

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217) 428-6617

JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

August 15, 1991 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
 - A. Meeting of July 18, 1991
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of August 5, 1991
 - B. Finance & Properties Committee
 1. Approval of bills for July 1991
 - C. Rolling Prairie
 1. Report on RPLS August Board meeting
 - D. Foundation
 - E. Friends of the Library
 - F. Long Range Plan Committee
 1. Meeting of July 22, 1991
 - G. Budget Committee
 1. Meeting of August 12, 1991
- VI. Avenues to Excellence II
 - A. Chapter IV, Library Image
- VII. Old Business
 - A. Video-taping Board Meetings
 - B. Automation Flow Chart
- VIII. New Business
 - A. Operational Review of the Decatur Public Library
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
July 18, 1991

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by President Lockmiller. Members present: Mr. Lockmiller, Barbara Ohlsen, Robert Smith, Daniel Gaumer, Jerrodean Martin, Robert Oakes, Stanley Sitton, and Patricia Williams. Members absent: Erik Brechnitz. Staff present: James Seidl, Linda Humphreys, Shirley Apley, and Jim Kupish. Others present: Officer Hughes.

New trustee Patricia Williams was introduced. She is the director of the Small Business Development Center at Richland Community College. Mrs. Williams took the oath of office from Mr. Smith. Mrs. Williams was presented with a certificate of appointment from the City Council.

Mr. Lockmiller presented a plaque of appreciation to Mrs. Ohlsen for serving two years as President of the Board.

Mr. Lockmiller noted that, as the new President, he has the following goals for the Library: 1) budget and revenue; 2) increase the materials budget to 14-15% of the library budget; 3) develop a plan to replace the bookmobiles or find a permanent location for them; 4) increase the use of volunteers; 5) increase staff training and cross-training; 6) find ways to share in the tax rebate the City will receive; and, 7) increase donations to the Foundation.

II. APPROVAL OF MINUTES

There were no corrections or additions to the June minutes; they stood approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public was present.

Katie Gross, Children's Librarian, spoke about the 1991 Summer Reading Program. The department recorded the highest number of registrations ever for the program. Volunteers have been helping to register the participants. The grand finale will be a program with Sparky and Rhonda Rucker on July 29 and 30.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report had been previously mailed.

In addition, Mr. Seidl reported that the bookmobile tractors are getting older and have recently been in the shop for front-end and brake work costing \$600-1,000.

One million dollars was received in property tax in July.

The new textbooks for District #61 will be on display in the Library in November and December.

The state will not be funding the telephone lines for the library's NovaNET terminals. The consensus of the Board was to reduce the number of terminals from four to two.

The Library has been suggested as a site for First Night activities again this year on New Year's Eve. There is no expense to the Library except the utilities, and there were no problems with the program last year. Mr. Oakes made a motion to approve allowing First Night to use the Library on December 31, 1991. The motion was seconded by Mr. Gaumer and unanimously approved.

The state's attorney has been contacted about two library patrons who each have not returned materials worth over \$200. Theft of library materials valued at over \$200 is a felony. Delinquent accounts of over \$50 and under \$200 are turned over to the credit bureau. They charge a 27% fee on what they collect. There was some discussion about setting limits on the number of materials that can be checked out on a library card. Mr. Seidl will look up setting up a matrix in the computer.

The library's property tax levy request is due to the City on September 30. Mr. Lockmiller appointed an ad hoc budget committee to develop a proposal. Committee members are Mrs. Ohlsen, Mr. Sitton, Mr. Gaumer, and Mr. Lockmiller. The first meeting will be Monday, August 12 at 4:30 p.m.

V. REPORTS OF COMMITTEES

Personnel, Policies, and Public Relations Committee: The committee will meet on Monday, August 5 at 5:00 p.m.

Finance and Properties Committee: Mr. Gaumer made a motion to approve the June bills. The motion was seconded by Mrs. Martin and unanimously carried on roll call vote.

Rolling Prairie: Mr. Oakes attended the June meeting. The systems are concerned about a lack of funding and are reviewing possible reductions in expenditures. The state may reduce the number of systems in Illinois.

Foundation: Mr. Lockmiller reported that the Foundation has received several large donations recently. The Foundation currently has \$18,308.50.

Friends of the Library: The Friends' book sale will be October 4 and 5. They are also organizing a library store which will be located near the front entrance and will be staffed with volunteers.

Long Range Plan Committee: The minutes of the June 17 meeting were distributed. Mr. Sitton said that the committee hopes to be finished within the next couple of months. The next meeting will be July 22 at 3:30 p.m.

VI. AVENUES TO EXCELLENCE II

Chapter III, Administration, was reviewed.

VII. OLD BUSINESS

Report of audiovisual materials on bookmobiles. A written report was previously mailed. A core collection of books-on-tape will be purchased. The collection will be closely monitored and evaluated at six months. At that time, it will be determined if it is feasible to add videocassettes.

Charging for McNaughton Materials. Shirley Apley, Adult Services Librarian, was present to answer any questions about the proposal. After discussion, Mr. Smith made a motion to approve a six-month trial rental collection. The fee will be one dollar for a two-week period, and fines will be the same as the regular collection. The motion was seconded by Mrs. Williams and unanimously approved.

Request to Video-tape Board Meetings. Mr. Lockmiller reported that the request to video-tape the Library Board meetings is denied based on advice from legal counsel.

VIII. NEW BUSINESS

Committee Appointments:

Finance and Properties--Mr. Gaumer, Chair; Mr. Brechnitz; Mrs. Martin, Mr. Smith, and Mr. Lockmiller, ex-officio.

Personnel, Policy, and Public Relations--Mr. Sitton, Chair; Mr. Oakes, Mrs. Ohlsen, Mrs. Williams, and Mr. Lockmiller, ex-officio.

Mr. Oakes will be the Board's representative on the Rolling Prairie Board. Mrs. Ohlsen will be the Board's representative to the Friends of the Library.

Business Information Center Fourth Quarter Report: The fourth quarter report was previously mailed. Mr. Lockmiller noted that the Foundation made contacts for BIC and other uses. Jan Mander-nach, Project Director, is nearly finished with the final reports and is helping the staff with the computers. The Department of Commerce and Community Affairs has been approached about financial assistance for the BIC.

Mr. Smith made a motion to adjourn to closed session to consider information regarding the appointment, employment or dismissal of an employee. The motion was seconded by Mr. Oakes and unani-mously carried. The Board went into closed session at 6:10 p.m.

The meeting was re-convened at 6:55 p.m.

Mr. Lockmiller noted that Jack Taylor reported that he has con-tacted the union about a meeting but has received no reply.

IX. ADJOURNMENT

Mr. Lockmiller adjourned the meeting at 7:00 p.m.

Respectfully submitted,



Robert Smith, Secretary
Decatur Public Library Board of Trustees

CITY LIBRARIAN'S REPORT
July 1991

I. STATISTICS

July circulation set a new one-month record of 82,245 circulations. Previous one-month circulation records are:

March 1991	77,658
July 1990	76,341
June 1989	75,704
June 1991	75,527

Daily circulation in the main library topped 3,000 on eight days, with a one day circulation of 3,713 on July 29. July 1991 circulation is up 8% (5,920 items) over July 1990. Twelve month circulation is down 388 items from the previous twelve month period.

Adult circulation was up 14% (3,518 items) over July 1990. Paperbacks and non-fiction materials had strong gains. Juvenile circulation was up 5% (1,223 items) from last year, with picture books accounting for the increase. Extension circulation is up 3% (293 items). Bookmobile 547 was up 8% over July 1991 with a strong increase at the Macon & Linden stop. Audiovisual materials were up 6% (752 items) with gains in videocassettes and audiocassettes.

Another record was established in July with 33,882 patrons passing through the security gates. Average daily attendance was 1,303 compared to 1,231 in July 1990.

Service statistics increased 25% (861 contacts) over July 1990. Twelve month statistics were up 17% (6,507 contacts) over the previous twelve month period.

As statistics indicate, July was an extremely busy month at the Library. I want to congratulate the staff on providing this high level of service.

Attached is the 1990 Index of American Public Library Circulation compiled by the University of Illinois Library Research Center. Over the past ten years, Decatur Public Library's circulation has grown faster than the national average. Expenditures over the same period have grown slower than the national average.

DPL's expenditures per capita over the period have been higher than the national average. The reason for this higher expenditure level is our higher circulation level.

II. BUDGET

With one quarter of the fiscal year completed, we are right on budget with total expenditures. However, we are over budget on temporary personnel services. I have been using Manpower staff to fill in for several vacant positions. Funds spent for temporary staff have been saved in the regular salaries and retirement/IMRF accounts.

Several large expenses were incurred during July. One of the air compressors developed a leak and lost most of its gas. The bill for repairs and new gas will be about \$600.

One of the twenty-year-old bookmobile tractors required extensive work to its braking and steering system. The bookmobiles also require replacement tires. Funds are available, however, we will be using most of the automotive funds in the first half of the budget year.

The Secretary of State has informed Illinois libraries that the 1991 per capita grant has been reduced from one dollar to 88-90 cents per capita. Combined with the loss of population from the census, we will receive \$20,000 less in per capita grant money than last year.

III. COLLECTION DEVELOPMENT

Work has started on entering the reference collection materials into the computer database. This information was not previously entered because these materials do not circulate. A volunteer and one of our catalog clerks are bar coding the 12,000 reference books. Cataloging staff are locating the MARC records in OCLC during non-prime hours and loading the data into our CLSI computer system.

New display cases have been received for the adult paperbacks and audiocassette collections. These two collections have had the fastest growing circulation.

Work is progressing on the rental book program with September 3 as the projected starting date. News releases will be sent to the media in late August. Forty-five volumes have been ordered.

Work on the local history room is scheduled to begin in early November with completion by December 31. Bidding documents will be sent out in mid-August with the bid opening scheduled for early September. During the construction phase of the project, the local history materials will be moved to the Extension Department for storage. These materials will not be available during the two-month period. I plan to use the auditorium as a study area from 9:00 a.m. until 5:00 p.m. for patrons who find the basement too noisy. In the evening when

construction has ceased, patrons will be able to study in the basement.

I am investigating the use of a computer to record our ordering data. Ed Long from the City Data Processing Department is working with me. Previously, we have used multi-part order forms to record this data. If it is possible to use a computer to record and print this data, we may save staff time and money.

The Library participated in the emergency preparedness program sponsored by Hickory Point Mall. We developed an annotated book list of library materials on this subject and printed 300 copies for distribution.

IV. PERSONNEL

Jeff Dick, Audiovisual Librarian, resigned effective August 8 to accept a position at Augustana College Library. Jeff will be missed by both the Library and the many patrons who have relied on him for information regarding films and music. Kellie Flynn, half-time library assistant, will be temporarily assigned to perform the selection and maintain the collections until a replacement is hired. She will receive a 5% increase in her normal salary for the additional duties.

Rita Willis, Library Clerk II in the Circulation Department, is retiring effective August 28. Mrs. Willis is responsible for maintain the credit bureau accounts and supervising the circulation staff in Ms. Anderson's absence.

Lee Wiley began work on July 16 as a new half-time Library Clerk I in the Circulation Department. Over the past year, eight new people were brought into this department. Two clerks left before the end of their six-month probationary period.

Seventy-four volunteers worked 326 hours. They attached annotations to videocassettes, bar-coded materials, shelved books, worked in the Local History Room, indexed obituaries from old newspapers, delivered books to the homebound and people in the hospitals, and performed numerous additional tasks.

The Department of Rehabilitation has provided the Library with the services of Mr. Paul Smith for 20 hours per week. We are also working with the Green Thumb, Inc. for a possible 20 hour trainee. These two employees are provided at no cost to the Library.

V. PUBLIC RELATIONS

This summer, 2,212 children participated in the Summer Reading Program (SRP). This is an increase of 167 children from last year and 442 more children than in 1986. Children's circulation is up 4% from last July.

Attendance of the SRP concert featuring Rhonda and Sparky Rucker was 765. Four concerts were held for children and one for adults. The Friends of the Library, the Decatur Area Arts Council, and the Library funded the concerts.

The SRP was successful because of the cooperation of numerous departments, including the bookmobile staff, Janet Denton for shelving the onslaught of returned children's books, the circulation staff for keeping the books moving, the pages from other departments that helped shelve children's materials, the administrative staff, and several volunteers who also assisted.

Besides the SRP, 29 other programs were held in the children's room in July, including preschool story times, films, and lap-sits, with an attendance of 375 people. In addition to these programs, 35 groups visited the children's department with 518 people.

The July Books-Between-Bites talk was presented by Cathy Ritchie. She reviewed A Loss for Words by Lou Ann Walker.

I want to congratulate the staff for their dedication in providing outstanding service to the public. They established two new records while maintaining the flow of work with almost no backlog, all with 5% less staff than last year.

VI. Miscellaneous

The Friends of the Library are considering establishing a library store to be located between the security gates and the front doors on the west side. Library supplies, bookmarks, book bags, coffee mugs, and museum-type children's items would be offered for sale. The store will help the Friends generate additional revenue to support library activities.

Attached is a study of the children's and adolescent collections by a student taking a course at St. Mary's of the Wood College in Terre Haute, Indiana.

