

February 10, 2010

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, February 10, 2010.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:35 p.m.

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

Member absent: Susan Greer.

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

Guest present: Richard Witry, 7835 Niles Center Road, Skokie, IL 60077.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 13, 2010

Dr. Wozniak made a motion, seconded by Mrs. Parrilli, to approve the minutes of the regular meeting of January 13, 2010, 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); Correspondence; Gifts)

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

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. CORRESPONDENCE: LETTER FROM JESSE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN TO CAROLYN ANTHONY DATED FEBRUARY 1, 2010 RE AWARD OF PER CAPITA GRANT

5. GIFTS: IN MEMORY OF HARRY H. HUNTER: \$200 FROM JAMES KAKARAKIS, \$100. FROM CAROLINE KARR; \$20. FROM CYNTHIA FLORSHEIM FOR USE BY YOUTH SERVICES IN APPRECIATION.

The motion was approved unanimously.

YEAR-TO-DATE BUDGETARY STATUS

The Year-to-Date-Budgetary Status report was noted.

BILLS

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

BALANCE SHEET FOR THE NINE MONTHS FROM 5/1/09 THRU 1/31/10

The Balance Sheet for the Nine Months from 5/1/09 thru 1/31/10 was noted.

Mr. Witry left the meeting at 7:43 p.m.

DIRECTOR'S REPORT

USAGE---Circulation in January was up 25% from January 2009, led by DVD check-outs. Nevertheless, Youth book circulation was up more than 16% and Adult books over 10%. Circulation from the Bookmobile continues to climb by more than 20% each month. Youth Audio circulation was up 13% in spite of a decline of nearly 2% in the circulation of that format year-to-date. The increase in ILL was a modest 2.5%, but LINKin use jumped 52% for the month. Digital formats have made impressive gains in use, but are still a tiny fraction of circulation. People seem to welcome the opportunity for digital payment, with in-house use more than doubling from last year. The Gate Count posted an impressive 12.5% increase in the number of people coming into the Library for the month. Overall use of electronic databases was up only slightly from last January, but external use was up 6.5% and 2.7% more users logged in. Use of the children's database Tumblebook was up sharply. Two popular adult databases that weren't available last year are Consumer Reports and Mango Languages. Still, the greatest usage is for the Statewide Illinois Catalog and WorldCat.

PER CAPITA GRANT----The Library received a letter from Illinois Secretary of State Jesse White with the news that Skokie Public Library will receive a Per Capita Grant in the amount of \$64,684.64 this year, representing just over \$1.00 per capita. While this is less than the \$1.25 or so per capita that the Library received in recent years, it was a surprise to hear that the Library would get anything, given current State finances.

Apparently, LSTA money is being used to augment the fund for Per Capita Grants, with about 25% of public libraries receiving their Per Capita Grant from federal money. Those libraries have the added burden of more forms to complete, but they will receive their money shortly. The rest of us, including Skokie Public Library, will have to wait for our money until the State can pay.

EVANSTON BRANCHES TO CLOSE----Aldermen in Evanston voted last week to close the two branch libraries in Evanston. One branch was on Central St. in north Evanston and the other on Main St. in south Evanston. The closures could potentially increase use of the Skokie Public Library.

Mrs. Anthony received updated news that the Evanston branches received a 6 month reprieve and will remain open. However, \$50,000. needs to be raised in that 6 month period to keep the branches open.

Mrs. Hunter suggested that the impact on Skokie Public Library of the possibility of Evanston branch closings should be discussed at Strategic Planning Committee meetings.

STRATEGIC PLANNING----The Strategic Planning Committee met twice in January and each of the subcommittees on Technology, Marketing and Outreach has also met at least once. The Planning Committee heard from key informants Steve Marciani, Demographer from the Village Planning Department; Maureen DiFrancesca, Head of Human Services for the Village; Corrie Wallace, Head of the English Language Learners Center for Niles Township Schools; Ann Tennes, Head of PR and Communications for Skokie; and Howard Meyer, Executive Director of the Skokie Chamber of Commerce. All were well informed and articulate, giving the committee a shared picture of current conditions in Skokie in their areas of expertise. Skokie's unemployment rate has been hovering a little over 8%, about 2% less than the State average, but nearly double the usual rate of unemployment in the Village. The increase in the number of people in financial distress and/or foreclosure crosses all socioeconomic levels. The committee got some preliminary results from CIVICTechnologies regarding the mapping of library use, related to market segments within the community. Staff look forward to a more complete report from Marc Futterman when he will be here in person February 18. He will address

the Strategic Planning Committee from 12:30 – 2:30 in the Mary Radmacher Meeting Room. Board members are welcome to attend, but please let Susan Dickens know so that we'll be prepared with enough chairs and refreshments.

