

May 9, 2007

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 9, 2007.

CALL TO ORDER

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

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Dayle Zelenka, Secretary; Susan Greer (arrived at 7:32 p.m.); Zelda Rich; Eva Weiner; and Carolyn A. Anthony, Director.

Member absent: Dr. John M. Wozniak.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 11, 2007

Mrs. Hunter made a motion, seconded by Mr. Zelenka, to approve the minutes of the regular meeting of April 11, 2007, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statement; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Program Statistics 4th Quarter F.Y. 2006-07; Personnel; Gifts)

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENT, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. PROGRAM STATISTICS 4TH QUARTER F.Y. 2006-07
5. PERSONNEL: POSITION CHANGES: LINDA SAWYER, FROM PART-TIME ASSISTANT HEAD OF YOUTH SERVICES, YOUTH SERVICES DEPARTMENT, TO PART-TIME PROGRAMMING COORDINATOR, YOUTH SERVICES DEPARTMENT,

EFFECTIVE APRIL 20, 2007; LOUISE BARNETT, FROM FULL-TIME SCHOOL SERVICES LIAISON, YOUTH SERVICES DEPARTMENT, TO PART-TIME LIBRARIAN, YOUTH SERVICES DEPARTMENT, EFFECTIVE JULY 1, 2007; TERMINATION: MICHAELA HABERKERN, FULL-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, EFFECTIVE JUNE 5, 2007; HIRES: ANNIE LIN, TEMPORARY PART-TIME SUMMER READING CLUB PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JUNE 1, 2007; NIDA TABBA, TEMPORARY PART-TIME SUMMER READING CLUB PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JUNE 1, 2007; JESSICA H. TRIER, TEMPORARY PART-TIME SUMMER READING CLUB PROGRAM ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JUNE 1, 2007.

The motion passed unanimously.

Mrs. Greer arrived at 7:32 p.m.

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

The Analysis of General Operating Fund for the Seven Fiscal Years was noted.

BILLS

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

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 April was down 3.5%, resulting in a total circulation for the year that is essentially the same as last year. This is the first year in the more than 20 years Mrs. Anthony has been here that there has been no growth in circulation. Increases in circulation of Youth books have continued, but circulation of Adult books is flat and

there has been a fall-off in the circulation of AV resources. The most common complaint in recent surveys has been about the condition of DVDs and CDs so that may be the reason for the decline in circulation. Gate count was also down 5%. More people use the Library virtually with visits to the Library's Web site and online databases. Staff will need to see whether this usage pattern is a trend or a blip in the service profile.

ARTISTIC DISCOVERY----Congresswoman Jan Schakowsky will be at the Library Saturday, May 5 from 11:30-1:00 for a reception in connection with the exhibit of artwork by students from thirteen area high schools as part of the Federal Artistic Discovery program. The exhibit will be judged and the top piece will be hung in the Capitol, along with winning entries from other congressional districts.

PER CAPITA GRANT----The Library received a check for \$77,506.28 this year for the State Per Capita Grant, representing \$1.22 per capita.

IPRF GRANT----The Illinois Public Risk Fund sent a check for \$2,200. for use in purchasing approved safety equipment. The Library used the funds this year to purchase three solar-powered flashing signs indicating pedestrian crossing. Two have been placed on the west side of the Library and one on the east side.

HOUSE BILL 1727----House Bill 1727 mandating filtering in school and public libraries passed the Illinois House 63 to 51 this week. Representative Lou Lang tried to speak against the proposal, but was denied because discussion was limited to three proponents and three opponents. Some amendments to the Bill would deny state funding for noncompliance and require continuous monitoring of a minor by a library staff person over 21 if the filter is disabled for any reason. The Bill has been sent to the Senate where it is expected to pass from the Rules Committee to the Senate Judiciary Civil Law Committee. Senator Ira Silverstein who represents a portion of Skokie is on that Committee. Board members may want to contact him to let him know that staff continues to believe that education is the best way to protect young people from the potential dangers of online use. The Illinois Library Association, in conjunction with myspace.com, has printed a series of Internet Safety bookmarks which staff will be distributing to kids, teens and parents. Library staff also believe that Internet safety is best left to local control.

Mr. Graham questioned who spoke against the proposal since Lou Lang was denied. Mrs. Anthony will check on this.

