

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA
September 17, 1992 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
 - A. Meeting of August 20, 1992
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of September 8, 1992
 - B. Finance & Properties Committee
 - 1. Approval of Bills for August 1992
 - C. Rolling Prairie
 - 1. Report on RPLS September Board Meeting
 - D. Foundation
 - 1. Meeting of September 10, 1992
 - E. Friends of the Library
 - 1. Meeting of September 10, 1992
- VI. Avenues to Excellence II
 - A. Chapter V, Users and Usage
- VII. Old Business
 - A. Long Range Plan 1991 Review, Goal IV
- VIII. New Business
 - A. Appointment of Foundation Board of Directors
 - B. Van Replacement
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
August 20, 1992

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Daniel Gaumer, Janice Lambert, Edmund McClure, Barbara Ohlsen, Stanley Sitton, Robert Smith, and John Stengel. Absent: Patricia Williams. Staff present: John Moorman, Linda Humphreys, and Margaret Sommerfeldt. Others present: Owen Balding.

Mr. Lockmiller introduced and welcomed new trustees Janice Lambert and Edmund McClure. Mr. Sitton administered the oath of office to Ms. Lambert and Mr. McClure.

II. APPROVAL OF MINUTES

The minutes of the meeting of July 16 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

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

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

The lower number of volumes received as compared to last year was discussed at length. Mr. Moorman noted that the higher cost of materials will lower the number of volumes that can be purchased. The Reference Department is behind in its spending because of the time Mr. Merrick spent with administrative responsibilities.

Reporting on labor negotiations, Mr. Moorman said that he is not optimistic for a settlement in the very near future.

A ten-year circulation statistical report was distributed. The large overall increase for the library was discussed, as well as the decrease in the Extension Department. Mr. Moorman said that the bookmobile stops are being evaluated. He is also looking into replacing one of the bookmobiles with a smaller unit for added flexibility.

Mr. Moorman reported that he has contacted city officials about the library printing some of the city forms. The city has no printer; their forms are either photocopied or sent out to a local printer. Mr. Moorman noted that he hopes to use this to offset some of the fee the library pays for city services (personnel, accounting, and data services).

The Friends of the Library will be sponsoring a contest to design a new logo for the bookmobile.

Mr. Moorman recommended participation in the Night Owl Reference Service. Between 9:00 p.m. and midnight on Monday through Friday and between 5:00 p.m. and midnight on Saturday and Sunday, patrons could call the library for reference service. The calls would transfer to Arlington Heights Public Library where they would be answered. The cost of the service is \$3,800 per year and would be paid out of the reference materials budget. A monthly log will be received noting the number of calls from all participating libraries and sample questions. Mr. Smith made a motion to subscribe to Night Owl Reference Service for 9 months for \$2,850.00. The motion was seconded by Mrs. Ohlsen and unanimously carried on roll call vote.

Mr. Moorman reported that he had attended a recent City Council meeting. He is trying to schedule a study session in the fall with the Library Trustees.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The Committee did not meet.

Finance and Properties Committee: Mr. Gaumer made a motion to approve the July bills as submitted. The motion was seconded by Mr. Sitton and unanimously carried on roll call vote.

Rolling Prairie: The minutes of the July meeting were previously mailed. Mr. Moorman attended the August meeting. He reported that the system is still in shock from the 34% budget cut by the state.

Foundation: The minutes of the meeting of August 14 were distributed. The local history room grand opening has been scheduled for Tuesday, January 12, 1993.

Friends of the Library: The Friends did not meet this month.

VI. AVENUES TO EXCELLENCE II

Chapter IV, Library Image, was reviewed. Immediately after the next Board meeting, Mr. Moorman will conduct a walk-through tour for all trustees.

VII. OLD BUSINESS

Mr. Moorman encouraged trustees to attend the ILA workshop on Saturday, September 26 at the Holiday Inn in Decatur. Workshop attendees are invited to attend a tour of the Decatur Public Library from 5:30 until 6:30 p.m. that day.

VIII. NEW BUSINESS

Request to Upgrade CLSI Software: A proposal to upgrade the library's CLSI software to CL-CAT for \$14,450 was presented. Mr. Smith made a motion to purchase the software. The motion was seconded by Mr. Gaumer and unanimously carried on roll call vote. Mr. Moorman noted that this software is necessary for an on-line catalog. Hopefully, the Library will be on-line next spring.

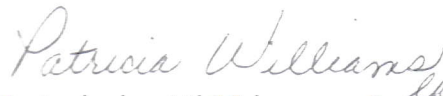
Request for Information for Janitor Services: Mr. Moorman explained that the reason for asking for information on contractual janitorial services now is that one custodian position is currently vacant and he would like to see if the building can be cleaned in a more economical manner. Mr. Stengel made a motion to approve moving forward with the Request for Information. The motion was seconded by Mr. Smith and unanimously carried.

Appointment of Committees: Mr. Lockmiller made committee appointments for 1992/93. Mr. Sitton will chair the Finance and Properties Committee. Other members are Mr. McClure, Mrs. Ohlsen, Mr. Smith, and Mr. Stengel. Ms. Williams will chair the Personnel, Policy, and Public Relations Committee. Other members are Mr. Gaumer, Mrs. Lambert, Mrs. Ohlsen, and Mr. Sitton. Mr. Lockmiller will serve as ex-officio member of both committees. Mrs. Ohlsen will again represent the trustees on the Board of the Friends of the Library.

IX. ADJOURNMENT

Mr. Lockmiller adjourned the meeting at 6:20 p.m.

Respectfully submitted,



Patricia Williams, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For the September 17, 1992 Meeting
of the
Decatur Public Library Board of Trustees

This past month has been interesting and enlightening. My meetings have included a meeting with a group of youths to discuss why they were asked to leave the library, with staff and the Solid Waste Management Department of Macon County to discuss a possible Environmental Area in the Library, oriented two new board members to the library, examined old books at the Oglesby Mansion, and attended a meeting where over 75 librarians and trustees discussed system funding cuts with area legislators. Each day brings its rewards and challenges.

Use statistics again are mixed. Total materials circulation is down over August of 1991 by 2.09%, patron daily count is down by 1,055 individuals, and informational requests down by 0.7%. Children's circulation is up by 2.46% and paperback circulation increased by 19.6%. However, when you consider that we were open 26 days this August and 27 days in August of 1991, there is little overall change from a year ago. What it does mean is that the library continues to be a well used, busy, facility.

As of September 8, 1992, 34.61% of the fiscal year had been completed and 31.4% of the budget had been either expended or encumbered.

The library had 69 volunteers who worked a total of 191 hours. There were no staff changes for the month of August. Vancelia Robinson resigned her position as Catalog Clerk I in early September. This position will be kept open pending library staff reorganization and the completion of the on-line catalog project.

Library programs were led by the performances of David Williams on August 22nd, where 122 children and adults attended the morning program and 40 people came for the afternoon program sponsored by the Herald and Review. Ronald McDonald came on August 18th and had 90 enthusiastic children for two performances. Overall 758 individuals attended Children's Department programming in August. On September 2nd, Robert Grundy, a faculty member at Richland Community College and a member of the Friends of the Library Board, did an excellent "Book-Between-Bites" program reviewing "Everyday Use" by Alice Walker.

