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MINUTES

Board of Library Trustees of the Batavia Public Library District

Regular Meeting

Tuesday • 15 June 2010

1. **Call to Order**

President Gibson called the regular meeting to order at 7:03 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Pledge of Allegiance to the Flag**

3. **Call the Roll**

Trustees Present: Virginia C. Babcock, Maureen A. Jakubowski, Randall E. Gibson, Douglas S. Sullivan, James F. Trefil, and J. Thomas Von Lunen

Trustees Absent: Edward F. Skahan

Staff Members Present: Director George H. Scheetz, Stacey L. Cisneros, Joy K. Ganster, Lisa M. Moore, and Joanne C. Zillman

Visitors Present: Barb Mabbs, volunteer, Batavia Access Television (BATV), Inc.; and Bruce K. Roberts and Kristen M. Pinter, attorneys at law, Bruce K. Roberts & Associates, Ltd.

4. **Comments from the Audience**

There were no comments from the audience.

5. **Approve the Consent Agenda**

Trustee Gibson read the consent agenda.

Trustee Gibson asked whether there were any questions or changes to the consent agenda.

In response to a request from Director Scheetz, Agenda Item # 5 c (5) was removed from the consent agenda, because the Renewal Agreement was not received from the Illinois State Library.

Motion by Trustee Babcock to approve the consent agenda, as amended, to include the following items:

a. **Minutes:**

- (1) Regular Meeting, Tuesday, 18 May 2010

b. **Expenditures:**

- (1) Expenditures (“Cash Disbursement Detail Report”): May 2010, including General Fund checks (60959–61056) in the amount of \$98,474.81, and payroll and taxes in the amount of \$102,644.95, for a grand total of \$201,119.76 in expenditures

c. **Other Action Items:**

- (1) An Ordinance Specifying the Library Board’s Regular Meeting Schedule for 2010–2011 (Standing Committee on Services): ORDINANCE 2010–002
- (2) An Ordinance Ascertaining Prevailing Wages (Standing Committee on Finance): ORDINANCE 2010–003
- (3) An Ordinance Transferring Accumulated Interest from the Bond & Interest Fund (Fund 24) to the Library Fund (Fund 10) (Standing Committee on Finance): ORDINANCE 2010–004
- (4) An Ordinance Transferring Funds from the Library Fund (Fund 10) to the Special Reserve Fund (Fund 22) (Standing Committee on Finance): ORDINANCE 2010–005
- ~~(5) A Resolution Approving and Authorizing the Library Director to Execute the “ILLINET/OCLC Services Program Renewal Agreement, Fiscal Year 2010” (Illinois State Library): RESOLUTION 2010–001~~

Seconded by Trustee Trefil. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6–0, with one member absent.

6. **Approve the Agenda**

Motion by Trustee Sullivan to approve the agenda, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

7. **Financial Reports:** May 2010

- 2009–2010 Working Budget
- 2009–2010 Statement of Revenue and Expenditures (Annual Budget and Appropriation)
- 2009–2010 Investment Report

Business Manager Ganster asked whether there were any questions regarding the financial reports.

In response to a question from Trustee Von Lunen regarding a charge for fax repair, Ganster reported that the fee was for the telephone line, not the fax machine itself. She noted that the fax machine was for public use only and is provided as a public service at no cost to the Library.

8. **Good News**

- At the request of Director Scheetz, Deputy Director Joanne C. Zillman shared a story about a woman who approached her at church to tell her how much she enjoyed the adult programming at the Library.
- Director Scheetz reported that the “Will Rogers Now!” program on June 6, in which Lance Brown portrayed Will Rogers, attracted over 60 participants and was a great success.
- Director Scheetz reported that the Summer Reading Club (SRC) is in full swing. The Library has over 80 adult, teen, and junior volunteers helping out this summer with SRC and other projects.
- Director Scheetz reported that the Library launched “Active for Life,” a new wellness program for Library employees. The ten-week long program is sponsored by the American Cancer Society and encourages individuals to become more active.

9. **Correspondence and Communications**

There were no items of correspondence and communications.

10. **Director’s and Librarians’ Reports**

Director Scheetz highlighted portions of his written report, as follows:

- **Statistical Reports**

Total Circulation

The total circulation in May reflected an increase of **3.2%** over May 2009 (54,786 compared to 53,077)—for an average of **1,889.2 items** checked out per day over 29 days (the Library was closed May 30–31 for Memorial Day)—or an average of 192.9 items per hour over 284 hours!

