

March 21, 2012

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, March 21, 2012.

CALL TO ORDER

Diana Hunter, President/President Emerita, called the meeting to order at 7:30 p.m.

Members present: Diana Hunter, President/President Emerita; John Graham, Vice President; Zelda Rich, Secretary; Richard Basofin; Susan Greer; Mark Prosperi; and Carolyn A. Anthony, Director.

Member absent: Karen Parrilli.

Guest present: Paul Steinbrecher, architect.

Visitor present: Tracy Kim, 5255 North River's Edge, Chicago, IL 60630.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 8, 2012

Mrs. Greer made a motion, seconded by Mrs. Rich to approve the minutes of the regular meeting of February 8, 2012, subject to additions and/or corrections. There being no additions/corrections, the minutes were approved and placed on file.

CONSENT AGENDA (Financial Statements; Circulation Report; Library Use Statistics; Report(s) from Department Head(s); Program Statistics Third Quarter F.Y. 2011-12; Correspondence; Gifts)

Mr. Graham made a motion, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. PROGRAM STATISTICS THIRD QUARTER F.Y. 2011-12
5. CORRESPONDENCE: LETTER FROM JESSE WHITE, SECRETARY OF STATE AND STATE LIBRARIAN TO

CAROLYN ANTHONY, DATED FEBRUARY 10, 2012 RE
AWARD OF PER CAPITA GRANT

6. GIFTS: \$50. FROM META HART IN APPRECIATION FOR EBOOK ASSISTANCE; \$250. FROM ABT FOR SUMMER READING CLUBS; \$5,000. FROM NORTSHORE UNIVERSITY HEALTHCARE FOR SUMMER READING CLUBS.

The motion passed unanimously.

BILLS

A motion was made by Mr. Graham, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

DIRECTOR'S REPORT

USAGE----Circulation in February was up one percent from the same month last year, undoubtedly boosted by this year's milder weather. Circulation of Adult books was down nearly 8%, while circulation of DVDs climbed 6.5%, resulting in more DVDs than books being checked out by adults for the month. Youth circulation was up slightly.

Bookmobile circulation jumped up nearly 12%, with the bigger gain in Adult materials use. There was a lot of interlibrary loan activity in February, with big gains in both staff-administered ILL and LINKin use. The Gate Count showed a robust increase in library visits. There was an increase in both general questions and reference questions asked, but a decrease in computer use and the check-out of laptops for use in the building.

PER CAPITA GRANT----We received a letter from Secretary of State Jesse White with the news that the Skokie Public Library will be awarded a Per Capita Grant of \$66,435.99 at a rate of \$1.02 per resident. Funds will need to be expended by June 30, 2013. These funds will be accrued to Fiscal Year 2012 even if they should arrive after April 30.

BOOKMOBILE GARAGE DOOR----A portion of the overhead track for the door on the Bookmobile garage gave way, but the door was fortunately caught on a sprinkler head, sparing damage to the Bookmobile which was in the garage at the time. Of course this happened late afternoon on a Friday, necessitating an emergency call to the installer. They were able to re-secure the track, such that the door could be closed and opened again to allow the Bookmobile to go out on its Saturday route. The workmen returned

Monday to replace a portion of the track that was damaged. Insurance will cover the expense, minus our \$1,000. deductible.

OUTSIDE INVESTMENT IN III----The Board may be interested to know that Innovative Interfaces, the vendor of our integrated library system, has accepted a strategic investment in the Company from two firms: Huntsman Gay Global Capital and JMI Equity. In a letter from Chairman Jerry Kline, he states that "Both of these firms are from outside the library marketplace and have a long-term, stable view of investment and management that align well with our corporate values and identity. They will both be great partners and help position Innovative Interfaces for the future."

NEW DIRECTOR OF EVANSTON PUBLIC LIBRARY----Karen Danczak Lyons, Deputy Commissioner of the Chicago Public Library, will become the new Director of the Evanston Public Library effective April 16. This move will complete the turnover of the top management of Chicago Public Library since Commissioner Mary Dempsey and an Assistant Commissioner have already left their positions.

