

**HOMER TOWNSHIP PUBLIC LIBRARY**  
**Board of Trustees**  
**Regular Meeting – February 28, 2011**

President O'Brien called the meeting to order at 7:32 p.m.

**TRUSTEES PRESENT**

Ed O'Brien, President  
Mike Budde, Treasurer  
Debbie Mc Donnell, Secretary (7:35 pm)  
Brian Smith  
Phyllis Levine  
Adelyne Parker

**STAFF PRESENT**

Sheree Kozel-La Ha, Library Director  
Sara McCambridge, Assistant Director  
Kitty Mitchell, Youth Services Director  
Carol McSweeney, Business Manager  
Patti Nakutis, Recording Secretary

**TRUSTEES EXCUSED**

Jane Klunk

**AUDIENCE TO VISITORS**

President O'Brien welcomed resident guest Lori Koettters and the library staff in attendance.

**CORRESPONDENCE**

Director Kozel-La Ha went over the following correspondence:

- Thank you cards for the Staff Appreciation Brunch event were received from the following staff:
  - Jody Olivieri
  - Alex Annen
- A letter of resignation to Circulation Manager Studer from (Adult Page) Vicki McCann. She will be resigning at the end of February.
- An example proposal was received from Cliff Bender of Healy Bender & Associates. The proposal included an Existing Equipment Study and a Reorganization Study.
- A proposal was received from Steve Larson; Finance Advisor of Ehlers, Inc. for the development of a Long Range Financial Plan.

**APPROVAL OF MINUTES**

Trustee Budde made a motion to accept the minutes of the January 24, 2011 Library board meeting. Trustee Parker seconded. All in favor, motion passed.

Trustee Smith made a motion to accept the CLOSED Session minutes of the January 24, 2011 Library board meeting. Trustee Mc Donnell seconded. All in favor, motion passed.

## **TREASURER'S REPORT**

Business Manager Carol McSweeney stated the current assets as of January 31, 2011 are as follows:

Cash in Bank – Harris Bank	\$ 126,573.37
Certificate of Deposit – Palos Bank	\$ 72,611.16
IL Funds – Money Market	\$1,813,667.69
IL Funds – Insurance	\$ 45,247.34
IL Funds – Social Security	\$ 69,858.16
IL Funds – Special Reserve/Capital Improvement	\$ 297,016.43
IL Funds – IMRF	\$ 90,610.71
IL Funds – Audit	\$ 35,216.27
IL Funds – Epay	\$ 36.60
Petty Cash	\$ 471.19
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 2,551,308.92</b>

President O'Brien stated that the Certificate of Deposit – Palos Bank should be changed to reflect the new name First Midwest.

There was a short discussion regarding Deposit Detail dated January 25 – February 28 and Transaction Detail dated January 27, 2011 – February 28, 2011.

Petty cash from February 6, 2011 – February 23, 2011 totaled \$186.73.

Trustee Budde moved to approve the bills and petty cash as stated. Trustee Smith seconded. A roll call vote was taken. All in favor, motion passed.

Trustee Budde moved to transfer \$138,000 from Illinois Funds to Harris Bank General Funds to pay February bills and March payroll, IMRF and withholding tax, as well as utility bills or other time-sensitive bills to prevent late fees. Trustee Levine seconded. A roll call vote was taken. All in favor, motion passed.

## **LIBRARIAN'S REPORT**

Director Kozel-La Ha did an overview of the budget referring to the January 31, 2011 Compilation Report:

- *Total Revenue* is lower this year (approximately \$35-36,000) due to the fact that the Per Capita fell into last year's fiscal year.
- *Total Personnel Services* increased nominally this year (approximately \$3,000).
- *Total Operating & Contract Services* decreased this year (approximately \$1,100). This amount will change due to upcoming consultant fees for a possible proposed expansion.
- The Compilation Report *is* the working budget. We are adjusting line items for a mid-year budget reduction by approximately \$50,000. This would include being more conservative on book expenditures and in other various reductions. All future monthly Compilation Reports will reflect these changes.
- Changes in utility and technical costs were considered as part of the budget adjustment.

President O'Brien noted that Property Tax Revenue has gone down. Director Kozel-La Ha stated that approximately \$60-70,000 will come forth in new growth. (Previously we received \$90,000). There was a short discussion.

Director Kozel-La Ha recapped information from the Director's Report as follows:

- A Town Hall meeting was held last week regarding the system merger.
- Adult Services Director Annen filed the Library's e-rate application for 2011/12.
- Computer classes continue to be in heavy demand.

There was a short discussion regarding fees. Currently, we do not charge for these classes. The Adult Services staff instructs these classes.

- We are planning a staff in-service day for the near future. Director Kozel-La Ha and Assistant Director McCambridge will do a turnkey presentation.
- As part of changes to the library, we are planning to showcase books in the children's department categorized by subject. Eventually we would like to display them with books facing outward in a browsing format. This change will only be made to children's easy materials at this time. Other libraries report that changing to use of subject collections in the YS area increased circulation up to 60%.
  - Books will be showcased by subject such as: Dinosaurs, Dora the Explorer, ABC's, etc.
  - This format is more user friendly.
  - We are currently weeding the collection.

