

January 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, January 9, 2008.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:29 p.m.

Members present: John Graham, President; Diana Hunter, Vice President/President Emerita; Dayle Zelenka, Secretary; Richard Basofin; Zelda Rich; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Member absent: Susan Greer.

Staff present: Christie Robinson, Manager, Public Information and Programs.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 12, 2007

Mrs. Hunter made a motion, seconded by Mrs. Rich, to approve the minutes of the regular and closed meetings of December 12, 2007, 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; Gifts; Personnel)

Mr. Zelenka made a motion, seconded by Mr. Basofin:

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: EMAIL TO CAROLYN ANTHONY AND THE BOARD FROM RON OBERMAN RE THANK YOU
5. GIFTS: \$18. FROM MRS. L.M. KEER IN MEMORY OF BRENDA WEISS FOR PURCHASE OF BOOKS ON CD; \$25. FROM

DANIEL J. SEBALD IN APPRECIATION; \$35. FROM DR. WILLIAM H. WEHRMACHER FOR TREATS FOR STAFF; \$40. FROM EVELYN MARKS SIEGEL IN APPRECIATION; \$100. FROM TIMOTHY A. GRIFFIN IN APPRECIATION \$2000. OF GE STOCK (APPROXIMATELY 50-55 SHARES) FROM GLORIA BLOOM; IN MEMORY OF EVELYN SHAPIRO: \$50. FROM MILTON AND LAUREN WAKSCHLAG; \$50. FROM STUART P. SHULFRUFF; \$36. FROM SUSAN AND MARK ZOLNO; \$30. FROM J. PHILLIP O'BRIEN; \$25. FROM HERBERT S. WANDER; \$25. FROM ADRIENNE AND MILES RUSS; \$10. FROM CAMILLE RICCHIO; \$10. FROM GERI BEHRENS

6. PERSONNEL: HIRE: CATHERINE GAZZOLO, PART-TIME SKOKIENET ASSISTANT, ADULT SERVICES DEPARTMENT, EFFECTIVE DECEMBER 20, 2007.

The roll call vote for approval was unanimous.

Mrs. Hunter questioned the decreasing circulation statistics of periodicals. Mrs. Anthony will conduct an in library use study to see how frequently the periodicals are being used in the Library.

#### BILLS

A motion was made by Dr. Wozniak 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.

Mr. Basofin questioned the bill from Micro Management Technologies and asked what the charge was for. Mrs. Anthony will investigate and inform Mr. Basofin.

Mr. Graham asked the Board to move the regular order of business and go directly to Presentation on Programs, Meeting Room Use and Marketing by Christie Robinson. The Board agreed.

#### PRESENTATION ON PROGRAMS, MEETING ROOM USE AND MARKETING BY CHRISTIE ROBINSON, MANAGER, PUBLIC INFORMATION AND PROGRAMS

Mrs. Anthony asked Christie Robinson, Manager of Public Information and Programs, to come talk to the Board about developments in programming, marketing, meeting room

use and the booking of rooms. The number of people served by programs and average program attendance continue to increase each year. With the building expansion, the Library has more public meeting spaces that are used more often for Library and public bookings. Christie will explain, in part, how staff are coping with the increased use and attempting to make booking more efficient with fewer problems. Increased attendance at programs may be due to developments in marketing which Christie will explain. While no Board action on these matters is requested at this time, there may be implications for policy changes down the road.

### **Update by**

**Christie Robinson**

### **Manager of Public Information and Programs**

#### **Introduction of New Calendar/Room Reservation Software**

- Brief tour of calendar
- Advantages for patrons
- Efficiencies for staff

#### **Meeting Rooms**

- Use of rooms
- Impact of May 2007 policy changes
- Challenges

#### **Library Programming**

- Trends: more, more, more!
- The "Skokie approach" to programming

#### **Marketing**

- In-Library promotion
- Email announcements
- The evolving media

Ms. Robinson gave a PowerPoint demonstration on the new calendar and the new room reservation software stating most desk staff have been trained in its use. Beginning this

summer users will be able to register themselves for classes and programs. The software will also be able to generate attendance statistics/reports.

Meeting room use has increased for outside groups, partners, and library programs (both staff and external). New organizations and more ethnic groups are using the Library's meeting rooms and room use needs is being managed more actively. Mr. Graham suggested keeping a list of things that are problematic, situations encountered, etc. for future discussion. Mr. Graham suggested in the future possibly putting a cap on how many groups could meet per month in the Library.

