

~~CORRECTED~~

March 14, 1990

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held Wednesday, March 14, 1990.

CALL TO ORDER

The meeting was called to order at 7:35 p.m. by Diana Hunter, President.

Members present: Diana Hunter, President; Dr. John M. Wozniak, Vice President; Walter B. Flintrup, Secretary; Dr. Herman S. Bloch; Eva Weiner; Norma Zatz; and Carolyn A. Anthony, Director.

Zelda R. Rich arrived at 7:45 p.m.

Observers present: Barbara A. Kozlowski, Associate Director for Public Services; Camille Cleland, Assistant Director for Technical Services and Automation Coordinator; Gary Newhouse, Head, Adult Services; Brenda Murphy, Head, Youth Services; Tobi Oberman, Supervisor of Circulation Services; Merle Jacob, Coordinator of Collection Development; and Hal Dickens, Page Supervisor, Adult Services.

APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 14, 1990
POSTPONED TO FEBRUARY 21, 1990

Dr. Wozniak moved that the Board of Trustees approve the minutes of the meeting of February 21, 1990, as written, subject to additions and/or corrections. Mr. Flintrup seconded the motion.

There were no additions or corrections and the motion to accept the minutes as written passed unanimously. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, THE REPORT ON THE FINE ARTS ACQUISITION FUND, AND THE YEAR-TO-DATE BUDGETARY STATUS BE ACCEPTED, AND THAT THE LIST OF BILLS FROM THE GENERAL OPERATING FUND BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

Mrs. Zatz voiced concern over the increasing conference and membership fee expenses, noting that there are still a number of upcoming conference expenses remaining in the fiscal year. She was particularly concerned about Board members' use of these funds and suggested the Board begin the April meeting with dinner at 5:30 p.m. to discuss conference attendance. Mrs. Hunter concurred.

Mrs. Hunter apprised the Board that she has reserved a suite at the Palmer House for trustees attending the annual American Library Association Conference in Chicago in June.

After discussion the roll call vote for approval of the financial statements and bills was unanimous.

SKOKIE PUBLIC LIBRARY PROJECTED BUDGET FOR FISCAL YEAR 1990-91

The trustees discussed their continued concerns with increasing costs of utilities, health and dental insurance, and the new budget line of \$210,000. for employer FICA and IMRF contributions.

Dr. Bloch suggested the additional \$18,000. for new page and clerical positions be deleted from the salary line of the proposed budget, in order to contain costs in the salary line of the budget.

Mrs. Anthony stated that circulation has continued to increase as have interlibrary loan requests and that the \$18,000. salary line increase is due to the need for additional staff--two part-time pages, and two part-time clerks. Dr. Bloch suggested current staff members take on the additional workload. Mrs. Anthony responded that staff members have regularly increased productivity significantly and that they could not be expected to take on any more assignments.

Dr. Bloch stated that perhaps there were other lines of the proposed budget that could be adjusted. He noted that each year the Board has approved the Director's proposed budget. However, he questions the assumption that the budget should increase ^{BY 8 or 9%} each year and would like the Board to decide what the budget should be and ask the Director to live within that budget.

Lengthy discussion followed.

Mrs. Hunter said each year the Board labors over the proposed budget and each year the Board acts prudently and judiciously. If there are areas of specific concern trustees should discuss them with the Director prior to the April Board meeting, as the Board will vote on the budget then.

CIRCULATION REPORTS

CIRCULATION REPORTS
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
CORRESPONDENCE (2)

Mrs. Zatz 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 REPORTS
2. LIBRARY USE STATISTICS
3. REPORT(S) FROM DEPARTMENT HEAD(S)
4. CORRESPONDENCE (2)
Letter from Jim Edgar, Secretary of State and State Librarian
Memorandum to Phil Carlsen

After discussion the motion to approve the Consent Agenda items passed unanimously.

