

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

July 18, 1991 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
 - A. Introduction of New Members
- II. Approval of Minutes
 - A. Meeting of June 20, 1991
 - B. Oath of Office
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policies, and Public Relations Committee
 - B. Finance & Properties Committee
 1. Approval of bills for June 1991
 - C. Rolling Prairie
 1. Report on July RPLS Board meeting
 - D. Foundation
 - E. Friends of the Library
 1. Meeting of June 11, 1991
 - F. Long Range Plan Committee
- VI. Avenues to Excellence II
 - A. Chapter III, Administration
- VII. Old Business
 - A. Report on Audio-visual Materials on Bookmobiles
 - B. Report on Charging for McNaughton Materials
 - C. Request to Video-tape Meetings
- VIII. New Business
 - A. Committee Appointments
 - B. BIC Fourth Quarter Report
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
June 20, 1991

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Barbara Ohlsen, President. Members present: Mrs. Ohlsen, Richard Lockmiller, Janna Lutovsky, Jerrodean Martin, Robert Oakes, Stan Sitton, Robert Smith, and Mark Sorensen. Members absent: Dan Gaumer. Staff present: James Seidl, Linda Humphreys, Shirley Apley, Grace Veach, Kellie Flynn, and Jim Kupish. Others present: Wayne Hughes, Reid Magney, and Owen Balding.

II. APPROVAL OF MINUTES

There were no corrections or additions to the minutes of the May regular meeting, the May annual meeting, or the special meeting on June 13; they stood approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

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

A note was received from Nancy Jo Batman thanking Mr. Seidl for posting a sign and padding the bar on the security gates.

IV. CITY LIBRARIAN'S REPORT

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

There was some discussion about the 25% decline in circulation in children's materials in May. Mr. Seidl reported that Children's circulation in May 1990 was about 20% higher than May 1989, so this year probably just leveled out from the big jump last year.

The carry-over balance on May 1, 1991 was \$70,000 more than anticipated because of vacant positions, reductions in spending, and higher revenue than anticipated.

The city police are now ticketing vehicles for parking in front of the Library. The "no parking" signs have not been effective.

Mr. Seidl reported briefly on the controversy between the city of Champaign and the Champaign Public Library Board. No final decision has been reached.

The final draft of the report from Budget & Technology will be mailed today.

The purpose of the Seniorama was to make senior citizens aware of special collections and services the Library has for them.

V. REPORTS OF COMMITTEES

Personnel, Policies, and Public Relations Committee: The committee will meet July 8 at 5:00 p.m. to review the staff evaluations of the City Librarian.

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

Rolling Prairie: Mrs. Lutovsky did not attend the Rolling Prairie board meeting.

Foundation: The architects visited the Library on June 19, 1991 for a preliminary inspection of the basement for renovations to the Local History Room.

Friends of the Library: The Friends met in May and the minutes were previously mailed. The \$730 loss on the Fine Arts Film Series was paid by the Friends. The Friends also paid for the author series and they continue to support Baby TALK.

Long Range Plan Committee: The Committee met on May 20 and again on June 17. The minutes of the May 20 meeting were previously mailed.

Mr. Seidl reported that he had received a request from a Library staff member to video-tape the Board meetings. Ed Booth, Library attorney, informed Mr. Seidl that the Board may determine whether or not they are willing to have the meeting video-taped. Mr. Sorensen suggested the following guidelines if taping is permitted: a stationary camera, no lighting, and restrictions on the use of the tape. It was also suggested that Mr. Seidl check with other libraries to determine their policy on video-taping meetings. A decision will be made at the next meeting.

VI. AVENUES TO EXCELLENCE II

Chapter II, Finances, was reviewed.

VII. OLD BUSINESS

Audio-visual Materials on Bookmobiles. A written report was prepared by Steve Serber, Extension Librarian, and distributed at the meeting. After discussion, it was determined that this matter needs further study. Videocassettes and books-on-tape will be considered for the bookmobiles, but not CD's or audiocassettes. The effect of movement on the materials must be investigated. The security of the items must also be evaluated.

Charging for McNaughton Materials. A written report from Mr. Seidl was distributed at the meeting. After discussion, the Board requested a written plan for charging for the McNaughton materials at the next Board meeting.

Extension on Surcharge Extension. Mr. Lockmiller noted that it appears that some of the money from the surtax extension may be distributed to cities. The updated Long Range Plan will identify some Library needs which the Board could ask the City Council to fund.

VIII. NEW BUSINESS

Resolution Determining Prevailing Wage Rates. Mr. Oakes made a motion to approve the resolution as presented. The motion was seconded by Mr. Sorensen and unanimously carried.

Per Capita Grant Application for FY92. Mr. Sorensen made a motion to submit the application as presented. The motion was seconded by Mrs. Lutovsky and unanimously carried.

Bid Recommendation for Retrospective Conversion. A written recommendation from Mr. Seidl was distributed at the meeting. Mr. Seidl stated that he has verbal assurances from Dave Johnston, Budget & Technology, that they are in agreement with the recommendation of the Automation Committee. Mr. Lockmiller felt that the Finance Committee should have evaluated the proposal before it went to the Board. Mr. Oakes made a motion to approve the recommendation of the Automation Committee; to accept CLSI as the vendor for retrospective conversion, with the non-matches being performed by the Library. The motion was seconded by Mr. Sitton and carried with 6 yes votes and 2 no votes (Mr. Lockmiller and Mr. Smith).

Resolution Thanking Mrs. Lutovsky and Mr. Sorensen for Service. Mrs. Ohlsen read resolutions thanking both Mrs. Lutovsky and Mr. Sorensen for serving on the Board for 6 years. Both resolutions were unanimously approved. Mrs. Ohlsen asked both trustees to continue attending meetings until their replacements are named by the Mayor.

Mrs. Martin thanked the both the Board and Mr. Lockmiller for donations made in her late husband Leroy's name to purchase books for the Library.

IX. ADJOURNMENT

Mrs. Ohlsen adjourned the meeting at 6:00 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
June 1991

I would like to welcome Patricia Williams and Erik Brechnitz who were recently appointed to the Library Board of Trustees. Dan Gaumer was appointed to a second three-year term.

I. Statistics

June circulation was up 3.2% (2,347 items) over June 1990. Circulation for the past 12 months, however, is down .25% (2,081 items) compared to the previous 12-month period.

June circulation for adult materials was up 7.7% (1,793 items), with the majority of the increase generated by the paperback collection which was started last fall. Children's circulation was up 8.9% (2,080 items) because of a record number of children participating in the summer reading program.

Circulation was down 11.5% (333 items) in young adult materials. The library is not conducting a teen summer reading program this year. Audio-visual circulation is down 8% (961 items) with the decline evenly spread among videos, records, and audio-cassettes.

Service statistics (staff answering questions from the public) increased 18% (604 questions) over June 1990. For the past 12 months, service statistics are up 16% (6,192 questions) for a 12-month total of 44,653 questions. Extension, children's, and adult services experienced the largest increases.

In June, 29,574 patrons entered the Library, which is an increase of 3% (784 patrons) over June 1990.

II. Budget

A total of 14.4% of the budget is spent with an additional 2.7% encumbered. The materials budget is 15.5% spent with an additional 21.8% encumbered.

Revenue received in June was only \$5,340. The first installment of the property tax money is expected in early July. Property taxes account for 85% of the library's revenue.

The 1992 tax levy request is due to the City Council on September 30, 1991. The Board needs to determine library goals regarding programming, collections, services, staffing, benefits, and any other priority areas. Based upon these priorities, I will prepare the levy request for the Finance and Properties Committee to review in early September.

III. Collection Development

Several months ago, the Board approved maintaining two of the four NovaNET computer terminals used in literacy training at a cost of \$1,500. An anonymous gift of \$970 was made to the library to help pay for the remaining two terminals. However, I have just been informed that we must find additional funds to pay \$2,350 for the telephone lines. I am working with Janna Lutovsky, Director of Project READ, to find alternative funding. If alternative funding is not available, does the Board want to cover this expense from the contingency fund?