During August I have been discussing state of department reports with department heads. I should finish these discussions by the middle of September. It is my intention, in addition to meeting on a regular basis with department heads, to have full library staff meetings at least every two months. I hope to

schedule the first of these meetings in October. A meeting was held on August 27th with individuals interested in responding to our Janitorial Services RFI. There was good attendance and I will report at the board meeting on the results of the RFI process. I have received an initial report on the inventory of library paintings and intend to discuss this with the Finance and Properties Committee in October. Work continues on the BIC computer operation and it is hoped that the DPL Foundation will formally approve the purchase of two replacement computers for the center on September 10th.

Highlights from library departments during the month of August include the establishment by the Extension Department of an on-site collection at Macon Resources, and an "in service" training session on "whole language and the library" given by Katie Gross to 150 second through fourth grade teachers at Stephen Decatur High School on August 27th. Two young adult materials bibliographies were compiled by Cathy Ritchie, weeding of excess duplicate copies was begun by Adult Services, and preparation was underway for reference training sessions for Adult Services staff to be given by Jo McLain, RPLS Reference Librarian. After a manual, and computer, purge of the library's patron file, there remain 52,516 patrons in the library's data base. These individuals have used the library within the last two years. Our on-going retroconversion project added 1,611 titles to the MARC database.

Labor negotiating sessions were held on August 25th and September 9th and another session is scheduled for September 15th.

As this period comes to a close, thoughts are directed towards planning for the future. The levy request for the 1993-1994 fiscal year is due to the city in early November and much discussion and planning remains to be done before its submission. There is library reorganization, on-line public access catalog implementation, and other projects which need further planning before final implementation can be accomplished. As a part of the on-line public access catalog project, the Budget and Technology Division of the City of Decatur began a data gathering project of current card catalog usage. Between now and the end of November the department will take a 100 hour sample survey of card catalog usage and apply queuing theory to the results to come up with recommended terminal levels for the on-line catalog.

DECATUR PUBLIC LIBRARY
Circulation Statistics
August 1992

	Adult Materials		Youth Materials		Juvenile Materials		TOTAL MONTH	TOTAL 12 MONTH
	Month	12 MONTH	Month	12 MONTH	Month	12 MONTH		
PRINT 1992	31354	394554	2370	25726	19440	283523	53164	703803
PRINT 1991	31980	377895	2404	26718	19481	279594	53865	684207
A-V 1992	11078	136893					11078	136893
A-V 1991	11643	141907					11643	141907
TOTAL 92	42432	531447	2370	25726	19440	283523	64242	840696
TOTAL 91	43623	519802	2404	26718	19481	279594	65508	826114

	Current	Percentage	Current Previous		Percentage	
	Month		Month	12 Months		12 Months
Central Library, Print						
Reference	109	298	-63.42	1896	2676	-29.15
Adult Materials	25367	26085	-2.75	328676	310696	5.79
Young Adult Materials	2075	2149	-3.44	22631	23268	-2.74
Children's Materials	15343	14974	2.46	197481	195025	1.26
Total Central Library	42894	43506	-1.41	550684	531665	3.58
Extension Print						
Lockwoodville SAT	4887	5142	-4.96	66628	65927	1.06
Bookmobile SAT	3530	3714	-4.95	66611	66656	-0.07
Outreach Services	1495	1085	37.79	14115	14762	-4.38
Total Extension	9912	9941	-0.29	147354	147345	0.01
Total Print	52806	53447	-1.20	698038	679010	2.80
Non-print Materials						
Films	16	28	-42.86	444	584	-23.97
Videocassettes	7415	7919	-5.15	93711	95512	-1.89
Audiocassettes	2267	2348	-3.45	24870	27002	-7.90
Recordings	1274	1340	-5.07	16592	17609	-5.78
Other non-print	58	62	-6.45	701	840	-16.55
Total Central Non-print	11831	11599	-4.90	136318	141547	-3.69
Extension Non-print	47	44	6.82	573	360	59.17
Total Non-print Materials	11878	11643	-4.55	136891	141907	-3.53
Renewals	358	418	-14.35	5767	5737	0.52
Total Circulations	64242	65508	-1.83	840336	826114	1.77

**STATISTICAL REPORT
August 1992**

Volumes purchased this 12 months to date: 14,076
 Volumes purchased last 12 months to date: 15,919

TECHNICAL SERVICES

New book volumes added	1,055
New book titles added	453
AV titles added	77
Books withdrawn	701
Books mended	1,147
Gift books	509

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1992/93</u>	<u>YTD Expended 1991/92</u>	<u>Unexpended</u>
Personal Services	1,582,370	512,922	553,944	1,069,448
Operating	446,998	106,095	113,701	340,903
Capital & books	282,537	61,900	88,154	220,637

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	9	0	0	9
Library Assistants	7 + 6	0	0	7 + 6
Clerical	18 + 9	0	0	18 + 9
Pages	4 + 6	0	0	4 + 6
Maintenance	2 + 1	0	0	2 + 1

CURRENT VACANCIES: 1/2 time T.S. Clerk I; Audiovisual Librarian; Building Custodian

COMPUTER DOWN-TIME FOR MONTH: 0

PERSONS REGISTERED: 222 adult + 15 youth + 35 juvenile = 272 total

PERSON CONTRACTS: this 12 months to date: 47,171
 last 12 months to date: 46,243

WORKERS: 69 volunteers worked 191 hours

Personnel, Policy, and Public Relations Committee
September 8, 1992

Patricia Williams, Chairman, called the meeting to order at 5:00 p.m. in the Library Board Room. Members present: Ms. Williams, Dan Gaumer, Janice Lambert, Barb Ohlsen, Stan Sitton, and Dick Lockmiller. Staff present: John Moorman and Linda Humphreys. Others present: Chuck Phillips.

ILA Trustees Workshop on September 26, 1992: Mr. Moorman asked for volunteers to assist with hosting the tour at the library. Light refreshments, provided by the Friends, will be served in the Board Room.

Proposed Policy for Filling Staff Vacancies: The latest proposal, amended by Ed Booth, was discussed at length. Mr. Phillips said that it will be very difficult to jump classifications if the requirements for the job are different. Any proposal approved by the Board would also have to be approved by the Civil Service Commission and taken to the union. Mr. Moorman will discuss this matter further with Mr. Phillips and it will be taken to the next Board meeting.

Collective Bargaining Update: Mrs. Ohlsen made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mr. Lockmiller and unanimously carried on roll call vote. The Committee went into closed session at 5:45 p.m. The meeting was re-convened at 6:10 p.m.

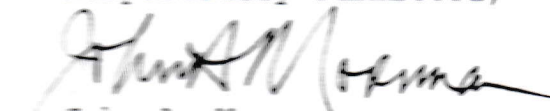
Reorganization: Mr. Moorman said that he intends to put together a plan in the fall. After discussion with staff, a plan will be presented to the Committee for consideration.

Sunday Hours: After much discussion, the Committee asked Mr. Moorman to draft a plan for the October meeting for Sunday hours for the school year. Previous estimated costs need to be updated. The Committee asked for two proposals--full service and partial service.

Goals for City Librarian: All Committee members should bring to the next meeting a list of possible goals for the City Librarian for the next year. Mr. Moorman will also bring a list of goals he would like to accomplish.

There was no further business. The meeting was adjourned at 6:55 p.m.