Ms. Robinson said the Library is doing more programming, especially computer classes of various types. The Library's approach to programming is different than some surrounding libraries who share the same speaker for the same program. Skokie Public Library has special resources—the Auditorium with its dance floor and grand piano, a lot of exhibit space, the courtyard and the Village Green. Staff works hard to coordinate posters, book displays and the plasma screens for upcoming events. The Library currently has 1500 people subscribing to its 21 email notification lists. The Library also continues its print publications.

The Board thanked Ms. Robinson for her presentation and Ms. Robinson left the meeting at 8:07 p.m.

#### DIRECTOR'S REPORT

USAGE----Circulation in December was down 3% for the month in spite of a slight increase in adult circulation. Reciprocal borrowing use was down 19% to just 13% of total circulation. Since youth circulation is also down, it is possible to attribute some of the decline in both reciprocal borrowing and youth circulation to the renovated and enhanced youth services department at the Evanston Public Library which reopened in early fall. The small increase in gate count for the month is welcome. Staff also note significant increases in use of digital collections, LINKin and Library Express, the latter possibly due to the particularly snowy weather in December.

STAFF DAY/10 THINGS----Staff Day 2007 will undoubtedly be remembered as a favorite by staff members who particularly enjoyed the presentations on social networking and opportunities for hands-on participation in podcasting and computer gaming. The day was the culmination of two months of independent work on the 10 Things. This trial of online independent learning by staff was a great success, with 94 staff finishing the 10 Things, another 21 staff who partially completed the exercises and 6 staff who attended an introduction to the Internet. Much credit goes to the 10 Things

Team of Jennifer Phillips-Bacher, Ruth Sinker, Toby Greenwalt and Richard Kong who developed the online modules and coached staff as needed. In the coming months, staff will consider which technologies have the greatest potential for library service and how they may be incorporated at Skokie Public Library.

Mrs. Anthony distributed her State of the Library address to the Board.

ANNUAL TIF MEETING----The annual meeting of representatives of taxing bodies impacted by the downtown TIFs was held December 18. The Downtown TIF was reduced in size in 2005. The total increase in the remaining parcels since the creation of the TIF is 124.1% or \$18,514,276. The Village's EAV increased 137.8% during the same period, indicating that the area is in need of further redevelopment. The downtown district had revenues of \$1,761,005. in FY '07, expenditures of \$1,417,119., and a cumulative fund balance of \$6,983,669. The downtown TIF can only operate for about five more years. Meanwhile, some revenue from the downtown TIF may be loaned to the Science & Technology TIF which was created in FY '06 and has a fund balance of just \$297,652.

MIDWINTER MEETING OF ALA----Five staff members and Mrs. Anthony will attend the Midwinter meeting of the American Library Association in Philadelphia this month. Mrs. Anthony continues to serve on the Executive Board of the Public Library Association and as the representative of the Public Library Association to the ALA Task Force that is developing a certification process for library support staff. Mrs. Anthony will also attend sessions of the Urban Libraries Council.

BUILDING ISSUES----The Library has weathered the multiple December storms fairly well although two roof leaks developed on the third floor. Riddiford Roofing has been out to investigate and repair the leaks under the terms of the warranty. An outside contractor has been engaged to plow the staff lot when there is more than four inches of snow as the Village expressed concerns about low-hanging lines possibly interfering with Village equipment. The Library installed some additional cameras for security in the preschool area of Youth Services as it gets quite busy at times.

BOOK SALE----A book sale was held in the Mary Radmacher Meeting Room Saturday and Sunday December 15-16 to help clear a backlog of books from gifts and withdrawals. A number of staff helped with the sale which was coordinated by Ricki Nordmeyer and raised \$2,223. for the Library book fund.

DRAFT BUDGET FY 2009

Now that the 2007 levy has been passed by the Village at \$11,226,090. as requested by the Library Board, it is time to begin looking at the budget for Fiscal Year 2009. The levy is 6% higher than the 2006 levy and is inclusive of Bond Debt Repayment of \$1,450,000. Mrs. Anthony distributed a preliminary statement of Revenues and Expenditures for the year. The allotment of \$1,610,697. for Capital expenses includes about \$250,000. (representing 2% of the levy) for uncollected taxes due to appeals, an amount that has been typical in recent years. Even given this allowance, there should be more than \$1,000,000. at year's end to be used to improve the working cash fund or to transfer to the Reserve Fund for Sites and Buildings, replenishing what will be spent this year on purchase of the remaining property on Park Avenue and the completion of the parking lot while further building the Reserve Fund.

In Revenue projections at this point, Mrs. Anthony is projecting a slight increase in Corporate Replacement Tax, a bit of a decrease in grants and fairly even level of fines and fees. Interest should be higher than the current year as the tax bills should be issued on time in Fall 2008.

