



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

January 19, 1988 4:30 P.M.

- I. Call to Order - Mark Sorensen, President
- II. Approval of Minutes
 - A. Meeting of December 15, 1988
- III. Communication From The Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. No meeting
 - B. Finance & Properties Committee
 1. Approval of bills for December 1988
 - C. Rolling Prairie
 1. Report on January RPLS Board meeting
- VI. Avenues to Excellence
 - A. Chapter 10, Materials
- VII. Old Business
- VIII. New Business
- IX. Adjournment

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

January 19, 1988

I. Roll Call

The meeting was called to order at 4:37 p.m. by President Sorensen. Members present: Mr. Sorensen, Mrs. Ohlsen, Mrs. Martin, Mr. Gaumer, Mr. Lockmiller, Mrs. Lutovsky, and Mr. Smith. Members absent: Mr. Akin and Mrs. Shade. Staff present: Mr. Seidl, Ms. Gibson, Mr. Kupish, and Mrs. Brooks.

II. Minutes

The minutes were reviewed and corrections noted as follows: page 2, the last paragraph of the Finance and Properties Committee report, the effective date should be May 1, 1989; the motion was seconded by Mrs. Ohlsen. The minutes were approved as amended.

Mr. Sorensen then moved to item V. on the agenda.

V. Reports of Committees

Personnel, Policy, and Public Relations: There was no meeting in December. The next meeting is scheduled for January 23 at 4:00 p.m.

Finance and Properties Committee: Mr. Seidl reported in the absence of Mr. Akin. Voucher #21688--the wrong vendor was paid; it should have been Baker & Taylor. Voucher #21816--the wrong vendor was paid; it should have been Library Journal. The bill for employee parking was questioned; it is a seven month billing for the rest of the fiscal year. Mr. Gaumer made a motion to approve the December bills with the corrections noted. The motion was seconded by Mr. Lockmiller, and unanimously carried on roll call vote.

The capital fund (money originally from the sale of the old Evans branch) is now at a \$0 balance.

Rolling Prairie: Mrs. Lutovsky attended the January meeting. Argenta and Mt. Zion are moving toward becoming library districts. On February 7, Mr. Seidl and Mrs. Gibson will attend a Municipal Annexation Task Force meeting in Springfield to discuss a change in the proposed law.

Sharing professional journals with other libraries was also discussed.

Mrs. Lutovsky made a motion that the Board move into executive session to discuss a personnel matter. The motion was seconded by Mr. Smith and approved. The meeting was re-opened at 5:23 p.m.

III. Communication From The Public

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

IV. City Librarian's Report

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

Mr. Seidl was asked why the library was closed for three days at Christmas and New Year's Day. He explained the difficulty in being open and later trying to give the staff their day off for each week.

Declining book circulation versus increasing audiovisual circulation was discussed.

The Long Range Planning Committee is working in subgroups writing goals and objectives. The Long Range Plan must be completed by September.

Mr. Lockmiller asked that the Statistical Report be modified to include a comparison of new volumes added this year and last year. He also asked to have the number of patron contacts included.

Mrs. Lutovsky questioned decreasing circulation in the Extension Department and asked what is being done to improve it. Mrs. Gibson is working with the Extension staff to determine the problem and ways to solve it.

The Board asked to be made aware of any changes considered regarding the grace period.

Mr. Seidl has been called for federal jury duty as of January 30 and will be committed for some part of a three month period.

VI. Avenues to Excellence

Mr. Seidl reported on Chapter X, Materials.

VII. Old Business

Board/Staff Relations Task Force: Mr. Smith reported that he hopes his office will be able to compile the surveys. Another meeting will be scheduled in the next seven to ten days.

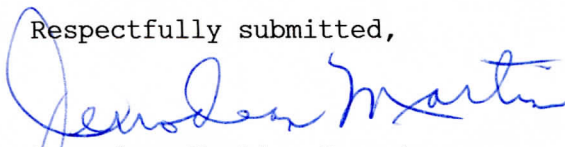
VIII. New Business

There was no new business.

IX. Adjournment

Mr. Sorensen adjourned the meeting at 5:57 p.m.

Respectfully submitted,



Jerrodean Martin, Secretary
Decatur Public Library Board of Trustees

IV. City Librarian's Report

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

Mr. Seidl was asked why the library was closed for three days at Christmas and New Year's Day. He explained the difficulty in being open and later trying to give the staff their day off for each week.

Declining book circulation versus increasing audiovisual circulation was discussed.

The Long Range Planning Committee is working in subgroups writing goals and objectives. The Long Range Plan must be completed by September.

Mr. Lockmiller asked that the Statistical Report be modified to include a comparison of new volumes added this year and last year. He also asked to have the number of patron contacts included.

Mrs. Lutovsky questioned decreasing circulation in the Extension Department and asked what is being done to improve it. Mrs. Gibson is working with the Extension staff to determine the problem and ways to solve it.

The Board asked to be made aware of any changes considered regarding the grace period.

Mr. Seidl has been called for federal jury duty as of January 30 and will be committed for some part of a three month period.

VI. Avenues to Excellence

Mr. Seidl reported on Chapter X, Materials.

VII. Old Business

Board/Staff Relations Task Force: Mr. Smith reported that he hopes his office will be able to compile the surveys. Another meeting will be scheduled in the next seven to ten days.

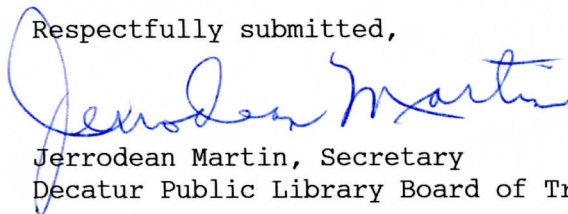
VIII. New Business

There was no new business.

