



# 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

September 21, 1989 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
  - A. Introduction of new member - Robert Oakes
- II. Approval of Minutes
  - A. Meeting of August 17, 1989
  - B. Special Meeting of September 9, 1989
- 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 August 1989
    2. Meeting of September 13, 1989
    3. 1990/91 Tax Levy Request
  - C. Rolling Prairie
    1. Report on September RPLS Board meeting
- VI. Avenues to Excellence II
  - A. Chapter III, Administration
- VII. Old Business
  - A. Maternity Leave
- VIII. New Business
  - A. Per Capita Grant Application
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

September 1989

| NAME                                 | TERM       | TELEPHONE                              | ADDRESS                                       |
|--------------------------------------|------------|--|---|
| Barbara Ohlsen<br>President          | 1987-1990  | 429-1179 (h)<br>428-4461 (w)           | 135 S. Lake Shore Dr.<br>-21                  |
| Richard Lockmiller<br>Vice-president | 1989-1992  | 423-2610 (h)<br>421-3065 (w)           | 422 Hackberry Dr. -22                         |
| Daniel Gaumer<br>Secretary           | 1988-1991  | 428-5952 (h)<br>429-4453 (w)           | 3010 E. Chestnut -21                          |
| Janna Lutovsky                       | 1988-1991* | 429-9773 (h)<br>875-7200, ext. 353 (w) | 690 Cove Ct. -21                              |
| Jerrodean Martin                     | 1989-1992* | 428-4699 (h)<br>424-3156 (w)           | 2595 St. Louis Br. Rd.<br>-21                 |
| Robert Oakes                         | 1989-1992  | 428-9141 (h)                           | 836 W. Waggoner -26                           |
| Eve Shade                            | 1987-1990  | 877-5249 (h)<br>424-3223 (w)           | 3383 Dell Oak Dr. -26                         |
| Robert Smith                         | 1987-1990  | 422-7836 (h)<br>425-8230 (w)           | 12 Montgomery Pl. -22<br>130 N. Water St. -23 |
| Mark Sorensen                        | 1988-1991* | 428-6850 (h)<br>782-1082 (w)           | 289 S. Westlawn -22                           |
| * second term                        |            |  |   |
| Library                              |            | 428-6617<br>428-6610 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

1989-90 COMMITTEES

Finance and Properties

Daniel Gaumer, Chairman  
Richard Lockmiller  
Jerrodean Martin  
Robert Smith  
Barbara Ohlsen, ex-officio

Personnel, Policy, and Public Relations

Mark Sorensen, Chairman  
Janna Lutovsky  
Robert Oakes  
Eve Shade  
Barbara Ohlsen, ex-officio

Rolling Prairie Representative

Janna Lutovsky

Friends of the Library Representative

Mark Sorensen

LONG RANGE PLANNING COMMITTEE

James Seidl, Chairperson  
Karen Anderson  
Carol Gibson  
George Nichols  
Barbara Ohlsen  
Robert Plotzke  
Stan Sitton  
Terry M. Smith  
Mark Sorensen

## MINUTES

### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

September 21, 1989

#### I. Roll Call

The meeting was called to order at 4:35 p.m. by President Ohlsen. Members present: Mrs. Ohlsen, Mr. Gaumer, Mr. Lockmiller, Mrs. Martin, Mr. Oakes, Mrs. Shade, Mr. Smith, and Mr. Sorensen. Members absent: Mrs. Lutovsky. Staff present: Ms. Humphreys, Mrs. Gibson, Mr. Seidl, Mr. Kupish, and Mrs. Brooks.

#### II. Minutes

There were no corrections or additions to the August 17 minutes; they stood approved as mailed.

There were no corrections or additions to the minutes of the special meeting on September 9; they also stood approved as mailed.

#### III. Communication From The Public

No one indicated they wished to be heard.

#### IV. City Librarian's Report

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

Mr. Smith asked why the Staff Advisory Committee did not recommend adopting a staff recognition program or some type of award procedure. The committee could not find a fair way to implement a recognition program and is looking at other ways to recognize staff who are doing an outstanding job.

The problems encountered by staff working on Friday evening during the Decatur Celebration were discussed. Mr. Oakes made a motion that the library close at 5:30 p.m. next year on Friday during the Decatur Celebration. The motion was seconded by Mr. Lockmiller and unanimously carried. There was also a consensus that a security guard should be scheduled to work on Saturday during the Celebration.

The Friends will have a book sale on September 30. Hardback books will sell for 25 cents. The Friends plan to buy a new sound system for the Auditorium. They have also made a commitment to give \$5,000 per year for the next three years to the Foundation.

## V. Reports of Committees

**Personnel, Policies, and Public Relations:** Mr. Sorensen reported that the committee did not meet in August, but has scheduled a meeting for September 27 at 7:00 p.m.

**Finance and Properties Committee:** Mr. Sorensen made a motion to approve the August bills. The motion was seconded by Mr. Smith, and unanimously carried on roll call vote.

Mr. Gaumer made a motion to accept Popular Subscription Service as the periodical vendor for the next five years unless the service deteriorates. Motion was seconded by Mr. Sorensen and unanimously approved.

The 1990/91 tax levy request was discussed. The proposal represents a 10.5% increase over last year's request. Mr. Sorensen made a motion to approve the proposal as submitted. The motion was seconded by Mr. Oakes and unanimously carried.

**Rolling Prairie:** Mrs. Lutovsky was not present.

## VI. Avenues to Excellence

Chapter III, Administration was reviewed.

## VII. Old Business

The maternity leave issue will be addressed by the Personnel, Policies, and Public Relations Committee at their next meeting.

## VIII. New Business

The per capita grant application was reviewed. Mr. Oakes made a motion to submit the application as presented. The motion was seconded by Mr. Smith and unanimously carried.

Jan Mandernach has been hired as the Project Coordinator for the Business Information Center. She will begin work September 25.

## IX. Adjournment

Mrs. Ohlsen adjourned the meeting at 5:45 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary  
Decatur Public Library Board of Trustees

## MINUTES

### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

September 9, 1989

#### I. Roll Call

The meeting was called to order at 9:15 a.m. by President Ohlsen. Members present: Mrs. Ohlsen, Mr. Gaumer, Mrs. Lutovsky, Mrs. Martin, Mr. Oakes, Mrs. Shade, Mr. Smith, and Mr. Sorensen. Members absent: Mr. Lockmiller. Staff present: Mrs. Gibson, Mr. Seidl, and Mr. Kupish. Others present: Stan Sitton, a member of the Long Range Planning Committee.

#### II. Long Range Plan

The purpose of this special meeting was to review the draft of the Long Range Plan which was prepared by the Long Range Planning Committee. Mr. Sorensen and Mrs. Ohlsen, members of the committee, gave an overview of the plan. The plan is required in order for the library to qualify for the per capita grant. The board members were encouraged to look at the "big picture" and to realize that the plan will have to be reviewed each year and changed as necessary. It is also important to note that the goals are not listed in priority order. The plan is set up with the understanding that there are certain steps that must be taken to accomplish the plan. Funding will be very important, and any increase in activity will require additional staff.

After much discussion and a few small changes to the draft, Mrs. Martin made a motion to accept the plan with the changes discussed. The motion was seconded by Mrs. Shade and unanimously approved. A formal presentation will be made to the City.

A copy of the draft as approved by the Board is attached.

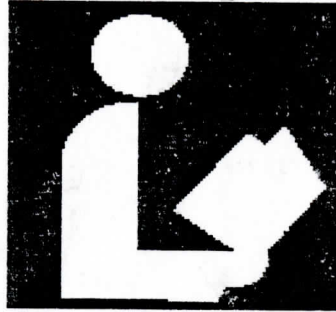
#### III. Adjournment

Mrs. Ohlsen adjourned the meeting at 11:20 a.m.

Respectfully submitted,



Daniel Gaumer, Secretary  
Decatur Public Library Board of Trustees



**DECATUR PUBLIC LIBRARY**

**LONG RANGE PLAN 1989 - 1994**



**DECATUR PUBLIC LIBRARY**

**MISSION STATEMENT AND LONG RANGE PLAN,**

**1989-1994**

**DECATUR PUBLIC LIBRARY**

**LONG RANGE PLANNING COMMITTEE**

**1989**

**DECATUR PUBLIC LIBRARY**

**LONG RANGE PLANNING COMMITTEE FY 1989 - FY 1990**

**James Seidl, Chairperson & City Librarian, Decatur Public Library**

**Karen Anderson, Circulation Librarian, Decatur Public Library**

**Carol Gibson, Assistant City Librarian, Decatur Public Library**

**George Nichols, Retired, Decatur resident**

**Barbara Ohlsen, Decatur Public Library Board of Trustees**

**Robert Plotzke, Director, Rolling Prairie Library System**

**Stan Sitton, Marketing Manager, A.E. Staley Manufacturing Co.**

**Terry Smith, Tom Brinkoetter Realtors**

**Mark Sorensen, Decatur Public Library Board of Trustees**

**A Note From The Decatur Public Library Board President**

To all Long Range Planning Committee members, Library employees, and residents of Decatur:

On behalf of the Board of Trustees of the Decatur Public Library, I wish to thank you for your tireless efforts for the library's planning process.

The Board has adopted the Long Range Plan for 1989-1994. Its goals will provide direction for the administration, the staff and the board. We will annually review the plan and strive to implement all of its aspects in a timely fashion.

I hope that you will continue to be aware of the library's needs, and let us know how we can improve our service to Decatur.

Sincerely,



Barbara Ohlsen, President  
Decatur Public Library Board of Trustees  
September 21, 1989

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**EXECUTIVE SUMMARY**  
**DECATUR PUBLIC LIBRARY LONG RANGE PLAN**

Decatur Public Library was established in 1875 and has served since then as a primary source of information, culture and entertainment for Decatur residents. Today the Library serves a population of 93,939 from its downtown facility and two large bookmobiles--leaving no city resident located more than two miles from library service. Decatur Public Library's current annual budget is approximately \$2.2 million, with the majority of its funding coming from city property tax.

Traditionally the public library has attempted to be "all things to all people", yet as costs rise and budgets tighten that has proven to be an unattainable goal for most libraries in the 1980's. Today it has become necessary to provide direction for the public library, to select specific roles and prioritize those roles through the process known as long range planning. Recognizing this necessity, the Library Board established a Long Range Planning Committee in May of 1988. This committee, composed of Board members, Library staff and community leaders, met twice a month for two-hour planning sessions, over a period of approximately one year. Using the book Planning & Role Setting For Public Libraries as a guide, the Committee completed an extensive review of the Library's staffing, collections, services, facilities, and relations with the community it serves.

In the course of its study, the Committee examined social, demographic and economic factors to determine how these would affect the Library's future. Decatur's population has remained relatively stable over the past ten years, although some of the same trends have appeared that are evident in other Illinois cities. For example, the school-age population has declined nearly 30%, while the fastest growing segment of the population is now people over sixty-five. The economic recession of the late 1970's affected Decatur as well, and employment within the industrial sector has decreased by 20%. Programs such as the Decatur Advantage (a community-wide long range plan) and the Enterprise Zone have helped Decatur to regain some jobs for its people, with many of these new positions found in service industries. Entrepreneurs and small businesses are prevalent also, and contribute a significant amount to Decatur's economy.

Approximately 50% of all Decatur residents are registered borrowers with the Decatur Public Library. However, the 1987 Citizen Survey conducted for the Library showed that the community was largely unaware of many services and programs it offers. This became the basis for many of the Long Range Planning Committee's discussions: How do we maintain our current level of quality service, meet the community's future needs, and ensure the community is aware of our efforts? The Committee's first step was to articulate these discussions in the form of a Mission Statement: "The Mission of the Decatur Public Library is to provide access to and promote the use of materials that serve the informational, recreational, educational, and cultural needs



of the community. Access to information and ideas will be assured through an efficient and effective staff working in adequate facilities, commensurate with sound and responsible fiscal planning."

Based on Planning & Role Setting, the next step was to establish the Library's primary roles. Using the information gathered by the committee and additional staff input, four primary roles were assigned, which are described below in order of their importance. The Popular Materials Library role indicates that the library provides current, high-demand, high-interest materials in a variety of formats for all ages. This has always been a major role for Decatur Public Library, but the emphasis will shift slightly to include additional roles--in order to better serve other segments of the population. For example, emphasis on the role of Reference Library will be increased, reflecting increased service to the business, education and government communities. The Preschoolers Door To Learning role will also expand, reflecting such programs as Baby TALK and the increasingly popular storytimes for preschoolers which have been promoted by our Childrens Department. The Independent Learning Center role will grow in importance, as the library continues to work with the local literacy council and provide a learning center for older residents.

In considering these selected roles, the Committee divided into three subcommittees to write goals and objectives for six major areas: Community Relations, Facilities, Personnel, Services, Collections, and Automation/Equipment. Because adequate and efficient staffing is necessary to carry out all of the Library's selected roles, an increase in staffing and staff development is called for in our first goal. It is also important to know precisely who we are serving, and how we can improve our service in all areas--which led to our second goal. Once the two basic concerns of staffing and service have been addressed, we will be able to concentrate on community awareness in our third goal--letting the community know what to expect from its local public library. An essential part of community awareness and public service is accessibility to the library facilities--for all residents, at their convenience--which is the thinking behind goal four. Accessibility also indicates access to the world of knowledge and information, which can be improved through goal five dealing with automation. Finally, it becomes necessary to focus on the bottom line--how the accomplishments of the next five years will be funded, as outlined in goal six.

The Decatur Public Library Long Range Plan will be reviewed annually, by a Long Range Planning Committee appointed by the Library Board. This Committee will include members from the original Committee, Library Administration, Library Staff, and the Library Board. Changes will be recommended by Department Managers and Administration prior to the Committee's annual meeting.



## INTRODUCTION

The Decatur Public Library Long Range Plan is the result of much effort on the part of the Library Board, administration, staff and community leaders. The planning process itself lasted approximately one year, and during that time the publication Planning & Role Setting For Public Libraries (ALA, 1987) served as an invaluable tool. Other resources used included the Decatur Public Library Citizen Survey (1987), the Decatur Community Profile issued annually by the Illinois Department of Commerce and Community Affairs, the Decatur Profile: 1987/88 Market Facts published by Ameritech, and Illinois Population Trends From 1980 to 2025 published by the State of Illinois Bureau of the Budget (1987). In addition, input from Library staff members as well as long range plans and annual reports from other libraries throughout Illinois and the United States were used heavily in the process.

