

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA

July 15, 1993 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
  - A. Oath of Office for New Officers
- II. Approval of Minutes
  - A. Meeting of June 17, 1993
- III. Communication from the Public
- IV. City Librarian's Report
  - A. Report from John Moorman
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    - 1. No Meeting
  - B. Finance and Properties Committee
    - 1. Approval of Bills for June 1993
  - C. Rolling Prairie Library System
    - 1. Report on July RPLS Board Meeting
  - D. Foundation
    - 1. No Meeting
    - 2. New Appointment
  - E. Friends of the Library
    - 1. Meeting of July 8, 1993
- VI. Avenues to Excellence II
  - A. Chapter 3
- VII. Old Business
- VIII. New Business
  - A. Appointment of Committees
- IX. Adjournment

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**June 17, 1993**

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

The minutes of the regular meeting of May 27, 1993 were approved as mailed. The minutes of the annual meeting of May 27, 1993 were also approved.

**III. COMMUNICATIONS FROM THE PUBLIC**

Mr. Lockmiller thanked Mrs. Ohlsen for serving as trustee for six years, including two terms each as Vice President and President. She was presented with a plaque honoring her service. Mr. Smith's plaque for six years of Board service, including one term as Secretary, will be given to him by Mr. Lockmiller.

**IV. CITY LIBRARIAN'S REPORT**

The City Librarian's report was previously mailed.

Mr. Moorman reported that computer hardware problems delayed the original June 1 target date for the on-line catalog. Because of staff attendance at ALA and vacations scheduled for late June and early July, Mr. Moorman now plans to implement the on-line catalog on July 15. New signage and press releases will be prepared and a ribbon-cutting ceremony is also being planned.

Mr. Moorman plans to close the library at 5:00 p.m. on Friday, August 6 for the Decatur Celebration.

The McNaughton book leasing plan was discussed. Mr. Moorman reported that the plan is paying for itself and also allowing book budget funds to be spent on more individual titles. It was noted that the turnover rate of the McNaughton collection does not appear to be very rapid.

Mr. Lockmiller said that congratulations are in order for Kellie Flynn, Mary Lou Dwyer, and Joan Bauer, who all received letters from the public for fine service.

Karen Anderson, Circulation Librarian, made a brief report on the activities of her department. Mr. McClure recommended that the database security system be double-checked before modems are activated and that a disaster recovery plan be developed.

#### V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** Mrs. Williams made a motion to adjourn to closed executive session to evaluate the City Librarian. The motion was seconded by Mr. Sitton and unanimously carried on roll call vote. The Board went into closed session at 5:10 p.m. The meeting was re-convened at 6:04 p.m. Mrs. Williams made a motion to approve the recommendation made in closed session regarding the performance evaluation of the City Librarian, including salary action. The motion was seconded by Mr. Sitton and unanimously carried on roll call vote.

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

Mr. Moorman received a proposal from Waste Recycling, Inc. to provide bins and pick up the library's recyclable materials for \$18.50 per month. Mr. McClure made a motion to approve the proposal for a six month trial period. The motion was seconded by Mrs. Williams and unanimously carried.

Mr. Sitton reported that the Committee received a recommendation from Mr. Moorman to eliminate the library's framed print collection. Mr. Sitton made a motion to sell the collection by sealed bid auction. The motion was seconded by Mr. Stengel and unanimously carried on roll call vote.

Mr. Moorman reported that two air conditioning compressors had to be replaced. Quotes were obtained from King Lar and Tica. The low quote was from King Lar for \$11,133. Mr. Sitton made a motion to approve the expenditure. The motion was seconded by Mrs. Lambert and unanimously carried on roll call vote.

Mr. Sitton made a motion to adjourn to closed executive session to discuss salaries for management staff. The motion was seconded by Mrs. Ohlsen and unanimously carried on roll call vote. The Board went into closed session at 6:20 p.m. The meeting was re-convened at 6:50 p.m. Mr. Sitton made a motion to implement a 4 percent across-the-board bonus payment for all management staff except the City Librarian on the next reasonable pay period. The motion was seconded by Mr. Stengel and unanimously carried on roll call vote.

**Rolling Prairie:** Mr. Moorman reported that Mr. Lockmiller was elected to the Rolling Prairie Library System Board of Directors.

**Foundation:** The next Foundation meeting will be August 2 at 7:30 p.m.

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

**VI. AVENUES TO EXCELLENCE II**

Chapters 9, 10, 1 and 2 were reviewed.

**VII. OLD BUSINESS**

There was no old business.

**VIII. NEW BUSINESS**

Mr. McClure made a motion to submit the FY94 per capita grant application as prepared. The motion was seconded by Mrs. Williams and unanimously carried.

Mrs. Ohlsen made a motion to approve the resolution determining the prevailing wage rate as prepared. The motion was seconded by Mr. McClure and unanimously carried.

**IX. ADJOURNMENT**

Mr. Lockmiller adjourned the meeting at 7:00 p.m.

Respectfully submitted,



Patricia Williams, Secretary  
Decatur Public Library Board of Trustees

Report of the City Librarian  
June 1 through July 9, 1993

The Decatur Public Library's long-time goal of an on-line catalog will finally become a reality on Thursday, July 15. F.R.E.D. (Fast Resources Easily Demonstrated) will come to life in a ribbon-cutting ceremony at 9:00 a.m. (All trustees are encouraged to attend.) Public training sessions will be held eight times a week for the first month. During the past month, Information Services staff have been meeting weekly for "computer talk" meetings, which are times for staff to ask questions about how to handle questions and retrieve information for difficult requests. The public had a sneak preview of F.R.E.D. when Information Services staff demonstrated the system at the Computerama Fair at the Decatur Civic Center on June 26. A lot of positive comments were received.

I attended the national convention of the American Library Association in New Orleans during the last part of June. Cathy Ritchie and Grace Veach were also able to attend with financial support from the Friends of the Library. Steve Serber attended an excellent bookmobile round-up at Orland Park on June 4.