IX. Adjournment

Mr. Sorensen adjourned the meeting at 5:57 p.m.

Respectfully submitted,



Jerrodean Martin, Secretary
Decatur Public Library Board of Trustees



DECATUR PUBLIC LIBRARY

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

JAMES C. SEIDL, City Librarian



PUBLIC NOTICE

1989 REGULAR MEETINGS DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES CITY OF DECATUR, ILLINOIS

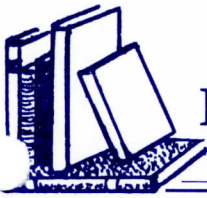
The regular meetings of the Library Board of Trustees of the City of Decatur, Illinois for the year 1989 will be held in the Main Library Building, 247 East North Street, Decatur, Illinois. The meetings will be held on the third Thursday of every month, except for the month of May, at 4:30 p.m. The May meeting will be on the fourth Thursday of the month.

The schedule of the regular meetings is as follows:

January 19	July 20
February 16	August 17
March 16	September 21
April 20	October 19
May 25	November 16
June 15	December 21

The schedule of regular meetings is available upon request at the Decatur Public Library, 247 East North Street, Decatur, Illinois.

/s/ Jerrodean Martin
Secretary, Library Board of Trustees



DECATUR PUBLIC LIBRARY

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

JAMES C. SEIDL, City Librarian



PUBLIC NOTICE

1989 REGULAR MEETINGS PERSONNEL, POLICY, AND PUBLIC RELATIONS COMMITTEE OF THE DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES CITY OF DECATUR, ILLINOIS

The regular meetings of the Personnel, Policy, and Public Relations Committee of the Library Board of Trustees of the City of Decatur, Illinois for the year 1989 will be held in the Main Library Building, 247 East North Street, Decatur, Illinois. The meetings will be held on the fourth Monday of every month 4:00 p.m., with the following exceptions: the February meeting will be on Tuesday the 21st; there will be no December meeting.

The schedule of the regular meetings is as follows:

January 23	July 24
February 21	August 28
March 27	September 25
April 24	October 23
May 22	November 27
June 26	

The schedule of regular meetings is available upon request at the Decatur Public Library, 247 East North Street, Decatur, Illinois.

/s/ Jerrodean Martin
Secretary, Library Board of Trustees

City Librarian's Report

December 1988

I. Statistics

Circulation decreased slightly during December, down 2% or 1,111 items from December 1987. The Library was open one day less during this December than in December 1987. Circulation for the past twelve months is up 1%, or 7,072 items over the previous twelve months. Audiovisual materials continue to show strong increases with audiocassettes up 88% (due especially to books on tape) and videocassettes increased 27% over December 1987. The extension department had its first gain with a 1% increase.

II. Budget

With eight months (66.7%) of the budget year completed, the library has spent 66.2% or \$6,300 below its projected spending level.

Work on the 1989-90 budget has begun. Requests from department heads for equipment, staff, and materials are being reviewed and prioritized. I am still waiting, however, for additional data from the city concerning projected costs for personnel, finance, and accounting services provided by the city. Tentative goals for the 1989/90 budget include:

- Evaluate methods and costs of upgrading library bibliographic records to MARC format.

- Survey periodical vendors to determine the most economical method of purchasing periodicals.

- Expand staff training program.

- Review and implement recommendations of the Long Range Plan.

III. Collection Development

The YA Connection grant has increased the young adult book budget by \$7,500. In December, \$1,226 was spent on new materials which will be available for circulation soon. Also planned are six young adult programs on topics of current interest for young adults.

In December, 147 books on tape and 481 compact discs were circulated. Both of these collections have been extremely active and have received many favorable comments from the public.

Based upon a recommendation from the public service department heads, a study of the present one week and three week circulation periods will be conducted. Several department heads believe that the present circulation time periods are being abused through the use of the grace period. A study of the materials returned and their due dates will help identify problem areas.

IV. Personnel

I want to thank the Board for providing me the opportunity to attend the University of Wisconsin-Milwaukee School of Management. The schooling was extremely interesting and has provided many new ideas and techniques in management. Two areas I plan to address during the next few months are performance evaluations and the art of effective listening.

Fifteen staff members attended a half-day tour of Lincoln Library in Springfield. This is the second tour of an area library offered to staff. This program encourages staff to develop new ideas and learn about other libraries.

The extension department half-time driver resigned in mid-December to take a job advancement at his full-time job. Lois Carter was hired on December 28. As of January 1, 1989, all authorized library positions are filled.

V. Public Relations

The staff did an excellent job of decorating the library and their departments. While I am sorry to have missed the Christmas party, I want to thank the staff for all their hard work in preparing for this annual event.

Cathy Ritchie, young adult librarian, had a feature article in the December 18 Herald & Review on YA books for Christmas. In addition, Cathy also developed two new YA booklists that will be sent to the high schools to help promote library use.

Mrs. Gibson's article on library benefactors has encouraged one person to inform me that she is changing her will to include the library.

VI. Buildings & Grounds

The rear elevator had new wire ropes installed and the main pulley regrooved. Otis Elevator recommended these changes in order to maintain efficient and safe operation of this elevator. The cost of the service was \$3,500.

VII. Miscellaneous

Rolling Prairie Library System wrote a \$40,000 grant proposal to hire a consultant to write a plan to convert Decatur Public Library, Lincoln Library, and Rolling Prairie's data bases to MARC.