The Library Board and administration began the planning process by reading Planning & Role Setting and establishing a Long Range Planning Committee, in May of 1988. This Committee was composed of two Library Board members, two Library administrators, one Library department manager, the Director of Rolling Prairie Library System, and four members from the community-at-large. Several segments of the community were represented by this committee, although the black community representative resigned from the committee for personal reasons and a replacement was not found.

The Long Range Planning Committee met twice a month for the first few months, and monthly thereafter. Committee members spent these first meetings assimilating the vast amount of demographic, cultural, and financial information they had received, in an effort to reach some conclusions about Decatur Public Library and its community. During this time two information-gathering sessions were held for the Library staff as well, with two Rolling Prairie Library System consultants acting as moderators. Staff were also encouraged to answer a series of open-ended questions in writing--particularly if they missed the meetings. This allowed for communication to the committee in two different ways, in case some staff members felt uncomfortable sharing information in a group setting.

Drawing upon the conclusions reached by the Long Range Planning Committee and the Library staff, major and minor roles were established for Decatur Public Library. Committee members assigned percentage points in determining the Library's current roles and its roles during the next five years, as shown in Figure I.



**FIGURE I**

| <u>Role</u>                   | <u>DPL's role now</u> | <u>Future role</u> |
|-------------------------------|-----------------------|--------------------|
| Popular Materials Library     | 80%                   | 50%                |
| Reference Library             | 10%                   | 20%                |
| Preschoolers Door to Learning | 5%                    | 10%                |
| Independent Learning          | 5%                    | 5%                 |
| Minor roles                   |                       | 15%                |

Decatur Public Library has served primarily as a "Popular Materials Library", offering current, high-demand, high-interest materials in a variety of formats for all ages. This is a role that the majority of public libraries have always filled. However, as public funds became more widely available during the 1960's (often called the "Golden Age" of libraries), public libraries branched out and began offering a wide variety of services to a more diverse public. Recognizing that this has occurred in Decatur as well--and wishing to pursue this aspect of service--the Long Range Planning Committee decided the emphasis should shift slightly from the Popular Materials Library role to include other roles.

For instance, as the public library enters the Information Age, we must recognize our role as one of the primary information providers for our community. In the Reference Library role, Decatur Public Library will strive to more actively provide timely, accurate, and useful information for community residents--through on-site and telephone reference service. Information provided will range from practical and general questions to specialized business research or questions about government regulations. The addition of automated databases and timely reference sources, as well as increased usage of such services as interlibrary loan indicate that we are already committed to the "information future".

Another important developing Library role is that of the Preschoolers Door To Learning. Decatur Public Library has long provided exemplary service to children, but the public response to new programs such as Baby TALK and storytimes for preschoolers (aged 2-5) have indicated the increasing need to build library users for the future.

Finally, the Independent Learning Center role is not a new one for Decatur Public Library, but newly recognized. Even during the 19th century when the concept of a free public library was first developed in the United States, it was intended to serve as a "peoples' university". Today, 54% of Decatur's residents are Library cardholders, and they use its resources for all sorts of learning activities--to learn a new skill, study for an exam, or dream of faraway places.

There are four minor roles which comprise the 15% from the last line of the chart above. These roles are not unimportant, but they are generally being filled by other agencies or institutions--allowing the Library to assign them a lesser



priority. These roles, as listed in Planning & Role Setting, are as follows: Formal Education Support Center, Community Information Center, Community Activity Center, and Research Center.

Once the primary roles were established, the Long Range Planning Committee was able to clearly define the Library's Mission Statement (see page 10). It also became apparent that in order to write the necessary goals and objectives for the Long Range Plan, the task would have to be broken down somewhat.

First, the actions needed to accomplish the primary roles were divided into seven basic areas: 1) Community Relations; 2) Planning & Development; 3) Personnel; 4) Financial; 5) Services, Collections & Equipment; 6) Automation; and 7) Facilities. These seven areas were discussed extensively and basic goals were outlined by the Committee. Then the Committee was divided into three subcommittees, each of which would actually write the goals and objectives for their assigned areas. The Financial area was not assigned, as Committee members decided to discuss finance as a group once the rest of the plan was written.

After the goals and objectives were written and agreed upon by the Committee, they were submitted to the Library staff for further comments and suggestions. Two staff meetings were also held so that the Library administration could discuss portions of the plan with staff members. Following these meetings, the City Librarian and Assistant City Librarian worked together to map out the Action Steps that would accomplish the goals and objectives, and the Assistant City Librarian added these to the developing Long Range Plan. In addition, a timetable was developed to show responsibility for the Action Steps scheduled during each Plan year.

The Long Range Planning Committee was scheduled to meet one more time to review the final draft of the Plan--which now included a two-page Executive Summary as required by the Illinois State Library, and a Financial Summary which the Committee had requested. This final draft was also submitted to the Library staff one more time for comments, and several departments submitted practical suggestions which will be used during the Plan's implementation. Final changes were made and the Plan draft was submitted to the full Board of Trustees for a study session. Because two Board members had worked so closely with the Plan, they were very effective in presenting it to the remaining Board, and the study session was brief--the Board approved the Plan on September 9, 1989.

Two points should be noted here which will facilitate reading the Plan. First, the goals and objectives listed here are not prioritized--all are of equal importance. In many cases, one goal or objective needs to be in place before another can be implemented, but this does not indicate that one segment of the plan takes precedence over another. Secondly, the years mentioned in the Plan are named according to when the fiscal year ends. For example, the fiscal year (FY) which begins May 1, 1991

and ends April 30, 1992 will be named FY 1992.

Finally, we would like to thank the Library Staff, the Board, and our fellow Long Range Planning Committee members for their diligence, hard work, and patience as our Long Range Plan developed. Now, it is time to get started! 1989 is almost over; 1994 is not far off.

Carol A. Gibson  
Assistant City Librarian

James C. Seidl  
City Librarian  
September 21, 1989



I. GOAL: To provide adequate staffing, improve staff development and personnel administration.

A. Objective: Provide adequate staffing by FY 1993.

Action Steps:

1. Department managers and administration will review and make recommendations for library staffing requirements, on an annual basis. Staffing priorities include:

**THE MISSION STATEMENT OF DECATUR PUBLIC LIBRARY**

**The Mission of the Decatur Public Library is to provide access to and promote the use of materials that serve the informational, recreational, educational, and cultural needs of the community.**

**Access to information and ideas will be assured through an efficient and effective staff working in adequate facilities, commensurate with sound and responsible fiscal planning.**

- g. Twenty additional clerical hours, Adult Services Dept., FY 1992.
- h. Twenty additional Page hours, FY 1992.
- i. Forty additional clerical hours, Circulation Dept., FY 1992.
- j. Twenty Library Assistant hours, Young Adult Dept., FY 1992.
- k. Twenty Library Assistant hours, Audio-visual Dept., FY 1992.
- l. Twenty-eight and 1/2 additional security guard hours, FY 1992.
- m. Full time Public Relations position, FY 1994.

3. Administration will develop a list of substitute staff members at various levels, particularly those of Library Assistant, Clerk, and Page, by FY 1991. (This would ensure coverage during times of illness, vacation, leave, etc.)

4. In all library departments, continue to expand the use of volunteers when feasible, particularly for special projects and during peak activity periods.

B. Objective: Expand staff development program.

Action Steps:

- 1. Staff Development Committee will:
- a. Assess training and development needs of staff annually.
- b. Beginning FY 1990, develop an ongoing program to enhance customer relations.

DECATUR PUBLIC LIBRARY LONG RANGE PLAN, 1989-1994

I. GOAL: To provide adequate staffing, improve staff development and personnel administration.

A. Objective: Provide adequate staffing by FY 1993.

Action Steps:

1. Department managers and administration will review and make recommendations for library staffing requirements, on an annual basis. Staffing priorities include:

- a. Forty additional Library Assistant hours, Childrens Dept., FY 1991.
- b. Twenty additional Library Assistant hours, Reference Dept., FY 1991.
- c. Retain 40-hour Librarian, Business Information Center (if outside funding permits), FY 1991.
- d. Twenty additional Page hours, FY 1991.
- e. Twenty additional hours of Security Guard coverage, FY 1991.
- f. Twenty additional clerical hours, Reference Dept., FY 1992.
- g. Twenty additional clerical hours, Adult Services Dept., FY 1992.
- h. Twenty additional Page hours, FY 1992.
- i. Forty additional clerical hours, Circulation Dept., FY 1992.
- j. Twenty Library Assistant hours,, Young Adult Dept., FY 1993.
- k. Twenty Library Assistant hours, Audio-visual Dept., FY 1993.
- l. Twenty-eight and 1/2 additional Security Guard hours, FY 1993.
- m. Full time Public Relations position, FY 1994.

2. Administration will develop a list of substitute staff members at various levels, particularly those of Library Assistant, Clerk, and Page, by FY 1991. (This would ensure coverage during times of illness, vacation, leave, etc.)

3. In all library departments, continue to expand the use of volunteers when feasible, particularly for special projects and during peak activity periods.

B. Objective: Expand staff development program.

Action Steps:

1. Staff Development Committee will:
  - a. Assess training and development needs of staff annually.
  - b. Beginning FY 1990, develop an ongoing program to enhance customer relations.



E. Objective: Develop departmental goals based upon library goals.

Action Steps:

1. Beginning with FY 1990, each department will write an annual plan based on the DPL Long Range Plan.

2. Beginning with FY 1990, each department will meet quarterly to review its annual plan and note progress made.

II. GOAL: To improve library awareness of community needs in programs, materials and services.

A. Objective: Using results of the 1987 Citizen Survey, review library collections, programs and services annually to determine whether they are meeting the community's needs.

Action Steps:

1. Administration and staff will use Output Measures for Public Libraries as recommended by Avenues To Excellence II to measure current use of collections, programs and services against the 1987 Citizen Survey results.

2. Board and Administration will use annual checklists from Avenues To Excellence II to assess the overall quality of library service given by Decatur Public Library.

B. Objective: Review library hours of service annually.

Action Steps:

1. In FY 1991, Library Board and Administration will investigate the need for service hours on Sunday and establish a plan to implement these hours, if warranted.

2. In FY 1992, Library Board and Administration will establish a trial period to determine the feasibility of Sunday hours.

3. At the end of this trial period, in FY 1993--if Sunday hours prove to be feasible--the Library Board, along with Administration and staff, will:

- a) Determine the continued availability of funds for Sunday hours, and
- b) Adjust staffing levels where necessary for effective service on Sundays.

C. Objective: Promote cooperation with area libraries by FY 1991.

Action Steps:

1. Beginning in FY 1990, Administration and staff will develop an organization known as the Decatur Area Library Consortium--for Decatur area school, public, academic, and institutional library staff members.

- c. Beginning FY 1990, design an annual Staff Development Plan.
- d. Develop an orientation program for new employees by end of FY 1990, to include an Employee Handbook.
- e. Develop ongoing orientation program for current employees in FY 1991.
- f. Develop a "staff resource file", a listing of staff expertise in job-related or other areas, in FY 1991.
- g. Develop and implement a staff exchange program between departments and possibly with other area libraries, in FY 1991.

2. Administration will:

- a. Develop program to promote teamwork throughout the library, beginning with library management team (administration, department heads, supervisors) in 1989.
- b. Provide ongoing financial and administrative support for staff development.

C. Objective: Update library personnel policies by FY 1990, and review annually thereafter.

Action steps:

- 1. By FY 1990, Library Board and Administration will update the current personnel policy, and make copies available to each individual staff member.
- 2. Library Board and City Librarian will review employee benefit package annually.
- 3. Library Board and City Librarian will review salary plan annually.
- 4. Supervisors will review job descriptions with their subordinates annually, as part of the performance review process.

D. Objective: Expand and improve internal communications and cooperation.

Action Steps:

- 1. Department heads will continue to hold departmental meetings, at least quarterly.
- 2. Beginning in 1989, Administration will issue a monthly newsletter for the staff.
- 3. Administration will form a Staff Advisory Committee in 1989.
- 4. Administration and Staff Advisory Committee will start a staff recognition program in FY 1990.



2. Administration and staff will work with the Decatur Area Library Consortium to plan for cooperative collection development, by the end of FY 1991.

D. Objective: Continue Library's commitment to ongoing collection development.

Action Steps:

1. The Assistant City Librarian, City Librarian, and Public Service Librarians as well as designated staff will continue to select materials based on the community's need for information, education, and recreation.

2. Public Service Librarians and designated staff will continue to weed items from collections as needed, to ensure their effectiveness.

**III. GOAL: To improve community awareness of library materials, services and programs.**

A. Objective: Increase public awareness of library materials, services and programs to 50% by 1994, based upon the 1987 Citizen Survey.

Action Steps:

1. Assistant City Librarian and various departments will continue to issue media releases, totaling at least four per month.

2. Assistant City Librarian and designated staff will continue to promote library events through local radio stations, at least four times per month.

3. All staff will encourage media to give credit to the library when it serves as a resource for news features.

4. Beginning in 1989, Assistant City Librarian and other designated staff will develop a newsletter to replace the current Calendar of Events.

5. Beginning in FY 1990, Assistant City Librarian, Staff Artist, and others will develop an "Annual Report To The Community" each year, to publicize library activities.

6. Beginning in FY 1991, Assistant City Librarian will send letters each year to remind area clubs and associations that library staff are available to present programs.

7. Library staff will continue to present programs for groups and organizations throughout the community, at least once per month.

8. Assistant City Librarian will expand television coverage of library programs and events, to an average of



six times per year by FY 1991.

9. In FY 1991, Administration, working with the library Board and the Friends of the Library, will develop community "focus groups" to determine special needs and interests of the minority communities in Decatur.

10. In FY 1993, administration and staff will conduct a Citizen Survey.

B. Objective: Increase public awareness of the following special services and materials from their present levels (according to the 1987 Citizen Survey) to a 50% level by 1994: (Contingent upon accomplishing Objective A, Goal I which deals with adequate personnel hours).

