

August 10, 2005

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, August 10, 2005.

CALL TO ORDER

Diana Hunter, Vice President/President Emerita, called the meeting to order at 7:32 p.m.

Members present: Diana Hunter, Vice President/President Emerita; Zelda Rich, Secretary; Susan Greer; Eva Weiner; Dayle Zelenka; and Carolyn A. Anthony, Director.

Members absent: John Graham, President; John Wozniak.

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

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 13, 2005

Mr. Zelenka made a motion, seconded by Mrs. Greer, to approve the minutes of the regular meeting of July 13, 2005, 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 Heads, Program Statistics 1st Quarter FY 2005-2006, Correspondence, Personnel)

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

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 1ST QUARTER FY 2005-2006
5. CORRESPONDENCE: LETTER FROM LARRY SUFFREDIN, COOK COUNTY COMMISSIONER, TO CAROLYN A. ANTHONY, DATED JULY 25, 2005 RE FINANCIAL STATUS OF SKOKIE PUBLIC LIBRARY

6. PERSONNEL: HIRE: ADAM WISNIEWSKI, PART-TIME COMPUTER ASSISTANT, YOUTH SERVICES DEPARTMENT, EFFECTIVE JULY 18, 2005; STATUS CHANGES: LAURA McGRATH, FROM HOURLY PART-TIME REFERENCE LIBRARIAN, ADULT SERVICES DEPARTMENT, TO SALARIED PART-TIME ASSISTANT COORDINATOR OF INFORMATION SERVICES, ADULT SERVICES DEPARTMENT, EFFECTIVE JULY 15, 2005; DANNY VAN DUSEN, FROM PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, TO FULL-TIME CIRCULATION CLERK, EFFECTIVE AUGUST 1, 2005; RANDY RAVEN, FROM PART-TIME HOURLY SECURITY GUARD, MAINTENANCE DEPARTMENT TO PART-TIME SALARIED SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE AUGUST 7, 2005; ERIKA KALLMAN, FROM FULL-TIME BOOKMOBILE ASSISTANT, ADULT SERVICES DEPARTMENT TO PART-TIME SALARIED BOOKMOBILE ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE SEPTEMBER 5, 2005; PROMOTION: INGRID KOCJAN, FROM PART-TIME SHELVER, CIRCULATION DEPARTMENT TO PART-TIME CIRCULATION CLERK, CIRCULATION DEPARTMENT, EFFECTIVE AUGUST 8, 2005; TERMINATION: DANN BAILEY, PART-TIME SECURITY GUARD, MAINTENANCE DEPARTMENT, EFFECTIVE AUGUST 5, 2005.

The motion passed unanimously.

BALANCE SHEET FOR THE THREE MONTHS ENDING JULY 31, 2005

The Balance Sheet for the Three Months Ending July 31, 2005 was noted.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date Budgetary Status was noted.

BILLS

A motion was made by Mrs. Rich, 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 July was flat when compared to the same month last year, in spite of a big increase in the circulation of audio materials to adults and a healthy increase in Bookmobile circulation. Although the Youth Services Department has been lively with activities for the summer reading program, circulation of books to children was down 6% from last summer. The Gate Count was a record 84,706 for a 19% increase. It is likely that some visitors came to escape the brutal heat during the days with temperatures over 100 degrees. Use of self-check was up 12% and accounts for just over 12% of circulation from the main library. There were 71,795 visits to the Library Web site this month up from 56,226 at the same time last year for a 28% increase. Of these 23,042 were unique visitors as opposed to 16,093 unique visitors in July 2004. This is a 43% increase in unique visitors.

LCN AWARD----Library Cable Network won 1st place in the adult programming category for the 2005 Skokie Cable Awards. This is the second consecutive year that the LCN has won their highest award. The winning tape was a segment from "What's New in Libraries?" with Sarah Long interviewing Jan Watkins about the new youth services area. The Mayor opened with positive comments about the use of public access television and later spoke highly of the Library.

ILLINOIS CLICKS AWARD----ILLINOIS CLICKS! has been awarded the ILA Reference Services Award for 2005. ILLINOIS CLICKS! is a program for identifying Web resources of particular interest to residents of Illinois. Our own Frances Roehm has been the project coordinator overseeing the work of teams of librarians throughout the State. Each team has undertaken a subject, such as Illinois Tourism, to make it easily accessible to the public. The State Library has provided the funding for ILLINOIS CLICKS!

BID THRESHOLD CHANGED----Earlier this week, Governor Blagojevich signed new legislation (PA 94-0435) which amended local library procurement statutes to increase the competitive bid threshold from \$10,000. to \$20,000.