Decatur Public Library submitted a \$70,650 grant proposal for a Decatur Area Resources for Economic Development program.

STATISTICAL REPORT

December 1988

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1988	22,379	1,614	17,520	41,513	653,308
1987	24,754	1,837	18,420	45,011	673,891
AV materials, 1988	8,947			8,947	109,284
1987	7,124			7,124	84,557
Total circulation, 1988	31,326	1,614	17,520	50,460	762,592
1987	31,878	1,837	18,420	52,135	758,448

TECHNICAL SERVICES

New books added	992
New titles added	510
Books withdrawn	817
Books mended	1,096
Gifts	79

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1988/89</u>	<u>YTD Expended 1987/88</u>	<u>Unexpended</u>
Personal Services	1,556,917	1,010,979	994,013	545,938
Operating	304,769	177,743	170,425	127,026
Capital & books	248,343	167,509	188,888	80,834

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	10 + 1	0	0	10 + 1
Library Assistants	8 + 5	0	0	8 + 5
Clerical	18 + 10	1	1	18 + 10
Pages	5 + 12	0	0	5 + 12
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: none

COMPUTER DOWN-TIME FOR MONTH: 3 1/2 hours

PATRONS REGISTERED: 729 adult, 97 youth, 195 juvenile = 1,021 total

FOR PERIOD ENDING 12/28/88

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/02/88	PEOPLE	159.07	21383	12/02/88	MAG/PAPERS-MAIN ADULT
12/02/88	THOMAS	211.96	21383	12/02/88	MAG/PAPERS-EXTEN ADULT
12/01/88	JONATHAN D	49.00	21388	12/02/88	TEMPORAK SALARIES
12/01/88	KATROLL CLEARING	47.23	21425	12/07/88	REGULAR SALARIES
12/01/88	PARIS MATCH	1,258.43	21425	12/07/88	TEMPORARY SALARIES
12/08/88	CITY NEWS PUBL CO	115.00	21439	12/08/88	MAG/PAPERS-MAIN ADULT
12/08/88	HERALD & REVIEW	30.00	21453	12/09/88	MAG/PAPERS-MAIN ADULT
12/08/88	IL BELL TELEPHONE CO	413.40	21453	12/09/88	TELEPHONE
12/08/88	MAMPWER	678.70	21455	12/09/88	TEMPORARY SALARIES
12/08/88	TREAS-MEDICAL INSURANCE	576.00	21460	12/09/88	HOSPITAL AND MEDICAL INSURANCE
12/08/88	TREAS-NON MEDICAL INS	5,386.75	21468	12/09/88	HOSPITAL AND MEDICAL INSURANCE
12/08/88	TREAS-NON MEDICAL INS	101.25	21469	12/09/88	WORKMEN'S COMPENSATION
12/08/88	TREAS-NON MEDICAL INS	1,206.00	21469	12/09/88	MOTOR VEHICLE INSURANCE
12/08/88	TREAS-NON MEDICAL INS	255.67	21469	12/09/88	BOILER INSURANCE
12/08/88	TREAS-NON MEDICAL INS	10.83	21469	12/09/88	PROPERTY INSURANCE
12/08/88	TREAS-NON MEDICAL INS	1,002.00	21469	12/09/88	GENERAL LIABILITY INSURANCE
12/08/88	TREAS-CENTRAL GAWAGE FD	134.87	21471	12/09/88	GASOLINE
12/08/88	TREAS-GENERAL FUND	507.49	21471	12/09/88	GAS
12/08/88	TREAS-GENERAL FUND	60.29	21472	12/09/88	OFFICE SUPPLIES
12/08/88	TREAS-GENERAL FUND	2,567.75	21472	12/09/88	TRANSFER TO GENERAL FUND
12/05/88	TREAS-PETTY CASH	2.37	21475	12/09/88	CONFERENCES AND OTHER TRAVEL