CESKA CHAIRS----Eighteen Ceska chairs have bent frames. Because they carry a five year warranty, the Library will be able to get replacements for the damaged chairs. Susan

Dickens and Rich Simon have been instrumental in tracking down the defective furniture and investigating the warranty provisions.

NATIONAL LEGISLATIVE DAY----Diana Hunter, Dayle Zelenka and Mrs. Anthony attended the National Library Legislative Days in Washington D.C. May 1 and 2. They listened to a day of updates on various library issues by a number of Washington experts, some from the ALA Washington Office and some from the Hill. Key issues are the continuation of LSTA funding at the President's requested level of \$226.18 million (Senators Durbin and Obama have signed on as supporters), maintaining Internet network neutrality (no favored access for those who pay more), and opposition to HR 1120 the Deleting Online Predators Act (DOPA) of 2007. There are continuing attempts to expand fair use provisions, modifying Section 1201 of the Digital Millennium Copyright Act. Libraries may be eligible for funding under the Workforce Investment Act HR27 for one-stop employment centers, assisting job searchers. Another area of concern is open government and access to government information. Of particular concern is that the results of research paid for by tax funds are generally not publicly available, but must be paid for through often costly channels. There is also concern about closure of some Federal libraries such as the EPA library in Chicago which was closed last summer. Privacy and surveillance continue to be subjects of concern, particularly the abuse of use of National Security Letters by the FBI under the USA PATRIOT Act. As a group, we talked with Congresswoman Schakowsky's Legislative Director and with representatives of Senators Durbin and Obama. Our representatives are quite sympathetic to library issues.

COMMUNITY ACTIVITY----This past month, Mrs. Anthony attended the State of the Village luncheon sponsored by the Chamber of Commerce, a reception for the completion of renovations to the Doubletree Hotel and the Village reception for members of Boards and Commissions. Mrs. Anthony also attended planning meetings for the Skokie Festival of Cultures which will be held in Oakton Park May 19-20.

Mr. Graham requested that the Backlot Bash planned by the Independent Merchants of Downtown Skokie, (IMODS), and the Skokie Park District, be put on the June Board meeting agenda.

PROFESSIONAL INVOLVEMENT----Mrs. Anthony attended a meeting of the Dominican GSLIS Advisory Board and a meeting in Chicago with other directors of public libraries using the Innovative Interfaces system for integrated library services (catalog, circulation, acquisitions, etc.)

FUNDS FOR JEFFERSON PARISH----As approved by the Board, the Library will send a check to Jefferson Parish Public Library in the amount of \$500. representing proceeds from sale of used books in April.

NATIONAL LIBRARY WEEK----National Library Week spanned 12 days this past month, with a variety of musical and author programs, tours and a special theatre production for children. The Library thanks its sponsor Cole Taylor Bank for making it possible to have these special programs. The author programs this past month have been impressive with an overflow crowd for youth author Andrew Clements and respectable turnouts for youth authors Cynthia Kadohata, Darren Shan and adult author Elizabeth Berg.

LIBRARY'S CASH POSITION

Mrs. Anthony reported that the Library is ending the Fiscal Year in a favorable cash position. Although the Library is still 6% short of the anticipated spring collection from the 2005 levy, it had an excellent fall collection including some from prior years, yielding a collection for the Fiscal Year that was only 1.6% short of projections. Replacement Taxes were somewhat lower than last year as were collections from Fines and Fees. However, Interest collection and Grants were higher and the Library had significant Other Revenue including the unanticipated TIF payment of \$45,324. and the reimbursement of \$90,882. from Commonwealth Edison.

Even after the transfer of \$600,000. to the Reserve Fund for Sites and Buildings, the Library is ending the Fiscal year with an unaudited cash balance of \$4,826,320.77 which is about \$1,200,000. more than the cash balance at the end of FY 2006.

Given that average monthly expenditures are close to \$700,000., the end of year balance for the General Operating Fund of ca. \$3,400,000. will carry the Library for about five months or until the end of September. This is sufficient to cover expenses even if the Fall tax bills are issued one month late which is exactly the desired position at this point. The Library also now has a balance of \$951,138. in the Reserve Fund for Sites and Buildings so it could borrow internally in the event that the Fall Tax bills were issued even later. Of course, the Library will also receive some revenue from Replacement Taxes and Fines in the interim.