- 1) Programs for children
- 2) Programs for adults
- 3) Books for children under two years of age
- 4) Service to the homebound
- 5) Local history collection
- 6) Interlibrary loan service
- 7) Government documents
- 8) Vertical file

Action Steps:

1. Adult Services, Reference, and Audio-Visual Departments will each sponsor at least one program for adults per year.

2. Reference Department will increase the number of hours the Local History Room is open from 14 to at least 57 hours per week, by FY 1992.

3. Extension Department will explore new ways to publicize service to the homebound, by FY 1992.

4. Beginning FY 1992, the Reference Department will maintain and weed the Vertical File collection--also exploring new ways to publicize this service.

5. Administration and Reference Department will explore new ways to publicize special services and materials, particularly the Local History Room, Government Documents, and Interlibrary Loan--by FY 1993.

C. Objective: Increase state and local government officials' awareness of the library's role in the community, by FY 1992.

Actions Steps:

1. Beginning in FY 1990, City Librarian will provide copies of the "Annual Report To The Community" to city and state officials.



2. Beginning in FY 1990, Library staff will submit occasional articles to "Scope", the City Of Decatur's monthly staff newsletter.

3. Administration and staff will continue to host tours of the library for city and state officials.

4. Beginning in FY 1990, City Librarian will invite the City Council to hold study sessions in the library once or twice each year.

5. Beginning in 1990, Administration will encourage all staff and Board members to participate in the Illinois Library Association Legislative Day and/or the ILA Legislative Network.

D. Objective: Increase the business community's awareness of the library's role, as well as the services and materials available specifically for business users.

Action Steps:

1. Administration, Board and staff will continue to maintain working relations with the Chamber of Commerce, the Economic Development Foundation, and the Convention and Visitors Bureau.

2. Beginning in 1989, Administration will survey the business community regarding its needs for library and information services.

3. Beginning in FY 1990, Decatur Area Resources for Economic Development Project Coordinator will develop a quarterly newsletter exclusively for business users.

4. By FY 1991, Project Coordinator will publish a directory of all business information sources throughout the Decatur area.

5. Beginning in FY 1990, Administration will send copies of the library's "Annual Report To The Community" to Decatur businesses.

E. Objective: Improve awareness of library services throughout the education community, by FY 1990.

Action Steps:

1. Assistant City Librarian will continue to send information to Decatur schools, both public and parochial.

2. Library staff will continue to encourage class visits to the library.

3. Beginning in Fall of 1990, Department managers or designated staff (particularly from Reference, Childrens, Young Adult, Adult Services and Extension Departments) will



make presentations at Decatur School District teachers' institutes--to inform teachers of the services DPL provides.

4. Beginning in FY 1990, Administration will send a copy of the DPL Newsletter to each public and parochial Decatur school.

5. Beginning in FY 1990, Childrens, Young Adult, and Extension Department Librarians or designated staff will continue to promote the Summer Reading Program through visits to classrooms, special bookmobile stops, and the help of school librarians.

6. In FY 1990, Administration and staff will form an Education Advisory Council to further coordinate school, college, and library roles in education--as well as to determine the availability of materials and services that students and faculty need. This EAC will be composed of representatives from Decatur Public Library, Decatur School District 61, Decatur parochial schools, Millikin University and Richland Community College.

**IV. GOAL: To improve accessibility and design of facilities for optimal public service.**

A. Objective: Improve accessibility to the Main Library.

Action Step:

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

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

Action Steps:

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

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

Action Steps:

1. By FY 1990, Administration and Department Heads will develop plan to provide more work space around the card catalogs for both patrons and staff.

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

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



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

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

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

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

8. Based on the Building Plan mentioned in #7 above, goals for possible renovation of the Main Library will be established in 1992, which could include:

a) Redesigned layout--particularly public service areas and expanded work areas. (Circulation area, Basement, Main Floor)

b) New furnishings for some areas--including desks with drawers for most staff members, and larger carrels for typewriters and microfilm/fiche readers.

c) A new color scheme throughout the building.

d) Improved lighting in all areas of the building.

e) Acoustics in all areas of the building, particularly public areas.

f) Shelving areas, particularly periodical storage shelving.

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

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

Action Steps:

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

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

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

Action Steps:

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

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

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

Action Steps:

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

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

V. **GOAL:** To increase patron access to the world of information through automation.

A. Objective: Beginning in 1989, determine the need for database search services offered by the library.

Action Step:

1. In 1989, survey potential users to determine if the need exists for database search services.

B. Objective: Determine what type of database search services and equipment should be provided, by FY 1991.

Action Steps:

1. In 1989, Assistant City Librarian and designated staff will determine what databases should be offered on CD-ROM.

2. In 1989, Assistant City Librarian will recommend for purchase one or more microcomputers to be installed in the Reference Department.

3. By FY 1991, Assistant City Librarian and designated staff will determine whether or not database search services should be offered on-line.

4. Administration will determine whether fees should be charged for database search service, by FY 1991.



C. Objective: Beginning in 1989, prepare for an on-line catalog.

Action Steps:

1. Administration will form a staff Automation Committee in 1989 to deal with all aspects of library automation.

2. Staff Automation Committee will prepare a report concerning the best, most economical way to convert the present extended catalog records to MARC records, in FY 1991.

3. Based upon the staff Automation Committee's recommendation, convert extended catalog records to MARC format by FY 1993.

4. Library staff will input the newly converted records into DPL's bibliographic database by the end of FY 1993.

D. Objective: Plan for the purchase of all necessary equipment and software to initiate on-line catalog by 1994.

Action Steps:

1. In FY 1992, the staff Automation Committee will recommend the purchase or lease of an additional disk-pack memory storage unit to expand the computer system for an on-line catalog.

2. In FY 1993, the staff Automation Committee will recommend the purchase or lease of up to 20 terminals and necessary software for patron access to the on-line catalog.

E. Objective: Initiate the on-line catalog service when 50% or more of the collection is in MARC format, by FY 1994.

Action Steps:

1. In FY 1993, Administration and Department Heads will investigate staffing needs to provide adequate assistance to patrons using the online catalog.

2. In FY 1994, Administration will provide extensive staff training in use of the new on-line system, prior to making it available for public use.

3. In FY 1994, Administration and Public Service staff will develop training materials for patrons who plan to use the on-line catalog.

4. The card catalog will be "closed" in FY 1994, (i.e., no new additions will be made to it) once the on-line catalog is operating.

5. In FY 1994, the staff Automation Committee will investigate dial-up access for patrons who wish to use the on-line catalog from a remote location.

**VI. GOAL: To increase the amount of financial support available to Decatur Public Library.**

**A. Objective: Ensure that adequate local funding is available to the library annually.**

**Action Steps:**

1. Board will request sufficient funds from City of Decatur to operate DPL each year.

2. Lay groundwork for public and government support of an increase in tax funding for the library, by FY 1994.

**B. Objective: Raise \$50,000 in grant funds annually, beginning FY 1990.**

**C. Objective: Receive annual support from the Friends Of The Library, on a project basis, beginning in FY 1990.**

**D. Objective: Raise \$200,000 in donations to the Library Foundation by FY 1994.**

**Action Steps:**

1. Beginning in FY 1990, Assistant City Librarian and Decatur Area Resources for Economic Development Project Coordinator will continue to seek funding for this Project--through the Library Foundation, grants, and other sources.

| NO. | ACTIVITY   | DATE | BY | STATUS |
|-----|--|------|----|--------|
| 1   | Review and make recommendations for staffing       |      |    |        |
| 2   | Continue to expand use of volunteers when feasible |      |    |        |

**TIMETABLE  
 DECATUR PUBLIC LIBRARY LONG RANGE PLAN  
 1989-1994**

**KEY TO TIMETABLE ABBREVIATIONS**

- BD = BOARD**
- ADM = ADMINISTRATION**
- DH = DEPARTMENT HEADS**
- ST = STAFF (Includes Department Heads)**
- COM = COMMITTEE**
- AUC = Staff Automation Committee**
- DPC = Disaster Plan Committee**
- SAC = Staff Advisory Committee**
- SDC = Staff Development Committee**



YEAR: ONGOING, 1989-1994

| GOAL/OBJ. | ACTION STEP  | -RESPONSIBILITY- |      |    |     |      |
|-----------|--|------------------|------|----|-----|------|
|           |  | BD.              | ADM. | DH | ST. | COM. |
| I/A       | 1. Review and make recommendations for staffing  | .                | X    | X  | .   | .    |
| I/A       | 3. Continue to expand use of volunteers when feasible  | .                | X    | X  | .   | .    |
| I/B       | 1a. Assess training and development needs of staff   | .                | .    | .  | .   | SDC  |
| I/B       | 1b. Develop ongoing program to enhance customer relations  | .                | .    | .  | .   | SDC  |
| I/B       | 1c. Design an annual Staff Development Plan  | .                | .    | .  | .   | SDC  |
| I/B       | 2b. Work with Board to provide ongoing financial and administrative support for staff development  | .                | X    | .  | .   | .    |
| I/C       | 2. Review employee benefit package   | X                | X    | .  | .   | .    |
| I/C       | 3. Review salary plan  | X                | X    | .  | .   | .    |
| I/C       | 4. Review job descriptions of subordinates   | .                | X    | X  | .   | .    |
| I/D       | 1. Hold departmental meetings, at least quarterly  | .                | .    | X  | .   | .    |
| I/D       | 2. Issue monthly newsletter for the staff  | .                | X    | .  | .   | .    |
| I/E       | 1. Write an annual plan  | .                | .    | X  | .   | .    |
| I/E       | 2. Review annual plan, at quarterly meetings   | .                | .    | X  | .   | .    |
| II/A      | 1. Use <u>Output Measures for Public Libraries</u> , as recommended by <u>Avenues To Excellence</u> to measure current use of collections, programs and services against 1987 Citizen Survey | .                | X    | X  | X   | .    |



YEAR: ONGOING, 1989-1994, CONTINUED

| GOAL/OBJ. | ACTION STEP   | -RESPONSIBILITY- |      |    |     |      |
|-----------|---|------------------|------|----|-----|------|
|           |   | BD.              | ADM. | DH | ST. | COM. |
| II/A      | 2. Use checklists from <u>Avenues to Excellence</u> to assess quality of service                      | X                | X    |    |     |      |
| II/D      | 1. Continue to select material based on community need and DPL Material Selection Policy              |                  | X    | X  | X   |      |
| II/D      | 2. Continue to weed items from collections  |                  |      | X  | X   |      |
| III/A     | 1. Issue media releases, at least 4 per month   |                  | X    | X  |     |      |
| III/A     | 2. Promote library events through local radio stations at least 4 times per month                     |                  | X    | X  | X   |      |
| III/A     | 3. Encourage media to give credit to library when we serve as a resource                              |                  |      |    | X   |      |
| III/A     | 4. Develop newsletter to replace Calendar of Events   |                  | X    |    | X   |      |
| III/A     | 5. Develop "Annual Report To The Community"   |                  | X    | X  | X   |      |
| III/A     | 7. Present programs for groups throughout the community, at least once per month                      |                  | X    | X  | X   |      |
| III/B     | 1. Sponsor at least one program for adults per year (Adult Services, Reference & Audio-Visual Depts.) |                  |      | X  |     |      |
| III/C     | 1. Provide copies of "Annual Report To The Community" to city and state officials                     |                  | X    |    |     |      |
| III/C     | 2. Submit articles to "Scope", the City of Decatur monthly staff newsletter                           |                  | X    | X  | X   |      |

YEAR: ONGOING, 1989-1994, CONTINUED

| GOAL/OBJ. | ACTION STEP   | -RESPONSIBILITY- |      |    |     |      |
|-----------|---|------------------|------|----|-----|------|
|           |   | BD.              | ADM. | DH | ST. | COM. |
| III/C     | 3. Host tours of the library for city & state officials   |                  | X    | X  | X   |      |
| III/C     | 4. Invite the City Council to hold study sessions at the library once or twice per year.  |                  | X    |    |     |      |
| III/C     | 5. Encourage all staff and Board members to participate in ILA Legislative Day and/or the Legislative Network                         |                  | X    |    |     |      |
| III/D     | 1. Maintain working relations with the Chamber of Commerce, the Economic Development Foundation, and the Convention & Visitors Bureau | X                | X    | X  | X   |      |
| III/D     | 2. Survey business community regarding its needs for library and information services   |                  | X    |    |     |      |
| III/D     | 3. Develop a quarterly newsletter exclusively for business users of library   |                  | X    |    |     |      |
| III/D     | 5. Send copies of the "Annual Report To The Community" to Decatur businesses  |                  | X    |    |     |      |
| III/E     | 1. Continue to send information to Decatur schools, both public and parochial   |                  | X    |    |     |      |
| III/E     | 2. Continue to encourage class visits to library  |                  |      |    | X   |      |
| III/E     | 3. Make presentations to Decatur teachers (Public Service Departments)  |                  |      | X  |     |      |

YEAR: ONGOING, 1989-1994--CONTINUED

| GOAL/OBJ. | ACTION STEP                  | -RESPONSIBILITY- |      |    |     |     |
|-----------|------------------------------|------------------|------|----|-----|-----|
|           |                              | BD.              | ADM. | DH | ST. | COM |
| III/E     | 4. Send copy of DPL News-    | .                | .    | .  | .   | .   |
|           | letter to each public and    | .                | .    | .  | .   | .   |
|           | parochial Decatur school     | .                | X    | .  | .   | .   |
| III/E     | 5. Promote the Summer Read-  | .                | .    | .  | .   | .   |
|           | ing Program through visits   | .                | .    | .  | .   | .   |
|           | to classrooms, special book- | .                | .    | .  | .   | .   |
|           | mobile stops (Childrens,     | .                | .    | .  | .   | .   |
|           | YA, Extension Depts.)        | .                | .    | X  | .   | .   |
| VI/A      | 1. Request sufficient funds  | .                | .    | .  | .   | .   |
|           | from City of Decatur to      | .                | .    | .  | .   | .   |
|           | operate DPL each year        | X                | .    | .  | .   | .   |