12/05/88	TREAS-PETTY CASH	91.19	21475	12/09/88	POSTAGE
12/09/88	TREAS-PETTY CASH	70.27	21475	12/09/88	MATERIALS TO MAINT BLDGS
12/12/88	BAKER & TAYLOR CO	224.68	21482	12/12/88	OFFICE SUPPLIES
12/12/88	BAKER & TAYLOR CO	9.21	21482	12/12/88	BOOKS-MAIN ADULT
12/12/88	BAKER & TAYLOR CO	9.12	21482	12/12/88	BOOKS-MAIN YOUTH
12/12/88	BAKER & TAYLOR CO	3.12	21482	12/12/88	BOOKS-MAIN JUVENILE
12/12/88	BAKER & TAYLOR CO	22.48	21482	12/12/88	BOOKS-EXTENSION ADULT
12/12/88	BAKER & TAYLOR CO	9.98	21482	12/12/88	BOOKS-EXTENSION YOUTH
12/12/88	BAKER & TAYLOR CO	47.45	21482	12/12/88	BOOKS-EXTENSION JUVENILE
12/14/88	ARTS MAGAZINE	62.00	21497	12/14/88	AV-VIDEOS
12/14/88	MCELROY, RICHARD	192.00	21502	12/14/88	MAG/PAPERS-MAIN ADULT
12/14/88	TREAS-GENERAL FUND	50.00	21507	12/14/88	MAG/PAPERS-MAIN ADULT
12/16/88	DOWNTOWN DECATUR COUNCIL	2,880.00	21515	12/15/88	OTHER PROFESSIONAL SERVICES
12/16/88	CHEMICAL PUBL CO., INC.	52.25	21520	12/16/88	EQUIPMENT
12/20/88	SEIDL, JAMES	280.02	21528	12/16/88	BOOKS-MAIN REFERENCE
12/21/88	MCELROY, RICHARD	144.00	21585	12/20/88	TRAINING SCHOOL
12/21/88	TREAS-PAYROLL CLEARING	48,233.09	21601	12/21/88	OTHER PROFESSIONAL SERVICES
12/21/88	TREAS-PAYROLL CLEARING	15,953.43	21604	12/21/88	REGULAR SALARIES
12/21/88	TREAS-IMRF	15,151.89	21605	12/21/88	TEMPORARY SALARIES
12/22/88	IL BELL TELEPHONE CO	548.00	21619	12/21/88	TEMPORARY SALARIES
12/27/88	MAMPWER	60.74	21621	12/22/88	TEMPORARY SALARIES
12/27/88	PRATEX SERVICES, INC.	15.00	21636	12/27/88	POSTAGE
12/28/88	ATLANTA JOURNAL	107.10	21657	12/28/88	JANITORIAL SUPPLIES
12/28/88	AMER KENNEL CLUB	124.00	21659	12/28/88	BOOKS-PROFESSIONAL
12/28/88	A B Click PRODUCTS CO OF	104.97	21659	12/28/88	MAG/PAPERS-MAIN ADULT
12/16/88	A B C - CLICO, INC.	34.34	21661	12/28/88	OFFICE SUPPLIES
12/16/88	A B C - CLICO, INC.	10.09	21661	12/28/88	BOOKS-MAIN ADULT
12/16/88	A B C - CLICO, INC.	131.60	21665	12/28/88	BOOKS-MAIN JUVENILE
12/16/88	BAKER & TAYLOR CO	45.29	21669	12/28/88	BOOKS-MAIN REFERENCE
12/16/88	BAKER & TAYLOR CO	62.71	21669	12/28/88	BOOKS-MAIN REFERENCE
12/12/88	BAKER & TAYLOR CO	1,823.43	21670	12/28/88	BOOKS-MAIN ADULT
12/12/88	BAKER & TAYLOR CO	175.10	21670	12/28/88	BOOKS-MAIN YOUTH
12/12/88	BAKER & TAYLOR CO	22.89	21670	12/28/88	BOOKS-MAIN JUVENILE
12/12/88	BAKER & TAYLOR CO	202.41	21670	12/28/88	BOOKS-EXTENSION ADULT
12/12/88	BAKER & TAYLOR CO	22.32	21670	12/28/88	BOOKS-EXTENSION JUVENILE
12/16/88	BAKER & TAYLOR CO	18.14	21671	12/28/88	AV-VIDEOS
12/16/88	BAKER & TAYLOR CO	1,628.09	21671	12/28/88	BOOKS-MAIN ADULT
12/16/88	BAKER & TAYLOR CO	66.25	21671	12/28/88	BOOKS-MAIN JUVENILE
12/16/88	BAKER & TAYLOR CO	25.94	21671	12/28/88	BOOKS-MAIN REFERENCE