STATISTICAL REPORT
July 1991

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1991	35,790	3,189	30,563	69,542	680,501
1990	31,772	3,225	29,384	64,381	687,541
AV materials, 1991	12,703			12,703	141,120
1990	11,944			11,944	134,468
Total circulation, 1991	48,493	3,189	30,563	82,245	821,621
1990	43,716	3,225	29,384	76,325	822,009

Volumes purchased this 12 months to date: 16,289

Volumes purchased last 12 months to date: 14,365

TECHNICAL SERVICES

New books added	1,188
New titles added	581
AV titles added	40
Books withdrawn	644
Books mended	816
Gifts	854

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1991/92</u>	<u>YTD Expended 1990/91</u>	<u>Unexpended</u>
Personal Services	1,685,593	428,471	404,570	1,257,122
Operating	383,689	86,042	70,900	297,647
Capital & books	260,300	63,556	62,101	196,744

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	9 + 1	0	0	9 + 1
Library Assistants	7 + 5	0	0	7 + 5
Clerical	18 + 7	0	1 [Wiley]	18 + 8
Pages	4 + 8	2 [Allen, Heger]	0	4 + 6
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: 1/2 time Library Driver; 1/2 time T.S. Clerk I; Assistant Library Director;

COMPUTER DOWN-TIME FOR MONTH: none

PATRONS REGISTERED: 395 adult + 29 youth + 143 juvenile = 567 total

PATRON CONTACTS: this 12 months to date: 45,514
last 12 months to date: 39,007

VOLUNTEERS: 74 volunteers worked 326 hours

Public library circ static, spending up 11.5%

BY CAROLE PALMER

While circulation remained constant, 1990 brought a giant leap in expenditures.

Public library expenditures last year showed the largest annual increase since the inception of this annual survey in 1980. The 1990 Index of American Public Library Circulation was 124, the same as the circulation index for 1989, but the Index of Expenditures jumped 11.5% from 200 to 223. In constant 1980 dollars, the expenditures index rose eight points, or 6%, the largest percentage increase since 1984. This increase in expenditures follows the modest decrease in expenditures reported last year (*AL*, Sept. 1990, p. 740).

The index values are based on figures reported by a sample of 53 libraries representative of all U.S. public libraries serving a population of over 25,000.

The score for each library is computed by dividing the library's reported 1990 circulation and expenditure totals by its corresponding 1980 figures and multiplying by 100. The resulting scores are ranked from highest to lowest, and the median score is the index value. Spending in 1980 dollars is calculated by dividing the 1990 expenditures index by the U.S. Consumer Price Index for All Urban Consumers (adjusted for 1980 = 100).

The percentage distribution of operating expenditures for the whole sample continues to be close to the 1980 percentages. The average percent of expenditures spent on salaries rose two percentage points from 1989 to 64%, the average percent spent on materials remained at 16% for the third year in a row, and the average spent on "other" decreased three percentage points from 1989 to 20%. The index values for these expenditure categories show a marked increase in costs for salaries and "other." The salary expenditure index is up 13% to 234, the greatest increase in a decade, and the "other" index is up 12% to 230. The materials index decreased .1% to 217, down three points from 1989.

CAROLE PALMER compiled this year's public library statistics for the Library Research Center at the University of Illinois/Urbana-Champaign.

Adult down, juvenile up

Forty-one libraries (77% of the sample) provided a breakdown of adult and juvenile circulation figures. The percentages for this group show the first shift in adult/juvenile circulation since 1987. The average adult circulation is down two percentage points from 1989 to 63% and average juvenile circulation is up two points to 37%. For the libraries reporting circulation breakdowns, the total circulation index is 125, one point higher than the index for the entire sample, and the expenditure index is the same (223). Since 1980, the adult circulation percentage has declined and the juvenile percentage has increased by 6 percentage points. Compared to 1980, the index for adult circulation has increased 19 points, while the juvenile circulation index has increased 68 points.

The 1990 median values for "other measures" showed little variation from 1989.

Circulation per capita rose 5% from 6.1 to 6.4. The median value for expenditures per capita is \$15.10, expenditures per circulation stayed at \$2.50, and expenditures per capita for library materials is up slightly to \$2.70.

Since 1980, circulation per capita is up by 36%, and total expenditures per capita and library material expenditures per capita have more than doubled. Expenditures per circulation have increased 76% since 1980.

Based on the circulation index value reported here and the 1989 circulation total published by the National Center for Education Statistics in *Public Libraries in 50 States and the District of Columbia, 1989*, total 1990 U.S. public library circulation is estimated to be 1,329,009,000. Taking into account possible sampling error, we are confident that the total circulation figure falls between 1.12 billion and 1.53 billion. □

Annual indexes for a sample of American public libraries for 1980-1990: Medians
(with 1980 = 100; for 1980-88, 90, N = 53; for 1989, N = 51
N is the number of libraries reporting

	1980	'81	'82	'83	'84	'85	'86	'87	'88	'89	'90
Circulation	100	104	107	107	109	111	111	118	121	124	124
Expenditures	100	110	121	130	145	159	176	181	196	200	223
In 1980 Dollars	100	100	104	108	115	121	133	131	137*	133*	141

	Circulation percentages			Expenditure percentages			
	1980 (N = 34)	1989 (N = 41)	1990 (N = 41)	1980 (N = 53)	1989 (N = 50)	1990 (N = 53)	
Adult	69	65	63	Salaries	63	62	64
Juvenile	31	35	37	Materials	16	16	16
				Other	21	23	20

Annual indexes for circulation and expenditure categories: Medians
(for 1990, N = 32)

	1980	'81	'82	'83	'84	'85	'86	'87	'88	'89	'90
Adult circulation	100	95	108	111	114	112	109	108	108	110	119
Juvenile circulation	100	96	106	108	112	117	120	133	140	154	168

	(for 1990, N = 53)										
	1980	'81	'82	'83	'84	'85					
Salary expenditures	100	112	123	137	147	154	162	183	191	207	234
Material expenditures	100	108	123	123	141	149	174	187	197	220	217
Other expenditures	100	113	117	120	149	150	178	177	207	205	230

	1980	'81	'82	'83	'84	'85	'86	'87	'88	'89	'90
Circulation per capita	4.7	5.2	5.2	5.4	5.3	5.4	5.6	5.7	5.7	6.1	6.4
Expenditures per capita	\$7.39	\$8.26	\$9.49	\$9.78	\$10.73	\$11.84	\$11.61	\$12.08	\$13.15	\$15.30	\$15.10
Expenditures per circulation	\$1.42	\$1.56	\$1.57	\$1.65	\$1.81	\$1.84	\$2.04	\$2.10	\$2.28	\$2.50	\$2.50
Expenditures per capita/materials	\$1.10	\$1.17	\$1.18	\$1.27	\$1.46	\$1.57	\$1.99	\$1.85	\$2.32	\$2.60	\$2.70

*Figures revised using CPI-U annual average.

1990 INDEX OF AMERICAN PUBLIC LIBRARY CIRCULATION

DPL Figures

	<u>1980</u>		<u>1990</u>	
Circulation	591,678		814,434	
Expenditures	\$832,390	71%	\$1,706,067	71%
Materials	128,442	11%	303,981	13%
Other	216,158	18%	376,780	16%
TOTAL	\$1,176,990	100%	\$2,386,828	100%

Annual Index

	<u>1980</u>		<u>1990</u>	
	National	DPL	National	DPL
Circulation	100	100	125	138
Expenditures	100	100	223	203
In 1980 dollars	100	100	141	121
Expenditures/capita *	7.39	12.53	15.10	25.41
Expenditures/circ.	1.42	1.98	2.50	2.93
Expenditures/ capita for materials	1.10	1.37	2.70	3.24
Adult circulation	100	100	199	147
Juvenile circulation	100	100	168	123
Circulation/capita	4.7	6.3	6.4	8.7

*DPL population 93,939

	<u>1980</u>		<u>1990</u>	
	National	DPL	National	DPL
Salary expenditure	100	100	234	205
Materials expenditure	100	100	217	237 **
Other expenditures	100	100	230	174

** includes BIC grant

July 30, 1991

Dear Library Staff,

As part of a class I recently took on children's and adolescent literature, taken through St. Mary of the Wood College, in Terre Haute, Indiana, I was asked to evaluate our local library and rate it in several areas. Enclosed you will find this evaluation. My instructor was impressed with what she read, as I have been impressed every time I enter the library. We are new residents of Decatur. I believe you should be very proud of the work you are doing and the service you are providing to the children of this area.

I personally would like to congratulate you on a job well done, and thank you for your time and experience.

Sincerely,

Becky Michel

July 30, 1991

Dear Library Staff,

As part of a class I recently took on children's and adolescent literature, taken through St. Mary of the Wood College, in Terre Haute, Indiana, I was asked to evaluate our local library and rate it in several areas. Enclosed you will find this evaluation. My instructor was impressed with what she read, as I have been impressed every time I enter the library. We are new residents of Decatur. I believe you should be very proud of the work you are doing and the service you are providing to the children of this area.

I personally would like to congratulate you on a job well done, and thank you for your time and experience.

Sincerely,

Becky Michel

Local Library Review

The Decatur Public library is located in the downtown area of Decatur, Illinois. Though the building that houses it was originally office buildings, it has been remodeled to successfully accommodate a community of about 80,000 people. Besides the main branch library, there are two book mobiles that move to various location around the city. These mobile libraries are very popular, particularly during the school year when they are used to supplement the local school libraries.

On the main floor of the library, there is a separate soundproof room that serves as a the children's library. Recently, they moved the adolescent books to another location, separate from the adult material, but apart from the noise of the children's division. Just beyond the children's library is a story room which is used frequently for story telling. The children's library is brightly decorated and is staffed by friendly, outgoing librarians. Children are encouraged to ask questions and are often seen talking with the librarians.

There is a large selection of books, catalogues and shelves are arranged according to their author. Picture books and easy reading selections are kept separate from the other selections, and a small area is set aside for reading to children. There is also a fairly large biography section that

is marked as such for easy access. Other non-fiction books are shelved in the children's area according to the dewey-decimal system.

I evaluated the available material according to popular authors, the bibliography material we received, the lists of award winners in our text, and the lists of books that were presented during the book talks. Almost everything was available, and often more than one copy was listed. I was impressed by the wide selection of books that the library carries.

Typically, the children enjoy reading serial type books. *Nancy Drew*, *Hardy Boys*, *Encyclopedia Brown*, and the *Baby-sitters* series are among the most popular. I was encouraged to find out that many other titles are also read. The librarians make a point to direct the children to award winning material, and to encourage a variety of subject matter. I have also seen them discuss with a child his/her interests and pick books that an individual child might find interesting. One must give credit to the friendly, accessible library staff who encourages children to read a much wider variety of literature than would be expected if the children were left completely on their own.

A few years ago, the children's librarian wrote a grant for a program introducing the benefits of reading to infants. Mothers receive a library information and information

concerning the benefits of reading to children, even infants.

They are also encouraged to participate in baby reading programs. Pictures of the many babies involved in the program decorate one section in the children's library and scrapbooks contain many more photo's of these lucky babies.

The library is currently conducting a summer reading program for children age 3-13. Non-readers must have five books read to them in order to receive a prize; readers must read three. A variety of prizes are available to the summer readers, with the entire program being topped off with a children's concert by Sparky Rucker. To date, almost 1600 children have signed up for this program. Though the librarians are not certain about the percentage of actual participation among this group, they did tell me that they average about 100 returns a day. They estimate that at least 90% of those who sign up for the program do participate in some way.

After moving from a small town, where the quality of available material was limited and the staff was less than helpful, it is truly a pleasure to enter a library that works at being a friendly, non-threatening, helpful place for both children and adults. This type of atmosphere encourages the development of life-long reading enjoyment.

Personnel, Policy, and Public Relations Committee
August 5, 1991

The meeting was called to order at 5:00 p.m. by Chairman Stanley Sitton. Members attending: Mr. Sitton, Patricia Williams, Barbara Ohlsen, Robert Oakes, and Richard Lockmiller, ex-officio. Staff attending: Jim Seidl, Linda Humphreys, Steve Serber, Charles Brown, Margaret Sommerfeldt, and Joann Stanbery.

Mr. Oakes made a motion to adjourn to closed session to consider information regarding the appointment, employment, or dismissal of an employee or officer. The motion was seconded by Mrs. Ohlsen and unanimously approved. The meeting was adjourned to closed session at 5:01 p.m.

The meeting was re-convened at 6:10 p.m.

Mr. Oakes made a motion that the consensus reached in the closed meeting be approved. The motion was seconded by Mrs. Ohlsen and unanimously approved.

The next agenda item was a request from the City Librarian to close the Library at 5:30 p.m. on New Year's Eve. Mr. Seidl reported that New Year's Eve is not a Library holiday, therefore, the normal procedure would be to close at 9:00 p.m. He noted that in past years, the Library had closed at 5:30. After discussion, it was agreed that the Library should close at 4:30 p.m. on New Year's Eve (the same as Christmas Eve), with staff working 6 1/2 hours that day. Mr. Seidl noted that he had addressed the union representative about the issue and had received no objections or comments.

In other business, Mr. Seidl reported that the Shilling Foundation has specified that a plate be attached to the door of the Local History Room noting their contribution. Mr. Seidl suggested that the room be renamed the "Shilling Local History Room." This item was referred to the Foundation Board. It was noted that the Local History Room will be closed for two months for remodeling and the local history materials will not be available during that time.