YEAR: 1989-1990

| GOAL/OBJ. | ACTION STEP   | -RESPONSIBILITY- |      |    |     |      |
|-----------|---|------------------|------|----|-----|------|
|           |   | BD.              | ADM. | DH | ST. | COM. |
| I/A       | 2. Develop list of substitute staff at various levels   | .                | X    | .  | .   | .    |
| I/B       | 1d. Develop an orientation program for new employees  | .                | .    | .  | .   | SDC  |
| I/B       | 2a. Develop program to promote staff teamwork, beginning with library management team   | .                | X    | .  | .   | .    |
| I/C       | 1. Update the current personnel policy, and make it available to each staff member.   | X                | X    | .  | .   | .    |
| I/D       | 3. Form a Staff Advisory Committee  | .                | X    | .  | .   | .    |
|           | 4. Start a staff recognition program  | .                | X    | .  | .   | SAC  |
| II/C      | 1. Develop an organization known as the Decatur Area Library Consortium for Decatur area school, public, academic and institutional library staff members | .                | X    | .  | X   | .    |
| III/D     | 4. Publish a directory of all business information sources throughout the Decatur area.   | .                | X    | .  | .   | .    |
| III/E     | 6. Form an Education Advisory Council (EAC) to further coordinate school, college, and public library roles in education                                  | .                | X    | .  | X   | .    |
| IV/C      | 1. Develop plan to provide more work space around the card catalogs   | .                | X    | X  | .   | .    |
| IV/C      | 2. Purchase a Fax machine for use by patrons and staff (DPL and RPLS)   | .                | X    | .  | .   | .    |

YEAR: 1989-1990, CONTINUED

| GOAL/OBJ. | ACTION STEP   | -RESPONSIBILITY- |      |    |     |      |
|-----------|---|------------------|------|----|-----|------|
|           |   | BD.              | ADM. | DH | ST. | COM. |
| IV/D      | 1. Explore options for re-painting or redesigning bookmobile exteriors (Extension Dept.)  | .                | .    | .  | .   | .    |
|           |   | .                | X    | X  | .   | .    |
| IV/F      | 1. Form a Disaster Plan Committee--library material   | .                | X    | .  | .   | .    |
| V/A       | 1. Survey potential users to determine if the need exists for database search services  | .                | X    | .  | .   | .    |
| V/B       | 1. Determine what databases will be offered on CD-ROM   | .                | X    | .  | X   | .    |
| V/B       | 2. Recommend for purchase one or more microcomputers to be installed in the Reference area                                      | .                | X    | .  | .   | .    |
| V/B       | 3. Determine whether database search services should be offered on-line   | .                | X    | .  | X   | .    |
| V/B       | 4. Determine whether fees should be charged for database search services  | .                | X    | .  | .   | .    |
| V/C       | 1. Form staff Automation Committee to deal with all aspects of library automation   | .                | X    | .  | .   | .    |
| VI/B      | Raise \$50,000 in grant funds annually (Objective--ongoing)   | X                | .    | .  | .   | .    |
| VI/C      | Seek annual support from the Friends Of The Library, on a project basis (Objective--ongoing)                                    | X                | X    | .  | .   | .    |
| VI/D      | 1. Seek funding for Decatur Area Resources For Economic Development Project, through the Foundation, grants, and other sources. | .                | X    | .  | .   | .    |



YEAR: FY 1990-91

| GOAL/OBJ. | ACTION STEP  | -RESPONSIBILITY- |      |    |     |      |
|-----------|--|------------------|------|----|-----|------|
|           |  | BD.              | ADM. | DH | ST. | COM. |
| I/A       | 1a. Forty additional Library Assistant hours, Childrens Department.  | X                | X    | X  | .   | .    |
| I/A       | 1b. Twenty additional Library Assistant hours, Reference Department  | X                | X    | X  | .   | .    |
| I/A       | 1c. Retain 40-hour Librarian Business Information Center   | .                | X    | X  | .   | .    |
| I/A       | 1d. Twenty additional Page hours   | X                | X    | .  | .   | .    |
| I/A       | 1e. Twenty additional hours of Security Guard coverage   | X                | X    | .  | .   | .    |
| I/B       | 1e. Develop ongoing orientation program for current employees  | .                | .    | .  | .   | SDC  |
| I/B       | 1f. Develop a <u>Staff Resource File</u> (a listing of staff expertise in job-related or other areas)            | .                | .    | .  | .   | SDC  |
| I/B       | 1g. Develop and implement a staff exchange program   | .                | .    | .  | .   | SDC  |
| II/B      | 1. Investigate the need for service hours on Sunday; establish a plan to implement Sunday hours if warranted.    | X                | X    | X  | X   | .    |
| II/C      | 2. Work with Decatur Area Library Consortium to plan for cooperative collection development                      | .                | X    | X  | X   | .    |
| III/A     | 6. Remind area clubs and associations, by letter, that library staff are available to present programs (ongoing) | .                | X    | .  | .   | .    |

YEAR: FY 1990-91, CONTINUED

| GOAL/OBJ. | ACTION STEP   | -RESPONSIBILITY- |      |    |     |      |
|-----------|---|------------------|------|----|-----|------|
|           |   | BD.              | ADM. | DH | ST. | COM. |
| III/A     | 8. Expand television coverage of library programs and events, to an average of at least 6 times per year (ongoing)    | .                | X    | .  | .   | .    |
| III/A     | 10. Develop community "focus groups" to determine special needs and interests of minority communities in Decatur      | X                | X    | .  | .   | .    |
| III/B     | 2. Increase the number of hours the Local History Room is open from 14 to at least 57 per week (Reference Department) | .                | .    | X  | X   | .    |
| III/B     | 3. Explore new ways to publicize service to the homebound (Extension Dept.)   | .                | .    | X  | X   | .    |
| IV/A      | 1. Investigate alternatives for increasing the availability of short-term parking near the Main Library               | .                | X    | .  | .   | .    |
| IV/B      | 1. Investigate the purchase of an attractive and highly visible exterior sign   | X                | X    | .  | .   | .    |
| IV/C      | 3. Install new carpeting (Maintenance Department)   | .                | .    | X  | X   | .    |
| IV/C      | 4. Develop plan to increase staff and patron visibility in all public areas   | .                | X    | X  | X   | .    |
| IV/C      | 5. Design an improved sign system for the building  | .                | X    | X  | X   | .    |
| IV/C      | 6. Purchase a TDD for communication with deaf persons in our area   | .                | X    | .  | .   | .    |



**YEAR: FY 1990-91, CONTINUED**

| GOAL/OBJ. | ACTION STEP   | -RESPONSIBILITY- |      |    |     |      |
|-----------|---|------------------|------|----|-----|------|
|           |   | BD.              | ADM. | DH | ST. | COM. |
| IV/D      | 2. Explore options for re-designing bookmobile interiors (Extension Dept.)  | .                | X    | X  | .   | .    |
| IV/E      | 1. Investigate cost of generator system for bookmobiles; submit cost information to Administration (Extension Dept.)    | .                | .    | .  | X   | .    |
| IV/F      | 2. Develop Disaster Plan  | .                | .    | .  | .   | DPC  |
| V/C       | 2. Prepare a report concerning the best, most economical way to convert present extended catalog records to MARC format | .                | .    | .  | .   | AUC  |

| GOAL/OBJ. | ACTION STEP  | -RESPONSIBILITY- |      |    |     |      |
|-----------|--|------------------|------|----|-----|------|
|           |  | BD.              | ADM. | DH | ST. | COM. |
| I/A       | 1f. Twenty additional clerical hours, Reference Department   | X                | X    | X  | .   | .    |
| I/A       | 1g. Twenty additional clerical hours, Adult Services Department  | X                | X    | X  | .   | .    |
| I/A       | 1h. Twenty additional Page hours, Public Service depts.  | X                | X    | X  | .   | .    |
| I/A       | 1i. Forty additional clerical hours, Circulation Department  | X                | X    | X  | .   | .    |
| II/B      | 2. Establish trial period to determine feasibility of Sunday hours.  | X                | X    | .  | .   | .    |
| III/B     | 4. Maintain and weed Vertical File Collection (Reference Department)   | .                | .    | .  | X   | X    |
| III/B     | 5. Explore new ways to publicize special services and materials--particularly the Local History Room, Government Documents, and Interlibrary Loan (Reference Department) | .                | X    | X  | .   | X    |
| IV/C      | 7. Hire an architect or consultant to design a Building Plan for Main Library  | X                | X    | .  | .   | .    |
| IV/C      | 8. Based on Building Plan, establish goals for possible renovation of the Main Library   | X                | X    | X  | X   | .    |
| V/C       | 3. Convert extended catalog records to MARC format   | .                | .    | X  | X   | .    |
| V/D       | 1. Recommend the purchase or lease of an additional disk-pack memory storage unit to expand the computer system for an on-line catalog                                   | .                | .    | .  | .   | .    |

AUC



YEAR: FY 1992-93

| GOAL/OBJ. | ACTION STEP  | -RESPONSIBILITY- |      |    |     |      |
|-----------|--|------------------|------|----|-----|------|
|           |  | BD.              | ADM. | DH | ST. | COM. |
| I/A       | 1j. Twenty Library Assistant hours, Young Adult Dept.  | X                | X    | X  | .   | .    |
| I/A       | 1k. Twenty Library Assistant hours, Audio-Visual Dept.   | X                | X    | X  | .   | .    |
| I/A       | 1l. Twenty-eight and 1/2 additional Security Guard hours   | X                | X    | .  | .   | .    |
| II/B      | 3a. If Sunday hours prove to be feasible, determine continued availability of funds for Sunday hours                     | X                | X    | X  | X   | .    |
| II/B      | 3b. If Sunday hours prove to be feasible, adjust staffing levels where necessary for effective service on Sundays.       | X                | X    | X  | X   | .    |
| III/A     | 10. Conduct a Citizen Survey   | .                | X    | X  | X   | .    |
| IV/E      | 2. Purchase and install generator(s) for use by bookmobiles  | .                | X    | X  | X   | .    |
| V/C       | 4. Input the newly converted records into DPL's bibliographic database   | .                | .    | X  | X   | .    |
| V/D       | 2. Recommend the purchase or lease of up to 20 terminals and necessary software for patron access to the on-line catalog | .                | .    | .  | .   | AUC  |
| V/E       | 1. Investigate staffing needs to provide adequate assistance to patrons using the online catalog                         | .                | X    | X  | .   | .    |
| VI/A      | 2. Lay groundwork for public and government support of an increase in tax funding  | X                | X    | .  | .   | .    |
| VI/D      | Raise \$200,000 in donations to Library Foundation (Objective)   | X                | X    | .  | .   | .    |

YEAR: FY 1993-94

| GOAL/OBJ. | ACTION STEP  | -RESPONSIBILITY- |      |    |     |      |
|-----------|--|------------------|------|----|-----|------|
|           |  | BD.              | ADM. | DH | ST. | COM. |
| I/A       | 1m. Forty-hour Public Relations position                                     | X                | X    |    |     |      |
| V/E       | 2. Provide extensive staff training in use of the new on-line catalog        |                  | X    |    |     |      |
| V/E       | 3. Develop training material for patrons who plan to use the on-line catalog |                  | X    |    | X   |      |
| V/E       | 4. "Close" the card catalog  |                  | X    |    |     |      |
| V/E       | 5. Investigate dial-up access to the on-line for patrons                     |                  |      |    |     | AUC  |

Implementation of the Long Range Plan will increase costs. Below is the projected cost per year of the plan and the mileage increase required to pay for the plan for that year.

| Year       | Levy      | Mills |
|------------|-----------|-------|
| 1990-91    | 121,239   | 2.7   |
| 1991-92    | 121,238   | 2.7   |
| 1992-93    | 128,800   | 2.7   |
| 1993-94    | 174,750   | 2.7   |
| Total cost | \$465,765 |       |

III. Five Year Costs by Expenditure Classification

| Classification | 1990-91 | 1991-92 | 1992-93 | 1993-94 | TOTAL     |
|----------------|---------|---------|---------|---------|-----------|
| Personnel      | 581,268 | 581,268 | 581,268 | 581,268 | 2,325,112 |
| Contractual    | 170,110 | 170,110 | 170,110 | 170,110 | 680,440   |
| Commodities    | 7,800   | 7,800   | 7,800   | 7,800   | 31,200    |
| Other charges  | 11,300  | 11,300  | 11,300  | 11,300  | 45,200    |
| Capital        | 97,800  | 97,800  | 97,800  | 97,800  | 391,200   |
| Materials      | 100,000 | 100,000 | 100,000 | 100,000 | 400,000   |
| TOTAL          | 968,278 | 968,278 | 968,278 | 968,278 | 3,873,110 |

IV. Cost of Long Range Plan Implementation by Year

The cost per year for implementation of the Long Range Plan based upon the objectives is charted on the following pages.



# DECATUR PUBLIC LIBRARY LONG RANGE PLAN

1989-1994

## I. Financial Projections and Inflation Costs

Levy request figures are based on the assumption of a 3, 4, or 5% annual inflation increase. The millage rate is based upon the assessed valuation of property increasing \$10 million per year with the base year 1989 at \$440 million.

| Year    | 3%        |       | 4%        |       | 5%        |       |
|---------|-----------|-------|-----------|-------|-----------|-------|
|         | Levy      | Mills | Levy      | Mills | Levy      | Mills |
| 1989-90 | 1,855,000 | 41.2  | 1,855,000 | 41.2  | 1,855,000 | 41.2  |
| 1990-91 | 1,983,500 | 44.0  | 2,006,368 | 44.4  | 2,029,004 | 45.0  |
| 1991-92 | 2,063,805 | 44.7  | 2,111,021 | 45.8  | 2,158,455 | 46.8  |
| 1992-93 | 2,136,219 | 45.4  | 2,209,463 | 46.9  | 2,283,879 | 48.5  |
| 1993-94 | 2,210,806 | 46.0  | 2,311,845 | 48.1  | 2,415,574 | 50.3  |

## II. Cost Projections to Implement the Long Range Plan

Implementation of the Long Range Plan will increase costs. Below is the projected cost per year of the plan and the millage increase required to pay for the plan for that year.

| Year       | Levy      | Mills |
|------------|-----------|-------|
| 1990-91    | 122,520   | 2.7   |
| 1991-92    | 222,898   | 6.1   |
| 1992-93    | 288,600   | 6.1   |
| 1993-94    | 274,750   | 5.7   |
| Total cost | \$968,768 |       |

## III. Five Year Costs by Expenditure Classification

|               |         |      |
|---------------|---------|------|
| Personnel     | 581,568 | 60%  |
| Contractual   | 170,110 | 18%  |
| Commodities   | 7,600   | 1%   |
| Other charges | 11,900  | 1%   |
| Capital       | 97,600  | 10%  |
| Materials     | 100,000 | 10%  |
| TOTAL         | 968,768 | 100% |

## IV. Cost of Long Range Plan Implementation by Year

The cost per year for implementation of the Long Range Plan based upon the objectives is charted on the following pages.