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/16/88	BAKER & TAYLOR CO	351.66	21671	12/28/88	BOOKS-EXTENSION ADULT
12/16/88	BAKER & TAYLOR CO	1.07	21671	12/28/88	BOOKS-EXTENSION JUVENILE
12/16/88	BAKER & TAYLOR CO	56.47	21671	12/28/88	AV-VIDEOS
12/28/88	BAKER & TAYLOR CO	1,082.80	21672	12/28/88	BOOKS-MAIN ADULT
12/28/88	BAKER & TAYLOR CO	971.47	21672	12/28/88	BOOKS-MAIN YOUTH
12/28/88	BAKER & TAYLOR CO	211.61	21672	12/28/88	BOOKS-MAIN JUVENILE
12/28/88	BAKER & TAYLOR CO	55.08	21672	12/28/88	BOOKS-EXTENSION ADULT
12/28/88	BAKER & TAYLOR CO	73.39	21672	12/28/88	BOOKS-EXTENSION JUVENILE
12/28/88	BAKER & TAYLOR CO	1,506.70	21673	12/28/88	BOOKS-MAIN ADULT
12/28/88	BAKER & TAYLOR CO	38.20	21673	12/28/88	BOOKS-MAIN YOUTH
12/28/88	BAKER & TAYLOR CO	56.35	21673	12/28/88	BOOKS-EXTENSION ADULT
12/28/88	BAKER & TAYLOR CO	170.36	21673	12/28/88	BOOKS-MAIN ADULT
12/28/88	BAKER & TAYLOR CO	235.70	21674	12/28/88	BOOKS-MAIN YOUTH
12/28/88	BAKER & TAYLOR CO	10.36	21674	12/28/88	BOOKS-EXTENSION ADULT
12/28/88	BAKER & TAYLOR CO	53.37	21674	12/28/88	BOOKS-EXTENSION ADULT
12/08/88	BIG BEAUTIFUL WOMAN	24.50	21685	12/28/88	OFFICE SUPPLIES
12/12/88	BERNARDS CUSTOM CARPET	13.00	21687	12/28/88	MAG/PAPERS-MAIN ADULT
12/12/88	BERNARDS CUSTOM CARPET	26.49	21688	12/28/88	BOOKS-MAIN ADULT
12/12/88	BERNARDS CUSTOM CARPET	32.24	21688	12/28/88	BOOKS-MAIN YOUTH
12/12/88	BERNARDS CUSTOM CARPET	80.60	21688	12/28/88	BOOKS-MAIN JUVENILE
12/12/88	BERNARDS CUSTOM CARPET	125.14	21688	12/28/88	BOOKS-MAIN REFERENCE
12/13/88	BON APPETIT	30.00	21689	12/28/88	BOOKS-EXTENSION JUVENILE
12/28/88	BAKER & TAYLOR VIDEO	61.97	21690	12/28/88	MAG/PAPERS-MAIN ADULT
12/28/88	BAKER & TAYLOR VIDEO	177.03	21690	12/28/88	AV-CASSETTES
12/22/88	CIBM COMPUTER CENTERS	100.67	21704	12/28/88	OFFICE SUPPLIES
12/22/88	CIVIL WAR TIMES ILLUSTRATED	191.04	21710	12/28/88	MAG/PAPERS-MAIN ADULT
12/21/88	CATALOGING DIST. SERVICE	870.00	21711	12/28/88	MAG/PAPERS-MAIN ADULT
12/21/88	CHILDREN'S BETTER HEALTH INST.	8.95	21712	12/28/88	MAG/PAPERS-MAIN JUVENILE
12/19/88	CENTRAL IL CAR WASH, INC.	18.85	21714	12/28/88	OTHER PROFESSIONAL SERVICES
12/12/88	CHAMBERS RECORD AND VIDEO CORP	50.59	21716	12/28/88	AV-PHONODICS
12/12/88	CHAMBERS RECORD AND VIDEO CORP	27.64	21716	12/28/88	AV-CASSETTES
12/13/88	CHAMPAIGN NEWS GAZETTE	121.00	21720	12/28/88	MAG/PAPERS-MAIN ADULT
12/28/88	CURRENT HISTORY HOUSE	73.90	21721	12/28/88	MAG/PAPERS-MAIN ADULT
12/28/88	DECATUR PAPER HOUSE	76.75	21733	12/28/88	OFFICE SUPPLIES
12/22/88	DEMCO EDUCATIONAL CORP	652.52	21735	12/28/88	OFFICE SUPPLIES
12/22/88	DECATUR HERALD & REVIEW	102.01	21741	12/28/88	BOOKS-MAIN REFERENCE
12/20/88	DICK DAVIDS DIGEST	120.00	21750	12/28/88	MAG/PAPERS-MAIN ADULT
12/20/88	FAMILY CIRCLE	111.88	21763	12/28/88	MAG/PAPERS-MAIN ADULT
12/08/88	GOVERNMENT TECHNOLOGY SERVICES	157.82	21773	12/28/88	MAG/PAPERS-EXTEN ADULT
12/22/88	GROVES DICTONARY OF MUSIC, INC.	825.00	21777	12/28/88	BOOKS-MAIN REFERENCE
12/16/88	HOT OFF THE PRESS, INC.	244.15	21777	12/28/88	BOOKS-MAIN ADULT
12/09/88	HIGHSMITH CO., INC.	46.05	21777	12/28/88	OFFICE SUPPLIES
12/21/88	HUMAN EVENTS	65.00	21779	12/28/88	OFFICE SUPPLIES
12/08/88	IL POWER CO	2,877.47	21786	12/28/88	ELECTRICITY
12/16/88	IL STATE GEOLOGICAL SURVEY	1.00	21790	12/28/88	BOOKS-MAIN ADULT
12/16/88	IL STATE LIBRARY	424.32	21792	12/28/88	PRINTING AND BINDING
12/16/88	IL STATE LIBRARY	38.00	21792	12/28/88	SERVER TO MAINT OFFICE EQUIP
12/16/88	IL STATE LIBRARY	369.89	21792	12/28/88	TELEPHONE
12/16/88	IL STATE LIBRARY	37.86	21792	12/28/88	POSTAGE
12/16/88	IL STATE LIBRARY	1,107.61	21792	12/28/88	TELEPHONE
12/16/88	INNOVATIVE INTERFACES, INC.	1,043.21	21797	12/28/88	KENTAL EQUIPMENT
12/14/88	JAN SAN SUPPLY CO., INC.	55.00	21797	12/28/88	OFFICE SUPPLIES
12/08/88	K'S MERCHANDISE MART	1,043.21	21801	12/28/88	MATERIALS TO MAINT BLDGS
12/08/88	KIPPLINGER WASH LETTER	50.91	21805	12/28/88	OFFICE SUPPLIES
12/08/88	LATITUDE CURRENTS	17.00	21807	12/28/88	MAG/PAPERS-MAIN REFERENCE
12/21/88	LIBRARY JOURNAL	117.00	21819	12/28/88	MAG/PAPERS-MAIN PROFESSIONAL
12/28/88	LIBRARY JOURNAL	117.00	21819	12/28/88	MAG/PAPERS-MAIN PROFESSIONAL
12/14/88	LEADER DISPOSAL	15.00	21845	12/28/88	SERV TO MAINT IMPROVEMENTS
12/14/88	MCCORD TYPE & AUTO SERV, INC.	12.88	21847	12/28/88	SERV TO MAINT AUTO EQUIPMENT
12/14/88	MULTIGRAPHICS	144.88	21847	12/28/88	OFFICE SUPPLIES
12/12/88	MADENMOISELLE MAGAZINE	48.00	21849	12/28/88	MAG/PAPERS-MAIN ADULT
12/12/88	MADENMOISELLE MAGAZINE	48.00	21849	12/28/88	MAG/PAPERS-MAIN YOUTH

