

**Sugar Grove Public Library District  
Library Board of Trustees  
May 22, 2014  
Board Meeting Minutes**

**Call to Order and Roll Call**

Vice President Anthony Oliver called the meeting to order at 6:00pm.

Present: Louise Coffman, Treasurer; Robert Bergman, Trustee; Bill Durrenberger, Secretary; Pat Graceffa, Trustee; Anthony Oliver, Vice President and Carol Dolin, Director.

Absent: Dan Herkes and Art Morrical

**Public Comment**

None.

**Pledge of Allegiance**

**Approval of Minutes of April 24, 2014 Board Meeting and April 30, 2014 Special Board Meeting.**

Motion: To approve the minutes of April 24, 2014 Board Meeting. Motion by Durrenberger. Second by Graceffa. Roll call vote: Coffman – yes, Bergman – yes, Durrenberger – yes, Graceffa – yes, Oliver - yes. Motion passed.

Motion: To approve the minutes of April 30, 2014 Special Board Meeting. Motion by Graceffa. Second by Coffman. Roll call vote: Coffman – yes, Bergman – yes, Durrenberger – abstain, Graceffa – yes, Oliver - yes. Motion passed.

**Correspondence**

Dolin reviewed correspondence included in the meeting packet including a proposal by the Toastmasters asking the Library to form a club, a letter to the editor from Louise Coffman, a sponsorship form from the Corn Boil, and letters of appreciation from Dolin to Senator Oberweis and Representative Hatcher for the state funded library grant programs.

**Review of Financial Reports**

Coffman reviewed the April 2014 financial reports included in the Board Packet. The Library Budget is 83.5% spent at 83.3% through the fiscal year. We received the per capita grant and Back to Books grants for \$19,701 and \$5,000 respectively, which brings revenues received to approximately 97.6% of anticipated revenues for the year. Expenditures for materials were nearly flat for the month of April. The Back to Books orders have not arrived yet. We ordered eBooks of the children and teen choice nominee titles as planned. The salaries line is approximately 3% under budget. Utilities expenditures are over budget as anticipated due to heating bills for unusually cold winter.

## **Approval of April 2014 Check Register**

Motion: To approve the April 2014 Check Register of electronic payments and checks for \$27,019.17. Motion by Durrenberger. Second by Graceffa. Roll call vote: Coffman – yes, Bergman – yes, Durrenberger – yes, Graceffa – yes, Oliver - yes, Motion passed.

## **Library Report**

Dolin reviewed the reports included in the Board Packet, including statistics. April was a quieter month, probably due to the nice weather after the long, cold winter. Overall circulation was down from March, but up 5.2% over the same period last year. Children's materials accounted for 51.6% of all circulation and with teens account for 5.5% of all use. Print materials circulate much more than A/V materials and physical checkouts are far ahead of online materials use. A few patrons complained about the reduction in magazine subscriptions, but when compared with the number of checkouts of other materials, significantly fewer magazines are used than any other material type. In April, 907 new books and 380 Board Books for toddlers checked out as compared with 279 magazines. We have not purchased new books for two months, so there are fewer to choose from, but even as they aged and new magazines continued to arrive, books beat magazines. Magazine subscriptions take much more staff time in proportion to the cost to purchase than any other kind of material. We maintain subscriptions for magazines that are used heavily (averaging more than three to four uses per month). If a patron wishes to donate a magazine subscription to the library's collection, the donation must cover the cost of staff time and materials used to process the magazines in addition to the subscription cost. So far, when we have explained that to potential donors, they have decided against the donation. Just over 55% of the District now hold library cards. We have been tracking door count by period of the day for about two months. On average 4 people per hour visit before the library is open, presumably for the café. The period from 10am-1pm draws 25 people per hour, 1pm-5pm is 23 people per hour, 5pm-6pm is 32 people per hour, and 6pm-8pm is 22 people per hour. The service desks were very busy in April with every department seeing an increase in questions answered. The HVAC system is still experiencing faults and errors. We are working with Precision Controls to try to reduce the number of errors and achieve the maximum efficiency from the system. The grounds are looking lovely with all of the work Coffman and Graceffa and volunteers are putting in. Donated plants and time have made a huge difference. Plants that went in last fall are beginning to bloom. We are posting messages on Facebook, in the newsletter, and making verbal requests to recruit additional volunteers. We continue to streamline the technology infrastructure to save money wherever possible. Fax will no longer be available as of July 1 and we plan to reduce to one public copier, which should more than meet the public demand.

