

May 12, 1999

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, May 12, 1999.

CALL TO ORDER

Diana Hunter, Vice President/President Emerita, called the meeting to order at 7:38 p.m.

Members present: Diana Hunter, Vice President/President Emerita; Eva D. Weiner, Secretary; Zelda Rich; Richard J. Witry; Dr. John M. Wozniak; and Carolyn A. Anthony, Director.

Members absent: John J. Graham, President, and Susan Greer.

Also present: Barbara A. Kozlowski, Associate Director for Public Services and Skokie resident, Carole Riding.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 14, 1999

Mr. Witry made a motion, seconded by Dr. Wozniak to approve the minutes of the regular meeting of April 14, 1999, subject to additions and/or corrections.

There being no additions or corrections the minutes were approved and placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS

LIST OF BILLS

Mrs. Hunter made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE FINANCIAL STATEMENT FOR THE MONTH OF APRIL 1999, AND THE LIBRARY NOTE FUND BE ACCEPTED, AND THAT THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

After discussion the roll call vote for approval was unanimous.

CIRCULATION REPORT  
 LIBRARY USE STATISTICS  
 PROGRAM STATISTICS 4TH QUARTER F.Y. 1998-99  
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)  
 GIFTS  
 CORRESPONDENCE (2)  
PERSONNEL

Mrs. Rich made a motion, seconded by Dr. Wozniak:

- MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES PLACE ON FILE THE FOLLOWING CONSENT AGENDA ITEMS:
1. CIRCULATION REPORT
  2. LIBRARY USE STATISTICS
  3. PROGRAM STATISTICS 4TH QUARTER F.Y. 1998-99
  4. REPORT(S) FROM DEPARTMENT HEAD(S)
  5. GIFTS
    - In Memory of Jane McCabe
    - \$50 from Carol J. and Stuart L. Breitberg
    - \$25 from Claudette L. Roberts
    - \$100 from Mary M. and Richard J. Thennes
  5. CORRESPONDENCE - Letter from Mary Radmacher; and letter from Secretary of State and State Librarian Jesse White
  6. PERSONNEL
    - Resignations: Brian Herman, Network Specialist, Technical Services Department, effective May 15, 1999; Theresa dela Vega, Roving Technology Guide, Adult Services Department, effective May 16, 1999; and Jon Kadus, Reference/Serials Cataloger, Technical Services Department, effective May 29, 1999

The motion was unanimously approved.

YEAR-TO-DATE BUDGETARY STATUS (Not on Consent Agenda)

The Board reviewed the Year-to-Date Budgetary Status report.

ADOPTION OF TAX LEVY 1999

The 1999 levy needs to be adopted for transmission to the Village. This levy will fund the Library's 2000-2001 Fiscal Year.

The levy amount includes funds needed for repayment of renovation debt (\$207,241 per year) as well as for the General Operating Fund. The levy continues to provide 89-90% of revenues while about 4% comes from corporate replacement tax, about 3% from fines and fees, 2% from grants and 1.4% from interest.

The proposed budget includes a larger than usual increase in the Salary line to allow for the implementation of recommendations of the Compensation Study. An extra 2% will afford about \$66,000 for salary adjustments.

During discussion Mr. Witry voiced concern over the sizeable balance in the Reserve Fund for the Purchase of Sites and Buildings. He said we would be open for criticism if we do not have specific plans for the Fund.

Mrs. Anthony said that given the age of the building, a sizeable cushion is needed to be prepared for unexpected expenses, such as emergency or other major cost items such as the replacement of the HVAC system in the original building or repairs to our roof.

After further discussion Mr. Witry made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE ADOPTION OF THE 1999 LEVY IN THE AMOUNT OF \$5,950,000.

The roll call vote for approval was unanimous.

#### DIRECTOR'S REPORT

Usage--Circulation in April appears down slightly from last April. However, if a typical 60% of TeleCirc renewals are credited to the Skokie Public Library, the circulation would actually be up slightly. Circulation of audiovisual materials and Bookmobile use were both up considerably. The gate count was down by a little more than three percent. There were 9,626 successful requests to the Library homepage with the most frequent visits to Historic Non-fiction for grades 3-8, Income Tax Information and the Skokie Newspaper Index.

Food for Fines--A Food for Fines campaign was conducted during National Library Week to benefit the Niles Township Food Pantry. The Library waived \$241.30 in fines and collected more food than last year due to the generous participation of staff.