"Amazing Book Capers" (the children's Summer Reading Program) has done well, with 1583 children signing up through the end of June. In addition, the department had 17 programs in June which brought in 279 people. This includes four family story times (61 attended), 6 lap-sits (110 attended), five preschool story times (85 attended), and two elementary story times (23 attended). Nineteen groups also visited the department, bringing in 312 people. The "Families and Books" grant ended June 30. The department will miss the extra staffing made possible by the grant.

Ordell McClendon and Ethel Hanson were hired for two half-time circulation clerk positions. One of these positions was new in this budget year and the other was a replacement for a resignation. Five new page positions will be filled in July--all to replace Manpower employees. One will work in the Circulation Department and four will be working in the Information Services areas. Ellen Durbin, Head Library Page, resigned from the classified service effective July 5.

Circulation statistics appear to be down. However, the totals for May and June should be combined and averaged for a more accurate picture. Computer down time at the end of May and beginning of June merged some of the figures. Audio-visual materials on the bookmobiles and outreach services are doing quite well. Professional assists (service provided to library users by staff) were up 16.0% compared to June 1992.

The vertical file materials have been weeded by two volunteers. Shifting and further subject heading definition continue.

The furniture for Technical Services was not ordered by Illini Supply until 17 days after it was supposed to be. This will of course delay the arrival of the furniture, which now sets the approximate arrival date at late July to mid-August.

We began processing videos in clear plastic cases this month. Two styles were purchased for comparison purposes. Original boxes will be put into the clear cases.

The financial statement was not yet available. It will be distributed at the Board meeting.

**STATISTICAL REPORT**  
**June 1993**

TECHNICAL SERVICES

New book volumes added: 1,284  
New book titles added: 674  
AV titles added: 143  
Volumes withdrawn: 1,152  
Books mended: 689

PERSONNEL REPORT

	Previous Month	Terminations	New Staff	Present Strength
Librarians	9	0	0	9
Library Assistants	7 + 5	0	0	7 + 5
Clerical	16 + 8	0	2	16 + 10
Pages	4 + 6	1	0	3 + 6
Maintenance	2 + 3	0	0	2 + 3

CURRENT VACANCIES: Audiovisual Librarian; Library Clerk Typist (half-time) (two positions); Library Page (half-time) (five positions); Head Library Page.

COMPUTER DOWN-TIME FOR MONTH: 0 (early June down-time counted in May report)

PATRONS REGISTERED: 269 adult + 23 youth + 195 juvenile = 487 total

PROFESSIONAL ASSISTS: this 12 months to date: 58,532  
last 12 months to date: 50,101

PATRONS IN THE BUILDING: this 12 months to date: 356,814  
last 12 months to date: 375,057

VOLUMES PURCHASED: this 12 months to date: 16,415  
last 12 months to date: 15,521

VOLUNTEERS: NOT AVAILABLE

DECATUR PUBLIC LIBRARY  
Monthly Circulation Statistics

June 1993

Location	June 1993	June 1992	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Reference	101	157	-35.7
Adult	22,528	26,908	-16.3
Young Adult	2,276	2,590	-12.1
Children's	21,453	25,332	-15.3
TOTAL	46,358	54,987	-15.7
<b>EXTENSION PRINT</b>			
Bookmobile 547	4,727	5,821	-18.8
Bookmobile 548	3,634	4,398	-17.4
Outreach	1,458	1,321	10.4
TOTAL	9,819	11,540	-14.9
<b>TOTAL PRINT</b>	<b>56,177</b>	<b>66,527</b>	<b>-15.6</b>
<b>NON-PRINT</b>			
Films	0	11	-100.0
Videocassettes	6,723	7,360	-8.7
Audiocassettes	2,049	2,031	0.9
Recordings	1,186	1,460	-18.8
Other	78	55	41.8
TOTAL	10,036	10,917	-8.1
Extension Non-print	230	30	666.7
<b>TOTAL NON-PRINT</b>	<b>10,266</b>	<b>10,947</b>	<b>-6.2</b>
Renewals	309	396	-22.0
<b>TOTAL CIRCULATION</b>	<b>66,752</b>	<b>77,870</b>	<b>-14.3</b>



DECATUR PUBLIC LIBRARY  
 12 Month Circulation Statistics  
 June 1993

Location	Current Year	Last Year	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Reference	1,923	2,171	-11.4
Adult	312,243	330,834	-5.6
Young Adult	20,710	23,054	-10.2
Children's	195,263	199,406	-2.1
<b>TOTAL</b>	<b>530,139</b>	<b>555,465</b>	<b>-4.6</b>
<b>EXTENSION PRINT</b>			
Bookmobile 547	63,934	67,027	-4.6
Bookmobile 548	60,544	66,219	-8.6
Outreach	16,578	13,559	22.3
<b>TOTAL</b>	<b>141,056</b>	<b>146,805</b>	<b>-3.9</b>
<b>TOTAL PRINT</b>	<b>671,195</b>	<b>702,270</b>	<b>-4.4</b>
<b>NON-PRINT</b>			
Films	66	478	-86.2
Videocassettes	90,445	94,674	-4.5
Audiocassettes	26,219	25,084	4.5
Recordings	15,501	16,631	-6.8
Other	1,163	718	62.0
<b>TOTAL</b>	<b>133,394</b>	<b>137,585</b>	<b>-3.1</b>
Extension Non-print	790	544	45.2
<b>TOTAL NON-PRINT</b>	<b>134,184</b>	<b>138,129</b>	<b>-2.9</b>
Renewals	5,847	5,950	-1.7
<b>TOTAL CIRCULATION</b>	<b>811,226</b>	<b>846,349</b>	<b>-4.2</b>