Respectfully submitted,


John A. Moorman
City Librarian

FOR PERIOD ENDING 7/31/92

ACCOUNT	REMARKS	VENDOR	CHECK NUMBER	AMOUNT	CHECK DATE	DESCRIPTION
10000000	COMMERCIAL MAIL SERVICES	COMMERCIAL MAIL SERVICES	55309	30.54	8/03/92	POSTAGE
10000000	SPECIAL INVEST. INC	SPECIAL INVEST. INC	55421	32.13	8/04/92	MATERIAL TO MAINT AUTO EQUIP
10000000	GENGRAVING	GENGRAVING	55448	33.25	8/05/92	OFFICE SUPPLIES
10000000	GENGRAVING	GENGRAVING	55452	40.00	8/06/92	OFFICE SUPPLIES
10000000	GENGRAVING	GENGRAVING	55473	1,090.05	8/06/92	TEMP PERSONNEL SERVICES
10000000	GENGRAVING	GENGRAVING	55480	1,593.75	8/06/92	OTHER PROFESSIONAL SERVICES
10000000	GENGRAVING	GENGRAVING	55482	200.08	8/06/92	TRAVEL EXPENSE FOR INTERVIEWS
10000000	GENGRAVING	GENGRAVING	55485	253.45	8/06/92	SERV TO MAINT AUTO EQUIPMENT
10000000	GENGRAVING	GENGRAVING	55486	709.36	8/06/92	POSTAGE
10000000	GENGRAVING	GENGRAVING	55487	2.95	8/06/92	PRINTING AND BINDING
10000000	GENGRAVING	GENGRAVING	55487	19.60	8/06/92	CONFERENCES AND OTHER TRAVEL
10000000	GENGRAVING	GENGRAVING	55487	20.47	8/06/92	POSTAGE
10000000	GENGRAVING	GENGRAVING	55487	41.94	8/06/92	MATERIALS TO MAINT BLDGS
10000000	GENGRAVING	GENGRAVING	55487	14.56	8/06/92	MATERIAL TO MAINT AUTO EQUIP
10000000	GENGRAVING	GENGRAVING	55487	2.31	8/06/92	OFFICE SUPPLIES
10000000	GENGRAVING	GENGRAVING	55489	45.00	8/06/92	TRAINING SCHOOL
10000000	GENGRAVING	GENGRAVING	55495	83.34	8/07/92	MATERIALS TO MAINT BLDGS
10000000	GENGRAVING	GENGRAVING	55500	83.34	8/07/92	TRAVEL EXPENSE FOR INTERVIEWS
10000000	GENGRAVING	GENGRAVING	55511	161.00	8/07/92	SERV TO MAINT AUTO EQUIPMENT
10000000	GENGRAVING	GENGRAVING	55512	30.00	8/07/92	OFFICE SUPPLIES
10000000	GENGRAVING	GENGRAVING	55517	239.25	8/07/92	OFFICE SUPPLIES
10000000	GENGRAVING	GENGRAVING	55535	54.50	8/10/92	BOOKS-PROFESSIONAL
10000000	GENGRAVING	GENGRAVING	55540	16.00	8/10/92	MATERIALS TO MAINT BLDGS
10000000	GENGRAVING	GENGRAVING	55540	90.67	8/10/92	BOOKS-MAIN ADULT
10000000	GENGRAVING	GENGRAVING	55547	42.29	8/10/92	PRINTING AND BINDING
10000000	GENGRAVING	GENGRAVING	55547	44.00	8/10/92	SERV TO MAINT OFFICE EQUIP
10000000	GENGRAVING	GENGRAVING	55547	461.73	8/10/92	TELEPHONE
10000000	GENGRAVING	GENGRAVING	55547	441.73	8/10/92	POSTAGE
10000000	GENGRAVING	GENGRAVING	55547	50.08	8/10/92	RENTAL-EQUIPMENT
10000000	GENGRAVING	GENGRAVING	55547	50.71	8/10/92	BOOKS-MAIN JUVENILE
10000000	GENGRAVING	GENGRAVING	55547	30.00	8/10/92	BOOKS-MAIN JUVENILE
10000000	GENGRAVING	GENGRAVING	55550	30.00	8/10/92	AV-CASSETTES
10000000	GENGRAVING	GENGRAVING	55550	30.00	8/10/92	BOOKS-PROFESSIONAL
10000000	GENGRAVING	GENGRAVING	55552	30.00	8/10/92	POSTAGE
10000000	GENGRAVING	GENGRAVING	55558	59.92	8/10/92	PROFESSIONAL MEMBERSHIP FEES
10000000	GENGRAVING	GENGRAVING	55562	122.00	8/10/92	TELEPHONE
10000000	GENGRAVING	GENGRAVING	55565	168.00	8/10/92	MAG/PAPERS-MAIN REFERENCE
10000000	GENGRAVING	GENGRAVING	55572	139.00	8/10/92	TELEPHONE
10000000	GENGRAVING	GENGRAVING	55601	23.11	8/11/92	TELEPHONE
10000000	GENGRAVING	GENGRAVING	55601	62.48	8/12/92	BOOKS-MAIN REFERENCE
10000000	GENGRAVING	GENGRAVING	55607	735.87	8/12/92	BOOKS-MAIN ADULT
10000000	GENGRAVING	GENGRAVING	55607	110.13	8/12/92	BOOKS-MAIN YOUTH
10000000	GENGRAVING	GENGRAVING	55607	83.28	8/12/92	BOOKS-MAIN JUVENILE
10000000	GENGRAVING	GENGRAVING	55607	249.50	8/12/92	BOOKS-EXTENSION ADULT
10000000	GENGRAVING	GENGRAVING	55607	26.50	8/12/92	BOOKS-EXTENSION YOUTH
10000000	GENGRAVING	GENGRAVING	55607	30.98	8/12/92	BOOKS-EXTENSION JUVENILE
10000000	GENGRAVING	GENGRAVING	55616	69.29	8/12/92	BOOKS-MAIN REFERENCE
10000000	GENGRAVING	GENGRAVING	55629	71.58	8/12/92	BOOKS-MAIN ADULT
10000000	GENGRAVING	GENGRAVING	55629	745.00	8/12/92	OTHER MACHINERY AND EQUIPMENT
10000000	GENGRAVING	GENGRAVING	55632	574.95	8/12/92	TELEPHONE
10000000	GENGRAVING	GENGRAVING	55652	300.00	8/12/92	SERV TO MAINT OFFICE EQUIP
10000000	GENGRAVING	GENGRAVING	55667	3,043.17	8/12/92	HOSPITAL AND MEDICAL INSURANCE
10000000	GENGRAVING	GENGRAVING	55668	36.88	8/12/92	GROUP LIFE INSURANCE
10000000	GENGRAVING	GENGRAVING	55669	657.48	8/12/92	WORKERS COMPENSATION
10000000	GENGRAVING	GENGRAVING	55683	8,859.81	8/13/92	RETIREMENT-IMRF
10000000	GENGRAVING	GENGRAVING	55683	90.80	8/13/92	BOOKS-MAIN ADULT
10000000	GENGRAVING	GENGRAVING	55683	23.53	8/13/92	BOOKS-MAIN YOUTH
10000000	GENGRAVING	GENGRAVING	55683	10.12	8/13/92	BOOKS-MAIN JUVENILE
10000000	GENGRAVING	GENGRAVING	55683	181.50	8/13/92	BOOKS-MAIN REFERENCE
10000000	GENGRAVING	GENGRAVING	55683	60.01	8/13/92	BOOKS-EXTENSION ADULT
10000000	GENGRAVING	GENGRAVING	55683	7.04	8/13/92	BOOKS-EXTENSION YOUTH
10000000	GENGRAVING	GENGRAVING	55684	678.88	8/13/92	BOOKS-MAIN ADULT
10000000	GENGRAVING	GENGRAVING	55684	27.38	8/13/92	BOOKS-MAIN YOUTH
10000000	GENGRAVING	GENGRAVING	55684	1,619.66	8/13/92	BOOKS-MAIN JUVENILE
10000000	GENGRAVING	GENGRAVING	55684	121.72	8/13/92	BOOKS-MAIN REFERENCE
10000000	GENGRAVING	GENGRAVING	55684	161.23	8/13/92	BOOKS-MAIN REFERENCE
10000000	GENGRAVING	GENGRAVING	55684	447.50	8/13/92	BOOKS-EXTENSION ADULT
10000000	GENGRAVING	GENGRAVING	55684	447.50	8/13/92	BOOKS-EXTENSION JUVENILE