Work on retrospective conversion of the bibliographic database is progressing. Plans are to convert the majority of the bibliographic records electronically, however, 20% of the records must be entered manually. OCLC has the world's largest bibliographic database, with over 22 million unique records. An application has been submitted for an OCLC retrocon authorization number. This will enable the library to search OCLC's database at a reduced cost to convert the old bibliographic records to MARC (MACHine Readable Cataloging) format. OCLC is upgrading their telecommunication network. The library has loaded new telecommunication software to allow easier communications. In August, OCLC will install new software to enhance our ability to retrieve bibliographic data to catalog our materials.

Also in August, the latest release of software will be loaded into the CLSI automated circulation system. One feature of this release allows counting the number of items owned in each of the 240 statistical categories used to record materials.

To improve patron service, a second drop box was installed at the circulation desk. Patrons can deposit books in one box and audio-visual materials in the other. This saves staff time and helps prevent possible damage to the audio-visual materials.

Since we now have to pay for telephone directories, we plan to purchase directories for all state capitals and cities with a population of 100,000 or more. Instead of ordering new directories each year, we will develop a rotation schedule to purchase replacement directories on a 2-3 year basis.

IV. Personnel

Two temporary pages were terminated this month for failure to report to work as scheduled. Manpower replacements have been obtained.

Evelyn Hood was hired to fill one of the two vacant half-time clerical positions in the circulation department.

Beverly Roelleke, library assistant in the reference department, is working 100 hours in technical services to complete her practicum for her Master of Library Science degree. She is cataloging materials and using OCLC to locate MARC records for our materials.

Harriet Berbaum, library assistant in adult services, will celebrate 25 years of employment with the library on July 30th.

V. Publicity/Programming

The children's staff registered 1,678 children for the summer reading program, and the bookmobile staff registered an additional 428 children. This is up 250 children from last year and up 100 from our previous 1989 record. While more children have signed up, return visit are up 350 from last year, but 100 below the record set in 1989. The most likely reason for this decrease is the new loan period of four weeks, compared to three weeks in 1989.

Katie Gross, Children's Librarian, notes that since 1986, enrollment in the summer reading program at the main library has increase by 512 children (44%). To prepare for the summer reading program, fliers were distributed to the schools. All public school librarians received sample materials so they could help publicize the program. The Herald & Review published a nice article (attached) by Theresa Churchill about the summer reading program. Lynn McClure from Wdz and Paul Osborne from WFHL-TV also did feature stories on the program.

With all of the activities of the summer reading program going on, the children's department also sponsored a special program featuring illustrator-author Bruce Degen on June 24. This event was attended by over 100 people.

Additionally, the children's department held 9 storytimes, showed 6 films, and held 6 Baby TALK lap sit programs, for a total attendance of 357 people. Eighteen groups toured the children's department in June. It was a very busy month for this department.

A collection of library materials for young adults was sent to the Bivens-Whitten Juvenile Center in the Macon County Law Enforcement Center in June. In addition to this collection, we also provide paperbacks for the jail. These paperbacks are donations received through the Friends of the Library donation box located near the front entrance of the library.

I have received a request from First Night to use the library again on New Year's Eve. If the Board approves this request, the library will again serve as one of the primary locations for First Night activities. I recommend that this request be approved.

The library will close at 5:30 p.m. on Friday, August 2, because of the Decatur Celebration. An Old Time Western Cowboy Movie program will be held in the Auditorium on Saturday, August 3, in conjunction with the Celebration.

VI. Miscellaneous

Two patrons have unreturned library materials valued at a total of \$1,500. The required notices and bills were sent by registered mail but were not delivered. I will contact the police when the 30 day waiting period is over.

School's out, so
HIT
 the
BOOKS

Children can fill their summer with adventure and excitement and explore new vistas through reading.

By **THERESA CHURCHILL**
 H&R Staff Writer

Nick and Jason Elder, both 11, think summer is a good time to go swimming, play baseball and read books.

"If it's a book about Michael Jordan or Bo Jackson," declares Nick, "I'd rather read than watch TV."

"Yeah," Jason chimes in, "I really like Sherlock Holmes mysteries."

Their mother, Ann Elder of Decatur, couldn't be more pleased. She has nurtured their interest in the printed word by reading storybooks to them before they could read, taking them to hear storytellers and to the library to check out books. Now, she sets aside a special reading time every day during the summer.

"We do it after lunch, when they're settled down from playing all morning and it's getting hot outside," she says. "They read anywhere from 15 to 40 minutes."

Katie Gross, children's librarian at the Decatur Public Library, says the benefits of reading go beyond better academic performance in school.

"People who read, especially fiction, become accustomed to putting themselves in a character's place," she says. "They feel more empathy for others — reading makes you a better person."

Reading, unlike television, also stimulates critical thinking, she says.

So how do you get your child to open a book after the last school bell rings for the year?

Gross has these suggestions:

■ Read aloud the first few chapters of an involving book and "run out of time" to go any

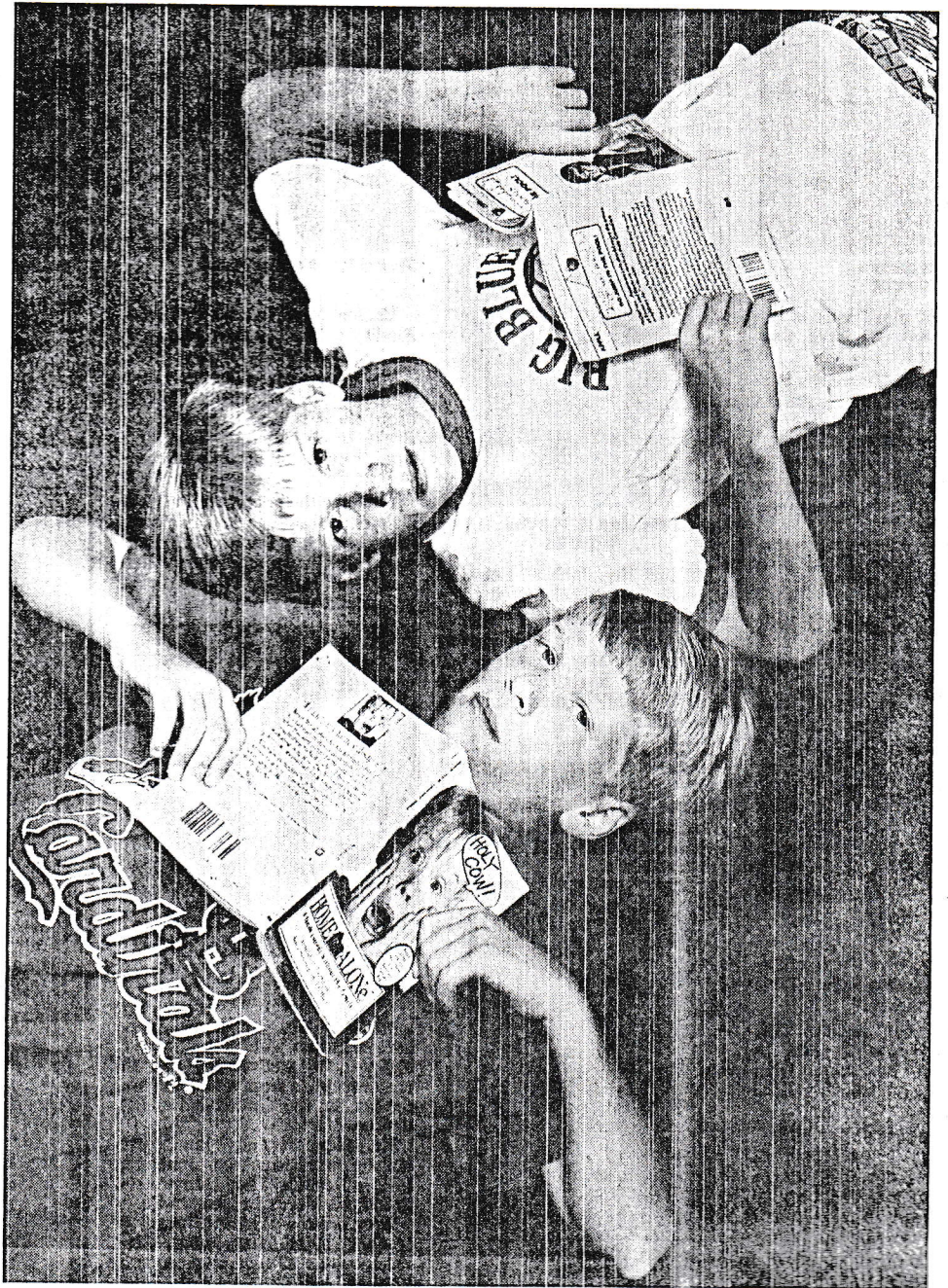


Photo by Darrell Goemaat

YOUNG READERS: Books are a favorite summer activity for brothers Nick, bottom, and Jason Elder.

