



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

December 19, 1991 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
 - A. Meeting of November 21, 1991
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of December 2, 1991--CANCELLED
 - B. Finance & Properties Committee
 1. Approval of bills for November 1991
 - C. Rolling Prairie
 1. Report on RPLS December Board meeting
 - D. Foundation
 1. Meeting of December 17, 1991
 - E. Friends of the Library
 1. No Meeting
 - F. Long Range Plan Committee
 1. Review completed
- VI. Avenues to Excellence II
 - A. Chapter VII, Personnel
- VII. Old Business
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
November 21, 1991

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Dick Lockmiller, President. Members present: Mr. Lockmiller, Barbara Ohlsen, Robert Smith, Erik Brechnitz, Daniel Gaumer, Jerrodean Martin, Robert Oakes, Stanley Sitton, and Patricia Williams. Staff present: James Seidl, Linda Humphreys, and Maggie Sommerfeldt.

II. APPROVAL OF MINUTES

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

III. COMMUNICATION FROM THE PUBLIC

No one from the public was present.

IV. CITY LIBRARIAN'S REPORT

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

The Library is still \$115,000 short in property tax revenue for this fiscal year. More tax money should come in as delinquent tax bills are paid. Mr. Seidl said that he has been assured by City staff that the City will make up any shortage in that line item.

The per capita grant from the state still has not arrived.

Nine applications have been received for the Adult Services Librarian position. Interviews will be held in December.

The Friends of the Library decided not to purchase the TDD equipment for the Library.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: Mr. Sitton reported that the Committee met November 8. The Committee evaluated a flexible benefit package which the City has made available to their employees. It is a plan which would allow employees to tax-shelter their insurance premiums, anticipated health care costs, and dependent care expenses for children or parents. The advantage for the Library is that social security and IMRF would not have to be paid on the amount sheltered; this should more than cover any administrative expenses of the plan. At this time, the plan can only be made available to 13 non-union staff members. Mr. Sitton made a motion to approve offering the

benefit to the management staff. The motion was seconded by Mr. Brechnitz and unanimously approved.

Two tables of organization were prepared by Mr. Seidl and Mr. Plotzke, Director of the Rolling Prairie Library System. These proposed tables are to be reviewed with the staff.

A proposed 5% pay increase for the Cataloger has been reviewed by legal counsel. The increase, retroactive to May 1, 1991, will be processed administratively.

Finance and Properties Committee: Dave Johnston from the City Budget & Technology staff, negotiated a contract with CLSI to provide automation software and equipment for \$40,000. This is part of the \$124,000 in fund 21 for capital expenditures. Mr. Gaumer made a motion to approve the purchase. The motion was seconded by Mr. Oakes and unanimously carried on roll call vote. Mr. Seidl will write a thank-you letter to Mr. Johnston for his hard work on the project and for saving the Library \$13,000.

The Finance Committee is recommending approval for requesting a tax levy of \$1,955,000 from the City Council for fiscal year 1992-93. The amount was determined by using the same millage rate as last year and assuming a 1% increase in assessed valuation. Mrs. Martin made a motion to approve the request for \$1,955,000 to the City Council. The motion was seconded by Mr. Smith and unanimously carried on roll call vote.

Mr. Brechnitz made a motion to approve the October bills. The motion was seconded by Mr. Oakes and unanimously carried on roll call vote.

Rolling Prairie: Mr. Oakes attended the November meeting which was held at the Illinois State Library. System standards were reviewed as well as proposed reorganization plans. A seminar on alternate funding will be held December 4 at 9:30 at RPLS (mostly applicable for small public libraries).

Foundation: Mr. Lockmiller reported that the remodeling of the Local History Room has started. The contractors are trying to get the noisiest parts of their work accomplished between 6 and 9 a.m.

Friends of the Library: The store has been open two weeks and is doing very well. Friends members receive a 10% discount on store merchandise. The Friends will be giving \$5,000 to \$10,000 to the Library each year.

Long Range Plan Committee: The Committee completed their review of the plan. The plan will be revised and presented by the Committee at a future Board meeting.

VI. AVENUES TO EXCELLENCE II

Chapter VI, Reference Services, was reviewed.

VII. OLD BUSINESS

Ms. Williams made a motion to adjourn to closed session to consider information regarding the appointment, employment, or dismissal of an employee. The motion was seconded by Mr. Brechnitz and unanimously carried on roll call vote. The Board went into closed session at 5:15 p.m. The meeting was re-convened at 5:25 p.m.

First Night promoters have decided not to use the Library for their activities as originally planned.

VIII. NEW BUSINESS

Volunteers are needed to work in the Business Information Center. If anyone knows of someone that may be interested, please have them call either Mr. Seidl or Mr. Merrick, Reference Librarian.

Mr. Seidl was asked if the Library will be having a "Tree of Wishes" this year. Mr. Seidl responded that we will not. It was suggested that a holiday box be displayed to accept donations to purchase materials.

Shawn Kinder, writing intern from Millikin University, has redesigned the Library newsletter. He has agreed to continue working in the same capacity for the Library during the upcoming spring semester.

A more detailed circulation statistical form will be included with the Board packets beginning next month.

Mr. Seidl reported that progress with the labor negotiations has been very slow.

IX. ADJOURNMENT

Mr. Lockmiller adjourned the meeting at 5:40 p.m.