LONG RANGE PLAN COSTS - 1990/91

|   | Personnel     | Contractual  | Commodities | Other Charges | Capital outlay | Materials     | Total         |
|---|---------------|--------------|-------------|---------------|----------------|---------------|---------------|
| Library Assistant<br>40 hrs. Children's               | 30,045        |              |             | 350           |                |               | 30,395        |
| Library Assistant<br>20 hrs. Reference                | 13,070        |              |             | 350           |                |               | 13,420        |
| Page 20 hrs.  | 5,215         |              |             | 350           |                |               | 5,565         |
| Security guard 20 hrs.                                | 8,640         |              |             |               |                |               | 8,640         |
| Public relations programs                             |               | 6,800        |             |               |                |               | 6,800         |
| New carpeting   |               |              |             |               | 7,000          |               | 7,000         |
| TTDD phone for deaf people<br>to call for information |               | 800          |             |               |                |               | 800           |
| Materials   |               |              |             |               |                | 10,000        | 10,000        |
| Sunday hours  | <u>29,900</u> | <u>9,500</u> | <u>500</u>  | <u>1,050</u>  | <u>7,000</u>   | <u>10,000</u> | <u>39,900</u> |
| TOTAL   | 86,870        | 17,100       | 500         | 1,050         | 7,000          | 10,000        | 122,520       |

LONG RANGE PLAN COSTS - 1990/91



LONG RANGE PLAN COSTS - 1991/92

|                                  | Personnel | Contractual | Commodities | Other Charges | Capital outlay | Materials | Total   |
|----------------------------------|-----------|-------------|-------------|---------------|----------------|-----------|---------|
| Reference Clerk<br>20 hours      | 7,224     |             |             | 400           |                |           | 7,624   |
| Adult Services Clerk<br>20 hours | 9,237     |             |             | 400           |                |           | 9,637   |
| Circulation Clerk<br>40 hours    | 9,237     |             |             | 400           |                |           | 9,637   |
| Building Plan Consultant         |           | 10,000      |             |               |                |           | 10,000  |
| Bookmobile generator             |           | 14,000      |             |               |                |           | 14,000  |
| MARC records                     |           | 65,000      |             |               |                |           | 65,000  |
| Disk storage                     |           |             |             |               | 18,000         |           | 18,000  |
| Increase book budget             |           |             |             |               |                | 10,000    | 10,000  |
| Paint bookmobiles                |           | 3,000       | 3,000       |               |                |           | 6,000   |
| Signage for library              |           |             |             |               | 13,000         |           | 13,000  |
| Sub-total                        | 25,698    | 92,000      | 3,000       | 1,200         | 31,000         | 10,000    | 162,898 |
| 1990/91 carry-over               | 89,900    | 18,500      | 600         | 1,000         |                | 10,000    | 120,000 |
| TOTAL                            | 115,598   | 110,500     | 3,600       | 2,200         | 31,000         | 20,000    | 282,898 |

LONG RANGE PLAN COSTS - 1992/93

|  | Personnel | Contractual | Commodities | Other Charges | Capital outlay | Materials | Total   |
|--|-----------|-------------|-------------|---------------|----------------|-----------|---------|
| Library Assistant<br>Young Adult 20 hrs. | 14,500    |             |             | 450           |                |           | 14,950  |
| Library Assistant<br>Audiovisual 20 hrs. | 14,500    |             |             | 450           |                |           | 14,950  |
| Security Guard<br>28.5 hrs.              | 12,400    |             |             |               |                |           | 12,400  |
| Citizens survey                          | 9,000     |             |             |               |                |           | 9,000   |
| On-line catalog                          |           |             |             |               | 59,000         |           | 59,000  |
| Bookmobile lights & carpeting            |           | 1,800       | 2,000       |               |                |           | 3,800   |
| Materials budget                         |           |             |             |               |                | 10,000    | 10,000  |
| Sub-total                                | 50,400    | 1,800       | 2,000       | 900           | 59,000         | 10,000    | 124,100 |
| 1991/92 carry-over                       | 28,000    |             |             | 1,500         |                | 10,000    | 39,500  |
| 1990/91 carry-over                       | 93,700    | 19,300      | 700         | 1,300         |                | 10,000    | 125,000 |
| TOTAL                                    | 172,100   | 21,110      | 2,700       | 3,700         | 59,000         | 30,000    | 288,600 |



LONG RANGE PLAN COSTS - 1993/94

|                              | Personnel     | Contractual   | Commodities | Other Charges | Capital outlay | Materials     | Total          |
|------------------------------|---------------|---------------|-------------|---------------|----------------|---------------|----------------|
| Public relations position    | 28,000        |               |             | 450           |                |               | 28,450         |
| Dial-up-access               |               | 1,000         |             |               | 600            |               | 1,600          |
| Building plan recommendation |               |               |             |               |                |               |                |
| Materials budget             |               |               |             |               |                | 10,000        | 10,000         |
| Sub-total                    | 28,000        | 1,000         |             | 450           | 600            | 10,000        | 40,050         |
| 1992/93 carry-over           | 52,500        |               |             | 1,200         |                | 10,000        | 63,700         |
| 1991/92 carry-over           | 29,200        |               |             | 1,800         |                | 10,000        | 41,000         |
| 1990/91 carry-over           | <u>97,300</u> | <u>20,400</u> | <u>800</u>  | <u>1,500</u>  |                | <u>10,000</u> | <u>130,000</u> |
| TOTAL                        | 207,000       | 21,400        | 800         | 4,950         | 600            | 40,000        | 274,750        |

## CONCLUSION

When implementing any Long Range Plan, it is important to remember that the Plan must be flexible. Unanticipated changes will occur that can affect funding, staffing, facilities, and any other factors which must be in place before implementation proceeds.

Thus the progress of the Plan must be monitored carefully by the Library administration and staff. Each department, under the direction of the department manager, will be responsible for writing an annual plan each year which should reflect the anticipated accomplishments of the Plan year. The Library administration will be kept informed of potential problems or changes that surface during the implementation of these annual plans.

At least once per year, the Library administration will meet with the Long Range Planning Committee to review the Plan, and make changes in it where necessary. The Long Range Planning Committee will be appointed annually by the Board President, and should include Board members, administration, Library staff, and members of the original Committee.

Beginning in fiscal year 1993-94, the Long Range Planning Committee will be charged with the task of writing another five-year plan, applying the process outlined in the Introduction to this Plan--with changes made as needed.

"Look not mournfully into the Past.  
It comes not back again.  
Wisely improve the Present. It is thine.  
Go forth to meet the shadowy Future,  
Without fear, and with a manly heart."  
--Henry Wadsworth Longfellow



## City Librarian's Report

August 1989

### I. Statistics

Circulation continues to show a steady increase with a 4.29% (2,641 items) increase over August 1988 and a 3.6% (27,259 items) increase for the past twelve months. Circulation increased in almost every area, most notably in young adult materials (15%), children's materials (9%), outreach services (49%), and audiocassettes (102%). This was the first month since December 1983 (when videocassettes were first introduced in the library) that circulation of videocassettes did not increase. It is expected that the demand will return with the winter season.

Service statistics experienced a 2% gain over August 1988, but show a 1% decrease for the past twelve months.

### II. Budget

With one third of the fiscal year completed, 34.4% of the budget is spent or encumbered. Personnel costs are right in line, with a savings of less than \$2,000. The cost of replacing the two air conditioning units has reduced line item 320 (materials to maintain the building) from \$14,000 to \$316. I will use the money in line item 210 (\$6,300 - services to maintain the building) to try to complete the year. If this is not enough money, there will be some savings in line item 286 (rental of data processing equipment). The library budgeted \$2,500 per month for the lease/purchase of the new circulation computer. Since the software problem has prevented installation of the system, the library is paying only the cost of maintenance on the old equipment. This has resulted in a savings of \$3,600 to date.

### III. Collection Development

Letters were written to Penny Severns, Mike Tate, and John Dunn asking their support in reversing Ameritech's decision to discontinue free out-of-state telephone directories for libraries. All three have presented our case to Ameritech. In addition, television channels 3 and 17 filmed segments for their evening news broadcast.

The Infotrac periodical index on computer was received and is now operational. This state-of-the-art technology allows patrons to quickly search more than 1100 periodicals and newspapers for articles written during the past four years. The business periodical collection on microfilm was also purchased. Over 400 business periodicals are on film for the years 1985 to 1989. The addition of this collection increases the number of periodical titles owned by the library from 650 to over

1000 titles. These resources were funded by the Business Information Center grant.

A fax machine has been installed (423-5741) with help from the Rolling Prairie Library System and a grant from the state. Rolling Prairie is paying for the fax line.

The government documents collection was shifted to allow space for the business information center. Reference materials relating to business will be moved to this area and new materials have been and will continue to be ordered. To help patrons locate the business materials, the technical services department will stamp all the catalog cards with the letters "BIC."

#### **IV. Personnel**

The Staff Advisory Committee recommended at their August meeting that the library not implement at this time a staff recognition program or a suggestion award program. Both of these programs were recommended by the Board/Staff Relations Task Force.

Jan Mandernach was chosen as the project coordinator for the Business Information Center. We are waiting for Mr. Booth to complete the contract.

Sue Kropla was hired to fill the vacant half-time page position. She was working as a temporary page. The first person who accepted the vacancy worked one day and then resigned.

A day-long retreat has been scheduled for all library department heads on November 17. Sharon Pierce, who presented the customer relations program at the spring staff institute, will speak on "teamwork." This program was developed because of a recommendation from the Board/Staff Relations Task Force to help develop teamwork in the management staff.

Beverly Roelleke and Kellie Flynn are congratulated for receiving two of ten Illinois State Library scholarships.

Sixty-five regular volunteers, two Boy Scouts, and sixteen volunteers who worked during the Decatur Celebration gave 239 1/2 hours to the library in August.

#### **V. Public Relations**

Some problems were encountered on Friday night during the 1989 Decatur Celebration when large crowds kept bringing food and drinks into the building. Staff also had problems with people running and yelling, and it was very difficult to get people to leave the building at 9 p.m. to close. People entering the library over the two days totaled 2107, however, circulation totaled only 1312. The staff reported that many



people visited the library to either cool off or use the rest rooms. Based upon problems in previous years with power surges and the problems encountered this year, I recommend that the Board consider closing at 6 p.m. on Friday evening during the celebration next year.

In late August, the library received and displayed an exhibit about Australia and New South Wales. We received only a one week advance notice - and that came only because the library sending the display called. This resulted in only two press releases being sent out.

We received a letter from New Zealand requesting a copy of the Baby TALK publication Babies and Books (see enclosure #1). Babies and Books was also mentioned in The New Read Aloud Handbook by Jim Trelease (see enclosure #2).

September is National Library Card Sign-up Month. We have been very active in the media trying to encourage 1200 new patrons to register for library cards.

**STATISTICAL REPORT**

**August 1989**

**CIRCULATION**

|                         | <u>Adult</u> | <u>Youth</u> | <u>Juvenile</u> | <u>Total</u> | <u>12 mos.<br/>to Date</u> |
|-------------------------|--------------|--------------|-----------------|--------------|----------------------------|
| Total books, 1989       | 29,416       | 2,322        | 21,868          | 53,606       | 667,188                    |
| 1988                    | 29,518       | 2,122        | 20,348          | 51,988       | 663,284                    |
| AV materials, 1989      | 10,546       |              |                 | 10,546       | 123,742                    |
| 1988                    | 9,523        |              |                 | 9,523        | 100,387                    |
| Total circulation, 1989 | 39,962       | 2,322        | 21,868          | 64,152       | 790,930                    |
| 1988                    | 39,041       | 2,122        | 20,348          | 61,511       | 763,671                    |

Volumes purchased this 12 months to date: 14,527

Volumes purchased last 12 months to date: 15,306

**TECHNICAL SERVICES**

|                  |       |
|------------------|-------|
| New books added  | 1,168 |
| New titles added | 495   |
| Books withdrawn  | 1,010 |
| Books mended     | 912   |
| Gifts            | 131   |

**FINANCIAL REPORT**

|                   | <u>Budgeted</u> | <u>YTD Expended<br/>1989/90</u> | <u>YTD Expended<br/>1988/89</u> | <u>Unexpended</u> |
|-------------------|-----------------|---------------------------------|---------------------------------|-------------------|
| Personal Services | 1,665,474       | 563,762                         | 475,293                         | 1,101,712         |
| Operating         | 386,698         | 94,054                          | 79,852                          | 292,644           |
| Capital & books   | 301,605         | 78,846                          | 90,440                          | 222,759           |

**STAFF STRENGTH**

|                    | <u>Previous month</u> | <u>Terminations</u> | <u>New staff</u> | <u>Present<br/>Strength</u> |
|--------------------|-----------------------|---------------------|------------------|-----------------------------|
| Professional       | 11 + 1                | 0                   | 0                | 11 + 1                      |
| Library Assistants | 8 + 5                 | 0                   | 0                | 8 + 5                       |
| Clerical           | 18 + 10               | 1                   | 0                | 18 + 9                      |
| Pages              | 4 + 9                 | 0                   | 2                | 4 + 11                      |
| Maintenance        | 3 + 1                 | 0                   | 0                | 3 + 1                       |

**CURRENT VACANCIES:** two half-time circulation clerks (new position and one vacancy), one half-time page

**COMPUTER DOWN-TIME FOR MONTH:** none

**PATRONS REGISTERED:** 459 adult + 38 youth + 129 juvenile = 626 total

**PATRON CONTACTS:** this 12 months to date: 95,753  
last 12 months to date: 102,976



# CITY OF WAITEMATA



WAITEMATA  
PUBLIC LIBRARIES

P.O. BOX 45-012  
AUCKLAND, 8.  
TELEPHONE 834-6679

29 August 1989

The Children's Librarian  
Decatur Public Library  
247 North Street  
Decatur, Illinois 625 23  
USA

Dear Sir/Madam

Recently I visited the Children's Book Foundation in London, England and I saw there a copy of your 'Babies and Books' illustrated by Tomie de Paola. They, unfortunately, did not have any spare copies and I wonder if it would be possible for you to send one to me, invoice enclosed.

