

May 12, 2004

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, May 12, 2004.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 7:30 p.m.

Members present: John M. Wozniak, President; John Graham, Susan Greer (arrived at 8:21 p.m.); Diana Hunter, President Emerita; Eva Weiner; and Carolyn A. Anthony, Director.

Members absent: Richard Witry, Vice President; and Zelda Rich, Secretary.

Guests present: Jim Dyer, Berglund Construction; and Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF APRIL 14, 2004

Mr. Graham made a motion, seconded by Mrs. Hunter, to approve the minutes of the regular and closed meetings of April 14, 2004 subject to additions 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

Mrs. Anthony explained that Mr. Dyer has been working to resolve final issues of incomplete work, charges among contractors and credits in order to be able to close-out the remaining contracts with trades. We still have not made final payment to Monaco because the paperwork has not been completed. The Library will receive a credit of \$2,718.50 from Monaco for some concrete work done in the basement by Camosy and some servicework performed by North Town, our HVAC maintenance contractor. Jim Dyer negotiated this settlement.

Mr. Dyer also has reviewed some outstanding issues with Camosy and has negotiated a number of credits and adds for a resultant net add of \$3,201.00. Mrs. Anthony recommends the Board's approval. With this add, the Library would owe Camosy \$43,201.00 on the base contract.

One of Camosy's adds may be recoverable from Connectivity, namely the additional painting due to electrical delays which Camosy has valued at \$5,595.00. Mr. Dyer has suggested an approach to the resolution of disputed items with Connectivity as follows. Connectivity has accepted some of our points in our letter of November 5, 2003, but continues to press for \$24,750.81. In late October, 2003, Connectivity claimed \$60,845.37 in adds and denied acceptance of \$9,841.00 in credits claimed by the Library for a total difference of over \$70,000. between the parties. In the Library's letter of November 5, we offered approval of \$13,012.38 in additional charges, including some partial payments. This offer has not been accepted by Connectivity to date although they have implicitly accepted our offer (including some rejections) by pressing for \$24,750.81 in addition to the amount the Library offered. Mr. Dyer is attempting to resolve the situation with Connectivity by arguing aggregated amounts rather than continuing to discuss each disputed item. By his calculation, Connectivity owes the Library credits of \$11,731.84 for work not done or work completed by others and \$4,036.97 as the balance on their allowance for a total of \$15,768.81. When put against adds of \$13,012.38 which the Library has agreed to, we would be due a net credit of \$2,756.43. If some of the credits are not accepted by Connectivity, the Library could owe Connectivity an additional \$7,084.57. Mr. Dyer is in agreement that the Library should not offer to pay any of the additional amounts claimed by Connectivity. If Connectivity accepts this proposal, it would mean that we would be within \$10,000. of a settlement. The balance on Connectivity's approved contract is presently \$24,000.

Mr. Dyer reported that we are making progress with Connectivity. The AV lights are working.

Monaco, the mechanical contractor, has one pending item—the operation of the chillers. Mr. Dyer will convene a meeting next week with Monaco, North Town, OWPP, and Library personnel regarding chiller operation. Discussion followed. Mrs. Hunter requested that Paul Gilson, the Library's HVAC consultant, also be at the meeting. Mrs. Anthony will ask Mr. Gilson to attend.

Mr. Dyer presented Camosy's final change order for \$3,201.

Mr. Graham made a motion to pay the change order to Camosy in the amount of \$3,201.

After discussion, Mr. Graham amended his motion, seconded by Mrs. Hunter:

AMENDED MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF
TRUSTEES APPROVE THE FINAL CHANGE ORDER
FROM CAMOSY, INC. IN THE AMOUNT OF \$3,201.00

FOR VARIOUS CREDITS AND CHARGES AS
PRESENTED.

The roll call vote for approval was unanimous.

Mr. Dyer left the meeting at 7:47 p.m.

CONSENT AGENDA (Financial Statement; Bills; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Program Statistics 4th Quarter F.Y. 2003-04; Correspondence; Gift)

Mr. Graham asked that Personnel be taken off the Consent Agenda and discussed separately. The Board agreed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS AND BILLS, 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. PROGRAM STATISTICS 4TH QUARTER F.Y. 2003-2004
5. CORRESPONDENCE: LETTER FROM JUDY BARR TOPINKA, ILLINOIS STATE TREASURER TO ILLINOIS FUNDS PARTICIPANT DATED MAY, 2004 RE ILLINOIS FUNDS SHORT-TERM LOCAL GOVERNMENT LOAN PROGRAM; LETTER FROM KEN FAULHABER TO CAROLYN ANTHONY DATED MAY 7, 2004 RE ARDELL FAULHABER/DONATION
6. GIFT: \$200. FROM KEN FAULHABER IN MEMORY OF ARDELL FAULHABER FOR MATERIALS FOR THE PARENT/TEACHER COLLECTION.

The motion passed unanimously.