PERSONNEL

The trustees noted the appointment of Stanley D. Moreo, Substitute Librarian, Adult Services, effective March 14, 1990; the resignation of Eugenia Bryant, Substitute Librarian, Adult Services, effective February 5, 1990 and the status change of Richard Trauth, from part-time hourly to part-time salaried Intermediate Clerk-Assistant to the Coordinator of Collection Development, Adult Services, effective March 5, 1990.

DIRECTOR'S REPORT

Statistics--Circulation was up more than 6% last month despite continuing problems with the Bookmobile generator that kept the Bookmobile off the road several days. The generator was serviced by an authorized agent and is functioning reliably. It will need further work and may need to be replaced before long. Youth Services circulation continues to climb, accounting for more than 30% of total Library circulation in February, ⁵ contrasted with FY '86 when Youth Services circulation was 21% of total Library circulation.

Illinois State White House Conference--April 4-6, 1990, Illinois will hold the first state conference in preparation for the White House Conference on Libraries, scheduled for July, 1991. Mrs. Hunter and Mrs. Anthony have been selected as two of three hundred delegates from throughout the State. A Bibliofile catalog from Skokie Public Library will be featured at the North Suburban Library System (NSLS) booth at the Conference Information Exposition.

After discussion of the benefits gleaned from the previous White House Conference held in 1979 Mrs. Anthony asked the Board if they would like to send a letter of support to the Illinois State Library along with a small contribution.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES SEND A CONTRIBUTION OF \$100. AND A LETTER OF SUPPORT TO THE ILLINOIS STATE LIBRARY IN SUPPORT OF THE WHITE HOUSE CONFERENCE.

The roll call vote for approval was unanimous.

Mice--A number of small mice have settled in the Library. After catching a couple in traps, we have contracted with an exterminator to address the problem.

Collection Development--The professional staff, under the leadership of Merle Jacob, has been working for nearly one and a half years on analyzing the present Skokie Public Library collection and preparing a collection development plan. The plan, currently in a draft stage, will include a description of each area of the collection, factors influencing selection and development, a selection plan, guidelines for retention and weeding and a development plan. This tool will be

useful to the staff in fulfilling their collection responsibilities and will help to promote consistent development in each area in spite of changes in selector or department head.

Workshops--Mrs. Anthony gave a workshop on collection development for librarians in the Rolling Prairie Library System late last month and will co-present a workshop on collection development in Wayne, Michigan April 3.

Professional Contacts and Activities--Mrs. Hunter and Mrs. Anthony had a luncheon meeting with Sarah Long, Director, North Suburban Library System (NSLS), earlier this month. Eva Weiner, Community Services staff and Mrs. Anthony hosted Sophie Black, Associate University Librarian for Northeastern Illinois University, who came to learn more about our Skokie Accessible Library Services (SALS) program. Mrs. Anthony attended a meeting of the ILLINET OCLC Steering Committee, the Illinois State Conference Discussion Group Planning Committee, and the NSLS RBP Grant Advisory Committee. She and Mrs. Hunter attended the Chamber of Commerce Business After Hours.

Metropolitan Periodical Service--We have received notice from NSLS that there will be fees for the use of Metropolitan Periodical Service as of April 1. We will not be adversely affected as we have placed almost all our requests for periodical articles through the Central Serials Service.

Vending Machines--The beverage machine has been paid off from sales and is pretty much breaking even. Occasional adjustments in the price of products should keep that operation solvent.

Recognition for Jim Edgar--The Illinois Library Association is preparing a Jim Edgar Memory Book for presentation to the outgoing State Librarian at the ILA Conference. Suggested contributions include Board resolutions, interesting or historic letters and personal notes. Contributions must be received at NSLS by April 1 to be included.

It was the consensus of the Board that a letter be prepared by the Board in recognition of Mr. Edgar's accomplishments and his support of libraries.

PERSONNEL COSTS

The trustees reviewed the information compiled by Mrs. Anthony in response to the Board's inquiry in February concerning personnel cost containment.