DATE RECEIPT	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
8/27/92	SMALL CAPITAL ITEMS	96.00	56051	8/27/92	SMALL CAPITAL ITEMS
8/27/92	OFFICE MACHINERY AND EQUIPMENT	1,265.00	56051	8/27/92	OFFICE MACHINERY AND EQUIPMENT
8/27/92	TEMP PERSONNEL SERVICES	1,030.00	56053	8/27/92	TEMP PERSONNEL SERVICES
8/27/92	MATERIALS TO MAINT BLDGS	66.99	56056	8/27/92	MATERIALS TO MAINT BLDGS
8/27/92	BOOKS-MAIN REFERENCE	55.00	56059	8/27/92	BOOKS-MAIN REFERENCE
8/28/92	EMPLOYEE RECOGNITION SUPPLIES	79.99	56093	8/28/92	EMPLOYEE RECOGNITION SUPPLIES
8/28/92	TELEPHONE	241.77	56096	8/28/92	TELEPHONE
8/28/92	TUITION REIMBURSEMENT	97.00	56116	8/28/92	TUITION REIMBURSEMENT
8/28/92	WATER	230.90	56120	8/28/92	WATER
8/31/92	AV-CASSETTES	180.00	56134	8/31/92	AV-CASSETTES
8/31/92	PETTY CASH	12.50	56169	8/31/92	PETTY CASH
8/31/92	CONFERENCES AND OTHER TRAVEL	3.26	56169	8/31/92	CONFERENCES AND OTHER TRAVEL
8/31/92	POSTAGE	21.42	56169	8/31/92	POSTAGE
8/31/92	MATERIALS TO MAINT BLDGS	14.66	56169	8/31/92	MATERIALS TO MAINT BLDGS
	TOTAL	68,813.06			

DATE RECEIPT	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
8/12/92	EXPENDITURES	21.86	55607	8/12/92	EXPENDITURES
8/13/92	EXPENDITURES	104.60	55683	8/13/92	EXPENDITURES
8/13/92	EXPENDITURES	26.52	55684	8/13/92	EXPENDITURES
8/26/92	EXPENDITURES	27.33	55979	8/26/92	EXPENDITURES
8/26/92	EXPENDITURES	13.68	55980	8/26/92	EXPENDITURES
8/26/92	EXPENDITURES	112.10	55980	8/26/92	EXPENDITURES
	TOTAL	306.09			

ACCT. DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE						
30000-000 DECATUR PUBLIC LIBRARY	.00	202,570.00	247,392.55	166,232.00	81,160.55-	148
TOTAL	.00	202,570.00	247,392.55	166,232.00	81,160.55-	148
TAXES						
30100-107 PROPERTY TAX-LIBRARY	.00	651,666.66	1,015,000.00	1,955,000.00	940,000.00	51
TOTAL	.00	651,666.66	1,015,000.00	1,955,000.00	940,000.00	51
INTER-GOVERNMENTAL REVENUE						
30200-189 STATE GRANTS FOR OTHER	4,465.09	38,666.66	46,442.47	116,000.00	69,557.53	40
TOTAL	4,465.09	38,666.66	46,442.47	116,000.00	69,557.53	40
FINES AND FEES						
30500-509 LIBRARY FINES AND FEES	4,644.71	18,333.33	22,368.22	55,000.00	32,531.78	40
30500-510 LIBRARY GOV. STUDENT FEES	78.75	666.66	731.25	2,000.00	1,268.75	36
30500-511 LIBRARY LOST AND DAMAGED BOOKS	226.95	1,333.33	1,538.55	4,000.00	2,461.45	38
30500-512 MISCELLANEOUS	232.80	600.00	557.05	1,800.00	1,242.95	30
TOTAL	536.42	1,666.66	2,964.35	5,000.00	2,035.65	59
INVESTMENT INCOME						
30700-101 INVESTMENT INTEREST	5,819.63	22,599.98	28,159.42	67,800.00	39,640.58	41
TOTAL	5,819.63	22,599.98	28,159.42	67,800.00	39,640.58	41
OTHER INCOME						
30800-005 CONTRIBUTIONS AND DONATIONS	2,210.32	6,333.33	5,131.79	19,000.00	13,868.21	27
30800-055 MISCELLANEOUS INCOME	2,210.32	6,333.33	5,131.79	19,000.00	13,868.21	27
TOTAL	4,420.64	12,666.66	10,263.58	38,000.00	27,736.42	41
FUND TOTAL	12,564.79	949,013.29	1,344,080.43	2,405,562.00	1,061,481.57	55

REPORT OF EXPENDITURES TO BUDGET BY FUND

01-0000 DECATUR PUBLIC LIBRARY

01-0000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY UNENCUMBERED BALANCE PRCTM COMM

01-0000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY UNENCUMBERED BALANCE PRCTM COMM

01-0000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY UNENCUMBERED BALANCE PRCTM COMM

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01-0000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY UNENCUMBERED BALANCE PRCTM COMM

REVENUE REPORT

PERIOD ENDING 08/31/92
 MONTHLY ACTUAL Y-T-D ESTIMATE Y-T-D ACTUAL ANNUAL BUDGET UNREALIZED BALANCE % REAL

LIBRARY CAPITAL									
AGY, DESCRIPTION									
FUND BALANCE									
30001-000 BEGINNING FUND BALANCE	.00	56,000.00	173,881.19	173,881.19	168,000.00	5,881.19-	103		
TOTAL	.00	56,000.00	173,881.19	173,881.19	168,000.00	5,881.19-	103		
INVESTMENT INCOME									
30700-101 INVESTMENT INTEREST	522.12	2,533.33	2,388.08	2,388.08	7,600.00	5,211.92	31		
TOTAL	522.12	2,533.33	2,388.08	2,388.08	7,600.00	5,211.92	31		
FUND TOTAL	522.12	58,533.33	176,269.27	176,269.27	175,600.00	669.27-	100		

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1991-92 FUND 21 LIBRARY CAPITAL

UNENCUMBERED BALANCE	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED PERCENT CCM
20,000.00	20,000.00	14,450.00	5,550.00 72.3
35,000.00	35,000.00	.00	35,000.00
55,000.00	55,000.00	14,450.00	40,550.00 26.3

MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	Y-T-D ACTUAL	ANNUAL BUDGET	UNENCUMBERED BALANCE	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED PERCENT CCM
.00	.00	6,666	173,881.19	168,000.00	5,881.19-	103		
.00	.00	11,666	173,881.19	168,000.00	5,881.19-	103		
.00	.00	18,332	176,269.27	175,600.00	669.27-	100		