Respectfully submitted,



Robert C. Smith, Secretary
Decatur Public Library Board of Trustees

**City Librarian's Report
November 1991**

I. STATISTICS

Total library circulation for the month was down 1.4% (959 items) from November 1990. Twelve month circulation is up 2.6% (21,010 items) over the previous 12 month period. There were 170 circulations for the McNaughton rental collection, compared to 152 in October 1991.

Adult materials were up for the seventh month in a row (5.9% for the month and 8.1% for the 12 month period). Circulation of children's materials was down 8.1% for the month and down 2.4% for the 12 month period. The Extension Department circulation remained nearly the same as last November (-0.2%). Audiovisual circulation for the main library was down (for the second consecutive month) 26% from November 1990. I believe the reason for the decline is that we do not have a full-time Audiovisual Librarian.

Service statistics are down 3.1% (137 contacts) from November 1990, but up 15.5% (6,315 contacts) for the 12 month period.

30,569 people used the library this month, up 2.6% (769 people) over November 1990.

II. BUDGET

Ninety-two percent of the 1991/92 revenue projection is now received. Property tax revenue is still \$115,135 short, and the state per capita grant has not yet arrived.

Total expenditures are 58.0% of the total budget. The materials budget is 75.4% spent. Nearly \$42,900 has been saved in personnel expenditures to date.

III. COLLECTION DEVELOPMENT

Cathy Ritchie, Young Adult Librarian, and I met with area librarians on November 20 to begin the Cooperative Collection Management Project. The next meeting will be December 18. The Illinois State Library requires that libraries adopt a cooperative collection development plan to be eligible for the per capita grant. The plan must be completed by July 15, 1992.

The DPL Foundation is purchasing DUN's Million Dollar Disk on CD ROM for \$2,500 for one year. The reference has had several requests from patrons for this disk.

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About one-half of the bookmobile books-on-tape collection has arrived. Steve Serber reported a slow but steady usage of this new service for the bookmobiles. There were 70 audio-visual circulations for the bookmobile in November.

IV. PERSONNEL

I have accepted a position as Director of the Woodlands Library Cooperative in Michigan. My last working day will be January 3, and I will be on vacation through January 21, 1992.

Bobanne Coventry, Junior Cataloger, returned from a leave of absence on December 2. Maureen Flannell assumed the duties of the Junior Cataloger position during Mrs. Coventry's absence.

I will interview four candidates for the Adult Services Librarian position from December 16-18.

Cathy Ritchie attended the YA Literature Conference in Seattle on November 25 and 26. She brought back a lot of free paperback books for young adults which she intends to add to our collection. Although Ms. Ritchie was allowed work time to attend this conference, she paid for all of the expenses.

V. PUBLIC RELATIONS

The League of Women Voters held a Health Care Forum at the Library on November 23. About 60 people attended.

The 12th Annual Fine Arts Film Series will begin January 18. The promotional flier is attached.

There have been only a few minor problems with the computers in the Business Information Center during the past month. These computers are heavily used.

VI. AUTOMATION

The circulation computer was upgraded the week of December 9. A one gigabyte hard drive was added as well as a tape back-up drive. Increased computer speed and memory were achieved. Down time was less than two days.

Bar coding of reference materials has continued and should be finished in January. The retrospective conversion project has slowed because our contact person with CLSI resigned and filled with a new person.

VII. MISCELLANEOUS

The former local history room was completely dismantled in November. The drywall is up for the new room. The lights are on back-order; there could be a slight delay in finishing by the end of December.

The South Macon Public Library District is subject to a backdoor referendum. If approved, their territory will expand to abut Decatur.

The Friends' store opened November 11. Sales have been brisk. New merchandise is expected soon, including t-shirts and sweatshirts with a picture of the old library. The store is open 12 hours per week.

Decatur Public Library
Circulation Statistics
November 1991

	Adult Materials		Youth Materials		Juvenile Materials		TOTAL MONTH	TOTAL 12 MONTH
	Month	12 MONTH	Month	12 MONTH	Month	12 MONTH		
PRINT 1991	31480	383633	1865	26477	23207	284322	56552	694432
PRINT 1990	30184	361971	1845	27813	24446	285474	56475	675258
A-V 1991	11016	140487					11016	140487
A-V 1990	12052	138651					12052	138651
TOTAL 91	42496	524120	1865	26477	23207	284322	67568	834919
TOTAL 90	42236	500622	1845	27813	24446	285474	68527	813909

	Current Month	Month	Percentage	Current 12 Months	Previous 12 Months	Percentage
	Central Library, Print Reference	149	219	-31.96	2615	2852
Adult Materials	26223	24766	5.83	317685	293949	8.07
Young Adult Materials	1609	1569	2.55	23284	23539	-1.08
Childrens's Materials	14593	15876	-8.08	196084	200937	-2.42
Total Central Library	42574	42430	0.34	539668	521277	3.53
Extension Print						
Bookmobile 547	5319	5486	-3.04	66355	67187	-1.24
Bookmobile 548	7136	6746	5.78	68882	67040	2.75
Outreach Services	993	1249	-20.50	14198	14669	-3.21
Total Extension	13448	13481	-0.24	149435	148896	0.36
Total Print	56022	55911	0.20	689103	670173	2.82
Non-print Materials						
Films	50	76	-34.21	508	529	-3.97
Videocassettes	7606	7940	-4.21	95501	91248	4.66
Audiocassettes	2023	2295	-11.85	26357	24951	5.64
Recordings	1213	1650	-26.48	16903	20815	-18.79
Other non-print	54	73	-26.03	769	742	3.64
Total Central Non-print	10946	12034	-9.04	140038	138285	1.27
Extension Non-print	70	18	288.89	449	366	22.68
Total Non-print Materials	11016	12052	-8.60	140487	138651	1.32
Renewals	530	564	-6.03	5329	5085	4.90
Total Circulations	67568	68527	-1.40	834919	813909	2.58