FUR PERIOD ENDING 12/28/88

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/12/88	MADENOISELLE MAGAZINE	48.00	21849	12/28/88	MAG/PAPERS-EXTEN ADULT
12/16/88	NATURE DISCOVERY PRESS	27.00	21856	12/28/88	POSTAGE
12/16/88	NEW WORLD RECORDS	3.45	21860	12/28/88	BOOKS-MAIN JUVENILE
12/22/88	NORMAN'S CLEANERS	51.00	21862	12/28/88	AV-VIDEOS
12/28/88	NADA APPRAISAL GUIDES	23.55	21863	12/28/88	SERV TO MAINT IMPROVEMENTS
12/28/88	OTIS ELEVATOR COMPANY	40.00	21864	12/28/88	MAG/PAPERS-MAIN REFERENCE
12/13/88	PARIS REVIEW	1,250.22	21866	12/28/88	SERV TO MAINT BUILDINGS
12/13/88	PAGE PUBLICATIONS, INC.	3,000.00	21868	12/28/88	MATERIALS TO MAINT BLDGS
12/13/88	PEORIA JOURNAL STAR, INC	20.00	21882	12/28/88	MAG/PAPERS-MAIN ADULT
12/17/88	RED BUS PUBLISHING	16.95	21884	12/28/88	MAG/PAPERS-MAIN REFERENCE
12/16/88	REGENT BOOK CO	140.90	21885	12/28/88	MAG/PAPERS-MAIN ADULT
12/16/88	R R BOWKER	19.90	21897	12/28/88	BOOKS-MAIN JUVENILE
12/16/88	READERS DIGEST ASSN	319.15	21901	12/28/88	BOOKS-MAIN ADULT
12/16/88	READERS DIGEST ASSN	14.84	21902	12/28/88	BOOKS-PROFESSIONAL
12/23/88	SATILEY, S., INC.	22.26	21902	12/28/88	MAG/PAPERS-MAIN ADULT
12/13/88	STRIGLOS	795.84	21905	12/28/88	MAG/PAPERS-EXTEN ADULT
12/08/88	SANGAMON STATE UNIV	39.50	21916	12/28/88	OFFICE SUPPLIES
12/28/88	SCIENCE BOOKS & FILMS	16.95	21920	12/28/88	OFFICE SUPPLIES
12/08/88	STANDARD & POOR'S CORP	51.00	21921	12/28/88	BOOKS-MAIN ADULT
12/27/88	T S COMMUNICATIONS	203.80	21923	12/28/88	MAG/PAPERS-MAIN ADULT
12/28/88	TREAS-PETTY CASH	44.15	21925	12/28/88	MAG/PAPERS-MAIN REFERENCE
12/28/88	TREAS-PETTY CASH	4.50	21929	12/28/88	TELEPHONE
12/28/88	TREAS-PETTY CASH	3.80	21943	12/28/88	SERV TO MAINT AUTO EQUIPMENT
12/28/88	TREAS-PETTY CASH	8.59	21943	12/28/88	CONFERENCES AND OTHER TRAVEL
12/28/88	TREAS-PETTY CASH	51.78	21943	12/28/88	POSTAGE
12/28/88	TREAS-PETTY CASH	5.80	21943	12/28/88	MATERIALS TO MAINT BLDGS
12/13/88	U S A TODAY	195.00	21947	12/28/88	OFFICE SUPPLIES-MAIN ADULT
12/12/88	W N GRAINGER, INC.	69.12	21958	12/28/88	OFFICE SUPPLIES
12/28/88	WORLD HEALTH ORGANIZATION	20.00	21963	12/28/88	MAG/PAPERS-MAIN ADULT
12/28/88	WALL STREET JOURNAL	119.00	21965	12/28/88	MAG/PAPERS-MAIN ADULT
12/12/88	XEROX	49.83	21966	12/28/88	RENTAL-EQUIPMENT

TOTAL

158,783.78

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/14/88	IL OCLC USERS GROUP	21501	12/14/88	EXPENDITURES
AMOUNT				
2,669.00				
TOTAL				
2,669.00				

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/12/88	BAKER & TAYLOR CO	21482	12/12/88	EXPENDITURES
12/14/88	IL OCLC USERS GROUP	21501	12/14/88	BEG FUND BAL-BR ECKENRIDGE
12/16/88	BAKER & TAYLOR CO	21699	12/28/88	EXPENDITURES
12/16/88	BAKER & TAYLOR CO	21670	12/28/88	EXPENDITURES
12/16/88	BAKER & TAYLOR CO	21671	12/28/88	EXPENDITURES
12/16/88	BAKER & TAYLOR CO	21672	12/28/88	EXPENDITURES
12/16/88	BAKER & TAYLOR CO	21674	12/28/88	EXPENDITURES
12/28/88	BAKER & TAYLOR CO	21688	12/28/88	EXPENDITURES
12/12/88	BERNARDS CUSTOM CARPET	21704	12/28/88	BEG FUND BAL-BR ECKENRIDGE
12/08/88	C B M COMPUTER CENTER			
AMOUNT				
53.70				
711.00				
43.34				
36.91				
20.36				
41.95				
29.13				
438.00				
TOTAL				
1,454.20				