LIBRARY CAPITAL EXPENDITURES

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	Y-T-D ACTUAL	ANNUAL BUDGET	UNENCUMBERED BALANCE	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED PERCENT CCM
20,000	.00	.00	6,666	173,881.19	168,000.00	5,881.19-	103		
35,000	.00	.00	11,666	173,881.19	168,000.00	5,881.19-	103		
55,000	.00	.00	18,332	176,269.27	175,600.00	669.27-	100		

CONTRACTUAL SERVICES

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	Y-T-D ACTUAL	ANNUAL BUDGET	UNENCUMBERED BALANCE	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED PERCENT CCM
15,000	.00	.00	5,000	173,881.19	168,000.00	5,881.19-	103		
13,000	.00	.00	4,333	173,881.19	168,000.00	5,881.19-	103		
28,000	.00	.00	9,333	176,269.27	175,600.00	669.27-	100		

CAPITAL OUTLAY

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	Y-T-D ACTUAL	ANNUAL BUDGET	UNENCUMBERED BALANCE	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED PERCENT CCM
83,000	.00	.00	27,665	173,881.19	168,000.00	5,881.19-	103		

** DIVISION TOTAL **

REPORT OF EXPENDITURES TO BUDGET FY 1991-92
 FUND 92 PUBLIC LIBRARY-TRUSTS

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCNM
10,000	193.99	1,698.40	3,333	8,301.60	2,183.95	6,117.65	38.8
10,000	193.99	1,698.40	3,333	8,301.60	2,183.95	6,117.65	38.8
10,000	193.99	1,698.40	3,333	8,301.60	2,183.95	6,117.65	38.8

** DIVISION TOTAL **

REPORT OF EXPENDITURES TO BUDGET FY 1991-92
 FUND 92 PUBLIC LIBRARY-TRUSTS

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCNM
10,000	.00	.00	3,333	10,000.00	.00	10,000.00	
10,000	.00	.00	3,333	10,000.00	.00	10,000.00	
10,000	.00	.00	3,333	10,000.00	.00	10,000.00	

** DIVISION TOTAL **

REPORT OF EXPENDITURES TO BUDGET FY 1991-92
 FUND 92 PUBLIC LIBRARY-TRUSTS

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCNM
1,500	112.10	270.65	500	1,229.35	.00	1,229.35	18.0
1,500	112.10	270.65	500	1,229.35	.00	1,229.35	18.0
1,500	112.10	270.65	500	1,229.35	.00	1,229.35	18.0

** DIVISION TOTAL **

Foundation Board of Directors
September 11, 1992

The Library Foundation Board of Directors met Thursday, September 11 at 4:45 p.m. in the City Librarian's office. Members present: Dick Lockmiller, Bob Smith, Mark Sorensen, and Martin Seidman. Others present: John Moorman and Linda Humphreys.

The minutes of the previous meeting were for informational purposes only since there was not a quorum.

Treasurer's report: Mr. Smith reported a checking account balance of \$4,007 and a savings account balance of \$6,379. There are two Certificates of Deposit with a combined value of \$19,321 that expire in December and February. It was agreed to roll the Certificate for \$14,000 over in December when it expires and put the interest accrued in the savings account.

City Librarian's Report: Mr. Moorman reported that he plans to develop a Long Range Plan to look at major building renovations for the next four to five years. He would like to hire a consultant and an architect for a total plan. He also plans to look into networking the computers in the Catalog Department.

Open house: The grand opening of the Local History Room will be Tuesday, January 12, 1993. A brunch will be held from 7:30 until 9:00 a.m. for about 20-40 local attorneys and trust department people. A reception for the general public will be held the same day from 4:30 until 6:00 p.m. The invitations will go out the first week of December. Croissants, sweet rolls, fruit, juice and coffee were suggested for the brunch. Refreshments for the general public will probably be cookies and punch. The civic center will be contacted about providing the food.

Expenditure of funds: The Foundation has previously informally committed \$7,500 to the Business Information Center. Mr. Sorensen made a motion to commit \$7,500 to the BIC to include the purchase of two new computers for replacing the Epsoms and reprinting the promotional flyer. The motion was seconded by Mr. Smith and unanimously carried.

Wish List: Mr. Moorman is collecting information from the staff to update the wish list.

Annual Report: Ben Bishop, the new intern from Millikin University, began work yesterday and has already started on finalizing the annual report.

Appointment of Directors: Mr. Smith made a motion to re-appoint Mr. Lockmiller and Mr. Seidman to a second term on the Foundation Board. The motion was seconded by Mr. Sorensen and unanimously approved.

Election of Officers: Mr. Sorensen proposed the following slate of officers: Mr. Lockmiller, President; Mrs. Alpi, Vice-President; and Mr. Smith, Treasurer. The motion was seconded by Mr. Seidman and unanimously approved.

The next meeting was scheduled for Monday, October 12 at 4:30 p.m.

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

Respectfully submitted,

N. Richard Lockmiller

2. (Check appropriate option.)

a. In accordance with Illinois Revised Statutes, the library board has chosen not to offer non-resident fee cards. (Chapter 81: 4-7(12) or Chapter 81: 1004-11(12).)

_____ _____ _____ _____ _____

b. The library board has chosen to extend the privilege and use of the library to non-resident non-library taxpayers, and is charging an annual fee in accordance with Illinois Revised Statutes (Chapter 81: 4-7(12) or Chapter 81: 1004-11(12).)

_____ _____ _____ _____ _____

3. Non-resident library property taxpayers, if any, must be issued library cards in accordance with Illinois Statute. (Chapter 81: 4-7(12) or Chapter 81: 1004-11(12).)

_____ _____ _____ _____ _____

Users & Usage: Output Measures

4. Library Visits Per Capita
Every three years Libraries shall determine the number of people who come into the library facility during a specified period of time. (The procedures outlined in the ALA/PLA Output Measures for Public Libraries should be followed when calculating this measure.) While some libraries may wish to do this every year, all libraries shall do this at least every 3 years.

Minimum 4.5. Percentile comparisons (Optional): _____ 50th _____ 75th _____ 90th
 _____ _____ _____ _____ _____

5. Registration as a Percentage of the Population
Once a year libraries shall determine the number of registered borrowers compared to the total population served. (The procedures outlined in the ALA/PLA Output Measures for Public Libraries should be followed when calculating this measure.)

Minimum 35%. Percentile comparisons (Optional): _____ 50th _____ 75th _____ 90th
 _____ _____ _____ _____ _____

6. Users as a Percentage of the Population
 Every ten years libraries shall determine the percentage of the population that has used the library during the last year by means of a citizen survey. (Section III-Administration.) Some libraries may wish to do a citizen survey in preparation for a major decision-- construction, expansion, rate increase referendum. If, however, the timing of this survey is not prescribed by a local library issue, choosing to complete it six or seven years after a federal census may not only accomplish the receipt of the citizens' perceptions of the library, but it may also serve to update some of the census demographic information.

_____ _____ _____ _____ _____

7. Patrons by Age Groups or Other Specific Characteristics as a Percentage of the Population
 During the year of the citizen survey libraries shall determine the percentage of the population that has used the library by age, sex, occupation, and other meaningful groupings. (Section III-Administration.) These percentages can then be compared to the census statistics in order to determine if any group in the community is underserved.