Public relations: Mr. Seidl will join Mr. Lockmiller and Reid Magney, Herald and Review, for lunch next week. It was suggested that Sharon Alpi be contacted about a marketing intern to assist with public relations.

Mr. Seidl announced that Jeff Dick, Audiovisual Librarian, will resign August 8 to accept a position at Augustana College Library in Rock Island, Illinois. Rita Willis, Library Clerk II in the Circulation Department, is retiring August 28.

There was no further business. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "James Seidl". The signature is written in dark ink and is positioned above the typed name.

James C. Seidl
City Librarian

FOR PERIOD ENDING 7/31/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/03/91	POSTMASTER	125.70	30302	7/03/91	POSTAGE
7/02/91	TREAS-MEDICAL INSURANCE	3,209.03	45351	7/02/91	HOSPITAL AND MEDICAL INSURANCE
7/02/91	TREAS-NON MEDICAL INS	42.00	45332	7/02/91	GROUP LIFE INSURANCE
7/02/91	TREAS-NON MEDICAL INS	916.20	45332	7/02/91	WORKERS COMPENSATION
7/02/91	TREAS-IMRF	8,970.42	45333	7/02/91	RETIREMENT-IMRF
7/08/91	TREAS-PETTY CASH	16.40	45366	7/08/91	CONFERENCE AND OTHER TRAVEL
7/08/91	TREAS-PETTY CASH	54.25	45366	7/08/91	MATERIALS TO MAINT BLDGS
7/08/91	BANC ONE LEASING CORP	2,423.85	45374	7/08/91	RENTAL EQUIPMENT
7/08/91	GRUOS, ARTHUR	223.00	45386	7/08/91	TRAINING SCHOOL
7/09/91	SEIDL, JAMES	317.05	45398	7/09/91	CONFERENCE AND OTHER TRAVEL
7/09/91	TREAS-NON MEDICAL INS	254.08	45407	7/09/91	MOTOR VEHICLE INSURANCE
7/09/91	TREAS-NON MEDICAL INS	39.58	45407	7/09/91	BOILER INSURANCE
7/09/91	TREAS-NON MEDICAL INS	1,182.08	45407	7/09/91	PROPERTY INSURANCE
7/09/91	TREAS-NON MEDICAL INS	625.00	45407	7/09/91	GENERAL LIABILITY INSURANCE
7/09/91	TREAS-NON MEDICAL INS	129.39	45410	7/09/91	GAS
7/09/91	TREAS-NON MEDICAL INS	241.35	45410	7/09/91	POSTAGE SUPPLIES
7/09/91	TREAS-NON MEDICAL INS	241.81	45410	7/09/91	OFFICE SUPPLIES
7/09/91	TREAS-NON MEDICAL INS	2,407.00	45411	7/09/91	TRANSFER TO GENERAL FUND
7/09/91	TREAS-NON MEDICAL INS	370.00	45425	7/09/91	TRAINING SCHOOL
7/10/91	VEACH, GRACE	271.43	45425	7/10/91	TELEPHONE
7/10/91	IL BELL TELEPHONE CO	50.95	45432	7/10/91	TELEPHONE
7/11/91	POSTMASTER	27.92	45439	7/11/91	POSTAGE
7/11/91	INFO SERVICES OF IL	117.31	45446	7/11/91	TELEPHONE
7/11/91	INFO SERVICES OF IL	1,155.00	45446	7/11/91	OTHER PROFESSIONAL SERVICES
7/11/91	RUBBINS, SCHWARTZ, NICHOLAS,	1,367.73	45450	7/11/91	BOOKS-MAIN ADULT
7/15/91	BAKER & TAYLOR CU	5.47	45457	7/15/91	BOOKS-MAIN YOUTH
7/15/91	BAKER & TAYLOR CU	157.92	45457	7/15/91	BOOKS-MAIN JUVENILE
7/15/91	BAKER & TAYLOR CU	70.12	45457	7/15/91	BOOKS-EXTENSION ADULT
7/15/91	BAKER & TAYLOR CU	147.98	45457	7/15/91	BOOKS-EXTENSION JUVENILE
7/15/91	BAKER & TAYLOR CU	28.40	45457	7/15/91	AV-VIDEOS
7/15/91	BAKER & TAYLOR CU	3,820.00	45468	7/15/91	RENTAL-EQUIPMENT
7/15/91	DOWNTOWN DECATUR COUNCIL	11.49	45491	7/15/91	BOOKS-MAIN ADULT
7/15/91	MUSIC EXCHANGE	22.98	45510	7/15/91	CONFERENCES AND OTHER TRAVEL
7/15/91	TREAS-PETTY CASH	5.47	45510	7/15/91	POSTAGE
7/15/91	TREAS-PETTY CASH	49.68	45510	7/15/91	MATERIALS TO MAINT BLDGS
7/15/91	TREAS-PETTY CASH	92.26	45510	7/15/91	OFFICE SUPPLIES
7/15/91	TREAS-PETTY CASH	34.05	45510	7/15/91	EMPLOYEE RECOGNITION SUPPLIES
7/15/91	TREAS-PETTY CASH	358.44	45537	7/15/91	TELEPHONE
7/17/91	IL BELL TELEPHONE CU	1,138.70	45547	7/17/91	TEMP PERSONNEL SERVICES
7/17/91	MANPOWER	50.50	45554	7/17/91	TEMP PERSONNEL SERVICES
7/17/91	RUS RENTAL UNIFORM SERV.	3,085.41	45554	7/17/91	HOSPITAL AND MEDICAL INSURANCE
7/17/91	TREAS-NON MEDICAL INS	42.00	45560	7/17/91	GROUP LIFE INSURANCE
7/17/91	TREAS-NON MEDICAL INS	946.74	45562	7/17/91	WORKERS COMPENSATION
7/17/91	TREAS-IMRF	9,070.72	45570	7/17/91	RETIREMENT-IMRF
7/18/91	FARM & FLEET	151.39	45574	7/18/91	JANITORIAL SUPPLIES
7/18/91	TREAS-PETTY CASH	3.59	45574	7/18/91	POSTAGE
7/18/91	TREAS-PETTY CASH	5.35	45574	7/18/91	JANITORIAL SUPPLIES
7/18/91	TREAS-PETTY CASH	63.57	45574	7/18/91	MATERIALS TO MAINT BLDGS
7/18/91	TREAS-PETTY CASH	18.00	45577	7/18/91	OFFICE SUPPLIES
7/18/91	IL LIBRARY ASSN	18.00	45577	7/18/91	TRAINING SCHOOL
7/18/91	TICA, INC.	370.17	45582	7/18/91	POSTAGE
7/18/91	TREAS-NON MEDICAL INS	370.17	45582	7/18/91	POSTAGE
7/22/91	IL LIBRARY ASSN	15.00	45598	7/22/91	TRAINING SCHOOL
7/23/91	TREAS-PETTY CASH	7.25	45615	7/23/91	CONFERENCE AND OTHER TRAVEL
7/23/91	TREAS-PETTY CASH	1.15	45615	7/23/91	POSTAGE
7/23/91	TREAS-PETTY CASH	26.96	45615	7/23/91	MATERIALS TO MAINT BLDGS
7/23/91	TREAS-PETTY CASH	50.29	45615	7/23/91	OFFICE SUPPLIES
7/23/91	TREAS-PETTY CASH	7.93	45617	7/23/91	BOOKS-MAIN REFERENCE
7/24/91	WOODH & LITTLE	192.00	45621	7/24/91	OTHER PROFESSIONAL SERVICES
7/24/91	IL BELL TELEPHONE CU	184.55	45621	7/24/91	TELEPHONE
7/24/91	MANPOWER	365.64	45625	7/24/91	TEMP PERSONNEL SERVICES
7/25/91	CURRENT HEALTH 2 PUBL. & SUB.	19.95	45631	7/25/91	MAG/PAPER-STRAIN ADULT
7/25/91	IL LIBRARY ASSN	142.00	45634	7/25/91	TRAINING SCHOOL
7/25/91	ALDUS CORPORATION	172.00	45707	7/25/91	COMPUTER SOFTWARE EXPENSE
7/25/91	ALDUS CORPORATION	172.00	45709	7/25/91	BOOKS-MAIN REFERENCE

FOR PERIOD ENDING 7/31/91

DATE OF REQUEST	VENDOR	CU OF	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/18/91	AMER. BINDER PRODUCTS	CU OF	214.25	45711	7/31/91	PRINTING AND BINDING
7/25/91	A B DICK PRODUCTIONS	CU OF	183.88	45712	7/31/91	SERV TO MAINT OFFICE EQUIP
7/15/91	A B DICK PRODUCTIONS	CU OF	106.55	45713	7/31/91	OFFICE SUPPLIES
7/30/91	BAKER & TAYLOR CO	CU OF	116.65	45725	7/31/91	BOOKS-MAIN ADULT
7/30/91	BAKER & TAYLOR CO	CU OF	22.38	45725	7/31/91	BOOKS-MAIN YOUTH
7/30/91	BAKER & TAYLOR CO	CU OF	421.54	45725	7/31/91	BOOKS-MAIN REFERENCE
7/30/91	BAKER & TAYLOR CO	CU OF	1,166.52	45725	7/31/91	BOOKS-MAIN ADULT
7/10/91	BAKER & TAYLOR CO	CU OF	1,102.92	45726	7/31/91	BOOKS-MAIN YOUTH
7/10/91	BAKER & TAYLOR CO	CU OF	54.45	45726	7/31/91	BOOKS-MAIN JUVENILE
7/10/91	BAKER & TAYLOR CO	CU OF	177.11	45726	7/31/91	BOOKS-MAIN REFERENCE
7/10/91	BAKER & TAYLOR CO	CU OF	73.64	45726	7/31/91	BOOKS-EXTENSION ADULT
7/10/91	BAKER & TAYLOR CO	CU OF	577.42	45727	7/31/91	BOOKS-EXTENSION JUVENILE
7/10/91	BAKER & TAYLOR CO	CU OF	12.42	45727	7/31/91	BOOKS-MAIN ADULT
7/10/91	BAKER & TAYLOR CO	CU OF	933.17	45727	7/31/91	BOOKS-MAIN YOUTH
7/10/91	BAKER & TAYLOR CO	CU OF	95.00	45727	7/31/91	BOOKS-MAIN JUVENILE
7/10/91	BAKER & TAYLOR CO	CU OF	92.12	45727	7/31/91	BOOKS-MAIN REFERENCE
7/10/91	BAKER & TAYLOR CO	CU OF	8.28	45727	7/31/91	BOOKS-EXTENSION ADULT
7/10/91	BAKER & TAYLOR CO	CU OF	517.11	45727	7/31/91	BOOKS-EXTENSION YOUTH
7/10/91	BAKER & TAYLOR CO	CU OF	11.84	45727	7/31/91	BOOKS-EXTENSION JUVENILE
7/10/91	BAKER & TAYLOR CO	CU OF	3.95	45727	7/31/91	AV-PHONODISCS
7/10/91	BAKER & TAYLOR CO	CU OF	107.15	45727	7/31/91	AV-CASSETTES
7/15/91	BAKER & TAYLOR CO	CU OF	2,177.49	45728	7/31/91	BOOKS-MAIN ADULT
7/15/91	BAKER & TAYLOR CO	CU OF	82.98	45728	7/31/91	BOOKS-MAIN YOUTH
7/15/91	BAKER & TAYLOR CO	CU OF	5.30	45728	7/31/91	BOOKS-MAIN JUVENILE
7/15/91	BAKER & TAYLOR CO	CU OF	27.26	45728	7/31/91	BOOKS-MAIN REFERENCE
7/15/91	BAKER & TAYLOR CO	CU OF	188.14	45728	7/31/91	BOOKS-EXTENSION ADULT
7/15/91	BAKER & TAYLOR CO	CU OF	4.74	45728	7/31/91	BOOKS-EXTENSION YOUTH
7/15/91	BAKER & TAYLOR CO	CU OF	33.04	45728	7/31/91	BOOKS-EXTENSION JUVENILE
7/15/91	BAKER & TAYLOR CO	CU OF	311.75	45728	7/31/91	AV-VIDEOS
7/15/91	BAKER & TAYLOR CO	CU OF	850.84	45729	7/31/91	BOOKS-MAIN ADULT
7/18/91	BAKER & TAYLOR CO	CU OF	2,630.69	45729	7/31/91	BOOKS-MAIN YOUTH
7/18/91	BAKER & TAYLOR CO	CU OF	81.57	45729	7/31/91	BOOKS-MAIN JUVENILE
7/18/91	BAKER & TAYLOR CO	CU OF	232.42	45729	7/31/91	BOOKS-MAIN REFERENCE
7/18/91	BAKER & TAYLOR CO	CU OF	636.65	45729	7/31/91	BOOKS-EXTENSION ADULT
7/18/91	BAKER & TAYLOR CO	CU OF	11.40	45729	7/31/91	BOOKS-EXTENSION JUVENILE
7/30/91	BAKER & TAYLOR CO	CU OF	603.91	45730	7/31/91	AV-PHONODISCS
7/30/91	BAKER & TAYLOR CO	CU OF	1,138.80	45730	7/31/91	AV-CASSETTES
7/30/91	BAKER & TAYLOR CO	CU OF	46.19	45730	7/31/91	BOOKS-MAIN ADULT
7/30/91	BAKER & TAYLOR CO	CU OF	75.67	45730	7/31/91	BOOKS-MAIN YOUTH
7/30/91	BAKER & TAYLOR CO	CU OF	92.06	45730	7/31/91	BOOKS-MAIN JUVENILE
7/30/91	BAKER & TAYLOR CO	CU OF	27.62	45730	7/31/91	BOOKS-MAIN REFERENCE
7/30/91	BAKER & TAYLOR CO	CU OF	190.05	45730	7/31/91	BOOKS-EXTENSION ADULT
7/30/91	BAKER & TAYLOR CO	CU OF	590.28	45730	7/31/91	BOOKS-EXTENSION JUVENILE
7/31/91	BAKER & TAYLOR CO	CU OF	529.80	45731	7/31/91	AV-CASSETTES
7/31/91	BAKER & TAYLOR CO	CU OF	137.92	45731	7/31/91	BOOKS-MAIN ADULT
7/31/91	BAKER & TAYLOR CO	CU OF	15.81	45731	7/31/91	BOOKS-MAIN REFERENCE
7/31/91	BAKER & TAYLOR CO	CU OF	13.83	45731	7/31/91	AV-CASSETTES
7/31/91	BAKER & TAYLOR CO	CU OF	33.82	45731	7/31/91	BOOKS-EXTENSION ADULT
7/22/91	WJLAND ELECTRIC SUPPLY, INC.	CU OF	181.31	45737	7/31/91	AV-VIDEOS TO MAINT BLDGS
7/11/91	BRAD LEO'S COMPUTER SUPPLY	CU OF	79.00	45747	7/31/91	MATERIALS TO MAINT BLDGS
7/10/91	BARR FILMS	CU OF	4,425.85	45753	7/31/91	OFFICE SUPPLIES
7/24/91	BANC ONE LEASING CORP	CU OF	2,114.76	45753	7/31/91	AV-VIDEOS
7/24/91	CAUTION LUMBER CO.	CU OF	279.90	45759	7/31/91	RENTAL-D P EQUIPMENT
7/30/91	CARLERS TRACK	CU OF	129.00	45776	7/31/91	MATERIALS TO MAINT BLDGS
7/22/91	CAHNER PUBLISHING CO.	CU OF	38.58	45786	7/31/91	BOOKS-MAIN REFERENCE
7/25/91	DAY'S PAINT STORE	CU OF	483.76	45790	7/31/91	MATERIALS TO MAINT BLDGS
7/10/91	DECATUR PAPER HOUSE	CU OF	82.00	45791	7/31/91	OFFICE SUPPLIES
7/19/91	DECATUR REFRIGERATION CO	CU OF	444.13	45798	7/31/91	SERV TO MAINT EQUIPMENT
7/30/91	DECATUR HERALD & REVIEW	CU OF	124.12	45805	7/31/91	BOOKS-MAIN REFERENCE
7/30/91	DAVIDSON TITLES, INC.	CU OF	10,058	45805	7/31/91	BOOKS-MAIN ADULT
7/30/91	DAVIDSON TITLES, INC.	CU OF	10,058	45805	7/31/91	BOOKS-MAIN JUVENILE