**STATISTICAL REPORT
November 1991**

Volumes purchased this 12 months to date: 15,929
 Volumes purchased last 12 months to date: 15,218

TECHNICAL SERVICES

New book volumes added	1,221
New book titles added	604
AV titles added	32
Books withdrawn	1,042
Books mended	841
Gift books	733

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1991/92</u>	<u>YTD Expended 1990/91</u>	<u>Unexpended</u>
Personal Services	1,685,593	906,689	1,002,797	778,904
Operating	383,689	212,716	191,816	170,973
Capital & books	260,300	195,603	185,690	64,796

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	8 + 1	0	0	8 + 1
Library Assistants	7 + 5	0	0	7 + 5
Clerical	18 + 8	0	0	18 + 8
Pages	4 + 6	0	0	4 + 6
Maintenance	3 + 1	0	0	3 + 1

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

COMPUTER DOWN-TIME FOR MONTH: 0

PATRONS REGISTERED: 347 adult + 36 youth + 82 juvenile = 465 total

PATRON CONTACTS: this 12 months to date: 47,186
 last 12 months to date: 40,871

VOLUNTEERS: 75 volunteers worked 285 hours

FOR PERIOD ENDING 11/30/91

DATE OF REQUEST	VENDOR	CHECK NUMBER	AMOUNT	CHECK DATE	DESCRIPTION
11/04/91	POSTMASTER	48493	28.41	11/04/91	POSTAGE TO MAINT BLDGS
11/04/91	TREAS-PETTY CASH	48502	84.59	11/04/91	BOOKS-MAIN ADULT
11/04/91	THORNBIKE PRESS	48503	365.57	11/04/91	HOSPITAL AND MEDICAL INSURANCE
11/06/91	TREAS-MEDICAL INS	48544	2,987.79	11/06/91	GROUP LIFE INSURANCE
11/06/91	TREAS-MEDICAL INS	48545	40.00	11/06/91	WORKERS COMPENSATION
11/06/91	TREAS-NON MEDICAL INS	48545	900.93	11/06/91	RETIREMENT-IMRF
11/06/91	TREAS-NON MEDICAL INS	48546	9,004.12	11/06/91	OFFICE SUPPLIES
11/07/91	SIRIGLOS	48572	49.02	11/08/91	MOBILE VEHICLE INSURANCE
11/07/91	TREAS-NON MEDICAL INS	48573	254.08	11/08/91	BOILER INSURANCE
11/07/91	TREAS-NON MEDICAL INS	48573	39.58	11/08/91	LIBERTY INSURANCE
11/07/91	TREAS-NON MEDICAL INS	48573	1,182.08	11/08/91	PROPERTY LIABILITY INSURANCE
11/07/91	TREAS-NON MEDICAL INS	48573	425.00	11/08/91	GENERAL EQUIPMENT
11/07/91	TREAS-GENERAL FUND	48576	58.66	11/08/91	OFFICE SUPPLIES
11/07/91	TREAS-GENERAL FUND	48576	41.17	11/08/91	TRANSFERS TO GENERAL FUND
11/07/91	TREAS-GENERAL FUND	48593	2,407.00	11/12/91	POSTAGE
11/12/91	POSTMASTER	48594	58.00	11/12/91	GASOLINE
11/12/91	TREAS-CENTRAL GARAGE FD	48598	128.07	11/12/91	POSTAGE
11/12/91	TREAS-CENTRAL FUND	48600	323.59	11/12/91	POSTAGE
11/12/91	TREAS-PETTY CASH	48601	39.04	11/12/91	MATERIAL TO MAINT BLDGS
11/12/91	TREAS-PETTY CASH	48601	12.19	11/12/91	MATERIAL SUPPLIES
11/12/91	TREAS-PETTY CASH	48601	33.78	11/12/91	OFFICE SUPPLIES
11/12/91	TREAS-PETTY CASH	48610	150.00	11/13/91	OFFICE SUPPLIES
11/13/91	BAKER & TAYLOR CO	48610	943.67	11/13/91	BOOKS-MAIN ADULT