## **Board Representative Reports**

Coffman reported on the state of the grounds, which are looking lovely. Pat Graceffa was appointed representative for Long Range Planning.

## **Friends Report**

None.

## **OLD BUSINESS**

### **Referendum Results – planning for the future**

See 2014-2015 Operating Budget and building bonds refunding.

### **2014-2015 Operating Budget**

Dolin presented Draft Operating Budgets for the 2014-2015 Anticipated Revenues and 2014-2015 Proposed Expenditures. Debt/Bond, Corporate, and Social Security fund property taxes are anticipated to increase somewhat. Audit and Risk/Liability Fund property taxes, Grants, and Contributions revenues will decrease. The overall anticipated revenues for FY 2014-2015 should increase by 1.56% to \$1,269,912, including the Debt/Bond revenues of \$656,888. The proposed operating expenditures budget of \$613,112 includes a small reduction in spending on materials, flat spending on personnel, and increases in technology, liability insurance, utilities, telecommunications, and building and equipment maintenance.

Motion: To approve the proposed operating budget of \$613,112 as proposed.

Motion by Coffman. Second by Graceffa. Roll call vote: Coffman – yes, Bergman – yes, Durrenberger – yes, Graceffa – yes, Oliver - yes, Motion passed.

### **Building Bonds – refunding possibilities**

Dolin reviewed the proposals as presented by Speer Financial, Robert Baird, and Ehlers and Associates. Refunding and reissuing the bonds would realize a substantial savings for library district taxpayers. The bonds are callable in January 2015. Speer and Ehlers would act as financial advisors. Baird is an underwriter that could serve as a financial advisor, but not as both. If they offer a quote for financial advising, they cannot later underwrite the bonds if the Library uses a different firm for financial advising. The trustees considered whether to refund the bonds early or wait for a current refunding. There are substantial carrying costs for an early refunding and no indication that interest rates will increase dramatically in the next few months. The Board is leaning toward using Ehlers or Speer and waiting to do a current refunding. Ehlers offer included a 5-year financial plan, which should help with the credit rating. They requested that Dolin ask Speer to quote similar services and speak to Ehlers to get more information and their most competitive rate for these services. Dolin will bring this information to the June meeting for a vote.

## **NEW BUSINESS**

### **Copiers**

The copiers are at the end of their lease and Konica Minolta offered a proposal for similar equipment with a lower maintenance agreement. The volume of use does not justify two public copiers and staff proposes eliminating one copier and coin tower to reduce costs.

Motion: To approve the purchase of one public copier and one staff copier as proposed. Motion by Coffman. Second by Bergman. Roll call vote: Coffman – yes, Bergman – yes, Durrenberger – yes, Graceffa – yes, Oliver - yes, Motion passed.

### **Liability Insurance**

Dolin requested quotes for liability insurance from LIRA and from Jeff Volkman. LIRA came in at 30% higher than our current rates. Still waiting on the final quote from Volkman. Dolin recommends staying with Volkman pending the new quotes. Tabled until the June meeting.

### **Per Capita Grant Requirements**

Dolin outlined the requirements for the 2014-2015 Per Capita Grant. The library will prepare and submit the IPLAR using statistics and grant information compiled throughout the year. Trustees reviewed Chapter 7 of Serving our Public 3.0: Standards for Illinois Public Libraries, Collection Management and Resource Sharing. The Library spends 13%, which exceeds the standard of spending a minimum of 12% of the operating budget on collections. Purchasing focuses on best sellers and replacements for list items with high checkout rates. The current Collection Development Policy needs revising. Dolin presented the current policy and three recently updated samples from other libraries. She and the staff will prepare a draft for review at the June meeting. Local or consortium staff catalog all materials to meet required standards. Collections are regularly evaluated for effectiveness and weeded as needed. The Library is part of a consortium that shares collections to the advantage of library patrons. We purchase materials in electronic formats. The staff has completed registration and training for OCLC Worldshare and reviewed the state resource sharing standards to ensure compliance. Several members of the staff and Board have attended courses from RAILS and the Illinois State Library. The Library has registered and taken the assessment for The Edge Initiative. Dolin invited trustees to participate in the discussion about meeting the recommendations for offering computer classes, and medical and government information to the public.

### **Executive Session**

None.

### **Agenda items for May 22, 2014 Board Meeting**

Liability insurance, Collection Management Policy, April 24, 2014 closed session minutes, electronic sign.

### **Adjournment**

Motion: To adjourn the meeting at 7:35 pm. Motion by Durrenberger. Second by Coffman. Voice vote: all yes. Motion passed.