

August 2, 2000

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, August 2, 2000.

CALL TO ORDER

John Graham, President, called the meeting to order at 7:32 p.m.

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

Also present: Barbara A. Kozlowski, Associate Director for Public Services.

Members absent: Susan Schreck Greer, Richard J. Witry.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 12, 2000

Dr. Wozniak made a motion, seconded by Mrs. Rich, to approve the minutes of the regular meeting of July 12, 2000, 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 arrived at 7:33 p.m. Dr. Wozniak made a motion, seconded by Mrs. Rich:

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE MONTH OF JULY, 2000, THE LIBRARY NOTE FUND, AND THE LIST OF BILLS BE APPROVED FOR PAYMENT, SUBJECT TO AUDIT.

The roll call vote for approval was unanimous.

CIRCULATION REPORT
 LIBRARY USE STATISTICS
 REPORT(S) FROM DEPARTMENT HEAD(S) (1)
 PROGRAM STATISTICS 1ST QUARTER F.Y. 2000-2001
CORRESPONDENCE

Mrs. Kozlowski arrived at 7:34 p.m. Mrs. Hunter made a motion, seconded by

Mrs. Rich:

- 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. REPORT(S) FROM DEPARTMENT HEAD(S)
 4. PROGRAM STATISTICS 1ST QUARTER F.Y. 2000-2001
 5. CORRESPONDENCE

The motion to place the Consent Agenda items on file was unanimously approved.

BALANCE SHEET FOR THE THREE MONTHS ENDING JULY 31, 2000 AND
 YEAR-TO-DATE BUDGETARY STATUS

The Balance Sheet for the Three Months Ending July 31, 2000 and the Year-To-Date Budgetary Status reports were noted by the Board.

ADOPTION OF THE TAX LEVY 2000

Mrs. Anthony reported that the Board needs to adopt a tax levy for transmission to the Village of Skokie. The 2000 levy will be subject to public hearings, along with the Village levy, in early December and will be acted on by the Village Board before the end of December. This levy will fund the Library's 2001-2002 Fiscal Year and is 4% over the 1999 levy of \$5,950,000.

Dr. Wozniak made the following motion, seconded by Mrs. Rich:

MOTION: That the Skokie Public Library Board of Trustees adopt a tax levy in the amount of \$6,188,000. for the year 2000.

The roll call vote for approval was unanimous.

Mr. Graham commented he is pleased with our financial status. We have a four-month reserve of operating funds. Mrs. Hunter agrees with the levy as presented. She has very strong feelings that the taxpayers have been very generous with the Library. We have not had to curb anything we wanted to do or any plan we had. She noted 89% of our revenue comes from property tax and our responsibility is to the people who pay the bills for this Library.

DIRECTOR'S REPORT

Usage—Circulation in July was up nearly 2% over circulation last July with increases in audiovisual items and Bookmobile use. Use of TeleCirc for renewals continues to increase while the gate count is down. Remote use of the Library such as TeleCirc and online use of databases may result in fewer visits to the Library if we do not have programs, exhibits and personal assistance that encourage people to continue coming in person.

E-911 Compliance—Mrs. Anthony said we switched our phone service vendor from WorldCom to Focal July 27 as part of our implementation of E-911 compliance. The Library was without phone service for about three hours after Ameritech prematurely cut off a line. We will get a \$500. credit for the foul-up. Fortunately, phone use is a little lighter at this time of year. Mrs. Anthony did not receive any patron complaints.

Village Open House—Skokie Public Library will have a table at the Village's Quadrennial Open House Sunday, September 24, from 2-5 p.m. Non-Village functions will be in the basement of Village Hall. We plan to sign people up for library cards as well as give out brochures about library services.

Gift Books—We propose to limit acceptance of gift books to one day per month in an effort to gain some control over the operation. We have been deluged with gifts this summer, many of which are very old or in poor condition. The plan is to have one or two staff on hand the first Thursday of each month from 1-7 p.m. (beginning in September) to accept gift books and deal with them immediately. Items in poor condition will be politely declined and items accepted will be sorted into those to be added to the collection and those to be sold.

Distribution of UPdate—UPdate, the Library's quarterly calendar of programs and news, has been delivered door to door by a distributor in the past. There always seem to be problems with individual houses or whole blocks that are missed. We will switch to mailing via bulk-rate for the fall Update. In the future we may also redesign the UPdate so that it has a blank side for mailing rather than being folded into an envelope. It is a little bit more expensive, but it's not that much more, especially if it's effective.

Water Bottles in Library—A patron recently complained to Mrs. Anthony after being told by the guard that he could not have a water bottle in the Library. While she explained to the patron that the guard was correct in enforcing a "no food or drink in the Library" policy, she is aware that it is becoming a common practice for people to carry water bottles with them wherever they go. Mrs. Anthony told the patron that she would relay his objections to the Board.

Mr. Graham is very sympathetic to the situation. This matter will be reconsidered over the next 18 months.