FOR PERIOD ENDING 7/31/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/10/91	ENGLEWOOD ELECTRIC CO	85.44	45319	7/31/91	MATERIALS TO MAINT BLDGS
7/25/91	GAYLORD BKGS	737.86	45843	7/31/91	OFFICE SUPPLIES
7/10/91	GAYLORD BKGS	839.74	45843	7/31/91	OFFICE MACHINERY AND EQUIPMENT
7/10/91	HOMARU L. SHENSON	579.00	45852	7/31/91	BOOKS-MAIN REFERENCE
7/29/91	HUGHES, KAYNE	43.00	45855	7/31/91	OTHER PROFESSIONAL SERVICES
7/29/91	IL BELL TELEPHONE CO	157.85	45863	7/31/91	ELECTRICITY
7/08/91	IL POWER CO	557.43	45864	7/31/91	COMPUTER SOFTWARE EXPENSE
7/15/91	IL COMP COMPUTER CENTER	594.00	45866	7/31/91	BOOKS-MAIN REFERENCE
7/30/91	IL INFORMATION USA	54.92	45873	7/31/91	BOOKS-MAIN REFERENCE
7/29/91	IL STATE LIBRARY	463.63	45878	7/31/91	PRINTING AND BINDING
7/29/91	IL STATE LIBRARY	77.00	45878	7/31/91	SERV TO MAINT OFFICE EQUIP
7/29/91	IL STATE LIBRARY	419.66	45878	7/31/91	TELEPHONE
7/29/91	IL STATE LIBRARY	40.80	45878	7/31/91	POSTAGE
7/29/91	IL STATE LIBRARY	926.47	45878	7/31/91	KENTAL-EQUIPMENT
7/10/91	JAN SAN SUPPLY CO, INC.	255.90	45887	7/31/91	JANITORIAL SUPPLIES
7/10/91	JAN SAN SUPPLY CO, INC.	355.84	45888	7/31/91	BOOKS-MAIN ADULT
7/10/91	JAN SAN SUPPLY CO, INC.	355.84	45888	7/31/91	OTHER PROFESSIONAL SERVICES
7/10/91	JAN SAN SUPPLY CO, INC.	355.84	45888	7/31/91	OTHER PROFESSIONAL SERVICES
7/29/91	MEDICENTER OF DECATUR, INC.	1,352.00	45892	7/31/91	OTHER PROFESSIONAL SERVICES
7/29/91	MEDIC EXCHANGE	50.00	45824	7/31/91	BOOKS-MAIN ADULT
7/18/91	MENARDS	48.09	45941	7/31/91	BOOKS-MAIN ADULT
7/10/91	MCCORD TIRE & AUTO SERV, INC.	224.85	45945	7/31/91	MATERIALS TO MAINT BLDGS
7/10/91	MCCORD TIRE & AUTO SERV, INC.	195.65	45951	7/31/91	SERV TO MAINT AUTO EQUIP
7/10/91	MCCORD TIRE & AUTO SERV, INC.	825.00	45954	7/31/91	MATER PERSONNEL SERVICE
7/29/91	MAMPWER INVESTORS SERVICE	602.20	45956	7/31/91	BOOKS-MAIN REFERENCE
7/15/91	MOODY S. L. KING, P C	8.30	45958	7/31/91	BOOKS-PROFESSIONAL
7/29/91	MUSIC UCLC USERS GROUP	45.00	45960	7/31/91	PRINTING AND BINDING
7/29/91	MAY, CUCAGNE & KING, P C	116.06	45963	7/31/91	MATERIALS TO MAINT BLDGS
7/10/91	NEWARK ELECTRONICS	124.95	45972	7/31/91	BOOKS-MAIN REFERENCE
7/10/91	NUVA PUBLISHING CO.	9.30	45973	7/31/91	BOOKS-MAIN REFERENCE
7/15/91	NTC BUSINESS BOOKS	79.08	45975	7/31/91	CONFERENCE AND OTHER TRAVEL
7/18/91	NEWMAN-ULLMAN	300.00	45980	7/31/91	SERV TO MAINT OFFICE EQUIP
7/30/91	OPC, INC.	57.21	45981	7/31/91	BOOKS-MAIN ADULT
7/29/91	OXFORD UNIVERSITY PRESS	27.21	45981	7/31/91	POSTAGE
7/31/91	POSTMASTER	27.21	45981	7/31/91	POSTAGE
7/31/91	P. F. THOMAS	252.39	45997	7/31/91	COMPUTER SOFTWARE EXPENSE
7/29/91	PICTURE START, INC.	139.80	45999	7/31/91	AV-VIDEOS TO MAINT BLDGS
7/29/91	ROGERS SUPPLY CO	523.80	46019	7/31/91	MATERIALS TO MAINT BLDGS
7/15/91	REFERENCE SERVICE PRESS	44.00	46021	7/31/91	BOOKS-MAIN REFERENCE
7/10/91	REGENT BOOK CO	28.49	46023	7/31/91	BOOKS-MAIN ADULT
7/10/91	REGENT BOOK CO	25.47	46023	7/31/91	BOOKS-EXTENSION ADULT
7/10/91	ROLLING PRAIRIE LIBRARIES	208.33	46024	7/31/91	OTHER PROFESSIONAL SERVICES
7/13/91	SECRETARY-OF-STATE	290.00	46035	7/31/91	BOOKS-MAIN REFERENCE
7/10/91	SUPT OF DOCUMENTS	18.00	46038	7/31/91	BOOKS-MAIN REFERENCE
7/29/91	STRIGLUS	12.32	46046	7/31/91	OFFICE SUPPLIES
7/15/91	S L M DISTRIBUTING CO.	280.72	46051	7/31/91	BOOKS-MAIN ADULT
7/15/91	ST. JAMES PRESS	74.71	46052	7/31/91	BOOKS-MAIN REFERENCE
7/15/91	ST. JAMES PRESS	102.31	46055	7/31/91	OFFICE SUPPLIES
7/11/91	SENTINEL PEST CONTROL, INC.	80.00	46059	7/31/91	BUILDINGS
7/29/91	THORNTON WELDING SERVICE, INC.	100.00	46066	7/31/91	SERV TO MAINT AUTO EQUIPMENT
7/29/91	ILGAY, INC.	147.23	46067	7/31/91	SERV TO MAINT AUTO EQUIPMENT
7/15/91	LUMBER SHOP	57.25	46081	7/31/91	BOOKS-MAIN REFERENCE
7/15/91	LUMBER SHOP	67.50	46081	7/31/91	MATERIALS TO MAINT BLDGS
7/29/91	TELL ME WHY	315.60	46084	7/31/91	AV-VIDEOS AND MEDICAL INSURANCE
7/29/91	TREAS-MEDICAL INSURANCE	3,098.41	46084	7/31/91	HOSPITAL LIFE INSURANCE
7/10/91	TREAS-NON MEDICAL INS	42.00	46087	7/31/91	GROUP LIFE INSURANCE
7/10/91	TREAS-NON MEDICAL INS	931.47	46087	7/31/91	WORKERS COMPENSATION
7/10/91	TREAS-IMRF	9,088.94	46089	7/31/91	RETIREMENT-IMRF
7/10/91	TREAS-PETTY CASH	1.20	46090	7/31/91	CONFERENCE AND OTHER TRAVEL
7/10/91	TREAS-PETTY CASH	5.00	46090	7/31/91	POSTAGE
7/10/91	TREAS-PETTY CASH	1.88	46090	7/31/91	JANITORIAL SUPPLIES
7/10/91	TREAS-PETTY CASH	32.25	46090	7/31/91	MATERIALS TO MAINT BLDGS
7/10/91	TREAS-PETTY CASH	1.06	46090	7/31/91	MATERIAL TO MAINT AUTO EQUIP
7/10/91	TREAS-PETTY CASH	16.98	46090	7/31/91	OFFICE SUPPLIES
7/10/91	TREAS-PETTY CASH	2.98	46090	7/31/91	OFFICE SUPPLIES
7/10/91	TREAS-PETTY CASH	31.09	46098	7/31/91	EMPLOYEE RECOGNITION SUPPLIES
7/15/91	UNITOUL BOOKS	1,371.20	46103	7/31/91	TELEPHONE

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/30/91	VISCOM	225.30	46110	7/31/91	AV-VIDEOS
7/19/91	WEST PUBLISHING COMPANY	575.70	46112	7/31/91	BOOKS-MAIN REFERENCE
7/15/91	WOOD PRINTING SERVICE, INC.	220.00	46113	7/31/91	OFFICE SUPPLIES
7/11/91	WALKER'S UPHOLSTERY	100.00	46123	7/31/91	MATERIALS TO MAINT BLOGS
7/25/91	WORDPERFECT-PUB-CORP.	18.00	46124	7/31/91	MAG/PAPERS-MAIN PROFESSIONAL
TOTAL		99,351.63			

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/15/91	BAKER & TAYLOR CU	29.97	45457	7/15/91	EXPENDITURES
7/18/91	BAKER & TAYLOR CU	24.15	45728	7/31/91	EXPENDITURES
7/15/91	BAKER & TAYLOR CU	42.03	45729	7/31/91	EXPENDITURES
7/18/91	BAKER & TAYLOR CU	92.73	45730	7/31/91	EXPENDITURES
7/30/91	BAKER & TAYLOR CU	45.31			
TOTAL		231.21			