FOR PERIOD ENDING 6/30/93

DATE OF REQUEST	VENDOR	CHECK NUMBER	AMOUNT	CHECK DATE	DESCRIPTION
6/02/93	FFRE INC.	63192	35.00	6/02/93	MAG/PAPERS--MAIN ADULT
6/02/93	HUGHES, WAYNE	63197	60.00	6/02/93	OTHER PROFESSIONAL SERVICES
6/02/93	MICROTEK	63205	772.00	6/02/93	SERV TO MAINT OFFICE EQUIP
6/02/93	DRECON	63211	14.95	6/02/93	BOOKS--MAIN REFERENCE
6/02/93	PADGETT	63213	125.00	6/02/93	TRAINING SCHOOL
6/02/93	PADGETT	63222	3,020.22	6/02/93	HOSPITAL AND MEDICAL INSURANCE
6/02/93	TREAS--MEDICAL INS	63223	33.12	6/02/93	GROUP LIFE INSURANCE
6/02/93	TREAS--NON MEDICAL INS	63223	677.81	6/02/93	WORKERS COMPENSATION
6/02/93	TREAS--IMRF	63224	8,172.59	6/02/93	RETIREMENT
6/02/93	TREAS--CENTRAL GARAGE FD	63226	480.00	6/02/93	GASOLINE REIMBURSEMENT
6/02/93	ANDERSON, KAREN SERVICES	63267	29.46	6/07/93	TUITION
6/02/93	COMMERCIAL MAIL SERVICES	63267	15.00	6/07/93	POSTAGE
6/02/93	HUGHES, WAYNE	63273	240.00	6/07/93	OTHER PROFESSIONAL SERVICES
6/02/93	HUGHES, JAMES A	63275	170.00	6/07/93	TUITION REIMBURSEMENT
6/02/93	KUPCHENKO, PAUL	63277	575.00	6/07/93	OTHER PROFESSIONAL SERVICES
6/02/93	ROBBINS, SCHWARTZ, NICHOLAS,	63278	43.00	6/07/93	OTHER PROFESSIONAL SERVICES
6/02/93	ROBBINS, DOCUMENTS	63280	120.00	6/07/93	BOOKS--MAIN REFERENCE
6/02/93	SUPT OF RICHARD G	63281	60.00	6/07/93	OTHER PROFESSIONAL SERVICES
6/02/93	STEIL, RICHARD DENNIS R	63282	4.00	6/07/93	OTHER PROFESSIONAL SERVICES
6/02/93	TREAS--PETTY CASH	63284	15.00	6/07/93	SERV TO MAINT AUTO EQUIPMENT
6/02/93	TREAS--PETTY CASH	63284	2.41	6/07/93	TRAINING SCHOOL
6/02/93	TREAS--PETTY CASH	63284	2.25	6/07/93	CONFERENCES AND OTHER TRAVEL
6/02/93	TREAS--PETTY CASH	63284	22.25	6/07/93	POSTAGE
6/02/93	TREAS--PETTY CASH	63284	43.13	6/07/93	MATERIALS TO MAINT BLDGS
6/02/93	TREAS--PETTY CASH	63284	24.95	6/07/93	OFFICE SUPPLIES
6/02/93	TREAS--PETTY CASH	63284	5.00	6/07/93	BOOKS--MAIN ADULT
6/02/93	TREAS--PETTY CASH	63284	45.00	6/07/93	OFFICE SUPPLIES
6/02/93	TREAS--PETTY CASH	63284	75.00	6/07/93	AV-PHONODISCS
6/02/93	TREAS--PETTY CASH	63284	458.03	6/07/93	RENTAL-EQUIPMENT
6/02/93	TREAS--PETTY CASH	63284	130.00	6/07/93	OTHER PROFESSIONAL SERVICES
6/02/93	TREAS--PETTY CASH	63284	55.00	6/07/93	SERV TO MAINT OFFICE EQUIP
6/02/93	TREAS--PETTY CASH	63284	458.03	6/07/93	OFFICE SUPPLIES
6/02/93	TREAS--PETTY CASH	63284	179.00	6/07/93	POSTAGE
6/02/93	TREAS--PETTY CASH	63284	33.58	6/07/93	OFFICE SUPPLIES
6/02/93	TREAS--PETTY CASH	63284	849.58	6/07/93	POSTAGE SUPPLIES
6/02/93	TREAS--PETTY CASH	63284	408.25	6/07/93	MOTOR VEHICLE--INSURANCE
6/02/93	TREAS--PETTY CASH	63284	1,578.70	6/07/93	BOILER INSURANCE
6/02/93	TREAS--PETTY CASH	63284	213.55	6/07/93	PROPERTY INSURANCE
6/02/93	TREAS--PETTY CASH	63284	215.30	6/07/93	GENERAL LIABILITY INSURANCE
6/02/93	TREAS--PETTY CASH	63284	259.47	6/07/93	TEMPER PERSONNEL SERVICES
6/02/93	TREAS--PETTY CASH	63284	32.00	6/07/93	MATERIALS TO MAINT BLDGS
6/02/93	TREAS--PETTY CASH	63284	6.00	6/07/93	POSTAGE
6/02/93	TREAS--PETTY CASH	63284	1,820.71	6/07/93	WATER TO MAINT BUILDINGS
6/02/93	TREAS--PETTY CASH	63284	197.79	6/07/93	BOOKS--MAIN ADULT
6/02/93	TREAS--PETTY CASH	63284	140.25	6/07/93	BOOKS--MAIN YOUTH
6/02/93	TREAS--PETTY CASH	63284	255.34	6/07/93	BOOKS--MAIN REFERENCE
6/02/93	TREAS--PETTY CASH	63284	18.79	6/07/93	BOOKS--MAIN ADULT
6/02/93	TREAS--PETTY CASH	63284	803.08	6/07/93	BOOKS--MAIN YOUTH
6/02/93	TREAS--PETTY CASH	63284	2.99	6/07/93	BOOKS--MAIN REFERENCE
6/02/93	TREAS--PETTY CASH	63284	17.04	6/07/93	BOOKS--MAIN YOUTH
6/02/93	TREAS--PETTY CASH	63284	48.91	6/07/93	BOOKS--MAIN REFERENCE
6/02/93	TREAS--PETTY CASH	63284	220.20	6/07/93	BOOKS--EXTENSION ADULT
6/02/93	TREAS--PETTY CASH	63284	133.67	6/07/93	BOOKS--EXTENSION ADULT
6/02/93	TREAS--PETTY CASH	63284	837.67	6/07/93	AV-PHONODISCS
6/02/93	TREAS--PETTY CASH	63284	495.41	6/07/93	AV-CASSETTES
6/02/93	TREAS--PETTY CASH	63284	1,471.85	6/07/93	AV-VIDEOS
6/02/93	TREAS--PETTY CASH	63284	2,965.84	6/07/93	OTHER POSTAGE
6/02/93	TREAS--PETTY CASH	63284	35.12	6/07/93	OFFICE SUPPLIES
6/02/93	TREAS--PETTY CASH	63284	35.12	6/07/93	HOSPITAL AND MEDICAL INSURANCE