11/13/91	BAKER & TAYLOR CO	48610	38.43	11/13/91	BOOKS-MAIN YOUTH
11/13/91	BAKER & TAYLOR CO	48610	636.57	11/13/91	BOOKS-MAIN JUVENILE
11/13/91	BAKER & TAYLOR CO	48610	290.47	11/13/91	BOOKS-EXTENSION ADULT
11/13/91	BAKER & TAYLOR CO	48610	4.20	11/13/91	BOOKS-EXTENSION YOUTH
11/13/91	BAKER & TAYLOR CO	48610	43.94	11/13/91	BOOKS-VIDEOS
11/13/91	BAKER & TAYLOR CO	48610	18.95	11/13/91	AV-VIDEOS
11/13/91	ILL BELL TELEPHONE CO	48617	618.16	11/13/91	TELEPHONE
11/13/91	MANPOWER PUBLISHING CO	48619	866.19	11/13/91	TEMP PERSONNEL SERVICES
11/14/91	DECATUR HERALD & REVIEW	48641	130.50	11/15/91	OTHER PROFESSIONAL SERVICES
11/14/91	DECATUR HERALD & REVIEW	48641	671.03	11/15/91	BOOKS-MAIN REFERENCE
11/17/91	ILL LIBRARY ASSN	48657	472.00	11/15/91	PROFESSIONAL MEMBERSHIP FEES
11/17/91	ILL LIBRARY ASSN	48657	139.56	11/15/91	SERV TO MAINT AUTO EQUIPMENT
11/17/91	ILL LIBRARY ASSN	48657	48.00	11/15/91	OTHER PROFESSIONAL SERVICES
11/17/91	ILL LIBRARY ASSN	48657	40.00	11/15/91	OTHER PROFESSIONAL SERVICES
11/17/91	ILL LIBRARY ASSN	48657	144.00	11/15/91	TRAINING SCHOOL
11/17/91	ILL LIBRARY ASSN	48657	50.00	11/15/91	OTHER PROFESSIONAL SERVICES
11/17/91	ILL LIBRARY ASSN	48657	96.00	11/15/91	OTHER PROFESSIONAL SERVICES
11/17/91	ILL LIBRARY ASSN	48657	96.00	11/15/91	OTHER PROFESSIONAL SERVICES
11/17/91	ILL LIBRARY ASSN	48657	3.80	11/15/91	CONFERENCE AND OTHER TRAVEL
11/17/91	ILL LIBRARY ASSN	48657	66.09	11/15/91	MATERIALS TO MAINT BLDGS
11/17/91	ILL LIBRARY ASSN	48657	22.67	11/15/91	OFFICE SUPPLIES
11/17/91	ILL LIBRARY ASSN	48657	25.74	11/15/91	TELEPHONE
11/17/91	ILL LIBRARY ASSN	48657	2.50	11/15/91	SERV TO MAINT BUILDINGS
11/17/91	ILL LIBRARY ASSN	48657	2,932.48	11/15/91	HOSPITAL AND MEDICAL INSURANCE
11/17/91	ILL LIBRARY ASSN	48657	39.00	11/15/91	GROUP LIFE INSURANCE
11/17/91	ILL LIBRARY ASSN	48657	870.39	11/15/91	WORKERS COMPENSATION
11/17/91	ILL LIBRARY ASSN	48657	8,466.82	11/15/91	RETIREMENT-IMRF
11/17/91	ILL LIBRARY ASSN	48657	847.00	11/15/91	POSTAGE
11/17/91	ILL LIBRARY ASSN	48657	87.00	11/15/91	RENTAL P EQUIPMENT
11/17/91	ILL LIBRARY ASSN	48657	385.80	11/15/91	POSTAGE
11/17/91	ILL LIBRARY ASSN	48657	8.95	11/15/91	CONFERENCE AND OTHER TRAVEL
11/17/91	ILL LIBRARY ASSN	48657	62.03	11/15/91	MATERIALS TO MAINT BLDGS
11/17/91	ILL LIBRARY ASSN	48657	17.80	11/15/91	MATERIAL TO MAINT AUTO EQUIP
11/17/91	ILL LIBRARY ASSN	48657	9.89	11/15/91	OFFICE SUPPLIES
11/17/91	ILL LIBRARY ASSN	48657	1,105.00	11/15/91	PROFESSIONAL SERVICES
11/17/91	ILL LIBRARY ASSN	48657	13.05	11/15/91	BOOKS-MAIN ADULT
11/17/91	ILL LIBRARY ASSN	48657	608.64	11/15/91	PRINTING AND BINDING
11/17/91	ILL LIBRARY ASSN	48657	53.50	11/15/91	BOOKS-MAIN REFERENCE
11/17/91	ILL LIBRARY ASSN	48657	406.14	11/15/91	BOOKS-MAIN ADULT