I was visiting the United Kingdom on a Winston Churchill Fellowship looking at Public Library Services to young children. This is an area of library service that I am particularly interested in and I was very impressed with your publication.

Thanking you in anticipation.

Yours sincerely

Frances Plumpton  
SENIOR LIBRARIAN

ENCLOSURE #1

group which can, among other things, lobby local government or the library administration for positive change. In the majority of cases, however, it is not the staff but the community that needs prodding.

Libraries cannot afford to stand by and wring their hands over the decline in reading habits. If they are to survive they must:

1. Shed the image of "Marian the Librarian," who governs the stacks with a rule of silence, in favor of an image that shouts to the community, "Hey! Come on in—look what we've got for free!"
2. Sell the healthful advantages of its services to the community in much the same way we sell the United Way, Catholic Charities, United Jewish Appeal, and the March of Dimes.
3. Become competitive with television.

Here are some specific examples of how this approach works. The common denominator among these libraries is that they don't hide their light under a barrel. They are aggressive and creative in promoting themselves and their products.

Many good libraries live the philosophy that "the early bird catches the worm." In outstanding library systems (large and small) like Orlando, Florida; Harrisburg and Pittsburgh, Pennsylvania; Cuyahoga County, Ohio; and Decatur, Illinois, extraordinary efforts are being made to reach new parents. Using gift books, brochures, parent education programs, and videos, these programs are all aimed at promoting both library usage and community spirit. The best example I've found of this early approach is "Babies & Books: A Joyous Beginning," an outstanding parent/infant guide developed by the Baby Talk division of the Decatur Public Library, under a Title I grant, and the Illinois State Library. Copies are available at cost for \$3.00 (prepaid) from: Rolling Prairie Library System, 345 West Eldorado Street, Decatur, IL 62522.

The early intervention trend is also seen in the increasing number of toddler story-hours sponsored by public libraries, including some that schedule them on Friday evenings when fathers can bring the child to the "bedtime" story hour.

The Baltimore County Public Library, worried about the disadvantaged families that never came to the library, created the



FOR PERIOD ENDING 8/31/89

| DATE OF REQUEST | VENDOR                        | AMOUNT   | CHECK NUMBER | CHECK DATE | DESCRIPTION                    |
|-----------------|-------------------------------|----------|--------------|------------|--------------------------------|
| 8/02/89         | TREAS-MEDICAL INSURANCE       | 1,939.16 | 27195        | 8/02/89    | HOSPITAL AND MEDICAL INSURANCE |
| 8/02/89         | TREAS-NON MEDICAL INS         | 46.89    | 27196        | 8/02/89    | GROUP LIFE INSURANCE           |
| 8/02/89         | TREAS-NON MEDICAL INS         | 494.72   | 27197        | 8/02/89    | WORKERS COMPENSATION           |
| 8/02/89         | TREAS-GENERAL FUND            | 290.83   | 27198        | 8/02/89    | POSTAGE                        |
| 8/02/89         | TREAS-IMRF                    | 73.85    | 27199        | 8/02/89    | OFFICE SUPPLIES                |
| 8/03/89         | N A E I R                     | 8,555.04 | 27200        | 8/02/89    | RETIREMENT-IMRF                |
| 8/03/89         | RICHLAND COMMUNITY COLLEGE    | 15.00    | 27201        | 8/03/89    | OFFICE SUPPLIES                |
| 8/03/89         | TREAS-NON MEDICAL INS         | 75.00    | 27202        | 8/03/89    | TRAINING SCHOOL                |
| 8/03/89         | TREAS-NON MEDICAL INS         | 221.42   | 27203        | 8/03/89    | MOTOR VEHICLE-INSURANCE        |
| 8/03/89         | TREAS-NON MEDICAL INS         | 48.59    | 27204        | 8/03/89    | BOILER INSURANCE               |
| 8/03/89         | TREAS-NON MEDICAL INS         | 937.27   | 27205        | 8/03/89    | PROPERTY INSURANCE             |
| 8/03/89         | TREAS-NON MEDICAL INS         | 520.00   | 27206        | 8/03/89    | GENERAL LIABILITY INSURANCE    |
| 8/03/89         | TREAS-GENERAL FUND            | 53.99    | 27207        | 8/03/89    | GAS                            |
| 8/03/89         | TREAS-GENERAL FUND            | 2,860.25 | 27208        | 8/03/89    | TRANSFER TO GENERAL FUND       |
| 8/07/89         | MIDWEST GLSI USERS GROUP      | 80.00    | 27209        | 8/07/89    | CONFERENCES AND OTHER TRAVEL   |
| 8/07/89         | TREAS-PETTY CASH              | 4.75     | 27210        | 8/07/89    | POSTAGE                        |
| 8/07/89         | TREAS-PETTY CASH              | 45.91    | 27211        | 8/07/89    | MATERIALS TO MAINT BLDGS       |
| 8/07/89         | TREAS-PETTY CASH              | 18.81    | 27212        | 8/07/89    | OFFICE SUPPLIES                |
| 8/08/89         | POSTMASTER                    | 94.74    | 27213        | 8/08/89    | POSTAGE                        |
| 8/08/89         | GATES & JOHNSON LUMBER CO     | 98.40    | 27214        | 8/08/89    | MATERIALS TO MAINT BLDGS       |
| 8/09/89         | H S A                         | 10.00    | 27215        | 8/09/89    | TRAINING SCHOOL                |
| 8/09/89         | IL BELL TELEPHONE CO          | 628.99   | 27216        | 8/09/89    | TELEPHONE                      |
| 8/09/89         | MANPOWER                      | 256.00   | 27217        | 8/09/89    | TEMPORARY SALARIES             |
| 8/09/89         | POLAND'S, INC.                | 250.00   | 27218        | 8/09/89    | MATERIALS TO MAINT BLDGS       |
| 8/10/89         | BAKER & TAYLOR CO             | 16.28    | 27219        | 8/11/89    | BOOKS-MAIN ADULT               |
| 8/10/89         | BAKER & TAYLOR CO             | 40.93    | 27220        | 8/11/89    | BOOKS-MAIN YOUTH               |
| 8/10/89         | BAKER & TAYLOR CO             | 3.14     | 27221        | 8/11/89    | BOOKS-MAIN JUVENILE            |
| 8/10/89         | BAKER & TAYLOR CO             | 22.12    | 27222        | 8/11/89    | BOOKS-EXTENSION ADULT          |
| 8/10/89         | BAKER & TAYLOR CO             | 46.54    | 27223        | 8/11/89    | AV-PRONODICS                   |
| 8/10/89         | NURMAN'S CLEANERS             | 517.90   | 27224        | 8/11/89    | AV-CASSETTES                   |
| 8/10/89         | TREAS-GENERAL FUND            | 31.55    | 27225        | 8/11/89    | AV-VIDEOS                      |
| 8/14/89         | UNIV OF IL FILM CENTER        | 23.02    | 27226        | 8/11/89    | SERV TO MAINT IMPROVEMENTS     |
| 8/16/89         | STRIKLOS                      | 7.00     | 27227        | 8/14/89    | POSTAGE                        |
| 8/16/89         | TREAS-MEDICAL INSURANCE       | 98.00    | 27228        | 8/15/89    | ADVERTISING AND OTHER TRAVEL   |
| 8/16/89         | TREAS-NON MEDICAL INS         | 22.92    | 27229        | 8/16/89    | CONFERENCES AND OTHER TRAVEL   |
| 8/16/89         | TREAS-NON MEDICAL INS         | 1,939.16 | 27230        | 8/16/89    | TUITION REIMBURSEMENT          |
| 8/16/89         | TREAS-NON MEDICAL INS         | 46.89    | 27231        | 8/16/89    | OFFICE SUPPLIES                |
| 8/16/89         | TREAS-WATER FUNDS             | 510.18   | 27232        | 8/16/89    | HOSPITAL AND MEDICAL INSURANCE |
| 8/16/89         | TREAS-IMRF                    | 196.77   | 27233        | 8/16/89    | GROUP LIFE INSURANCE           |
| 8/16/89         | TREAS-PETTY CASH              | 8,527.56 | 27234        | 8/16/89    | WORKERS COMPENSATION           |
| 8/16/89         | TREAS-PETTY CASH              | 10.01    | 27235        | 8/16/89    | RETIREMENT-IMRF                |
| 8/16/89         | TREAS-PETTY CASH              | 11.64    | 27236        | 8/16/89    | CONFERENCES AND OTHER TRAVEL   |
| 8/16/89         | TREAS-PETTY CASH              | 38.27    | 27237        | 8/16/89    | MATERIALS TO MAINT BLDGS       |
| 8/16/89         | TREAS-PETTY CASH              | 2.15     | 27238        | 8/16/89    | MATERIAL TO MAINT AUTO EQUIP   |
| 8/16/89         | TREAS-PETTY CASH              | 1.92     | 27239        | 8/16/89    | OFFICE SUPPLIES                |
| 8/16/89         | TREAS-PETTY CASH              | 1.00     | 27240        | 8/16/89    | BOOKS-MAIN REFERENCE           |
| 8/16/89         | TREAS-PETTY CASH              | 29.15    | 27241        | 8/17/89    | TELEPHONE                      |
| 8/21/89         | IL BELL TELEPHONE CO          | 20.00    | 27242        | 8/21/89    | ADVERTISING                    |
| 8/21/89         | L A. JOB HOTLINE OF IL        | 20.00    | 27243        | 8/21/89    | ADVERTISING                    |
| 8/22/89         | CHAMPAIGN PUBLIC LIBRARY      | 5.75     | 27244        | 8/22/89    | CONFERENCES AND OTHER TRAVEL   |
| 8/23/89         | BADORECK, RON                 | 98.70    | 27245        | 8/23/89    | SERV TO MAINT AUTO EQUIPMENT   |
| 8/25/89         | IL BELL TELEPHONE CO          | 184.78   | 27246        | 8/24/89    | TELEPHONE                      |
| 8/30/89         | BAKER & TAYLOR CO             | 52.50    | 27247        | 8/25/89    | TELEPHONE                      |
| 8/30/89         | BAKER & TAYLOR CO             | 676.00   | 27248        | 8/30/89    | BOOKS-MAIN ADULT               |
| 8/30/89         | BAKER & TAYLOR CO             | 272.14   | 27249        | 8/30/89    | BOOKS-MAIN YOUTH               |
| 8/30/89         | BAKER & TAYLOR CO             | 21.00    | 27250        | 8/30/89    | BOOKS-MAIN JUVENILE            |
| 8/30/89         | BAKER & TAYLOR CO             | 279.87   | 27251        | 8/30/89    | BOOKS-EXTENSION ADULT          |
| 8/30/89         | BAKER & TAYLOR CO             | 28.74    | 27252        | 8/30/89    | BOOKS-EXTENSION YOUTH          |
| 8/30/89         | IL LIBRARY ASSN               | 20.00    | 27253        | 8/30/89    | CONFERENCES AND OTHER TRAVEL   |
| 8/30/89         | AUDIO FORUM SERVICE           | 31.45    | 27254        | 8/31/89    | AV-CASSETTES                   |
| 8/10/89         | AMERICAN GUIDANCE SERVICE     | 22.17    | 27255        | 8/31/89    | BOOKS-MAIN JUVENILE            |
| 8/23/89         | AMERICAN DEMOGRAPHICS         | 51.95    | 27256        | 8/31/89    | BOOKS-MAIN REFERENCE           |
| 8/31/89         | AMEK ASSN FOR ADVANCE SCIENCE | 120.00   | 27257        | 8/31/89    | MAG/PAPERS-MAIN ADULT          |