GLA3120 FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 6/30/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6/16/93	TREAS-NUN MEDICAL INS	667.16	63492	6/16/93	WORKERS COMPENSATION
6/16/93	ILLINOIS IMRF	8,267.71	63493	6/16/93	RETIRED CITY
6/18/93	TREAS-POWER COMPANY	3,220.76	63529	6/18/93	ELECTRICITY
6/18/93	TREAS-PETTY CASH	7.73	63532	6/18/93	CONFERENCE AND OTHER TRAVEL
6/18/93	TREAS-PETTY CASH	4.80	63532	6/18/93	OFFICE SUPPLIES
6/18/93	TREAS-PETTY CASH	81.10	63532	6/18/93	BOOKS-MAIN REFERENCE
6/21/93	FOUNDATION OF IL NUNPROFIT DRGS	53.00	63538	6/21/93	BOOKS-PROFESSIONAL
6/21/93	ILL STATE HISTORICAL SOCIETY	89.50	63545	6/21/93	BOOKS-PROFESSIONAL
6/21/93	TREAS-PETTY CASH	68.50	63550	6/21/93	BOOKS-MAIN REFERENCE
6/21/93	TREAS-PETTY CASH	15.00	63563	6/21/93	POSTAGE
6/21/93	TREAS-PETTY CASH	10.00	63563	6/21/93	OTHER PROFESSIONAL SERVICES
6/21/93	TREAS-PETTY CASH	21.25	63563	6/21/93	MATERIALS TO MAINT BLDGS
6/21/93	TREAS-PETTY CASH	31.74	63563	6/21/93	OFFICE SUPPLIES
6/21/93	TREAS-PETTY CASH	48.15	63593	6/21/93	BOOKS-MAIN JUVENILE
6/22/93	NATL GEOGRAPHIC SOCIETY	191.78	63607	6/22/93	OFFICE SUPPLIES
6/24/93	BUR OAK & LITTLE	115.00	63608	6/24/93	OFFICE SUPPLIES
6/24/93	BOOTH & ROBIN	113.50	63609	6/24/93	TUITION PROFESSIONAL SERVICES
6/24/93	CSC CREDIT SERVICES, INC.	185.75	63610	6/24/93	TUITION REIMBURSEMENT
6/24/93	WILEY, LEE A.	15.00	63621	6/24/93	OTHER PROFESSIONAL SERVICES
6/25/93	MANPOWER U. S. A.	192.00	63632	6/25/93	PROFESSIONAL MEMBERSHIP FEES
6/28/93	TELECOM U. S. A.	732.80	63655	6/28/93	TEMP PERSONNEL SERVICES
6/29/93	ILLINOIS LIBRARY ASSOCIATION	158.41	63700	6/29/93	TELEPHONE
6/29/93	LOCKMILLER, RICHARD CENTER	138.61	63712	6/29/93	OFFICE SUPPLIES
6/29/93	MICROAGE COMPUTER M	65.00	63713	6/29/93	OFFICE SUPPLIES
6/29/93	PARTNERS APRIL	113.50	63717	6/29/93	SERV TO MAINT OFFICE EQUIP
6/29/93	AMER BNDING	150.95	63738	6/30/93	TUITION REIMBURSEMENT
6/25/93	BAKER & TAYLOR CO	30.34	63745	6/30/93	PRINTING AND BINDING
6/25/93	BAKER & TAYLOR CO	109.00	63745	6/30/93	BOOKS-MAIN JUVENILE
6/25/93	BAKER & TAYLOR CO	403.09	63745	6/30/93	BOOKS-MAIN REFERENCE
6/25/93	BAKER & TAYLOR CO	904.49	63746	6/30/93	BOOKS-MAIN ADULT
6/25/93	BAKER & TAYLOR CO	137.28	63746	6/30/93	BOOKS-MAIN JUVENILE
6/30/93	BAKER & TAYLOR CO	17.66	63746	6/30/93	BOOKS-MAIN JUVENILE
6/24/93	BAKER & TAYLOR CO	412.00	63746	6/30/93	BOOKS-MAIN REFERENCE
6/24/93	BAKER & TAYLOR CO	284.82	63746	6/30/93	BOOKS-MAIN ADULT
6/24/93	BAKER & TAYLOR CO	36.04	63746	6/30/93	BOOKS-EXTENSION JUVENILE
6/24/93	BAKER & TAYLOR CO	1,211.09	63746	6/30/93	AV-PHONODICS
6/24/93	BAKER & TAYLOR CO	55.61	63746	6/30/93	AV-VIDEOS
6/30/93	BAKER & TAYLOR CO	1,532.18	63747	6/30/93	BOOKS-MAIN ADULT
6/30/93	BAKER & TAYLOR CO	247.09	63747	6/30/93	BOOKS-MAIN YOUTH
6/30/93	BAKER & TAYLOR CO	663.77	63747	6/30/93	BOOKS-MAIN JUVENILE
6/30/93	BAKER & TAYLOR CO	473.02	63747	6/30/93	BOOKS-MAIN ADULT
6/30/93	BAKER & TAYLOR CO	223.24	63747	6/30/93	BOOKS-EXTENSION JUVENILE
6/30/93	BAKER & TAYLOR CO	1,643.97	63748	6/30/93	BOOKS-MAIN ADULT
6/30/93	BAKER & TAYLOR CO	85.99	63748	6/30/93	BOOKS-MAIN YOUTH
6/30/93	BAKER & TAYLOR CO	2,782.51	63748	6/30/93	BOOKS-MAIN JUVENILE
6/30/93	BAKER & TAYLOR CO	49.43	63748	6/30/93	BOOKS-MAIN REFERENCE
6/30/93	BAKER & TAYLOR CO	535.82	63748	6/30/93	BOOKS-MAIN ADULT
6/30/93	BAKER & TAYLOR CO	2,104.32	63749	6/30/93	BOOKS-EXTENSION JUVENILE
6/30/93	BAKER & TAYLOR CO	133.64	63749	6/30/93	BOOKS-MAIN ADULT
6/30/93	BAKER & TAYLOR CO	43.20	63749	6/30/93	BOOKS-MAIN YOUTH
6/30/93	BAKER & TAYLOR CO	181.32	63749	6/30/93	BOOKS-MAIN JUVENILE
6/30/93	BAKER & TAYLOR CO	457.44	63749	6/30/93	BOOKS-MAIN REFERENCE
6/30/93	BAKER & TAYLOR CO	8.76	63749	6/30/93	BOOKS-EXTENSION YOUTH
6/30/93	BAKER & TAYLOR CO	150.00	63750	6/30/93	OFFICE SUPPLIES
6/30/93	BAKER & TAYLOR CO	306.28	63750	6/30/93	BOOKS-MAIN ADULT
6/30/93	BAKER & TAYLOR CO	16.97	63750	6/30/93	BOOKS-MAIN JUVENILE
6/30/93	BAKER & TAYLOR CO	8.97	63750	6/30/93	BOOKS-MAIN REFERENCE
6/30/93	BRADFIELD, S COMPUTER SUPPLY	527.40	63755	6/30/93	OFFICE SUPPLIES
6/24/93	CAPITAL CITY PAPER CO	629.08	63768	6/30/93	OFFICE SUPPLIES
6/24/93	HEMCO EDUCATIONAL CORP	254.19	63789	6/30/93	OFFICE SUPPLIES
6/30/93	HERALD & REIN	54.10	63793	6/30/93	BOOKS-MAIN REFERENCE
6/30/93	DISTRIBUTION VIDEOS	222.58	63801	6/30/93	AV-PHONODICS