FOR PERIOD ENDING 11/30/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/27/91	BAKER & TAYLOR CO	26.96	48867	11/27/91	BOOKS-MAIN YOUTH
11/27/91	BAKER & TAYLOR CO	35.00	48867	11/27/91	BOOKS-MAIN JUVENILE
11/27/91	BAKER & TAYLOR CO	703.42	48867	11/27/91	BOOKS-MAIN REFERENCE
11/27/91	BAKER & TAYLOR CO	70.00	48867	11/27/91	BOOKS-PROFESSIONAL
11/27/91	BAKER & TAYLOR CO	50.13	48867	11/27/91	BOOKS-EXTENSION ADULT
11/27/91	BAKER & TAYLOR CO	30.00	48867	11/27/91	BOOKS-EXTENSION YOUTH
11/13/91	BAKER & TAYLOR CO	1,073.24	48868	11/27/91	BOOKS-MAIN ADULT
11/13/91	BAKER & TAYLOR CO	85.95	48868	11/27/91	BOOKS-MAIN YOUTH
11/13/91	BAKER & TAYLOR CO	26.51	48868	11/27/91	BOOKS-MAIN JUVENILE
11/13/91	BAKER & TAYLOR CO	210.92	48868	11/27/91	BOOKS-EXTENSION ADULT
11/13/91	BAKER & TAYLOR CO	4.20	48868	11/27/91	BOOKS-EXTENSION YOUTH
11/21/91	BAKER & TAYLOR CO	167.15	48868	11/27/91	AV-VIDEO
11/21/91	BAKER & TAYLOR CO	76.94	48868	11/27/91	AV-CASSETTES
11/21/91	BAKER & TAYLOR CO	579.55	48868	11/27/91	AV-VIDEOS
11/21/91	BAKER & TAYLOR CO	1,171.79	48869	11/27/91	BOOKS-MAIN ADULT
11/21/91	BAKER & TAYLOR CO	43.00	48869	11/27/91	BOOKS-MAIN YOUTH
11/21/91	BAKER & TAYLOR CO	1,551.75	48869	11/27/91	BOOKS-MAIN REFERENCE
11/21/91	BAKER & TAYLOR CO	69.60	48869	11/27/91	BOOKS-EXTENSION ADULT
11/21/91	BAKER & TAYLOR CO	291.02	48869	11/27/91	BOOKS-EXTENSION YOUTH
11/21/91	BAKER & TAYLOR CO	22.02	48869	11/27/91	BOOKS-EXTENSION JUVENILE
11/21/91	BAKER & TAYLOR CO	31.42	48869	11/27/91	AV-VIDEO
11/21/91	BAKER & TAYLOR CO	11.85	48869	11/27/91	AV-CASSETTES
11/21/91	BAKER & TAYLOR CO	6.95	48869	11/27/91	AV-VIDEOS
11/21/91	BAKER & TAYLOR CO	476.03	48869	11/27/91	BOOKS-MAIN ADULT
11/21/91	BAKER & TAYLOR CO	966.10	48870	11/27/91	BOOKS-MAIN YOUTH
11/21/91	BAKER & TAYLOR CO	48.34	48870	11/27/91	BOOKS-MAIN JUVENILE
11/27/91	BAKER & TAYLOR CO	207.79	48870	11/27/91	BOOKS-MAIN REFERENCE
11/27/91	BAKER & TAYLOR CO	15.95	48870	11/27/91	BOOKS-EXTENSION ADULT
11/27/91	BAKER & TAYLOR CO	62.46	48870	11/27/91	BOOKS-EXTENSION YOUTH
11/27/91	BAKER & TAYLOR CO	399.28	48870	11/27/91	BOOKS-EXTENSION JUVENILE
11/27/91	BAKER & TAYLOR CO	25.92	48870	11/27/91	AV-CASSETTES
11/27/91	BAKER & TAYLOR CO	58.73	48870	11/27/91	AV-VIDEOS
11/27/91	BAKER & TAYLOR CO	456.74	48871	11/27/91	BOOKS-MAIN ADULT
11/27/91	BAKER & TAYLOR CO	3.57	48871	11/27/91	BOOKS-MAIN YOUTH
11/27/91	BAKER & TAYLOR CO	461.02	48871	11/27/91	BOOKS-MAIN JUVENILE
11/27/91	BAKER & TAYLOR CO	71.96	48871	11/27/91	BOOKS-MAIN REFERENCE
11/27/91	BAKER & TAYLOR CO	101.14	48871	11/27/91	BOOKS-EXTENSION ADULT
11/27/91	BAKER & TAYLOR CO	341.34	48871	11/27/91	BOOKS-EXTENSION YOUTH
11/27/91	BAKER & TAYLOR CO	35.88	48872	11/27/91	BOOKS-MAIN ADULT
11/27/91	BAKER & TAYLOR CO	107.58	48872	11/27/91	BOOKS-EXTENSION ADULT
11/27/91	BAKER & TAYLOR CO	104.16	48872	11/27/91	BOOKS-EXTENSION JUVENILE
11/27/91	BAKER & TAYLOR CO	129.54	48902	11/27/91	AV-VIDEOS
11/13/91	CANFIELD LUMBER CO.	35.90	48909	11/27/91	MATERIALS TO MAINT BLDGS
11/13/91	CRIMEBEAT	396.29	48919	11/27/91	MAG/PAPERS-MAIN ADULT
11/14/91	DECATUR PAPER HOUSE	240.49	48921	11/27/91	OFFICE SUPPLIES
11/14/91	DECATUR EDUCATIONAL CORP	34.71	48927	11/27/91	OFFICE SUPPLIES
11/14/91	FACTS ON FILE	368.02	48952	11/27/91	OFFICE SUPPLIES
11/14/91	GAYLORD BROS.	28.52	48958	11/27/91	BOOKS-MAIN REFERENCE
11/14/91	GEO SCIENCE RESOURCES	19.95	48960	11/27/91	BOOKS-MAIN REFERENCE
11/14/91	HARVARD BUSINESS PRODUCTS	25.00	48963	11/27/91	BOOKS-PROFESSIONAL
11/14/91	H W WILSON CO	26.00	48963	11/27/91	BOOKS-PROFESSIONAL
11/14/91	H W WILSON CO	183.39	48963	11/27/91	TELEPHONE
11/14/91	IL BELL TELEPHONE CO	16,414.94	48977	11/27/91	ELECTRICITY REFERENCE
11/14/91	IL POWER CO	16,832.00	48977	11/27/91	BOOKS-MAIN REFERENCE
11/14/91	INFORMATION ACCESS	500.00	48980	11/27/91	AV-CASSETTES
11/14/91	INFORM	300.00	48980	11/27/91	PROFESSIONAL
11/14/91	IL LIBRARY ASSN	176.32	48989	11/27/91	MEMBERSHIP FEES
11/14/91	JOHN CURLEY & ASSOCIATES	1,638.00	49029	11/27/91	BOOKS-MAIN ADULT
11/14/91	MOULTON GRAPHICS	4.00	49029	11/27/91	SERV TO MAINT OFFICE EQUIP
11/14/91	MAP KETTING	4.00	49035	11/27/91	BOOKS-MAIN REFERENCE
11/14/91	MANPOWER	14.00	49043	11/27/91	TEMP PERSONNEL SERVICES
11/14/91	NATIONAL PLANNING ASSOC.	27.40	49068	11/27/91	BOOKS-MAIN REFERENCE
11/14/91	BLACK & VEATCH BATTERY	249.28	49071	11/27/91	MATERIAL TO MAINT AUTO EQUIP
11/14/91	R. K. BOWKER				BOOKS-MAIN JUVENILE