Library program rewards young readers

Public libraries are offering rewards for the child who reads.

"This is Reading Country" is the theme for the 1991 Illinois summer reading incentive program for preschoolers through seventh-graders. After registering at the participating library, children record their reading and win prizes according to the number of books they read.

For example, about 900 children, representing all 33 of Decatur's elementary and mid-

dle schools, have signed up for the program so far at the Decatur Public Library.

Kids reading 18 books or who have 30 books read to them will receive a ticket to one of four concerts to be given at the library July 29 and 30 by folk singers Sparky and Rhonda Rucker of Knoxville, Tenn. Other prizes include pencils, buttons, book bags and passes to Paul's Puttin' Place and the Decatur Area Children's Museum.

Rewards vary by library, so check what's happening at yours.

Besides the reading incentive program, the Decatur Public Library is offering weekly story-times starting at 2 p.m. today for kindergarteners through second-graders and at 10:30 a.m. Wednesday and Thursday for preschoolers.

Films will be shown weekly at 2 and 7 p.m. beginning Thursday.

If it's a book about Michael Jordan or Bo Jackson, I'd rather read than

STATISTICAL REPORT

June 1991

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1991	30,589	2,899	31,192	64,680	675,277
1990	28,918	3,304	29,150	61,372	684,326
AV materials, 1991	10,847			10,847	140,377
1990	11,808			11,808	133,409
Total circulation, 1991	41,436	2,899	31,192	75,527	815,654
1990	40,726	3,304	29,150	73,180	817,735

Volumes purchased this 12 months to date: 16,013

Volumes purchased last 12 months to date: 14,585

TECHNICAL SERVICES

New books added	1,443
New titles added	793
AV titles added	51
Books withdrawn	1,025
Books mended	890
Gifts	595

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	246,017	270,028	1,439,576
Operating	383,689	51,168	44,965	332,521
Capital & books	260,300	38,919	43,072	221,381

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	9 + 1	0	0	9 + 1
Library Assistants	7 + 5	0	0	7 + 5
Clerical	18 + 7	1	1	18 + 7
Pages	4 + 8	1	0	4 + 7
Maintenance	3 + 1	0	0	3 + 1

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

COMPUTER DOWN-TIME FOR MONTH: 0

PATRONS REGISTERED: 198 adult + 17 youth + 114 juvenile = 329 total

PATRON CONTACTS: this 12 months to date: 44,653
last 12 months to date: 38,461

VOLUNTEERS: 74 volunteers worked 225.5 hours

FOR PERIOD ENDING 6/30/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6/04/91	POSTMASTER	27.92	44570	6/04/91	POSTAGE
6/05/91	TREAS-MEDICAL INSURANCE	3,043.10	44607	6/05/91	HOSPITAL AND MEDICAL INSURANCE
6/05/91	TREAS-NON MEDICAL INS	42.00	44608	6/05/91	GROUP LIFE INSURANCE
6/05/91	TREAS-NON MEDICAL INS	946.74	44608	6/05/91	WORKERS COMPENSATION
6/05/91	TREAS-IMRF	9,019.47	44610	6/05/91	RETIREMENT-IMRF
6/06/91	TREAS-PETTY CASH	2.25	44632	6/07/91	CONFERENCE AND OTHER TRAVEL
6/06/91	TREAS-PETTY CASH	22.90	44632	6/07/91	JANITORIAL SUPPLIES
6/06/91	TREAS-PETTY CASH	21.12	44632	6/07/91	MATERIALS TO MAINT BLDGS
6/06/91	TREAS-PETTY CASH	6.46	44632	6/07/91	MATERIAL TO MAINT AUTO EQUIP
6/06/91	TREAS-PETTY CASH	11.55	44632	6/07/91	OFFICE SUPPLIES
6/10/91	TREAS-NON MEDICAL INS	254.08	44650	6/10/91	MOTOR VEHICLE-INSURANCE
6/10/91	TREAS-NON MEDICAL INS	39.58	44650	6/10/91	BOILER INSURANCE
6/10/91	TREAS-NON MEDICAL INS	1,182.08	44650	6/10/91	PROPERTY INSURANCE
6/10/91	TREAS-NON MEDICAL INS	425.00	44650	6/10/91	GENERAL LIABILITY INSURANCE
6/10/91	TREAS-CENTRAL GARAGE FD	215.53	44652	6/10/91	GASOLINE
6/10/91	TREAS-GENERAL FUND	661.91	44653	6/10/91	GAS
6/10/91	TREAS-GENERAL FUND	515.49	44653	6/10/91	POSTAGE SUPPLIES
6/10/91	TREAS-GENERAL FUND	109.77	44653	6/10/91	OFFICE PHONE
6/10/91	TREAS-GENERAL FUND	288.21	44670	6/11/91	TELEPHONE
6/10/91	IL BELL TELEPHONE CO	416.50	44678	6/11/91	TEMP PERSONNEL SERVICES
6/10/91	MANPOWER	42.00	44771	6/17/91	TRANSFER TO GENERAL FUND
6/10/91	TREAS-GENERAL FUND	48.00	44772	6/17/91	OTHER PROFESSIONAL SERVICES
6/10/91	HUGHES, WAYNE	197.00	44774	6/17/91	OTHER PROFESSIONAL SERVICES
6/10/91	KUPISH, JAMES A	84.00	44777	6/17/91	TUITION REIMBURSEMENT
6/10/91	MERIDETH, DAYLE	27.92	44780	6/17/91	TUITION REIMBURSEMENT
6/10/91	POSTMASTER	96.00	44781	6/17/91	POSTAGE
6/10/91	RISHBEY, PAUL	52.50	44750	6/18/91	OTHER PROFESSIONAL SERVICES
6/10/91	HJL THAU, LINDA	243.58	44796	6/18/91	LIBRARY FINES AND FEES
6/10/91	TREAS-WATER FUNDS	17.50	44798	6/18/91	WATER
6/10/91	TREAS-PETTY CASH	10.05	44798	6/18/91	SERV TO MAINT OFFICE EQUIP
6/10/91	TREAS-PETTY CASH	353.45	44798	6/18/91	CONFERENCE AND OTHER TRAVEL
6/10/91	TREAS-PETTY CASH	7.23	44798	6/18/91	POSTAGE
6/10/91	TREAS-PETTY CASH	8.68	44798	6/18/91	MATERIAL TO MAINT AUTO EQUIP
6/10/91	TREAS-PETTY CASH	121.24	44803	6/18/91	OFFICE SUPPLIES
6/10/91	BANTAM/DOUBLE DAY/DELL	150.24	44803	6/19/91	BOOKS-MAIN ADULT
6/10/91	BANTAM/DOUBLE DAY/DELL	343.82	44805	6/19/91	BOOKS-EXTENSION ADULT
6/10/91	BUDTH & LITTLE	700.00	44817	6/19/91	OTHER PROFESSIONAL SERVICES
6/10/91	IL BELL TELEPHONE CO	1,053.18	44827	6/19/91	TELEPHONE
6/10/91	MANPOWER	3,043.10	44831	6/19/91	SERV TO MAINT OFFICE EQUIP
6/10/91	TREAS-MEDICAL INSURANCE	42.00	44840	6/19/91	TEMP PERSONNEL SERVICES
6/10/91	TREAS-NON MEDICAL INS	931.47	44841	6/19/91	HOSPITAL AND MEDICAL INSURANCE
6/10/91	TREAS-NON MEDICAL INS	337.52	44842	6/19/91	GROUP LIFE INSURANCE
6/10/91	TREAS-GENERAL FUND	9,040.38	44843	6/19/91	WORKERS COMPENSATION
6/10/91	TREAS-IMRF	17.50	44844	6/19/91	RETIREMENT-IMRF
6/10/91	TREAS-PETTY CASH	10.05	44844	6/19/91	SERV TO MAINT OFFICE EQUIP
6/10/91	TREAS-PETTY CASH	15.93	44844	6/19/91	CONFERENCE AND OTHER TRAVEL
6/10/91	TREAS-PETTY CASH	17.23	44844	6/19/91	POSTAGE
6/10/91	TREAS-PETTY CASH	8.68	44844	6/19/91	MATERIAL TO MAINT AUTO EQUIP
6/10/91	TREAS-PETTY CASH	393.83	44861	6/21/91	OFFICE SUPPLIES
6/10/91	BARCLAY PUBLIC LIBRARY DIST	1,147.25	44861	6/21/91	BOOKS-MAIN REFERENCE
6/10/91	BAKER & TAYLOR CO	172.07	44871	6/24/91	BOOKS-MAIN ADULT
6/10/91	BAKER & TAYLOR CO	63.61	44871	6/24/91	BOOKS-MAIN YOUTH
6/10/91	BAKER & TAYLOR CO	276.45	44871	6/24/91	BOOKS-MAIN JUVENILE
6/10/91	BAKER & TAYLOR CO	3.54	44871	6/24/91	BOOKS-EXTENSION ADULT
6/10/91	BAKER & TAYLOR CO	37.18	44871	6/24/91	BOOKS-EXTENSION YOUTH
6/10/91	BAKER & TAYLOR CO	5.95	44920	6/27/91	CONFERENCE AND OTHER TRAVEL
6/10/91	TREAS-PETTY CASH	9.32	44920	6/27/91	POSTAGE
6/10/91	TREAS-PETTY CASH	38.95	44920	6/27/91	MATERIALS TO MAINT BLDGS
6/10/91	TREAS-PETTY CASH	3.53	44920	6/27/91	MATERIAL TO MAINT AUTO EQUIP
6/10/91	TREAS-PETTY CASH	28.48	44920	6/27/91	OFFICE SUPPLIES
6/10/91	TREAS-PETTY CASH	77.65	44930	6/28/91	AV-CASSETTES
6/10/91	AMER DEMOGRAPHICS	39.51	44939	6/28/91	PRINTING AND BINDING
6/10/91	BAKER & TAYLOR CO			6/28/91	BOOKS-MAIN ADULT