| DATE OF REQUEST | VENDOR                         | CU OF | AMOUNT   | CHECK NUMBER | CHECK DATE | DESCRIPTION                 |
|-----------------|--------------------------------|-------|----------|--------------|------------|-----------------------------|
| 8/11/89         | A-B DICK PRODUCTS              | CU OF | 332.00   | 27556        | 8/31/89    | SERV TO MAINT OFFICE EQUIP  |
| 8/30/89         | BAKER & TAYLOR CO              |       | 152.75   | 27567        | 8/31/89    | BOOKS-MAIN ADULT            |
| 8/14/89         | BAKER & TAYLOR CO              |       | 23.96    | 27567        | 8/31/89    | BOOKS-MAIN YOUTH            |
| 8/14/89         | BAKER & TAYLOR CO              |       | 23.50    | 27567        | 8/31/89    | BOOKS-MAIN JUVENILE         |
| 8/30/89         | BAKER & TAYLOR CO              |       | 759.36   | 27567        | 8/31/89    | BOOKS-MAIN REFERENCE        |
| 8/10/89         | BAKER & TAYLOR CO              |       | 40.34    | 27568        | 8/31/89    | BOOKS-EXTENSION ADULT       |
| 8/10/89         | BAKER & TAYLOR CO              |       | 1,220.30 | 27568        | 8/31/89    | BOOKS-MAIN ADULT            |
| 8/10/89         | BAKER & TAYLOR CO              |       | 563.68   | 27568        | 8/31/89    | BOOKS-MAIN YOUTH            |
| 8/10/89         | BAKER & TAYLOR CO              |       | 334.18   | 27568        | 8/31/89    | BOOKS-MAIN JUVENILE         |
| 8/10/89         | BAKER & TAYLOR CO              |       | 9.54     | 27568        | 8/31/89    | BOOKS-EXTENSION ADULT       |
| 8/10/89         | BAKER & TAYLOR CO              |       | 15.36    | 27568        | 8/31/89    | BOOKS-EXTENSION YOUTH       |
| 8/14/89         | BAKER & TAYLOR CO              |       | 1,677.09 | 27569        | 8/31/89    | BOOKS-EXTENSION JUVENILE    |
| 8/14/89         | BAKER & TAYLOR CO              |       | 42.93    | 27569        | 8/31/89    | BOOKS-MAIN ADULT            |
| 8/14/89         | BAKER & TAYLOR CO              |       | 22.79    | 27569        | 8/31/89    | BOOKS-MAIN YOUTH            |
| 8/14/89         | BAKER & TAYLOR CO              |       | 200.77   | 27569        | 8/31/89    | BOOKS-MAIN JUVENILE         |
| 8/10/89         | BAKER & TAYLOR CO              |       | 13.46    | 27569        | 8/31/89    | BOOKS-EXTENSION ADULT       |
| 8/14/89         | BAKER & TAYLOR CO              |       | 17.20    | 27569        | 8/31/89    | BOOKS-EXTENSION JUVENILE    |
| 8/30/89         | BAKER & TAYLOR CO              |       | 3.57     | 27570        | 8/31/89    | AV-CASSETTES                |
| 8/30/89         | BAKER & TAYLOR CO              |       | 53.72    | 27570        | 8/31/89    | AV-VIDEOS                   |
| 8/30/89         | BAKER & TAYLOR CO              |       | 58.56    | 27570        | 8/31/89    | BOOKS-MAIN ADULT            |
| 8/23/89         | BAKER & TAYLOR CO              |       | 1,103.85 | 27570        | 8/31/89    | BOOKS-MAIN YOUTH            |
| 8/23/89         | BAKER & TAYLOR CO              |       | 102.89   | 27570        | 8/31/89    | BOOKS-MAIN JUVENILE         |
| 8/23/89         | BAKER & TAYLOR CO              |       | 430.07   | 27570        | 8/31/89    | BOOKS-EXTENSION ADULT       |
| 8/23/89         | BAKER & TAYLOR CO              |       | 44.25    | 27570        | 8/31/89    | BOOKS-EXTENSION JUVENILE    |
| 8/23/89         | BAKER & TAYLOR CO              |       | 358.93   | 27570        | 8/31/89    | AV-PHONODISCS               |
| 8/30/89         | BAKER & TAYLOR CO              |       | 360.83   | 27570        | 8/31/89    | AV-CASSETTES                |
| 8/30/89         | BAKER & TAYLOR CO              |       | 368.36   | 27570        | 8/31/89    | AV-VIDEOS                   |
| 8/30/89         | BAKER & TAYLOR CO              |       | 13.39    | 27571        | 8/31/89    | BOOKS-MAIN ADULT            |
| 8/30/89         | BAKER & TAYLOR CO              |       | 115.44   | 27571        | 8/31/89    | BOOKS-MAIN YOUTH            |
| 8/30/89         | BAKER & TAYLOR CO              |       | 45.25    | 27571        | 8/31/89    | BOOKS-MAIN JUVENILE         |
| 8/30/89         | BAKER & TAYLOR CO              |       | 41.56    | 27571        | 8/31/89    | BOOKS-MAIN REFERENCE        |
| 8/30/89         | BAKER & TAYLOR CO              |       | 10.74    | 27571        | 8/31/89    | BOOKS-EXTENSION ADULT       |
| 8/30/89         | BAKER & TAYLOR CO              |       | 38.64    | 27571        | 8/31/89    | BOOKS-EXTENSION JUVENILE    |
| 8/30/89         | BAKER & TAYLOR CO              |       | 190.60   | 27571        | 8/31/89    | AV-PHONODISCS               |
| 8/17/89         | BIG BEAUTIFUL WOMAN            |       | 243.80   | 27571        | 8/31/89    | AV-VIDEOS                   |
| 8/23/89         | BARNUM'S EDUCATIONAL SERIES    |       | 27.95    | 27589        | 8/31/89    | MAG/PAPERS-MAIN ADULT       |
| 8/23/89         | C.B.M. COMPUTER CENTER         |       | 25.32    | 27589        | 8/31/89    | MAG/PAPERS-MAIN ADULT       |
| 8/30/89         | COMMONWEAL                     |       | 119.00   | 27602        | 8/31/89    | BOOKS-MAIN ADULT            |
| 8/30/89         | CHILDREN'S BETTER HEALTH INST. |       | 34.36    | 27607        | 8/31/89    | OFFICE SUPPLIES             |
| 8/21/89         | CAPITAL CITY PAPER CO          |       | 20.00    | 27607        | 8/31/89    | MAG/PAPERS-MAIN ADULT       |
| 8/10/89         | COMMON CAUSE MAGAZINE          |       | 8.95     | 27607        | 8/31/89    | MAG/PAPERS-MAIN ADULT       |
| 8/14/89         | CHILTON BOOK COMPANY           |       | 916.15   | 27613        | 8/31/89    | OFFICE SUPPLIES             |
| 8/23/89         | CHICAGO TRIBUNE GAZETTE        |       | 197.20   | 27619        | 8/31/89    | MAG/PAPERS-MAIN ADULT       |
| 8/23/89         | CHAMPAGNE NEWS GAZETTE         |       | 48.45    | 27620        | 8/31/89    | MAG/PAPERS-MAIN ADULT       |
| 8/30/89         | DECATUR REFRIGERATION CO       |       | 798.20   | 27631        | 8/31/89    | ADVERTISING                 |
| 8/30/89         | DECATUR REFRIGERATION CO       |       | 4,188.58 | 27631        | 8/31/89    | SERV TO MAINT BLDGS         |
| 8/20/89         | DECO EDUCATIONAL GRP           |       | 183.86   | 27634        | 8/31/89    | MATERIALS TO MAINT BLDGS    |
| 8/11/89         | DUKE'S OFFICE SUPPLY           |       | 128.11   | 27638        | 8/31/89    | OFFICE SUPPLIES             |
| 8/23/89         | DECATUR HERALD & REVIEW        |       | 109.63   | 27640        | 8/31/89    | SERV TO MAINT OFFICE EQUIP  |
| 8/23/89         | FORDHAM EQUIPMENT              |       | 746.33   | 27665        | 8/31/89    | BOOKS-MAIN REFERENCE        |
| 8/17/89         | FOREIGN POLICY                 |       | 53.00    | 27669        | 8/31/89    | BOOKS-MAIN ADULT            |
| 8/31/89         | FORBES                         |       | 96.00    | 27670        | 8/31/89    | MAG/PAPERS-MAIN ADULT       |
| 8/30/89         | GAYLORD BRUS                   |       | 686.20   | 27675        | 8/31/89    | MAG/PAPERS-MAIN ADULT       |
| 8/23/89         | GREENGLASS BOOTH & PASEK       |       | 165.50   | 27679        | 8/31/89    | OFFICE SUPPLIES             |
| 8/14/89         | GALE RESEARCH CO               |       | 498.37   | 27686        | 8/31/89    | OTHER PROFESSIONAL SERVICES |
| 8/09/89         | GENTRY, JACK                   |       | 370.50   | 27687        | 8/31/89    | BOOKS-MAIN REFERENCE        |
| 8/14/89         | G.K. HALL PUBLICATIONS         |       | 134.04   | 27688        | 8/31/89    | SERV TO MAINT BLDGS         |
| 8/23/89         | HELFRECH MEGHANIX              |       | 39.00    | 27691        | 8/31/89    | AV-CASSETTES                |
| 8/16/89         | HONE MEGHANIX                  |       | 47.88    | 27698        | 8/31/89    | MAG/PAPERS-MAIN ADULT       |
| 8/23/89         | H.W. HILSON CO                 |       | 180.00   | 27699        | 8/31/89    | MAG/PAPERS-MAIN ADULT       |
| 8/23/89         | IL POWER CO                    |       | 7,600.14 | 27707        | 8/31/89    | BOOKS-MAIN ADULT            |
| 8/23/89         | IL COMMERCE COMMISSION         |       | 15.00    | 27713        | 8/31/89    | ELECTRICITY                 |
| 8/22/89         | IL STATE LIBRARY               |       | 616.64   | 27715        | 8/31/89    | BOOKS-MAIN REFERENCE        |
|                 |                                |       |          |              |            | PRINTING AND BINDING        |



FUR PERIOD ENDING 8/31/89

| DATE OF REQUEST | VENDOR                         | AMOUNT   | CHECK NUMBER | CHECK DATE | DESCRIPTION                    |
|-----------------|--------------------------------|----------|--------------|------------|--------------------------------|
| 8/23/89         | IL STATE LIBRARY               | 132.00   | 27715        | 8/31/89    | SERV TO MAINT OFFICE EQUIP     |
| 8/23/89         | IL STATE LIBRARY               | 776.91   | 27715        | 8/31/89    | TELEPHONE                      |
| 8/22/89         | IL STATE LIBRARY               | 66.51    | 27715        | 8/31/89    | POSTAGE                        |
| 8/10/89         | INGRAMS VIDEO                  | 1,595.62 | 27713        | 8/31/89    | RENTAL-EQUIPMENT               |
| 8/21/89         | INTL OCEANOGRAPHIC FOUND       | 14.31    | 27713        | 8/31/89    | AV-CASSETTES                   |
| 8/21/89         | IN BRITAIN                     | 18.00    | 27713        | 8/31/89    | MAG/PAPERS-MAIN ADULT          |
| 8/21/89         | IN BRITAIN                     | 65.50    | 27719        | 8/31/89    | MAG/PAPERS-MAIN ADULT          |
| 8/21/89         | IN BRITAIN                     | 65.50    | 27719        | 8/31/89    | MAG/PAPERS-EXTEN ADULT         |
| 8/21/89         | IN BRITAIN                     | 119.68   | 27724        | 8/31/89    | BOOKS-MAIN ADULT               |
| 8/21/89         | JETH GURLEY & ASSOCIATES       | 60.00    | 27725        | 8/31/89    | BOOKS-MAIN ADULT               |
| 8/25/89         | KOLBECK ELECTRIC CO            | 43.00    | 27730        | 8/31/89    | MAG/PAPERS-MAIN ADULT          |
| 8/30/89         | KOLBECK ELECTRIC CO            | 43.00    | 27730        | 8/31/89    | MAG/PAPERS-MAIN BUILDINGS      |
| 8/09/89         | LUBAKIS                        | 23.95    | 27738        | 8/31/89    | MATERIALS TO MAINT BLDGS       |
| 8/17/89         | LUBAKIS UNLIMITED, INC.        | 23.95    | 27738        | 8/31/89    | SERV TO MAINT AUTO EQUIPMENT   |
| 8/25/89         | LININ'S STAMP NEWS             | 77.41    | 27741        | 8/31/89    | BOOKS-PROFESSIONAL             |
| 8/31/89         | LOUISVILLE AREA CHAMBER OF     | 69.00    | 27742        | 8/31/89    | MAG/PAPERS-MAIN ADULT          |
| 8/17/89         | LANDSCAPE ARCHITECTURE         | 100.00   | 27745        | 8/31/89    | MAG/PAPERS-MAIN REFERENCE      |
| 8/09/89         | METRO DEC CHAM COMMERCE        | 27.00    | 27748        | 8/31/89    | MAG/PAPERS-MAIN ADULT          |
| 8/11/89         | MCCORD TIRE & AUTO SERV, INC.  | 123.00   | 27779        | 8/31/89    | PROFESSIONAL MEMBERSHIP FEES   |
| 8/31/89         | MANPOWER                       | 15.00    | 27781        | 8/31/89    | SERV TO MAINT AUTO EQUIPMENT   |
| 8/21/89         | NORTH TOWN FORD, INC.          | 384.00   | 27782        | 8/31/89    | TEMPORARY SALARIES             |
| 8/23/89         | NAIL FOUNDATION FOR UC & WC    | 12.73    | 27787        | 8/31/89    | MATERIAL TO MAINT AUTO EQUIP   |
| 8/10/89         | NAIC                           | 19.50    | 27790        | 8/31/89    | BOOKS-MAIN REFERENCE           |
| 8/09/89         | NEWMAN-ULLMAN                  | 41.98    | 27791        | 8/31/89    | AV-VIDEOS                      |
| 8/17/89         | NAIL WILDLIFE FEDERATION       | 91.02    | 27793        | 8/31/89    | AV-VIDEOS                      |
| 8/23/89         | NORMAN LATHROP ENTERPRISES     | 38.00    | 27794        | 8/31/89    | JANITORIAL SUPPLIES            |
| 8/05/89         | OTIS ELEVATOR COMPANY          | 58.50    | 27795        | 8/31/89    | MAG/PAPERS-MAIN JUVENILE       |
| 8/23/89         | OGCUPATIONAL CENTER            | 21.50    | 27796        | 8/31/89    | MAG/PAPERS-MAIN ADULT          |
| 8/31/89         | PIERIAN PRESS                  | 286.85   | 27798        | 8/31/89    | BOOKS-MAIN REFERENCE           |
| 8/25/89         | R R BOWKER                     | 25.00    | 27803        | 8/31/89    | SERV TO MAINT BUILDINGS        |
| 8/25/89         | R R BOWKER                     | 54.74    | 27803        | 8/31/89    | BOOKS-MAIN REFERENCE           |
| 8/25/89         | R R BOWKER                     | 9.00     | 27808        | 8/31/89    | POSTAGE                        |
| 8/25/89         | R R BOWKER                     | 175.00   | 27816        | 8/31/89    | BOOKS-MAIN REFERENCE           |
| 8/25/89         | R R BOWKER                     | 49.95    | 27831        | 8/31/89    | MAG/PAPERS-MAIN ADULT          |
| 8/25/89         | R R BOWKER                     | 175.00   | 27831        | 8/31/89    | MAG/PAPERS-MAIN JUVENILE       |
| 8/14/89         | ROCKFORD MAP PUBLISHERS, INC   | 350.00   | 27831        | 8/31/89    | MAG/PAPERS-MAIN REFERENCE      |
| 8/10/89         | REGENT BOOK CO                 | 44.00    | 27832        | 8/31/89    | MAG/PAPERS-EXTEN ADULT         |
| 8/10/89         | REGENT BOOK CO                 | 72.96    | 27832        | 8/31/89    | BOOKS-MAIN REFERENCE           |
| 8/30/89         | RAILROAD MODEL-CRAFTSMAN       | 28.37    | 27837        | 8/31/89    | BOOKS-MAIN REFERENCE           |
| 8/25/89         | STRIGLUS                       | 174.56   | 27839        | 8/31/89    | BOOKS-MAIN ADULT               |
| 8/17/89         | SPORTS ILLUSTRATED             | 69.00    | 27840        | 8/31/89    | BOOKS-EXTENSION ADULT          |
| 8/17/89         | SPORTS ILLUSTRATED             | 115.40   | 27864        | 8/31/89    | BOOKS-EXTENSION ADULT          |
| 8/17/89         | SPORTS ILLUSTRATED             | 170.00   | 27867        | 8/31/89    | OFFICE SUPPLIES                |
| 8/17/89         | STATE JOURNAL REGISTER         | 85.00    | 27867        | 8/31/89    | MAG/PAPERS-MAIN ADULT          |
| 8/10/89         | TRUMP PRINTING, INC.           | 170.00   | 27868        | 8/31/89    | MAG/PAPERS-MAIN ADULT          |
| 8/25/89         | 3M                             | 86.83    | 27889        | 8/31/89    | MAG/PAPERS-EXTEN ADULT         |
| 8/25/89         | 3-1 CONTACT MAGAZINE           | 38.50    | 27878        | 8/31/89    | AUVERTI SANG                   |
| 8/25/89         | 3-2 CONTACT MAGAZINE           | 29.25    | 27879        | 8/31/89    | OFFICE SUPPLIES                |
| 8/10/89         | TELAUTOGRAPH                   | 51.94    | 27884        | 8/31/89    | OFFICE SUPPLIES                |
| 8/10/89         | TELAUTOGRAPH                   | 72.00    | 27884        | 8/31/89    | MAG/PAPERS-MAIN JUVENILE       |
| 8/31/89         | TREAS-MEDICAL INSURANCE        | 2,195.00 | 27889        | 8/31/89    | MAG/PAPERS-EXTEN ADULT         |
| 8/31/89         | TREAS-NON MEDICAL INS          | 1,969.14 | 27889        | 8/31/89    | OFFICE SUPPLIES                |
| 8/31/89         | TREAS-NON MEDICAL INS          | 47.89    | 27891        | 8/31/89    | OFFICE SUPPLIES                |
| 8/31/89         | TREAS-IMRF                     | 510.18   | 27892        | 8/31/89    | HOSPITAL AND MEDICAL INSURANCE |
| 8/30/89         | THORNDIKE PRESS                | 8,485.19 | 27894        | 8/31/89    | WORKERS COMPENSATION           |
| 8/23/89         | UNITED WAY OF DEC/MACON COUNTY | 35.88    | 27895        | 8/31/89    | RETIEMENT-IMRF                 |
| 8/23/89         | UNIV MICROFILMS INTL           | 109.02   | 27895        | 8/31/89    | MAG/PAPERS-MAIN ADULT          |
| 8/10/89         | VIDEO LIBRARIAN                | 515.00   | 27899        | 8/31/89    | BOOKS-MAIN ADULT               |
| 8/23/89         | WEST PUBLISHING COMPANY        | 515.69   | 27904        | 8/31/89    | BOOKS-MAIN REFERENCE           |
| 8/10/89         | XEROX                          | 35.00    | 27904        | 8/31/89    | BOOKS-MAIN REFERENCE           |
| 8/10/89         | XEROX                          | 56.25    | 27906        | 8/31/89    | AV-VIDEOS                      |
| 8/10/89         | XEROX                          | 34.99    | 27922        | 8/31/89    | RENTAL-EQUIPMENT               |

