

January 10, 1996

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room Wednesday, January 10, 1996.

CALL TO ORDER

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

Members present: Diana Hunter, President; Eva Weiner, Vice President; Zelda Rich, Secretary; Leo Friedman; Marcy Goodman; John Graham; and Carolyn A. Anthony, Director.

Member absent: Susan Schreck Greer.

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

APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 13, 1995

Mr. Friedman made a motion, seconded by Mr. Graham, to approve the minutes of the December 13, 1995 meeting, subject to additions and/or corrections.

There being no additions or corrections, the motion to approve the minutes as written was unanimously approved. The minutes were placed on file.

CONSENT AGENDA ITEMS

FINANCIAL STATEMENTS
LIST OF BILLS

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

MOTION: THAT THE FINANCIAL STATEMENTS FOR THE GENERAL OPERATING FUND, RESERVE FUND FOR THE PURCHASE OF SITES AND BUILDINGS, REPORT ON THE FINE ARTS ACQUISITION FUND, LIBRARY NOTE FUND, AND 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.

The roll call vote for approval of the financial statements and the list of bills was unanimous.

PRELIMINARY BUDGET 1996-97

The Board reviewed the Projected Budget for Fiscal Year 1996-97.

After discussion Mr. Graham suggested an increase in the contingency line to \$100,000.

Director Anthony said there is room to make this adjustment.

CONSENT AGENDA ITEMS

CIRCULATION REPORT
LIBRARY USE STATISTICS
REPORT(S) FROM DEPARTMENT HEAD(S)
GIFTS
CORRESPONDENCE
PERSONNEL

Mr. Graham 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) (1)
 4. GIFTS: In appreciation - \$100. from Skokie Chapter AARP and \$25. from Joel S. and Evelyn Marks Siegel
 5. CORRESPONDENCE (4)
Letters from: Bridget L. Lamont, Director, Illinois State Library re Title VI LSCA Grant Award/1995 Library Literacy Program; Claire H. Buetner to Gail Shaw, LAN Administrator; and Lynn Steiner. Note from Kay Kozak in appreciation.
 6. PERSONNEL
Resignation: Orlando C. Carnate, part-time Computer Assistant, Youth Services Department, effective December 21, 1995

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

DIRECTOR'S REPORT

Usage--Circulation in December was down nearly 3% from last December. A contributing factor may be that we were closed an additional day this year, December 31, because the day fell on a Sunday. Strong Bookmobile circulation offset a decrease in reciprocal borrowing.

Bomb Threat--At 5:47 p.m. Thursday, December 28, an adult male caller to the switchboard announced that a bomb would go off in ten minutes. A second call at 5:49 repeated a bomb would go off. From Circulation staffer Nicholas Pissios who received the call to Cathy Maassen, Circulation Supervisor on duty, John Hammond, Security, Richard Simon, Custodian, and Kay Walsh Rinella, Librarian-in-Charge, all handled the emergency situation in a calm and

capable manner. Police and Fire Department officials arrived by 5:52 and the building was cleared within nine minutes. Staff conferred with Mrs. Anthony at home and she indicated that the Library should not be closed. Staff and patrons were readmitted at 6:15 p.m. after a thorough search of the building.

Fire Alarm Problems--We experienced problems with the fire alarm panel over the holidays when it would not reset from trouble status. The Fire Department entered the building and called Director Anthony at 11 p.m. on a Saturday night to advise her of the problem. Repairs were made by Simplex personnel three times over a week.

New Payroll System--Mrs. Kim, Administrative Assistant for Accounting, has put in many hours converting the Library to a new payroll system that has been in place in the Village for two years now. Parallel payrolls were prepared in December to test the new system. The payroll will be executed with the new system as of January 12, 1996.

Custodial Department--Leo Ramirez, Head Custodian, has been out since December 15 due to surgery. During his extended absence, Richard Simon has been in charge of the Department and is doing an excellent job.

TeleCirc--The TeleCirc function which allows patrons to call the Library and check the status of their record or renew a book is technically operational. At this time, only one line is available and staff are testing the functionality of the module for consistency and clarity. We hope to have more lines available and a public announcement of the service in the Spring.

Project ASIA--For a number of years now, we have ordered Asian language materials through Project ASIA of the California Library Authority for Systems and Services (CLASS). Materials were selected by Project ASIA staff according to a profile developed by our librarians and were shipped along with cataloging. We have been notified that CLASS is out of business. There is a possibility that Project ASIA might be adopted by another agency. We will monitor the situation.

