

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

November 17, 1988 4:30 P.M.

- I. Call to Order - Mark Sorensen, President
- II. Approval of Minutes
 - A. Meeting of October 20, 1988
 - B. Special Meeting of November 2, 1988
- III. Communication From The Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of October 24, 1988
 - B. Finance & Properties Committee
 1. Approval of bills for October 1988
 - C. Rolling Prairie
 1. Report on November RPLS Board meeting
- VI. Avenues to Excellence
 - A. Chapter 8, Reference Service
- VII. Old Business
 - A. Board/Staff Relations Task Force
 1. Meetings of October 20 and October 28, 1988
 - B. Reclassification Study
- VIII. New Business
 - A. Public Participation at Board Meetings
- IX. Adjournment

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

November 17, 1988

I. Roll Call

The meeting was called to order at 4:35 p.m. by President Sorensen. Members present: Mr. Sorensen, Mrs. Ohlsen, Mrs. Martin, Mr. Akin, Mr. Lockmiller, Mrs. Lutovsky, and Mr. Smith. Members absent: Mrs. Shade and Mr. Mueller. Staff present: Ms. Humphreys, Ms. Ballinger, Mr. Seidl, Mr. Kupish, and Mrs. Brooks.

II. Minutes

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

Regarding the minutes of the special meeting of November 2, 1988, Mrs. Martin requested that the words "from the staff" be added in the first sentence of the fourth paragraph after the word "received". The minutes were then approved as amended.

III. Communication From The Public

Mr. Owen Balding addressed the Board on a variety of concerns.

IV. City Librarian's Report

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

Because of a continuing circulation drop for the extension department, the Board suggested looking at changing the bookmobile stops and maybe adding stops for some of the Decatur Housing Authority high-rise complexes.

Mr. Seidl is still working with the library attorney on an ALTOS purchase/lease contract.

VII. Old Business

Mr. Sorensen asked that the Board deviate from the agenda order and next hear a report from Mr. Smith regarding the Board/Staff Relations Task Force. There were no objections to the deviation.

Mr. Smith reported that the committee has met and decided on a survey form. Those have been completed by the staff and forwarded to Charles Phillips, Director of the City Human Resources Department. The committee met again on November 16 and started reviewing the completed surveys. Out of 70 employees, 42 or 43 completed and turned in a survey. The Department of Human Resources will compile the results before the next meeting on December 7 at 3 p.m. Everything discussed in the meetings is to be kept confidential until the final report is compiled.

V. Reports of Committees

Personnel, Policy, and Public Relations: The minutes of the committee meeting of October 24, 1988 were mailed. Mrs. Martin requested that the last sentence on the first page be changed to: "It was also recommended that if a staff member wishes to address the committee, a written request should be submitted to the City Librarian five working days before the regularly scheduled meeting." She also added a sentence to the end of the second paragraph as follows: "The Decatur Public Library is participating in the City payroll system." With those additions, the minutes were approved.

Mrs. Martin noted that the committee is not prepared to present the proposed changes to the library personnel policy. Those items will be tabled.

The next committee meeting is scheduled for November 28 at 4:00 p.m.

Finance and Properties Committee: Mr. Akin made a motion to approve the October bills. The motion was seconded by Mr. Lockmiller, and unanimously carried on roll call vote.

Mr. Smith left at this time (5:15 p.m.).

Rolling Prairie: Mrs. Lutovsky attended the November business meeting.

VI. Avenues to Excellence

Chapter VIII, Reference Services, was reviewed and discussed.

VII. Old Business

Reclassification Study - Mr. Seidl recommended that any upgrades not take effect until May 1 because of increased health insurance rates and anticipated social security rate increases. The two new job titles which were developed from the study were the Junior Cataloger and the Telephone Page. It was the consensus of the board that the Long Range Planning Committee should look into a longer pay scale with more steps and basing step increases on merit. After some discussion regarding the library's financial situation, Mrs. Lutovsky made a motion to table any action on the study. Motion was seconded by Mrs. Martin and unanimously carried.

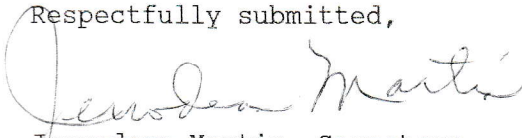
VIII. New Business

A proposed amendment to the bylaws regarding public participation at Board meetings was previously mailed. Mrs. Ohlsen made a motion that the change be approved as mailed. Motion was seconded by Mr. Lockmiller and unanimously approved.

IX. Adjournment

Mr. Sorensen adjourned the meeting at 6:10 p.m.

Respectfully submitted,

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

Jerrodean Martin, Secretary

Decatur Public Library Board of Trustees

City Librarian's Report

October 1988

I. Statistics

Circulation remained extremely stable with virtually no change from October 1987. Circulation for the past twelve months is up 1% over the previous twelve months. Interlibrary loans increased 156% to 186 items with the removal of the 20 cent charge. The Extension Department juvenile circulation, however, continues to show decreases at their school stops.

II. Budget

The library was awarded an LSCA mini-grant (\$9,550) for young adult materials and programs. Our second application for expanding services to senior citizens was denied.

Mrs. Lutovsky and Ms. Ballinger are working on a federal literacy grant application which is due November 18.

The library also received a \$2,500 grant from the Metro Decatur Chamber of Commerce Small Business Council to develop a collection of business resources.

During the first six months of the fiscal year, 49% of the library budget was expended. With the increased cost (\$9,000 to \$10,000) of health insurance, I estimate a total savings at the end of fiscal year 1988/89 of less than \$10,000.

III. Collection Development

The compact disc collection was opened to the public on November 1, 1988. Over two hundred CD's are available for circulation. A compact disc player was purchased to allow patrons to listen to CD's in the library. More CD's and the books-on-tape are in Technical Services being cataloged. A display case to house them is being constructed by the library maintenance man.

The Reference Department received its biannual inspection report from the Government Documents inspector. We received satisfactory to excellent ratings in the seven categories inspected. Congratulations to the reference department on this outstanding rating!

An important function the staff performs is the weeding of unused materials, out-of-date materials, duplicate copies, and worn or damaged materials. These materials take valuable shelf space and hinder the patrons from finding the materials they are looking for. When a decision is made concerning the possible upgrade to MARC records, weeding

the library's collection must be given a high priority to enable the library staff to remove material and thus avoid the expense of adding records that will never be used to the database.

IV. Personnel

The Staff Development Committee has determined the schedule for the staff institute day.

8:30 - 10:00	Sharon Pierce, Customer Relations for Library Staff
10:30 - 12:00	Sharon Pierce, Communication Skills
1:30 - 3:00	Jean Flynn, Disability Awareness
3:15 - 4:30	Wellness Center, How what you eat can affect your job performance

Mr. Brown, the bookmobile clerk/driver, is on leave of absence due to a health problem. He has been temporarily replaced by Evan Steven who was hired through Manpower.

Bev Roelleke, reference library assistant, will return to work November 10 after being on leave of absence for several months due to a health problem.