PERSONNEL

Mr. Graham questioned the promotion of Debra Mytnik and who she replaces and also the status changes of Marlene Mark and Ismet "Smitty" Vulic. Mrs. Anthony said that

Debra Mytnik replaced Pat Judge who became Head of Acquisitions when Melody Lucchesi resigned. Marlene Mark and Ismet Vulic were given extra hours when Debra Mytnik was promoted to Project Assistant/Data Entry Clerk.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
PLACE ON FILE THE PERSONNEL REPORT.

The motion passed unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted.

FINANCIAL STATUS / ANALYSIS OF GENERAL OPERATING FUND FOR THE SEVEN FISCAL YEARS

Mrs. Anthony presented the Analysis of General Operating Fund Revenues for the past seven fiscal years. There is again no money to transfer to the Reserve Fund and, although we underspent the budget by \$95,000., we overspent revenues by \$70,000. Given that we always plan for a balanced budget, the problem is with a revenue shortfall.

Note that \$6,600,244. was collected in property taxes for the General Operating Fund. This is only \$14,141. more than in FY '03 in spite of a 4.8% increase in the levy for 2002 which should have yielded \$369,000. more in revenue. Some of the revenue has been lost to corporate tax appeals and the balance has been directed to the debt fund. The 2001 levy included a major increase to cover debt so subsequent levy increases should go to operations. However, if there is a revenue short to the debt fund due to corporate tax appeals, the shortfall must be made up at the expense of the operating budget.

Each year, Robert Nowak, the Village Finance Officer, has prescribed how much of the levy should be allocated to the debt fund. This year in the Fall 82% was allocated to the GOF and 18% to the Debt while in the Spring 82.95% was allocated to the GOF and 17.05% to Debt. Currently, we have \$539,000. in the Debt Fund with a payment of \$383,376. due June 1. The overage of \$155,624. will presumably be needed for payment of \$1,064,576. due December 1, 2004.

Three years of short property tax collections have left us in tight circumstances for cash flow. The Library's total financial balance (including Debt Fund) on 4/30/04 was \$3,184,885.46 which must carry us for five months until the end of September if tax bills are issued by late August. Since we have been forewarned that tax bills will be sent late

this year, we can anticipate a delay in the receipt of revenues until late October or even November. While some additional revenue from fines and fees and other sources will be received before that time, a delay in the receipt of property taxes which account for over 90% of our revenue will be keenly felt.

The Board will note that the Illinois Public Treasurer's Investment Pool (IPTIP) has anticipated that many units of local government will experience an interruption of cash flow this fall and they have instituted a new loan program to meet cash needs. (See letter from IPTIP in this Board packet.)

The Board will need to develop a financial strategy for dealing with continuing shortfalls in the levy and a shrinking cash balance.

Lengthy discussion followed regarding how much the Library levied, how much was actually received and corporate appeals. The Board would like Financial Status put on the June agenda.

DIRECTOR'S REPORT

USAGE--Circulation in April was just over 136,000, representing an increase of 16% from April last year. For the Fiscal Year, circulation was up 17%, setting a record at 1,574,244. Increases in April included strong gains in book circulation, up 13% or more in both Adult and Youth Services. School District use was up nearly 100% from this time last year, reflecting the closer working relationship between the Library and the school districts. The door count for the month was 65,199, an increase of over 19% from last April. Reciprocal borrowing accounted for 14% of loans in April.

LEGISLATIVE ADVOCACY--Frances Roehm and Mrs. Anthony participated in Illinois Library Advocacy Day in Springfield April 21. It was a busy day of committee meetings for the legislators, but they met at least briefly with State Senator Jeff Schoenberg, State Senator Ira Silverstein, Representative Lou Lang, and had a hallway exchange with Representative Beth Coulson. They left some material for Representative Ralph Capparelli. All were cordial and supportive of library concerns. Although there was a clear message that money is really tight and libraries will be lucky to hold onto what State money they currently get, Representative Lang was open to hearing more about funding needs for ILLINOIS CLICKS! Diana Hunter, Pat Groh and Mrs. Anthony attended ALA Legislative Days in Washington, D.C. May 3-4. There were update briefings on issues, followed by visits to the Hill. They met with an aide to Representative Jan Schakowsky who listened to concerns about the PATRIOT Act, funding and copyright and took down bill numbers to follow up on inquiries. Senator

Richard Durbin and an aide attended the Illinois delegation dinner Monday night and the Senator spoke about half an hour with the group. Many of his remarks were about the PATRIOT Act as he is cosponsor, along with a Republican, Senator Craig, of S1709 Security and Freedom Ensured (SAFE) Act which would require the FBI to return to standards that applied pre-USA PATRIOT Act for obtaining records such as naming a person, articulating a "reason to believe", stating that the person whose records are sought is an agent of a foreign power, etc. He also told some jokes and stayed after for photographs, taking time to chat with people.

LIAISON DISBANDING--It appears most likely that the NSLS LIAISON catalog will cease operations in June. The company hired to operate the catalog has been unable to configure software to enable libraries to get shelf status, a prime requirement of the union catalog endeavor. It has proven to be impossible to merge duplicate records from different libraries which refer to the same title, but are not standard in some particulars. Libraries will be encouraged to use OCLC which is being required by the State Library now anyway.