COMING TOGETHER IN SKOKIE----This partnership program has been very successful again with its focus this year on the Assyrian community. A majority of students in Skokie schools speak a language other than English and Assyrian is the third most commonly spoken language after Spanish and Urdu. It has been special this year to have involvement from the Oriental Institute of the University of Chicago. Thirty-eight people went on a chartered bus to the Oriental Institute for a special tour. Two faculty members from the Institute came to give programs at the Library. Both programs were well attended, with people staying throughout lengthy academic lectures and remaining to ask insightful questions of the presenters. This past month, two different authors also spoke to audiences at the Library, as well as to numerous student audiences. Parents at the Niles Township ELL Center read both Home is Beyond the Mountains and Children of War, with author visits by Celia Barker Lottridge and Deborah Ellis as incentives. ELL Director Corrie Wallace says that a parent book group has finally been launched. Susan Van Dusen and Mrs. Anthony spoke to the Skokie Valley Rotary and the Kiwanis about Coming Together in Skokie. The program continues through March 22.

PRESENTATION TO THE ECONOMIC DEVELOPMENT TASK FORCE----Terry Ratoff, Toby Greenwalt and Mrs. Anthony gave a presentation to the Skokie Economic Development Task Force at Village Hall this past month. They talked about the Business Portal www.business.skokieliibrary.info and research databases available to business persons as well as about the developing Business Center which will be a resource to

small and home-based business persons who now make up more than 40% of Chamber membership. The presentation was very well received by the group which includes staff from the Village Economic Development Department, Chamber representatives, and the Property Manager of Forest City.

ANNUAL LEGISLATIVE BREAKFAST----Skokie Public Library was well represented at the Annual Legislative Breakfast, hosted this year by the Illinois Library Association. Representative Daniel Biss attended as did representatives on behalf of Congresswoman Jan Schakowsky and our Senators. Library Lobbyist Kip Kolkmeier spoke to the group about current issues. There will be quite a lot of turnover in the State House this year. As you know, Illinois is still in dire fiscal straights. We heard that measures will be taken, including pension reform.

PUBLIC LIBRARY ASSOCIATION CONFERENCE----Mrs. Anthony will leave Monday for the Public Library Association Conference in Philadelphia and be gone the balance of the week. Nine staff members will also attend. Mrs. Anthony coordinated arrangements for a Preconference on Changing Course: Leadership for Navigating the New Library, will speak briefly at the opening of another Preconference on Civic Dialogue, will present on using marketing techniques to become more user-focused at another session and will talk about Coming Together in Skokie at a session on Successful Community Collaborations. Ballots for the PLA election will be available electronically March 19, with voting continuing for five weeks.

Mrs. Anthony said that PLA went very well. eBooks was the big news along with some encouraging news from vendors. A very positive conference overall.

ILLINOIS PUBLIC RISK FUND (IPRF) GRANT-----The Library received a \$3,100 grant from IPRF. The grant will be used for purchase of a second scooter and to replace the controls on the automatic door on the east entrance.

MULTI-AGENCY COOPERATION-----The Library has an unruly group of 35-50 junior high kids on the Village Green and in the Library lately. Mrs. Anthony contacted the Village Manager, Chief of Police and the District 69 School Superintendent. Most of the kids were from Lincoln Jr. High School and the outreach office knows many of the kids by name. She called a meeting of the parents and discussed issues. Pastor Conrad of St. Paul's Lutheran School is interested in setting up an 'open gym' and the Park District is discussing a skateboard park. Not many communities work as well as Skokie in helping with issues.

PROPOSED BUDGET FOR FY 2012-2013

In light of receipts this year-to-date, Mrs. Anthony has revised some of the Revenue projections which support the Operating Budget. The biggest change is a decrease of \$50,000. in projected receipts from Corporate Replacement Taxes from \$400,000. to \$350,000., based on receipt of just \$240,748. in this category after nine months of the current Fiscal Year. Mrs. Anthony is suggesting smaller adjustments to anticipated revenues from Interest, Grants and Other which balance each other out for no additional change to the bottom line for Revenues.

On the Expense side, Mrs. Anthony has adjusted the Salary line increase from 3% to 2% for a savings of \$59,410. Mrs. Anthony thinks this is possible because this year it looks like we'll have at least \$125,000. or 2% remaining in the Salary line at year end. Small adjustments downward have been made in Utilities, Conference & Travel, and Janitorial Supplies. Mrs. Anthony added \$1,000. to Library Supplies and put the balance of the savings into the Capital line.