FOR PERIOD ENDING 6/30/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6/12/91	BAKER & TAYLOR CO	6.00	44939	6/28/91	BOOKS-MAIN YOUTH
6/12/91	BAKER & TAYLOR CO	78.71	44939	6/28/91	BOOKS-MAIN JUVENILE
6/12/91	BAKER & TAYLOR CO	30.00	44939	6/28/91	BOOKS-MAIN REFERENCE
6/12/91	BAKER & TAYLOR CO	1,547.82	44940	6/28/91	BOOKS-MAIN ADULT
6/12/91	BAKER & TAYLOR CO	99.91	44940	6/28/91	BOOKS-MAIN YOUTH
6/12/91	BAKER & TAYLOR CO	24.09	44940	6/28/91	BOOKS-MAIN REFERENCE
6/12/91	BAKER & TAYLOR CO	119.87	44940	6/28/91	BOOKS-MAIN REFERENCE ADULT
6/12/91	BAKER & TAYLOR CO	228.86	44940	6/28/91	BOOKS-EXTENSION JUVENILE
6/12/91	BAKER & TAYLOR CO	32.08	44940	6/28/91	BOOKS-EXTENSION ADULT
6/12/91	BAKER & TAYLOR CO	11.77	44940	6/28/91	AV-PHONODICS
6/12/91	BAKER & TAYLOR CO	11.60	44940	6/28/91	AV-CASSETTES
6/12/91	BAKER & TAYLOR CO	1,120.23	44940	6/28/91	AV-VIDEOS
6/12/91	BAKER & TAYLOR CO	1,720.39	44941	6/28/91	BOOKS-MAIN ADULT
6/12/91	BAKER & TAYLOR CO	96.55	44941	6/28/91	BOOKS-MAIN JUVENILE
6/12/91	BAKER & TAYLOR CO	2,661.12	44941	6/28/91	BOOKS-MAIN REFERENCE
6/12/91	BAKER & TAYLOR CO	38.00	44941	6/28/91	BOOKS-EXTENSION ADULT
6/12/91	BAKER & TAYLOR CO	115.42	44941	6/28/91	BOOKS-EXTENSION YOUTH
6/12/91	BAKER & TAYLOR CO	14.94	44941	6/28/91	BOOKS-EXTENSION JUVENILE
6/12/91	BAKER & TAYLOR CO	740.30	44941	6/28/91	AV-VIDEOS
6/12/91	BAKER & TAYLOR CO	190.12	44942	6/28/91	BOOKS-MAIN ADULT
6/12/91	BAKER & TAYLOR CO	2,484.96	44942	6/28/91	BOOKS-MAIN YOUTH
6/12/91	BAKER & TAYLOR CO	122.03	44942	6/28/91	BOOKS-MAIN JUVENILE
6/12/91	BAKER & TAYLOR CO	214.52	44942	6/28/91	BOOKS-MAIN REFERENCE
6/12/91	BAKER & TAYLOR CO	226.27	44942	6/28/91	BOOKS-EXTENSION ADULT
6/12/91	BAKER & TAYLOR CO	335.22	44942	6/28/91	BOOKS-EXTENSION YOUTH
6/12/91	BAKER & TAYLOR CO	4.20	44942	6/28/91	BOOKS-EXTENSION JUVENILE
6/12/91	BAKER & TAYLOR CO	28.80	44943	6/28/91	BOOKS-MAIN ADULT
6/12/91	BAKER & TAYLOR CO	1,032.27	44943	6/28/91	BOOKS-MAIN YOUTH
6/12/91	BAKER & TAYLOR CO	54.20	44943	6/28/91	BOOKS-MAIN JUVENILE
6/12/91	BAKER & TAYLOR CO	71.92	44943	6/28/91	BOOKS-EXTENSION ADULT
6/12/91	BAKER & TAYLOR CO	131.13	44943	6/28/91	BOOKS-EXTENSION JUVENILE
6/12/91	BAKER & TAYLOR CO	115.06	44943	6/28/91	MATERIALS TO MAINT BLDGS
6/12/91	BAKER & TAYLOR CO	310.00	44944	6/28/91	BOOKS-MAIN JUVENILE
6/12/91	BAKER & TAYLOR CO	711.60	44944	6/28/91	OTHER PROFESSIONAL SERVICES
6/12/91	BAKER & TAYLOR CO	235.00	44962	6/28/91	RENTAL-D P EQUIPMENT
6/12/91	BAKER & TAYLOR CO	602.01	44972	6/28/91	JANITORIAL SUPPLIES
6/12/91	BAKER & TAYLOR CO	262.60	45002	6/28/91	OFFICE SUPPLIES
6/12/91	BAKER & TAYLOR CO	23.06	45005	6/28/91	SERV TO MAINT OFFICE EQUIP
6/12/91	BAKER & TAYLOR CO	195.00	45009	6/28/91	RENTAL-EQUIPMENT
6/12/91	BAKER & TAYLOR CO	120.00	45022	6/28/91	BOOKS-MAIN REFERENCE
6/12/91	BAKER & TAYLOR CO	94.00	45025	6/28/91	AV-CASSETTES
6/12/91	BAKER & TAYLOR CO	20.21	45032	6/28/91	MATERIAL TO MAINT AUTG EQUIP
6/12/91	BAKER & TAYLOR CO	36.00	45044	6/28/91	OFFICE SUPPLIES
6/12/91	BAKER & TAYLOR CO	103.13	45066	6/28/91	OTHER PROFESSIONAL SERVICES
6/12/91	BAKER & TAYLOR CO	48.00	45066	6/28/91	TELEPHONE
6/12/91	BAKER & TAYLOR CO	192.98	45075	6/28/91	ELECTRICITY
6/12/91	BAKER & TAYLOR CO	4,138.59	45075	6/28/91	COMPUTER SOFTWARE EXPENSE
6/12/91	BAKER & TAYLOR CO	494.95	45076	6/28/91	MAG/PAPERS-MAIN JUVENILE
6/12/91	BAKER & TAYLOR CO	8.00	45082	6/28/91	PRINTING AND BINDING
6/12/91	BAKER & TAYLOR CO	432.96	45084	6/28/91	SERV TO MAINT OFFICE EQUIP
6/12/91	BAKER & TAYLOR CO	70.00	45084	6/28/91	TELEPHONE
6/12/91	BAKER & TAYLOR CO	419.63	45084	6/28/91	POSTAGE
6/12/91	BAKER & TAYLOR CO	45.49	45084	6/28/91	RENTAL-EQUIPMENT
6/12/91	BAKER & TAYLOR CO	857.96	45084	6/28/91	PROFESSIONAL MEMBERSHIP FEES
6/12/91	BAKER & TAYLOR CO	15.00	45090	6/28/91	MAG/PAPERS-MAIN REFERENCE
6/12/91	BAKER & TAYLOR CO	7.01	45095	6/28/91	OTHER PROFESSIONAL SERVICES
6/12/91	BAKER & TAYLOR CO	2,400.00	45095	6/28/91	SERV TO MAINT OFFICE EQUIP
6/12/91	BAKER & TAYLOR CO	50.00	45097	6/28/91	BOOKS-MAIN REFERENCE
6/12/91	BAKER & TAYLOR CO	23.90	45105	6/28/91	OTHER PROFESSIONAL SERVICES
6/12/91	BAKER & TAYLOR CO	45.00	45120	6/28/91	BOOKS-MAIN ADULT
6/12/91	BAKER & TAYLOR CO	174.43	45134	6/28/91	OFFICE SUPPLIES
6/12/91	BAKER & TAYLOR CO	314.70	45137	6/28/91	BOOKS-MAIN ADULT
6/12/91	BAKER & TAYLOR CO	24.81	45140	6/28/91	OFFICE SUPPLIES
6/12/91	BAKER & TAYLOR CO	286.53	45144	6/28/91	MAG/PAPERS-MAIN REFERENCE
6/12/91	BAKER & TAYLOR CO	310.50	45146	6/28/91	MAG/PAPERS-MAIN REFERENCE