POSTING OF AGENDAS AND MINUTES----Other new legislation requires public bodies which have Web sites to post Board agendas and minutes to those sites. We will begin posting agendas as of this month and will post minutes after approved. The minutes will stay up for 60 days and the agendas will come down after each meeting.

HEALTH INSURANCE----The NSLS Group Health Insurance Plan, in which the Library participates, introduced some service enhancements in July including eligible expenses for smoking cessation; an increase in coverage for Chiropractic care and out-patient mental health services; and open enrollment for the Dental Plan for eligible dependents.

AUDIT----The auditors from Miller Cooper & Co., Ltd spent several days at the Library looking through files and over reports. They had a number of questions about last year's audit, but few problems with anything from FY '05.

DOMINICAN VISIONING PROCESS----Mrs. Anthony participated in a visioning exercise with faculty, alumni and library community representatives of the Graduate School of Library and Information Science at Dominican University Friday and Saturday July 22-23. The Graduate School received only provisional reaccreditation from ALA this year. A new Director of the School has been appointed and the visioning or planning process was a part of addressing program weaknesses.

COMMUNITY ACTIVITY----Mrs. Anthony attended a meeting of the Skokie Health Advisory Committee and a session of the Chamber Women in Business group. Mrs. Anthony spoke briefly at a program on women's heart health, held at the new Centre for Women's Health at Rush North Shore Medical Center. Mrs. Anthony has agreed to send letters to other libraries for the United Way campaign which has expanded to cover a broad area of the northwest suburbs.

TEEN VOLUNTEER PARTY----The Library will have a party recognizing teen volunteers at SPL Tuesday, August 9. We have found that teens prefer a casual pizza party to the more formal luncheon held for the adult volunteers. Teens are a big help especially with the summer reading program (Booking with a Buddy) in Youth Services and with SkokieNet.

VACATION IN MAINE----Mrs. Anthony and her husband, Bill, will drive out East for vacation, leaving the afternoon of August 11 and returning to town August 29. They will spend some time visiting family and friends and will also have a week in a cottage on Damariscotta Lake.

CHANGE IN DATE OF OCTOBER BOARD MEETING

Mrs. Anthony said as regularly scheduled, the Board would meet on Wednesday, October 12, the eve of Yom Kippur. Mrs. Anthony proposed that the October meeting of the Board be rescheduled to Tuesday, October 11.

The Board agreed to move the date of the October meeting to October 11, 2005. This date change will be publicized.

LIBRARY CLOSING FOR STAFF DAY

Mrs. Anthony proposes that the Board approve the closing of the Library Friday, December 16, for Staff Day. This annual event offers continuing education on a variety of topics while also providing a once-a-year opportunity for all staff to be together in the same place at the same time. December is the Library's lightest use month and Friday is the least busy day of the week so the public should not be too inconvenienced by the closing.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
 CLOSE THE LIBRARY ON FRIDAY, DECEMBER 16 FOR STAFF
 DAY.

The motion passed unanimously.

Mrs. Anthony said the Board is always welcome to attend Staff Day.

UPDATED POLICIES

Mrs. Anthony has been reviewing our Library policies to see which might be in need of updating and whether some may no longer be needed. Mrs. Anthony consulted with our attorneys on the matter. Rachel Lutner agreed that a separate Drug-Free Workplace policy and a separate Family and Medical Leave Act policy are no longer needed as these subjects have been incorporated into the Revised Personnel Code. Both policies were originally adopted in response to new legislation because the subjects were not covered in the Personnel Code in effect at that time.

The Board adopted a resolution of compliance with the Americans with Disabilities Act in 1992 in response to new legislation. Rachel Lutner drafted a proposed updated policy on this subject. Mrs. Anthony distributed both the old Resolution which would be dropped from the policy book and new policy which would be substituted if approved.

Mrs. Anthony asked both Gary Gustin, our SALS Librarian and Pat Groh, Community Services Coordinator, to review the proposed new ADA policy. Both thought it looked fine.

Mrs. Hunter questioned whether the inner west handicapped door is working. Mrs. Anthony will check on this.

After a brief discussion, Mrs. Greer made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE REVISED AMERICANS WITH DISABILITIES ACT
POLICY AS PRESENTED (COPY ATTACHED).

The roll call vote for approval was unanimous.

NEW POLICY

Rachel Lutner of Robbins, Schwartz et al has been working with Mrs. Anthony on Library policies. Ms. Lutner recommends that the Library have a policy re Blood Borne Pathogen Exposure. The Library has provided plastic gloves in the first aid kits in each department for several years, but have not had an expressed policy on the subject.

