

April 9, 2008

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 9, 2008.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:31 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Dayle Zelenka, Secretary; Richard Basofin; Susan Greer (arrived at 7:40 p.m.); Zelda Rich; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Staff present: Barbara A. Kozlowski, Associate Director for Public Services.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 12, 2008

Mr. Basofin made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of March 12, 2008, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

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

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

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. CORRESPONDENCE: LETTER FROM JESSE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN TO CAROLYN ANTHONY DATED MARCH 17, 2008 RE AWARD OF FY 2008 PER CAPITA GRANT
5. GIFT: \$100. FROM MITZI WALCHAK IN MEMORY OF BRENDA WEISS FOR PURCHASE OF A BOOK ON CD

The motion was approved unanimously.

### BILLS

A motion was made by Dr. Wozniak seconded by Mr. Zelenka:

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 4% from the same month last year with quite even declines in the use of adult and youth materials. The Bookmobile also showed a decrease for the month. Interlibrary lending, whether through interlibrary loan or LINKin, continued to increase in March. It appears that a lot of the decrease is in reciprocal borrowing which dropped about 17% for the month, accounting for just 13.25% of circulation as compared to 15.3% of circulation last March. Use of digital collections and self check is up. The door count was 10% lower than the same month last year. Remote use of Library databases was up 32% over last March and the number of people who logged in during the month increased more than 14%.

PLA IN MINNEAPOLIS----Nine staff and Mrs. Anthony attended the PLA National Conference in Minneapolis at the end of March. The conference was a huge success in terms of attendance and exhibits. Most were in agreement that sessions were of current interest and application. This year for the first time, there was a concurrent virtual conference so staff back at the Library could also take part in some sessions. Mrs. Anthony was a facilitator for a selective preconference on leadership that was gifted to PLA by 3M. The company had buses take 100 librarians from the conference area to their corporate campus ca. one half hour away and they spent the day (from 7 am) alternately listening to presentations by some of their corporate VPs and meeting in small groups to brainstorm strategies for major issues facing public libraries. Other sessions at the conference considered the role of the library in the age of Google and how to make the library experience, whether in the building or online, a richer one. Are the library and internet complementary services? Are changes in library services advisable or are the library's days numbered? Mrs. Anthony attended a session on workload analysis for staff, one on The Idea Store (a totally reconceived public library for some areas in London), and heard well-known librarian Nancy Pearl talk about "the perils of reading" (how to

pronounce "segue"). Campaigning was limited to word of mouth and reminders to vote. Results will be announced at the end of April or first of May.

Discussion ensued regarding the PLA Conference.

Susan Greer arrived at 7:40 p.m.

DOMINICAN ACCREDITATION----Mrs. Anthony attended an employers' panel as part of the reaccreditation process for Dominican University's Graduate Library School. Not only does the Library hire a number of Dominican grads, but the Library regularly has staff enrolled in courses in the graduate program and we have had at least one practicum student per year in recent years. Last spring, Mrs. Anthony invited one of the professors to the Library to talk with staff about newer technology. The continuing association is mutually beneficial.

STUDIO PLANNING----The Executive Committee of the Studio (formerly LCN) is conducting planning to review how well the present business model is working and how the service might evolve in future years. On the one hand, it appears that cable television may be threatened as network television was before it, both losing ground to the internet and the desire for individually scheduled programming. On the other hand, visual content is gaining in importance as evidenced by the popularity of You-Tube and the increasing share of audiovisual resources in the library's circulation. The library website is increasingly becoming as significant a service outlet as a branch library and needs to be treated as such.

MAGEE EXHIBIT----The Alan Magee exhibit is hung and the Board is encouraged to come meet the artist and his wife Sunday at 1:30. The exhibit got great coverage in the local paper. Alan's work has many ties to the printed word so the Library is a most appropriate venue for a show of his work.

Mr. Graham asked the Board to consider purchasing one of the tapestries for the Library's permanent art collection. The Board was asked to contact Mrs. Hunter by the middle of next week if a certain piece stands out.

ILLINOIS LIBRARY LEGISLATIVE DAY----Mrs. Anthony will go to Springfield Thursday for Illinois Library Legislative Day. While she is frequently in touch with our legislators, it is good to have a big showing of support for library funding and other causes in this annual gathering.

OTHER PROFESSIONAL ACTIVITY----Mrs. Anthony attended the NSLS Awards dinner and heard former SPL librarian Eugenia Bryant lauded for lifetime achievement.

She has made significant contributions at several NSLS libraries over the years. Evanston Public Library has a new Director Mary Johns who is from Nebraska and has worked in Arizona and other western states. Mary came for a tour and lunch one day last month as she begins to familiarize herself with the NSLS community.

#### INCREASE IN BUILDING ORDINANCE INSURANCE

Mrs. Anthony reported that when Tom English, the Library's insurance agent, delivered the documents for the Library's insurance coverages, they sat down and reviewed them together. While they both felt satisfied with most of the coverages, there were a couple issues that he wanted to look into further.