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,286,708	122,762.54	290,040.72	321,676	996,667.28	.00	996,667.28	22.5
092	HOLIDAYS	0	5,006.45	10,577.56	0	10,577.56	.00	10,577.56	
094	OTHER LEAVE WITH PAY	0	58.35	252.64	0	252.64	.00	252.64	
096	SICK TIME	0	2,592.38	5,935.10	0	5,935.10	.00	5,935.10	
098	VACATION TIME	0	10,369.28	23,303.88	0	23,303.88	.00	23,303.88	
1,286,708		140,789.00	330,109.90	321,676	956,667.28	956,667.28			
PERSONAL SERVICES									
101	OVERTIME	0	15.07	15.07	0	15.07	.00	15.07	
102	TEMPORARY SALARIES	25,704	1,878.58	5,087.77	6,426	20,616.23	.00	20,616.23	19.8
104	RETIREMENT-INSUR	201,624	27,130.06	63,725.77	65,406	197,898.23	.00	197,898.23	24.4
111	GROUP LIFE INSURANCE	1,134	126.00	294.00	21,115	840.00	.00	840.00	25.9
112	HOSPITAL AND MEDICAL	84,462	9,405.85	21,744.25	5,847	62,717.75	.00	62,717.75	25.7
114	WORKERS COMPENSATION	23,391	2,794.41	6,596.64	5,847	16,794.36	.00	16,794.36	28.2
115	SERVICE RECOGNITION	2,570	315.00	897.50	642	1,672.50	.00	1,672.50	34.9
398,885		41,664.97	98,361.00	99,719	300,524.00	300,524.00	.00	300,524.00	24.7
CONTRACTUAL SERVICES									
201	ADVERTISING	2,700	722.88	1,017.05	675	1,682.95	1,147.21	535.74	80.2
202	PRINTING AND BINDING	10,000	82.50	2,126.52	2,499	7,273.48	133.20	7,140.28	28.6
210	SERV TO MAINT BUILDINGS	11,000	82.50	790.28	2,749	10,209.72	457.00	9,752.72	11.3
211	SERV TO MAINT IMPROVEMENTS	200	.00	.00	49	200.00	.00	200.00	
212	SERV TO MAINT AUTO EQUIPMEN	3,500	344.11	387.92	874	3,112.08	637.31	2,474.77	29.3
213	SERV TO MAINT OFFICE EQUIP	10,500	560.88	1,793.38	2,625	8,706.62	281.00	8,425.62	15.8
231	ELECTRICITY	70,000	4,557.48	12,188.56	17,499	57,811.42	.00	57,811.42	19.7
232	GAS	11,000	188.38	2,169.86	2,749	8,830.14	.00	8,830.14	
233	TELEPHONE	20,200	1,591.28	4,158.83	5,049	16,941.17	.00	16,941.17	20.6
234	WATER	950	.00	243.58	237	708.42	.00	708.42	25.6
238	ADDITING SERVICES	1,300	.00	.00	324	1,300.00	.00	1,300.00	
240	TRAINING SCHOOL	3,965	766.00	766.00	991	3,199.00	.00	3,199.00	19.3
241	CONFERENCES AND OTHER TRAVE	3,131	933.96	1,259.54	782	1,871.46	.00	1,871.46	40.2
245	POSTAGE	14,500	933.33	2,938.21	3,624	11,561.79	.00	11,561.79	20.3
247	COMPUTER SOFTWARE EXPENSE	500	955.59	1,539.54	1,24	1,039.54	539.00	1,578.54	4
271	TEMP PERSONNEL SERVICES	8,750	2,152.34	7,043.22	2,187	1,706.78	.00	1,706.78	80.5
272	TUITION REIMBURSEMENT	1,500	.00	281.00	375	1,219.00	.00	1,219.00	18.7
280	OTHER PROFESSIONAL SERVICES	41,400	3,248.33	10,345.24	10,375	31,054.76	.00	31,054.76	25.0
284	PROFESIONAL MEMBERSHIP FEE	2,250	.00	15.00	562	2,235.00	.00	2,235.00	
286	RENTAL-D P EQUIPMENT	34,400	4,851.70	7,879.56	8,599	26,520.44	.00	26,520.44	22.9
289	RENTAL-EQUIPMENT	17,000	4,766.47	6,670.63	4,249	10,329.37	.00	10,329.37	39.2
268,746		26,175.24	64,213.94	67,172	204,532.06	3,194.72		201,337.34	25.1
COMMODITIES									
310	GASOLINE	3,500	.00	480.93	874	3,019.07	.00	3,019.07	13.7
312	JANITORIAL SUPPLIES	3,500	414.52	995.64	874	2,504.36	.00	2,504.36	28.4
320	MATERIALS TO MAINT BLDGS	12,000	1,587.98	2,674.39	3,000	9,325.61	279.23	9,046.38	24.6
337	MATERIAL TO MAINT AUTO EQUI	3,000	196.91	310.34	750	2,689.66	273.19	2,416.47	15.5
345	OFFICE SUPPLIES	30,000	2,153.91	4,406.14	7,500	25,593.86	2,975.72	22,618.14	24.6
357	EMPLOYEE RECOGNITION SUPPLI	200	37.03	37.03	49	162.97	.00	162.97	18.5
52,200		4,390.35	8,904.47	13,047	43,295.53	3,528.14		39,767.39	23.8
OTHER CHARGES									
400	CONTINGENCIES	10,000	.00	.00	2,499	10,000.00	.00	10,000.00	
415	TRANSFER TO GENERAL FUND	28,884	2,407.00	7,221.00	7,221	21,663.00	.00	21,663.00	25.0
418	MOTOR VEHICLE-INSURANCE	3,049	254.08	762.24	118	2,886.76	.00	2,886.76	25.0
420	BUILDER INSURANCE	475	39.58	118.74	118	356.26	.00	356.26	25.0
421	PROPERTY INSURANCE	14,185	1,182.08	3,546.24	3,546	10,638.76	.00	10,638.76	25.0

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT CUMM
OTHER CHARGES									
423	GENERAL LIABILITY INSURANCE	5,100	425.00	1,275.00	1,275	3,825.00	.00	3,825.00	25.0
499	SMALL CAPITAL ITEMS	1,050	.00	.00	262	1,050.00	.00	1,050.00	
		62,743	4,307.74	12,923.22	15,683	49,819.78	.00	49,819.78	20.6
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	10,800	839.74	1,184.74	2,700	9,615.26	3,319.90	6,295.36	41.7
		10,800	839.74	1,184.74	2,700	9,615.26	3,319.90	6,295.36	41.7
CAPITAL OUTLAY									
801	BOOKS-MAIN ADULT	81,500	10,976.30	29,351.98	20,374	52,148.02	21,496.40	30,651.62	62.4
802	BOOKS-MAIN YOUTH	5,800	285.24	2,244.98	1,449	3,555.02	542.52	3,012.50	48.1
803	BOOKS-MAIN JUVENILE	29,400	2,325.80	9,698.75	7,350	20,731.25	3,621.20	17,109.05	41.8
804	BOOKS-MAIN REFERENCE	4,800	3,962.37	7,478.07	11,780	39,321.93	10,471.03	28,850.90	38.4
805	BOOKS-PROFESSIONAL	3,120	6.50	160.12	3,900	2,959.88	870.38	2,089.50	33.0
821	BOOKS-EXTENSION ADULT	15,600	1,300.51	3,916.68	1,67	11,683.32	4,376.30	7,304.02	53.2
822	BOOKS-EXTENSION YOUTH	8,700	13.02	62.64	167	607.36	56.06	551.30	17.7
823	BOOKS-EXTENSION JUVENILE	4,750	77.75	2,157.48	2,175	6,542.52	1,034.97	5,507.55	36.7
830	AV-PHONODICS	5,970	116.05	1,464.70	1,187	4,285.30	318.62	3,966.68	16.5
831	AV-CASSETTES	15,850	478.38	1,003.18	1,492	9,644.86	1,698.10	3,268.72	45.2
832	AV-VIDEOS	17,116	3,522.65	6,342.72	3,962	16,773.28	5,437.02	4,207.84	73.5
841	MAG/PAPERS-MAIN ADULT	1,877	.00	.00	4,219	1,158.00	.00	1,158.00	7
842	MAG/PAPERS-MAIN YOUTH	1,166	.00	8.00	291	1,158.00	.00	1,158.00	4.7
843	MAG/PAPERS-MAIN JUVENILE	8,017	.00	317.51	2,004	7,699.49	58.00	7,641.49	1.9
844	MAG/PAPERS-MAIN REFERENCE	8,932	18.00	18.00	2,232	914.00	.00	914.00	1.0
845	MAG/PAPERS-MAIN PROFESSIONAL	2,874	.00	29.18	718	2,903.18	.00	2,903.18	1.0
846	MAG/PAPERS-EXTEN ADULT	210	.00	.00	36	148.00	.00	148.00	
847	MAG/PAPERS-EXTEN YOUTH	210	.00	.00	52	210.00	.00	210.00	
848	MAG/PAPERS-EXTEN JUVENILE	249,500	23,797.07	62,370.77	62,366	187,129.23	49,984.60	137,144.63	45.0
		2,329,582	241,964.11	578,068.04	582,363	1,751,513.96	60,027.36	1,691,486.60	27.4

** DIVISION TOTAL **

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
	CONTRACTUAL SERVICES								
247	COMPUTER SOFTWARE EXPENSE	6,000	.00	.00	1,500	6,000.00	.00	6,000.00	12.8
280	OTHER PROFESSIONAL SERVICES	65,000	.00	.00	16,249	65,000.00	8,300.00	56,700.00	
		71,000	.00	.00	17,749	71,000.00	8,300.00	62,700.00	11.7
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIPM	53,000	.00	.00	13,249	53,000.00	.00	53,000.00	
		53,000	.00	.00	13,249	53,000.00	.00	53,000.00	
**	DIVISION TOTAL **	124,000	.00	.00	30,998	124,000.00	8,300.00	115,700.00	6.7

GLA3010 DPL-CANTONI TRUST REPORT OF EXPENDITURES TO BUDGET FY 1991-92 FUND 92 PUBLIC LIBRARY-TRUSTS 7/31/91 PAGE 129

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
900	EXPENDITURES	12,000	231.21	554.02	3,000	11,445.98	1,344.03	10,101.95	15.8
		12,000	231.21	554.02	3,000	11,445.98	1,344.03	10,101.95	15.8
**	DIVISION TOTAL **	12,000	231.21	554.02	3,000	11,445.98	1,344.03	10,101.95	15.8

GLA3010 DPL-BRECKENRIDGE TRUST REPORT OF EXPENDITURES TO BUDGET FY 1991-92 FUND 92 PUBLIC LIBRARY-TRUSTS 7/31/91 PAGE 130

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
900	EXPENDITURES	11,450	.00	.00	2,862	11,450.00	.00	11,450.00	
		11,450	.00	.00	2,862	11,450.00	.00	11,450.00	
**	DIVISION TOTAL **	11,450	.00	.00	2,862	11,450.00	.00	11,450.00	

GLA3010 DPL-BRIDGES TRUST REPORT OF EXPENDITURES TO BUDGET FY 1991-92 FUND 92 PUBLIC LIBRARY-TRUSTS 7/31/91 PAGE 131

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
900	EXPENDITURES	2,500	.00	200.00	624	2,300.00	.00	2,300.00	8.0
		2,500	.00	200.00	624	2,300.00	.00	2,300.00	8.0
**	DIVISION TOTAL **	2,500	.00	200.00	624	2,300.00	.00	2,300.00	8.0

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	211,800.31	141,306.00	70,494.31	149
TOTAL		.00	202,570.00	211,800.31	141,306.00	70,494.31	149
TAXES							
30100-107	PROPERTY TAX-LIBRARY	1,000,000.00	483,783.75	1,000,000.00	1,935,135.00	935,135.00	51
TOTAL		1,000,000.00	483,783.75	1,000,000.00	1,935,135.00	935,135.00	51
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	26,594.81	30,000.00	43,727.64	120,000.00	76,272.36	36
30200-107	STATE GRANTS OR OTHER	.00	24,500.00	19,127.87	98,000.00	78,872.13	19
TOTAL		26,594.81	54,500.00	62,855.51	218,000.00	155,144.49	28
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	6,397.87	12,500.00	16,010.21	50,000.00	33,989.79	32
30500-510	LIBRARY NON-RESIDENT FEES	140.00	1,000.00	789.00	4,000.00	3,211.00	19
30500-511	LIBRARY LOST AND DAMAGED BOOKS	278.52	1,000.00	1,086.29	4,000.00	2,913.71	27
30500-514	VERIFAX	262.35	175.00	400.00	700.00	299.20	57
30500-515	RESERVES	242.60	1,375.00	783.72	5,500.00	4,716.28	14
TOTAL		7,621.34	16,050.00	19,070.02	64,200.00	45,129.98	29
TRANSFERS FROM							
30600-702	TRANSFER FROM GENERAL FUND	.00	2,500.00	.00	10,000.00	10,000.00	
TOTAL		.00	2,500.00	.00	10,000.00	10,000.00	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	3,405.58	8,250.00	4,186.04	33,000.00	28,813.96	12
TOTAL		3,405.58	8,250.00	4,186.04	33,000.00	28,813.96	12
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	149.25	250.00	745.19	1,000.00	254.81	74
30800-899	MISCELLANEOUS INCOME	413.37	2,000.00	572.12	8,500.00	7,427.88	7
TOTAL		562.62	2,250.00	1,317.31	9,500.00	7,682.69	14
FUND TOTAL							
		1,038,184.35	769,903.75	1,299,229.19	2,410,641.00	1,111,411.81	53

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
LIBRARY CAPITAL							
TRANSFERS FROM							
30600-702	TRANSFER FROM GENERAL FUND	.00	31,000.00	.00	124,000.00	124,000.00	
TOTAL		.00	31,000.00	.00	124,000.00	124,000.00	
FUND TOTAL							
		.00	31,000.00	.00	124,000.00	124,000.00	

LONG RANGE PLAN COMMITTEE
July 22, 1991

The meeting was called to order at 3:47 p.m. by Stan Sitton, Chairman. Members present were Marylou Dwyer, Grace Veach, Bob Plotzke and Shirley Apley. Members absent were Frankye Morgan and Terry Smith.