FOR PERIOD ENDING 6/30/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6/24/93	FIRST NATIONAL BANK	1,231.53	63814	6/30/93	RENTAL-D P EQUIPMENT
6/24/93	GAYLORD BROS	6.78	63819	6/30/93	OFFICE SUPPLIES
6/24/93	GENERAL BUSINESS SYSTEMS	6.46	63826	6/30/93	POSTAGE SUPPLIES
6/24/93	GENERAL BUSINESS SYSTEMS	159.20	63828	6/30/93	OFFICE SUPPLIES
6/28/93	ILLINOIS BELL	1,043.97	63838	6/30/93	TELEPHONE REFERENCE
6/24/93	INF ORMAATION ACCESS	5,763.32	63844	6/30/93	BOOKS-MAIN AND BINDING
6/24/93	ILL STATE LIBRARY	261.71	63848	6/30/93	PRINTING AND OFFICE EQUIP
6/24/93	ILL STATE LIBRARY	44.00	63848	6/30/93	SERV TO MAINT
6/24/93	ILL STATE LIBRARY	36.11	63848	6/30/93	TELEPHONE
6/24/93	ILL STATE LIBRARY	401.99	63848	6/30/93	POSTAGE
6/24/93	ILL STATE LIBRARY	36.11	63848	6/30/93	POSTAGE
6/24/93	JANG SAN SUPPLY CO., INC.	1,310.11	63852	6/30/93	RENTAL-EQUIPMENT
6/24/93	KING LAR	91.80	63852	6/30/93	JANITORIAL SUPPLIES
6/10/93	KING LAR	270.50	63857	6/30/93	SERV TO MAINT AUDIO EQUIPMENT
6/10/93	KOLBECK ELECTRIC CO	144.50	63857	6/30/93	MATERIALS TO MAINT BLDGS
6/24/93	KOLBECK ELECTRIC CO	173.50	63858	6/30/93	SERV TO MAINT BUILDINGS
6/25/93	MICROAGE COMPUTER CENTER	660.12	63858	6/30/93	MATERIALS TO MAINT BLDGS
6/30/93	MICROAGE COMPUTER CENTER	107.50	63889	6/30/93	SMALL CAPITAL ITEMS
6/30/93	MCGRAW-HILL INC	3,181.24	63897	6/30/93	OFFICE MACHINERY AND EQUIPMENT
6/14/93	O E I BUSINESS FORMS	41.13	63910	6/30/93	BOOKS-MAIN REFERENCE
6/14/93	PROFESSIONAL MEDIA SERV. CORP	1,361.25	63919	6/30/93	OFFICE SUPPLIES
6/10/93	PROFESSIONAL MEDIA SERV. CORP	32.27	63919	6/30/93	AV-CASSETTES
6/30/93	REGENT BOOK CO	534.57	63919	6/30/93	AV-VIDEOS
6/30/93	REGENT BOOK CO	75.50	63943	6/30/93	BOOKS-MAIN ADULT
6/24/93	SOLDIER REFERENCE PUBL	59.43	63943	6/30/93	BOOKS-EXTENSION ADULT
6/30/93	SCHOLASTIC INC	936.25	63945	6/30/93	BOOKS-MAIN REFERENCE
6/30/93	TREAS-MEDICAL INS	33.00	63972	6/30/93	BOOKS-PROFESSIONAL
6/30/93	TREAS-MEDICAL INS	968.88	63974	6/30/93	BOOKS-MAIN JUVENILE
6/30/93	TREAS-NON MEDICAL INS	3,082.48	63994	6/30/93	HOSPITAL AND MEDICAL
6/30/93	TREAS-NON MEDICAL INS	35.86	63994	6/30/93	GROUP LIFE INSURANCE
6/30/93	THORNDIKE PRESS	709.88	63996	6/30/93	WORKERS COMPENSATION
6/24/93	UNITED AD LABEL CO.	11,557.91	63996	6/30/93	RETIREMENT-IMRF
6/10/93	UNITED AD LABEL CO.	24.00	64009	6/30/93	AV-PHONODICS
6/10/93	UNITED AD LABEL CO.	4.95	64009	6/30/93	POSTAGE SUPPLIES
6/24/93	VONACHEN	43.80	64009	6/30/93	OFFICE SUPPLIES
6/24/93	WEST PUBLISHING COMPANY	58.80	64015	6/30/93	JANITORIAL SUPPLIES
6/30/93	TOTAL	100.50	64017	6/30/93	BOOKS-MAIN REFERENCE
	TOTAL	95,340.84			