COMING TOGETHER IN SKOKIE----This new collaboration with District 219, the Village, Oakton Community College, Skokie Hospital and the Indian Community of Niles Township got off to a great start with the Republic Day observance at Niles West High School and three library book discussions. Circulation of Motherland has been brisk, but it is generally possible to find a copy for check-out. Press coverage has been excellent in both the local and ethnic press.

ALA MIDWINTER----Mrs. Anthony had good meetings in Boston for ALA Midwinter. Attendance was down somewhat as is membership in both ALA and PLA, a sign of the current recession. PLA also expects a reduced attendance at the National Conference in Portland in March. The issue of the settlement with Google was still the most talked about matter. Google has been digitizing books in several of the largest academic and public libraries and proposed to make a single station available in each library for access to the materials, with limitations on printing and use. Issues of access and copyright continue to be argued.

SNAP SHOT DAY----Skokie Public Library will participate in Snap Shot Day February 10, sponsored by the Illinois Library Association. This is a marketing campaign to capture the activity in libraries throughout the State on a given day as a way of communicating the extent of use of libraries and the value people receive from them.

NLS LEGISLATIVE BREAKFAST----The annual NLS Legislative Breakfast will be held Monday, February 15 at the Arboretum Club. It will be interesting to hear what the legislators have to say about the growing insolvency of the State and potential remedies.

SEPTEMBER BOARD MEETING----Looking ahead on the calendar, the September meeting of the Library Board would fall on September 8. As Rosh Hashanah begins that evening at sundown, the Board may wish to reschedule the meeting.

The Board unanimously agreed that September 15, 2010 will be the date of the September Board meeting.

DRAFT OF FY 2011 OPERATING BUDGET

Mrs. Anthony said that some economic indicators for calendar 2009 have been posted. The Consumer Price Index for 2009 is up 2.7%. This is the figure that determines the allowable increase for tax-capped districts. The Bureau of Labor Statistics reports that

compensation for workers in private industry increased 1.2% in 2009. The Library, however, has used the Employment Cost Index for wages and salaries for state and local government workers which is up 2.0% for twelve months ending December 2009.

At this point in the Fiscal Year, we can also look at the nine month statement of revenues and expenses for a more accurate projection of year-end outcomes and implications for FY 2011. The Library has received 98% of the fall collection, although later than usual. The late issue date of the fall tax bills, slower rate of collection and distribution and low interest rates have contributed to depressing interest income to a nearly negligible factor. Assuming that next year will be similar, but that we will have some funds invested at a slightly higher rate of return, Mrs. Anthony has revised projected interest revenue for FY 2011 down from \$25,000. to \$15,000. Mrs. Anthony has also decreased projected revenue from Grants down from \$130,000. to \$110,000. Mrs. Anthony is assuming that there will still be a Per Capita Grant at some level, but will not expect any new member initiative grants. The Library will still have some carryover from the Coulson grant yet to collect.

On the projected expense side, Mrs. Anthony has revised the increase in the salary line down from 4% to 3%. This could allow for a 2% Cost of Labor adjustment and a 1% increase at the time of the annual review for those staff not yet at top of scale. The IMRF contribution rate for 2010 is 8.5%, up from 7.28% in 2009 for an increase of 1.22%. This increase adds about \$70,000. to the FICA & IMRF line so Mrs. Anthony has adjusted that line to accommodate the increase.

Based on nine months expense, Mrs. Anthony has increased the Materials Processing line by \$1,000. and Maintenance of Buildings and Grounds by \$4,000. The Health Insurance line at \$570,000. should allow for an increase of up to 14% in the insurance cost, reflecting a combination of higher rates and increased participation. Expense in the Copier/Lease line is based on the new agreement for copiers approved last month by the Board. Budget lines for library materials have been adjusted slightly to allow for increased costs of digitizing the newspapers and growth in use of AV formats; including Blu-Ray which is a developing new collection. Office Expense and Transportation has been revised downward, reflecting a decrease in the IRS compensation rate from .55 to .50 per mile.

Overall, excluding the Capital line, the Operating Budget is still under \$10,000,000. and less than 2% more than the budget for FY 2010.

Mr. Graham would like to know the equalized assessed valuation of Skokie for 2007 and 2008.

POLICY RE FOOD IN LIBRARY

Mrs. Anthony explained that every winter, the issue of eating in the Library gains prominence. While in warmer weather staff can always advise someone to “please go outside to eat your sandwich,” on long winter days, people feel that they have nowhere to go. A person who spends long hours in the Library frequently does want to take a break for refreshment.

It is proposed that the book sale room area on the first floor be designated as a place where people may take a food break. There is no carpet on the floor in this area and there are laminate tables and chairs. The beverage machines are also in this area. The area could be posted, with a reminder not to take food out into the Library.

Staff think that, by not offering a designated area for food consumption, we are encouraging Library users to sneak food into other areas, perhaps leading to more crumbs in the carpet. Board consideration of this policy proposal was requested.