The data assembled covered personnel expenditures and productivity over the past five years. From FY 1985 through FY 1989, salary expenditures increased 28.2%. With insurance expenditures included, the increase over the same period has been 27.6%. In dollars, over the past five years, salary expenditures have increased \$369,356 or \$377,663, with insurance benefits included. Adjusting for inflation using consumer price index figures, the real increase in salary expenditures over the five year period has been \$150,094.

During this period, circulation has increased 29% and reference transactions have increased 33%. We have increased our hours by opening on Sundays in the summer and expanded our program with Skokie Accessible Library Services, additional Bookmobile stops and scheduled school visits among other initiatives.

The trustees discussed the three options for containing personnel costs without reducing salaries: reducing benefits, reducing program and reducing committed time.

The Board thanked Mrs. Anthony for her thorough report.

VIDEO REVENUE

The trustees discussed the information prepared by Mrs. Anthony to assist in their review of the present videocassette policy (all revenue collected goes back into the purchase of videocassettes).

Skokie Public Library began circulating videocassettes in April, 1981. By April 30, 1989, there were 2,109 items, representing 1,690 titles. Approximately 60 items (500 titles) have been purchased in FY 1990. The goal is to limit the collection to about 4,000 items.

Circulation of videocassettes for the fiscal year through February was 28,533 in FY 1989 and 32,933 in the current fiscal year. Videocassette circulation represents 47% of audiovisual circulation and 5% of total Library circulation. The number of videocassettes circulated is slightly more than the number of adult mysteries circulated. Circulation of videocassettes is greater than the circulation of adult 300s (social science) and less than the circulation of adult 600s (applied science and technology).

About \$25,000. will be spent on videocassettes in FY 1990. Although more than \$30,000. in video insurance fees was collected last year, we do not want to spend that much in the purchase of new videocassettes. This year, revenue from video insurance fees will exceed \$38,000. Currently, Board policy is for video revenue to go back into the purchase of videocassettes.

Mrs. Anthony recommended the Board reconsider the videocassette policy. The policy could be modified either by lowering the insurance fee, eliminating it altogether, or, if we continue to collect a fee, the excess revenue could be used to support other areas.

After discussion, Dr. Wozniak made a motion seconded by Mrs. Zatz:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES MODIFY THE VIDEOCASSETTE POLICY TO STATE THAT REVENUE COLLECTED FROM VIDEOCASSETTE INSURANCE FEES IN EXCESS OF THE AMOUNT NEEDED FOR VIDEOCASSETTE PURCHASE BE USED TO SUPPORT THE PURCHASE OF NON-PRINT MEDIA INCLUDING COMPACT DISCS AND AUDIOCASSETTES. THE VIDEOCASSETTE POLICY WILL BE REVIEWED AGAIN IN TWO YEARS.

The roll call vote for approval was unanimous.

Mrs. Anthony estimated that \$25,000.-\$28,000. would be sufficient to maintain the videocassette collection.

SPACE UTILIZATION

The Board discussed the report "Skokie Public Library Recommendation for Facility Improvements" (copy attached) prepared by Mrs. Anthony outlining areas of greatest need for improvement, costs for meeting such needs and the consequences of not meeting needs.

After lengthy discussion it was the consensus of the Board that the Director meet with senior staff to develop a plan that in their opinion is the most functional and feasible for the reallocation of space--either picking one of the plans proposed by Robert H. Rohlf, Professional Library Consultants, P.A., or combining aspects of each plan.

Mrs. Anthony will have a plan ready for the April Board meeting and will point out recommended changes and functional relationships and services to the trustees during a walk

through. It was the consensus of the Board that the meeting begin with dinner at 5:30 followed by a walk through.

COALITION FOR PUBLIC LIBRARY RESEARCH

Mrs. Anthony recommended the Skokie Public Library enroll in the Coalition for Public Library Research, conducted by the Graduate School of Library and Information Science at the University of Illinois.