Debbie Dickson began working on October 21 for the Reference Department under the Certified Work Experience Program of JTPA. Under this program the library provides training while JTPA pays the employee's salary.

I will attend the advanced supervisor's program offered by the University of Wisconsin-Milwaukee the week of December 12 to 16.

Volunteers worked 199 3/4 hours during October. One of the new services provided by volunteers is manning the local history room twenty hours per week.

V. Public Relations

The Extension Department is doing mini-book reviews for WXFM radio station. Mrs. McGregor, Mr. Roberts and Mr. Serber take turns giving a one minute review three times a month.

WAND TV has been in the Library three times to film and research materials about World War II in promoting the "War and Remembrance" series. I was interviewed by Dick Westbrook for his "In Focus" show on Sunday, October 9.

The Library and the Arts Council presented a mime presentation featuring Rebecca Goold on October 11.

In November, the Library is sponsoring three National Issues Forums on the topics of AIDS, the national debt, and health care for seniors.

A teacher appreciation day is scheduled for Thursday, November 17.

VI. Buildings & Grounds

New snow tires were purchased for the bookmobile tractors after tests indicated that wear had removed most of the tires ability to pull the vehicle in snow.

A key padlock was installed on the computer room door to prevent the possibility of an unauthorized person entering the room. The lock was installed by the maintenance staff.

STATISTICAL REPORT

October 1988

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1988	27,801	1,865	26,149	55,815	656,822
1987	28,659	2,004	27,467	58,130	671,505
AV materials, 1988	8,636			8,636	104,326
1987	6,863			6,863	761,148
Total circulation, 1988	36,437	1,865	26,149	64,451	761,148
1987	35,522	2,004	27,467	64,993	755,648

TECHNICAL SERVICES

New books added	1,289
New titles added	592
Books withdrawn	946
Books mended	640
Gifts	423

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1988/89</u>	<u>YTD Expended 1987/88</u>	<u>Unexpended</u>
Personal Services	1,556,917	769,744	770,899	787,173
Operating	302,719	129,893	124,113	172,826
Capital & books	240,843	136,012	134,461	104,831

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	11	0	0	11
Library Assistants	8 + 5	0	0	8 + 5
Clerical	18 + 9	0	0	18 + 9
Pages	5 + 10	0	0	5 + 10
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: all positions are filled

COMPUTER DOWN-TIME FOR MONTH: 0

PATRONS REGISTERED: 269 adult, 15 youth, 54 juvenile = 338 total

Personnel, Policy, and Public Relations Committee

10/24/88

Jerrodean Martin, Chairperson, Robert Smith, Carol Ballinger, and Jim Seidl attended the 4:00 p.m. meeting in the Board Room.

The first topic discussed was a problem concerning vacation periods of eight employees. Employees hired before November 1973 receive their vacations at two different times during the year. Ten days are earned on January 1 of each year and the remaining ten days are earned on their anniversary date. The City is implementing a new personnel software payroll program which adds the vacation earned on the anniversary date. The present method is both confusing to the staff and difficult to administer.

The committee discussed several solutions and recommended that the eight staff members have from January 1, 1989 until their anniversary date in 1990 to use their vacation. On their anniversary date in 1990 and each year thereafter, they will receive 20 days of vacation. Mr. Smith noted that since the number of days granted on January 1 will exceed the normal vacation time, if a staff member used all of the allotted vacation time and retired or quit before earning additional time, the staff member is responsible for reimbursing the Library for vacation used but not earned. Mr. Seidl will explain to the eight staff members the vacation time due each person and the time requirements for using their vacation.

Mr. Seidl next discussed the procedure for employees who have suggestions or grievances. Section C, part 2 of the personnel policy outlines the steps an employee follows concerning a grievance. An employee with a grievance should communicate the grievance to their immediate supervisor. If the grievance is not resolved, the employee may seek and shall receive a hearing of this grievance at successively higher levels of administrative authority. If the grievance has not been satisfactorily resolved with the chain of administrative authority, an employee may seek and shall be granted a hearing before the Personnel, Policy, and Public Relations Committee of the Library Board of Trustees.

A similar policy does not exist for an employee who has suggestion. However, a staff suggestion box is located in the break area.

It was noted that the Library table of organization should be updated to reflect the changes of the past three years. Mr. Seidl will develop a new table of organization for the November 28 meeting. A policy similar to the grievance procedure will be developed and reviewed at this meeting. It was also recommended that when a staff member has a request for the committee, a written request to see the committee be submitted to the City Librarian five working days before the regularly scheduled meeting.

Mr. Seidl informed the committee that he was attending a seminar on October 26 on Section 89 of the 1986 tax law that directly affects the library's medical and life insurance benefits. A report will be given at the next committee meeting concerning this law and its effects.

The committee noted the appearance of Mr. Owen Balding at several of the past Board meetings.

The meeting was adjourned at 5:15 p.m.

A handwritten signature in cursive script, appearing to read "Jim Seidl".

Part F, Section 2, subsection o:

Proposed

- o. Employees are encouraged to submit suggestions concerning but not limited to: improvements in working conditions; terms of employment; library procedures; library regulations; safety-related areas.
 - 1. Suggestions should be communicated to the employee's immediate superior. The supervisor will communicate to the employee with status of the suggestion within thirty (30) days.
 - 2. Employees may seek and shall be allowed to pass their suggestion on to successively higher administrative authority if they disagree with the supervisor's recommendation. The status of the suggestion will be reported to the employee within thirty (30) days.
 - 3. If the suggestion has not been satisfactorily resolved with the Library administrative authority, an employee may seek and shall be granted a hearing before the Personnel, Policy, and Public Relations Committee of the Library Board of Trustees. Requests to address the committee must be submitted to the City Librarian five (5) working days before the regularly scheduled committee meeting.

Part F, section 7, subsection c (add to existing subsection):

Proposed:

- c. Requests to address the committee must be submitted to the City Librarian five (5) working days before the regularly scheduled meeting.