In terms of Capital expense, staff anticipates some reconfiguration of the Fiction area to allow more space for World Literature and for Teens. Richard Simon, Head of Maintenance, advises that the door operator controls for the two public elevators will need to be replaced at an approximate cost of \$20,000. Mrs. Anthony is not planning on replacement of the Library van this year, but it will be ten years old before the end of the Fiscal Year.

During discussion, Mrs. Anthony said that there will be no increase in health insurance this year. She will modify figures before the April Board meeting.

APPROVAL OF ADOPTION OF WAGE AND SALARY ADJUSTMENT FOR FY 2013

For some years now, the Board has used the Bureau of Labor's figure for the increase in wages and salaries for state and local government workers as a guide to annual adjustment of the salary scale. Last month, Mrs. Anthony gave the Board the table from the Bureau of Labor showing an annual increase of 1% for the calendar year 2011.

Mrs. Anthony distributed a chart showing what the salary scale would look like with a 1% cost of living adjustment across the scale. For reference purposes in reviewing the figures, a beginning Circulation Clerk at S-3 would start at \$25,853., a beginning MLS Librarian would start at \$44,223. and a beginning Custodian at \$33,152.

Mrs. Anthony recommends that the Board adopt this scale with a general increase of 1% for all staff effective with the paycheck of May 11. Mrs. Anthony also recommends that

staff who are not at top-of-scale be eligible for a 2% increase at the time of their annual review. No staff would receive more than a total increase of 3% and most will get effectively less since performance reviews are given throughout the year at the time of the employment anniversary. Nineteen full-time and three part-time staff are at top-of-scale so will receive only the 1% across-the-board adjustment.

While the entire Operating Budget is generally not approved before April, the Board has typically voted on the salary increases in March since staff salaries are such a large part of the Operating Budget that any change in Salaries needs to be considered before the Operating Budget is up for final review and adoption.

After brief discussion, Mr. Graham made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A 1.0% COST OF LABOR ADJUSTMENT FOR ALL STAFF EFFECTIVE ON THE PAYCHECK RECEIVED MAY 11, AND A 2.0% INCREASE AT THE TIME OF AN EMPLOYEE'S PERFORMANCE REVIEW FOR FISCAL YEAR 2013.

The roll call vote for approval was unanimous.

APPROVAL OF MOVE MANAGEMENT CONSULTING

While the project to re-carpet the second floor, create a Business Center and new computer center is not major construction, installation of carpeting and movement of the entire nonfiction print collection is a daunting task.

Mrs. Anthony distributed a bid from Relocation Advisers for management of this aspect of the renovation project. Staff have worked with Relocation Advisers before in 1992 as well as in the moves in 2002-2003 and have found them to be very competent and indispensable. Relocation Advisers develops a plan for reconfiguration of the collection, movement of the stacks and phasing of the carpet installation such that all works smoothly and quickly with a minimum of disruption. They develop the bid specifications for both shelving installation and moving from separate companies. With their experience, Bobbie Gordon and Robin Stern are well-equipped to analyze proposals, ask questions and evaluate the proposals, making a recommendation for Board approval.

Mrs. Anthony recommends approval of the proposal from Relocation Advisers for Move Management as outlined for a not-to-exceed cost of \$27,850.

Mr. Graham made a motion, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM RELOCATION ADVISERS FOR MOVE MANAGEMENT FOR A NOT-TO-EXCEED COST OF \$27,850.

The roll call vote for approval was unanimous.

APPROVAL OF CARPET BIDS

Mrs. Anthony said we received bids for the second floor on three different patterns/grades of carpet tiles by J&J/Invision from four different area installers. There was considerable difference among the bidders on the cost of installation and demolition of old carpet. Below is a chart of the costs as quoted by each installer and the range of total expense, inclusive of demolition and disposal or recycling.

Carpet Bids

	A	B	C	Total*
Vortex	\$164,645.86	\$122,861.62	\$119,240.97	\$134,695.13- \$180,100.02
Flooring Resources	\$169,934.00	\$127,229.00	\$124,763.00	\$143,284.00- \$188,455.00
Noland	\$172,228.00	\$128,919.00	\$126,387.00	\$135,872.00- \$181,713.00
Flor Tech	\$174,062.00	\$132,513.00	\$130,107.00	\$151,707.00- \$195,262.00

*Excludes stairs.