The proposed policy addresses a staff safety concern.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE BLOOD BORNE PATHOGEN EXPOSURE POLICY
AS PRESENTED (COPY ATTACHED).

The roll call vote for approval was unanimous.

2005 LEVY

Mrs. Anthony said that next month, the Board will need to decide on an amount for the 2005 Levy request, to be passed along to the Village Board for action in December. Because of the Library's tight cash position, the Board may want to consider using the levy as an opportunity to increase the working cash fund as well as to pay operational expenses for FY 2006-2007.

As background to reviewing the Library's cash position, Mrs. Anthony distributed an Analysis of the General Operating Fund for the Past Seven Fiscal Years. The Library is dependent on the property tax for 90% or more of its revenue and these collections were relatively flat from FY 99-FY 02 in spite of a four percent increase in the levy each year from 1998-2000. The 2001 levy was increased additionally (24%) to generate funds sufficient to cover payment on the Library's bond debt. Given the inherent delay in the levy/collection cycle, the increased funds to cover the bond debt were not received until FY 2003 although interest payments were due already in December, 2001 and June, 2002. The Library advanced the \$673,126. needed for the bond interest payments from our own Reserve Fund for Sites and Buildings (as a loan to ourselves). The Village also

Americans With Disabilities Act Policy

The Library is committed to complying with the Americans with Disabilities Act of 1990 ("ADA") to ensure that individuals with disabilities do not encounter discrimination, including intentional exclusion, discriminatory effects, architectural discrimination, and attitudinal or communication barriers. The Library's policy is to maximize the full inclusion and integration of people with disabilities in all Library programs, services and employment.

1. **Discrimination prohibited.** The Library will not discriminate against patrons, employees or applicants with disabilities. It is The Library's policy not to discriminate against any qualified employee or applicant in regard to any term or condition of employment because of such person's disability or perceived disability so long as the employee can perform the essential functions of the job.
2. **Contractual or Other Arrangements.** The Library will not participate in a contractual arrangement or relationship which would subject qualified applicants, employees or patrons with disabilities to discrimination prohibited by the ADA.
3. **Reasonable Accommodation.** The Library will make reasonable accommodation for the known disabilities of any applicant, employee or patron unless the accommodation poses an undue burden. After a qualified individual requests a reasonable accommodation, The Library will make every appropriate effort to determine and provide a reasonable accommodation. Patrons desiring an accommodation should contact the Manager of the Skokie Accessible Library Services Program ("SALS Manager"). Employees with disabilities who believe they require a reasonable accommodation to perform the essential functions of their job should contact their supervisor and/or the Assistant Director for Human Resources.
4. **Complaint Process.** The SALS Manager will investigate any complaint against The Library regarding the ADA. The SALS Manager can be reached at 847.673.7774 or by writing to the Skokie Public Library, 5215 Oakton Street, Skokie, Illinois 60077. Employees should raise concerns about the ADA with the Assistant Director for Human Resources. Persons who are dissatisfied with the initial process to their complaint may contact the Library Director.
5. **Retaliation Absolutely Prohibited.** The Library will not coerce, intimidate, threaten, harass or interfere with any individual exercising his or her rights under the ADA or because the individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA.

Blood Borne Pathogen Exposure Policy

This policy is written to minimize all exposures to blood or other potentially infectious material.

Blood borne pathogens are pathogenic micro organisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

To reduce or eliminate exposures, employees should treat all body fluids as if they contain blood borne pathogens. Employees should always wear plastic or latex gloves when handling anything contaminated with blood. Employees are directed to wash their hands immediately if they come into contact with blood, including washing hands immediately after removing plastic or latex gloves. Employees should wash their hands thoroughly and with anti-bacterial soap. The Library provides plastic gloves in the first aid kits in each department for employee use.

In the event that an employee becomes exposed to a blood borne pathogen, such as through a skin cut resulting from sharp glass that is contaminated with blood, the employee should wash the wound with water and seek emergency medical attention as quickly as possible.

Adopted by the Skokie Public Library

Board of Trustees, August 10, 2005

allotted \$656,086.83 of the 2000 levy (collected in FY 02) to the Debt Fund, causing a shortage in revenue to the General Operating Fund which actually received \$128,633. less in FY 02 than in FY 01. In FY 02, the Library had a \$400,000. deficiency in expenditures over revenues because of this loss of revenue to the GOF.