Total year-to-date circulation (July 2009–May 2010) reflected an increase of **12.7%** over the same period in the previous fiscal year (666,246 compared to 590,965).

Total Number of Visitors

The total number of visitors in May reflected an increase of **4.4%** over May 2009 (24,467 compared to 23,444)—for an average of **843.7 visitors** per day over 29 days (the Library was closed May 30–31 for Memorial Day)—or an average of 86.2 visitors per hour over 284 hours!

Total year-to-date number of visitors (July 2009–May 2010) reflected an increase of **3.7%** over the same period in the previous fiscal year (299,032 compared to 288,297).

- **Other Highlights**

Lettering: Director Scheetz reported that the project to color-fill the letters “Batavia Public Library” above the cornice on the south and west sides of the building was completed on Saturday, 5 June 2010.

Library District Boundaries: Director Scheetz reported that a new feature on the Web site was a map of the Library District—which was prepared for the Library by the City of Batavia—which accompanies detailed information for users on how to determine whether they are Library District residents.

Twitter: Director Scheetz reported that the Library is now active on Twitter.

- **Report from Youth Services**

Joanne C. Zillman presented highlights from her written report and, in particular, reported that the Summer Reading Club started on 12 June 2010; to date, over 1,900 students have signed up.

In addition, Zillman reported that the Library received charitable donations (to benefit Youth Services) from the Batavia Nursery School and the Batavia Mothers’ Club.

- **Report from Adult Services**

Stacey L. Cisneros presented highlights from her written report and, in particular, announced that the Library started a new Text Reference Service on 15 June 2010; look for the link on the home page of the Library’s Web site.

In addition, Cisneros reported that the New Lyceum Lecture Series for 2009–2010 had concluded on a high note, as the last lecture attracted over 150 participants.

11. **President’s Report**

President Gibson stated that he had no special report.

In response to a request by Trustee Gibson, Director Scheetz presented an overview of the current situation vis-à-vis regional library systems in Illinois.

12. **Committee and Liaison Reports**

- a. **Standing Committee on Facilities:** There was no meeting in June.
- b. **Standing Committee on Finance:** Trustee Von Lunen reported that, in addition to the Working Budget, the Committee reviewed three other items on the current Board agenda (prevailing wages, transferring accumulated interest from the Bond & Interest Fund to the Library Fund, and transferring funds from the Library Fund to the Special Reserve Fund).
- c. **Standing Committee on Outreach:** There was no meeting in June.
- d. **Standing Committee on Services:** Trustee Gibson reported that, in addition to two items on the current Board agenda (regular meeting schedule and strategic plan), discussion included salary adjustments, homeschooled students, performance appraisal for Library Director, and the ILLINET/OCLC Services Program Renewal Agreement.

- e. **Batavia Public Library Foundation:** There was no meeting in June.

In response to a request by Trustee Gibson, Director Scheetz presented a brief report on the work of the Batavia Public Library Foundation, which has continued to explore the idea of a “Bulldogs on Parade” project in collaboration with other local governmental foundations.

Director Scheetz reported that the project as proposed would coincide with the 100th school year (2010–2011) of the consolidated school district, which was created in April 1911 by a merger of the East Batavia School District # 101 and the West Batavia School District # 102.

- f. **Friends of the Batavia Public Library:** At the request of Trustee Babcock, Director Scheetz presented a brief report on the work of the Friends of the Batavia Public Library, which recently awarded \$300.00 college scholarships to two Library Pages.

In addition, an item related to the proposed book sale area was on the current Board agenda (Master Plan: Phase 2–C).

- g. **Library Integrated Network Consortium (LINC):** Trustee Sullivan stated that he had no special report.

13. **Capital Improvements Plan: Master Plan: Phase 2–C (in part)** (Board President)

Director Scheetz reported that this project is related to a request from the Board of Directors of the Friends of the Batavia Public Library to conduct book sales in the shelved space, as discussed previously by the Standing Committee on Services and the Board of Library Trustees.

Pursuant to a meeting with representatives of the Friends Board, the Board President has recommended that the Board retain Woollen, Molzan and Partners, Inc., Architecture, of Indianapolis, Indiana, for professional services, including design, specification, and cost estimation services, for Phase 2–C (in part) of the Master Plan.