As outlined in the letter and accompanying material distributed by Mrs. Anthony, Mr. English is recommending an increase in the insurance coverage related to compliance with building ordinances. The need for this is further explained in the materials he has sent.

Mrs. Anthony recommends that the Board increase Building Ordinance coverage to \$1,000,000. and add the additional Debris Removal Coverage of \$1,000,000. for \$2,000. and \$250. respectively or a total cost of \$2,250.00.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE INCREASING BUILDING ORDINANCE COVERAGE TO \$1,000,000.00 AND ADD ADDITIONAL DEBRIS REMOVAL COVERAGE OF \$1,000,000.00 FOR \$2,000. AND \$250. RESPECTIVELY FOR A TOTAL COST OF \$2,250.00.

The roll call vote for approval was unanimous.

#### PROJECTED YEAR-END FINANCIAL STATUS

Mrs. Anthony distributed a balance sheet for the current year as of March 31. The Library received the award letter from the Secretary of State for a Per Capita grant in the amount of \$76,695.42, so the check should follow shortly. At this time last year, we were 6% short of anticipated revenue collections and at the same time in 2006 we lacked 7%. The gap this year is obviously greater at 9%. In absolute dollars, the Library has taken in about \$280,000. more this year than at this point last year. The Library also has over \$300,000. more remaining to be collected than at this time last year.

Last year the Library received an additional \$450,000. from the property tax levy in April. If the Library receives at least that much this April, together with the Per Capita grant, and a typical revenue flow from fines and fees, our Accounts Receivable would be \$450,000. or less.

On the expense side, the Library is currently underspent in the budget by 21%. We should have at least \$150,000. left in the Salary line at year end. Though some lines will be slightly overspent, staff have spent little (intentionally) of the money allocated for Capital expense and other lines will also have some balance.

Mrs. Anthony is predicting a year-end balance of about \$1,300,000. Mrs. Anthony recommends that \$1,000,000. be transferred to the Reserve Fund for Sites and Buildings as of April 30 and that any remaining balance be transferred to the Working Cash Fund.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THAT \$1,000,000.00 BE TRANSFERRED TO THE RESERVE FUND FOR SITES AND BUILDINGS AS OF APRIL 30 AND THAT ANY REMAINING BALANCE BE TRANSFERRED TO THE WORKING CASH FUND.

The roll call vote for approval was unanimous.

#### WAGE AND SALARY ADJUSTMENT

The Board has adopted the practice of basing the annual wage increase for staff on the increase in the cost of labor rather than the consumer price index. Mrs. Anthony distributed a chart from the U.S. Department of Labor showing an increase in Wages and Salaries for State and Local Government Workers of 3.5% for the calendar year 2007. Mrs. Anthony recommends that the Board adopt a 3.5% cost of labor adjustment for all staff effective April 28, 2008. The cost of this increase will be about \$184,000.

As in prior years, the pay scale will be adjusted across the Board to reflect this change. Mrs. Anthony distributed the proposed new pay scale. For reference, a beginning MLS Librarian (P3) would earn \$41,668. (compared to \$40,259. this year) and a starting Circulation Clerk (S4) would earn \$26,795. (compared to \$25,889. this year) under the proposed new scale.

Most staff have another opportunity for an adjustment in pay each year at the time of the annual performance evaluation. (Twenty-two staff members are at top of scale and are therefore not eligible for this increase in the coming year.) For the past five years, this

increase has been 2%, given at the time of the annual performance review. Given the continuing high cost of employee benefits, Mrs. Anthony recommends that the increase at the time of the performance review again be 2% for Fiscal Year 2009, resulting in a total increase of 5.5% for most staff.

A motion was made by Mr. Zelenka, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 3.5% COST OF LABOR ADJUSTMENT FOR ALL STAFF EFFECTIVE APRIL 28, 2008, AND A 2% INCREASE AT THE TIME OF AN EMPLOYEE'S PERFORMANCE REVIEW FOR FISCAL YEAR 2009 AS RECOMMENDED BY THE DIRECTOR.

The roll call vote for approval was unanimous.

The Board would like a major review of the Library's salary scale (where the Library stands in the marketplace, analyze the structure of what the Library does, reexamine fringe benefits, impact salaries have on retirement, incentives, etc.) Mrs. Anthony said that Beth Dostert, Manager of Human Resources, will begin this project at the end of May. Mr. Basofin offered to meet over lunch with Ms. Dostert.

#### BUDGET FISCAL YEAR 2008-2009

Mrs. Anthony distributed the proposed Operating Budget for the Library for FY 2009, along with a table of projected revenues and expenditures. Given the increase of 6% in the 2007 tax levy which will fund FY 2009, the Library can expect to collect 4-5% more in property taxes in FY 2009 than this FY 2008. Considering general conditions and direction in the economy, Mrs. Anthony thinks it is advisable to scale back projections for collections from the Corporate Replacement Tax and also from Interest. Meanwhile, she has boosted the projection for collections from Fines & Fees a bit since the Library will realize over \$300,000. in that category this year. The net effect of these adjustments is to reduce total projected revenues by \$60,000.