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
FOR PERIOD ENDING 6/30/91					
6/27/91	MANPOWER	1,130.64	45148	6/28/91	TEMP PERSONNEL SERVICES
6/24/91	NAIL ARCHIVES & RECORDS	57.50	45158	6/28/91	BOOKS-MAIN ADULT
6/12/91	NAIL SQUARE-DANCE DIRECTORY	29.95	45159	6/28/91	BOOKS-MAIN ADULT
6/28/91	POSTMASTER	29.00	45171	6/28/91	ADVERTISING
6/25/91	PRINT 'N COPY STOP, INC.	32.00	45175	6/28/91	PRINTING AND BINDING
6/10/91	PC-SIG, INC.	304.00	45176	6/28/91	COMPUTER SOFTWARE EXPENSE
6/16/91	ROGERS SUPPLY CO	27.39	45185	6/28/91	MATERIALS TO MAINT BLDGS
6/12/91	R R BOWKER	38.45	45190	6/28/91	BOOKS-MAIN JUVENILE
6/12/91	R R BOWKER	129.62	45190	6/28/91	BOOKS-PROFESSIONAL
6/18/91	RUS KENTAL UNIFORM SERV.	2.50	45191	6/28/91	SERV TO MAINT BUILDINGS
6/24/91	REGENT BOOK CO	37.52	45194	6/28/91	BOOKS-MAIN ADULT
6/24/91	REGENT BOOK CO	25.47	45194	6/28/91	BOOKS-EXTENSION ADULT
6/18/91	ROLLING PRAIRIE LIBRARIES	208.33	45195	6/28/91	OTHER PROFESSIONAL SERVICES
6/18/91	ROBBINS, SCHWARTZ, NICHOLAS,	302.50	45199	6/28/91	OTHER PROFESSIONAL SERVICES
6/20/91	SEVERE PLUMBING	96.28	45205	6/28/91	SERV TO MAINT BUILDINGS
6/06/91	STRIGLOS	56.62	45216	6/28/91	OFFICE SUPPLIES
6/12/91	SELECTIVISED	104.35	45217	6/28/91	AV-VIDEOS
6/28/91	SENTINEL PEST CONTROL CO	240.00	45221	6/28/91	SERV TO MAINT BUILDINGS
6/06/91	SOLDIER CREEK PRESS	24.00	45224	6/28/91	BOOKS-PROFESSIONAL
6/27/91	TICA, INC.	37.00	45234	6/28/91	SERV TO MAINT BUILDINGS
6/24/91	THURNDIKE PRESS	74.07	45249	6/28/91	BOOKS-MAIN ADULT
6/12/91	U S VIDEO SOURCE	226.39	45252	6/28/91	AV-VIDEOS
6/26/91	WEST PUBLISHING COMPANY	438.50	45259	6/28/91	BOOKS-MAIN REFERENCE
TOTAL		69,009.97			

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
FOR PERIOD ENDING 6/30/91					
6/17/91	DEGAN, BRUCE	200.00	44770	6/17/91	EXPENDITURES
6/24/91	BAKER & TAYLOR CO	14.12	44871	6/24/91	EXPENDITURES
6/12/91	BAKER & TAYLOR CO	68.66	44940	6/28/91	EXPENDITURES
6/12/91	BAKER & TAYLOR CO	13.46	44941	6/28/91	EXPENDITURES
6/24/91	BAKER & TAYLOR CO	110.68	44942	6/28/91	EXPENDITURES
6/12/91	DAVIDSON TITLES, INC.	29.20	45018	6/28/91	EXPENDITURES
TOTAL		436.12			

CITY OF DECATUR										PAGE 61	
REPORT OF EXPENDITURES TO BUDGET FY 1991-92										6/30/91	
40000 DECATUR PUBLIC LIBRARY										UNENCUMBERED BALANCE	
OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM	
		OTHER CHARGES	1,050	.00	.00	175	1,050.00	.00	1,050.00		
		499 SMALL CAPITAL ITEMS	62,743	4,307.74	8,615.48	10,456	54,127.52	.00	54,127.52	13.7	
		CAPITAL CUTLAY	10,800	345.00	345.00	1,800	10,455.00	741.00	9,714.00	10.1	
		515 OFFICE MACHINERY AND EQUIPM	10,800	345.00	345.00	1,800	10,455.00	741.00	9,714.00	10.1	
		CAPITAL CUTLAY	81,500	8,478.82	18,375.68	13,583	63,124.32	22,732.38	40,391.94	50.4	
		801 BOOKS-MAIN ADULT	5,800	306.62	1,959.74	1,968	3,840.26	5,078.54	3,112.48	46.3	
		802 BOOKS-MAIN JUVENILE	29,400	3,736.77	9,347.95	4,900	23,052.05	12,779.72	18,035.51	38.7	
		803 BOOKS-MAIN REFERENCE	46,800	1,336.77	3,515.70	7,800	43,284.30	2,966.38	30,504.58	34.8	
		804 BOOKS-PROFESSIUNAL	3,120	153.62	153.62	520	2,966.38	982.04	1,984.34	36.4	
		805 BOOKS-EXTENSION ADULT	15,000	1,233.79	2,616.17	2,600	12,983.83	3,624.63	9,359.20	40.0	
		822 BOOKS-EXTENSION YOUTH	970	775.06	499.62	1,111	620.38	65.73	554.65	17.2	
		823 BOOKS-EXTENSION JUVENILE	8,700	1,177.77	1,379.73	1,450	7,320.27	1,408.50	5,911.77	32.0	
		830 AV-PHONODICS	4,750	111.77	348.65	795	4,401.35	349.03	4,052.32	14.7	
		831 AV-CASSETTES	5,970	113.81	523.80	995	5,446.20	781.29	4,664.91	21.9	
		832 AV-VIDEOS	15,850	1,641.09	2,683.94	2,641	13,166.06	6,062.80	7,103.26	55.2	
		841 MAG/PAPERS-MAIN ADULT	17,116	.00	322.77	2,852	16,793.23	.00	16,793.23	1.9	
		842 MAG/PAPERS-MAIN JUVENILE	1,166	.00	8.00	146	877.00	.00	1,158.00	.7	
		843 MAG/PAPERS-MAIN REFERENCE	8,017	317.51	317.51	1,336	7,699.49	58.00	7,641.49	4.7	
		844 MAG/PAPERS-EXTEN ADULT	2,874	.00	29.18	155	932.00	.00	932.00	1.0	
		848 MAG/PAPERS-EXTEN YOUTH	210	.00	.00	479	2,903.18	.00	2,903.18	1.0	
		849 MAG/PAPERS-EXTEN JUVENILE	249,500	18,140.31	38,573.70	41,578	210,926.30	54,588.44	156,337.86	37.3	
		** DIVISION TOTAL **	2,329,582	164,188.01	336,103.93	388,247	1,993,478.07	63,302.96	1,930,175.11	17.1	

