

# **ST. JOSEPH COUNTY PUBLIC LIBRARY**

## **CAPITAL PROJECTS PLAN: 2000-2002**

**ST. JOSEPH COUNTY, INDIANA**  
March 15, 1999

### **I. OVERVIEW**

The St. Joseph County Public Library District presently serves eight townships in St. Joseph County, Indiana: Centre, Clay, German, Greene, Liberty, Portage, Union, and Warren. The total population served is 167,477, according to the 1990 census. The district is located in the north central portion of Indiana with Michigan as the northern border of the library district. The current seven-member Board of Trustees is composed of two appointees by the South Bend Community School Board, two appointees by the St. Joseph County Council, two appointees by the St. Joseph County Commissioners, and one shared appointment by the presidents of the John Glenn School Board and the Union North United School Board. The Library currently employs 122 full-time-equivalent staff members.

The Library has a 1999 annual budget of \$ 10,659,989 in the Operating Fund, \$600,000 in the Library Improvement Reserve Fund, \$ 778,615 in the BIRF Fund, and \$800,000 in the Capital Projects Fund. The Capital Projects budget for 1999 will be used for three purposes: (1) to remodel the Audio-Visual Department at the Main Library, (2) to purchase wiring/cables for the system's infrastructure and upgrade about one-third of the Library's computers, and (3) to purchase equipment for the new Centre Township Branch. At this writing, opening of the new building is planned for fall 1999.

The assessed valuation for 1998, payable in 1999, is \$1,099,147,000. Levy rates for 1999 are \$0.6057 for Operating, \$0.0248 for Capital Projects, and \$0.0628 for Bond and Interest Redemption, for a total rate of \$0.6933.

#### **Needs Assessment**

The appropriation for Capital Projects for 1999 will be partially allocated for the remodeling and expansion of the Audio-Visual department on the third floor of the Main Library. The Audio-Visual Department houses several user computer workstations with applications software available for the public. It also houses Main Library's collection of compact disks, CD ROM software, audiocassettes and videocassettes, all of which are loaned to the public. The planned renovation will include an update of the shelving units in the department to allow for more open, face-out display of materials, making access to the collection more user-friendly.

A second project for 1999 is the addition of infrastructure/cabling and the purchase of more public computer stations and the replacements for approximately one-third of the Library's computers which are over 5 years old. Finally, a portion of the 1999 budget is set aside from money saved in previous years and will be used for purchase of computer and maintenance equipment needed at the new Centre Township Library.

## **II. SUMMARY OF PRESENT FACILITIES**

The St. Joseph County Public Library has a central library building in downtown South Bend as well as seven branches. SJCPL's eighth branch, the new Centre Township Branch Library under construction at the corner of Kern and Miami Roads, will be added before the end of this year. Pertinent statistics on each existing facility are as follows:

### **St. Joseph County Main Library.** 304 South Main St., South Bend, IN 46601

The Library completed a major renovation and expansion project in October 1992. This expansion increased the Library's square feet of usable space from 76,000 to 115,000 and included expanded space in every department plus added space. The added space included new public meeting space for 350 people, a local history and genealogy room, expanded microcomputer and audiovisual equipment available to the public, an expanded and updated space dedicated to literacy, and energy efficient mechanical systems. Main Library circulation increased by over 25% after the Main Library completed its expansion effectively proving the public values its central Library. The number of people entering the front doors of the Main Library increased from 360,000 per year in 1992 to nearly 600,000 in 1998. The current value of the building is \$13,448,100. Contents are valued at \$27,216,924.

### **Roger B. Francis Branch Library.** 52655 North Ironwood Road, South Bend, IN 46635

The Francis Branch originally opened its doors in 1977. In its 21-year history, the branch has seen rapid growth and increases in use evidenced in its circulation figures. The branch was expanded to 17,000 square feet and remodeled using general obligation bond funds. A rededicating of the facility took place in 1989. The appraisal for Francis branch is listed at \$1,844,800 for the building and \$4,580,369 for contents.

### **Lakeville Branch Library.** 601 North Michigan Street, Lakeville, IN 46536

As the result of a township merger in 1990, the Lakeville Branch was opened in December 1990, in a renovated leased facility in Lakeville. Lakeville Branch has become part of the Old Lakeville School Project, a privately funded renovation of an historic school building. Contents are valued at \$498,802. The Library leases two rooms in the building, the Library itself and a meeting room for branch programming and free public use. Ownership of the building was recently turned over to the St. Joseph County Housing Assistance Office.