Therefore, Mrs. Anthony asks that the Board approve transfer of the end-of-year excess of revenue over expenditures, estimated to be about \$500,000. (unaudited) to the Working Cash Fund.

A motion was made by Mrs. Hunter, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE TRANSFER OF THE END-OF-YEAR EXCESS OF REVENUE OVER EXPENDITURES, ESTIMATED TO BE ABOUT \$500,000 (UNAUDITED), TO THE WORKING CASH FUND.

The roll call vote for approval was unanimous.

ELEVATOR UPGRADE

Last month, Mrs. Anthony apprised the Board about communication from the State Fire Marshall regarding mandatory upgrade of elevator jack/cylinders for safety reasons. The Library's elevator maintenance company Schindler advised that the Dover elevator to the basement would definitely need this upgrade. Schindler has subsequently researched the Westinghouse elevators by serial number and has found that they also have single bottom cylinders that will need to be replaced.

Rich Simon, Head of Maintenance, has obtained bids for this work from three different companies. Bids were received as follows: Otis \$166,734., Schindler \$130,940. and ThyssenKrupp \$109,513. At this point, staff can see no reason not to go with the low bidder ThyssenKrupp which is a reputable elevator company. Rich has checked references with companies that have had similar cylinder upgrades performed by ThyssenKrupp and they were happy with the work performed by ThyssenKrupp.

The Board should also be aware that the Library could incur additional expense if there is a need for removal of hazardous debris and/or if there are problematic soil conditions that make it unusually difficult to remove the old jack and install the new. Also, ThyssenKrupp has stipulated that the warranty on the work is lifetime if they are the maintenance contractor for the elevators and ten years if they are not. Schindler has been the Library's maintenance contractor for the elevators. It seems likely that, were there to be any problem with the construction, it would be discovered within the ten year warranty period.

After receipt of a signed order, there is a delay of about one month to obtain the necessary supplies, after which the work could be begun any time. ThyssenKrupp's low bid is conditional on performing the upgrades sequentially, allowing them to keep equipment on site and continuously in use. The other companies were asked about pricing with sequential work, but declined to offer any savings for such scheduling.

ThyssenKrupp has agreed to begin work at 6:30 a.m. to conduct as much of the jack-hammer work as possible before open hours. Mrs. Anthony recommends approval of ThyssenKrupp's bid of \$109,513. for upgrade of the cylinders in four elevators, with the work to be done this summer.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BID FROM THYSSENKRUPP ELEVATOR FOR UPGRADE OF THE CYLINDERS IN THE LIBRARY'S FOUR ELEVATORS FOR A COST OF \$109,513.

The roll call vote for approval was unanimous.

STRATEGIC PLAN 2007-2010

Mrs. Anthony distributed the report of the Strategic Plan Committee for the Board's review and consideration. Board President John Graham and Board member John Wozniak participated as members of the Strategic Plan Committee. While most Department Heads did not serve on the Committee in the interest of broader representation, they were kept apprised of developments, invited to hear speakers' presentations and consulted along the way. All members of the Plan Committee and Department Heads have had an opportunity to review and comment on this draft.

This was a particularly lively and engaging planning process, attributable in part to the condensed duration of the planning process, in part to the extensive participation of committee members and others in aspects of planning and in part to a perceived sense of opportunity for the Library to truly make a difference in the lives of local residents.

Mrs. Anthony requested the Board's approval of the Mission, priority roles and goals for the next three years.

Lengthy discussion followed. During discussion, Mrs. Rich emphasized that we should never tell possible volunteer applicants that the Library has enough volunteers.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE MISSION, PRIORITY ROLES AND GOALS AS PRESENTED FOR THE NEXT THREE YEARS 2007-2010 (COPY ATTACHED).

The motion passed unanimously.

MISSION

Skokie Public Library promotes lifelong learning, discovery and enrichment through a broad spectrum of materials, technologies and experiences. Serving a diverse population, the Library facilitates access to information, the exchange of ideas and the building of community.