The minutes of the previous meeting were approved as read.

Discussion, evaluation, and revision was done on the following goals, objectives, and action steps.

Goal II. Objective B: Review library hours of service annually.

Action Steps:

1. In FY 1991, Library Board and Administration will investigate the need for service hours on Sunday and establish a plan to implement these hours, if warranted. Not been thoroughly investigated. Perceived barriers include cost/staffing and employee preferences against working sundays.

Objective C: Promote cooperation with area libraries by FY 1991.

Action Steps:

1. Beginning in FY 1990, Administration and staff will develop an organization known as the Decatur Area Library Consortium--for Decatur area school, public, academic, and institutional library staff members. Rolling Prairie Library System holds quarterly meetings with Decatur area administrative librarians to discuss current relevant topics. No formal interlibrary programs exists at this time. Need to develop further and expand this to support staff.

2. Administration and staff will work with the Decatur Area Library Consortium to plan for cooperative collection development, by the end of FY 1991. No Decatur Area Library Consortium is currently working on this. Adult Services has attended workshops on cooperative collection development as outlined in Avenues to Excellence II. Per Avenues to Excellence II we must develop a written cooperative collection development plan for next year for the per capita grant income.

Objective D: Continue Library's commitment to ongoing collection development.

Action Steps:

1. The Assistant City Librarian, City Librarian, and Public Service Librarians as well as designated staff will continue to select materials based on the community's need for information,

education, and recreation. On going. Need to develop a written collection maintenance plan for the entire library including all departments.

2. Public Service Librarians and designated staff will continue to weed items from collections as needed, to ensure their effectiveness. On going but halted temporarily during retrospective conversion.

Goal III: To improve community awareness of library materials, services and program. Objective A: Increase the public awareness of library materials, services and programs to 50% by 1994, based upon the 1987 Citizen Survey.

Action Steps

1. Assistant City Librarian and various departments will continue to issue media releases, totaling at least four per month. Averaged 2-4 releases per month until the departure of the Assistant City Librarian. Two-four releases per month is a more reasonable goal. Need an individual spearheading public relations.

2. Assistant City Librarian and designated staff will continue to promote library events through local radio stations, at least four times per month. See number 1.

3. All staff will encourage media to give credit to the library when it serves as a resource for news features. On going.

4. Beginning in 1989, Assistant City Librarian and other designated staff will develop a newsletter to replace the current Calendar of Events. A newsletter was developed and is published on a bi-monthly basis.

5. Beginning in FY 1990, Assistant City Librarian, Staff Artist, and others will develop an "Annual Report To The Community" each year, to publicize library activities. Not done. Needs an individual to spearhead.

6. Beginning in FY 1991, Assistant City Librarian will send letters each year to remind area clubs and associations that library staff are available to present programs. A number of library personnel are included in the city's published speaker's bureau list. We should include it annually in our newsletter.

7. Library staff will continue to present programs for groups and organizations throughout the community, at least once per month. Done. There is a demand for more programs, however, staff limitations prevent expanding this service.

8. Assistant City Librarian will expand television coverage of library programs and events, to an average of six times per year by FY 1991. Done. Need another individual to spearhead this in absence of Assistant City Librarian.

9. In FY 1991, Administration, working with the Library Board and the Friends of the Library, will develop community "focus groups" to determine special needs and interests of the minority communities in Decatur. No formal focus groups established at this time. However, the library has been involved in the Black Community Festival and Seniorama, during the past two years.

Additional note - the following will be added to Goal III. Objective E: we should consider tying into the schools in-service days to better establish communication.

Meeting adjourned. The next meeting is scheduled for Monday, August 19, 1991, 3:30 p.m. at the library.

Budget Committee
August 12, 1991

The meeting was called to order at 4:30 p.m. by Richard Lockmiller. Members attending: Mr. Lockmiller, Mrs. Ohlsen, Mr. Gaumer, and Mr. Sitton. Staff attending: Jim Seidl and Linda Humphreys.

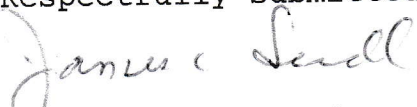
The Committee discussed several concerns: 1) the City lost 10,000 population in the 1990 census; 2) grant money from the state is tightening up; 3) both bookmobile tractors are 20 years old; 4) funds should be budgeted for additional benefits for non-union personnel. There was also discussion about asking for financial assistance from the City for upgrading the compact movable shelving, replacing one or both bookmobile tractors, and replacing carpeting on both the main floor and the basement.

Proposed reorganization of the Library was discussed. Mr. Sitton noted that reorganization could result in cost savings or improved efficiency. Since the Library is a service organization, service must be the highest priority.

The Committee and Mr. Seidl worked with the individual budget line items for both revenue and expenditures, and arrived at the attached draft.

There was no other business. The meeting was adjourned at 6:25 p.m.

Respectfully submitted,



James C. Seidl, City Librarian

FUND: 20 DECATUR PUBLIC LIBRARY

REVENUE

Object Code	Description	1990-91 Actual	1991-92 Budget	1992-93 Estimate
	<u>Fund Balance</u>			
30001000	Beginning Fund Balance	172,579	211,800 *	191,135 **
	<u>Taxes</u>			
30100107	Property Tax - Library	1,939,183	1,935,135	1,935,135
	<u>Intergovernmental Revenue</u>			
30200104	Replacement Tax	137,015	120,000	125,000
30200107	State Grants or Other	179,524	98,000	75,000
	<u>Fines and Fees</u>			
30500509	Library Fines & Fees	56,286	50,000	55,000
30500510	Library Non-Resident Fees	5,944	4,000	4,000
30500511	Library Lost & Damaged Books	3,885	4,000	4,000
30500514	Verifax	988	700	1,000
30500515	Reserves	4,577	5,500	4,000
	<u>Transfers</u>			
30600702	Transfer From General Fund	20,000	10,000	0
	<u>Investment Income</u>			
30700101	Investment Interest	36,625	33,000	33,000
	<u>Other Income</u>			
30800805	Contributions & Donations	10,352	1,000	1,000
30800899	Misc. Income	7,035	1,000 *	1,000
	Fund Total	2,573,993	2,474,135 *	2,429,270

* updated figures

** based upon 98% spending level for 1991/92

Draft
August 12, 1991

EXPENDITURES

Object Code	Description	1990-91 Actual	1991-92 Budget	1992-93 Estimate
<u>Personal Services</u>				
090	Regular Salaries	1,323,848	1,286,708	1,281,585
101	Overtime	261	0	0
102	Temporary Salaries	18,969	25,704	31,600
104	Retirement - IMRF	254,797	261,623	259,350
111	Group Life Insurance	1,210	1,135	1,200
112	Hosp. & Medical Insurance	78,867	84,462	97,131
114	Worker's Compensation	25,713	23,391	23,391
115	Service Recognition	2,403	2,570	3,000
	Total	1,706,068	1,685,593	1,697,257
<u>Contractual Services</u>				
201	Advertising	3,213	2,700	1,000
202	Printing and Binding	8,243	10,000	10,000
210	Serv. to Maint. Buildings	10,382	11,000	11,000
211	Serv. to Maint. Improvements	105	200	200
212	Serv. to Maint. Auto Equip.	3,658	3,500	5,000
213	Serv. to Maint. Office Equip.	10,139	10,500	12,500
231	Electricity	64,042	70,000	75,000
232	Gas	10,704	11,000	12,000
233	Telephone	16,676	20,200	20,000
234	Water	924	950	1,100
238	Auditing Services	0	1,300	500
240	Training School Expense	3,199	3,965	4,000
241	Conf. & Other Travel Expense	2,438	3,131	3,500
245	Postage	10,746	14,500	15,500
247	Computer Software Expense	1,632	500	1,000
271	Temporary Personnel	10,158	8,750	24,000
272	Tuition Reimbursement	990	1,500	1,500
280	Other Prof. Services	51,220	41,400	24,500
284	Professional Membership Fees	2,192	2,250	2,250
286	Rental (Data Processing)	15,674	34,400	34,400
289	Rental (Equipment)	14,148	17,000	17,000
	Total	240,483	268,746	275,950
<u>Commodities</u>				
310	Gasoline	2,856	3,500	4,000
312	Janitorial Supplies	4,322	3,500	4,000
320	Materials to Maint. Bldgs.	13,123	12,000	12,000
337	Materials to Maint. Auto Equip.	1,683	3,000	4,000
345	Office Supplies	28,370	30,000	30,000
357	Employee Recognition	127	200	375
	Total	50,481	52,200	54,375

FUND: 20 DECATUR PUBLIC LIBRARY (continued)

EXPENDITURES

Object Code	Description	1990-91 Actual	1991-92 Budget	1992-93 Estimate
	<u>Other Charges</u>			
400	Contingencies	0	10,000	10,000
415	Transfer to General Fund	34,486	28,884	30,000
418	Motor Vehicle Insurance	3,011	3,049	3,300
420	Boiler Insurance	583	475	500
421	Property Insurance	11,318	14,185	14,500
423	General Liability Insurance	7,344	5,100	5,400
499	Small Capital Items	1,400	1,050	1,200
	Total	58,142	62,743	64,900
	<u>Capital Outlay</u>			
510	Automotive Equip.	0	0	15,000
515	Office Machinery & Equip.	17,420	10,800	5,000
520	Other Machinery & Equip.	1,508	0	0
	Total	18,928	10,800	20,000
	<u>Library Inventory</u>			
800	Books and Periodicals	288,490	249,500	275,000
	Fund Total	2,362,592	2,329,582	2,387,482

510 - replace library van

800 - increase materials budget by 1% of total budget

NOTE: If the Library spends 98% of the 1992/93 budget, the beginning fund balance for 1993/94 will be \$89,988.

POSSIBLE COSTS FOR 1992/93

Plastic library cards for patrons	5,000
Automatic telephone answering device	2,500
Telecommunications cost for individual long distance numbers	600
Cross training of staff	???
Staff benefits	???
Computer	
Order dept. for ordering and maintaining records	2,500
OCLC (replacement)	3,500

LONG-TERM CONSIDERATIONS

Upgrade compact movable shelving	50,000 +
Replace one or both bookmobile tractors	30,000 ea
Replace carpeting on main floor and basement	70,000 +
Vehicle replacement fund	

IV. LIBRARY IMAGE

Publicity, public relations and marketing are all important elements in building the library image. Both library staff and board contribute to this library image, from the maintenance staff who directly affect that first impression, to the technical services staff, whose cataloging practices can easily give patrons the message that the library is very concerned about the ease they have in using the catalog. The public service staff makes the most long lasting impression, however, because they are interacting directly with the public most of the work period. Library policies, from meeting room policies to collection development policies, also affect public relations; as does the physical layout of the building, the type of furniture, etc. All of these elements can give one of two messages: "We don't care," or "We do care...about your information needs, your comfort, your feelings, your convenience.,

1. Once a year the board and representatives of the staff shall do a library "walk-through" to assess the image it projects.

_____ _____ _____ _____ _____ _____

For the purposes of this document, publicity refers to the planned action used to increase people's awareness of the library and its services. There are many approaches to publicity. Those listed below are generally accepted as effective. Indicate those your library has used during the past year.

TV and/or radio exposure (Public Service Announcements, talk shows, etc.)

_____ _____ _____ _____ _____ _____

Newspaper articles, columns, or ads.

_____ _____ _____ _____ _____ _____

Library newsletter.

_____ _____ _____ _____ _____ _____

Posters, flyers, brochures, bookmarks, etc. advertising library services.

_____ _____ _____ _____ _____ _____

Mailing to every household.

_____ _____ _____ _____ _____ _____

Talks to community groups.

_____ _____ _____ _____ _____ _____

Annual report (brochure, flyer, or bookmark).

_____ _____ _____ _____ _____

Attractive and frequently changed exhibits, displays, and bulletin boards.

_____ _____ _____ _____ _____

Active advocacy of staff and board members as they participate in community affairs.

_____ _____ _____ _____ _____

In order to fulfill the library's purpose, a public library shall have an active, ongoing, planned, and coordinated approach to achieving a positive image. Marketing refers to the overall philosophy for promoting the library's image. Poor marketing is as much a deterrent to people's ability and willingness to make use of the world of information available through the library, as are limited hours and physical barriers.

2. All new staff shall receive an orientation on public relations and public service attitudes which will contribute to the positive image of the library. This shall be done within the first two months of their employment.

_____ _____ _____ _____ _____

3. Libraries shall either sponsor in-service training sessions on public relations and public service attitudes for all staff members or cooperate with their system, neighboring libraries, or other organizations to provide such training at least every two years.

_____ _____ _____ _____ _____

4. A staff member shall be given primary responsibility for coordinating publicity regardless of the size of the library.

_____ _____ _____ _____ _____

5. Funds for publicity and other marketing activities shall be included in the library budget.

_____ _____ _____ _____ _____

6. During the review process library policies shall be evaluated for their public impact.

_____ _____ _____ _____ _____

As noted in Section III. -Administration, every library shall determine, on the basis of a citizen survey to be conducted at least every ten years, the awareness residents have of various library services.