On the expense side, Mrs. Anthony has increased the Utilities line by \$10,000., acknowledging projected increases in the cost of natural gas. Mrs. Anthony also added a minor \$1,000. to Maintenance of Equipment which had been scheduled for no increase. The Capital line has been reduced by \$71,000., reflecting \$60,000. in decreased revenues and \$11,000. in additions as described to the Operating Budget. The result is a total projected Operating Budget just a bit under \$11,000,000. or, without the Capital line, \$9,372,012. Excluding capital expense, salaries make up 59% of the proposed Operating

Budget while total expense for personnel, including health insurance and retirement, would be 73% of projected operating expense.

A motion was made by Dr. Wozniak, seconded by Mr. Zelenka:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE FY 2008-2009 BUDGET IN THE AMOUNT OF \$10,976,809.00. AS PROPOSED BY THE DIRECTOR (COPY ATTACHED).

The roll call vote was for approval was unanimous. The Board thanked Mrs. Anthony for her hard work in preparing the budget.

#### BUDGET, RESERVE FUND FOR SITES AND BUILDINGS

The Board has not adopted an annual budget for the Reserve Fund for Sites and Buildings in the past, but with major work anticipated for the completion of the parking lot, Mrs. Anthony thought it would be good to budget for anticipated expenses this year. Figures included for demolition and construction are based on estimates by Todd Peyron of Camosy Construction. Previous parking lot work was coordinated and managed by Gewalt Hamilton, an engineering firm. Todd has suggested that Camosy could provide this service. The decision about how to proceed with completion of the lot can be made at a future date. It appears that costs of construction will be well in excess of \$200,000., even without fees from Commonwealth Edison or the Metropolitan Water Reclamation District.

Mrs. Anthony has also included anticipated possible expense for additional heating elements on the first floor and for major chiller work on the older of the two chillers. Another possible capital expense in FY 2009 is for some components for a public media lab (specialized computer equipment for editing and manipulating audio and visual elements). This idea is not sufficiently developed for budgeting at this time.

Since the Board approved the transfer of \$1,000,000. from the Operating Fund to the Reserve Fund for Sites and Buildings, the Library should start FY 2009 with close to \$2,000,000. in the Reserve Fund and end the year with nearly \$1,500,000. in the Fund.

This budget will be polished and resubmitted for Board approval in a month or two.

#### LIBRARY PRODUCTION STUDIO CHANNEL 24

The March 2008 Cable Guide was noted.

#### NORTH SUBURBAN LIBRARY SYSTEM

# Skokie Public Library Budget for FY 2008-2009

ACCOUNT NAME	PROJECTED BUDGET / FY 2008-2009
Salaries	\$ 5,512,500
Professional Services	\$ 25,000
Audit	\$ 2,500
Materials Processing & ILL Fee	\$ 32,000
Maintenance of Equipment	\$ 38,000
Maintenance of Buildings & Grounds	\$ 140,000
Maintenance of Auto Equipment	\$ 20,000
Insurance (Health, Dental & Life)	\$ 522,000
General Insurance	\$ 100,000
Utilities	\$ 90,000
Conference, Membership, Workshop, etc	\$ 95,000
Postage	\$ 26,000
Printing and Publicity	\$ 54,000
Data Processing	\$ 2,800
Reception & Entertainment	\$ 14,000
Programming	\$ 47,000
Copier Lease	\$ 21,000
Technology/Network	\$ 400,000
Cable (LCN)	\$ 37,000
Books	\$ 743,600
Periodicals	\$ 78,000
Nonprint Materials	\$ 160,000
Electronic Resources	\$ 194,000
Small Equipment	\$ 15,000
Library Supplies	\$ 94,000
Janitorial Supplies	\$ 33,000
Office Expense and Transportation	\$ 2,200
Furniture and Equipment	\$ 27,000
Advertisement of Vacant Position	\$ 3,500
Employers' FICA and IMRF	\$ 775,000
Contingency	\$ 67,912
<b>OPERATING FUND TOTAL</b>	<b>\$ 9,372,012</b>
Capital	\$ 1,604,797
2001 Bond Debt Repayment	\$ 1,450,000
<b>TOTAL</b>	<b>\$ 12,426,809</b>



Mr. Zelenka did not attend the NSLS meeting due to illness.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

CLOSED SESSION

At 8:10 p.m. a motion was made by Mrs. Hunter, seconded by Dr. Wozniak:

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

The motion passed unanimously.

Discussion followed.

Adjournment

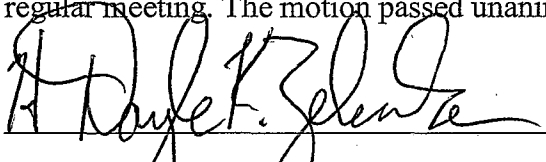
At 8:31 p.m. a motion was made by Mrs. Hunter, seconded by Dr. Wozniak:

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

The motion passed unanimously.

ADJOURNMENT

At 8:31 p.m. a motion was made by Mrs. Rich, seconded by Dr. Wozniak to adjourn the regular meeting. The motion passed unanimously.



Dayle Zelenka, Secretary