Vestibule--The floor in the vestibule was reinstalled as scheduled in mid-December. Unfortunately, there were still bent wires and weak spots so the grates were removed and shipped back to the manufacturer again. Stromberg poured a wider concrete border in the vestibule and will reinstall the grates when they are returned.

Staff Day 1995--Staff Day, Friday, December 15, was highly rated by most staff. Repeat keynoter Robert Sobiech was well received. After the staff luncheon Mrs. Hunter distributed awards to staff who have worked ten, fifteen, twenty and twenty-five years at Skokie Public Library. Afternoon breakout sessions were presented by Gregg Newberry on *Sensitivity to the Disabled Community*, and by Linda Schulman Brubaker on *Personal Empowerment*. Musician Rick Lindy entertained staff with his version of hits from the 50s and 60s.

Congratulations are due to the Staff Day/Holiday Luncheon Committee: Jon Theisen, Chair, Susan Dickens, Gin Gaiser, Cathy Maassen, Tobi Oberman, Marge Robinson, Richard Simon and Judy Zartman. The text of Mrs. Anthony's remarks *State of the Library 1995* is attached.

Mrs. Rich complimented Director Anthony on her *State of the Library 1995* address.

REVISED POLICIES FOR INTERLIBRARY LOAN AND TELEFACSIMILE

The Interlibrary Loan (ILL) Policy statement and the Telefacsimile (FAX) Policy have been reviewed by staff and revised to reflect the Library's new FAX-on-demand policy, adopted by the Board at the October, 1995 meeting. The ILL policy was adopted November, 1992, and the FAX Policy July, 1991.

Specific changes in the ILL policy were reviewed and Mr. Graham made a motion, seconded by Mrs. Goodman:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE REVISED INTERLIBRARY LOAN POLICY STATEMENT AS PRESENTED. (copy attached)

The roll call vote for approval was unanimous.

Changes in the FAX policy were reviewed.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE REVISED SKOKIE PUBLIC LIBRARY TELEFACSIMILE POLICY AS PRESENTED. (copy attached)

The roll call vote for approval was unanimous.

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

Gary Gustin-Interlibrary Loan Librarian
Judy Rinkor-Interlibrary Loan Assistant
Sharon Weinberg-Illinet Online, Intraconnect, OCLC Searching 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

Feature Film VHS Tapes

CD-ROM Products or Laser Discs

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 1/96

/cj

h. J. Goodman

SKOKIE PUBLIC LIBRARY TELEFACSIMILE POLICY

Skokie Public Library routinely utilizes telefacsimile (FAX) transmission as a means of providing and improving services to patrons of Skokie Public Library and to all libraries who agree to provide reciprocal services.

Introduction

FAX technology is most frequently used to:

1. Communicate information in response to reference requests.
2. Receive and submit interlibrary loan requests.
3. Receive and deliver articles, documents and correspondence between the Library and its users.
4. For administrative and professional communications between the Library and the professional, business and community worlds.

This document covers general policies for the use of telefacsimile technology in the Library. Procedures and guidelines of a more specific nature may be found in departmental procedure manuals. The policies established in this document should be followed consistently and conscientiously. Questions of interpretation or implementation should be taken to department supervisors.

Policies

I. GENERAL

- A. All photocopying of materials for the purpose of faxing information must comply with federal copyright law.
- B. The Library's administrative and reference FAX machines are not available for use by the public in sending or receiving FAX transmissions.
- C. The Library's administrative and reference FAX machines may be used only for library-related purposes.
- D. Sources of faxed information should be clearly cited in each transmission.
- E. Materials may not be faxed outside the Greater Chicago area for the fulfillment of an information request under any circumstances without the approval of a supervisor.
- F. All long distance FAX transmissions should be recorded on a long distance call slip and turned in to the Administrative Office for recording in the Long Distance Log Book so that Library phone bills can be accurately audited.