CITY OF DECATUR										PAGE 62	
REPORT OF EXPENDITURES TO BUDGET FY 1991-92										6/30/91	
LIBRARY CAPITAL EXPENDITURES										UNENCUMBERED BALANCE	
OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM	
		CONTRACTUAL SERVICES	6,000	.00	.00	1,000	6,000.00	.00	6,000.00		
		247 COMPUTER SOFTWARE EXPENSE	65,000	.00	.00	10,833	65,000.00	.00	65,000.00		
		280 OTHER PROFESSIONAL SERVICES	71,000	.00	.00	11,833	71,000.00	.00	71,000.00		
		CAPITAL CUTLAY	53,000	.00	.00	8,833	53,000.00	.00	53,000.00		
		515 OFFICE MACHINERY AND EQUIPM	53,000	.00	.00	8,833	53,000.00	.00	53,000.00		
		** DIVISION TOTAL **	124,000	.00	.00	20,666	124,000.00	.00	124,000.00		

GLA3010		CITY OF DECATUR				FUND 92		PUBLIC LIBRARY-TRUSTS		PAGE 128	
41000 DPL-CANTONI TRUST		REPORT OF EXPENDITURES TO BUDGET				FY 1991-92		FUND 92		6/30/91	
UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM		
900	EXPENDITURES	12,000	236.12	322.81	2,000	11,677.19	1,477.66	10,199.53	15.0		
		12,000	236.12	322.81	2,000	11,677.19	1,477.66	10,199.53	15.0		
**	DIVISION TOTAL **	12,000	236.12	322.81	2,000	11,677.19	1,477.66	10,199.53	15.0		

GLA3010		CITY OF DECATUR				FUND 92		PUBLIC LIBRARY-TRUSTS		PAGE 129	
42000 DPL-BRECKENRIDGE TRUST		REPORT OF EXPENDITURES TO BUDGET				FY 1991-92		FUND 92		6/30/91	
UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM		
900	CAPITAL OUTLAY EXPENDITURES	11,450	.00	.00	1,908	11,450.00	.00	11,450.00			
		11,450	.00	.00	1,908	11,450.00	.00	11,450.00			
**	DIVISION TOTAL **	11,450	.00	.00	1,908	11,450.00	.00	11,450.00			

GLA3010		CITY OF DECATUR				FUND 92		PUBLIC LIBRARY-TRUSTS		PAGE 130	
43000 DPL-BRIDGES TRUST		REPORT OF EXPENDITURES TO BUDGET				FY 1991-92		FUND 92		6/30/91	
UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM		
900	EXPENDITURES	2,500	200.00	200.00	416	2,300.00	.00	2,300.00	8.0		
		2,500	200.00	200.00	416	2,300.00	.00	2,300.00	8.0		
**	DIVISION TOTAL **	2,500	200.00	200.00	416	2,300.00	.00	2,300.00	8.0		

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	211,800.31	141,306.00	70,494.31-	149
	TOTAL	.00	202,570.00	211,800.31	141,306.00	70,494.31-	149
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	322,522.50	.00	1,935,135.00	1,935,135.00	
	TOTAL	.00	322,522.50	.00	1,935,135.00	1,935,135.00	
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	337.49	20,000.00	17,132.83	120,000.00	102,867.17	14
30200-107	STATE GRANTS OR OTHER	.00	16,333.33	19,127.87	98,000.00	78,872.13	19
	TOTAL	337.49	36,333.33	36,260.70	218,000.00	181,739.30	16
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	3,562.89	8,333.33	9,612.34	50,000.00	40,387.66	19
30500-510	LIBRARY NON-RESIDENT FEES	210.00	666.67	649.00	4,000.00	3,351.00	16
30500-511	LIBRARY LOST AND DAMAGED BOOKS	266.72	666.67	507.77	4,000.00	3,492.23	12
30500-514	VERIFAX	.00	116.67	138.45	700.00	561.55	19
30500-515	RESERVES	63.81	916.67	541.12	5,500.00	4,958.88	9
	TOTAL	4,503.42	10,700.01	11,448.68	64,200.00	52,751.32	17
TRANSFERS FROM							
30600-702	TRANSFER FROM GENERAL FUND	.00	1,666.67	.00	10,000.00	10,000.00	
	TOTAL	.00	1,666.67	.00	10,000.00	10,000.00	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	103.71	5,500.00	780.46	33,000.00	32,219.54	2
	TOTAL	103.71	5,500.00	780.46	33,000.00	32,219.54	2
OTHER INCOME							
30800-802	CONTRIBUTIONS AND DONATIONS	375.00	166.67	595.94	1,000.00	404.06	59
30800-800	MISCELLANEOUS INCOME	20.00	1,333.33	158.75	8,000.00	7,841.25	2
	TOTAL	395.00	1,500.00	754.69	9,000.00	8,245.31	8
FUND TOTAL		5,339.62	580,792.51	261,044.84	2,410,641.00	2,149,596.16	10

III. ADMINISTRATION

Planning

Every public library shall develop and be guided by a long-range plan. While there are a variety of processes which can be used, a comprehensive one is Planning and Role Setting for Public Libraries, ALA, 1987. The process shall emphasize board, staff, and citizen involvement, community analysis, performance measures, and a flexible approach to planning. Whatever process is used, the following elements shall be included.

1. It is essential that the library formulate, and include in its bylaws, a mission statement which clearly describes the purpose(s) of the public library in its community. Consideration should be given to including the concepts set forth in the introduction of this document, that "all public libraries have one common purpose:

"To provide access to the universe of information, and especially that information which is of immediate relevance and interest, to the community it serves."

_____ _____ _____ _____ _____

2. The library's plan shall be written and publicly available; it shall include specific measurable objectives tailored to meet the needs of the individual community, specifying the library's role(s) for that community.

_____ _____ _____ _____ _____

3. The plan shall be developed jointly by the board and the staff. Input from the community is highly desirable.

_____ _____ _____ _____ _____

4. The board and the staff shall periodically, and not less than annually, review and update their long-range plan and evaluate Library performance on the basis of the written objectives and this standards document.

_____ _____ _____ _____ _____

A community analysis* shall precede the development of a long-range plan. As part of this analysis the library shall conduct the following:

5. A USER survey at least once every five years.

_____ _____ _____ _____ _____

6. A CITIZEN survey at least once every ten years. Local issues such as referendum, building needs assessments, etc., should take precedence in the timing of this survey. (Staff and student surveys should also be considered to assess particular needs.