7. The citizen survey shall ascertain the level of awareness for five services chosen by the staff or board, or for five services targeted in the library's goals and objectives. Some examples are 1) photocopy service; 2) circulation of periodicals; 3) telephone renewals; 4) Sunday hours; 5) circulation of audio or videotapes.

_____ _____ _____ _____ _____

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FOR FURTHER READING

Decatur Public Library Automation
August 13, 1991

Current DPL Automation

CLSI

Automated circulation system
Patron and bibliographic database
UNIX operating system

Equipment

Altos 1075 computer with 8 mg CPU memory
850 mg disk drive (patron & bibliographic data)
300 mg disk drive (UNIX & CLSI software)
150 mg tape backup (for daily backup of database)
high speed printer
20 input terminals connected

Handles all circulation processes and stores bibliographic data in MARC format. Interfaced to receive OCLC records. Connected to the Rolling Prairie Library System to share data.

Step 2--August 1991

Free upgrade of CLSI software (release #28). Will provide additional statistical and management reporting ability on:

of items owned by volumes and titles per SCAT
% of circulation per SCAT
of overdues by material format
of patrons with overdues

No hardware is required to implement this upgrade. CLSI wants all of its libraries to upgrade to the most current release.

Step 3--Retrospective Conversion of Bibliographic Database

Convert electronically 80% of DPL's bibliographic database to MARC format. Apply authority control to author and subject headings. DPL staff will convert the remaining 20% of the bibliographic database records, which will include the reference and local history collections. Cost is projected at \$10,000.*

Equipment/software requirements:

1000 mg disk drive	11,000
1000 mg tape backup	9,250
Upgrade database management (UNIX)	3,000
Software reconfiguration fee	5,000
Supplies (backup tapes)	500
	<u>\$28,750 *</u>

* Money will come from the City Council--approved July 1991.

Step 4--Release 29--Can be implemented after 12/91

Future automation can be implemented when funding is available. However, it is possible that CLSI may require libraries to convert to release 29. For CLSI, this would help reduce the problem of providing technical support at several different release levels.

To load release 29, DPL must have:

All bibliographic records in MARC format
.5 mg of CPU memory per terminal (20 terminals = 10 mg of
memory required)
All terminals must be VT-100

Equipment/Software Requirements

Replace 2 lasers	6,000
Replace 6 terminals	2,500
Upgrade CPU speed	8,000
Upgrade CPU memory to 16 mg	8,000
	<u>\$24,500</u>

Release 29 is a complete revision of our circulation software. All of the circulation functions have been enhanced and will greatly improve access of patron and bibliographic data. Staff time will be saved in performing circulation functions along with improved access to patron data.

Release 29 software is free.

Step 5--Online Catalog

Provides improved and expanded access to bibliographic data for patrons and staff. Key word searching provides a powerful tool for locating information in our expanded database. Examples: patron could search for an individual song title on records/CD's owned. Partial or incomplete titles can be located easier. Bibliographies of materials owned or their topic can be produced by the patron. Patrons could access the database via their office or home computer. Patrons could see the status of the item(s) to determine if it is checked out or available for circulation.

Equipment/software

CL-CAT software	20,000
TCU terminal controller	2,000
Patron terminals (10 estimate)	5,000
Printers (3)	1,700
	<u>\$28,700</u>

Optional: tables/standards for patron terminals
and printers, est. \$10,000

Donald Sager
Contributing Editor

Professional Views

Should Public Libraries Be Compensated for Loaning Materials to Nonresidents, and if so, by Whom?

Service to nonresidents is one of the most vexing problems public libraries face today. All of our training and philosophies urge us to extend service to everyone who enters our door, and even to reach out to those who do not, yet public policy increasingly calls for equity by requiring those who benefit from a specific public service to pay for it.

There is also the argument that communities whose residents refuse to pay for quality library service should not have access to better libraries. Presumably, the residents of communities that are willing to tax themselves at a higher rate for good library service end up subsidizing service to neighboring freeloaders. When local taxpayers sour on this inequity, tax support for libraries is driven downward, and everyone suffers.

Despite these problems, state library agencies throughout the nation and the profession at large have been seeking statewide open access and the universal library card. This has been the proverbial philosopher's stone for public librarians for the past several decades, and it has led to progressive service policies, fostered interlibrary cooperation, and contributed to greater educational equity.

In many respects, public libraries are far ahead of other publicly supported services in granting access to nonresidents. Public school systems, for example, usually are only brought to open their doors to nonresident children by court order and usually to end segregation. Even parks and recreational agencies can be found to have restrictive policies where nonresidents are concerned.

But what happens when the good intentions of public library staff and trustees come face to face with irate taxpayers and public administrators who question the wisdom of granting open access to valuable library collections that were built at great cost over many years? In many instances, the communities that possess these great libraries now find themselves with deteriorating tax bases, infrastructures in need of repair or replacement, and populations with special needs.

Several seasoned administrators were asked to comment on this problem and to suggest some solutions for this issue.

Ginnie Cooper is the director of the Multnomah County Library in Portland, Oregon. Her institution has a nonresident borrowing agreement with adjacent library systems.

Between 10 and 12 percent of the Multnomah County Library's circulation of over five million items are checked out by nonresidents. How-

ever, we also estimate that reference and information service extended to nonresidents may be as high as 20 to 30 percent.

Since 1986, residents of Washington and Clackamas counties in Oregon and neighboring counties in Washington have been able to get Multnomah County Library cards. Residents of our county are similarly able to get library cards at the libraries located in these areas. The number of items checked out by these nonresidents at each library is calculated, and libraries are paid at the rate of 80 cents each for the loans in excess of the number checked out by residents of their county at the neighboring library. In almost every case, Multnomah County Library is used more by others than our residents use other libraries, so we receive the payment for this use.

Multnomah County Library anticipates receiving roughly \$63,500



Ginnie Cooper

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from neighboring library districts under this program, which is called the MIX Agreement. However, the agreement does not provide any reimbursement for reference and information service. Because our collection is large and has historic value, it is a major resource for people in this region.

residents. We have explained that there would be considerable cost for staff to enforce such a policy. Moreover, I am not sure that even this would result in stopping many nonresidents.

Many would find a way to use another's card or to use another's address within Multnomah County to

Some residents have gone so far as to suggest that we stop people at the library door to ensure that they are residents.—Ginnie Cooper

Some of our users ask why there is no charge for reference and information services, and our response is that reimbursement for nonresident circulation was a first step in cooperation in our area. Determining the amount of reference and information use by nonresidents is the logical next step. One reason this has not been done is that historically Multnomah County Library has always allowed anyone who called or walked in to use our reference services without regard to where people lived. Another reason is that we estimate this use is high—20 to 30 percent of the estimated 750,000 questions answered last year were likely to have come from nonresidents. Neighboring libraries are unlikely to be willing to pay for this more expensive service for their residents.

It has also been suggested that we charge individuals for library cards. The fee charged for a library card could be from \$50 to \$100 for a family card. Based on figuring funding for the library on a per capita basis, the average family who uses the library and lives in Multnomah County pays this much for the privilege. Whatever the fee to purchase a library card, what would probably happen is that few library cards would be purchased, and nonresident use would not decrease.

Some residents have gone so far as to suggest that we stop people at the library door to ensure they are

qualify for a card. Libraries that now enforce such fees report widespread cheating. A coworker or relative, for example, might allow someone who lives outside Multnomah County to use his or her card, thus avoiding the fee for the library card.

Instead of these negative alternatives, it is my belief that some major funding for the Multnomah County Library should be derived from nonresidents without imposing a fee on individuals. For example, there is a tax on employment which is being proposed in Multnomah County. It would collect funds from the approximately 30 percent of wage earners who live outside of Multnomah County. There is likely to be a high correlation between those who work in Multnomah County and those who use the Multnomah County Library.

Margaret McGowan is the director of the Wauwatosa (Wis.) Public Library, which is a member of the Milwaukee County Federated Library System. One of the requirements of system membership in Wisconsin is that all member libraries allow reciprocal borrowing by residents of other member communities. The Wauwatosa Public Library serves a significant number of nonresident borrowers.

Before I tackle the topic of this article, an explanation of the term

"nonresident borrowing" is in order. It is also referred to as "cross borrowing," "crossover borrowing," and "reciprocal borrowing." The terms refer to the activity of an individual who borrows from a library other than the library in the community where he or she resides.

Surveys have shown that there are several reasons why this phenomenon occurs. The library of the patron's choice has the following characteristics:

- proximity to one's home or place of business
- a pleasant environment (well-maintained, comfortable, and accessible)
- an up-to-date materials collection
- adequate parking

My experience with nonresident borrowing is parochial since my experience is based solely on the activity among the fifteen libraries in the Milwaukee County Federated Library System. The county has a long history of this type of borrowing, dating back to the early part of the century. A county contract was established to allow residents of suburban communities to borrow from the Milwaukee Public Library. The suburbs were charged per circulation for the service, and the Milwaukee Public Library was reimbursed. For the most part, this was not a reciprocal agreement because the Milwaukee residents could not borrow from suburban libraries until 1973, when the Milwaukee County Federated Library System was created, and system membership requirements mandated reciprocity.

Before reciprocity was established, cooperating library boards were assured that patterns of library use should not be expected to change, that patrons would continue to use the same library they had always used. It was established then that the charge for crossover borrowing would be the same as Milwaukee Public Library's charge. The prediction turned out to be false. Library directors quickly

learned that library users have little loyalty to one library and that they use the library that suits their needs best. Over a five-year period, the use of the suburban libraries by nonresidents rose astronomically and so did the payments to these libraries. I believe that the huge imbalance in patron borrowing between Milwaukee libraries and suburban libraries was the reason the Milwaukee Public Library cancelled its contract for borrowing before it had to pay for nonresident borrowing. A new agreement was hammered out, and the Milwaukee County Federated Library System assumed the responsibility for nonresident payments drawing upon its state aid. This became a large component of the budget and the beginning of financial problems for the Milwaukee County Federated Library System.

The question of whether there should be a charge for nonresident borrowing does not have an easy answer. Some professional, fiscal, and political aspects needed to be considered.

From a professional point of view, some librarians espouse the idea that there should be no charge for this kind of borrowing. It is an honorable point of view. After all, who can argue with the concept of the free public library. But there are those pragmatic souls who know that circulating materials carries with it an expense that is rising annually.

Public library boards are in the same position as the boards of corporations. While the profit motive is not as strong, pressure is placed on library board members by the city fathers to produce as much revenue as possible. As the tax base shrinks and revenues decrease, politicians also stress user charges to fill nearly empty coffers. The idea that people who do not reside in their community would be checking out materials free of charge is anathema to them, notwithstanding that these folks walk on the carpeting and wear it out.

My bias dictates there should be a charge for nonresident borrowing, but the question is who should pay it? I think that state and local governments have to assume this responsibility.

In Milwaukee County, state monies pay for part of the nonresident borrowing through system funding. This payment has become so large that it is now crippling system services. The state, however, has been pushing the idea of nonresident borrowing as it promotes a statewide library card. If this initiative ever flies, the state should underwrite most of the cost.

Communities whose residents do their borrowing at libraries other than their own need to pick up part of the cost also. By not contributing, governmental bodies are relaxing their responsibility for developing good library services in their community. Generally, the patrons using the nonresident borrowing privilege are not getting what they want from their local library and have the moxie to go where their needs are best met. The governments concerned are really getting away with murder. They are not supporting their libraries well enough to enhance materials collections or to maintain the buildings and therefore are saving money when their residents can borrow from another library without charge.

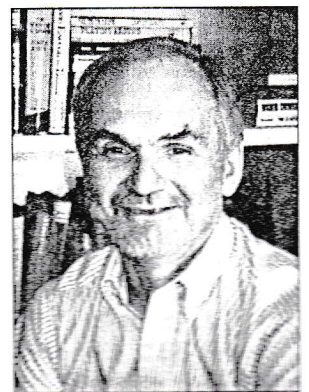
Why not let the nonresidents pay for service with the issuance of a traditional nonresident borrowing card for an annual \$50 fee? If each circulation costs \$1, \$50 will pay for fifty books to be circulated based on the \$1 circulation charge. The problem with this solution is that it does not work. The nonresident card usually allows for family use. Based on the nuclear family using the card weekly and drawing out three books per person, the cost of the borrowing is \$624 per year (4 people \times 3 books \times \$1 \times 52 weeks). The community where the library is located is losing \$574 per year per nonresident card. Try selling a nonresident card for \$624.

The Milwaukee County Federated Library System finds reimbursement for nonresident borrowing a definite problem. Who should pay for the borrowing is just as complicated. The rhetoric will continue.

Richard Waters is the principal consultant, HBW Associates, Inc., of Dallas, Texas, and a frequent consultant on many major studies involving public library administration and cooperative planning.

Let's play "pretend." Let's pretend that we live in the city, and the city has a public library. Many years ago, perhaps before our time, the city was larger, and the greater majority of the people in the area came to the city to shop, to dine out, to go to the movies. The city was a hub of activities. Most people who lived in the area—and the city is in the area—were city residents. The public library's financial support was adequate.

In thirty to forty years, the changes began to take place. Many people moved from the city. However, they did not move far—just out into the "country." As the people moved, we began to notice that retail stores, cinemas, and restaurants followed the people into the country, first to shopping centers and then to malls. We also noticed that new schools were built in the country and more and more youth attended the new schools. The city continued to be "home" for government—city and county offices were still downtown. Also



Richard Waters

remaining downtown were the larger banks, insurance company headquarters, and law firms. The library, whose principal form of financial support came from property taxes, began to note that more and more of its users—those who borrowed the majority of the books and audiovisual materials—lived in the country.