The Board expressed appreciation to staff for their generosity.

Short Story Gems--Two programs in the Short Story Gems series were held since the last Board meeting. The program April 29 was attended by eight people, including six from Skokie, one from Morton Grove and one from Chicago. The program May 6 was also attended by eight people, including five from Skokie, one from Morton Grove and two from Chicago. Three individuals attended both programs offered, while five attendees were new to the second program.

Congress on Professional Education--Mrs. Anthony attended the Congress on Professional Education, held in Washington April 30-May 1. Delegates were expected to read a number of papers posted to the website prior to the Congress. At the Congress itself, provocative panel presentations alternated with small group discussions. We heard that the supply of librarians is decreasing while usage of libraries and the demand for librarians is increasing. The point was made that, as librarians are in shorter supply, their work will be more professional and managerial with a greater need for support staff. Barriers to recruiting and retaining the desired professional staff included compensation, image, time (for training, etc.), rapid changes in the field, the geographic distribution of library and information science programs and misperceptions about what librarians do. The session concluded with brainstorming strategies for change with various strategies identified for employers, professional associations, alumni and library educators. For employers, key strategies were better, competitive salaries; continuing education; support for MLS study; partnerships with library schools and marketing of the profession.

National Legislative Days--Mrs. Hunter and Mrs. Anthony attended National Legislative Days in Washington May 3 and 4. Illinois had the largest delegation with 86 participants. We visited with Congresswoman Jan Schakowsky. There is considerable sentiment in Washington for reigning in the Internet in the wake of the Littleton, Colorado, tragedy, augmented by a radio talk show host who objects to a website recommended by ALA. The legislators visited appear to be strong library supporters.

Community Activities--Head of Youth Services Nancy Shlensky and Mrs. Anthony attended a meeting at Timber Ridge School about educational standards. Community support is sought for and effort to use coordinated standards in District 65 and District 202. Mrs. Anthony, staff members Maryann Mondrus, Silvia Kraft-Walker, and Board members Mrs. Hunter and Mr. Witry attended a community meeting called by the Park District to consider response to the happenings in Littleton, Colorado. About 70 people representing most of the Village institutions, clergy, press and concerned parents attended. The forum was a speak out with plans for future strategy development.

NCES Advisory Meeting--Tuesday, May 11, Mrs. Anthony attended a special meeting called by the National Center for Educational Statistics which is looking for input about the kinds of statistics that should be kept for libraries as services change.

Ravinia Tickets--The Library will again participate in the Ravinia ticket program, providing tickets for a number of classical and jazz concerts to participants in the adult summer reading program.

Young Steinway Concert Series--We have selected another outstanding lineup of young talent for the 1999-2000 Young Steinway Concert Series. Our long-time sponsor, LaSalle Bank, is no longer willing to support the program due to commitments to larger metropolitan functions.

Mrs. Hunter reported that she is actively pursuing another supporter, and will keep the Board apprised.

Upcoming Events--The Board is reminded to attend the Volunteer Reception this Sunday afternoon, May 16 and on the following weekend, May 22 and May 23, the 9th Annual Skokie Festival of Cultures. The Bookmobile will be at the Festival.

June Board Meeting--Mrs. Anthony will be on vacation June 7-18. It is suggested that the June Board meeting be moved to Wednesday, June 23.

Mrs. Rich will not be able to attend. She will be in New Orleans.

#### LONG RANGE PLAN REPORT

The Board reviewed the "Long Range Plan for the Skokie Public Library 1999-2004". The next step in the process is for the Board to approve the Service Responses, Mission, and Goals.

During discussion Mrs. Rich suggested shortening the Mission statement by deleting the second sentence. She feels the remaining two statements are clear and concise and would be sufficient.

After lengthy discussion Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE ADOPTION OF THE SERVICE RESPONSES, THE MISSION STATEMENT AND THE GOALS AS PRESENTED FOR THE 1999-2004 LONG RANGE PLAN. (copy attached)

The roll was called. Mr. Witry--yes; Mrs. Rich--no; Dr. Wozniak--yes; Mrs. Weiner--yes; Mrs. Hunter--yes.

The motion passed.