Trustee Gibson reported that, prior to final approval of the design and specifications for this project, the Library Board and Friends Board would be asked to approve an agreement related to the design, construction, and use of the Book Sale Area, as well as other matters that relate to the relationship between the Friends Board and the Library Board. Discussion followed.

Trustee Gibson noted that portions of the project related to the book sale area would be bid separately, because the Friends Board has agreed in principle to pay for its portion of the project. Discussion followed.

In response to a question from Trustee Sullivan, discussion followed on the estimated cost of the project.

Director Scheetz reiterated that the Library Board would have additional approval points during the course of this project, including approval of the agreement and the final design and specifications.

Motion by Trustee Sullivan to retain Woollen, Molzan and Partners, Inc., Architecture, of Indianapolis, Indiana, for professional services, including design, specification, and cost estimation services, for Phase 2–C (in part) of the Master Plan, at a cost of \$4,500.00, plus reimbursable expenses, as presented. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

14. **Strategic Plan: Goals and Objectives / Projects for 2010–2011** (Standing Committee on Services)

Director Scheetz stated that the purpose of the report included in the Board packet was to recommend the approval of Goals and Objectives / Projects for Year Three (July 2010–June 2011) in support of the Strategic Plan.

He reported that the three Action Teams presented to the Standing Committee on Services (a) progress reports and recommendations in relation to the Objectives / Projects for Year Two (July 2009–June 2010), and (b) recommendations for 14 new Objectives / Projects for Year Three (July 2010–June 2011).

a. **Environmental Sustainability Plan**

Director Scheetz reported that the suggested new objective, “Develop an Environmental Sustainability Plan,” was identified as part of “Other Ideas for Future Consideration,” by the Action Team on “Provide a Welcoming and Comfortable Destination,” but was not recommended (by the Action Team) as part of the Objectives / Projects for Year Three due to its high cost (in terms of staff time and financial resources) and its limited return on investment in comparison to other projects.

At its meeting on Wednesday, 9 June 2010, the Standing Committee on Services recommended that the Board of Library Trustees consider whether to add a new objective, “Develop an Environmental Sustainability Plan” either (a) in addition to the fourteen (14) recommended Objectives / Projects, or (b) in lieu of one or more the recommended Objectives / Projects.

Director Scheetz stated that the Library does not have the human resources needed to pursue such an objective. Trustee Sullivan said that he concurred with Director Scheetz and suggested that the Library investigate the cost of retaining a consultant to help the Library develop an environmental sustainability plan. Discussion followed.

The consensus of the Board was that environmental sustainability was important.

The idea of an environmental sustainability plan was referred back to the Standing Committee on Services for further investigation.

b. **Strategic Plan: Goals and Objectives / Projects for 2010–2011**

At its meeting on Wednesday, 9 June 2010, the Standing Committee on Services recommended that the Board of Library Trustees approve the Goals and Objectives / Projects for Year Three (July 2010–June 2011) in support of the Strategic Plan, as presented (or revised).

Director Scheetz reported that, given the current situation in relation to budget, demand for service (or workload), and number of employees available to participate in the process, as well as the direct relationship of the Objectives / Projects to the Library Director’s goals, the Library Director—with the support of the Management Team—recommended to each Action Team that

- (1) the total number of Objectives / Projects be limited to 7–9 (including only 5–7 with a significant impact on workload) across all three Priority areas; and
- (2) the Board of Library Trustees participate in a ranking exercise that identifies the highest priority initiatives.

The actual number of Objectives / Projects recommended by the Action Teams and the Standing Committee on Services is 14, of which perhaps 7–9 will have a significant impact on workload.

Trustee Sullivan noted that the list of Objectives / Projects was comprehensive and focused on the organization as a whole. He suggested that 14 was a manageable number of Objectives / Projects. Discussion followed.

In response to a question from Trustee Babcock, discussion followed on the “Policy on Unattended Children.”

Motion by Trustee Sullivan to approve Goals and Objectives / Projects for 2010–2011 in support of the Strategic Plan, as presented. Seconded by Trustee Babcock. All: Aye. The motion carried.

15. **Budget Issues** (Standing Committees on Finance)

a. **Working Budget for 2010–2011**

Director Scheetz presented the Working Budget for 2009–2010, which was recommended to the Board by the Standing Committee on Finance. The proposed Working Budget for 2010–2011 was developed by the Library Director and Business Manager. Due to the current fiscal situation, there was little or no input (this year) from members of the Library’s Management Team.