FOR PERIOD ENDING 6/30/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6/10/93	BAKER & TAYLOR CO	22.50	63418	6/15/93	EXPENDITURES
6/21/93	TREAS-PETTY CASH	5.85	63563	6/21/93	EXPENDITURES
	TOTAL	28.35			

DECATUR PUBLIC LIBRARY		PERIOD ENDING 06/30/93				UNREALIZED %	
ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	BALANCE	REAL
<b>FUND BALANCE</b>							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	264,864.08	286,517.00	21,652.92	92
	TOTAL	.00	202,570.00	264,864.08	286,517.00	21,652.92	92
<b>TAXES</b>							
30100-107	PROPERTY TAX--LIBRARY	.00	336,269.50	.00	2,017,617.00	2,017,617.00	
	TOTAL	.00	336,269.50	.00	2,017,617.00	2,017,617.00	
<b>INTER GOVERNMENTAL REVENUE</b>							
30200-104	REPLACEMENT TAX	155.88	20,500.00	18,398.25	123,000.00	104,601.75	15
30200-107	STATE GRANTS OR OTHER	.00	14,651.33	10,111.25	87,908.00	77,796.75	11
	TOTAL	155.88	35,151.33	28,509.50	210,908.00	182,398.50	13
<b>FINES AND FEES</b>							
30500-509	LIBRARY FINES AND FEES	6,030.16	10,000.00	10,320.64	60,000.00	49,679.36	17
30500-510	LIBRARY NON-RESIDENT FEES	75.00	333.33	112.50	2,000.00	1,887.50	5
30500-511	LIBRARY LOST AND DAMAGED BOOKS	313.33	750.00	714.01	4,500.00	3,785.99	15
30500-514	VERIFAX	.00	250.00	164.95	1,500.00	1,335.05	11
30500-515	RESERVES	1,218.12	1,333.33	1,726.26	8,000.00	6,273.74	21
	TOTAL	7,636.61	12,666.66	13,038.36	76,000.00	62,961.64	17
<b>INVESTMENT INCOME</b>							
30700-101	INVESTMENT INTEREST	82.90	3,500.00	614.24	21,000.00	20,385.76	2
	TOTAL	82.90	3,500.00	614.24	21,000.00	20,385.76	2
<b>OTHER INCOME</b>							
30800-805	CONTRIBUTIONS AND DONATIONS	85.00	750.00	85.00	4,500.00	4,415.00	1
30800-899	MISCELLANEOUS INCOME	.00	166.67	85.50	1,000.00	914.50	8
	TOTAL	85.00	916.67	170.50	5,500.00	5,329.50	3
	<b>FUND TOTAL</b>	<b>7,960.39</b>	<b>591,074.16</b>	<b>307,196.68</b>	<b>2,617,542.00</b>	<b>2,310,345.32</b>	<b>11</b>

