Median level. Since the Ordinance level of assessment is 36% and the Median level was approximately 34%, this is favorable news for taxing districts.

Upcoming Activities—Mrs. Anthony will attend the Innovative Interfaces Director's Retreat in California September 21-23 and the Illinois Library Association Meeting in Chicago September 25-27.

Stolen Laptop—One of the Library's laptop computers was stolen during the move from the second floor to the third floor last month. The theft has been reported to the Skokie Police.

#### APPROVAL OF LOAN POLICY FOR DVDS

Mrs. Anthony reported that the AudioVisual Issues Committee recommends raising the borrowing limit on DVDs from 2 to 5. This will enable users to take out the same number of DVDs as videos. It is also recommended that DVDs be opened to reciprocal borrowing.

Protective measures in place for the DVD collection in its establishment phase are no longer needed now that the collection has more than 1,000 titles. If approved, these changes would take effect October 1. Brief discussion ensued.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RAISING THE BORROWING LIMIT ON DVDS FROM 2 TO 5 AND THAT DVDS BE OPENED TO RECIPROCAL BORROWING EFFECTIVE OCTOBER 1, 2002.

The motion passed unanimously.

"GARDEN HIGH AND DRY—BUT OK, CITY SAYS", JULY 22, 2002, CHICAGO TRIBUNE ARTICLE

The Chicago Tribune article was noted.

LIBRARY CABLE NETWORK CHANNEL 24

The August and September 2002 Cable Guides were noted.

NORTH SUBURBAN LIBRARY SYSTEM

There was no report from Pat Groh.

COMMENTS FROM TRUSTEES

Mrs. Hunter said the washrooms are magnificent, sophisticated and attractive.

Mr. Witry suggested the Board think of ways to 'dress up' the west side of the Library.

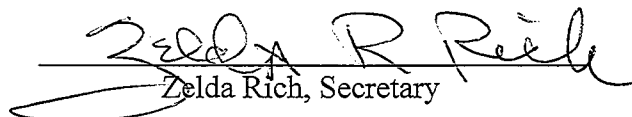
Mrs. Kozlowski left the meeting at 9:37 p.m.

Mr. Graham said the current edition of the UPdate was well done—especially the Youth Services section.

ADJOURNMENT

The regular meeting was adjourned at 9:45 p.m. and the Board immediately went into Closed Session to discuss property purchase.

At 9:55 p.m. the Board came out of Closed Session and the meeting concluded.

  
Zelda Rich, Secretary