Guidelines

At the Library Director’s request, the Standing Committee on Finance established guidelines for the preparation of the Working Budget, as follows:

- **Books and Other Materials:** Budget at least at the level of the suggested standard in Illinois for books and other materials (12% of the operating budget)
- **Salary Issues:** Budget a “salary pool” of at least 3.0% of the Working Budget for 2010–2011, in order to accommodate employees below the salary schedule, as well as merit pay; present options
- **Reserve Funds:** Budget zero reserve funds from the Library Fund; present options
- **Overall:** Make a good faith effort to reduce expenditures and improve revenues without diminishing the overall quality of service; the Committee recognized that not using reserve funds could lead to a reduced budget for 2010–2011

Highlights

Highlights of the Working Budget for 2010–2011 include:

- The proposed Working Budget reflects an overall increase in estimated property tax revenues (in the Library Fund) of **\$48,309** (1.90%)—compared to **\$122,110** (5.12%) for 2009–2010; **\$78,855** (3.42%) for 2008–2009; and **\$159,844** (7.45%) for 2007–2008.

The Library's property tax revenues were significantly limited by the Property Tax Extension Limitation Law (PTELL).¹

- For the second consecutive year, the proposed Working Budget reflects a significant decrease in interest income of \$33,500—from \$40,000 for 2009–2010 to \$6,500 for 2010–2011. (Last year, interest income dropped from \$80,000 for 2008–2009 to \$40,000 for 2009–2010.)
- The proposed Working Budget follows the Committee's guideline for books and other materials; to wit:—"Budget at least at the level of the suggested standard in Illinois for books and other materials (12% of the operating budget)."

Core Standard 25 in *Serving Our Public: Standards for Illinois Public Libraries*, Revised Edition, states:

The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, ICMF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment, and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunications costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.

- The amount required to meet this guideline (\$8,550) is reflected in the Working Budget as a separate line item. Upon approval of the Working Budget by the Board of Library Trustees, the Library Director will work with Adult Services and Youth Services to allocate these funds to particular expenditure codes.

The budget for books and other materials reflects an increase of **3.60%**—compared to no increase for 2009–2010; **\$13,140** (3.48%) for 2008–2009; and **\$21,950** (6.17%) for 2007–2008.

- The proposed Working Budget follows the Committee's guideline on salary issues; to wit:—"Budget a 'salary pool' of at least 3.0% of the Working Budget for 2010–2011, in order to accommodate employees below the salary schedule, as well as merit pay."

¹The Property Tax Extension Limitation Law (PTELL) is designed to limit the increases in property tax extension (total taxes billed) for non-home rule taxing districts. Although the law is commonly referred to as "tax caps," use of this phrase can be misleading. The PTELL does not "cap" either individual property tax bills or individual property assessments. Instead, the PTELL allows a taxing district to receive a limited inflationary increase in tax extensions on existing property plus an additional amount for new construction.

The limit slows the growth of revenues to taxing districts when property values and assessments are increasing faster than the rate of inflation. As a whole, property owners have some protection from tax bills that increase only because the market value of their property is rising rapidly.

The limiting rate is calculated, for each taxing district, by the county clerk to implement PTELL. The sum of a district's rates extended for those funds subject to the PTELL cannot exceed this limiting rate. After calculating preliminary rates for the funds, the county clerk will compare the sum of these rates to the limiting rate. If this sum exceeds the limiting rate, the county clerk will reduce each rate proportionally, unless instructed by a taxing district to reduce them in a different way.

The proposed Working Budget reflects an increase in expenditures for personnel expenses (including benefits) of **\$30,353** (1.83%)—compared to **\$60,212** (4.23%) for 2009–2010; **\$91,541** (6.29%) for 2008–2009; and **\$114,148.50** (8.51%) for 2007–2008.

Of the total amount budgeted for the “salary pool” (\$40,127), a portion (\$15,227) is targeted to employees under minimum” on the Salary Schedule, and a portion (2.0% or \$23,668) is set aside as a merit pool for eligible employees “over minimum.”

- Expenditures for books and other materials account for **12.00%** of the total Working Budget, and expenditures for personnel expenses account for **54.60%** of the total Working Budget.

The same definition of operating budget was used to calculate the percentage of expenditures for personnel expenses.