## **LONG RANGE PLAN FOR THE SKOKIE PUBLIC LIBRARY 1999-2004**

In the spring of 1997, 150 people from the Illinois Library community met at the invitation of the Illinois Library System Directors' Organization (ILSDO) to consider the future needs of libraries in Illinois. Of five priorities developed by the group, the number one was to define and market what we do as libraries. This recommendation reflects the ambiguous situation of libraries at the close of the 20th Century. Are buildings and books still necessary in an age of electronic information? How is the role of librarians changing? When people can buy discounted books and a cup of coffee at a convenient mega-bookstore, what do they look to the public library to provide?

In this context, the Board and staff of the Skokie Public Library entered an intensive Long Range Planning process at the start of 1999. A general Long Range Plan Committee consisting of two Board members and ten representative staff of different levels and lengths of service met six times from January through April. A community survey, administered in the Library and at a local supermarket, helped to inform the discussions. Three other committees of combined staff and board members accepted charges for Information Gathering, Marketing and Personnel Review. All seven board members and thirty-one staff members participated on a committee. The Information Gathering Committee has completed its assignment. The other two committees will continue their work over the coming months.

### **Methodology**

The Long Range Plan Committee followed the process as developed by the Public Library Association and published in Planning for Results: a Public Library Transformation Process (ALA, 1998). The process calls for beginning with a study of the community to ensure that the Library is aware of and responsive to current community needs. To help in identification and assessment of these needs, the LRP Committee reviewed data presented by the Information Gathering Committee, results of the survey which collected information about respondents and their use of the Library, the Community Needs Assessment conducted by the United Way of Skokie Valley in 1997 and input from several key community informants. People invited to share their observations about the community and implications for library service included Meryl Rivenson, Director of Human Services, Village of Skokie; Tom Thompson, Director of Economic Development, Village of Skokie; Lisa Edelson, Executive Director, Skokie Chamber of Commerce; Dr. Griff Powell, Superintendent, District 219; Dr. Roger Stein, Principal, Niles West High School and Dr. Thomas Kersten, Superintendent, District 68.

### **Developed Products and Statements**

The LRP Committee worked through an analysis of the Strengths, Weaknesses, Opportunities and Threats for the Village of Skokie and developed a vision for ideal developments in Skokie. A similar focus was directed to the Library. In addition, Long Range Plan Committee members developed statements of Key Issues, Concerns and Projected Needs for key areas of library operations. Both community and library studies were then reviewed to develop Service Implications of the Community and Library Review. This summary included significant community findings/trends, perceived needs/opportunities and resource implications.

The next step was to consider the thirteen service responses as described in Planning for Results to determine which should be priorities in the coming planning period. It was agreed that the Library provides elements of each of the service responses and fulfills General Information thoroughly (Skokie Public Library is an example of this service response in the book). While local citizens look to the

Library to continue this service, it will not take a major initiative or redirection of resources to do so. Other service responses to be continued at a maintenance level for the new planning period include Basic Literacy, Formal Learning Support and Lifelong Learning.

Service responses which could be modified or expanded to address current community needs and were therefore selected for emphasis in the upcoming planning period include:

**Business and Career Information** - While there is a continuing general need for these services, at a time of extremely low unemployment, there is an opportunity to refocus the Employment Resource Center on the needs of small and home-based businesses. Such businesses represent a growing portion of the economic activity in Skokie. It was suggested that we could also do an in-service session for high school guidance counselors to point out the Library's career resources.

**Community Referral** - The need for better information about area services was mentioned by the Village Director of Human Services and also in the United Way Needs Survey. SkokieNet could be further developed. Community kiosks may extend the Library's reach into the community. We could look for other ways to let people know that the Library can be helpful in providing human service information.

**Cultural Awareness** - It was agreed that more could be done in this area, given its importance in the community at this time. We could feature more artwork and cultural programs of different cultures. The Committee wanted to integrate the Commons response with this role, using the physical facilities of the Library as a gathering place, enabling people of different cultures to interact.

**Current Topics and Titles** - We do a good job with this response as it relates to print materials, but could focus more on improving our Audiovisual offerings. We could also explore the possibility of providing more personalized and customized service, for example alerting people to titles they might enjoy, based on previous selections. The web site could offer interactive opportunities for peer reviews, book chat, etc.

**Information Literacy** - Although the Library has offered Internet instruction and assistance in using databases, there is much more that could be done to help people of all ages acquire skills related to finding, evaluating and using information effectively. Of all agencies in the community, the Library is uniquely equipped to address this need.