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 10/31/88

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/13/88	TREAS-PAYROLL CLEARING	41,015.09	764	10/13/88	REGULAR SALARIES
10/13/88	ANDERSON, KATHEN	1,135.23	19887	10/13/88	TEMPORARY SALARIES
10/03/88	POSTMASTER	100.00	19893	10/03/88	CONFERENCE AND OTHER TRAVEL
10/03/88	POSTMASTER	62.64	19893	10/03/88	CONFERENCE AND OTHER TRAVEL
10/03/88	VEATCH, L	26.61	20004	10/03/88	CONFERENCE AND OTHER TRAVEL
10/07/88	ILL BELL MEDICAL INSURANCE	650.59	20054	10/07/88	TELEPHONE
10/10/88	TREAS-NON MEDICAL INS	4,240.75	20055	10/10/88	HOSPITAL AND MEDICAL INSURANCE
10/10/88	TREAS-NON MEDICAL INS	1,206.00	20055	10/10/88	GROUP LIFE INSURANCE
10/10/88	TREAS-NON MEDICAL INS	1,251.67	20055	10/10/88	WORKMEN'S COMPENSATION
10/10/88	TREAS-NON MEDICAL INS	1,010.83	20055	10/10/88	MOBILE VEHICLE INSURANCE
10/10/88	TREAS-NON MEDICAL INS	1,001.09	20055	10/10/88	BUILDER VEHICLE INSURANCE
10/10/88	TREAS-NON MEDICAL GARAGE FD	1,014.67	20055	10/10/88	PROPERTY INSURANCE
10/10/88	TREAS-GENERAL FUND	127.06	20057	10/10/88	GENERAL LIABILITY INSURANCE
10/10/88	TREAS-GENERAL FUND	2,567.75	20058	10/10/88	GAS
10/10/88	TREAS-PETTY CASH	46.80	20060	10/10/88	TRANSFER TO GENERAL FUND
10/10/88	TREAS-PETTY CASH	4.15	20060	10/10/88	CONFERENCE AND OTHER TRAVEL
10/10/88	TREAS-PETTY CASH	19.65	20060	10/10/88	POSTAGE
10/10/88	TREAS-PETTY CASH	17.18	20060	10/10/88	MATERIALS TO MAINT BLDGS
10/10/88	TREAS-PETTY CASH	12.00	20061	10/10/88	OFFICE SUPPLIES
10/10/88	TREAS-PETTY CASH	11.00	20061	10/10/88	SERV TO MAINT AUTO EQUIPMENT
10/10/88	TREAS-PETTY CASH	14.53	20061	10/10/88	OFFICE SUPPLIES AND OTHER TRAVEL
10/10/88	TREAS-PETTY CASH	2.40	20061	10/10/88	POSTAGE
10/10/88	TREAS-PETTY CASH	56.90	20061	10/10/88	GASOLINE
10/10/88	TREAS-GENERAL FUND	10.82	20061	10/10/88	MATERIALS TO MAINT BLDGS
10/10/88	TREAS-GENERAL FUND	10.75	20061	10/10/88	MATERIALS TO MAINT AUTO EQUIP
10/10/88	TREAS-GENERAL FUND	94.35	20061	10/10/88	OFFICE SUPPLIES
10/10/88	TREAS-GENERAL FUND	124.85	20061	10/10/88	POSTAGE
10/10/88	TREAS-GENERAL FUND	8.20	20061	10/10/88	OFFICE SUPPLIES
10/10/88	TREAS-GENERAL FUND	9.82	20061	10/10/88	ADVERTISING ADULT
10/10/88	TREAS-GENERAL FUND	17.79	20061	10/10/88	BOOKS-MAIN JUVENILE
10/10/88	TREAS-GENERAL FUND	11.31	20061	10/10/88	BOOKS-MAIN JUVENILE
10/10/88	TREAS-GENERAL FUND	21.26	20061	10/10/88	BOOKS-MAIN REFERENCE
10/10/88	TREAS-GENERAL FUND	32.00	20061	10/10/88	BOOKS-EXTENSION JUVENILE
10/10/88	TREAS-GENERAL FUND	48.00	20061	10/10/88	AV-VIDEO SALARIES
10/10/88	TREAS-GENERAL FUND	48.00	20061	10/10/88	TEMPORARY SALARIES
10/10/88	TREAS-GENERAL FUND	100.15	20061	10/10/88	CONFERENCE AND OTHER TRAVEL
10/18/88	GRILLAGHER, JAMES	1.05	20067	10/18/88	TRAINING SCHOOL
10/19/88	RICHLAND TELEPHONE CO	150.31	20098	10/19/88	TELEPHONE
10/20/88	TREAS-GENERAL FUND	40.75	20060	10/20/88	CONFERENCE AND OTHER TRAVEL
10/20/88	TREAS-GENERAL FUND	35.00	20060	10/20/88	POSTAGE
10/20/88	TREAS-GENERAL FUND	35.57	20060	10/20/88	BOOKS-MAIN ADULT
10/20/88	TREAS-GENERAL FUND	96.66	20060	10/20/88	BOOKS-MAIN JUVENILE
10/20/88	TREAS-GENERAL FUND	68.14	20060	10/20/88	BOOKS-MAIN JUVENILE
10/20/88	TREAS-GENERAL FUND	41.78	20060	10/20/88	BOOKS-EXTENSION JUVENILE
10/20/88	TREAS-GENERAL FUND	48.00	20060	10/20/88	TEMPORARY SALARIES
10/20/88	TREAS-GENERAL FUND	96.00	20060	10/20/88	TEMPORARY SALARIES
10/20/88	TREAS-GENERAL FUND	46,662.92	20069	10/20/88	REGULAR SALARIES
10/20/88	TREAS-GENERAL FUND	1,541.53	20070	10/20/88	SERV TO MAINT AUTO EQUIPMENT
10/20/88	TREAS-GENERAL FUND	9.50	20070	10/20/88	CONFERENCE AND OTHER TRAVEL
10/20/88	TREAS-GENERAL FUND	3.76	20070	10/20/88	POSTAGE
10/20/88	TREAS-GENERAL FUND	9.45	20070	10/20/88	MATERIALS TO MAINT BLDGS
10/20/88	TREAS-GENERAL FUND	66.33	20070	10/20/88	OFFICE SUPPLIES
10/20/88	TREAS-GENERAL FUND	73.83	20070	10/20/88	TELEPHONE
10/20/88	TREAS-GENERAL FUND	22,695.43	20070	10/20/88	RETIREMENT-IMRF
10/20/88	TREAS-GENERAL FUND	110.00	20070	10/20/88	PROFESSIONAL MEMBERSHIP FEES
10/20/88	TREAS-GENERAL FUND	56.00	20070	10/20/88	BOOKS-PAPERS-MAIN ADULT