As these changes evolved, we learned that the city library (and the city fathers) had discussed with the county fathers the need for the county to provide some financial support for the city library. The county officials did not see why they should do so. After all, the main branch of the library was located downtown, and besides, there were more pressing needs for the county's money—roads and bridges to build and maintain, the jail to operate, lots of land for the sheriff to patrol, and a new county hospital to build and operate—a hospital that would be for everyone. Besides all of that, people still came into the city for some shopping and other activities, made purchases, and therefore provided sales tax revenue to the city.

the items loaned were to persons living outside the city limits, and about the same percentage of persons using the collections and attending library programs lived in the county and the surrounding areas. The library thought if they could survey telephone users concerning their place of residence, the results would be the same.

What to do? City tax support was not increasing commensurate with overall usage of the library. The city fathers explained that the tax base was not expanding as fast as the demand for services. People were more concerned about public safety, health services, and the condition of the streets and trash removal than they were about library books and story hours. In addition, over the past ten years, there had been some major, although subtle, changes in federal policies that had resulted in the disappearance of quite a bit of financial aid from federal sources.

What to do? The library looked at its budget projections, and it looked at its usage projections. The first line was flat, or at best there was

The state library, which provided some financial support (about 3 percent of the total), indicated they did not approve of the new charge, and they might have to withdraw their financial support because the nonresident charge would be counter to the spirit of the free public library. The city library then suggested they would not levy the nonresident charge if the state would reimburse it for the expenses incurred in serving nonresidents. The state thought that was not a bad idea, but their budget was also not increasing because the state, over the past several years, had been mandated by Washington to undertake many services for which there was inadequate state tax revenues, and the dollars were not coming to the statehouse from Washington as they had in the past.

What to do? The city library decided its only recourse was to levy the nonresident charge. In an effort to make the charge as fair as possible, a system was developed whereby those who borrowed many items would pay more than those who used the library once or twice a year. This was accomplished by having a transaction charge, not an annual charge. The system that the city worked out also resulted in the per transaction charge for the heavy users which was less than that paid by the light users, but in all cases every attempt was made to ensure that the charge paid by the nonresidents was reasonably close to the per capita support financed by city taxes. Of course, the system was unable to collect charges from those nonresidents who used the library in-house but did not borrow.

What happened? As you can imagine, many noncity residents were quite upset. They protested that they paid city sales taxes, (which was certainly true, but no one knew how much) they worked downtown, etc. Many stopped using the city library—for awhile. Others figured out that if they went to a library in a suburban community (smaller library, lesser service),

Let's play "pretend." Let's pretend that we live in the city, and the city has a public library. Many years ago, perhaps before our time, the city was larger, and the greater majority of the people in the area came to the city to shop, to dine out, to go to the movies. The city was a hub of activities. Most people who lived in the area—and the city is in the area—were city residents. The public library's financial support was adequate.—Richard Waters

What to do? The city library, which now included branch libraries, decided to take a survey and determine exactly where and who their users were. They recruited the Friends of the Library to conduct the survey, and within a few weeks, the results were in. The survey indicated what had long been surmised—60 to 70 percent of

only a slight upward bend. The second line was upward without question. The city library—with the approval of the city fathers—decided to impose a charge on those who borrowed items and did not live or own property in the city. It was determined that the charge would be based upon the per capita support of the library.

they could get books without charge from the city library via interlibrary loan. After a year or two, most of the protesting ceased and the use of the library was back to near normal. However, usage has not returned to the same level as before the nonresident charge was imposed—at least not as high as the library projected it to be for circulation. The library also noticed that whenever a person moved into the area from a part of the country where public library service was funded via a library district (or was county-wide), came to register for a library card, and was told that there would be a charge, the reaction was one of disbelief and dismay. When the city library circulation staff explained the situation, the newcomer replied, "This is not the way we did it back home. Why do you put up with this?"

What to do?

Mona Carmack is the director of the Johnson County Library in Shawnee Mission, Kansas. She has experience in nonresident and reciprocal borrowing agreements.

Over many years of observing cooperative agreements in practice, I've drawn a few conclusions:

- Payment between libraries is an unnecessary burden, with the record keeping probably costing more than the service itself.
- Seldom do libraries feel any great burden by serving reciprocal needs. However, reciprocal borrowing agreements between library systems are very different issues than service to nonresidents who do not have somewhat equal library service of their own.
- Assumptions should not be made about projected usage without adequate study. Surprises are usually in store! I recall the surprise of a poorly funded regional library system located in a resort area that was being heavily used after a reciprocal borrowing agreement

went into effect. During the reporting periods, the small, poor system was more heavily used by big city borrowers than the reverse. The big city library had been convinced for many years that a great number of nonresidents would use their facilities. It didn't happen that way.

- There will be instances of abuse and there will be losses, but the losses seem to occur with the same regularity, regardless of the residence of the borrower and whether the borrower crosses municipal or county boundaries. There will always be the problem patron who will create chaos by stealing all of the antique books in four library systems and who will be remembered forever by conscientious contract negotiators. Those problems will occur and should not be considered out of proportion to their actual occurrences.
- The attitudes of the library staff are of primary importance. A service attitude will make a reciprocal borrowing agreement easy to negotiate and administer.

In the current climate of cost recovery, fees, budget cuts, and related crises, it is easy to look for any means of revenue. However, reciprocal borrowing is not that source.

Library users in the Kansas City metro area love reciprocal borrowing. Thousands of residents pass each other on the freeways every day going to work in jurisdictions across state lines and city boundaries. At least thirty cities have contiguous borders within the metro area, and two dozen others are close by. The library users don't want to be bothered by political jurisdictions when they want to use a library; they simply want convenience.

There are probably many horror stories about failed reciprocal borrowing agreements, but I have not heard of them. All I know is that the library systems operating in the Kansas City metropolitan area are

generous in their cooperative attitudes, and hundreds of thousands of library users appreciate their library's efforts.

If turf wars exist among the public library systems of the Kansas City metropolitan area, such wars are not easily detected. An agreement for reciprocal borrowing was signed in 1990 by the Kansas City (Mo.) Public Library, Kansas City (Kans.) Public Library, Johnson County (Kans.) Library, and Olathe (Kans.) Public Library. Other cooperative agreements among other area systems also exist.

An agreement between the cooperating libraries was based on the premise that the purpose was to serve the library patron, and that the agreement was between the public library systems.

The agreement cuts through all the issues that often define such negotiations: how much payment for the net lending library, whether to issue a special card, where the patron should return materials, and how to handle fines and losses. These issues have been solved by libraries in a variety of ways, but the libraries in the Kansas City area resolved to serve the patron, eliminate unnecessary tasks and record keeping, and keep it simple.

The following procedures were implemented after agreement on the policy issues of statistics, criteria for patron use of other libraries, and delinquencies:

- CARDS. Borrowing privileges are extended to patrons of participating library districts upon their application. The basis of this privilege is ownership of a participating library district's card.
- STICKERS. Stickers reading 'A Metro Library Card' are affixed to library cards to indicate that the card has been activated as a 'metro' card.
- STATISTICS. Semiannual statistics on borrower and transaction usage are reported by all participants in January and July.

- **FINES.** Fines are charged for returned overdue materials in accordance with the policies of the library system where the materials are returned. Libraries collecting fines will retain any monies collected. Overdue notices and bills will be issued from the lending library directly to the patron. No reimbursement will be provided to other participating libraries. All overdue and lost material procedures shall be the procedures of the lending library. A routing slip will be placed in all materials returned through the courier.
- **COURIER.** Patrons may return materials to any participating library. Such materials will be returned to the owning library via courier.

Henry E. Bates is the director of the Mendocino County Library in Ukiah, California, former director of the Milwaukee Public Library and the Milwaukee County Federated Library System, and a consultant in the field.

I remember well many battles in Wisconsin in the early 1980s. One hotly contested issue which comes to mind, almost ten years later, was over the charging of nonresidents for borrowing privileges. The whole question of buying just popular materials, rather than reference or noncirculating items, so as to increase use by "outsiders" was looked upon with less-than-sympathetic eyes by many philosophically service-oriented librarians. This was a big issue within the Milwaukee County Federated Library System.

Now California has many problems, many of them relating to the cumulative effect of Proposition 13. However, California has universal borrowing and equal-access provisions that skirt many of the problems that Wisconsin and other states experience. Over nineteen million direct loans are expected in California this fiscal year! That rep-

resents a lot of nonresidents traveling to another library to borrow materials. How does it work?

Article 4 of the California Library Services Act states:

Section 18730. Special Service Programs. Any California public library may participate in universal borrowing. Public libraries participating in universal borrowing may not exclude the residents of any jurisdiction maintaining a public library. Public libraries that incur a net imbalance shall be reimbursed for the handling costs of the net loans according to the allocation formula developed pursuant to subdivision (f) of Section 18724. Reimbursements shall be incurred only for imbalance between: a) System member libraries and independent public libraries, b) Independent public libraries with each other, and c) Member libraries of one system with member libraries of other systems.

The California Library Services Board developed regulations which implemented this equitable scheme for direct borrowing. Of course, libraries participating in the program would not charge any fee to nonresidents for borrowing privileges. Reserves and interlibrary loan requests are handled under the same rules and policies applied to local borrowers. Also, the same rules and policies that are resident in the local library are applicable to the nonresident borrower.

There are no limits on the type of material eligible for reimbursement. Any type of material a library will loan that will fulfill a user's request is eligible.

How universal is the equal access and universal borrowing program in the state of California? Of the 168 public library jurisdictions, 165 participate in one or both of the programs. Briefly, the equal-access provision is borrowing over the counter by nonresidents who are part of a library system. Universal borrowing applies to any resident of the state.

In the 1989/90 fiscal year, there were 15,108,450 gross direct loans. A total of \$3,375,732 was expended by the state library to reimburse local libraries for their net borrowing activity. The present fiscal year es-

timates that the gross direct loans will exceed 19 million.

This popular program has put a strain on a state that is still suffering from the damaging Proposition 13 enactment. Estimates of twenty million direct loans for the fiscal year starting July 1, 1991, could be low. The popularity of the program is significant when you consider that the state library does not actively promote the direct-loan program, nor do most of the local libraries. Most librarians feel that the 55 cents per net direct-loan reimbursement is not enough to cover the cost of circulating a book. The continued growth of the program could be stymied by fiscal limitations imposed by the state and unhappiness over the rate of reimbursement. For the present it is a very successful program serving many of the residents of California.

My knowledge of direct-loan programs financed by other states is limited. However, I believe there are not many states that are allowing equal access and universal borrowing. Probably none are doing it to the tune of over \$3 million a year.

Conclusion

Each of the contributors to this column clearly supports broad access to library resources and services for individuals who may reside outside their political jurisdiction. There is also consensus that a net lending library should be compensated for use by nonresidents. Clear differences arise over how the compensation should be provided, how much should be paid, and which jurisdiction(s) should pay.

To some degree, these differences of opinion reflect the weaknesses of the American public library system. The profession does not have any uniform or commonly accepted formula for pricing the value of its services, and so libraries run the risk of having these costs arbitrarily determined by other authorities or accepting reimbursement on whatever basis dictated by another

jurisdiction. If there is to be a future for the institution in an increasingly more competitive climate for the tax dollar, library trustees and administrators must accept greater responsibility for defining the economic value of library services.

Second, it should be evident that public libraries cannot rely upon eighteenth-century political jurisdictions to support twenty-first-century information needs. The basis for public library support in most states is the local property tax, assessed by whatever political jurisdiction fate determined would offer this benefit to its own residents. The automobile, mass transit, and the mobility of modern society made that financing system obsolete.

Library staff will continue to be required to restrict access to nonresidents by local officials as long as financial support is limited to the local community. Access to the rich educational and information resources of the American public library is not a purely local concern. It is a regional concern. It is a state obligation. It is essential to the nation. The profession and its associations must affirm the need for a local, state, and federal partnership in adequately financing library service and must lobby more actively than ever before.

Finally, the profession needs to come to grips with the reality that we have an obligation to serve everyone entering our door who seeks our assistance. Just as we have taken steps to banish racial segregation, physical barriers to the handicapped, and censorship, we also have an obligation to remove limitations based on residency.

Allerton Institute 1991 Applying Research to Practice October 27-29, 1991

The 1991 Allerton Institute is designed to assist administrators use data collection and research to improve library management. Participants will identify the essential components of library research activity, learn how to incorporate research steps into a decision-making process, and explore ways to work with outside research and funding agencies. The institute will focus on applied research and will consider when to conduct research as well as what questions to ask.

The Allerton Institute, sponsored by the **University of Illinois Graduate School of Library and Information Science**, is held at Robert Allerton Park near Monticello, Illinois. Conference fee: \$350, includes registration, room and board

Glenn Holt, director of the St. Louis Public Library will present the keynote address, "**Research for Change: Creating Strategic Futures for Public Libraries.**"

Speakers include **Nancy Van House, Blaise Cronin, Jane Robbins, Margaret Kimmel, Debra Johnson, Jana Bradley, and Keith Lance.**

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