II. REFERENCE

Individual Request for Document Delivery

- A. Registered users of Skokie Public Library will be eligible for document delivery via FAX transmission. A registered user of Skokie Public Library is defined as any person or institution with a patron record on the JCPL system. All holders of JCPL cards would be automatically eligible for this service, as would reciprocal borrowers from NSLS institutions who have registered with a JCPL library.
- B. Users requesting a document via FAX will be assessed a charge of one dollar plus ten cents per page. The per page cost will not be applied to the INFO-FAX cover page. The librarian sending the FAX will add the special charge to the requester's borrowing record. The charge does not apply to documents supplied via Interlibrary Loan.
- C. Requests supplied via FAX for any user during a single business day should not significantly exceed 10 pages of text.
- D. Registered users without FAX machines may be offered the delivery of photocopied documents via the U.S. Postal Service. The same fee schedule as FAX delivery will be applied to cover postage and handling expenses.
- E. Requests for document delivery via FAX from non-registered callers should be referred to the caller's home library for the initiation of an Interlibrary Loan request.

Reference Service to an Individual

- F. The use of the FAX machine to provide information in the fulfillment of a patron's reference request should be employed at the librarian's discretion when the use of this technology is deemed to be the most efficient way to transmit complex or tabular information to a remote user. There will be no charge assessed for this service. Information faxed at the librarian's discretion should not exceed two pages of text. More than two pages of data should be considered a document and thus subject to fee.

Requests from Other Libraries

- G. Materials may be faxed to libraries within the Greater Chicago area at no charge as a professional courtesy. It is assumed that this is a reciprocal agreement among libraries.

III. INTERLIBRARY LOAN

Materials Requested by Other Libraries from Skokie Public Library

- A. Interlibrary Loan requests are routinely received via FAX. They are handled by staff as any other Interlibrary Loan requests.
- B. Skokie Public Library should respond to requests for periodical articles received via FAX from other libraries within 24 hours.
- C. Articles requested to be faxed to fulfill an Interlibrary Loan request should not significantly exceed 10 pages of text.
- D. Skokie Public Library will not fax books or texts significantly exceeding 10 pages.

Materials Provided to Skokie Patrons

- E. Patrons will not be charged for the delivery of documents via Interlibrary Loan. The provision of materials not owned by Skokie Public Library to its users is considered a basic service.

Adopted 7/10/91
Revised January, 1996

BB/CAA:kk

PURCHASE OF REPLACEMENT STAFF SEATING

At the time of renovation in 1992 new chairs were purchased for public computer stations, public service desks and Technical Services. Other proposed improvements in furnishings were deferred to contain costs at that time.

It is proposed that we purchase 40 replacement chairs at this time for staff use in the Circulation Department, Adult and Youth Staff Office, LAN Office and Administration.

A Request for Proposals for 39 chairs was sent to four companies in the Chicago area authorized to sell Herman Miller Chairs. Three responses were received.

At this time, Mrs. Anthony suggests the addition of one Equa arm chair at \$480.06 bringing the total to 40 chairs of four different types.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE LOW BID FROM INTERIOR INVESTMENTS FOR THE PURCHASE OF 39 STAFF CHAIRS WITH THE ADDITIONAL EQUIPMENT REQUESTED, NOT TO EXCEED \$17,500.

The roll call vote for approval was unanimous.

"LIFE IN SKOKIE"

Trustees noted the Lerner Skokie Life December 28, 1995 Robert Freed article which mentions the first floor meeting room being named in honor of former Chief Librarian Mary Radmacher.

AUTOMATION

Mrs. Anthony apprised the Board of the Ameritech/Dynix Network Services meeting held earlier today in the Board Room.

LIBRARY CABLE NETWORK

The Board noted the Library Cable Network December 1995 TCI Cable Guide.

NORTH SUBURBAN LIBRARY SYSTEM

Mrs. Rich reported on the progress of the proposed amendments to the NSLS By-laws.

This issue has been under discussion since the fall of 1994. NSLS President

Ronald C. Rodgers' memorandum dated December 12, 1995, presents two alternative sets of amendments.

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

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES REAFFIRM THEIR POSITION REGARDING AMENDMENTS TO THE NSLS BY-LAWS—THAT THE BY-LAWS REMAIN INTACT.

The motion was unanimously approved.

Mrs. Hunter will send a letter on behalf of the Board to Dr. Rodgers reaffirming the Board's position.

COMMENTS FROM TRUSTEES

Mrs. Weiner reported that she attended the entire Staff Day, Friday, December 15 and found it to be very interesting. She commended staff involved in planning the day and in coordinating the programs.

Mrs. Weiner also suggested we include more Large Print book titles on our Selected Lists of Recent Acquisitions.

ADJOURNMENT

The meeting was adjourned at 8:38 p.m.


Zelda R. Rich, Secretary