Frankfort Library uses this format for their entire collection. There was a short discussion.

### **Assistant Director's Report**

Assistant Library Director McCambridge provided the following updates:

- We continue to work on the redesign of the library website. The new website will be ready in approximately 6-7 weeks.
- McCambridge attended a webinar class to provide further insight as to what would attract people to our website.
- We are required to remove our email service from PALS due to the system merger. Therefore, we will be bringing email back in-house. Our IT service will be able to access the server and it should require little maintenance.

### **Youth Services Report**

Youth Services Director Mitchell provided the following updates:

- As previously discussed, we will be changing some of the children's books to showcase them by subject. Most however, will remain in the Dewey system.

Director Kozel-La Ha noted that during their recent library visits, library's who changed to this format showed a 40%-60% increase in circulation.

### **Additional Reports**

The Bookmobile report, Adult Services report, and Circulation stats are enclosed in the board packets.

## **NEW BUSINESS**

### **PALS Representative Report**

Trustee Smith stated that merger activity continues. Beginning in March, the Merger Design Team will now be known at the Merger Transition Board. There will be a Merger Transition Board meeting on March 10<sup>th</sup>. Merger information can be found at [systemsmrger.info](http://systemsmrger.info). The Merger Transition Board will be searching for a new director.

There is an on-line ballot to name the new system.

A Question & Answer Town Hall Meeting was held last week. The merger is comprised of more than 1500 libraries; 41% of which is school libraries. The Quad City Libraries have expressed a desire to break off into their own consortium. Director Kozel-La Ha noted that if this happens, there will be an increase in our costs.

## **COMMITTEE REPORTS**

### **Finance/Budget**

Trustee Budde had no new business to report.

### **Personnel**

President O'Brien had no new business to report.

### **Policy**

Trustee Klunk was not present to report.

### **Legal**

Trustee Smith had no new business to report.

## **HEALY/BENDER PROPOSALS**

Cliff Bender of Healy, Bender & Associates submitted a Feasibility Study, which had been prepared for Plainfield Library in 2010. Healy, Bender & Associates are the original architects of our library building and are currently doing the Schilling School renovation.

Healy, Bender & Associates also submitted copies of the following proposals that were prepared for Plainfield Library in October, 2010:

**Existing Equipment Survey** – This would include surveying and documenting each piece of equipment and preparing existing floor plans with current furniture layout identified.

**Reorganization Plan** – Identify goals for the reorganization of the Library interior. Review deficiencies and potential relocation concepts, etc.

The Plainfield proposal was quoted at \$6,000 and does not appear to include an engineering review of structural, mechanical, electrical, or plumbing systems to accommodate reorganization options. Director Kozel-La Ha was quoted \$8,012; \$3,512 for the Existing Equipment Survey and \$4500 for the Reorganization Plan. Trustee Mc Donnell questioned the amount difference, considering that Plainfield Library is a larger building. Director Kozel-La Ha will contact Healy, Bender & Associates and ask if our quote includes an engineering review.

There was a short discussion. Trustee Budde asked if we were required to go to bid. Director Kozel-La Ha stated that only if the cost is over \$20,000, as per policy.

Director Kozel-La Ha stated that the library is seen as a social center and we are in need of more community space. Reducing the collection will allow for additional community social space and computer use areas. We have a more substantial collection than what State Standards notes is typical for the square footage size of the building. Director

Kozel-La Ha noted that there is an on-going weeding program which determines what books are rarely checked out. There was a short discussion.

Director Kozel-La Ha suggested holding a community meeting to make residents aware of upcoming proposed changes. Detailed documentation should be included. Trustee Budde noted that the first step would be to obtain a Facility Assessment.

Trustee Mc Donnell suggested getting a second proposal from Library Building Consultant; Fred Schlipf. His fee is \$200/hr. Director Kozel-La Ha will invite Schlipf to attend the March board meeting. This would be a business presentation so charges are unclear: we may not be charged. It was also suggested that we ask for a total fee or fixed amount of hours with a not to exceed amount as opposed to an hourly rate.

### **EHLERS OVERVIEW**

Director Kozel-La Ha noted that Steve Larson, Finance Advisor of Ehlers, Inc. was unable to attend the board meeting, but submitted an Agreement for Financial Planning Services. Larson has worked with us in the past.

Director Kozel-La Ha noted that Pete Colarelli of Lockport Township High School recommended Mike English of PMA Financial Network. English worked with Homer School District 33C in the development of Young School. Director Kozel-La Ha will arrange a meeting with him and President O'Brien and Trustee Budde. She will request a quote for Financial Planning Services similar to the one received from Ehlers so we have a comparison to review.

### **ADJOURNMENT**

At 8:44 pm President O'Brien made a motion to adjourn the meeting.

The next regularly scheduled board meeting will be Monday, March 28, 2011 at 7:30 p.m.

Respectfully submitted,

*Patti Nakutis*

Recording Secretary

cc: David Lennon