FORM 1471 PRINTED BY THE STANDARD COMPANY, INC. 10/10/88

FOR PERIOD ENDING 10/31/88

DATE OF REQUEST	VENDOR	CHECK NUMBER	AMOUNT	CHECK DATE	DESCRIPTION
10/10/88	AMER LIBRARY ASSN	20323	56.00	10/31/88	MAG/PAPERS--MAIN JUVENILE
10/10/88	AMER LIBRARY ASSN	20323	147.00	10/31/88	MAG/PAPERS--EXTEN ADULT
10/10/88	AUDIO BUFF CO., INC	20324	56.00	10/31/88	AV-CASSETTES
10/27/88	AUDIO BUFF CO., INC	20325	220.51	10/31/88	AV-CASSETTES
10/27/88	ARATER SERVICES, INC.	20326	27.71	10/31/88	JANITORIAL SUPPLIES
10/27/88	ASMER RADIO RELAY LEAGUE	20329	50.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/27/88	ASMER RADIO RELAY LEAGUE	20330	43.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/27/88	AMERICA	20333	53.00	10/31/88	BOOKS--MAIN ADULT
10/17/88	AMERICA	20336	186.17	10/31/88	BOOKS--MAIN ADULT
10/17/88	AMERICA	20338	114.99	10/31/88	BOOKS--MAIN ADULT
10/17/88	AMERICA	20344	132.20	10/31/88	BOOKS--MAIN ADULT
10/25/88	AMERICA	20348	171.82	10/31/88	BOOKS--MAIN ADULT
10/17/88	AMERICA	20349	63.70	10/31/88	BOOKS--MAIN ADULT
10/17/88	AMERICA	20349	37.04	10/31/88	BOOKS--MAIN ADULT
10/17/88	AMERICA	20349	58.74	10/31/88	BOOKS--MAIN ADULT
10/17/88	AMERICA	20349	16.79	10/31/88	BOOKS--MAIN ADULT
10/17/88	AMERICA	20349	184.45	10/31/88	BOOKS--EXTENSION JUVENILE
10/17/88	AMERICA	20350	119.72	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20350	1.53	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20350	25.81	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20350	21.77	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20350	70.02	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20351	1.76	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20351	186.31	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20351	156.09	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20351	454.30	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20351	10.17	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20351	4.17	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20351	1.67	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20352	95.09	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20352	95.34	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20352	149.65	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20352	199.29	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20353	1.12	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20353	9.04	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20353	49.19	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20353	27.98	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20353	93.71	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20353	1.73	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20354	690.14	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20354	220.54	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20354	14.56	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20354	84.56	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20354	32.51	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20354	74.90	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20354	127.63	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20356	3.81	10/31/88	BOOKS--EXTENSION ADULT
10/17/88	AMERICA	20375	1045.00	10/31/88	SERV TO MAINT OFFICE EQUIP
10/17/88	AMERICA	20376	609.80	10/31/88	SERV TO MAINT OFFICE EQUIP
10/17/88	AMERICA	20377	128.16	10/31/88	MATERIALS TO MAINT BLDGS
10/17/88	AMERICA	20378	111.76	10/31/88	MATERIALS TO MAINT BLDGS
10/17/88	AMERICA	20379	134.85	10/31/88	MATERIALS TO MAINT BLDGS
10/17/88	AMERICA	20379	17.09	10/31/88	MATERIALS TO MAINT BLDGS
10/17/88	AMERICA	20395	129.99	10/31/88	MATERIALS TO MAINT BLDGS
10/17/88	AMERICA	20396	74.91	10/31/88	MATERIALS TO MAINT BLDGS

FOR PERIOD ENDING 10/31/88

DATE OF REQUEST	VENDOR	CHECK NUMBER	AMOUNT	CHECK DATE	DESCRIPTION
10/17/88	CHARLES R. ANDERSON	20398	10.00	10/31/88	BOOKS--MAIN REFERENCE
10/18/88	CHANGING TIMES	20400	45.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/19/88	CHANGING TIMES	20401	30.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/20/88	CHANGING TIMES	20402	1.03	10/31/88	MAG/PAPERS--MAIN ADULT
10/21/88	CHANGING TIMES	20403	2.33	10/31/88	MAG/PAPERS--MAIN ADULT
10/22/88	CHANGING TIMES	20404	235.87	10/31/88	MATERIALS TO MAINT BLDGS
10/23/88	CHANGING TIMES	20405	988.00	10/31/88	OFFICE SUPPLIES
10/24/88	CHANGING TIMES	20406	18.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/25/88	CHANGING TIMES	20407	39.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/26/88	CHANGING TIMES	20408	20.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/27/88	CHANGING TIMES	20409	84.00	10/31/88	BOOKS--MAIN REFERENCE
10/28/88	CHANGING TIMES	20410	23.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/29/88	CHANGING TIMES	20411	50.65	10/31/88	MAG/PAPERS--MAIN ADULT
10/30/88	CHANGING TIMES	20412	175.00	10/31/88	OFFICE SUPPLIES
10/31/88	CHANGING TIMES	20413	2.00	10/31/88	OTHER PROFESSIONAL SERVICES
10/31/88	CHANGING TIMES	20414	2.00	10/31/88	BOOKS--MAIN ADULT
10/31/88	CHANGING TIMES	20415	45.82	10/31/88	BOOKS--MAIN ADULT
10/31/88	CHANGING TIMES	20416	163.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20417	320.00	10/31/88	BOOKS--MAIN ADULT
10/31/88	CHANGING TIMES	20418	48.00	10/31/88	BOOKS--MAIN REFERENCE
10/31/88	CHANGING TIMES	20419	48.00	10/31/88	BOOKS--MAIN REFERENCE
10/31/88	CHANGING TIMES	20420	22.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20421	70.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20422	40.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20423	49.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20424	8,461.92	10/31/88	ELECTRICITY
10/31/88	CHANGING TIMES	20425	1.45	10/31/88	AV-VIDEOS
10/31/88	CHANGING TIMES	20426	30.00	10/31/88	BOOKS--MAIN REFERENCE
10/31/88	CHANGING TIMES	20427	327.00	10/31/88	PROFESSIONAL MEMBERSHIP FEES
10/31/88	CHANGING TIMES	20428	338.98	10/31/88	PRINTING AND BINDING
10/31/88	CHANGING TIMES	20429	38.00	10/31/88	TELEPHONE
10/31/88	CHANGING TIMES	20430	391.04	10/31/88	POSTAGE
10/31/88	CHANGING TIMES	20431	942.91	10/31/88	RENTAL-EQUIPMENT ADULT BLDG
10/31/88	CHANGING TIMES	20432	20.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20433	356.40	10/31/88	MATERIALS TO MAINT ADULT EQUIP
10/31/88	CHANGING TIMES	20434	35.00	10/31/88	MAG/PAPERS--MAIN REFERENCE
10/31/88	CHANGING TIMES	20435	35.00	10/31/88	MAG/PAPERS--MAIN REFERENCE
10/31/88	CHANGING TIMES	20436	15.00	10/31/88	OTHER PROFESSIONAL SERVICES
10/31/88	CHANGING TIMES	20437	40.00	10/31/88	SERV TO MAINT AND OTHER TRAVEL
10/31/88	CHANGING TIMES	20438	40.00	10/31/88	CONFERENCE--MAIN ADULT
10/31/88	CHANGING TIMES	20439	25.00	10/31/88	BOOKS--MAIN REFERENCE
10/31/88	CHANGING TIMES	20440	22.56	10/31/88	BOOKS--MAIN ADULT
10/31/88	CHANGING TIMES	20441	19.95	10/31/88	MATERIALS TO MAINT ADULT EQUIP
10/31/88	CHANGING TIMES	20442	58.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20443	40.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20444	35.00	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20445	385.86	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20446	165.04	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20447	36.00	10/31/88	BOOKS--EXTENSION JUVENILE
10/31/88	CHANGING TIMES	20448	32.00	10/31/88	MAG/PAPERS--EXTENSION ADULT
10/31/88	CHANGING TIMES	20449	48.00	10/31/88	MAG/PAPERS--EXTENSION ADULT
10/31/88	CHANGING TIMES	20450	45.00	10/31/88	MAG/PAPERS--EXTENSION ADULT
10/31/88	CHANGING TIMES	20451	55.00	10/31/88	MAG/PAPERS--EXTENSION ADULT
10/31/88	CHANGING TIMES	20452	43.00	10/31/88	MAG/PAPERS--EXTENSION ADULT
10/31/88	CHANGING TIMES	20453	89.00	10/31/88	MAG/PAPERS--EXTENSION ADULT
10/31/88	CHANGING TIMES	20454	281.22	10/31/88	CONFERENCE--MAIN ADULT
10/31/88	CHANGING TIMES	20455	10.00	10/31/88	SERV TO MAINT ADULT BLDG
10/31/88	CHANGING TIMES	20456	19.95	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20457	49.50	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20458	94.50	10/31/88	MAG/PAPERS--MAIN ADULT
10/31/88	CHANGING TIMES	20459	2.18	10/31/88	BOOKS--PROFESSIONAL

