

**Sugar Grove Public Library District  
Library Board of Trustees  
February 27, 2014  
Board Meeting Minutes**

**Call to Order and Roll Call**

President Dan Herkes called the meeting to order at 6:00pm.

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

Absent: Art Morrical and Robert Bergman

**Public Comment**

None.

**Pledge of Allegiance**

**Approval of Minutes of January 23, 2014 Board Meeting.**

Motion: To approve the minutes of January 23, 2014 Board Meeting. Motion by Durrenberger. Second by Graceffa. Roll call vote: Coffman – yes, Oliver – abstain, Herkes – abstain, Durrenberger – yes, Graceffa - yes. Motion passed.

**Correspondence**

Dolin reviewed correspondence included in the packet, which included letters from the State Library. The Library completed the Annual Library Certification process in January. The 2014 Per Capita Grant of \$19,701.25 should arrive before the end of this fiscal year. The Library will receive \$5,000 for its Another Opportunity for Back to Books Grant application entitled *Community Partners Engaging 21<sup>st</sup> Century STEM skills*. We will use these funds to purchase new science, technology, engineering, and math books. We also applied for a \$3,000 grant from Dollar General for summer reading. We also plan to apply for a Target grant for early literacy. We should find out about the additional grant funding in April.

**Review of Financial Reports**

Coffman reviewed the January 2014 financial reports included in the Board Packet. The Library Budget is 62.2% spent at 58.3%% through the fiscal year. We received approximately 93.1% of anticipated revenues for the year. Fines and fees and room rental revenues are running behind budget at 46.5% received and 31.0% received respectively. Dolin noted fine and fee payment increased in January. Several expenditure lines continue to run ahead of budget, most notably materials, programming, telecommunications, building and equipment maintenance, lawn care and snow removal, and copier supplies and maintenance. January had three payrolls, so salaries are 1% over budget, but should be back on target by the end of February. Utilities are running under budget, but January was an estimated reading. February was an actual reading and due to the unusual cold the gas bill was extraordinarily high and this line may come in ahead of budget in the coming months. We paid Prairie Glen twice this year to get on schedule so we do not get late fees. They raised the fees this year, moved the cycle to pay the fees earlier and imposed late fees. This should be the only year we have to pay twice. As an owner of seven lots, perhaps a representative from the Library should attend the association meetings.

## **Approval of January 2014 Check Register**

Motion: To approve the January 2014 Check Register of electronic payments and check numbers 23216-23271. Motion by Herkes. Second by Coffman.

Discussion: A1 received \$640 and \$1425 for November. That was for the final fall cleanup and snow plowing. Summer maintenance is less than winter. Pest control is year round. Gaylord is a library supplies company. We paid them for labels, book tape, and book carts in January. MAGIC is our consortium and manages our online catalog and patron database. Roll call vote: Coffman – yes, Oliver – yes, Herkes – yes, Durrenberger – yes, Graceffa – yes. Motion passed.

## **Library Report**

Dolin reviewed the reports included in the Board Packet, including statistics. Circulation and visits continue to increase over that of the same period last year. Patrons report the extreme cold and snow encourages more reading. Overall circulation was up by 18.5% over the same period last year. Checkouts of Teen materials nearly doubled again in January and accounted for 5.8% of overall circulation. Children's materials, especially easy fiction and early readers, continue to be our biggest movers, followed by DVDs. We also saw a big jump in the use of eBooks. Traffic is highest on Tuesdays when people come to children's programs and check out new release of movies and bestseller books. Reference questions were up significantly in January, chiefly due to adult readers advisory and reference and technology questions. Many of these questions are complex in nature with people needing assistance with devices, downloads, and/or finding and ordering materials that are not readily available at our Library. Several newspapers and WSPY viewed the referendum presentation on the website and most ran very positive stories. The Daily Herald endorsed the Library's referendum. Zinio, the online magazine database, lost a few titles that were most used. Consumer reports is now offered by EBSCO. We continue to evaluate databases, which are very expensive, to offer what our patrons most want to use.

## **Board Representative Reports**

Grounds: Coffman spoke with a Girl Scout troop who will plant annuals in May.

## **Friends Report**

Graceffa reported on plans for a fundraiser in May for Mother's Day. Elburn has a very nice program with three plants, but we do not have the same resources. The Summer Reading Program includes a butterfly program. If we can get the funding, we can do a very nice program with butterfly chrysalises that we can release in the butterfly garden.

## **OLD BUSINESS**

### **Referendum Communication Plan**

A narrated Power Point presentation is on the front page of the website and on two screens in the Library. Posters are on display in the foyer with brochures that people can take with them. These brochures are available for anybody who wants to distribute them. Merrill Poloian sent a press release to contacts at the papers, newsletters, and radio. Herkes and Dolin spoke to the press and all of the local newspapers ran stories. Early voting is in the Library March 3-6 and 10-13 from noon-7pm. The Library is not a regular polling place, but anybody can vote at the early voting places.

## **Old Second Bank Accounts**

Coffman reported outstanding results in working with Old Second to re-establish access to the library accounts. The Board expressed appreciation for Shirley Gutendorf's assistance.

### **Café Friday Evening Proposal**

The Morkerts signed a 12-month agreement to lease JavaPlus at the Book Nook through December 2014. Morkert said the café is profitable at present, but they could not afford to pay the additional fees to keep the café open on Friday evenings. He will drop that program for the time being. Dolin told him the Library would replace the refrigerator, but could not afford to replace the other equipment he requested. Those pieces of equipment are in a similar condition to when he took over the café and the library would never see a return on the investment. With regard to the cappuccino machine, Morkert said that he is working on financing and that they would purchase it themselves and take it with them if they leave.

### **NEW BUSINESS**

#### **2014 Back to Books Grant**

See Correspondence.

#### **2014 Per Capita Grant**

See Correspondence.

### **Summer Reading**

Planning is underway for Summer Reading. The theme is Science, which dovetails nicely with the Back to Books Grant theme. Fermilab provides programming and we hope to use Mr. Freeze as our kickoff. We plan a field trip to the Museum of Science and Industry and possibly to Legoland in Schaumburg. We want to have at least one big event each month. Funding is the key to being able to do this. We hope to get the Dollar General to fund science themed programming and field trips. Poloian is working on a letter to solicit community funds for additional support for programming and to assist with incentives for participation.

The emails the Library sent with referendum information had two additional recipients on each message. MAGIC said some code in the message caused the error. We believe one in three messages made it to intended recipients. Graceffa expressed concern about sending these messages. Dolin confirmed that the library's attorney approved fact based information. Another round of messages is planned after early voting commences.

### **Executive Session**

None.

### **Agenda items for March 20, 2014 Board Meeting**

Referendum results, what comes next?

### **Adjournment**

Motion: To adjourn the meeting at 6:38pm. Motion by Durrenberger. Second by Herkes. Voice vote: all yes. Motion passed.