

**Chicago Heights Public Library
Board of Trustees Minutes
August 12, 2010**

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

Members Present: Mr. Robert Booth, Ms. Lori Wilcox, Mr. David Alston, and Mr. Doug Swanson

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

Members Absent: Ms. Vicki High, Ms. Donna Hill, Mr. John Murphy, and Mr. Joe Faso

There were not enough Board members present for a quorum. Any motions made at this meeting will be presented for approval at the September 9, 2010 Board of Trustees meeting.

Librarian's Report:

The use of materials for young people was 1,799. This is a decrease of 29% over last year. The use of materials for adults was 3,598. This is a decrease of 14% over last year. The grand total circulation was 11,009. This is a decrease of 23% over last year. The total materials owned are 128,962. The total cardholders are 11,559. The public access computers were used on 2,419 occasions. This is a decrease of 25% over last year. Our website was accessed on 1,506 occasions. This is a decrease of 11% over last year. There were 136 patrons who took advantage of our wireless Internet. This is an increase of 197% over last year.

The Adult and Youth Departments sponsored 51 programs that attracted 635 people.

7 volunteers worked 103.25 hours.

14 publicity articles appeared during the month of July 2010. 6 publicity articles appeared in the newspaper and 8 publicity articles appeared on cable TV.

The meeting rooms were used on 78 occasions.

There were no security incidents.

The large screen monitor advertising library programs is up and running at the Circulation Desk. We've had positive comments about it from patrons.

Kyle Craig started working the Reference Desk on Monday, July 26, 2010. Jamie Paicely started working the Reference Desk on Monday, August 2, 2010. Jamie has moved into town.

A new SWAN catalog was installed by the Reference Desk on Friday, July 23, 2010.

The juvenile involved in the incident that occurred on June 17, 2010 has had his guardian sent a letter by registered mail informing him/her of his ban from the library and the conditions for overturning the ban.

A note on the statistics: Due to a SWAN change, patrons now have a lower limit on the number of holds they can place on the computer. This was implemented at all libraries to try and slow the growth in delivery of items. Our holds limit went from 100 to 30. It is doubtful that this will have any impact on most patrons. We have had no complaints over this lower limit. With Metropolitan Library Systems's financial situation, further restrictions may be placed on interlibrary loans (ILL's) in the future. The Delivery Committee may require holds to be filled in-house for new books. This would most likely cause longer waits for popular items in the future. Other measures are also being discussed for lowering the cost of delivery. This is being done in anticipation of the Metropolitan Library System running out of money and the SWAN libraries having to pay for deliveries. These changes when implemented will likely result in a drop in statistics, but the drop will be system wide.

The Penny Severns Family Literacy Grant Program finished up on Thursday, August 5, 2010 with a final party.

I will be taking the week of August 16, 2010 off. I will be available for emergencies, as we are not leaving town.

Norma Rubio will give her report on the Children's Summer Reading Program. There were 172 children registered for the Children's Summer Reading Program. 62 children finished the program. There were a total of 4,614 books read by the children. Burger King, Aurelios Pizza, Dairy Queen, and the Big Apple made donations. Norma is looking into partnering with the Jones Center for next summer's reading program. Norma will also be promoting the library at City Hall's Back To School Rally on Sunday, August 15, 2010.

The Chicago Heights Public Library's Youth Department's After School Fun with Nature Program received a beautification award from the University of Illinois Extension.

Building Committee:

Tile installation started Monday, July 20, 2010. The tile was finished on Thursday, July 22, 2010. The installers commented that it took longer to take the carpet up than they had anticipated. This will probably extend the amount of time required to install the rest of the new carpet.

Our old areas of carpet on the main floor were cleaned on Sunday, August 8, 2010.

Financial Committee:

Mr. Swanson moved, seconded by Ms. Wilcox that the July 2010 bills of \$35,867.70 be approved for payment. Motion carried.

Mr. Swanson moved, seconded by Ms. Wilcox that a bill of \$625.00 for the Village Profile ad, which was authorized thru the Mayor's office, be approved for payment. Motion carried.

Comparative Report: The year-to-date expenses were \$213,135.20. The total unspent money is \$886,073.80. We are in the third month of the fiscal year. Our target is 25%. We are under budget by 6%.

Library Committee:

Mr. Swanson moved, seconded by Ms. Wilcox to accept Mr. Davis' recommendations for changes to the video/DVD fees and fines. Motion carried.

The annual fee for non-city residents decreased from \$90.00 to \$84.81.

Old Business:

New Business:

President Booth adjourned the meeting at 7:30 p.m.

The next Board of Trustees meeting will be held on September 9, 2010 at 6:30 p.m.