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FOR PERIOD ENDING 10/31/88

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/27/88	PROF MEDIA SERVICE CORP	71.73	20602	10/31/88	AV-VIDEOS
10/27/88	PUBLISHERS WEEKLY	165.00	20603	10/31/88	MAG/PAPERS--MAIN ADULT
10/27/88	PUBLISHERS WEEKLY	165.00	20603	10/31/88	MAG/PAPERS--MAIN REFERENCE
10/27/88	PUBLISHERS WEEKLY	165.00	20603	10/31/88	MAG/PAPERS--EXTEN ADULT
10/27/88	R L POLK & COMPANY	5.00	20616	10/31/88	BOOKS--PROFESSIONAL
10/27/88	R L POLK & COMPANY	5.00	20616	10/31/88	BOOKS--MAIN REFERENCE
10/27/88	R R BOWKER	179.50	20624	10/31/88	BOOKS--PROFESSIONAL
10/27/88	R R BOWKER	160.00	20624	10/31/88	BOOKS--PROFESSIONAL
10/27/88	R R BOWKER	162.00	20626	10/31/88	TRAINING SCHOOL
10/27/88	R R BOWKER	324.00	20626	10/31/88	MAG/PAPERS--MAIN ADULT
10/27/88	R R BOWKER	54.24	20631	10/31/88	MAG/PAPERS--EXTEN ADULT
10/27/88	SATILETS, INC.	69.27	20645	10/31/88	OFFICE SUPPLIES
10/27/88	SMITHSONIAN INSTITUTION PRESS	25.87	20648	10/31/88	BOOKS--MAIN ADULT
10/27/88	STALEY'S WELDING SERVICE	42.00	20651	10/31/88	SERV TO MAINT AUTO EQUIPMENT
10/27/88	SCOTT PUBL CO	320.00	20653	10/31/88	MAG/PAPERS--MAIN ADULT
10/27/88	ST TERESA HIGH SCHOOL	20.00	20667	10/31/88	BOOKS--MAIN REFERENCE
10/27/88	3M	2,370.00	20670	10/31/88	OFFICE SUPPLIES
10/27/88	TADUM PRODUCTIONS, INC.	19.98	20671	10/31/88	AV-CASSETTES
10/27/88	THURSBY, ALAN	4.50	20675	10/31/88	MAG/PAPERS--MAIN ADULT
10/27/88	TRALLER, LITA	19.98	20682	10/31/88	BOOKS--MAIN REFERENCE
10/27/88	U. S. DEPT. OF LABOR BUREAU	94.95	20686	10/31/88	AV-VIDEOS
10/27/88	VILLAGE PRODUCTIONS, INC.	249.32	20687	10/31/88	BOOKS--MAIN REFERENCE
10/26/88	WESLEY'S	58.84	20689	10/31/88	OFFICE SUPPLIES
10/11/88	W M GRAVES UPHOLSTERY	100.00	20694	10/31/88	MATERIALS TO MAINT BLDGS
10/11/88	WALKER'S UPHOLSTERY	150.00	20698	10/31/88	SERV TO MAINT BLDGS
10/17/88	THE WRITER	63.00	20700	10/31/88	MATERIALS TO MAINT BLDGS
10/17/88	WOMEN'S SPORTS & FITNESS	19.95	20702	10/31/88	MAG/PAPERS--MAIN ADULT
10/18/88	WOODSMITH	22.95	20704	10/31/88	MAG/PAPERS--MAIN ADULT
10/18/88	WARREN AGORHAM & LAMONT, INC.	385.00	20706	10/31/88	BOOKS--MAIN REFERENCE
10/11/88	XEROX	29.71			RENTAL-EQUIPMENT
	TOTAL	175,980.47			

FOR PERIOD ENDING 10/31/88

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/27/88	BAKER & TAYLOR CO	70.07	20346	10/25/88	EXPENDITURES
10/11/88	BAKER & TAYLOR CO	28.04	20348	10/31/88	EXPENDITURES
10/11/88	BAKER & TAYLOR CO	138.32	20349	10/31/88	EXPENDITURES
10/11/88	BAKER & TAYLOR CO	14.61	20350	10/31/88	EXPENDITURES
10/11/88	BAKER & TAYLOR CO	17.32	20351	10/31/88	EXPENDITURES
10/11/88	BAKER & TAYLOR CO	72.49	20352	10/31/88	EXPENDITURES
10/11/88	BAKER & TAYLOR CO	10.47	20353	10/31/88	EXPENDITURES
	TOTAL	267.34			

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
CAPITAL OUTLAY		4,850	.00	4,778.48	2,424	71.52	.00	71.52	98.5
515 OFFICE MACHINERY AND EQUIPM		4,850	.00	4,778.48	2,424	71.52	.00	71.52	98.5
CAPITAL OUTLAY									
801	BOOKS-MAIN ADULT	85,800	9,363.32	48,529.13	42,900	37,270.87	14,500.58	22,770.29	73.5
802	BOOKS-MAIN JUVENILE	3,500	300.63	1,308.32	1,749	1,191.68	622.52	1,568.73	53.2
803	BOOKS-MAIN REFERENCE	28,193	3,155.80	21,181.37	14,086	7,911.68	2,616.81	4,394.81	84.4
804	BOOKS-PROFESSIONAL	21,000	2,170.09	10,640.67	10,500	10,359.33	3,124.94	7,234.39	65.6
805	BOOKS-EXTENSION ADULT	3,000	230.35	802.06	1,500	2,394.94	926.81	1,468.13	51.1
821	BOOKS-EXTENSION YOUTH	15,700	1,556.49	8,284.51	7,849	7,415.49	3,815.47	3,600.02	71.1
822	BOOKS-EXTENSION JUVENILE	9,840	14.10	203.88	420	636.12	84.00	552.12	34.3
830	AV-PHONODICS	9,800	578.67	7,016.59	4,899	2,783.41	524.09	2,271.32	76.9
831	AV-VIDEOS	6,000	429.75	2,754.49	3,000	3,245.51	474.14	2,771.37	53.8
832	AV-ART/SCULPTURE ADULT	4,000	196.61	1,782.51	1,999	2,217.49	408.87	1,808.62	54.8
833	MAG/PAPERS-MAIN YOUTH	29,950	707.18	15,868.00	14,974	14,081.64	5,234.45	8,847.19	70.5
841	MAG/PAPERS-MAIN JUVENILE	50	1,669.77	6,967.24	7,328	7,769.76	777.44	6,992.32	50.0
842	MAG/PAPERS-MAIN REFERENCE	957	136.95	200.61	478	756.39	48.00	708.39	26.0
843	MAG/PAPERS-MAIN PROFESSIONAL	541	817.00	472.73	270	1,182.25	48.00	702.25	81.0
844	MAG/PAPERS-EXTEN ADULT	7,804	312.00	445.00	3,946	4,515.00	52.00	4,463.00	43.5
845	MAG/PAPERS-EXTEN YOUTH	1,114	696.92	1,251.22	1,356	1,195.78	322.00	873.78	40.1
848	MAG/PAPERS-EXTEN JUVENILE	2,147	.00	125.76	29	21.24	.00	21.24	67.8
849	MAG/PAPERS-EXTEN JUVENILE	59	.00	.00	29	59.00	.00	59.00	85.8
** DIVISION TOTAL **		235,993	22,335.63	131,233.42	117,985	104,759.58	33,580.61	71,178.97	69.8
** DIVISION TOTAL **		2,100,479	175,965.57	1,035,648.95	1,042,201	1,064,830.05	57,261.30	1,007,568.75	52.0