### **LaSalle Branch Library.** 3232 West Ardmore Trail, South Bend, IN 46619

LaSalle, Tutt, River Park and Western Branches were all constructed and opened in 1983 as the result of a Lease/Rental Bond Issue. They replace four rented properties in the same neighborhoods and allow the Library to save not only rental costs, but energy as well. All branches are of brick on block construction and are identical in design and floor plan. Additionally, they were planned to take advantage of energy conservation using passive solar technology. These branches are all neighborhood branches and have proven to be popular since their opening. The bond issue of the Leasing Corporation was paid off in 1998 and the Library purchased and now owns these four identical branches. The Leasing Corporation dissolved itself in December 1998. LaSalle is valued at \$831,400 with contents at \$2,157,914.

**North Liberty Branch Library.** 105 West Center Street, North Liberty, IN 46554

After many years of service as a bookmobile stop, the St. Joseph County Public Library opened a mini-branch in North Liberty as a pilot project in 1985. This proved so successful, a lease arrangement was negotiated and a permanent mini-branch opened its doors in 1986. Following the purchase of the building, an expansion and remodeling took place and the new and improved North Liberty Branch was dedicated in February of 1991. This small, rural branch has proved very popular with its clientele and, in 1990, circulated almost 56,000 items in 800 square feet of space. The remodeled branch is 1600 square feet and contains a meeting room. The branch was re-carpeted and repainted in March 1999. The building is valued at \$173,600 contents at \$652,717.

**River Park Branch Library.** 2022 Mishawaka Avenue, South Bend, IN 46615

See description of LaSalle Branch above. Building value: \$831,400. Contents: \$2,175,503.

**Virginia M. Tutt Branch Library.** 2223 South Miami Street, South Bend, IN 46613

See description of LaSalle Branch above. The Tutt parking lot was expanded in 1988 to accommodate increased demands for parking. Building value: \$831,400. Contents: \$2,861,493.

**Western Branch Library.** 611 South Lombardy Street, South Bend, IN 46619

See description of LaSalle Branch above. Building value: \$831,400. Contents: \$1,834,781.

**New Centre Township Branch Library,** 1150 East Kern Road, South Bend, IN

The Library also owns three net acres at the corner of Kern and Miami Roads in Centre Township and a building under construction on that site. Centre Township has shown rapid growth in recent years (10.3 % since the 1980 census) with projections for continued growth. The new Centre Township Branch building will be approximately 18,000 square feet and is presently under construction with plans for opening in the fall of 1999. Funds for construction of the new branch were saved over several years from the Library's Capital Projects Fund and other funds. The building and all its contents will be paid in full the day it opens with no long-term indebtedness and high interest payments.

Building value will be approximately \$3,400,000. Contents approximately \$1,200,000

### **III. SERVICE AREA/ANNUAL STATISTICS**

The eight townships that form the library district cover an estimated 246 square miles. Based on 1990 census results, the Library serves a total population of 167,477. Circulation for 1998 was 2,096,065. The library has 95,146 registered borrowers who live in or pay property taxes in the district and, in 1998, an additional 4,351 non-resident borrowers purchased library cards from SJCPL.

In January 1999, St. Joseph County Public Library was rated the sixth best public library in the United States of all public libraries serving populations of over 100,000. This rating was based on the fifteen different measures, calculated from the U. S. Department of Education's latest Federal-State Cooperative System database of the nation's public libraries. The sixth

place rating placed St. Joseph County Public Library ahead of many other major city libraries, including Baltimore, Boston, Denver, New York, San Francisco, Toledo and others.

The Library contains a total of 591,275 cataloged items and, in 1998, added over 104,000 new items to the collection. Over 373,964 reference transactions were conducted in 1998, including on-line database searches. Internet usage has continued to be enormously popular with over 5,700 people using Library Internet terminals in an average month.

Approximately 45,000 people attended the 1,788 programs sponsored by the Library in 1998. Recently, the enormously successful Science Alive! program brought in nearly 7,500 children and their families on February 5<sup>th</sup> and 6<sup>th</sup>, 1999, including about 300 at-risk children. In addition to Library-sponsored programs, the Library System also offered free public meeting rooms to over 35,000 people in 1998.