Membership provides The Coalition Newsletter, reports on public library research conducted by the Library Research Center of the Graduate School of Library and Information Science, and opportunities to suggest research topics of interest and for the Skokie Public Library to be considered as a site for current research. The fee of \$1,000. is based on our library's budget.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE A ONE YEAR MEMBERSHIP IN THE GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE COALITION FOR THE PUBLIC LIBRARY RESEARCH, IN THE AMOUNT OF \$1,000.

The motion was unanimously approved.

AUTOMATION

Mrs. Anthony reported that at the Joint Computer Program for Libraries (JCPL) Board meeting March 8, 1990, a motion was passed unanimously to purchase a Turbo for each of the two 8000 processors for a total cost of \$75,204., including installation. Application of the Turbo involves installation of new operating software and the addition of memory.

The Turbo will be installed near the end of April. At about the same time, a new software release 12.5 will be installed. There will be downtime of one to two days for installation of the Turbos and for installation of the new software.

In the meantime, 19.2 baud modems have been installed at Morton Grove and Waukegan Libraries to improve communication response time. Eric Telingator, Computer Consultant, has

been instrumental in implementing this change and is also working on a personal computer replacement for Geac terminals as the terminals we have will wear out and are no longer manufactured by Geac.

LIBRARY CABLE NETWORK

The trustees noted the March, 1990 "Program Guide Cable Channel 22".

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the meeting of the NSLS Board of Directors held Monday, February 26, 1990 at System Headquarters.

Discussion items included the proposal to abolish fees for use of SAVS materials, effective January 1, 1990; a resolution in appreciation of retiring Director of the Suburban Audio Visual Service, Leon L. Drolet, Jr.; group insurance proposals; supplemental system appropriations and proposed expenditures; Metropolitan Periodical Service; and long term needs for SAVS.

Mr. Flintrup praised System Director Sarah Long's "Draft, Work Plan, January 1990-June 1991", a copy of which can be distributed to Skokie Public Library Board members who request a copy from him.

COMMENTS FROM TRUSTEES

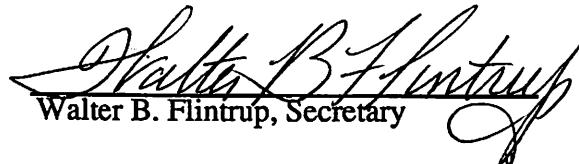
Dr. Carl Robinson will speak on "Leadership with an Eye on Creativity" at the LACONI (Library Administrators Council of Northern Illinois) Trustee and Librarian Dinner Friday,

April 27, 1990. Mrs. Weiner, Mrs. Rich, Dr. Wozniak and Mrs. Anthony will attend.

Mrs. Weiner told the Board of her recent visit to the Winchester House Library in Libertyville. She had visited there in March, 1985, and Mrs. Anne Ring was still the administrator--still enthusiastically caring for the aged and the disabled. She recommended other trustees visit this outstanding library.

ADJOURNMENT

The meeting was adjourned at 10:40 p.m.


Walter B. Flintrup, Secretary

Most of the literature on library architecture dwells on either design features or technological innovations. This is unfortunate since the most important decisions to be made in the library design process center around space allocations. Your final space allocation figures do not lie. They tell more about your priorities than all of your atriums, light wells and fancy unifying design elements put together. p.25

Will Manley. "The Tempe Public Library,
A Model for the 1990s". Wilson Library
Bulletin. December, 1989.

SKOKIE PUBLIC LIBRARY RECOMMENDATION FOR FACILITY IMPROVEMENTS

For nearly a year now, we have been engaged in a process of evaluating the facility of the Skokie Public Library and developing plans to enable the Library to better meet service priorities and user needs. At the January meeting of the Board of Library Trustees, the Board requested that I prioritize areas of greatest need, outline costs for meeting such needs and identify the consequences of not meeting needs.