CHAMBER OF COMMERCE--Mrs. Anthony participated in the Chamber of Commerce Membership drive, visiting ten Skokie businesses, accompanied by Frances Roehm. As well as Mrs. Anthony thinks she knows Skokie, they were entering new areas in the southeast industrial zone and the far northwest corner of the Village. They called on one woman who was listed with a home-based business, only to find that she had given up the business because she has triplets! She was interested in hearing about the Library's services for children, lapsit storytime, etc. On April 30 Mrs. Anthony participated in the Chamber's first annual "State of the Village" luncheon meeting which was attended by about 125 persons. The Mayor gave a presentation as did Mrs. Anthony, Superintendent Codell of District 219, Mark Schneiderman of the Park District and Sandi Stamp of the Chamber.

NATIONAL LIBRARY WEEK--The Library had a very successful National Library Week April 18-24, sponsored by Cole Taylor Bank. Activities and attendance are detailed in the Program report and reports from the departments. It is clear that the extra efforts of staff during this annual observance help to increase the Library's visibility in the community.

VISITING BOARD PRESIDENT--Mrs. Anthony was visited by George Goldstein, President of the Vernon Area Public Library District. He wanted a tour of our new

facility and to talk about some of our technology such as the RFID system and plasma screens.

BUILDING PROJECT--It has been nearly a year since our grand reopening which means that it is time that warranties are elapsing. Since it was a phased project, there are numerous different warranty dates and we are striving to establish service contracts for continued service where available. Hallett, the moving company has been on-site cleaning the books as was part of their agreement. They should finish the vacuuming in the next week or two. We are still waiting for some millwork to be completed.

FESTIVAL OF CULTURES--The Mobile Library will be at the Festival of Cultures May 22-23. Cathy Maassen and other Library staff will also be involved in activities in the children's tent that weekend. Mrs. Anthony hopes Board members will stop by some time during the Festival if not for the opening at 1:00 p.m. May 22.

Mrs. Greer arrived at 8:21 p.m.

JULY 4 HOLIDAY

Mrs. Anthony stated that July 4 falls on a Sunday this year, creating a bit of a problem for the staff holiday. Since we operate with a minimum number of staff on Sundays, most staff would get a floating holiday if the Library observed July 4 as the holiday.

The Library should be closed Sunday, July 4, as that is the day the Skokie parade and fireworks will be held. Mrs. Anthony proposes that July 4 be a closed day, but not a holiday, as is the case with Easter Sunday.

Mrs. Anthony suggests that the Library be closed Monday, July 5, in observance of the holiday and that this be the day staff receives as a holiday. The Village will also be closed July 5. If approved, staff will be off July 4 and July 5, receiving one day as the paid holiday.

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

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
 APPROVE CLOSING THE LIBRARY JULY 4 AND 5, 2004, AS
 RECOMMENDED BY THE DIRECTOR.**

The motion passed unanimously.

STRATEGIC PLANNING PROCESS

Mrs. Anthony reported that the Strategic Planning Process is well under way, with four meetings completed and two more to come before the end of this month. To date, we

have discussed community demographics, broader societal trends and the current situation of the Library. We have looked at the 2000 Census for the Village of Skokie, the Village's Comprehensive Plan in Progress, the United Way Survey of Community Needs and the Village Community Survey (completed by mail, November, 2003). The Committee has also heard from key community informants including Steve Marciani and Mike Voitik of the Village Planning Department; Neil Codell, Superintendent, Niles Township District 219; Meryl Rivenson, Head of the Village Department of Human Services; Carlee Drummer, Director of College Relations and Marketing, Oakton Community College; and Thomas Kersten, Superintendent, Skokie School District 68. Notes from the meetings of January 23, February 18 and April 16 are appended.

At the April meetings (April 16 and 29), we began discussions of values and vision. Customer Service was clearly the top shared value, while a grounding in the community also ranked very high. Other important values were intellectual freedom, reading/learning, excellence and the concepts of being proactive or taking a leadership role. The discussion of vision is incomplete, but has incorporated broad staff input from a visioning exercise at Staff Day 2002 as well as discussion by the Strategic Planning Committee. The vision will express an ideal toward which we aspire while the mission will be a more concrete statement of organizational purpose.

The Board is represented on the Strategic Planning Committee by Board President John Wozniak and John Graham. Comment and input by other Board members is welcome.

Mr. Graham said he would be unable to attend the May 14 Strategic Planning meeting.

LIBRARY CABLE NETWORK CHANNEL 24

The letter, May 2004 cable guide and survey were noted. Mrs. Hunter commended Mrs. Anthony on the survey.

NORTH SUBURBAN LIBRARY SYSTEM

The report from Pat Groh was noted.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

ADJOURNMENT

At 8:26 p.m. a motion was made by Mrs. Hunter, seconded by Mr. Graham to adjourn the regular meeting. The motion passed unanimously.

A handwritten signature in cursive script, reading "Zelda R. Rich", is written over a horizontal line. A long, sweeping flourish extends from the left side of the signature down and to the left.

Zelda R. Rich, Secretary