_____ _____ _____ _____ _____

ADMINISTRATION BIBLIOGRAPHY

- McClure, Charles R. Planning & Role Setting for the Public Library. ALA, 1987.
- Sager, Donald J. Managing the Public Library. Knowledge Industry Publications, 1984.
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FOR FURTHER READING

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- Jenkins, Harold R. Management of a Public Library. Jai Press, 1980.
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- Sullivan, Peggy & William Ptacek. Public Libraries, Smart Practices in Personnel. Libraries Unlimited, 1982.
- A Training Manual for Planners: Using a Planning Process for Public Libraries. ILA, 1984.
- Webb, Terry. Reorganization in the Public Library. Oryx Press, 1985.

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
July 1991

NAME	TERM	TELEPHONE	ADDRESS
Richard Lockmiller President	1989-1992	423-2610 (h)	422 Hackberry Dr. -21
Barbara Ohlsen Vice-president	1990-1993*	429-1179 (h) 428-4461 (w)	135 S. Lake Shore Dr. -21
Robert Smith Secretary	1990-1993*	422-7836 (h) 425-8230 (w)	12 Montgomery Pl. -22 130 N. Water -23
Erik Brechnitz	1991-1994	428-2609 (h) 423-6091 (w)	70 Clubview Pl. -21
Daniel Gaumer	1988-1994*	428-5952 (h) 429-4453 (w)	3010 E. Chestnut -21
Jerrodean Martin	1989-1992*	428-4699 (h) 424-3156 (w)	2595 St. Louis Br. Rd. -21
Robert Oakes	1989-1992	428-9141 (h) 676-5201 (w)	408 Hackberry Dr. -21
Stan Sitton	1990-1993	423-4803 (h) 421-2625 (w)	115 Bayshore Dr. -21
Patricia Williams	1991-1994	423-9781 (h) 875-7211, ext. 556 (w)	164 N. Dennis -22
* second term			
Library		428-6617 428-6618 before 9 a.m.	
James C. Seidl, City Librarian		429-4115 (h)	115 N. Oakdale Blvd. -22
Edward Booth, Library Counsel		423-6076 (w)	132 S. Water -23

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

1991-92 COMMITTEES

Finance and Properties

Daniel Gaumer, Chairman
Erik Brechnitz
Jerrodean Martin
Robert Smith
Richard Lockmiller, ex-officio

Personnel, Policy, and Public Relations

Stan Sitton, Chairman
Robert Oakes
Barbara Ohlsen
Patricia Williams
Richard Lockmiller, ex-officio

Rolling Prairie Representative

Robert Oakes

Friends of the Library Representative

MEMORANDUM

July 15, 1991

MEMO TO: Library Board of Trustees
FROM: Jim Seidl
SUBJECT: Audio-visual Materials on Bookmobiles

Steve Serber, Extension Librarian, has responded to my questions regarding audio-visual materials on the bookmobiles as follows:

1. What type of audio-visual materials will be placed on the bookmobiles? I would suggest that only books-on-tape be carried on the bookmobiles. Every other format invites theft, both by break-in or by patrons.
2. How many of each type of AV materials will be purchased each year and what is the projected cost? Books-on-tape cost \$15.00, including the holder. I would purchase 50 per bookmobile, so $100 \times \$15 = \$1,500$. This money should come from the audio-visual budget. I only want 50 each so as not to use up valuable and limited shelf space.
3. What is the goal of the collection as to who it will serve and what is the depth of the collection? The elderly, people who travel, and fiction readers. Depth = fiction and mysteries.
4. How and where will AV materials be housed on the bookmobiles? Above the magazine area, up front to protect against theft.
5. How and where will materials not on the bookmobile be housed? Not necessary. I project few of these on board so as to make this question superfluous.
6. How can we secure the materials? Officer Hughes noted that videos are high theft items and may subject the bookmobiles to break-ins. Sad to say I cannot insure this. I agree with Officer Hughes and perhaps a security link to the police station can be devised for break-ins. Hopefully, theft by patrons will be neutralized by material location on board.
7. How will materials be returned if the bookmobile is not at the stop? Are book drops suitable return locations? No.

Book drops are not suitable and the burden will be on the patrons to return, just as with any materials. Also, I believe heat and cold can damage video and audio tapes.

8. How can we distinguish between extension materials and main library materials? Rubber stamp them in red with "EXTENSION" just as we do with all other materials.

In addition, Mr. Serber has suggested that some of the duplicate copies of materials in the main library be used on the book-mobiles, rather than purchasing all new volumes.

lh

MEMORANDUM

July 15, 1991

MEMO TO: Library Board of Trustees

FROM: Jim Seidl

SUBJECT: McNaughton Plan

The library is experimenting to determine if a savings can be achieved by leasing duplicate copies of best sellers versus purchasing them outright. The McNaughton plan was chosen to test this idea. Instead of spending \$3,200 to purchase 200 volumes per year, we will lease them from McNaughton. The savings will come from the time saved in not processing the items (they will arrive with zebra numbers, jackets, and security codes) and not weeding the items when they are less popular.

The Board has asked for a plan to charge for these materials. Charging can be implemented by selecting duplicate copies of fiction best sellers. We currently purchase 1,700 fiction volumes per year.

McNaughton items will not be cataloged or entered into the library's automated circulation system in the same manner as items purchased. For leased items, only the bar code number (for circulation purposes), author, and title will be entered. Patrons will be unable to place reserves or holds on the leased items. There will be no change in procedure for reserves on the "free" volumes.

To help identify the McNaughton materials, we plan to house them on the main floor near the stairway. The display presently located in this area will be moved and shelves will be installed on the wall. Separating the leased items from the other new books will make it easier to explain the differences in the collections. Signage explaining the charge will be posted.

McNaughton materials will circulate for two weeks (the same period as new fiction) for one dollar per volume. Patrons will pay the fee when they check out.

In June, I estimated a potential revenue of \$2,000 to \$8,700 based on a collection of 600 items (200 new items and 400 other items for a core collection). If we choose to receive only new items, we will receive 220 items total. Based upon 220 items at 20 circulations per year, we could generate \$4,400. This would pay for the cost of the materials.

I want to note that when this plan was prepared, our librarians expressed concern that patrons would be upset over having to pay for materials that were previously free. The librarians are opposed to charging for any books.

ILLINOIS STATE LIBRARY
LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA)
QUARTERLY NARRATIVE REPORT

SUBGRANTEE: Decatur Public Library
PROJECT#: I-91-0290-135
PROJECT TITLE: Business Information Center Network
PROJECT STATUS 100%
(percent complete)
DATE OF REPORT: July 10, 1991
QUARTER COVERED
IN REPORT: April 1, 1991 TO June 30, 1991

SUBGRANTEE STAFF MEMBER PREPARING REPORT:

Janice Wandernach
(SIGNATURE)

BRIEFLY DESCRIBE THE FOLLOWING --- LIMIT TWO (2) PAGES
(to be attached to this sheet)

- (1) Describe progress made toward meeting objectives during the period covered by this report.
- (2) Explain any program deviation which occurred during this reporting period.
- (3) Detail plans for resolving any program deviation.
- (4) Outline progress expected to be made next quarter toward meeting program objectives.

RECEIVED/ACKNOWLEDGED BY: _____
Consultant

Date

Fourth Quarter Report: The Business Information Center Network Project #: I-91-0290-135; Contract #10-1202-271

Over 20 Decatur businesses were contacted by the Decatur Public Library Foundation on behalf of the BIC. \$13,650 was raised from 9 businesses for use during the next 12 months. All four Decatur banks were contributors. In addition ADM and A.E. Staley made contributions. The Economic Development Foundation of Decatur-Macon County also supported the BIC. Funding for future years was promised totalling \$13,500 to allow the BIC to operate on a local basis. Most of the funding was secured by one individual who has served as a volunteer at the BIC for the last year.

The Project Director and City Librarian have talked with the Director of the Small Business Institute at Millikin University to use student interns in the fall to partially staff the BIC. Although final details are not worked out, it looks as if at least one student will be available to the BIC.

A volunteer handbook is being prepared for Decatur Public Library by the Project Director for persons who volunteer to staff the BIC. SCORE volunteers will be available to patrons 3 mornings a week in the Business Information Center.