The low bidder is Vortex. Several other factors are positive in their proposal. One is that all their labor is by their own in-house union skilled craftsmen. Another is that they recycle all the old carpet rather than having it disposed of in a landfill. Additionally, they offer a deduct of \$2,140.14 if the work can be done before June 1 when their rates go up. We will check on their references before the Board meeting.

Mrs. Anthony did not include the quote for the stairs in the above total. That is the quote to install the Library's attic stock carpet, for which Vortex quoted \$2,282.08.

The Board looked at samples of the three carpets selected. Mrs. Anthony's preference and recommendation is for Carpet A at a cost of \$180,100.02 from Vortex. Mrs. Anthony recommends Board approval of this quote from Vortex, together with the quote for recarpeting the stairs at \$2,282.08.

Architect Paul Steinbrecher presented three sample boards. One showed the Library's second floor; and other two boards showed renderings for the planned renovation. The

Library's museum-quality interior furnishings, flexibility of the building, and carpeting were discussed.

A motion was made by Mr. Graham, seconded by Mr. Basofin:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM VORTEX COMMERCIAL FLOORING, OPTION A, IN THE AMOUNT OF \$180,280.02 AND THE PROPOSAL TO RECARPET THE STAIRS IN THE AMOUNT OF \$2,282.08 FOR A TOTAL COST OF \$182,562.10.

The roll call vote for approval was unanimous. Due to illness, Mr. Basofin left the meeting at 8:10 p.m.

APPROVAL OF BIDS FOR HVAC, ELECTRIC AND FIRE ALARM FOR THE SECOND FLOOR

The Mechanical and Electrical Group working with Interactive Design prepared specifications and drawings for HVAC, electric and fire alarm work to be performed in conjunction with renovation of the second floor. A request for proposals was sent out and at least two bids for each trade were received.

The mechanical work to be done is itemized on the proposals from NorthTown Mechanical Services and Hill Mechanical. Their proposals are \$32,124. and \$45,335. respectively. Mrs. Anthony recommends Board approval of the proposal from NorthTown Mechanical in the amount of \$32,124.

A motion was made by Mr. Graham, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE PROPOSAL FROM NORTHTOWN MECHANICAL SERVICES IN THE AMOUNT OF \$32,124. AS PRESENTED.

The roll call vote for approval was unanimous.

Quotes for electrical work were received from Block Electric and from Corrigan & Freres. Block Electric included an allowance of \$2,000. for electrical fixtures while Corrigan & Freres excluded the fixtures because the minimum purchase is subject to negotiation. Even with adding \$2,000. to the Corrigan & Freres quote to allow for this difference, Corrigan & Freres has the low quote at \$59,500. Mrs. Anthony recommends Board approval of this proposal.

A quote was received after bids were opened from a third vendor for \$122,000.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE QUOTE FROM CORRIGAN & FRERES FOR \$59,500.
AS PRESENTED.

The roll call vote for approval was unanimous.

Three quotes were received for fire alarm work from Advanced Fire & Security Systems, Commercial Electronic and LaMarCo. The quotes ranged from \$1,400. to \$4,908. Mrs. Anthony recommends that the Board approve the lowest quote for fire alarm work from LaMarCo in the amount of \$1,400.

A motion was made by Mrs. Rich, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ACCEPT THE LOW QUOTE FROM LAMARCO IN THE AMOUNT
OF \$1,400. AS PRESENTED.

The roll call vote for approval was unanimous.

Mr. Steinbrecher left the meeting at 8:29 p.m.

APPROVAL OF RESOURCES SELECTION POLICY

Mrs. Anthony said that by State law, the Board must review the Library's policy for Resources Selection every other year. The policy addresses the Library's purpose in maintaining a collection, responsibility for selection, method for selection and the policy and procedures for responding to a request for reconsideration of a title selected for the collection. The American Library Association's policies for the Library Bill of Rights, the Freedom to Read and Freedom to View are incorporated as a part of this policy.

Changes proposed are minimal, primarily related to the dissolution of the North Suburban Library System and the establishment of RAILS (Reaching Across Illinois Library System). Staff are also suggesting a clarification that licensed databases are available to Skokie Public Library cardholders only.

