

**Chicago Heights Public Library
Board of Trustees Minutes
August 11, 2011**

Members Present: Mr. Robert Booth, Ms. Lori Wilcox, Mr. Doug Swanson, and Mr. John Murphy

Also Present: Mr. Michael Davis and Ms Margie Dal Santo

Members Absent: Ms. Vicki High, Ms. Mary Beth Cifelli, and Mr. David Alston

Public Comments: none

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

Mr. Swanson moved, seconded by Mr. Murphy to approve the minutes of July 14, 2011. Motion carried.

Librarian's Report:

The use of materials for young people was 1,563. This is a 19% decrease over last year. The use of materials for adults was 3,744. This is a 9% decrease over last year. The grand total circulation was 10,871. This is a 1% decrease over last year. The total materials owned are 127,666. The total cardholders are 12,497. This is an increase of 938 patrons over last year. The public access computers were used on 2,669 occasions. This is an increase of 10% over last year. Our website was accessed on 1,097 occasions. This is a 27% decrease over last year. There were 259 patrons who took advantage of our wireless internet. This is an increase of 90% over last year.

The Adult and Youth Departments sponsored 47 programs that attracted 643 people. 6 volunteers worked 122.5 hours.

There were 10 publicity articles. 5 Articles appeared in the newspaper and 5 articles were broadcast on cable TV.

The meeting rooms were used on 76 occasions.

There were no security incidents involving our library, but our cameras have been asked to be looked at 2 times over the last month. One incident caught a minivan being stolen on 15th Street, and another showed a patron that his car wasn't damaged in our parking lot, but elsewhere.

The Friends of the Library had a meeting on July 27, 2011 and approved the use of their tax status for the Constant Contact email project. They are also going to start opening the downstairs book sale storage room for purchases one Saturday per month, for a couple of hours. This month the sale will be on Saturday, August 20, 2011 from 12 noon to 2 p.m.

The new computers are here. Norma would like to purchase a table for them. The tables we are looking at are rather expensive, as I want this table to be the same style that we will use when we get around to replacing furniture. We have \$500.00 left from the Food4Less grant that can be used toward the purchase.

To make room for an additional table for the computers, we began weeding older Childrens' VHS tapes, with the idea of eliminating one set of storage shelves.

Staff have been taking training on the Overdrive eBooks. The service is set to launch on August 22, 2011 at 9 a.m. We'll have a link on our web page to it shortly thereafter.

I've spent much of the month working on my backlog of book reviews. I'm only about a month behind at this point.

We updated our public computers to Kaspersky anti-virus software from McAfee, hopefully this will cure some of our downtime problems with individual pc's.

Norma has her report on the Summer Reading program.

Ms. Norma Rubio, Children's librarian, reported that 160 young people signed up for the Summer Reading program. The Summer Reading program runs for 8 weeks. The requirements are that they read every week and check in at the library six out of the eight weeks to be eligible to attend the party at the end of the program. We had 58 young people who completed the Summer Reading program. There were 69 people who attended the party which included some parents. Pizza was served, goodie bags were given out, and there was a BMX bike performer for entertainment. The Children's Department also had 38 programs during the summer with a good turnout of young people from the Summer Reading program. A meeting is set up for September 2011, in which Norma will be attending, to discuss the Summer Reading program and also to discuss ways to encourage more young people to take advantage of this program.

Building Committee:

GMA started work on replacing the glass with bb holes. The south entrance is finished. The glass in the west entrance started being replaced on Tuesday, August 9, 2011, and was finished today, August 11, 2011.

The carpeting for the Children's Department has been ordered.

Ray, Maintenance Supervisor, has started interviews for custodians, but hasn't hired anyone yet. I will be doing background checks before they are hired, as they will have access to the building after hours.

Finance Committee:

Mr. Swanson moved, seconded by Mr. Murphy that the July 2011 bills of \$25,724.23 be approved for payment. Motion carried.

Comparative Report: The year-to-date expenses are \$247,896.10. The unspent money is \$844,703.90. Target spending is 25% or less and we are at 23% for fiscal year 2011/2012.

Per Capita Grant: There is a zero balance. The library was awarded \$33,467.57 for the fiscal year 2011/2012 but we have yet to receive the money. Last year we received the money from the Per Capita Grant on December 13, 2010.

Library Committee:

The Board is required by law to review the Material Selection Policy every 2 years. After review of the Material Selection Policy, no changes were recommended. Mr. Murphy moved, seconded by Ms. Wilcox to keep policy as is. Motion carried.

President Booth adjourned the meeting at 7:05 p.m.

The next Board of Trustees meeting will be held on September 8, 2011 at 6:30 p.m.