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
EXPENDITURES									
900 EXPENDITURES		2,669	.00	.00	1,334	2,669.00	2,669.00	.00	100.0
900 EXPENDITURES		2,669	.00	.00	1,334	2,669.00	2,669.00	.00	100.0
** DIVISION TOTAL **		2,669	.00	.00	1,334	2,669.00	2,669.00	.00	100.0

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCM
900	EXPENDITURES	5,000	267.34	1,660.61	2,499	3,339.39	1,693.92	1,645.47	67.1
		5,000	267.34	1,660.61	2,499	3,339.39	1,693.92	1,645.47	67.1
**	DIVISION TOTAL **	5,000	267.34	1,660.61	2,499	3,339.39	1,693.92	1,645.47	67.1

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCM
900	EXPENDITURES	17,400	.00	.00	8,700	17,400.00	.00	17,400.00	
		17,400	.00	.00	8,700	17,400.00	.00	17,400.00	
**	DIVISION TOTAL **	17,400	.00	.00	8,700	17,400.00	.00	17,400.00	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCM
900	EXPENDITURES	1,500	.00	576.20	750	923.80	15.95	907.85	39.5
		1,500	.00	576.20	750	923.80	15.95	907.85	39.5
**	DIVISION TOTAL **	1,500	.00	576.20	750	923.80	15.95	907.85	39.5

AVENUES TO EXCELLENCE

FOR PUBLIC LIBRARY SERVICE IN ILLINOIS

VIII. SERVICES: REFERENCE

Reference

The public library should provide accurate information and professional guidance in the use of its reference sources, community resources, and through the proper channels, such as library systems and ILLINET, resources available outside the immediate community. It should provide information by utilizing the most effective, rapid means of communication, *relying on both on-site and off-site communication sources*. All persons served by the library, regardless of age, sex, social or economic status, have a right to information services provided by ILLINET through the local library and the regional library system.

- _____ 1. All requests for information should be answered or referral initiated within 24 hours of the request.
- _____ 2. Status of the information referral should be reported back to the library user within 48 hours and regular status reports should be provided if the request takes longer than 48 hours to answer.
- _____ 3. Reference service should be provided all hours the library is open.
- _____ 4. Telephone reference service should be provided during all library hours. (In some libraries, staffing patterns may prevent immediate response to telephone inquiries, but provisions should be made for returning telephone calls within one hour.)

Reference: Output Measures

The following output measures capture the perceptions of librarians and users and are therefore subjective assessments of the accuracy and thoroughness of the reference service given. The data are relatively easy to collect. When possible, librarians should participate in system or state supported evaluations of the quality of reference service through the use of sample reference questions. Whether administered obtrusively (with staff knowledge) or "unobtrusively" (without staff knowledge) the anonymity of the performance of specific staff members should be protected. These reference quality measures should not be used as a means of evaluating specific staff members.

- _____ 5. *The Librarian's Perception of Reference Fill Rate*
C, B, or A
Libraries should determine the number of reference transactions successfully completed in proportion to the total number of reference transactions. This should be calculated from data gathered during a sample week in October and April of each year. The procedures outlined in the *ALA/PLA Output Measures for Public Libraries* should be followed when calculating this measure. According to these procedures, information requests that are redirected to another library or agency are not counted as completed. The completion rate refers only to the percentage of time a library provides, from its own resources, the information patrons want.

	C	B	A
Any population size	50%	65%	80%
- _____ 6. *The User Perception of Reference Fill Rate*
Libraries should determine this during the same sampling periods as the "Librarian's Perception of Reference Fill Rate." (The completion of this data gathering activity is sufficient to achieve this standard.)
- _____ 7. *Reference Transactions Per Capita (OPTIONAL)*
Libraries should determine the average number of reference questions asked by each member of the community during the year. The definitions and procedures outlined in the *ALA/PLA Output Measures for Public Libraries* should be followed when calculating this measure. (The completion of this data gathering activity is sufficient to achieve this standard.)

Services/Reference: Bibliography

A Commitment to Information Services: Developmental Guidelines. Prepared by the Standards Committee, Reference and Adult Services Division, ALA, 1979.

VIII. SERVICES: SPECIFIC POPULATIONS

Each library, as part of its policy statement, should make provisions for meeting the information needs of the varied individuals and groups in the community. Specific groups include, but are not limited to, children, senior citizens, the disabled, homebound, institutionalized, the disadvantaged, business people, and members of service organizations. Libraries should use the data-collecting instruments outlined in *The Planning Process for Public Libraries* to assess local community needs. When specific populations are identified, collections and programs can be developed to serve these users. Services may take the form of materials and programs offered inside or outside the library, or of what has traditionally been called "extension services." Regardless of where services are offered, the standards under Section IV, "Community and Interagency Cooperation," should be adhered to.

It is very difficult to develop standards for serving specific populations because such services are entirely dependent on the makeup of each community and the priorities of the library and other community agencies. Libraries are urged to apply the Planning Process to its fullest in this section. For most libraries it is no longer possible to be all things to all people. For the duration of each library's planning cycle, heavy emphasis may have to be placed on certain specific target groups, and less emphasis on others. Except for the basic standards designated below, libraries will be responsible for determining their own measures of performance. When other standards are available for serving specific populations, like those developed in Illinois for public library service to children, they should be studied and put into action in accordance with the library's long-range plan.