The Main Library is open to the public 70 hours per week. Full service branches are open 58 hours per week and mini-branches log 34 hours of service. In total, the St. Joseph County Public Library provided 21,515 hours of public service in 1998.

#### **IV. ANTICIPATED INCOME**

The calculations below are based on a 1998 payable 1999 assessed valuation of \$1,099,147,000. Past experience has shown the Library's tax base increases at the rate of approximately 2% per year, which is used to calculate the estimated assessed valuations for 2000 through 2002. Interest on accumulated funds is projected at a 5% rate, which should be sufficient under existing conditions. Income projections for 2000-2002 are derived from the base amount anticipated for the 1999 fund.

<b>SOURCE</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>
Assessed Valuation	1,121,129,940	1,143,552,539	1,166,423,590
Tax Rate	0.04	0.04	0.04
Property Taxes	448,452	457,421	466,569
License/Excise Taxes	32,700	33,300	34,000
Bank Taxes	560	570	580
Interest	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b>TOTALS:</b>	<b>496,712</b>	<b>506,291</b>	<b>516,149</b>
<b>CUMULATIVE 3 YEAR TOTAL</b>	<b>1,519,152</b>		

#### **V. PROPOSED USES FOR FUNDS**

##### **Plan Status to Date**

At yearend 1998, the balance in the fund was 2,586,733. Of that, \$2,047,928 was encumbered for 1999, primarily for the construction of the new Centre Township Library.

## **Plan Year 2000**

The Library has two major objectives for Capital Projects in the year 2000. The first of these is to refurbish the children's areas at the Main Library and at the branches. The goal of this project is to further enhance the appeal of the children's areas to help meet our mission of *sparking curiosity, inspiring dreams, and solving problems*. To do this, the Library hopes to increase visual appeal and intrigue for children along with providing appropriate resources and helpful staff. The Library will also re-carpet the lobby and other public areas of the third floor along with the refurbishing of the children's area at Main.

The second objective for the year 2000 will be to repaint and replace carpet in the Lower Level of the Main Library. This level contains two large and one smaller meeting room available for public use plus office areas for all of Technical Services, including Computer Services.

## **Plan Year 2001**

The Library will continue its plans for upgrading its system technology. Phase III of the current three-year plan would include additional infrastructure wiring and/or fiber optic cabling as needed as well as new equipment and/or software enhancements to the system.

In the year 2001, the Library also plans to expand the reach of its services without adding more buildings and more staffing. We will do this through electronic information kiosks in heavily populated or visited areas where people tend to go on a regular basis. These kiosks would make electronic information such as our online databases of electronic journals and newspapers readily available and accessible through touch screen computers and printers, allowing people to access many of the Library's electronic resources and services. Areas for installation would include shopping malls, hospitals, and the County-City Building.

## **PLAN YEAR 2002**

For the year 2002, the Library will need to upgrade its existing integrated library automation and information system through the purchase an entirely new system or through a major upgrade to the present system. Library automation systems are continually developing and being improved at an accelerating rate, making equipment and software that is just three or four years old obsolete or difficult to maintain. Many systems cannot support new versions of software within just a few years making it imperative to upgrade both the hardware and the software or be left behind with equipment and software that is no longer supported. More and more demands are also being placed on us for improved services by our library users as they themselves become accustomed to newer and faster information access machines in their business environments, in their schools, and in their homes. In order to stay current with these constant improvements in the industry, SJ CPL plans to begin a major upgrade to its main computer and electronic information systems in the year 2002, a process that will probably require two to three years of planning beyond the year 2002.

## **VI. CONCLUSION**

The St. Joseph County Public Library continues to embark on an ambitious program of service to the community with a conservative fiscal approach to public funds. Our primary goal is to serve as an information hub for the community as well as to provide high quality service and materials to the public, as recent our 6<sup>th</sup> national ranking indicates. Even large public libraries, however, need funding to replace equipment, maintain buildings and fund new projects. To

cope with the ever-increasing workloads, we have maintained lean staffing patterns and automated as many routine tasks as possible. Volunteers are still being used throughout our library system for many tasks.