On the expense side, Mrs. Anthony is projecting no increase in staffing levels, but a 5% increase due to salary increases. Health insurance has been increased 6.6%. The Library typically does not know the amount of increase until June, to be effective in July. Subtracting the Capital line, Operating expenses are projected at \$9,471,112. for an increase of 4.8% over the current year's budget. Salaries represent 58% of the budget and, when direct costs for health insurance, FICA and IMRF are added in, personnel expense is about 73% of the Operating Budget. The Materials budget is \$1,183,000. or 12.5% of Operations.

The budget does not need to be adopted until April so it will be revised over the next few months as Administration get a clearer picture of this year's expense and anticipated needs. Mrs. Anthony welcomes Board questions and comments.

Brief discussion followed.

#### LIFETIME LIBRARY CARD FOR JANE HAGEDORN

Jane Hagedorn, Adult Services Reference Librarian, will retire later this month after 40 years as a Reference Librarian at Skokie Public Library. Jane turned back to the Library her service award for longevity, stating that she did not want a gift except for a Skokie Public Library card with staff privileges for her use throughout her lifetime.

Mrs. Anthony recommends that the Board approve a "gold card" for lifetime use for Jane Hagedorn. This does not necessarily establish a precedent for retiring employees as few will match her length of tenure. Jane has been an exceptional employee, maintaining a consistently high standard of work and retaining enthusiasm for service throughout her career. She has been a vital resource for the rest of the staff, especially dealing with tough questions in law and government. Jane has been our government documents expert, helping the Library fulfill its role as an Illinois State Documents Depository, as well as selecting Federal publications for the collection. Jane has been responsible for gathering updated information about the community from various governmental entities for five planning processes the Library has conducted over the past twenty years. She has conducted research in support of many local history projects, working with the Skokie Historical Society and the project to prepare children's books on Skokie history. She will truly be missed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY APPROVE A 'GOLD CARD' FOR LIFETIME USE FOR RETIRING STAFF MEMBER JANE HAGEDORN.

The motion passed unanimously.

#### NILES TOWNSHIP PROPERTY TAX APPEALS COOPERATIVE

The Niles Township Property Tax Appeals Cooperative had a Board Meeting with a semi-annual report December 13, 2007. Legal fees for the period were \$33,340.76, with an additional \$2,500. for appraisal expense. The Skokie Public Library's share of expense was \$1,036.78 for the period. A summary of open cases showed eighty nine cases from 1999-2006 that were open during the past six months with a potential loss in assessed valuation of \$63,075,978. Eleven cases were resolved for an actual AV loss of \$3,147,785. The summary of loss from 1999 through 2005 shows a potential loss of \$382,247,000. and actual loss of \$114,921,000. in assessed valuation.

The report further noted that the Illinois Property Tax Appeal Board has more than 140,000 appeals in as backlog. Although the Board has adopted a number of measures to move cases through more expeditiously, filing in the Property Tax Appeal Board has increased so a meaningful reduction may prove difficult to attain.

Michael J. Hernandez, an attorney with Franczek Sullivan P.C. reported on the filing of an Amici Curiae brief on behalf of the participating taxing bodies to permit the taxing

districts to intervene in Tax Objection Complaints in the Circuit Court in the same way as is possible to defend against property tax refund claim appeals filed with the Illinois Property Tax Appeal Board (PTAB). Legislation was also introduced into the House in Springfield to amend the Property Tax Code to ensure that taxing bodies in counties with 3,000,000 or more inhabitants would have the right to be notified of tax objection complaints and to intervene in the proceedings. This proposed legislation is pending in the Rules Committee.

Franczek Sullivan's report for the year 2007 showed savings to the Cooperative in PTAB appeals of \$1,792,539. It is definitely of benefit to the Skokie Public Library to continue to participate in this cooperative endeavor.

The Board thanked Mrs. Anthony for her report.

#### U.S. CENSUS BUREAU, SKOKIE VILLAGE, ILLINOIS 2006

The report from the 2006 American Community Survey was noted.

#### LIBRARY PRODUCTION STUDIO CHANNEL 24

The January 2008 Cable Guide was noted.

#### NORTH SUBURBAN LIBRARY SYSTEM

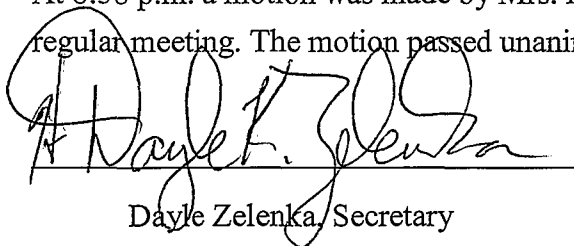
North Suburban Library System did not meet in December.

#### COMMENTS FROM TRUSTEES

There were no Comments.

#### ADJOURNMENT

At 8:38 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