- _____ 8. Libraries should identify the various groups to be served, and to what extent the library can meet their needs.
- _____ 9. The library should include in its goals and objectives the ways in which it will serve those groups.
- _____ 10. Every librarian and trustee should read through and work towards accomplishing *Foundations of Quality*,⁶ standards established by the Illinois Library Association for public library service to children.
- _____ 11. Young adults should receive consideration for their unique needs. A clearly identified area of the library, in or near the adult's department, should be designated for young adults.
- _____ 12. There should be at least one staff member who is particularly knowledgeable about information and services for the disabled.
- _____ 13. On an annual basis, libraries should sponsor or cooperate with other agencies to provide orientation sessions for all staff to make them more aware of and sensitive to the needs of the disabled.
- _____ 14. Local public libraries should consider blind and physically handicapped patrons as "their patrons" and make every effort to integrate them into the local service program.
- _____ 15. Service should be provided to people in institutions located in the public library's vice area. This includes, but is not limited to, hospitals, nursing homes, and jails.

In reviewing the library's responsibility for serving specific populations, staff and board should answer the following questions:

- Have you surveyed the community to see what other agencies are serving the institutionalized, the disabled, the aged, the mentally retarded, the illiterate, and non-English speaking groups, etc?
- Have you initiated cooperative activities with these agencies?
- Does your collection development policy take into account the varied materials that may be needed by these specific groups?
- Is the library's community resource file periodically updated to provide current referral information?

Services/Specific Populations: Bibliography

- Bayley, Linda. *Jail Library Service: A Guide for Librarians and Jail Administrators*. Chicago, ALA, 1981.
- Directions for Library Service to Young Adults*. Chicago, ALA, 1977.
- Equal Access: A Manual of Procedures for Initiating a Public Library Home Service Program*, ASCLA Library Service to Shut-ins Committee and the Revision Committee. Chicago, ASCLA, 1979.
- Foundations of Quality: Guidelines for Public Library Service to Children*. Chicago, ILA, 1981.
- Library Service to Developmentally Disabled Children and Adults*, edited by Linda Lucas. ASCLA Occasional Paper No. 1. Chicago, ASCLA, 1982.
- Library Standards for Adult Correctional Institutions*, ACA/JALA Joint Committee on Institution Libraries. Chicago, ASCLA, 1981.
- Library Standards for Juvenile Correctional Institutions*, ACA/JALA Joint Committee on Institution Libraries. College Park, MD., ACA, 1975 (currently being updated.)
- Standards for Libraries at Institutions for the Mentally Retarded*, Standards for Library Services for the Mentally Retarded Subcommittee. Chicago, ASCLA, 1981.
- Standards of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped*, ASCLA, Standards for Library Service to the Blind and Physically Handicapped Subcommittee. Chicago, ALA, 1979.
- "Techniques for Library Service to the Deaf and Hard of Hearing," ASCLA Standards for Library Service to the Deaf Subcommittee. ASCLA, 1981. Reprinted from *Interface*, Fall 1981.

VIII. SERVICES: PROGRAMS

There are a number of reasons why public libraries offer programs. Some of these are:

- To attract new audiences to the library,
- To encourage patrons to use related materials,
- To inform people about a variety of subjects in a format other than the printed word,
- To entertain.

Programs, if offered, should be supported in the budget. Consequently, programs will be well thought out and planned yearly. All programs should be open to the public, and, ideally, should be free.

- _____ 16. Every public library should have a statement about programs as part of its goals and objectives.

Programs: Output Measure

- _____ 17. *Program Attendance Per Capita* (OPTIONAL)
If programs are offered, the library should regularly evaluate these programs using this output measure as outlined in the *ALA/PLA Output Measures for Public Libraries* and/or other appropriate evaluative measures.

Services/Programs: Bibliography

- "Programming With a Purpose," *Library PR News*, July/August 1979.
- Robotham, John S. and Lydia Fleur. *Library Programs: How to Select, Plan and Produce Them*. Metuchen, N.J., Scarecrow, 1976.

Board/Staff Relations Task Force

October 20, 1988

Mr. Smith, Chairperson, Ms. Apley, Ms. Ballinger, Mr. Kupish, Mrs. Martin, Ms. Parish, and Mr. Seidl attended the meeting held in the Board Room at 4:15 p.m. on 10/20/88.

Members reviewed a survey tool (see attached) produced by Mr. Phillips. Mr. Phillips, however, was unable to attend the meeting.

Reviewing the survey, members were unable to agree upon question number two regarding the meaning of the word "endorse". It was decided to ask Mr. Phillips to explain this question.

Questions three, four, and seven should be expanded to allow staff to explain their answer by adding "How could it be improved?".

The meeting was adjourned at 4:30 p.m. The next meeting was tentatively scheduled for October 27 at 4:00 p.m.

Jim Seidl

Board/Staff Relations Task Force

October 28, 1988

Mr. Smith, Chairperson, Mr. Kupish, Mrs. Parish, Mr. Phillips, and Mr. Seidl attended the meeting held in the Board Room at 4:00 p.m. on 10/27/88.

Mr. Phillips presented a revised copy of the survey for the group to review. Each question was discussed and the members agreed to accept the survey as typed (see attached).

The survey will be distributed on 10/31/88 to all staff, and is due back to Mr. Phillips by 11/14/88. The committee will tentatively meet Wednesday, November 16 from 3:00 to 5:00 p.m. to review the surveys.

Jim Seidl

MORALE SURVEY
FOR THE DECATUR PUBLIC LIBRARY

As you are aware, a committee has been established to study the morale problem within the Decatur Public Library. As part of that study, a survey has been developed to solicit comments from all interested Library employees. Employees who choose to participate in this exercise need not sign the survey.

Part I. Job Achievement and Satisfaction

1. How would you rate your satisfaction with your job with Decatur Public Library? CIRCLE ONE NUMBER

1	2	3	4	5
Very	Not	Moderately	Quite Well	Very
dissatisfied	satisfied	satisfied	satisfied	satisfied

2. Do you feel that you are using all your capabilities in your current job?

CIRCLE ONE

- Underutilized in terms of potential..... 1
Utilized at potential..... 2
Pushed beyond capabilities or training..... 3
Don't know..... 4

Please Explain _____

3. Do you feel that you are kept informed of new developments, changes, etc., that take place in Decatur Public Library?

- Yes..... 1
No..... 2
Don't know..... 3

How could it be improved? _____

4. Do you feel that you are adequately informed as to just what is expected of you in your job, and how tasks should be performed?