In FY 02-03, it looks like the Library had a huge increase in Property Taxes for the General Operating Fund. A little more than \$500,000. was diverted by the Village from revenues destined for the Debt Fund. In FY 2002 and FY 2003, the Library paid itself back the \$673,126. it had advanced to itself for debt repayment. The Debt Fund is fine now, but it took a couple years to absorb the cash flow problems generated by the need to make debt payments of nearly \$700,000. in advance of levying the revenue. In essence, that amount of money was absorbed from the GOF and working cash.

Mrs. Anthony distributed another chart for FY 2001-FY 2005, showing the projected levy collection for each year, the Actual Collection for the General Operating Fund, the Actual Collection for Debt Repayment, the Amount collected each year that was from prior year's assessments, the total levy collection for each year and the amount the levy collections were under or over expected revenues due. FY 2001 was the last year of Debt repayment for 1992 renovations which cost us about \$216,000. per year for ten years. Over the five year period, our revenue collections have been short a cumulative \$434,676.74.

So, in looking at the reasons for the Library's current cash flow problems, Mrs. Anthony cites 1) Absorbing the debt payment, given the inherent delay in the levy/collection cycle 2) Decreases in property tax collection due to corporate tax appeals and 3) Purchase of houses for the parking lot expansion, substantially depleting the Reserve Fund for Sites and Buildings which acted as a buffer in years when the tax bills were sent out late.

Over the last few years, the Library has spent \$1,369,352. from the Reserve Fund for the purchase of six houses in order to expand Library parking. Additional expense was incurred for the demolition of the houses as well as for the creation of the parking lot, replacement of the retaining wall and fencing, landscaping, etc. On April 30, 2005, the balance in the Reserve Fund for Sites and Buildings was only \$358,057.26.

The balance in the General Operating Fund at the end of FY 2005 was \$2,348,115. Because revenue from other sources is not significant, the end-of-year fund balance essentially provides the operating cash for the Library until the fall levy is received. The Library's monthly expenses are about \$360,000. for salaries and \$240,000. for other expenses for a total of \$600,000. per month. Thus, the end of year fund balance is

sufficient for about four months or until September 1. When the tax bills are sent late and revenue is not received until November, the Library experiences a cash flow problem and no longer has revenues in the Reserve Fund for Sites and Buildings sufficient to provide an internal loan.

In Fiscal Year 2005, we had a net of revenue over expenditures of about \$200,000. (subject to adjustment by the auditors). We expect to have a similar net revenue at the end of FY 2006. It will take several years to substantially improve our cash flow position with these modest gains in cash balance. Mrs. Anthony recommends that the Board adopt a fairly aggressive strategy of larger levy increases and expenditure savings to increase our net revenue and improve the Library's cash flow position.

A recent history of Library levies and the percentage of increase from the previous year follows:

1998	\$5,721,154.	4%
1999	\$5,950,000.	4%
2000	\$6,188,000.	4%
2001	\$7,675,000.	24% (due to Bond debt)
2002	\$8,020,375.	4.5%
2003	\$8,486,500.	5.5%
2004	\$9,080,555.	7%

Since our 2004 levy was \$9,080,535., every 1% increase in the levy will yield about \$90,000. If we expect a 5% increase in the cost of operations for approximately \$450,000. and a loss in collection of ca. 2% for about \$180,000., we have accounted for a 7% increase without providing an improvement in the cash balance. Mrs. Anthony suggests that the Board consider a 2005 levy of at least 8%.

Mrs. Anthony distributed projected Revenue and Expenditure statements for FY 2007, based on a 2005 levy of 8% and 9%. There is no change in the estimates for revenue from other sources and no change in the expense for Salaries, FICA & IMRF and Other Operating Expenses. The difference is in the anticipated property tax collection and the amount that can be allocated to the Capital line for potential carryover at the end of the year. With an 8% increase in the levy Mrs. Anthony believes the Library can have net cash of ca. \$600,000. and with a 9% increase in the levy, the net cash would increase to about \$725,000.

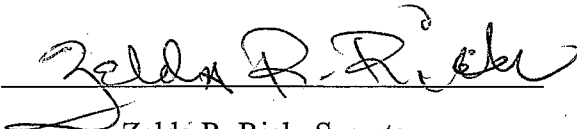
Discussion followed. Mrs. Hunter asked the Board to call Mrs. Anthony with questions or concerns about the tax levy before the September Board meeting.

COMMENTS FROM TRUSTEES

Mr. Zelenka reported on two continuing education programs he attended recently.

ADJOURNMENT

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


Zelda R. Rich, Secretary