

**Chicago Heights Public Library  
Board of Trustee Minutes  
July 10, 2008**

President Booth called the meeting to order at 6:30 p.m.

**Members Present:** Mr. Robert Booth, Ms. Vicki High, Mrs. Donna Hill, Mr. Doug Swanson, Mr. Murphy, and Mr. Joe Faso

**Members Also Present:** Mr. Mike Davis and Ms. Margie Dal Santo

**Members Absent:** Ms. Ernestine Boyd and Mr. Sam Pavesich

Mrs. Hill motioned, seconded by Ms. High that the minutes of June 12, 2008 be approved as circulated. Motion carried.

**Librarian's Report:**

The use of materials for young people was 1,891. This is a decrease of 1% from last year. The use of materials for adults was 3,235. This is a decrease of 2% from last year. The total circulation was 5,909. This is a decrease of 4% from last year. The total materials owned are 128,645. The total cardholders are 9,080\*. The public access computers were used on 2,693 occasions. Website visitors were 1,082. There were 83 people who took advantage of the wireless internet.

The Youth Department sponsored 28 programs that attracted 452 young people. 8 volunteers worked 94 hours and 45 minutes.

There were 9 publicity articles. Three articles were published in the newspaper. There were 6 broadcast on cable TV.

The meeting rooms were used on 45 occasions.

There were no security incidents.

The library has applied for a Best Buy Local Giving Program grant. In the grant application, we specifically asked for a refrigerator for storing drinks for Youth services. There is no timetable on the grant process. Our current dorm refrigerator isn't big enough to store all of the drinks necessary for our Youth programs.

The Friends of the Library have sent off their IRS Form 1023 to apply for 501 (c)(3) status. The form was mailed on June 18, 2008 with the \$300 application fee.

The summer newsletter was mailed on June 16, 2008 to 10,400 residential and business addresses in Chicago Heights.

Able and Willing Plumbing repaired the downspout problems in the Mansard roof on June 18, 2008. Hopefully, this is the end of our major roof leaks.

Our new website launched on Thursday, June 19, 2008. In total, Kassandra put about 50 hours of work into the project. I have taken over the maintenance of the site. If there are any changes you wish, just let me know.

The Summer Reading program is progressing nicely. Registration is up with 127 registered, compared with 95 registered for all of last year, which is a 34% increase. A particularly successful program, Reading Buddies, will be continued in the fall. Reading Buddies pairs a child up with a volunteer to help them read books at the library.

I am working on a new design for the newsletter, taken from a template in Microsoft Publisher. The new format will be on letter size paper.

Susan Stanko and Sarah Morgan attended a workshop on Customer Service on Tuesday, July 8, 2008 at the MLS offices in Chicago.

\*To reconcile the number of patrons various sources give for our library, we ran reports on the report server and physically counted registration cards. The number of registered patrons stands at 9,080. This is substantially lower than the numbers reported in the past. An incorrect methodology was used in the past to calculate the number (it included re-registrations with new registrations). We will use the new number calculated from now on.

The Board suggested that patrons be required to have a library card in order to use the computer. Mr. Davis will re-write the computer policy stating that the patron must have a library card in order to use the computer and present the revised policy at the August 14, 2008 Board meeting for approval.

Mrs. Hill suggested signing students up at school for library cards. If the School Board approves using the student's information to fill out library applications, then the student would just have to take the card application home and have his/her parent sign it. The schools would then send the applications to the library for the cards to be processed and the library would return them to the school to be passed out.

The Wii gaming unit is purchased and installed in the Youth Department. It is on a portable TV cart so we can move it around when necessary. Norma developed procedures for using the Wii. There are 2 controllers for the unit, so 2 patrons can play at the same time. The staff in the Youth Department have gotten familiarized with the unit by playing some of the games. The unit became available to patrons on Monday, July 7, 2008.

### **Building Committee:**

Two bids were received for mandated elevator upgrades. The first bid was for \$29,248.00 from Colley Elevator Company.. The second bid was from ThyssenKrupp Elevator for \$34, 275.38. We have to put the repair work out for bid by advertising in the newspaper.

Mr. Davis will call Jason at City Hall to get an official "Do Not Exit" sign" installed at the entrance in the north parking lot.

### **Financial Committee:**

Mr. Swanson moved, seconded by Mr. Faso that the June, 2008 bills of \$20,324.80 be approved for payment. Motion carried.

Mr. Davis asked the Board to approve transferring our bank account to the Illinois Funds account. The Illinois Funds is a money market account that is controlled by the State Treasurer's Office. More than 2,100 local units of government throughout the state pool their tax revenues into the Illinois Funds, two AAAm rated funds with almost \$7 billion in combined assets, to earn higher returns. The Board decided not to transfer our bank account at this time.

### **Library committee:**

#### **Old Business:**

Mr. Davis sent in the application for the Library to have a booth at Summerfest, August 29, 30, and 31, 2008. The board suggested having library card application forms at the booth to sign up patrons as long as they have proper identification along with a piece of mail showing residency. The library will have bingo and crafts at the booth. They will also be giving away books.

#### **New Business**

The library is required by law to pass an annual ordinance authorizing public library non-resident cards. This ordinance establishes the cost of a non resident card. Using the General Mathematical Formula (23 Ad. Code 3050.60 (a)), the cost for a non-resident card is \$90.00. Mr. Swanson motioned, seconded by Mrs. Hill. Motion carried.

Mr. Booth adjourned the meeting at 8:10 p.m.

The next regular Board of Trustees meeting August 14, 2008 at 6:30 p.m.