REPORT OF EXPENDITURES TO BUDGET FY 1993-94 FUND 20 DECATUR PUBLIC LIBRARY 6/30/93

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANC	UNENCUMBERED BALANCE	PRCNT CCMM
090	REGULAR SALARIES	1,307,362	130,434.23	210,865.65	217,893	1,096,486.35	.00	1,096,486.35	16.1
092	HOLIDAYS	0	4,771.94	6,368.83	0	6,368.83	.00	6,368.83	
094	OTHER LEAVE WITH PAY	0	279.57	888.01	0	888.01	.00	888.01	
096	SICK TIME	0	2,510.86	4,121.66	0	4,121.66	.00	4,121.66	
098	VACATION TIME	0	12,674.28	17,518.39	0	17,518.39	.00	17,518.39	
SALARIES & WAGES		1,307,362	150,670.88	239,762.54	217,893	1,067,599.46	.00	1,067,599.46	18.3
PERSONAL SERVICES									
102	TEMPORARY SALARIES	14,436	5,380.85	8,464.62	2,406	5,971.38	.00	5,971.38	58.6
104	RETIREMENT-IMRF	244,936	27,998.20	44,583.70	40,712	199,690.30	.00	199,690.30	18.0
111	GROUP LIFE INSURANCE	90,453	101.20	168.44	156	767.56	.00	767.56	16.8
112	HOSPITAL AND MEDICAL	20,454	9,071.54	15,172.80	15,075	75,280.20	.00	75,280.20	22.9
114	WORKERS COMPENSATION	2,723	2,054.85	3,431.89	3,409	17,022.11	.00	17,022.11	19.4
115	SERVICE RECOGNITION	373,276	347.50	622.50	453	2,100.50	.00	2,100.50	22.9
CONTRACTUAL SERVICES		500	.00	.00	83	500.00	10.00	490.00	2.0
201	ADVERTISING AND BINDING	16,000	412.66	1,059.37	2,666	14,940.63	1,049.56	13,991.58	9.7
202	PRINTING AND BUILDINGS	10,000	75.50	482.50	1,666	9,515.50	.00	9,515.50	14.6
210	SERV TO MAINT IMPROVEMENTS	2,500	274.00	274.00	416	2,226.00	90.00	2,136.00	8.4
211	SERV TO MAINT AUTO EQUIPMEN	12,500	1,911.00	1,055.00	2,083	67,309.30	.00	67,309.30	35.6
212	SERV TO MAINT OFFICE EQUIP	14,470	3,220.76	7,160.70	2,083	18,044.66	.00	18,044.66	17.2
213	ELECTRICITY	21,000	1,503.87	2,855.32	3,500	18,144.68	.00	18,144.68	17.2
232	TELEPHONE	1,250	215.30	215.30	208	1,034.70	.00	1,034.70	5.6
233	WATER	1,500	140.00	140.00	416	1,500.00	.00	1,500.00	10.1
234	TRAINING SERVICES	3,000	7.14	304.48	500	2,495.52	.00	2,495.52	14.7
240	CONFERENCE AND OTHER TRAVE	13,000	861.28	1,904.69	2,333	11,095.31	.00	11,095.31	45.6
245	COMPUTER SOFTWARE EXPENSE	2,500	2,311.50	7,139.20	416	7,736.20	.00	7,736.20	10.9
271	TRAVEL REIMBURSEMENT	2,500	1,139.00	1,139.00	83	500.00	.00	500.00	6.6
272	TRAVEL EXPENSE FOR INTERVIE	2,500	1,722.41	3,217.47	4,900	26,182.53	.00	26,182.53	53.9
273	OTHER PROFESSIONAL SERVICES	2,500	155.00	315.00	433	25,689.93	12,315.30	13,374.63	34.6
284	PROFESSIONAL MEMBERSHIP FEE	2,500	1,231.53	3,310.07	4,833	15,045.81	.00	15,045.81	22.0
286	RENTAL-EQUIPMENT	23,000	1,377.91	7,954.19	3,833	15,045.81	.00	15,045.81	22.0
COMMODITIES		259,920	15,518.86	43,280.63	43,312	216,639.37	13,952.91	202,686.46	25.2
310	GASOLINE	2,200	201.48	387.86	366	1,812.14	.00	1,812.14	17.6
312	JANITORIAL SUPPLIES	2,000	125.60	308.40	333	1,691.60	.00	1,691.60	28.0
320	MATERIALS TO MAINT BLDGS	9,000	882.49	1,121.55	1,500	7,878.41	1,394.34	6,484.07	28.0
337	MATERIAL TO MAINT AUTO EQUI	4,000	225.25	225.25	666	3,978.45	1,893.25	2,085.20	28.8
345	OFFICE SUPPLIES	28,400	5,043.70	6,294.52	4,733	22,106.48	.00	20,233.23	28.8
357	EMPLOYEE RECOGNITION SUPPLI	46,001	6,248.31	8,137.92	7,664	37,863.08	3,465.68	34,397.40	25.2
OTHER CHARGES									
400	CONTINGENCIES	5,000	.00	.00	833	5,000.00	5,936.00	936.00	18.7
415	TRANSFER TO GENERAL FUND	33,480	179.00	5,580.00	5,580	27,900.00	.00	27,900.00	16.7
418	MOTOR VEHICLE-INSURANCE	2,148	33.58	67.16	358	1,790.00	.00	1,790.00	18.7
420	BOILER INSURANCE	403	849.58	1,699.16	1,699	8,495.84	.00	8,495.84	18.7
421	PROPERTY INSURANCE	10,195	849.58	1,699.16	1,699	8,495.84	.00	8,495.84	18.7

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

6/30/93

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
OTHER CHARGES									
423	GENERAL LIABILITY INSURANCE	4,899	408.25	816.50	816	4,082.50	.00	4,082.50	16.7
499	SMALL CAPITAL ITEMS	1,500	107.50	182.88	250	1,317.12	.00	1,317.12	12.2
		57,625	1,577.91	8,703.70	9,603	48,921.30	5,936.00	42,985.30	25.4
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	0	3,181.24	3,181.24	0	3,181.24-	3,102.84	6,284.08-	
		0	3,181.24	3,181.24	0	3,181.24-	3,102.84	6,284.08-	
CAPITAL OUTLAY									
801	BOOKS-MAIN ADULT	96,000	9,505.29	15,118.72	16,000	80,881.28	66,887.67	13,993.61	85.4
802	BOOKS-MAIN YOUTH	6,200	807.78	1,257.25	1,033	4,942.75	42.65	4,900.10	21.0
803	BOOKS-MAIN JUVENILE	32,000	4,694.28	5,233.71	5,333	26,766.29	25,709.45	1,056.84	96.7
804	BOOKS-MAIN REFERENCE	70,000	8,513.50	9,959.14	11,666	60,040.86	32,589.12	27,451.74	60.8
805	BOOKS-PROFESSIONAL	5,500	250.50	393.80	916	5,106.20	3,315.00	1,791.20	67.4
821	BOOKS-EXTENSION ADULT	25,000	1,723.49	2,999.07	4,166	22,000.93	20,141.19	1,859.74	92.6
822	BOOKS-EXTENSION YOUTH	0	8.46	25.42	0	25.42-	3.14	28.56-	
823	BOOKS-EXTENSION JUVENILE	0	499.78	596.46	0	596.46-	27.11	623.57-	
830	AV-PHCNODICS	30,000	1,925.09	1,931.04	5,000	28,068.96	19,103.55	8,965.41	70.1
831	AV-CASSETTES	0	197.70	208.78	0	208.78-	.00	208.78-	
832	AV-VIDEOS	0	1,427.85	2,358.02	0	2,358.02-	618.72	2,976.74-	
841	MAG/PAPERS-MAIN ADULT	18,500	35.00	45.00	3,083	18,455.00	.00	18,455.00	.2
842	MAG/PAPERS-MAIN YOUTH	500	.00	.00	83	500.00	.00	500.00	
843	MAG/PAPERS-MAIN JUVENILE	1,500	.00	.00	250	1,500.00	.00	1,500.00	
844	MAG/PAPERS-MAIN REFERENCE	10,000	.00	803.00	1,666	9,197.00	.00	9,197.00	
845	MAG/PAPERS-MAIN PROFESSIONA	800	.00	104.00	133	696.00	.00	696.00	13.0
847	MAG/PAPERS-EXTEN ADULT	4,000	.00	.00	666	4,000.00	.00	4,000.00	
		300,000	29,588.72	41,033.41	49,995	258,966.59	168,437.60	90,528.99	65.8
** DIVISION TOTAL **		2,344,184	251,740.07	416,543.39	390,678	1,927,640.61	194,895.03	1,732,745.58	26.1