LotusWorks, Microsoft Works, PC-SIG Shareware, and Census Bureau Data were added to our public access computers. A Local Area Network was installed with 2 additional computers added. Three CD-ROM players were also added to the network. The computers continue to receive heavy usage.

Printing on the computers in the BIC is a fee-based service beginning July 1.

The Project Director served on a panel for Richland Community College's seminar on "Women in Business in the '90's". Forty women from Richland's service area attended the 2-hour seminar.

The Project Director reviewed business plans for the Self-Employment Training class sponsored by Decatur and Macon County Industry and Technology Center, Richland Community College and the City of Decatur.

The Project Director helped organize a group of women consultants who either have a consulting business or wish to develop one. The group meets monthly to discuss issues of common concern.

Fourth Quarter Report: The Business Information Center Network Project #: I-91-0290-135; Contract #10-1202-271 (continued)

A BIC co-sponsored workshop for small business owners and managers is scheduled for July 10th. Principals from May, Cocagne and Kind, P.C. will present material on an operational audit for small business.

The Business Information Center hosted the Small Business Council of the Metro. Decatur Chamber of Commerce on July 3rd. Sixty persons attended the breakfast held at the library and received a tour of the BIC. Each attendee received a BIC brochure and a Business Resources Directory for Decatur-Macon County.

The BIC clip was distributed to each of the 105 libraries which responded to our survey of business reference for downstate libraries.

The Business Resources Directory for Decatur-Macon County was distributed to the participants of the Economic Development Coordinating Council. Approximately 200 copies were distributed.

The local newspaper featured the BIC and its resources of PC-SIG Shareware in the Business Column. The BIC was also featured in a news article detailing the reduction in funding beginning July 1.

The final Advisory Board meeting was held July 3rd.

During the Fourth Quarter 18 in-depth searches were made for patrons. 6 of those were for libraries outside of Decatur. 5 referrals were made to other agencies which serve small business in Decatur and Macon County.

The Project report for Mt. Zion mini-center is attached.

Mt. Zion Mini Bic (Business Information Center)

Final Report July 1, 1991

The Mt. Zion District Library has found the Business Information Center Grant to be very beneficial to the residents of our Library District. Based on the types of business questions that had been asked in the past, we chose as our areas of emphasis-- starting a small business, getting a job(resumes, cover letters, etc), and self-improvement for the business person.

Our materials began arriving about mid-January. They were processed and placed on a special index table purchased for the "MINI BIC". The new materials have been well received by our patrons. Several programs from CareerTrack were purchased and have been of special interest to our patrons. The materials on starting a small business have had limited use. However, we traditionally receive that type of inquiry in the fall.

To help our patrons locate needed materials from the MINI BIC, three pathfinders titled-- "Starting a Small Business", "Finding a JOB!!", and "Self-Improvement Materials to Advance Your Career" were developed. These pathfinders guided the library patron through their search. The subtitles from the "Starting a Small Business" pathfinder demonstrate this guidance--Can I run my own business?; What business is right for me?; Getting started--How?; Solving Business Problems; and Materials to Help the Business Manager.

By far the most popular of the new materials has been that on getting a job. We included career changes, being fired, spouse relocation, cover letters, job references, and a cassette on the job interview. Due to a major layoff of workers at PPG, our largest manufacturing employer, we found many older workers looking for just this type of information. While we are sorry that these jobs have been lost, we were pleased to be able to help with these much-needed and used materials.

Mt. Zion Mini Bic Final Report cont.

One special activity that the library sponsored was an open house/breakfast for the Mt. Zion Chamber of Commerce. Approximately 30 members of the Chamber visited the library to see the Mini BIC center materials. During the open house we played one of the CareerTrack videos. It so impressed one Chamber Member that they came back that afternoon to check it out. Several of the members have since returned to the library to obtain materials.

We added to the collection 107 pamphlets from the U.S. Small Business Administration, 4 videos, 7 audio cassettes, and 45 books. During the less than six months that we had these materials there were 107 circulations. The highest being 17 circulations between the three resume books and 11 circulations for the book about cover letters.

The Mini Bic center has enhanced the services we give to our patrons. We can now confidently help someone when they ask about starting a small business or home based business. Closer ties to the business community is another benefit, because we now have materials they can use to improve their businesses. The library is committed to maintaining this collection through the purchase of appropriate new materials that cover our areas of emphasis.

LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA)
ILLINOIS STATE LIBRARY
QUARTERLY FINANCIAL REPORT

SUBGRANTEE: Decatur Public Library

PROJECT #: I-90-0290-135

PROJECT TITLE: Business Information Center Network

PROJECT STATUS 100%
(Percent Complete)

DATE OF REPORT: July 10, 1991

QUARTER COVERED IN REPORT: April 1, 1991 TO June 30, 1991

SUBGRANTEE STAFF MEMBER PREPARING REPORT: Janice Mandernach
(Signature)

PROJECT DIRECTOR: Janice Mandernach
(Signature)

NOTE: All budget lines should be listed.

BUDGET LINE	BUDGET AMOUNT	REQUESTED THIS PERIOD	TOTAL EXPENDITURES/OBLIGATIONS TO DATE	REIMBURSED TO DATE	PERCENT REMAINING
Equipment Purchase	\$ 9,523	\$ 8,955.00	\$ 9,418.23	\$ 463.23	1%
Contractual Service	31,678	11,584.00	31,568.00	19,984.00	0%
Library Materials	46,050	8,172.21	46,020.03	37,847.82	0%
Other	6,140	2,704.02	4,488.22	1,784.20	27%
TOTALS	\$93,391	\$ 31,415.23	\$ 91,494.48	\$ 60,079.25	2%

Received/Acknowledged by: _____ (ISL Consultant) _____ (Date)

27106.32
~~31, 4/13/23~~

RM C-13-7 PART (REV. 10-89)

Invoice Voucher

The preparation instructions for vendors are on the back of the last copy.

STATE OF ILLINOIS

Name and Location of State Agency or Institution

VENDOR AND STATE AGENCY SEE IMPORTANT INSTRUCTIONS ON BACK OF COPIES 6 AND 7 FOR COMPLETION OF BOX 3 PAYMENT OF INTEREST MAY BE AVAILABLE IF THE STATE FAILS TO COMPLY WITH THE ILLINOIS PROMPT PAYMENTS ACT, ILL. REV. STAT., CH. 127, PAR. 132.401.	2. Taxpayer Identification Number 37-6001308	Important See instructions on back of page 7 for completion of box 2.	4. Voucher No. _____
	3. Vendor or Payee LAST NAME OR BUSINESS NAME FIRST NAME MIDDLE INITIAL Decatur Public Library 247 E. North St. Decatur, IL 62523		5. Voucher Date _____
Disposition of Copies 1-Comptroller 5-Agency 2-Agency 6-Agency 3-Agency 7-Retained 4-Remittance Copy by Vendor			6. Appropriation Account Code Number _____
			7. Invoice Number _____
			8. Invoice Date _____

10. Give Complete Description of Articles/Services Rendered or Attach Itemized Vendor Invoice	11. Quantity	12. Units	13. Unit Price	14. Amount
Request for reimbursement for an agreement between the Illinois State Library and Decatur Public Library for an LSCA Grant entitled "The Business Information Center Network" Project # I-91-0290-135 Obligation # 10-1202-271				\$31,415 23

18. Exp. Obj.	19. Exp. Amount	Comp. Use Only	22. Obligation No.	23F	24. Payment Amount	15. Subtotal
						16. Discount/Deduction
						17. Total Amount
20. Total Exp.			25. Total Payment Amount			

26. For Agency Use Only

Approved for Payment _____

Receiving Officer _____ Date _____ Clerk _____

Certification of Receiving Agency

I certify that the goods or services specified on this voucher were for the use of this agency and that the expenditure for such goods or services was authorized and lawfully incurred, that such goods or services meet all the required standards set forth in the purchase agreement or contract to which this voucher relates; and that the amount shown on this voucher is correct and approved for payment. If applicable, the reporting requirements of Section 5.1 of 'An Act to create the Bureau of the Budget and to define its powers and duties and to make an appropriation', approved April 16, 1969, as amended, have been met.