- Yes..... 1
No..... 2
Don't know..... 3

How could it be improved? _____

5. Do you think that the training provided to you at this library is adequate?

Yes..... 1
 No..... 2
 Don't know..... 3

How could it be improved? _____

6. In general, are you satisfied with your working environment?

Yes..... 1
 No..... 2

How could it be improved? _____

7. In general, do you feel that you have been adequately paid for your work?

Yes..... 1
 No..... 2
 Don't know..... 3

8. How would you rate the level of staffing in your department?
 CIRCLE ONE NUMBER IN EACH CATEGORY

	<u>Overstaffed</u>	<u>Understaffed</u>	<u>About right</u>	<u>Don't know</u>
a. Professionals.....	1	2	3	4
b. Paraprofessionals.	1	2	3	4
c. Clerical.....	1	2	3	4
d. Pages.....	1	2	3	4
e. All others.....	1	2	3	4

9. How would you rate the general performance and achievements of Decatur Public Library? CIRCLE ONE NUMBER ONLY

1	2	3	4	5
Poor		Average		Superior

10. What would you say is the most satisfactory aspect of your job with Decatur Public Library? CIRCLE ONE ONLY

Working with the public..... 1
 Working with my colleagues..... 2
 Providing a useful service..... 3
 Hours and other working conditions..... 4
 Compensation (pay) received..... 5
 Other (specify) _____ 6

11. What would you say is the least satisfactory aspect of your job with Decatur Public Library? CIRCLE ONE ONLY

- Inability to meet user needs..... 1
- Poor working conditions or hours..... 2
- Communication with superiors..... 3
- Inadequate compensation (pay)..... 4
- Relationships with co-workers..... 5
- Relationships with administration..... 6
- Pressures of inadequate staffing..... 7
- Other (specify) _____ 8

Part 2. Problems and Solutions

The most important part of this survey is your input on what you as an employee feel is the major morale problem(s) in the Decatur Public Library. Please list in detail the problems as you perceive them, and please give what you feel would be an adequate solution to the problems. Please feel free to use additional paper if necessary

Problem #1 _____

Solution to #1 _____

Problem #2 _____

Solution to #2

Problem #3

Solution to #3

If additional problems exist please use additional paper to continue this process.

MEMORANDUM

November 14, 1988

MEMO TO: Library Trustees

FROM: Jim Seidl

SUBJECT: Reclassification Study

The Board at its November 17, meeting will discuss the proposed upgrading of library positions as recommended in the reclassification study and my report on that study. Library staff were asked to comment concerning the upgrades. I have enclosed the staff comments, since only five were received. Enclosure (1) Please keep the names of the staff submitting the comments confidential. I will answer any questions you have about the staff comments either before the meeting or at the meeting.

In my recommendations to the reclassification study, I proposed that the library pages answering the phone be upgraded to pay grade five (telephone page). Mrs. Whitehouse in the reclassification study recommended pay grade nine. Enclosure (2) is my proposed job description for the telephone page position.

MEMORANDUM

November 10, 1988

MEMO TO: Library Board of Trustees
FROM: Jim Seidl
SUBJECT: Personnel

The Board at their November 2, 1988 meeting requested the proposed cost estimates to upgrade staff listed in the reclassification study. Below are the proposed upgrades and the cost associated. Any proposed cost of living increase in 1989/90 will increase these costs proportionately.

Recommendation #1

Technical Services Clerk I to Administrative Clerk

9F	11E	
18,200	19,109	909.00

Recommendation #3

Library Clerk Supervisor to Circulation Librarian

16F	22A	
25,610	28,939	3,329.00

Page to Telephone Page

3F	5E	
13,580	14,258	678.00

Half-time Page to Half-time Telephone Page

3E	5D	
6,467	6,790	323.00

Recommendation #6

Catalog Clerk II to Junior Cataloger

11F	15C	
20,067	21,072	1,005.00

Catalog Clerk I to Catalog Clerk II

9F	11E	
18,200	19,109	909.00
9F	11E	
18,200	19,109	909.00

Library Page to Technical Services Clerk I

3F	9A + B	
13,580	15,158	1,578.00
	TOTAL	9,640.00
	Retirement/SS	<u>1,132.00</u>
		\$10,772.00

	86/87	%	87/88	%	88/89	%	89/90	%	90/91	%	91/92	%
Personnel	1,345,783	73	1,508,331	73	1,557,217	74	1,696,632	75	1,781,464	74	1,870,537	74
Contractual	150,147	8	181,653	9	189,805	9	221,200	10	232,260	10	243,873	10
Commodities	49,563	3	44,475	2	52,880	3	52,000	2	54,600	2	57,330	2
Other charges	35,720	2	44,004	2	60,034	3	64,900	3	68,145	3	71,552	3
Capital	37,296	2	25,967	1	4,850	0	10,510	0	11,036	0	11,588	0
Materials	235,093	13	258,823	13	235,993	11	240,000	10	252,000	11	264,600	11
	1,853,602		2,063,253	*11.3	2,100,779	2	2,285,242	8.8	2,399,505	5.0	2,519,480	5.0
						13.3		23		30		36

*27 pay periods

MEMORANDUM

November 14, 1988

MEMO TO: Library Board of Trustees
FROM: James C. Seidl
SUBJECT: Public Participation at Board Meeting

Following is a proposed addition to the bylaws for your consideration concerning public participation at Board meetings.

Article X. The Library Board of Trustees acknowledges that public participation at Board meetings provides necessary input on various matters of concern to the public and contributes to the effective operation of the library. Members of the public are encouraged to participate at Board meetings in accordance with this Policy. The Library Board of Trustees hereby states its intention to comply with the laws of Illinois concerning provisions for public comments at open meetings.

1. Public participation shall be permitted at any regular or special meeting of the Library Board of Trustees or any committee thereof which is required to be open to the public under the provisions of the Illinois Open Meetings Act (Illinois Rev. Statutes, ch. 102., par. 41 et seq.). The Board shall not, however, permit public participation during any meetings or portions of meetings which are deemed closed sessions under the Open Meetings Act.

2. A portion of each meeting required to be open to the public shall be reserved and set aside for purposes of public comment and participation. In addition to that portion of the meeting set aside for public participation, the president of this Board, in his discretion, may permit public comment at any other time during the meeting.

3. The Board shall permit any member of the public including non-residents and employees of the library to comment to or ask questions of the Board during that portion of the meeting designated for public participation. The Board has no obligation, however, to respond to any comments or answer any questions raised by members of the public.

4. Members of the public shall be permitted to comment on any subjects or issues of public concern, with the exception of matters discussed and acted upon at a prior meeting. If the subject falls within the statutory exceptions to the Open Meetings Act, however, the Board reserves the right to immediately adjourn the meeting to closed session to discuss such matters. If the president of the Board, in his discretion, decides that circumstances merit recon-

sideration of a matter discussed and acted upon at a prior meeting, the Board may permit public comment on such a matter. The president's allowance of public comment on such matters shall be non-precedential in character.

5. Members of the public shall be permitted to make comments or ask questions of the board at each meeting, subject to the following time limitations:

- a. 5 minutes per speaker
- b. 60 minutes per meeting

The president of the Board, upon the request of any member of the public seeking to make comments to or ask questions, may reasonably extend either or both of the foregoing time limitations. Any such extension of the time limitations shall be discretionary and non-precedential in character.

If a substantial number of members of the public desire to comment at any meeting, the president of the Board, in his discretion, may appoint members of the public to act as representatives or spokespersons for purposes of making public comments.

6. Any person seeking to make comments at a Board meeting shall notify the City Librarian by submitting a written notice immediately prior to the meeting at which they intend to comment. In his discretion, the president may recognize such persons in any sequence or order.