REVISED

ENVIRO-FORMS

31

LIBRARY CAPITAL		PERIOD ENDING 06/30/93			ANNUAL BUDGET	UNREALIZED %	
ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL		BALANCE	REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	23,251.50	238,171.16	139,509.00	98,662.16-	170
TOTAL		.00	23,251.50	238,171.16	139,509.00	98,662.16-	170
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	569.58	466.67	1,181.34	2,800.00	1,618.66	42
TOTAL		569.58	466.67	1,181.34	2,800.00	1,618.66	42
FUND TOTAL		569.58	23,718.17	239,352.50	142,309.00	97,043.50-	168

40000 LIBRARY CAPITAL EXPENDITURES		FUND 21 LIBRARY CAPITAL 6/30/93							
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT CEM
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	0	.00	847.01	0	847.01-	.00	847.01-	
280	OTHER PROFESSIONAL SERVICES	0	.00	3,180.42	0	3,180.42-	.00	3,180.42-	
		0	.00	4,027.43	0	4,027.43-	.00	4,027.43-	
CAPITAL OUTLAY									
502	BUILDINGS	27,000	.00	.00	4,500	27,000.00	5,195.87	21,804.13	19.2
515	OFFICE MACHINERY AND EQUIPM	56,510	.00	.00	9,418	56,510.00	20,708.85	35,801.15	36.6
		83,510	.00	.00	13,918	83,510.00	25,904.72	57,605.28	31.0
** DIVISION TOTAL **		83,510	.00	4,027.43	13,918	79,482.57	25,904.72	53,577.85	35.8



CITY OF DECATUR  
REPORT OF EXPENDITURES TO BUDGET FY 1993-94

41000 DPL-CANTONI TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS 6/30/93

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
	EXPENDITURES								
900	EXPENDITURES	3,200	22.50	136.37	533	3,063.63	913.95	2,149.68	32.8
		3,200	22.50	136.37	533	3,063.63	913.95	2,149.68	32.8
	** DIVISION TOTAL **	3,200	22.50	136.37	533	3,063.63	913.95	2,149.68	32.8

CITY OF DECATUR  
REPORT OF EXPENDITURES TO BUDGET FY 1993-94

42000 DPL-BRECKENRIDGE TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS 6/30/93

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIP	20,000	.00	.00	3,333	20,000.00	.00	20,000.00	
		20,000	.00	.00	3,333	20,000.00	.00	20,000.00	
	EXPENDITURES								
900	EXPENDITURES	0	.00	25,385.00	0	25,385.00-	.00	25,385.00-	
		0	.00	25,385.00	0	25,385.00-	.00	25,385.00-	
	** DIVISION TOTAL **	20,000	.00	25,385.00	3,333	5,385.00-	.00	5,385.00-	126.9

CITY OF DECATUR  
REPORT OF EXPENDITURES TO BUDGET FY 1993-94

43000 DPL-BRIDGES TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS 6/30/93

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
	EXPENDITURES								
900	EXPENDITURES	870	5.85	5.85	145	864.15	.00	864.15	.7
		870	5.85	5.85	145	864.15	.00	864.15	.7
	** DIVISION TOTAL **	870	5.85	5.85	145	864.15	.00	864.15	.7

### 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 referenda, 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.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

The public library cannot be all things to all people. It therefore must choose the roles it shall assume in the community and continually assess them. The public library should provide information, serve as an information catalyst in the community, and complement rather than duplicate services offered by other community agencies.

7. Identify jurisdictional service boundaries, other libraries in the community, and other public and private agencies in the larger community."

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8. Pursue cooperative arrangements with other agencies when feasible.

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\*See appendix A for explanation of community analysis.

### Statistical Reporting

The public library shall collect and report statistics using standard definitions which satisfy requirements of state law in order to help evaluate its performance, provide needed data for planning, show accountability to governing authorities, and help the board and administrative staff make appropriate management decisions.

9. Library statistics, especially those which pertain to the library's roles, shall be reported to the board monthly.

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10. The public library shall provide statistical and other needed information when requested by the system and/or the State Library.

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### Budget and Financial Reporting

Planning, evaluation, and review are essential for effective budgeting. The library shall follow established fiscal procedures for its specific governmental unit.

11. The library budget shall be developed jointly by the administrative librarian, the staff at various levels, and the board, prior to the final decision of the board.

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12. Financial reports shall be reviewed by the administrative librarian and the board at their regular meetings.

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13. Bills must be paid promptly unless there is a reason for withholding payment in which case the vendor must be notified in writing that payment will be delayed. (Chapter 81: 4-17 and Chapter 81: 1004- 15.1)

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