After discussion, Mrs. Parrilli made a motion, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ALLOW FOOD IN THE BOOK SALE AREA AS LONG AS THE ROOM IS MONITORED BY THE MAINTENANCE STAFF AND SIGNAGE IS POSTED.

The roll was called: Mr. Basofin—yes; Mrs. Rich—yes; Mrs. Parrilli—yes; Mr. Graham—abstain; Dr. Wozniak—yes; Mrs. Hunter—no. The motion passed.

RENEWAL OF INN-REACH WITH INNOVATIVE INTERFACES

Mrs. Anthony said it is time once again for renewal of the software license for INN-Reach with Innovative Interfaces at the continuing cost of \$24,000. for the year from February 1, 2010 – January 31, 2011. This is the software that allows the Library to offer immediate and direct borrowing of materials from other area libraries using Innovative, without the staff intervention of an interlibrary loan request. The local cooperating group, known as LINKin, consists of the Arlington Heights Memorial Library, the Gail Borden Library in Elgin, the Cook Memorial Library, and soon the Deerfield Public Library.

This service is quite popular, increasing in use each year. So far this year, borrowing through LINKin is up 24% and lending is up 65% for an overall increase of nearly 50%

in use. Projecting a year's use based on year-to-date figures, total use would be about 11,236 transactions for Skokie Public Library at a cost per transaction of \$2.14.

INN-Reach continues to make possible a real bargain in resource sharing. Mrs. Anthony recommends approval of the \$24,000. renewal of the INN-Reach software and continued participation in the LINKin consortium.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE RENEWAL OF THE INN-REACH SOFTWARE IN THE AMOUNT OF \$24,000. AND CONTINUED PARTICIPATION IN THE LINKIN CONSORTIUM.

The roll call vote for approval was unanimous.

RENEWAL OF MAINTENANCE AGREEMENT FOR CHECKPOINT SECURITY SYSTEMS

The Library's Maintenance Agreement for our Checkpoint System encompassing our RFID security and loan systems, self-check machines and vestibule security cameras is due for renewal with the start of the new Fiscal Year.

Several years ago, the 3M company bought the service contract for Checkpoint and they have been servicing our equipment. Most recently, the Library has been under a three year maintenance agreement which began in May, 2007. At that time, we were offered a 10% discount on Maintenance for prepayment of three years at \$46,243.00 for an annual prorated fee of \$17,127.50.

Recently, Library staff met with personnel from 3M to talk about our future with RFID. There have been advances in the field since we installed our system in 2002 and our present system is no longer standard. We should anticipate replacement of our RFID system within the next year or two. With this in mind, Mrs. Anthony asked 3M if they would be willing to extend the Library's current Maintenance Agreement for another year at the same rate and they agreed.

Therefore, Mrs. Anthony asked for the Board's approval of a one year extension on the Maintenance of the RFID system at a cost of \$17,127.50.

After discussion, Mr. Graham made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A ONE-YEAR EXTENSION OF THE MAINTENANCE OF THE RFID SYSTEM FROM 3M IN THE AMOUNT OF \$17,127.50.

The roll call vote for approval was unanimous.

ILLINOIS OPEN MEETINGS ACT

Last month, new State legislation made significant changes to the Freedom of Information Act and the Illinois Open Meetings Act. While the Board designated a staff representative and back-up to be Freedom of Information Officers for the Library, it is also necessary that the Library designate individuals to receive electronic training in the Open Meetings Act. All public bodies must provide the names of designated individuals to the Public Access Counselor in the Attorney General's Office. The initial training must be completed by June 30, 2010, with annual training to be completed thereafter.

Training will cover such topics as the definition of a public meeting, public notice, meeting agenda, times and location of meetings, recording of a meeting, closed meetings, attendance by phone or videoconference, violations of the Open Meetings Act, review and penalties.

Mrs. Anthony recommends that the Board name Susan Dickens and Karolyn Fukuda, Administrative Assistants, to receive the electronic training on the Open Meetings Act for the Skokie Public Library.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES NAME SUSAN DICKENS AND KAROLYN FUKUDA, ADMINISTRATIVE ASSISTANTS, TO RECEIVE THE ELECTRONIC TRAINING ON THE OPEN MEETINGS ACT. UPON SUCCESSFUL COMPLETION OF THE TRAINING, EACH WILL RECEIVE A \$100. BONUS.

The motion was approved unanimously.

NORTH SUBURBAN LIBRARY SYSTEM

Report from Mr. Basofin

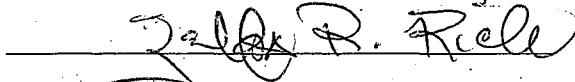
Mr. Basofin reported that North Suburban Library System received 30 percent of the funds from the State seven months into their fiscal year. NSLS has laid-off four staff members and had to borrow \$600,000.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

ADJOURNMENT

At 8:40 p.m. a motion was made by Dr. Wozniak, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.



Zelda R. Rich, Secretary