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 11/30/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/21/91	WEST PUBLISHING COMPANY	151.50	49124	11/27/91	BOOKS-MAIN REFERENCE
11/21/91	WOOD PRINTING SERVICE, INC.	110.00	49125	11/27/91	PRINTING AND BINDING
11/13/91	WISH YOU WERE HERE	85.00	49130	11/27/91	AV-VIDEOS

TOTAL 90,302.54

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND PUBLIC LIBRARY-TRUSTS

FOR PERIOD ENDING 11/30/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/13/91	BAKER & TAYLOR CO	37.93	48610	11/13/91	EXPENDITURES
11/21/91	BAKER & TAYLOR CO	122.25	48867	11/27/91	EXPENDITURES
11/13/91	BAKER & TAYLOR CO	36.88	48868	11/27/91	EXPENDITURES
11/21/91	BAKER & TAYLOR CO	125.93	48869	11/27/91	EXPENDITURES
11/21/91	BAKER & TAYLOR CO	111.81	48870	11/27/91	EXPENDITURES
11/21/91	BAKER & TAYLOR CO	177.14	48871	11/27/91	EXPENDITURES
11/27/91	BAKER & TAYLOR CO	37.12	48872	11/27/91	EXPENDITURES

TOTAL 549.06

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1991-92
 FUND 20 DECATUR PUBLIC LIBRARY

UNCOMPLETED PROGRAM BALANCE

UNEXPENDED BALANCE

ENCUMBRANCE

Y-I-D BUDGET

YEAR-TO-DATE EXPENDITURES

MONTHLY EXPENDITURES

ANNUAL BUDGET

DECATUR PUBLIC LIBRARY

GLA3010

LINE	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-I-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNCOMPLETED PROGRAM BALANCE
40000	DECATUR PUBLIC LIBRARY							
090	REGULAR SALARIES	1,286,708	81,365.97	614,409.76	750,579	672,298.24	.00	672,298.24
092	HOLIDAYS	0	443.34	20,409.09	0	20,409.09	.00	20,409.09
094	LEAVE WITH PAY	0	27.57	842.57	0	842.57	.00	842.57
096	SICK TIME	0	5,402.61	16,589.16	0	16,589.16	.00	16,589.16
098	VACATION TIME	0	3,385.44	48,616.96	0	48,616.96	.00	48,616.96
		1,286,708	90,624.93	700,867.54	750,579	585,840.46	.00	585,840.46
PERSONAL SERVICES								
101	TEMPORARY SALARIES	25,704	890.44	15.07	0	15.07	.00	15.07
104	RETIREMENT-IMRF	201,624	17,450.94	135,136.38	14,994	16,776.86	.00	16,776.86
111	GROUP LIFE INSURANCE	1,134	79.00	615.00	152,614	126,487.62	.00	126,487.62
112	HOSPITAL AND MEDICAL	8,162	5,920.27	45,701.88	49,269	38,760.12	.00	38,760.12
114	WORKERS COMPENSATION	23,391	1,771.32	13,743.00	13,644	9,648.00	.00	9,648.00
115	SERVICE RECOGNITION	2,570	137.50	1,682.50	1,499	887.50	.00	887.50
		398,885	26,249.47	205,820.97	232,681	193,064.03	.00	193,064.03
CONTRACTUAL SERVICES								
201	ADVERTISING	2,700	.00	2,556.51	1,575	143.49	.00	143.49
202	PRINTING AND BINDING	10,000	718.64	5,120.99	5,833	4,879.31	544.00	4,335.31
210	SERV TO MAINT BLDINGS	11,000	2.50	1,347.56	6,416	9,652.44	305.50	9,346.94
211	SERV TO MAINT IMPROVEMENTS	200	.00	.00	116	200.00	.00	200.00
212	SERV TO MAINT AUTO EQUIPMEN	3,500	135.56	1,236.33	2,041	2,263.67	674.60	1,589.07
213	SERV TO MAINT OFFICE EQUIP	10,500	1,638.00	4,516.38	6,125	5,983.62	217.00	5,766.62
231	ELECTRICITY	70,000	16,414.94	55,022.55	40,833	14,977.45	.00	14,977.45
232	GAS	11,000	1,100.00	2,330.53	6,416	8,669.47	.00	8,669.47
233	TELEPHONE	20,200	827.29	8,811.40	11,783	11,388.60	383.00	11,005.60
234	WATER	1,500	.00	452.64	554	497.36	.00	497.36
238	AUDITING SERVICES	1,300	.00	1,406.94	758	100.00	.00	100.00
240	TRAINING SCHOOL	3,965	50.00	1,252.54	2,312	2,712.48	.00	2,712.48
241	CONFERENCES AND OTHER TRAVE	3,131	12.55	1,352.31	1,826	1,778.69	.00	1,778.69
245	POSTAGE	14,500	956.40	6,773.92	8,458	7,726.08	43.00	7,683.08
247	COMPUTER SOFTWARE EXPENSE	500	.00	1,609.49	291	1,109.49	.00	1,109.49
271	TEMP PERSONNEL SERVICES	8,750	3,273.82	20,107.68	5,104	11,357.68	.00	11,357.68
272	TUITION REIMBURSEMENT	1,500	.00	378.00	875	1,122.00	.00	1,122.00
280	OTHER PROFESSIONAL SERVICES	41,200	650.50	15,488.23	24,150	25,911.77	.00	25,911.77
284	PROFESSIONAL MEMBERSHIP FEE	2,250	2,077.00	2,212.00	1,312	33.00	.00	33.00
286	RENTAL-D P EQUIPMENT	34,400	847.00	15,759.12	20,066	18,640.98	.00	18,640.98
289	RENTAL-EQUIPMENT	17,000	58.66	9,726.61	9,916	7,273.39	1,063.00	6,210.39
		268,746	27,660.86	157,459.49	156,760	111,286.91	3,230.10	108,056.41
COMMODITIES								
310	GASOLINE	3,500	128.07	1,282.46	2,041	2,217.54	.00	2,217.54
312	MATERIALS TO MAINT BLDGS	3,500	.00	3,423.28	7,000	8,111.89	286.60	7,825.29
320	MATERIAL TO MAINT AUTO EQUI	3,000	57.39	2,916.44	1,750	83.56	280.01	196.42
337	OFFICE SUPPLIES	30,000	1,211.33	11,171.04	17,500	18,928.96	2,001.35	16,927.61
357	EMPLOYEE RECOGNITION SUPPLI	200	.00	169.48	116	30.52	.00	30.52
		52,200	1,878.08	21,850.81	30,448	30,345.19	2,577.96	27,767.23
OTHER CHARGES								
400	CONTRIBUTIONS TO GENERAL FUND	10,000	.00	3,252.00	5,833	6,748.00	.00	6,748.00
415	MOTOR VEHICLE-INSURANCE	28,884	2,407.00	16,849.00	16,849	12,035.00	.00	12,035.00
420	BOLLER INSURANCE	3,475	39.58	1,277.06	277	197.94	.00	197.94
421	PROPERTY INSURANCE	14,165	1,182.08	8,274.56	8,274	5,910.44	.00	5,910.44