_____ _____ _____ _____ _____

Specific Populations

The development of library service is entirely dependent on the make-up of each community, the priorities of the library roles, and other community agencies. (Libraries are urged to apply the Planning and Role Setting for Public Libraries 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 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 current standards other than these are available for serving specific populations, they should be studied and implemented in accordance with the library's long-range plan.

Specific target groups with special needs include but are not limited to the educationally, culturally, and socioeconomically disadvantaged; the elderly; individuals who are illiterate; ethnic minorities; persons with limited English-speaking ability; persons with physical, cognitive, and emotional disabilities; and residents of state, county, and locally funded institutions.

8. At least every five years libraries shall identify specific target groups within their population.

_____ _____ _____ _____ _____

9. At least every five years libraries shall identify the percent of usage by these specific target groups.

_____ _____ _____ _____ _____

The Board shall determine to what extent the library can meet the needs of the special populations identified and address these needs when setting its roles and formulating its long-range plan.

10 Every librarian and trustee shall work toward accomplishing the standards established by the Illinois Library Association for public library service to youth.

_____ _____ _____ _____ _____

11 Each library shall designate one staff member to be responsible for library service to individuals with disabilities. This staff member will attend meetings and workshops to become more aware of this group's needs and report to both the staff and the Board. This person will also monitor the library's efforts to integrate services to individuals with disabilities into the total library program.

_____ _____ _____ _____ _____

When choosing library roles for serving specific populations the staff and Board should answer the following questions:

Is library service provided to people in institutions located in the public library's service area?

Have you surveyed the community to see what other agencies are serving the institutionalized, the individuals with physical and cognitive disabilities, the elderly, the individuals who are illiterate and those who do not speak English?

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?

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.

12 If offered, library programs shall be incorporated in the library roles and supported in the budget.

_____ _____ _____ _____ _____

Programs Output Measure

13 Program attendance per capita (to be done annually).

_____ _____ _____ _____ _____

Library Hours

User oriented hours, both in frequency and scheduling, are a key element in guaranteeing public library accessibility. Changes in library hours should not be made frequently.

14 Regularly scheduled library hours shall be fixed, posted and include morning, afternoon, evening, and weekend hours based on users and potential users' available time, not staff convenience.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

16 During open hours all library services shall be offered to all individuals. Hours of the children's, young adult, and other special departments should be the same as the adult department.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

16 Minimum days and hours of service shall be as follows:

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

Population	Not less than
Under 5,000	5 days/25 hrs.
5,000 - 10,000	5 days/48 hrs.
10,001 - 25,000	6 days/56 hrs.
25,001 - 50,000	6 days/67 hrs.
50,001 - 75,000	7 days/71 hrs.
Over 75,000	7 days/72 hrs.

USER AND USAGE BIBLIOGRAPHY

Foundations of Quality: Guidelines for Public Library Service to Children. Chicago, IL: ILA, 1981. (New edition in progress.)

Libraries Serving Youth: Directions for Service in the 1990's. New York, NY: Youth Services Section, New York Library Association, 1987.

Needham, William L. Improving Library Service to Physically Disabled Persons: A Self-Evaluation Checklist. Littleton, CO: Libraries Unlimited, 1983.

Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. Chicago, IL: ASCLA, American Library Association, 1984.

FOR FURTHER READING

- Broderick, Dorothy M. Library Work With Children. New York, NY: H. W. Wilson, 1977. (New edition in progress.)
- Casey, Genevieve M. Library Services for the Aging. Hamden, CONN: Library Professional Publications, 1984.
- Liebold, Louise Condak. Fireworks, Brass Bands, and Elephants: Promotional Events With Flair for Libraries and Other Nonprofit Organizations. Phoenix, AZ: Oryx Press, 1986.
- Lucas, Linda and Marilyn H. Karrenbrock. The Disabled Child in the Library. Littleton, CO: Libraries Unlimited, Inc., 1983.
- Meeting the Challenge: Library Service to Young Adults. Ottawa, ONT: Canadian Library Association, 1985.
- New Directions for Young Adult Services. New York, NY: R. R. Bowker, 1983.
- Robotham, John B. Library Programs: How to Select, Plan, and Produce Them. 2nd ed. Metuchen, NJ: Scarecrow Press, 1981.
- Turock, Betty J. Serving the Older Adult: A Guide to Library Programs and Information Sources. New York, NY: Bowker, 1982.

Goal IV. To improve accessibility and design of facilities for optimal public service.

A. Objective: Improve accessibility to the main library.

Action Steps:

1. Administration will investigate alternatives for increasing the availability of short-term parking near the main library building, in FY 1991.

COMMENTS: Not accomplished.

B. Objective: Make the building's exterior more attractive and inviting by FY 1994.

Action Steps:

1. Administration and Board will investigate the purchase of an attractive and highly visible exterior sign, which could contain a message board for listing of library events and programs, by FY 1992.

COMMENTS: Not accomplished as yet.

C. Objective: Renovate the main library's interior in order to make it more attractive and functional, by FY 1994.

Action Steps:

1. By FY 1990, administration and department heads will develop plan to provide more work space around the card catalogs for both patrons and staff.

COMMENTS: Done, but there are still problems. Moved them apart further but need to address the worn spots in the carpet.

2. By FY 1990, using grant funds, administration will purchase a FAX machine for use by library staff and patrons.

COMMENTS: Done, however, FAX machine is not available for patron use due to legislative tax collection/reporting services. Many alternative FAX locations are available.

3. In FY 1991, maintenance staff will install new carpeting for those areas that need it.

COMMENTS: Not done due to fiscal constraints. Board is looking at a replacement fund for the next 1-5 years.

4. In FY 1991, administration and designated staff will develop plan to increase staff and patron visibility in all public areas.

COMMENTS: Some improvements have been made but no plan has been developed.

5. In FY 1991, administration and designated staff will design an improved signage system for the building.

COMMENTS: Addressed by Quality Circle 1 (QC1) which developed recommendations. Recommendations have not been reported as quality circle activities were discontinued due to fiscal constraints. Need to formalize recommendations and present reviews. How do we prompt acquisition of additional library street signs?

6. In FY 1991, using grant funds, administration will purchase a TDD (Telecommunications Decoding Device) for communication with deaf persons in our area.

COMMENTS: Mandated that this be installed by January 1992; procurement activities are being implemented.

7. In FY 1992, Board and administration will hire an architect or consultant to design a building plan, looking at the library's needs for future growth and space requirements.

COMMENTS: Have not budgeted for this activity.

8. Based on the building plan mentioned in #7 above, goals for possible renovation of the main library will be established in 1992, which could include:
 - a. Redesigned layout--particularly public service areas and expanded work areas (circulation area, basement, main floor).
 - b. New furnishings for some areas--including desks with drawers for most staff members, and larger carrels for typewriters and micro-film/fiche readers.
 - c. A new color scheme throughout the building.
 - d. Improved lighting in all areas of the building.
 - e. Acoustics in all areas of the building, particularly public areas.
 - f. Shelving areas, particularly periodical storage shelving.

COMMENTS: Seeking funding for this through the replacement fund (see action step #3).

- g. The need to lease or purchase additional space as future space needs increase (downtown, or explore branch library sites).

D. Objective: Continue to modernize the appearance of the bookmobiles, in order to make them more attractive and functional, by FY 1992.

Action Steps:

1. Administration and Extension Librarian or designated staff will explore the options for repainting or redesigning the bookmobile exteriors, by FY 1991.

COMMENTS: One bookmobile was repainted.