GLA3010		REPORT OF EXPENDITURES TO BUDGET FY 1988-89				PAGE 51	
40000 DECATUR PUBLIC LIBRARY		FUND 20 DECATUR PUBLIC LIBRARY				12/31/88	
OB	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	UNENCUMBERED BALANCE
CD	CAPITAL OUTLAY						
e	515 OFFICE MACHINERY AND EQUIP	4,850	228.84-	4,549.64	3,233	300.36	300.36
10		4,850	228.84-	4,549.64	3,233	300.36	300.36
11	CAPITAL OUTLAY						
12	801 BOOKS-MAIN ADULT	85,800	6,839.84	61,745.94	57,200	24,054.06	11,468.13
13	802 BOOKS-MAIN YOUTH	11,000	1,168.92	23,652.47	7,333	8,347.53	1,798.61
14	803 BOOKS-MAIN JUVENILE	28,193	387.42	23,989.94	18,795	4,203.05	568.63
15	804 BOOKS-MAIN REFERENCE	21,000	1,199.51	13,128.47	14,000	7,871.35	2,536.70
16	805 BOOKS-PROFESSIONAL	3,000	1,204.15	2,274.62	2,000	7,225.38	158.87
17	821 BOOKS-EXTENSION ADULT	15,700	836.62	10,768.25	10,466	4,931.75	3,081.29
18	822 BOOKS-EXTENSION YOUTH	840	22.48-	206.24	360	633.76	121.60
19	823 BOOKS-EXTENSION JUVENILE	9,800	132.78	7,699.03	6,533	2,130.97	150.72
20	830 AV-PHONODISCS	4,000	229.59	3,172.72	4,000	2,827.28	382.87
21	831 AV-CASSETTES	29,950	178.83	2,184.21	2,666	1,815.79	554.12
22	833 AV-VIDEOS	50	.00	17,125.47	19,966	12,824.53	1,869.59
23	841 MAG/PAPERS-MAIN ADULT	14,737	1,916.65	10,116.32	9,824	4,620.68	394.11
24	842 MAG/PAPERS-MAIN YOUTH	957	48.00	337.61	638	619.39	.00
25	843 MAG/PAPERS-MAIN JUVENILE	541	8.95	269.70	360	25.70-	.00
26	844 MAG/PAPERS-MAIN REFERENCE	7,394	450.75	4,255.50	5,262	3,638.50	241.95
27	845 MAG/PAPERS-MAIN PROFESSIONAL	1,111	40.00	603.93	740	507.05	.00
28	847 MAG/PAPERS-EXTEN ADULT	2,714	450.04	2,016.26	1,809	697.74	181.56
29	848 MAG/PAPERS-EXTEN YOUTH	1,147	.00	125.76	98	21.24	.00
30	849 MAG/PAPERS-EXTEN JUVENILE	59	.00	20.00	39	39.00	.00
31	** DIVISION TOTAL **	243,493	15,324.21	162,959.46	162,322	80,533.54	23,306.75
32		2,110,029	158,370.09	1,356,230.42	1,387,119	753,798.58	40,142.63

GLA3010		REPORT OF EXPENDITURES TO BUDGET FY 1988-89				PAGE 52	
40000 PUBLIC LIBRARY-CAPITAL		FUND 21 DPL-CAPITAL PROJECTS				12/31/88	
OB	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	UNENCUMBERED BALANCE
CD	EXPENDITURES						
9	900 EXPENDITURES	2,669	2,885.93	2,885.93	1,779	216.93-	.00
10		2,669	2,885.93	2,885.93	1,779	216.93-	.00
11	** DIVISION TOTAL **	2,669	2,885.93	2,885.93	1,779	216.93-	.00
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

avenues to excellence

Illinois library association
standards for public library service in illinois

*prepared by the standards committee
public library section*

Illinois Library Association 1982

X. MATERIALS

One of the public library's functions is to assemble, organize, preserve, and make easily and readily available to all people a variety of print and non-print materials.

Materials acquired should enhance the collection and fulfill community needs and interests. Library materials include, but are not limited to: books; periodicals; pamphlets; government publications; newspapers; pictures; films; slides; filmstrips; art reproductions; music scores; maps; recordings and tapes; various forms of microreproduction; television; audio and video recorders and players; computers; etc.

Policies

- _____ 1. The public library should have a written policy for the selection of library materials and for general collection development, covering the elements outlined in Appendix D.
- _____ 2. All materials should be selected and retained or discarded by the administrative librarian and staff in conformance with the selection policy.

- _____ 3. The collection development policy should be reviewed annually.
- _____ 4. Libraries should have a written policy and procedure for handling requests for reconsideration of materials.

Budget

The materials budget should be allocated based on the results of a community analysis, the strengths and weaknesses of the existing collection, area library collections, costs of materials, and use of materials.

Selection

Professionally recognized sources and guidelines should be used in the selection of materials. This includes anticipating user needs as well as responding to demonstrated needs and specific requests.

The public library should provide resources which enable individuals to examine issues freely. Collections should contain materials setting forth a variety of views on controversial topics. This does not necessarily imply numerical balance. Libraries should participate in cooperative collection development activities.

Organization and Control

Cataloging and classification of materials should be by recognized professional practices. Lending regulations should facilitate the use of library materials. An inventory should be considered at regular intervals.

- _____ 5. All materials, except those which are judged by the librarian to be irreplaceable or needed in the reference collection for basic informational services, should be available for use outside the library.

Formats

The public library's collection should include a variety of forms of library materials. Whatever the choice of formats, materials must be provided in sufficient quantities and in areas of patron interest. Any collection of whatever type of material must be dynamic, vital, and continually changing to meet changing needs of the community. Items no longer useful should be regularly withdrawn from the collections and discarded. A high percentage of the acquisitions budget each year should be allocated for the purchase of new and current items.

In addition to books, the following types of materials are generally considered standard library items.

Periodicals: The selection of periodicals, like other library materials, should be based on community interests and needs. In addition, titles included in the periodical indexes held by the library should be given careful consideration.