The Resources Selection Policy is part of a larger Collection Development Plan. While this document specifies procedures that guide individual selectors rather than policy, Mrs. Anthony distributed an updated page on Digital Books, Audiobooks, and Videos as this is a changing part of the Library's collection.

Mrs. Anthony requested Board approval of the Resources Selection Policy as revised.

After brief discussion, Mrs. Rich made a motion, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE REVISED RESOURCES SELECTION POLICY AS PRESENTED (COPY ATTACHED).

The roll call vote for approval was unanimous.

Mrs. Hunter commented that the DVDs in the Library's collection need to be cleaned more often.

APPROVAL OF DECLARING ATV AS SURPLUS

Mrs. Anthony said that staff need to sell the Library's 2004 Honda ATV as it has been giving them problems for some time now and Maintenance staff find they need a more reliable vehicle for snow plowing. To sell the ATV the Board needs to declare it as surplus. The ATV currently has 388 miles and the NADA Blue Book gives a low retail price of \$1,800. and an average retail price of \$2,370. We would advertise online with Pioneer Local and Chicago Tribune.

Mrs. Anthony recommends the Board declare the 2004 Honda ATV as surplus.

A motion was made by Mr. Graham, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DECLARE THE 2004 HONDA ATV AS SURPLUS.

The roll call vote for approval was unanimous.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported that due to severe weather on February 24, 2012, all committee meetings and the RAILS Board of Directors meeting were canceled. The next Board meeting will be held on March 23, 2012.

Below are the latest developments as reported in the RAILS website:

On March 8, RAILS received \$1,072,500, the first FY 2012 Area Per Capita Grant payment from the Secretary of State's Office. This amount represents 10.9 percent of the total grant. This is in light of a report from the Secretary of State that Governor Pat Quinn proposed the SOS cut its department's FY 2013 budget by 9.4 percent.

In reviewing the "Library News" link in RAILS website, Mrs. Parrilli found an article written by Sherry Hinant, Genealogy Librarian at the Harrisburg District Library. On

February 29, Harrisburg, Illinois, was struck by a F4 tornado, destroying most of the small town. The good news is that the library was left undamaged.

While enjoying all that Naples, Florida, has to offer, Mrs. Parrilli took the opportunity to visit the headquarters of the Collier County Public Library. There are six branches within the city of Naples alone. The county's libraries serve over 321,000 permanent residents, numerous seasonal residents, and many visitors. She was impressed by the welcoming feeling of the interior and the Spanish Colonial style of the ten-year-old building, including a pleasant courtyard with fountain.

The Board thanked Mrs. Parrilli for monitoring the RAILS meetings.

COMMENTS FROM VISITORS

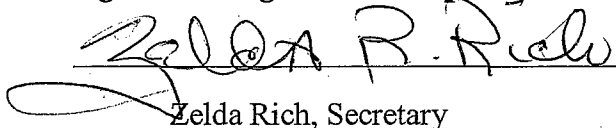
Tracy Kim addressed the Board. She is an American Government student at Oakton Community College and her instructor, George Van Dusen, suggested she have experience with the workings of a local government meeting.

COMMENTS FROM TRUSTEES

Mr. Graham commented on a positive experience he had with downloading books recently.

ADJOURNMENT

At 8:49 p.m. a motion was made by Mr. Graham, seconded by Mrs. Rich to adjourn the regular meeting. The motion passed unanimously.



Zelda Rich, Secretary

SKOKIE PUBLIC LIBRARY RESOURCES SELECTION POLICY

The Board of Trustees of the Skokie Public Library has adopted the following resources selection policy to guide librarians and to inform the public about the principles upon which selections are made.

The Mission Statement of the Skokie Public Library guides the selection of materials as it does the development of services and the allocation of resources.

Skokie Public Library promotes lifelong learning, discovery and enrichment through a broad spectrum of materials, technologies and experiences. Serving a diverse population, the Library facilitates access to information, the exchange of ideas and the building of community.

The Library supports the individual's right to have access to ideas and information representing all points of view. The Board of Trustees of the Skokie Public Library has adopted the American Library Association's LIBRARY BILL OF RIGHTS, THE FREEDOM TO READ and FREEDOM TO VIEW statements, attached herewith.