A logical place to begin in evaluating the present facility is to review the specifications for the building as originally built.

Spec: Collection Capacity 350,000 book volumes

Current Situation:

As of April, 1989, we had 368,013 print volumes in the collection including hardcover and paperback. We also had 9,493 bound volumes of periodicals. Another 21,925 audiovisual items including LP recordings, compact discs, audiocassettes, videocassettes and media kits were not specifically provided for in the building program for the 1972 building. The total number of items in the collection, excluding microform, is 399,431.

To keep the collection current, we add nearly 20,000 hardcover books, about 6,500 paperbacks, 250 bound periodicals, 500 compact discs, 600 audiocassettes and 600 videocassettes per year.

Decision:

Our collection exceeds the building capacity, at least as the building is presently configured.

We could:

- 1) Construct a building addition to accommodate growth in the collection.

The present building was designed to allow for the addition of one or two more floors. Construction expense would only be about 75% of what it would have

been if such provision had not been made. Therefore, given construction cost estimates for library building additions of \$83.76 per square foot as of 1989, an additional floor could add about 33,300 square feet for about \$2,100,000. Additional money would be needed for equipment, carpeting and furnishing the additional floor. On the other hand, the present building was built at a time when Skokie's population was about 70,000 with significant projected growth. The population of Skokie is presently just over 60,000 with no growth forecast. How big a library does a community of 60,000 need? In deciding to build an addition, ongoing annual costs for utilities, maintenance and staffing must be provided for in addition to one time construction costs.

2) Make no significant change in the building.

If there is no significant change in the building, we will need to work toward a goal of a collection of 350,000 items. This will require that more than one item be withdrawn for each item added. In so doing, adequate shelf space for the collection will be achieved and needed seating capacity regained. A cost of this choice will be a shift of professional staff time from the service desks to collection assignments so that deselection is thoughtfully and carefully carried out. There are no smaller changes that will significantly address the problems or improve operations.

3) Reconfigure the present facility to operate as effectively and efficiently as possible.

With a net gain in assignable square footage and shifts in the allocation of space, it will be possible to meet user needs for study space as well as needs for improved service delivery and collection space. Reconfigured, the building will accommodate the present collection and allow for controlled, modest growth in selected areas. The remodeling and refurbishing associated with these changes to the interior of the building have been estimated at \$339,241.

Spec: Readers' seats excluding meeting rooms 456

Current Situation:

Growth in the collection has been accommodated at the expense of user seating. Currently, there are 298 seats for the public, excluding large meeting rooms and seating at index tables. Guidelines for public libraries recommend one seat for every 400-500 volumes up to 200,000 and another seat for every 1,000 volumes beyond 200,000. A collection of 350,000 volumes therefore should have 550 seats for the public. In our user survey, 20% of users indicated that they sometimes, rarely or never find their preferred type of seating in the Library. Sixty-eight percent of patrons indicated that they usually or always find their preferred type of seating. Twelve percent did not respond to that question.

Decision:

1) Disregard the need for additional numbers of seats and variety in type of seating.

We are presently disappointing one in five patrons with lack of seating. Since Library usage is increasing, we would either fail to provide appropriate seating to a larger number of persons or discourage use of materials in the Library. This is inappropriate since both our primary role of Reference provider and

secondary role of Independent Learning Center presume use of materials in the Library.

2) Make provision for additional reader seating in the Library.

This choice implies reallocation of space with remodeling and refurbishing estimated at \$339,241. Cost of the seating itself would probably not exceed \$150,000.

Condition:

Circulation in 1972, the year the present Library building opened, was 449,796. Circulation transactions were handled with small, mechanized charge-out machines.

Current Situation:

Circulation in 1989 was 786,372, an increase of 75% over 1972. Circulation transactions are handled by computer. All items charged out and returned must also go through a step to be desensitized or resensitized for the security system.