The decision on the time span of back files for periodicals should be based on a periodical usage study, and on cooperative collection development agreements. Some libraries also may wish to consider in this decision the current copyright guidelines, which restrict the number of times articles published within the last five years may be copied.

- _____ 6. A periodical usage study should be conducted every five years to determine appropriateness of the collection to user needs, and the extent to which back files are used.

Audio Recordings: The public library should provide both spoken and musical recordings. Equipment needed to utilize audio materials should be provided on-site. In addition, libraries may also want to circulate audio equipment.

Films and Video Recordings: The public library should have ready access to film and video recording collections.

Quantity and Quality

The number of materials owned by a library is less important than the use those materials receive. Yet there is a great reluctance on the part of many librarians in Illinois to entirely give up traditional quantitative measures. The standards described below reflect this dichotomy. Both input and output standards are given. A LIBRARY MAY CHOOSE ONE OR THE OTHER.

Materials: Input Measures

The guidelines below for minimum collections needed to meet specified levels of service reflect numbers of timely, relevant, and useful items.

Books

_____ 7. Minimum holdings (volumes) should be as follows:
C, B, or A

<i>Population</i>	C	B Level C plus additional volumes per capita	A Level C plus additional volumes per capita
under 5,000	10,000	2	4
5,001-10,000	20,000	2	4
10,001-25,000	35,000	1.5	3
25,001-50,000	85,000	1	2
50,001-75,000	140,000	1	2
over 75,000	295,000	.75	1.5

In addition, the public library should have rapid access through the library system and ILLINET to all of the titles published in the United States, and foreign titles as are available.

Periodicals

_____ 8. Minimum current periodical titles should be as follows:
C, B, or A

<i>Population</i>	C	B Level C plus additional titles per 100 population	A Level C plus additional titles per 100 population
under 5,000	40	.5	1
5,001-10,000	90	.5	1
10,001-25,000	150	.2	.8
25,001-50,000	280	.2	.8
50,001-75,000	560	.1	.5
over 75,000	700	.1	.5

In addition, the public library should have ready access to extensive back file collections through interlibrary loan.

Audio Recordings

- _____ 9. Minimum recordings (titles) should be as follows:
C, B, or A

Population	C	B Level C plus additional titles per 100 population	A Level C plus additional titles per 100 population
under 5,000	200	10	20
5,001-10,000	700	9	19
10,001-25,000	1,500	9	18
25,001-50,000	3,300	8	17
50,001-75,000	6,300	8	16
over 75,000	9,200	7	15

Materials: Output Measures

The counterparts of the previous input measures are the following output measures, which determine whether users find the materials they want when they come to the library, and if not available immediately, how long they must wait for them. Procedures outlined in ALA/PLA's *Output Measures for Public Libraries* can be used to determine these four measures.

- _____ 10. *Title Fill Rate*
C, B, or A Libraries should determine the percentage of specific titles desired by library users available in the library at the time of the request.

	C	B	A
Any population size	40%	50%	60%

- _____ 11. *Author and Subject Fill Rate*
C, B, or A Libraries should determine the percentage of time users find materials on a specific subject, or by a specific author, available in the library at the time they look for them.

	C	B	A
Any population size	60%	70%	80%

- _____ 12. *Browsing Fill Rate*
C, B, or A Libraries should determine the percentage of people who find something they want during browsing compared to the total number who browse.

	C	B	A
Any population size	70%	80%	90%

- _____ 13. *Response Time*
C, B, or A Libraries should determine the amount of time users must wait for materials which are not available at the time of the request.

	C	B	A
Any population size	50% within 7 days 80% within 30 days	60% within 7 days 85% within 30 days	70% within 7 days 90% within 30 days

Optional Output Measures

The following output measures, also in the ALA/PLA manual, are optional. The library's goals and objectives will determine whether these are important evaluation measures for that library.

_____ C, B, or A	14. <i>Turnover Rate</i> (OPTIONAL)				
		Libraries should measure how active their collection is. Turnover rate expresses how many times each unit of library material would have circulated during the year if circulation had been spread evenly throughout the collection.			
		Population	C	B	A
		under 5,000	5.0	6.0	7.0
		5,001-10,000	5.0	6.0	7.0
		10,001-25,000	4.0	5.0	6.0
		25,001-50,000	4.0	5.0	6.0
	50,001-75,000	3.0	4.0	5.0	
	over 75,000	3.0	4.0	5.0	
_____ C, B, or A	15. <i>Circulation Per Capita</i> (OPTIONAL)				
		Libraries should determine the number of items that circulate for every person in the library's service area.			
		C	B	A	
	Any population size	7.0	10.0	14.0	
_____ C, B, or A	16. <i>In-Library Materials Use Per Capita</i> (OPTIONAL)				
		Libraries should determine the number of items used in the library by patrons and staff.			
		C	B	A	
	Any population size	1.5	2.5	3.5	

Materials: Bibliography

Broadus, Robert N. *Selecting Materials for Libraries*. 2nd ed., New York, H. W. Wilson, 1981.

Collection Development. New York, Library Journal, 1978.

Evans, G. Edward. *Developing Library Collection*. Littleton, Colo., Libraries Unlimited, 1979.

Slote, Stanley J. *Weeding Library Collections — II*. 2nd rev. ed. Littleton, Colo., Libraries Unlimited, 1982.

Toward Cooperative Collection Development in the Illinois Library and Information Network. Springfield, Illinois State Library, 1977.

Zweizig, Douglas and Eleanor Jo Rodger. *Output Measures for Public Libraries: A Manual of Standardized Procedures*. Chicago, ALA, 1982.