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1991-92

GLA3010	41000	DPL-CANTONI TRUST	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
		DESCRIPTION								
		EXPENDITURES								
	900	EXPENDITURES	12,000	549.06	2,487.23	7,000	9,512.77	1,588.43	7,924.34	34.0
			12,000	549.06	2,487.23	7,000	9,512.77	1,588.43	7,924.34	34.0
	**	DIVISION TOTAL **	12,000	549.06	2,487.23	7,000	9,512.77	1,588.43	7,924.34	34.0

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1991-92

GLA3010	42000	DPL-BRECKENRIDGE TRUST	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
		DESCRIPTION								
		CAPITAL OUTLAY								
		EXPENDITURES								
	900	EXPENDITURES	11,450	.00	.00	6,679	11,450.00	.00	11,450.00	
			11,450	.00	.00	6,679	11,450.00	.00	11,450.00	
	**	DIVISION TOTAL **	11,450	.00	.00	6,679	11,450.00	.00	11,450.00	

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1991-92

GLA3010	43000	DPL-BRIDGES TRUST	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
		DESCRIPTION								
		EXPENDITURES								
	900	EXPENDITURES	2,500	.00	289.00	1,458	2,211.00	.00	2,211.00	11.6
			2,500	.00	289.00	1,458	2,211.00	.00	2,211.00	11.6
	**	DIVISION TOTAL **	2,500	.00	289.00	1,458	2,211.00	.00	2,211.00	11.6

ACCT. NO.	DESCRIPTION	PERIOD ENDING 11/30/91		Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	
		MONTHLY ACTUAL	Y-T-D ESTIMATE			REAL	REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	211,800.31	141,306.00	70,494.31	149
TOTAL		.00	202,570.00	211,800.31	141,306.00	70,494.31	149
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	1,128,828.75	1,820,000.00	1,935,135.00	115,135.00	94
TOTAL		.00	1,128,828.75	1,820,000.00	1,935,135.00	115,135.00	94
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	448.71	70,000.00	72,948.80	120,000.00	47,051.20	60
30200-107	STATE GRANTS OR OTHER	.00	57,166.66	47,995.39	98,000.00	50,004.61	49
TOTAL		448.71	127,166.66	120,944.19	218,000.00	97,055.81	55
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,503.57	29,166.66	37,335.03	50,000.00	12,664.97	74
30500-510	LIBRARY NON-RESIDENT FEES	210.00	2,133.33	2,194.00	4,000.00	1,846.00	53
30500-511	LIBRARY LOST AND DAMAGED BOOKS	234.20	2,333.33	2,604.33	4,000.00	1,395.67	65
30500-514	VERIFAX	269.85	408.33	1,246.70	700.00	546.70	178
30500-515	RESERVES	366.64	3,208.33	2,362.72	5,500.00	3,137.28	43
TOTAL		6,584.26	37,449.58	45,702.78	64,200.00	18,497.22	71
TRANSFERS FROM GENERAL FUND							
30600-702	TRANSFER FROM GENERAL FUND	.00	5,833.33	.00	10,000.00	10,000.00	
TOTAL		.00	5,833.33	.00	10,000.00	10,000.00	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	4,023.91	19,250.00	18,529.38	33,000.00	14,470.62	56
TOTAL		4,023.91	19,250.00	18,529.38	33,000.00	14,470.62	56
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	67.00	583.33	1,218.09	1,000.00	218.09	121
30800-899	MISCELLANEOUS INCOME	48.93	4,666.66	915.70	8,000.00	7,084.30	11
TOTAL		115.93	5,249.99	2,133.79	9,000.00	6,866.21	23
FUND TOTAL		11,172.81	1,526,348.71	2,219,110.45	2,410,641.00	191,530.55	92