According to the sequence suggested in Planning for Results, the Committee worked from the selected service responses to develop a Mission appropriate to the current planning period.



## MISSION

*Skokie Public Library provides the community of Skokie with a broad selection of materials of current interest and offers assistance in developing skills for finding, evaluating and using information effectively. Responding to local needs and priorities, the Library furnishes resources in support of area businesses, supplies information about community services and organizations and fosters residents' appreciation of the many cultural heritages represented in Skokie.*

*The Library is a forum for the exchange of ideas, for the gathering of individuals and for the building of community.*

Six service goals and one management goal were proposed for the next few years.

1. The public will receive consistent, quality service.
2. The public will become more aware of services and collections offered by the Library and the potential benefit of those services.
3. The community will become actively involved in the shaping and delivery of library services.
4. The community will look to the Library as an important information resource, particularly with regard to information about the community and information appropriate to businesses and career selection.
5. The public will receive training in information literacy, appropriate to their needs.
6. The different cultures of the community will use the Library as a gathering place and a resource for development of multicultural awareness and appreciation.
7. The Library will allocate resources in support of established priorities and goals.

### **Implementation**

These goals are broad statements of desired ends which admittedly will never be completely realized. However, this year and each subsequent year, specific, measurable objectives will be developed for each goal. While the Long Range Plan Committee deliberated and developed vision statements, mission and goals, the objectives are developed by department heads and coordinators. Specific activities and strategies for completing the objectives will be suggested by an even broader group of staff.

The Board will be involved in the management goal of dealing with the allocation of resources in support of established priorities and goals. While sufficient financial resources are needed to carry out plans, questions concerning allocation of space and personnel must also be considered.

The Marketing Committee and Personnel Committee will continue to meet, identifying issues and priorities to be addressed in further studies. Proposals from consultants have been obtained in the areas of marketing and compensation. Once these contracts have been signed, the Marketing and Personnel Committees may be disbanded or retained as advisory bodies to the consultants.

As the first step in the implementation process, the Board will be asked to approve the Service Priorities, Mission and Goals proposed by the Long Range Plan Committee for the period 1999-2004. However, we are not locked into this plan for five years. If, at any time in the semiannual review of progress in achieving objectives, it is observed that the current goals are no longer relevant or that the community conditions on which they are based have changed, then a new long range planning process may be proposed.

CAA:kk  
LRP Final 1999-2004  
Rev. 5/6/99

**Attachments:**

Committee charges and membership  
Skokie - SWOT  
Community Vision Statement  
Community Survey Implications  
SWOT Analysis of the Library  
Key Issues, Concerns and Projected Needs for Key Areas  
Library Vision Statement  
Service Implications of Community and Library Review  
Long Range Planning Information Gathering Committee Report  
Interim Report for the Marketing Committee

## PROPOSED APPROACH TO A COMPENSATION STUDY

The Board approved soliciting proposals for an outside consultant to assist with a broad compensation review for several reasons: the Board pledged to review the option of overtime for Sunday work in September; to review pay for performance again at an unspecified date; because of some current employee compensation and benefit issues; and the questions raised by the Long Range Plan Personnel Committee.

The two proposals received were from the Management Association of Illinois and from Strategic HR Solutions, Inc.

Management Association of Illinois was recommended by NSLS which has engaged the firm to answer a certain number of personnel-related questions on behalf of member libraries. Their proposal is to phase the project, with phase one being a review of pay structures for market competitiveness at a cost of \$6,000.

Strategic HR Solutions, Inc. was suggested by Hewitt Associates where Lynne Peters was a managing consultant from 1978 to 1992 before becoming an independent consultant. Ms. Peters' proposal is more comprehensive and inclusive of the Library's compensation issues. It includes 8.5 consulting days over three months, four of which would be at the Library, for a "not to exceed" budget of \$7,200 plus shipping costs.

After further discussion, Mr. Witry made a motion, seconded by Mrs. Rich:

**MOTION:     THAT THE SKOKIE PUBLIC LIBRARY BOARD OF  
TRUSTEES ACCEPT THE PROPOSAL FROM STRATEGIC  
HR SOLUTIONS, INC., AT THE TERMS SPECIFIED, AS  
RECOMMENDED BY THE DIRECTOR.**

The roll call vote for approval was unanimous.

## ART ACQUISITIONS POLICY

The Board revisited the proposed Art Acquisition Policy, which was tabled because a full Board was not present at the February meeting.