ROLES

- Developing the community workforce
- Early literacy for toddlers and preschoolers with more active outreach to group and home day care
- Helping teens develop and their parents assist
- Support for small business
- Strengthening role as a local information resource
- Bridging the digital divide with emphases on bringing along older ethnic adults and introducing others to emerging applications of technology

GOALS

1. Staff will develop programs and services that meet the needs of specific groups, obtaining direct input from members of the targeted group in service development and working with community partners when appropriate.
2. Services will be provided in ways that are integral to users' lives, keeping in mind convenience and ease of use for the user.
3. Staff will market library collections and services by relating specific resources to needs of targeted groups, working from the user's need to the Library's response.
4. Staff and local residents will receive training and coaching in use of emerging applications of technology, particularly those that further personal contribution and networking.
5. Staff resources will be allocated in support of established priorities and goals.

Mrs. Anthony thanked Mr. Graham and Dr. Wozniak for serving on the Strategic Planning Committee.

OPENING DVD COLLECTION TO INTERLIBRARY LOAN

In February, Mrs. Anthony introduced the issue of opening the Library's DVD collection to Interlibrary Loan. At that time, the Board tabled the matter pending resolution of proposals concerning Reciprocal Borrowing. Since the Board took action on Reciprocal Borrowing last month, limiting loans to non-residents to five CDs and three DVDs, Mrs. Anthony asks that the Board now consider opening the Library's DVD collection to Interlibrary Loan.

The Illinois Interlibrary Loan Code allows for libraries to exempt new and developing collections from Interlibrary Loan. At this point Skokie Public Library's DVD collection is well established and staff recommend that both the adult and youth DVD collections be made available on Interlibrary Loan. Exemptions to this policy would be Hot Pix DVDs and those that have been designated "New" by a sticker on the spine. DVDs remain "New" for the first 6 to 9 months after they have been received. This exception is comparable to the provision for protecting new books for Skokie residents.

By opening our DVD collections to Interlibrary Loan, Skokie patrons would also be able to borrow DVDs through Interlibrary Loan from other libraries. Most public libraries in the area have opened their DVD collections to Interlibrary Loan.

As is the case with the Library's current ILL policy for videos, all DVDs sent out on ILL would be checked out for 4 weeks, and would be non-renewable. The extra time is an allowance for van delivery.

Mrs. Anthony recommends approval of opening the Library's DVD collections to Interlibrary Loan, effective June 1, 2007.

Mrs. Rich made a motion, seconded by Mrs. Weiner:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVES OPENING THE LIBRARY'S DVD COLLECTIONS TO INTERLIBRARY LOAN, EFFECTIVE JUNE 1, 2007.

The motion passed unanimously.

MEETING ROOM POLICY REVISIONS

The proposed revision to the Library's meeting room policy results from analysis of the use of the meetings rooms over the past four years, which revealed a substantial increase

in use of the rooms both by community groups and for Library programs. While reviewing the policy Christie Robinson, Manager, Public Information and Programs, examined more than 20 meeting room policies from around the country and asked staff who are affected for their input.

The biggest change is separating the policy statement from the rules and procedures. This separation will make it more efficient to make rule or procedural changes in the future. The rules and procedures are likely to need minor adjustments from time to time, while the policy itself is less likely to require change.

The rules and procedures were in need of general updating to include newer technologies, such as the Web and email, as well as clearer wording in places patrons have been confused in the past. The increased demand for rooms necessitates placing a limit on the frequency with which any specific group may use a meeting room, in order that access be broadly available to all.

Mrs. Anthony stated that Heidi Katz, Library legal counsel, has read the revised meeting room policy and has no changes.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVES THE REVISED MEETING ROOM POLICY AS PRESENTED (COPY ATTACHED).

The motion passed unanimously.

LIBRARY EXPRESS

In 2005-2006, the Library participated in an LSTA grant funded project to offer Library Express, a service providing delivery of requested reserve materials to a resident's home via U.S. Mail. We initiated the project out of concern over the large number of reserves (nearly half) that are never picked up. When asked, patrons indicated that the three-day window for pick up of reserves frequently was not convenient for them. A study done by Northern Illinois University near the end of the grant project found that Skokie residents who used the service appreciated it and would be willing to pay for the service at the end of the grant.