2. Administration and Extension Librarian or designated staff will explore the options for redesigning the bookmobile interiors--including new carpeting, curtains, inner ceilings, and lighting, by FY 1992.

E. Objective: Purchase generator(s) for both bookmobiles by FY 1992, to allow for more flexibility in scheduling and the promotion of library service.

Action Steps:

1. Extension Librarian will investigate cost of generator systems for both bookmobiles, and submit cost information to administration by July 1991.

COMMENTS: Done.

2. Based on cost information and feasibility, generator(s) will be considered for purchase in May of 1992, with installation during the summer of 1992.

COMMENTS: Seeking funding through replacement fund (see Objective C, Action Step #3).

F. Objective: Develop a Disaster Plan for library materials by FY 1992, in compliance with the Illinois State Library requirements.

Action Steps:

1. Administration will form a Disaster Plan Committee by FY 1991.

COMMENTS: An individual has been named to address this issue. The committee may want to coordinate efforts with the Macon County Disaster Coordinator.

2. Disaster Plan Committee will develop plan by FY 1992, to be presented to the Library Board for adoption.

Agenda Item Notes:

Van Replacement

JM

I am requesting board authorization to seek bids to purchase a new (1992 or 1993) van as budgeted. I would like to purchase from existing dealer's stock.

Quantity

Description

1

1992 or 1993 Model Delivery Van
with the following equipment/specifications:

Van must have a load capacity of 3/4 ton.

Options to be provided:

- Automatic transmission
- Power anti-lock brakes
- Power steering
- Heavy duty battery
- Air conditioning
- Heavy-duty shocks
- Heavy-duty springs
- Rear, outward opening, double doors (windows in each door)
- Sliding side cargo door with window
- Tinted glass (windshield only)
- Standard front passenger seat
- Dual exterior mirrors
- Sun visors (right and left)
- Intermittent wipers
- Radio (AM/FM)
- 16" steel belted all season radial tires

BID SPECIFICATIONS

FOR

DELIVERY VAN

FOR

DECATUR PUBLIC LIBRARY
247 East North
Decatur, Illinois 62523

September 17, 1992

INSTRUCTIONS TO BIDDERS

Bids are to be mailed or hand delivered to:

Decatur Public Library
247 East North
Decatur, Illinois 62523

Should the bidder find any discrepancies in the Specifications or be in doubt as to their meaning, he/she should contact the City Librarian:

John A. Moorman, City Librarian
Decatur Public Library
247 East North
Decatur, Illinois 62523
(217) 428-6617

Prices quoted in the proposals shall be guaranteed for a period of thirty (30) days from the date of the bid opening.

The owner reserves the right to reject any or all bids or to accept the lowest responsible bid.

Bid is to be delivered on the forms provided by the library, not later than October 1, 1992, at 10:00 a.m.

Bids are to be opened October 1, 1992 at 11:00 a.m. in the Board Room of the Decatur Public Library, 247 East North, Decatur, Illinois 62523.

Bids are to be presented to the Board of Trustees for consideration on October 15, 1992 at 4:30 p.m. in the Board Room of the Decatur Public Library, 247 East North, Decatur, Illinois 62523.

Quantity

Description

1

1992 or 1993 New Model Delivery Van
From Dealers Stock with the
Following equipment/specifications.

Van must have a load capacity of 3/4 ton.

options to be provided:

- Automatic transmission
- Power anti-lock brakes
- Power steering
- Heavy duty battery
- Air conditioning
- Heavy-duty shocks
- Heavy-duty springs
- Rear, outward opening, double doors (Windows in each door)
- Sliding side cargo door with window
- Tinted glass (windshield only)
- Standard front passenger seat
- Dual exterior mirrors
- Sun visors (right and left)
- Intermittent wipers
- Radio (AM/FM)
- 16" steel belted all-season radial tires

Vehicle Model Bid _____

Total Cash Price _____

Alternate 1.

Total Cash Price with trade in of Library's _____ Delivery Van

Estimated Delivery Date _____

Company Submitting Bid _____

Salesperson _____

PLEASE SPECIFY WARRANTY TERMS PROVIDED WITH VEHICLE BID

1990-91 MANAGEMENT PROFILE
Decatur
Decatur P.L.

(Rolling Prairie Library System)

PART C: COMPARISON PROFILE

	<u>Current Statistics</u>	<u>Comparison 1</u>	<u>Comparison 2</u>
1. Total receipts -----	\$ 2,573,993	3,046,895	3,046,895
2. Local government income -----	\$ 1,939,183	2,508,429	2,508,429
3. Percent of income derived from local government -----	75%	81%	81%
4. Local government income per capita -----	\$ 20.64	25.59	25.59
5. Head librarian salary -----	\$ 21.74	26.92	26.92
6. Print materials expenditures -----	\$ 278,352	356,945	356,945
7. Nonprint materials expenditures -----	\$ 25,629	44,797	44,797
8. Total operating expenditures -----	\$ 2,359,156	2,712,869	2,712,869
9. Total expenditures -----	\$ 2,386,828	3,542,248	3,542,248
10. Number of hours open per week -----	68.5	70.8	70.8
11. Total circulation transactions -----	814,434	935,763	935,763
12. Total reference questions -----	44,107	113,179	113,179
13. Total number of volumes held -----	231,590	375,631	375,631
14. Total staff in full time equivalent ----	52.5	71.3	71.3
15. Circulation per capita -----	8.7	9.5	9.5
6. Circulation per item held -----	3.3	2.7	2.7
7. Circulation per hour open -----	228.6	250.2	250.2
18. Volumes held per capita -----	2.5	3.6	3.6
19. Reference questions per capita -----	0.5	1.2	1.2

Comparison 1:

Average of the 10 libraries with the closest equalized assessed valuation (EAV) per capita in your library's population size group (75,000 +).
Decatur P.L. = \$4,739

1. \$ 4,826 Peoria P.L.	6. \$ 9,006 Gail Borden P.L.D.
2. \$ 5,992 Rockford P.L.	7. \$ 19,043 Nichols Lib.
3. \$ 6,181 Joliet P.L.	8. \$ 19,837 Schaumburg Twp. D.L.
4. \$ 7,525 Lincoln Lib.	9. \$ N/A N/A
5. \$ 8,425 Aurora P.L.	10. \$ N/A N/A

Comparison 2:

Average of the 10 libraries with the closest total operating expenditures in your library's population size group (75,000 +).
Decatur P.L. = \$2,359,156

1. \$2,088,126 Joliet P.L.	6. \$2,988,027 Nichols Lib.
2. \$2,082,302 Aurora P.L.	7. \$3,426,941 Rockford P.L.
3. \$2,126,680 Gail Borden P.L.D.	8. \$5,382,323 Schaumburg Twp. D.L.
4. \$2,444,102 Lincoln Lib.	9. \$ N/A N/A
5. \$2,452,004 Peoria P.L.	10. \$ N/A N/A



ILLINOIS LIBRARY ASSOCIATION

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September 10, 1992

MEMORANDUM:

TO: System Directors
Public Policy Committee

FROM: Debby Miller

Enclosed with this memo are a variety of pieces dealing with current issues of importance. Jan Ison, Public Policy Chair has asked me to share with you that ILA is aware that system funding is now stretched significantly and there is a cost to forwarding legislative information. Of extreme importance, however, is the Fall 1992 Campaign Worksheet and accompanying ILA Reporter Article, both of which are intended to increase awareness of and concern for libraries and library systems. ILA would appreciate your forwarding those items to your members and encouraging them to actively pursue contact with candidates prior to the November 3 election.