Recognition for Website—Chicagojobs.org, a website maintained by SkokieNet Librarian Frances Roehm, was selected as the hot site of the week by Job-Hunt.Org the week of July 24. They indicated that this was the first regional site to be chosen for offering “excellent value to job seekers.” After being featured for a week, Chicagojobs.org will move to the Hot Sites archive page.

Family Circle and Filtering—The September 1 issue of Family Circle features an opinion piece by Dr. Laura Schlessinger headed “Is Your Library X-Rated?” (see attached). Although several corporations have refused to allow their products to be advertised on Dr. Laura’s radio program because of her controversial views, she continues to be given venues to air her views.

Community—Mrs. Anthony attended a quarterly meeting of the Community Health Advisory Council at Village Hall July 25. The purpose of the group is to share observations about needs and reports of service responses to health issues in Skokie. The Skokie Health Department which convened the Advisory Council has priorities in the areas of reduction of accidental deaths, cancer and heart disease.

Illinois Library Association—The ILA Board met in Bloomington July 27 and 28 for orientation of Board members and committee chairs and for the first Board meeting of the new year. Mrs. Anthony’s role as Past President is considerably less time consuming. The ILA Conference in Peoria October 14-17 has a full and interesting slate of programs and several staff have already signed up to attend.

Illinois Century Network—The Library has applied for a T-1 line through the Illinois Century Network. The State will absorb the installation cost and the line charge for the first year. Subsequently, the Library will pick up the line costs, but at a guaranteed lowest cost with subsidy from the State. The T-1 line will be used for Internet access which is currently handled by a T-1 line through JCPL.

Remote Access—We have begun systematic tracking and reporting of remote access to licensed resources at the Library. Requests were up considerably in July over June and may be expected to continue to increase as we have made remote log-in easier and we are publicizing the service now. In the future, use of the Library via our website and remote use of licensed resources will be significant vehicles for delivery of library service.

Mrs. Anthony mentioned Mary Ann Ahern, Channel 5 News, came to the Disability book discussion group and talked with them. She had a great turnout.

ILL POLICY STATEMENT

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

MOTION: That the Skokie Public Library Board of Trustees approve the ILL Policy update as presented (copy attached).

The motion passed unanimously.

SELECTION OF AUTOMATION SYSTEM

After much discussion, the following motion was made by Mrs. Rich, seconded by Mrs. Hunter:

MOTION: That the Board of Library Trustees accepts the Director's recommendation and authorizes negotiations with Innovative Interfaces for purchase of an integrated library system at an approximate cost of \$250,000.

The roll call vote for approval was unanimous.

The Board commented on the fact that Innovative Interfaces has a solid customer base and realized a profit last year (it is a privately owned company). The new system should be up and running by April 2001.

REPLACEMENT OF PRIMARY FILESERVER

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

MOTION: That the Board of Library Trustees authorize the following server, Dell PowerEdge 4400, be ordered to replace one of the Library's four-year-old file servers (PC132) from Dell Computer at a cost of \$9,844.00.

The roll call vote was unanimous.

BUILDING PROJECT

The letter to Senator Silverstein was noted by the Board.

The trustees looked over the building project update memo. There is a new time frame. Schematic design would continue through October 6 and a construction manager should be on board by that time. Mrs. Anthony feels more comfortable with this time frame.

The Request for Qualifications for a Construction Manager will go out this week. Robert Hunter, architect, will send the RFQ to people he knows and a legal ad will also appear in the August 10 issue of Pioneer Press. From responses due August 22, several candidates will be asked to prepare RFPs and final selection should be made by September 20 after interviews and reference checks have been completed.

Mrs. Anthony prepared a memo for Al Rigoni, Village Manager, and Robert Nowak, Director of Finance, Village of Skokie regarding proposed building plans. In a meeting with the Village officials, both were very supportive.

JCPL

The Board is in receipt of letters from Morton Grove, Waukegan and Deerfield Public Libraries regarding their desire to withdraw from JCPL.

ALA CONFERENCE

The trustees noted Mrs. Anthony's memo on the ALA conference.

LIBRARY CABLE NETWORK CHANNEL 24

The August 2000 Cable Guide was noted by the trustees.

NORTH SUBURBAN LIBRARY SYSTEM

The trustees noted the report from Pat Groh.

COMMENTS FROM TRUSTEES

The trustees congratulated Maryann Mondrus on her work at the Robineau House.


Mrs. Rich brought in materials from her ALTA-SOS Luncheon during ALA. The trustees could take what they want.

Mrs. Weiner read a letter from Mr. Griffin (widower of Mrs. Griffin, previous first president of the Skokie Public Library Board of Trustees), to Rabbi Weiner written in 1978.

A copy will be put in the files.

ADJOURNMENT

At 8:50 p.m. the meeting adjourned.



Eva D. Weiner, Secretary

<u>Reference Policy, Standards and Guidelines Appendix E</u>
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INTERLIBRARY LOAN POLICY STATEMENT FOR SKOKIE PUBLIC LIBRARY

INTRODUCTION

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development.