ACCT. NO.	DESCRIPTION	PERIOD ENDING 11/30/91		Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	
		MONTHLY ACTUAL	Y-T-D ESTIMATE			REAL	REAL
LIBRARY CAPITAL							
30600-702	TRANSFER FROM GENERAL FUND	.00	72,333.33	.00	124,000.00	124,000.00	
TOTAL		.00	72,333.33	.00	124,000.00	124,000.00	
TRANSFERS FROM GENERAL FUND							
30600-702	TRANSFER FROM GENERAL FUND	.00	72,333.33	.00	124,000.00	124,000.00	
TOTAL		.00	72,333.33	.00	124,000.00	124,000.00	
FUND TOTAL		.00	72,333.33	.00	124,000.00	124,000.00	

VII. PERSONNEL

Staffing Levels

Personnel is the library's most valuable resource and usually accounts for the largest portion of the budget. A library must be adequately staffed by competent, well-trained personnel in order to guarantee timely, efficient, and high quality library service to the community.

Planning and providing quality library service is a demanding task. The library profession has recognized that one means of maintaining quality is through approved educational programs. The American Library Association (ALA) has done this through the accreditation of graduate programs in library and information science. While acknowledging that each library employee must be evaluated on his or her specific talents, the commitment of the profession to quality education for its members is supported in this document by recommending the employment of graduates of ALA accredited programs for professional library positions.

1. Every library, no matter how small, shall have a permanent, paid staff member scheduled to work a minimum of 25 hours per week who is responsible for the administration of library services.

_____ _____ _____ _____ _____

2. (Either a or b applies.)

a. Libraries serving populations of 5,000 and over shall have on the staff at least one full-time employee with a graduate degree from an ALA accredited library school. Libraries serving over 5,000 people should employ degreed librarians in reasonable proportion to their population and their locally chosen roles.

_____ _____ _____ _____ _____

b. Libraries serving fewer than 5,000 people shall have on their staff a person with any one of the following educational descriptions: a graduate ALA accredited Masters degree in Library Science, a Bachelor's degree, a Library Technical Assistant Certificate (LTA) or two years of college

_____ _____ _____ _____ _____

(NOTE: For libraries serving populations under 5,000: A grandfather clause will be applied to this standard in recognition of the fact that there is often little flexibility in staffing arrangements in small institutions, due to the limited size of the staff. As staff vacancies occur, the above standard should apply.)

3. Scheduling of library staff shall reflect library user patterns, and shall be determined after an annual analysis has been made of the extent of library usage on various days of the week and hours of the day.

_____ _____ _____ _____ _____

Policies

Clearly defined written personnel policies and procedures shall be established. While the administrative librarian shall serve as the principal channel of communication between staff and the library board, formal channels of communication within the library should be specified.

4. The written personnel policies and practices shall be made available to all staff members.

_____ _____ _____ _____ _____

5. Job descriptions shall be written and made available to all staff members.

_____ _____ _____ _____ _____

6. Each library shall adopt and follow a system of position classification and develop an organization chart. Hourly salary rates in the position classification shall be comparable in all grades and at all levels with positions requiring similar educational preparation and performing similar job assignments.

_____ _____ _____ _____ _____

Salaries

7. The library complies with the current federal minimum wage.

_____ _____ _____ _____ _____

8. For entry level professional positions requiring an ALA-accredited graduate library degree, the minimum salary meets or exceeds either a or b below.

- a. The most recent salary for starting library positions as listed in the table entitled "Average Salary Index: Starting Library Positions 1987- " in the Booker Annual of Library and Book Trade Information. This salary table first appears in the October 15th issue of Library Journal each year. (Note that the annual salary listed in the Booker Annual is two years prior to the current year.)

b. The base salary for a public school teacher with a fifth year degree in any one of the elementary or secondary school districts within the library's service boundaries.

_____ _____ _____ _____ _____

9. The salaries for clerical and support positions in the library meet or exceed those salaries paid to equivalent positions of any other public agency that encompasses all or part of the library's service area. (School, municipal, township, etc.)

_____ _____ _____ _____ _____

Staff Development

Staff shall participate in library organizations at the local, state, and national level. Opportunities for formal education shall be encouraged and supported.

10 There shall be a planned orientation program for all new employees.

_____ _____ _____ _____ _____

11 Employees at all levels shall be encouraged to attend workshops and other continuing education activities which will help them grow and develop in their jobs. Suitable compensation shall be provided.

_____ _____ _____ _____ _____

Community Awareness

Library staff shall have a clear understanding of the informational, educational, and recreational needs of the community and the role of the library in meeting these needs. It is the responsibility of staff as well as trustees to encourage library use by adopting a helpful, interested, and enthusiastic attitude towards meeting the needs of all library patrons. Library staff shall provide high quality library service to all patrons without regard to patrons' age, race, sex, marital status, national origin, political opinion, or religious belief.

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