Of interest to both federal and state governmental watchers is a new monthly publication, Illinois Politics. This fledgling periodical is a wealth of insightful information about legislative happenings, congressional voting records, etc. In the latest (September) issue some of the articles include a narrative of Carol Mosely Braun's record in the Illinois General Assembly, Braun and Williamson speeches before the Democratic and Republican Conventions, articles in support of the "Freedom of Choice Act" (Sen. Paul Simon) and against the Act (Thomas F. Roeser), and much more. Subscription price is \$30 per year; students, libraries, institutions \$20. It's a good companion to Illinois Issues. NOTE: I have no connection at all with this periodical - just think it's worth considering.

For your information, Pat Turnbull, on the staff of the Lincoln Trail Libraries System and member of the Urbana School District #116 board and Fran Corcoran, school library media center professional in Community Consolidated School District #62 in Des Plaines have been selected to receive "Those Who Excel" awards for exemplary contributions to education in Illinois and will be honored on October 2 by the Illinois State Board of Education.

Consultant Comments

Deborah Miller

Many times those of us, who for personal or professional reasons "Think Library" find it difficult to understand why others, particularly decisionmakers, don't share the same values with regard to the importance of libraries as information providers to our citizens. The ILA Public Policy Committee at its August 20 meeting felt strongly that we all need to be missionaries, delivering the message, and spreading the library gospel. This is the perfect time to reach those people who will have the precious responsibility of making many decisions which will affect the way our citizens receive library services—they are the candidates for election to the Illinois General Assembly. As you know, all senators and representatives are being elected November 3. All are from newly drawn districts, and many are new to the process.

Just as the Illinois legislature has moved toward a full-time occupation for its members, so has lobbying by special interests developed into a time and energy consuming activity. Competition for attention, especially during the session, results, unfortunately, in enormous frustration, both for advocacy groups and especially for legislators, who are committed to effective representation of their constituents.

THIS IS A CALL TO ARMS!! Not until 2002 will there be another opportunity as exists right now. Between now and November 3, those folks who are candidates for office want, need, and **MUST** hear from you, their library constituents—and, in what is probably the strongest language you will see in this column—**WE HAVE ABSOLUTELY NO EXCUSE FOR NOT FULFILLING OUR RESPONSIBILITY!**

Between now and the election, candidates will be reaching out to prospective constituents, seeking support—both monetarily and, especially, at the ballot box. You can offer that support and elicit support for libraries as part of the process. Here is a simple check list of things you should do. Clip out, place in a prominent spot, and on November 3, ask yourself:

1. Attend candidate forums—not just one—but as many as you can. League of Women Voters, AAUW, political parties, service organizations—they all hold them. Make sure others in the community and the press know you're there as a library representative.

2. At those forums—**AND THIS IS THE MOST IMPORTANT THING**—ask a library related question. It doesn't matter what the question is, just ask one. You forward the presence and importance of libraries both to the candidates as well as to others in attendance.

3. Go to fund raisers. Use you own money, your future livelihood may depend on it. Or, ask you library Friends group (if you have one), or other sources to pitch in. Nothing makes an impressive statement as your attendance at a fundraiser. Introducing yourself as a library person will be remembered—and you can mention your attendance when meeting later—as in, "I remember the stirring remarks you made at your fundraiser last October."

4. If you see (or hear) **ANYTHING** in the print or non-print media which has any relevance to library services, you must write a letter to the editor. Those efforts **ARE** seen and read by candidates, legislators, and government staff at all levels, many of whom use clipping services. Also, those frequently trigger news stories and/or editorials, and can certainly influence others.

5. If you are one of the rare few who is called by a polling service and asked your opinion, mention libraries. We must extend our network of visibility as widely as possible to ensure maximum support.

6. When someone rings your doorbell just prior to the election, discuss the issue most close to your heart—libraries. Precinct captains frequently are behind-the-scene decisionmakers, and occasionally future lawmakers.

7. Make an appointment after the election to visit with your newly elected officials. Wait until the dust settles, but do it soon. Ask for just a short amount of time to help them understand the value of libraries as

information providers, offer assistance with their information needs, and volunteer to be their personal contact as a liaison between constituent information needs and their decisions affecting libraries. Be sure to mention how impressive their remarks were at the candidate forums and fundraisers you attended.

This is a blueprint for a successful jumping off point. It is important to keep in mind the goal we wish to reach. When the legislature is in spring session, and everything moves very quickly, and then we don't have the luxury of time to inform or educate our elected officials about the basics of library services. By doing the basics at election time, when maximum attention is given to voters concerns, we can later rely upon our already established relationships to forward our important agenda.



Did You See?

Libraries in the 21st Century: What's in Store for Them

The May 1992 issue of *Illinois Libraries*, a publication of the Illinois State Library, presented the full text of the three winning papers from the ILA New Members Forum Competition.

The Illinois Library Association New Members Forum began sponsoring a Paper Competition in 1988. The purpose of this competition was to give new library workers — those with ten years of experience or less — the opportunity to make a presentation at a statewide conference. Authors present their winning papers at the Illinois Library Association Annual Conference; a reactor panel of Illinois library workers discuss the papers and the topic following the presentations.

Mari McKeeth, Forum Manager for 1991-1992, wrote an excellent introduction and then the text of the papers presented by **Rebecca Banfield**, Northwestern University; **John Pollitt**, Augustana College; **W. Michael Westbrook**, Illinois College were presented. Contact the Illinois State Library for additional copies of *Illinois Libraries*.

Proposals for Janitorial Service
Decatur Public Library
September 1992

	<u>Per Month</u>	<u>Per Year</u>
Defender Services, Inc.	3,388.10	40,657.20
Decatur Window Cleaning Company, Inc.	3,636.78	43,641.36
Hour Maid	3,800.00	45,600.00
Jan-Maid Service	3,900.00	46,800.00
Jan San Services, Inc.	4,163.00	49,956.00
BJ's Cleaning Service	4,800.00	57,600.00
Maple Janitor Service	5,320.00	63,840.00

Vendor	Total cost per month	Total cost per year	labor per hour	Carpet cleaning per sq. ft. & method used	Refinish tile floors per sq. ft.	1.*	11.*	111.*	First floor window (per job)	Second floor window (per job)	Show removal (ramp) (per job)	Show removal (sidewalks) (per job)
Defender Services, Inc.	3,388.10	40,657.20	6.75	.16 extraction Kent 1400 rotation	.08				15.00	27.00	25.00	25.00
Deative Window Cleaning Company, Inc.	3,636.78	43,641.36	4.25	.22	.25				45.00	75.00	36.00	45.00
Home Maid	3,800.00	45,600.00	9.00	.06 rotary foam	.08				12.00	36.00	9.00	25.00
Jan Maid Service	3,900.00	46,800.00	10.00	.12 rotary extraction	.08				30.00	90.00	30.00	60.00
Jan Ban Services, Inc.	4,163.00	49,956.00	8.89 or 11.74	.073 for extraction; .1795 Host		.21	.16	.13	67.00	132.00	35.00	35.00
Bj's Cleaning Service	4,800.00	57,600.00	12.00	960.00 total; rotary extraction	1152.00 total				40.00	60.00	60.00	50.00
Maple Janitor Service	5,320.00	63,840.00										

- i.* Complete stripping and waxing
- ii.* Recoating floors with wax
- iii.* Restore and machine buff floors