Decision:

- 1) Retain the present circulation desk for the handling of all circulation functions. The consequences of this decision will be increasingly long check-out lines at peak use times and a sustained level of patron claims returned occasioned by the lack of a secure materials return area.
- 2) Reconfigure the vestibule and entry area, providing for separation of check-out and return functions. Remodel the circulation desk to accommodate increased traffic flow and automated circulation procedures. The cost of these changes has been estimated at \$85,000.

The three needs described are all vital as all directly relate to the Library's mission and function. To prioritize them, I would place improvement of the circulation function first. We have done everything that we could think of to make the best of the present situation, but the current circulation function is still inadequate. The circulation function is too important to our mission and the negative public relations impact of long lines and missing returns is too great to allow the present situation to continue.

The second priority would be reallocation of space to accommodate the collection and user seating. At the time this building was built, the most optimistic forecast was that a new Library might serve for twenty years. Currently, because of the rapid pace of change in technology, the outlook is for ten years service from a new or remodeled facility. The present Library has served Skokie well for eighteen years, but is now in need of significant interior changes if it is to meet the demands of library service in the 1990s. Once space has been reallocated, additional seating and shelving can be added on an incremental basis. A priority is the allocation of space to the audiovisual collection and service.

The following criteria may be used to evaluate a library facility. Each proposed change may be considered in relation to these criteria.

- 1) Does the facility support the Library's mission and roles?
- 2) How well does the building facilitate use by the public?
- 3) Are the environment and furnishings comfortable for the public and for staff?
(temperature, lighting, furnishings)
- 4) Is the Library aesthetically pleasing?

In addition to correcting current problems, we have a need to make improvements that will enable us to offer the high level of service we value. Skokie Public Library is known for its reference service and we have named reference as one of our highest priority roles. Technology is becoming increasingly important in the provision of reference service. If we are to utilize available technology and maintain a quality reference service, we must reconfigure the reference desk and service area. Such a change would also enable us to have more than two reference librarians available to help the public at peak use times. A new reference desk would cost about \$25,000. This improvement is contingent on the reallocation of space as the service desk could not be enlarged within the present reference area.

When shelving is moved and other changes in the use of space are made, changes in lighting, electrical work and the location of ventilation ducts should be anticipated. The estimate of \$867,525. for improvements in these functions may be high as it is based on averages, given the age of our buildings rather than on close study of our particular conditions. More precise estimates can be made after the building program statement has been developed and the architectural design has been drafted.

The need for some of the changes outlined may not be readily apparent because the staff has coped so well through making smaller ad hoc changes. At some point, however, we face the consequences of a series of adaptations which have reduced seating by 35%.

Other needs are obvious. The carpeting is not only shabby, but dangerous in places where separations in seams have grown or severe wear has occurred on the edges of steps. The cost of recarpeting the building has been estimated at \$349,607. In recent cleanings, some of the draperies have begun to fall apart at the seams. Others are permanently yellowed by the sun. Since this is more of a cosmetic problem than a functional problem or a threat to safety, replacement of window treatments could be incremental.

The costs given may seem high when compared to the cost of \$3,656,037. for the 1972 Library addition, but that cost was also significantly greater than that of \$850,000. for the original building opened in 1960. In considering costs, it may be useful to know that data for public library cost figures for additions, renovations and remodeling show that there has been an increase in project cost of 147.7% from 1979 to 1989. The cost of library furniture and equipment has increased 143.9% during the same period. This is national cost data as reported in the December, 1989 issue of Library Journal.

In summary, although collection size should be determined by Board policy and professional judgment, the Library facility as presently configured is now limiting the size of the collection as a whole and of specific areas of the collection. It is also limiting user seating and forcing us to circulate materials inefficiently. No small changes will remove these constraints. However, it is possible to increase the net usable space in the Library. Eventually, it will be necessary to reconfigure the present facility so that it may operate as effectively and efficiently as possible. Postponing this action will increase costs. The alternative is to reduce the size of the collection and operate with decreasing effectiveness.