Last Fall, the Board voted to continue Library Express service, with a charge of \$2.00 per item to cover mailing costs. The Board asked that use of the service be reviewed at the May meeting. Mrs. Anthony presented figures for use of Library Express over the past year. It is clear that the imposition of a fee in November was a deterrent to use initially,

POLICY STATEMENT REGARDING SKOKIE PUBLIC LIBRARY'S MEETING ROOMS

The primary purpose of Skokie Public Library meeting rooms is to provide facilities for Library activities and functions. When the rooms are not needed for Library use, they may be made available as a designated and limited forum for meetings and programs conducted by not-for-profit groups on subjects of educational, civic, or cultural interest to Skokie residents, according to the following order of priority:

1. Government agencies and professional organizations with which the Library is affiliated
2. Not-for-profit organizations engaged in educational, cultural, or charitable activities in Skokie

Meeting rooms are available free of charge on an equitable basis, regardless of the beliefs of the groups requesting their use. The meeting rooms are not available to commercial enterprises or for purely social functions. Permission to use Library meeting rooms does not constitute in any way an endorsement by the Library of an organization or its activities, or the viewpoints expressed by the participants in any meeting.

Groups wishing to use the Library's meeting rooms must comply with the Library's procedures and rules of use.

Adopted February 13, 1974

Revised: 1/10/79; 4/8/81; 12/11/85; 4/8/98; 5/9/01; 1/8/03; 5/9/07

although resistance to the fee appears to have softened. In the recent survey done to inform the strategic planning process, a couple patrons mentioned that they thought the option of home delivery was a great service.

When staff recommended a \$2.00 fee last Fall, Media Mail postal rates were \$1.59 for one pound and \$2.07 for two pounds. Almost all items can be mailed within one of these categories. Later this month, postal rates will increase to \$2.13 for one pound and \$2.47 for two pounds. Mrs. Anthony recommends continuing Library Express delivery at \$2.00 per item, although the Library will incur some cost for each item sent. Mrs. Anthony doesn't think the Library should increase the fee until the costs gets closer to \$3.00. The Library still has an ample supply of mailing envelopes and Library Express stickers from the grant project. The staff time put into sometimes placing the reserve, capturing the item after return from circulation, labeling the item and notifying the patron of its availability is there for all reserves. To have a greater percentage of reserves actually reach the patrons who requested them is a positive service development that the Library should try to maintain.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CONTINUING LIBRARY EXPRESS AS RECOMMENDED BY THE DIRECTOR AT A COST OF \$2.00 PER ITEM.

Lengthy discussion followed. With the approval of the original motion-makers, Mrs. Rich amended the above motion, seconded by Mrs. Greer:

AMENDED MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE CONTINUING LIBRARY EXPRESS FOR ONE YEAR AT A COST OF \$2.00 PER ITEM.

The roll call vote for approval was unanimous.

The Board would like the \$2.00 charge mentioned in the recorded greeting for reserves. Mrs. Anthony will look into this.

The Board requested an analysis of Library Express at the one year mark (May 2008).

LIBRARY PRODUCTION STUDIO CHANNEL 24

The May 2007 Cable Guide was noted.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Zelenka said in June he will make a presentation to the Morton Grove Public Library Board similar to the one at Skokie Public Library in December 2006.

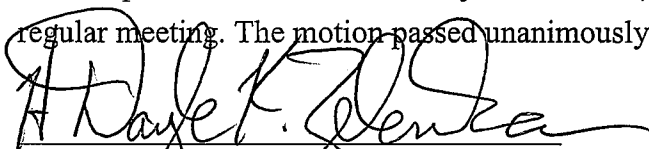
At the Illinois Library Association's Public Policy Committee meeting it was decided that May 14 would be a Day of Unity for the Illinois Library Community to Demonstrate Opposition to House Bill 1727 (mandatory filtering legislation). Some possible actions recommended for libraries include: communicating with your senator; turning off the Internet; downloading a demonstration filter; and maximizing filtering software usage. The Board, by consensus, authorized Mrs. Anthony to use her good judgment and do what she feels comfortable with. Mrs. Anthony read the email she sent to Senate President Emil Jones.

COMMENTS FROM TRUSTEES

Mr. Graham complimented the reference staff in regard to the question mentioned in the Adult Services Monthly Report. They are doing marvelous work!

ADJOURNMENT

At 9:11 p.m. a motion was made by Mr. Zelenka, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.



Dayle Zelenka, Secretary