Over the past several years, the Library has maintained an administrative fiscal policy of allocating 20% of the Library's annual operating income for the purchase of new books, periodicals, newspapers, videotapes, compact discs and other materials which circulate. At the same time, the Library has allocated no more than 60% of its revenue to salaries and benefits. This has translated into a growth factor of 212% in total public use of library books, periodicals, tapes, CD's and software during the years 1977 - 1995. The number of items borrowed went from 812,000 in 1977 to over 2,500,000 in 1995, while actual population in the area declined during the same period.

The St. Joseph County Public Library is committed, not only to providing up-to-date and in demand materials, but to excellence in all areas of service. Our information services are of primary concern. The Library currently produces several of its own databases available at the Library as well as over the Internet. This includes the Library's Community Information Service which contains over 1,025 computerized records of community organizations and activities and is used to answer questions about local clubs, organizations and social service agencies. The Tribune Index contains an index to the metro section of the South Bend Tribune dating to 1990 and containing over 32,000 entries. The Library also maintains several of its own databases on the World Wide We, making them readily available at every terminal at all of our branches, and in every home, school and business that has access to the Internet.

Also available through the Library's Internet site as well as all Library computers is EbscoHost, a magazine database with over 1,000 periodical titles available for Library users. The Library secures interlibrary loans from all over the country, proving that access to materials is virtually unlimited. In addition to standard reference sources, the Library performs on-line database searches that allow accessibility to a wealth of up-to-date information not found in print publications. Public services reference staff attend seminars and training sessions to keep abreast of new technologies and refresh their skills.

During March 1994, the St. Joseph County Public Library became the first public library in the United States to install a World-wide Web server and put up a Web homepage on the Internet. In its first eleven months of operation, users from around the world accessed the Library's server almost 205,000 times. Growth has been significant over the years, and SJCPL's home pages and electronic resources are currently accessed over 2,100 times per day. Visitors transfer over 15,000 files per day from our web server. The Library also has Internet stations available throughout the Library system, which are being heavily used by the public. St. Joseph County Public Library holds the belief that public Libraries have a responsibility to introduce the public to new forms of information technology. Many recent articles have focused on the lack of access to technology and the information highway. The St. Joseph County Public Library has provided a place for people to become acquainted with and to learn how to use new products. In 1997, the Library added a full time trainer on staff to teach its own employees new technologies on a regular, sustained basis so that they will be able to keep up with the constant changes and be better able to serve the public. The public has come to look to our staff for finding out what's new, what are the best sources of information, and how best can that information be accessed.

The Special Services department delivers books to homebound residents, nursing homes and jails as well as serving as a center for Literacy providers in St. Joseph County. The Literacy Center has proven to be a model for other Libraries and continues to constantly expand its scope with such services as providing programs for senior citizens and young adults and assisting with deaf and hard of hearing patrons. Staff members provide sign language

interpretation for patrons at library programs. This department has also established deposit collections in several neighborhood centers where staff members provide books and story times for local children in an effort to reach out to those individuals without ready access to books. The Library currently has six deposit centers in operation and has a target goal of 10 centers throughout the Library's service area.

Through grant funds, the Library has installed computers at five social service provider and community center locations in the community. These computers are equipped with Internet access as well as access to the Library's on-line system and periodical holdings. Staff and clients at agencies such as Hansel Center and the Housing Authority are able to access the Library's information resources without leaving their offices.

In March 1996, a new Library Readmobile was placed into operation to provide services to at-risk children in the first through third grades at three public schools where the number of at-risk children is highest. This project, which formally began in the fall of 1996, will be the basis for a longitudinal study to see if the public library, with its limited resources, can effectively turn at-risk children into life-long readers and public library users, able to use information resources to full advantage throughout their lives.

The Library Capital Projects Fund has become instrumental for public libraries to provide enhanced services in ways never before possible. The need has never been greater, in this ever-increasing information explosion, to provide books and materials for a wide variety of wants and needs and to serve as a source of information for a wide variety of topics within what is rapidly becoming a global economy. The Library's ability to perform all its services is extremely difficult if adequate facilities and equipment cannot be maintained. The Library Capital Projects Fund will go far in making the Library's mission a reality.

**This Plan was approved by the St. Joseph County Public Library Board  
on March 15, 1999**