DEFINITION

An interlibrary loan is a transaction in which library material is made available by one library to another upon request.

PURPOSE

The purpose of interlibrary loan is to obtain materials not available in the local library. When resources within the local library have been exhausted, loan requests to other libraries are in order. Based on the concept that patrons should be allowed access to all materials for the purposes of study, instruction, information, recreation and research, interlibrary loan is a unique resource by which the library can provide those materials not conforming to the library's collection development policy or for which there is no recurring demand.

SCOPE

Under these terms, it is permissible to request on interlibrary loan any type of library material (except those that have restrictions) and reciprocally, to have other libraries request materials from this library. Skokie Public Library complies with the Illinet Interlibrary Loan Code.

EXPENSE

Interlibrary loan service is currently offered free of charge for Skokie Public Library patrons only. This allows patrons access to most materials from both public and private sources as well as state and national sources.

INTERLIBRARY LOAN GUIDELINES FOR SKOKIE PUBLIC LIBRARY

I. Name Address Information

Judy Rinkor-Interlibrary Loan Assistant

Skokie Public Library
5215 W. Oakton Street
Skokie, IL 60077

Phone: (847) 673-7774 ext 2141

FAX: (847) 673-7797

II. Items Available for Interlibrary Loan

Materials in the library's general circulating collection from both Adult and Youth areas

Materials in the Audio Visual area including nonfiction and children's videotapes, CDs, cassette tapes and talking books are available for interlibrary loan

III. Items Not Available for Interlibrary Loan

Reference items that when absent, will cause hindrance to the Reference staff (see Illinois Interlibrary Code)

Books within 6 months of publication, or when designated MOST WANTED, 14 DAY or NEW

DVDs

CD-ROM Products

IV. Acceptable Methods of Transmission

OCLC	yes
RLIN	no
TWX	no
ALA FORM	yes
TELEPHONE	yes
FAX	yes

V. Average Turn Around/Response Time

Books	2-4 days
Periodical Articles	2-4 days
Express Request	4 hour minimum/24 hour maximum

VI. Borrowing

Limits	5 Interlibrary Loan requests pending at any time per patron 10 photocopy requests pending at any time per patron 2 requests of each by telephone from individual patrons at one time
Renewals	2 - 1 week (7 days) for non-JCPL; 3 weeks (21 days) for JCPL; renewals are given over the phone for non JCPL items

It is necessary to make every effort to borrow within NSLS first before requesting materials from another system.

Request materials from JCPL libraries first, if available. If JCPL libraries are not able to satisfy a request, request materials through Liason. A statewide search for

materials through Illinet is necessary if none of the local libraries can supply materials. Use OCLC as a last resort.

VII. Lending

Books in print owned by Skokie Public Library for a minimum of six (6) months

Length of loan period 4 weeks (28 days)

Minimum charge no

Postage charge no

Newspapers no

Periodicals yes, if unbound and stamped CIRCULATING

Doctoral Dissertations, Masters Theses, Technical Reports, Microforms
no

Government Docs. yes

AV Materials yes (effective July 1, 1992)

Photoduplication yes, for individual periodical articles

When request is received from a JCPL library, search shelf once, then in 2 days if not on shelf. Search again in 7 days, then reject request and declare missing.

When request is received from a non-JCPL library, check shelves three times; if not on shelf, indicate so on the request, FAX back to the requesting library and declare missing.

VIII. Periodicals (Article Requests)

Requests accepted for Skokie cardholders only

Use Liason first

Consult OCLC

Send requests to nearby libraries before sending to larger, regional libraries like Arlington Heights, Schaumburg, etc.

Skokie Public Library will search CARL Uncover, DIALOG and other electronic databases as needed.

IX. FAX Guidelines

Limits Maximum of ten (10) pages per article

Articles will be FAXed at special request within the 847 or 312 area codes

Interlibrary Loan requests on typed ALA or NSLS forms will be accepted

X. Packing Requirements for Mailing

Jiffy bags will be accepted; box packaging is discouraged

Insurance is mandatory if value of item exceeds \$50.00

Special packaging is available for AV materials and should be used whenever these materials are on loan

XI. Express Requests

Periodical Article requests

4 hour minimum response time

Books/AV Materials

Skokie Public Library will comply with all direct loan requests from NSLS libraries. Requests accepted by phone must be followed up by a FAX request. The loan period for materials requested via direct loan is four weeks (28 days). Renewals may be given if no holds exist on the materials.

XII. Additional Information

Services are not suspended during the Christmas holidays

Skokie will lend to Canadian libraries

Interlibrary Loan requests will be accepted for Skokie cardholders only

Skokie cardholders who do not pick up their materials within 7 days of notification will have a \$1.00 charge added to their account

Currently in-force overdue fines are applicable to materials obtained through ILL

Adopted 11/11/92 by Skokie Public Library Board of Trustees

Effective 1/1/93

Rev 8/2/00 by Skokie Public Library Board of Trustees

/cj