

## Long Range Planning Committee

May 11, 1994

In Stan Sitton's absence, Dick Lockmiller called the meeting to order at 4:00 p.m. Members present: Mr. Lockmiller, Karen Anderson, Herb Dakin, Bev Freeman, John Moorman, and Bob Plotzke. Absent: Walt Smith, Ed McClure, and George Nichols. Staff present: Linda Humphreys. Others present: Marlene Deuel, Chief Deputy Director of the Illinois State Library.

Ms. Deuel noted that she is responsible for the day-to-day operations of the Illinois State Library. She said that the availability of Live and Learn funding has encouraged many libraries to plan for new facilities and renovations. She stated that she sees the future of Illinois public libraries as very strong. Libraries will see themselves in a never-ending training situation with staff as libraries try to keep up with automation and technology needs.

Regarding building renovation needs, Ms. Deuel said that building needs assessment plans are designed with the standards of excellence in mind. In reality, more space will probably be needed for computers and less space for volumes of books. Shelving needs are based on the assumption that 20 to 25% of the collection is always checked out. She said that before any thought can be given to building, staffing, or other needs, it must first be determined what the Library is to provide in the way of service and then a plan should be built on the provision of that service. The physical shape of the building is the last thing to be considered.

Parking is a major problem faced by most libraries. Branch development is often driven by traffic patterns.

Ms. Deuel said that the state sees telecommunication hookup and compatibility as one of their responsibilities. The state recently hired Sarah Svenflow to coordinate automation so that everything ultimately works together.

The proper way to develop a renovation plan, according to Ms. Deuel, is to set priorities and attach an importance level to

each item. Then you cut from the bottom to meet funding availability.

Small grants should be available to help plan for physical facility development. All state grant funds are tied to system membership. Illinois State Library employees are available to help libraries complete grant applications, though they will not write the applications for the libraries.

Ms. Deuel emphasized the importance of continuing education and training for staff. Current staff members must be brought up-to-speed with technology and automation skills. Job descriptions should be changed so that libraries hire employees with skills they really need. "Automation Specialist" and "Network Coordinator" are common positions.

Ms. Deuel reported that storefront libraries can sometimes be the most economical way to provide library service. They are very common in Chicago suburbs. Bookmobiles are coming back somewhat because they are portable.

There was no other business. The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

John A. Moorman, City Librarian