- No reserve funds were used to balance the Working Budget for 2010–2011, which was balanced by a change in the line item for “Transfer to Special Reserve Fund.”

This transfer historically is budgeted at 2.0% of general Library revenues. However, in order to balance the Working Budget for 2010–2011, this transfer was reduced to 1.5% of general Library revenues. The current target balance for the Special Reserve Fund is \$1,000,000 (Ordinance 2006–001).

Trustee Sullivan noted that the process of developing the Working Budget was more difficult this year than in the past due to fiscal constraints. He asked whether there were any final comments on the Working Budget as presented.

In response to a comment by Trustee Gibson, Ganster confirmed that the first step in developing the new rolling, three-year financial plan was underway.

Director Scheetz reported that the Working Budget was designed to provide greater detail in revenues and expenditures than the combined annual budget and appropriation that is required by statute.

Motion by Trustee Sullivan to approve the Working Budget for 2010–2011, as presented. Seconded by Trustee Von Lunen. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6–0, with one trustee absent.

Director Scheetz commended Business Manager Joy K. Ganster for her dedication and hard work in preparing the Working Budget, and the Standing Committee on Finance for its diligent review of the Working Budget during difficult economic times.

b. **Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2010–2011”**

A copy of the “Tentative Form of “An Ordinance Approving and Adopting the Annual Budget and Appropriation for Library Purposes for Fiscal Year 2010–2011” was included in the Board packet.

Director Scheetz and Business Manager Ganster described the annual budget and appropriation process, which is followed later in the year by the annual levy process.

In response to a question from Trustee Sullivan, discussion followed on the legal requirements in relation to the Annual Budget and Appropriation.

In response to a question from Trustee Von Lunen, Ganster provided background information on the corporate replacement tax.²

16. **A closed session** for the following purposes:

- a. “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body,” as authorized by 5 ILCS 120/2(c)(1)
- b. “Litigation,” as authorized by 5 ILCS 120/2(c)(11)

Motion by Trustee Von Lunen to enter closed session for the purposes stated. Seconded by Trustee Babcock. Roll Call: Babcock, aye; Gibson, aye; Jakubowski, aye; Sullivan, aye; Trefil, aye; Von Lunen, aye. The motion carried, 6–0, with one trustee absent.

The Board entered closed session at 8:05 p.m.

The Board returned to open session at 9:43 p.m.

17. **Future Agenda Items**

Director Scheetz noted that an updated list of future agenda items was included in the Board packet.

18. **Comments from the Board**

There were no additional comments from the Board.

19. **Next Meetings or Events**

- a. *ALA Annual Conference (Washington, D.C.), Thursday–Wednesday, 24–30 June 2010*
- b. *Independence Day, Sunday, 4 July 2010, Library Closed*
- c. *Observance of Independence Day, Monday, 5 July 2010, Library Closed*
- d. ***Board of Library Trustees (Regular Meeting), Tuesday, 20 July 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- e. ***Board of Library Trustees (Regular Meeting), Tuesday, 17 August 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***

²**What are replacement taxes?** Replacement taxes are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments.

Who pays these taxes? Corporations, partnerships, trusts, S corporations and public utilities pay these taxes.

What are the rates? Corporations pay a 2.5 % tax on income. Partnerships, trusts, and S corporations pay a 1.5 % tax on income. Public utilities pay a 0.8 % tax on invested capital.

- f. *Staff Development Day (4th Friday in August), Friday, 27 August 2010, Library Closed (Scheduled Work Day for All Employees)*
- g. *Library Card Sign-Up Month, September 2010 — launched in 1987 as a national campaign: “every child should obtain a library card”*
- h. *Sunday before Labor Day, Sunday, 5 September 2010, Library Closed*
- i. *Labor Day (1st Monday in September), Monday, 6 September 2010, Library Closed*
- j. *Regular Library Hours on Sunday Begin (12:00 noon–5:00 p.m.), Sunday, 12 September 2010*
- k. *Regular Meeting, Tuesday, 21 September 2010, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*

20. **Adjournment**

Motion by Trustee Trefil to adjourn the regular meeting. Seconded by Trustee Babcock. All: Aye. The motion carried.

Trustee Gibson declared the meeting adjourned at 9:46 p.m.

Respectfully submitted,

Randall E. Gibson
President

Maureen A. Jakubowski
Secretary