I. OBJECTIVES

The Skokie Public Library acquires and makes available materials which inform, educate, entertain and enrich persons as individuals and as members of society. Since no library can possibly acquire all print and non-print materials, every library must of necessity employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics and evidence of areas of interest. Consideration is given to reference and circulating materials for adults and young people.

Other community resources and area library resources are considered in selecting materials. The Skokie Public Library is a member of **RAILS (Reaching Across Illinois Library System)**, a multi-type system of academic, school, special and public libraries throughout northern Illinois. Skokie Public Library cardholders have access to materials in these libraries. Through interlibrary loan agreements, librarians may obtain for patrons of the Skokie Public Library materials from libraries in Chicago, throughout the state of Illinois, and the United States. Other information may be obtained through electronic access of remote databases, including numerous specialized and technical

resources. License agreements enable the Library to make available a variety of ebooks, digital audiobooks, evideos and music **accessible via the Library catalog. These resources are available only to Skokie Public Library cardholders.**

New formats shall be considered for the circulating collection when, by industry report, national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format.

Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collections.

Impartiality and judicious selection shall be exercised in all materials acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection as expressed in the Skokie Public Library's Collection Development and Resources Access Plan.

II. RESPONSIBILITY FOR SELECTION

Ultimate responsibility for materials selection rests with the Director who operates within the framework of policies determined by the Board of Library Trustees. All professional staff members may participate in the selection of library materials. The Department Heads ensure that selectors' choices reflect the Resources Selection Policy and Collection Development Plan of the Skokie Public Library. A Coordinator of Collection Development oversees the selection process, making appropriate selection tools available and tracking the materials budget by selector to ensure a flow of new materials throughout the year, according to budget allocation.

III. METHODS FOR SELECTION

Selection is a discerning and interpretive process, involving: a general knowledge of the subject and its important literature; a familiarity with the materials in the collection; and a recognition of the needs of the community. Materials are judged on the basis of the content and style of the work as a whole, not by selected portions or passages. Among standard criteria applied are: literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; soundness of the author's attitude and approach; cost; scarcity of material on the subject and availability elsewhere. Quality and suitability of the format are also considered. Specific

considerations for each area of the collection are noted in the Collection Development Plan.

Tools used in selection include professional journals, trade journals, online resources, publishers' promotional materials, and reviews from reputable sources. Purchase suggestions from patrons are welcome and are given serious consideration.

Materials are selected to meet the objectives of public library service. Because the public library serves a community embracing a wide range of ages, ethnic backgrounds, educational levels and interests, the Library may fulfill a number of roles in the community.

The Library does not attempt to meet curriculum needs of education programs at any level, although a variety of complementary and supplementary resources are provided. Textbooks are acquired if they serve the general public by providing information on subjects where little or no material is available in any other form. In selecting materials for the collection, librarians will consider general educational, commercial, cultural and civic enterprises of individuals and organizations within the community.

IV. WEEDING

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection. The Collection Development Plan serves as a guide for weeding and maintaining the collection as well as for the selection of materials.

V. GIFTS

Gifts of books and other library materials are accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Resources Selection Policy. Gifts of more than one hundred items or items over five years old should be discussed with a librarian in advance to determine if the items will be useful to the collection. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

Gifts of funds are always welcome. Recommendations from the donor are honored in so far as the suggestions are in accord with the Resources Selection Policy. (See H. Gift Book Policy)

VI. RECONSIDERATION OF LIBRARY RESOURCES

A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Skokie Public Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this Resources Selection Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials may be asked to put their request in writing by completing and signing the form appended to this policy, entitled "Request for Reconsideration of Library Material."

Upon receipt of a formal, written request, the Director will appoint an ad hoc committee from the professional staff including, but not limited to, the selector for the subject area of the item in question and the appropriate Department Head. The committee will make a written recommendation to the Director who will then make a decision regarding the disposition of the material. The Director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director will inform the Board of Library Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Director, s/he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. If a hearing is granted, the individual will be notified when s/he may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing.

The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Skokie Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

Adopted by the Skokie Public Library
Board of Library Trustees 2/21/90, Rev. 5/10/00; 7/10/02; 3/10/04; 3/8/06; 2/13/08; 3/10/10; 3/21/12