The Board discussed the guidelines proposed for the acquisition of new artworks by the Library. We already have an Art Gift Policy in place, which was adopted in 1995, but there is no policy for the purchase of art for the Library. It would be advisable to adopt an Art Acquisition Policy for that purpose.

After lengthy discussion, the Board concurred to eliminate the second provision "The focus of acquisition will be work by contemporary Illinois artists" and to correct the last provision to read "...all selections must be approved by five members of the Board."

Mr. Witry made a motion, seconded by Mrs. Rich:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE ART ACQUISITION POLICY AS AMENDED. (copy attached)

The motion was unanimously approved.

## LIBRARY CABLE NETWORK CHANNEL 24

The Board reviewed the May, 1999 Cable Guide.

## NORTH SUBURBAN LIBRARY SYSTEM

The Board reviewed Pat Groh's report on the April NSLS Board meeting in which she noted that the NSLS Board will vote on their 1999-2000 budget at the May meeting; and that NSLS staff are developing a system which would allow patrons to place their own interlibrary loan requests. They will be looking for a library to serve as a pilot project site.

In a memorandum to Library Directors, Mary Witt, Assistant NSLS Director, stated that the NSLS service of RBP (Reciprocal Borrowing Program) was adopted in 1971 and at that time the rules stated that, subject to the availability of funds, the system would compensate

# Skokie Public Library

## ART ACQUISITIONS POLICY



Carolyn A. Anthony  
*Director*

- Any member of the Board, staff or community may propose purchase of an artwork for consideration by the Board
- Factors such as the size and medium of a work and suitability of the work for display in a public space will be considerations in addition to artistic merit
- In addition to donated funds from the community, the Board may allocate resources from the General Operating Fund toward the purchase of an artwork
- While a selection advisory committee including recognized authorities of art in the Chicago artistic community may be convened by the Board, all selections must be approved by five members of the Board

Adopted 5/12/99  
Board of Library Trustees  
Skokie Public Library

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libraries that lent more materials to other libraries' registered users than their registered users borrowed from other libraries.

In 1992, NSLS worked with an RBP Implementation Task Force to revise the rules and "Basic Tenets For A Revised Reciprocal Borrowing Program" was approved by the NSLS Board of Directors.

President of the NSLS Board Robert Lyons has now recommended that the program be discontinued. He proposes two forms be discussed. 1) NSLS would no longer reimburse members libraries for RBP imbalances but would continue to collect RBP statistics on a monthly basis, or 2) they would no longer reimburse member libraries and would also discontinue collecting of RBP statistics.

Mrs. Anthony asked direction from our Board to relay to NSLS.

After lengthy discussion, it was the consensus of the Board that no change be made in the RBP program.

Mr. Witry made a motion, seconded by Dr. Wozniak:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES DO NOT APPROVE ANY CHANGES TO THE NSLS RBP PROGRAM.

The motion was unanimously approved.

#### COMMENTS FROM TRUSTEES

Mr. Witry said he attended a meeting at Devonshire Park, Friday, May 7, along with a number of parents, teachers and community leaders, who are all concerned with the culture of violence pervading our society. Participants agreed that there are many contributing factors to the shocking and tragic events at Littleton, Colorado.

He expressed his deep concern with the roll libraries play in readily providing videotapes containing gratuitous violence. He distributed a videotape to each trustee exemplifying the variety of videos with a violent theme available at our Library.

Mr. Witry asked fellow trustees to seriously think about their roll as voting members of the Board. Although he does not believe in censorship, he would prefer that our Library elect not to select videotapes containing gratuitous violence; that our Library not provide this venue. There are many other places for our patrons to go to rent these videos. He left the Board with the question, "Is it necessary for the Library to provide such material?"

Other Board members questioned who would decide which videos were gratuitously violent vs. having violence as an integral part of a larger purpose.

Mrs. Weiner said Mayor George Van Dusen sent her an acknowledgment letter expressing his appreciation to her for remaining on as an Ex Officio Member of the Disability Council.

Mrs. Weiner also said that trustees have an obligation to share information to keep each other informed. She has stated this many times that when a trustee attends a meeting or program a written report would be a benefit for those members who were not in attendance.

#### ADJOURNMENT

The meeting was adjourned at 9:35 p.m.



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Eva D. Weiner, Secretary