TOTAL 80,208.94



FOR PERIOD ENDING 8/31/89

| DATE OF REQUEST | VENDOR            | AMOUNT | CHECK NUMBER | CHECK DATE | DESCRIPTION  |
|-----------------|-------------------|--------|--------------|------------|--------------|
| 8/10/89         | BAKER & TAYLOR CO | 15.00- | 27281        | 8/11/89    | EXPENDITURES |
| 8/10/89         | BAKER & TAYLOR CO | 41.07  | 27516        | 8/30/89    | EXPENDITURES |
| 8/10/89         | BAKER & TAYLOR CO | 8.97   | 27508        | 8/31/89    | EXPENDITURES |
| 8/14/89         | BAKER & TAYLOR CO | 87.00  | 27569        | 8/31/89    | EXPENDITURES |
| 8/30/89         | BAKER & TAYLOR CO | 30.92  | 27571        | 8/31/89    | EXPENDITURES |
|                 | TOTAL             | 152.96 |              |            |              |



| GLA3010                          |                              | CITY OF DECATUR      |                      |                           |              | FY 1989-90         |             | FUND 20              |             | DECATUR PUBLIC LIBRARY |           | PAGE 47              |  |
|----------------------------------|------------------------------|----------------------|----------------------|---------------------------|--------------|--------------------|-------------|----------------------|-------------|------------------------|-----------|----------------------|--|
| REPORT OF EXPENDITURES TO BUDGET |                              | MONTHLY EXPENDITURES |                      | YEAR-TO-DATE EXPENDITURES |              | Y-T-D BUDGET       |             | UNEXPENDED BALANCE   |             | ENCUMBERANC            |           | UNENCUMBERED BALANCE |  |
| OB CD                            | DESCRIPTION                  | ANNUAL BUDGET        | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBERANC | UNENCUMBERED BALANCE | ENCUMBERANC | UNENCUMBERED BALANCE   | PRCT COMM | PRCT COMM            |  |
| <b>SALARIES &amp; WAGES</b>      |                              |                      |                      |                           |              |                    |             |                      |             |                        |           |                      |  |
| 090                              | REGULAR SALARIES             | 1,311,953            | 127,720.95           | 408,811.66                | 437,317      | 903,141.34         | -00         | 903,141.34           | -00         | 903,141.34             | 31.2      | 31.2                 |  |
| 092                              | HOLIDAYS                     | 0                    | 871.02               | 6,417.61                  | 0            | 6,417.61           | -00         | 6,417.61             | -00         | 6,417.61               |           |                      |  |
| 094                              | OTHER LEAVE WITH PAY         | 0                    | 30.99                | 30.99                     | 0            | 30.99              | -00         | 30.99                | -00         | 30.99                  |           |                      |  |
| 096                              | SICK TIME                    | 0                    | 3,039.83             | 6,253.14                  | 0            | 6,253.14           | -00         | 6,253.14             | -00         | 6,253.14               |           |                      |  |
| 098                              | VACATION TIME                | 0                    | 15,733.84            | 27,576.36                 | 0            | 27,576.36          | -00         | 27,576.36            | -00         | 27,576.36              |           |                      |  |
| <b>PERSONAL SERVICES</b>         |                              |                      |                      |                           |              |                    |             |                      |             |                        |           |                      |  |
| 102                              | TEMPORARY SALARIES           | 35,448               | 4,482.89             | 10,339.55                 | 11,816       | 25,108.45          | -00         | 25,108.45            | -00         | 25,108.45              | 29.2      | 29.2                 |  |
| 104                              | RETIPEMENT-IMP               | 229,502              | 25,971.79            | 77,800.67                 | 76,500       | 151,699.33         | -00         | 151,699.33           | -00         | 151,699.33             | 33.3      | 33.3                 |  |
| 111                              | GROUP LIFE INSURANCE         | 1,215                | 141.67               | 436.05                    | 23,940       | 51,121.48          | -00         | 51,121.48            | -00         | 51,121.48              | 28.8      | 28.8                 |  |
| 112                              | HOSPITAL AND MEDICAL INSURA  | 71,821               | 5,848.46             | 20,999.52                 | 4,380        | 8,413.23           | -00         | 8,413.23             | -00         | 8,413.23               | 36.0      | 36.0                 |  |
| 114                              | WORKERS COMPENSATION         | 13,140               | 1,515.08             | 4,726.77                  | 630          | 1,727.50           | -00         | 1,727.50             | -00         | 1,727.50               | 27.9      | 27.9                 |  |
| 115                              | SERVICE RECOGNITION          | 2,395                | 110.00               | 667.50                    | 630          | 1,727.50           | -00         | 1,727.50             | -00         | 1,727.50               | 32.4      | 32.4                 |  |
| <b>CONTRACTUAL SERVICES</b>      |                              |                      |                      |                           |              |                    |             |                      |             |                        |           |                      |  |
| 201                              | ADVERTISING                  | 3,800                | 195.78               | 366.52                    | 1,266        | 3,433.48           | 10.00       | 3,433.48             | 10.00       | 3,433.48               | 9.9       | 9.9                  |  |
| 202                              | PRINTING AND BINDING         | 10,750               | 619.64               | 1,833.59                  | 2,850        | 8,916.41           | 800.00      | 8,116.41             | 800.00      | 8,116.41               | 27.2      | 27.2                 |  |
| 210                              | SERV TO MAINT BUILDINGS      | 12,000               | 1,497.05             | 5,466.08                  | 4,200        | 6,533.92           | 216.00      | 6,317.92             | 216.00      | 6,317.92               | 68.1      | 68.1                 |  |
| 211                              | SERV TO MAINT IMPROVEMENTS   | 340                  | 31.55                | 31.55                     | 113          | 308.45             | 200.00      | 108.45               | 200.00      | 108.45                 | 48.1      | 48.1                 |  |
| 212                              | SERV TO MAINT AUTO EQUIPMEN  | 2,000                | 247.95               | 595.29                    | 666          | 1,404.71           | 130.00      | 1,274.71             | 130.00      | 1,274.71               | 40.5      | 40.5                 |  |
| 213                              | SERV TO MAINT OFFICE EQUIP   | 12,000               | 592.11               | 926.11                    | 7,067        | 11,073.89          | 0.00        | 10,943.89            | 0.00        | 10,943.89              | 8.8       | 8.8                  |  |
| 231                              | ELECTRICITY                  | 67,000               | 7,600.14             | 17,474.05                 | 18,137       | 49,525.95          | 0.00        | 49,525.95            | 0.00        | 49,525.95              | 26.1      | 26.1                 |  |
| 232                              | GAS                          | 15,000               | 53.99                | 4,010.96                  | 4,733        | 10,989.04          | 0.00        | 10,989.04            | 0.00        | 10,989.04              | 26.7      | 26.7                 |  |
| 233                              | TELEPHONE                    | 17,580               | 1,672.33             | 5,512.85                  | 6,500        | 12,025.15          | 0.00        | 12,025.15            | 0.00        | 12,025.15              | 31.4      | 31.4                 |  |
| 234                              | WATER                        | 800                  | 196.77               | 362.24                    | 266          | 431.76             | 0.00        | 431.76               | 0.00        | 431.76                 | 45.3      | 45.3                 |  |
| 238                              | AUDITING SERVICES            | 900                  | 0.00                 | 0.00                      | 500          | 900.00             | 0.00        | 900.00               | 0.00        | 900.00                 | 15.6      | 15.6                 |  |
| 240                              | TRAINING SCHOOL              | 5,050                | 85.00                | 789.33                    | 1,683        | 4,260.67           | 0.00        | 4,260.67             | 0.00        | 4,260.67               | 61.4      | 61.4                 |  |
| 241                              | CONFERENCES AND OTHER TRAVE  | 3,500                | 122.76               | 2,759.72                  | 2,739        | 1,349.28           | 382.00      | 5,946.10             | 382.00      | 5,946.10               | 35.4      | 35.4                 |  |
| 245                              | POSTAGE                      | 9,200                | 726.23               | 2,871.90                  | 3,066        | 6,328.10           | 0.00        | 2,040.00             | 0.00        | 2,040.00               | 21.5      | 21.5                 |  |
| 247                              | COMPUTER SOFTWARE EXPENSE    | 2,600                | 0.00                 | 560.00                    | 866          | 2,040.00           | 0.00        | 839.30               | 0.00        | 839.30                 | 58.0      | 58.0                 |  |
| 272                              | TUITION REIMBURSEMENT        | 2,000                | 98.00                | 1,160.70                  | 600          | 38,467.96          | 0.00        | 38,467.96            | 0.00        | 38,467.96              | 6.1       | 6.1                  |  |
| 280                              | OTHER PROFESSIONAL SERVICES  | 38,950               | 165.00               | 482.04                    | 12,983       | 2,160.00           | 0.00        | 2,160.00             | 0.00        | 2,160.00               | 19.9      | 19.9                 |  |
| 284                              | PROFESSIONAL MEMBERSHIP FEE  | 2,300                | 125.00               | 140.00                    | 10,800       | 28,668.06          | 2,700.00    | 13,368.06            | 2,700.00    | 13,368.06              | 25.7      | 25.7                 |  |
| 286                              | RENTAL-EQUIPMENT             | 32,400               | 1,628.61             | 3,731.94                  | 5,184        | 14,326.96          | 0.00        | 14,326.96            | 0.00        | 14,326.96              | 22.5      | 22.5                 |  |
| 289                              | RENTAL-EQUIPMENT             | 18,000               | 1,628.61             | 3,673.04                  | 5,184        | 14,326.96          | 0.00        | 14,326.96            | 0.00        | 14,326.96              | 22.5      | 22.5                 |  |
| <b>COMMODITIES</b>               |                              |                      |                      |                           |              |                    |             |                      |             |                        |           |                      |  |
| 310                              | GASOLINE                     | 256,170              | 15,654.91            | 52,140.91                 | 84,219       | 204,029.09         | 5,613.00    | 198,416.09           | 5,613.00    | 198,416.09             | 22.5      | 22.5                 |  |
| 312                              | JANITORIAL SUPPLIES          | 3,500                | 0.00                 | 325.19                    | 833          | 2,174.81           | 0.00        | 2,174.81             | 0.00        | 2,174.81               | 13.0      | 13.0                 |  |
| 320                              | MATERIALS TO MAINT BLDGS     | 3,500                | 91.02                | 966.94                    | 687          | 2,533.06           | 231.79      | 2,301.27             | 231.79      | 2,301.27               | 97.2      | 97.2                 |  |
| 327                              | MATERIALS TO MAINT AUTO EQUI | 3,000                | 4,668.71             | 12,444.11                 | 4,200        | 1,555.89           | 1,240.27    | 2,495.07             | 1,240.27    | 2,495.07               | 16.7      | 16.7                 |  |
| 345                              | OFFICE SUPPLIES              | 30,000               | 2,154.42             | 7,286.08                  | 8,600        | 22,713.92          | 1,144.06    | 21,569.86            | 1,144.06    | 21,569.86              | 28.1      | 28.1                 |  |
| <b>OTHER CHARGES</b>             |                              |                      |                      |                           |              |                    |             |                      |             |                        |           |                      |  |
| 400                              | CONTINGENCIES                | 19,613               | 0.00                 | 11,521.00                 | 6,537        | 19,613.00          | 0.00        | 19,613.00            | 0.00        | 19,613.00              | 33.3      | 33.3                 |  |
| 415                              | TRANSFER TO GENERAL FUND     | 34,563               | 2,880.25             | 885.68                    | 11,521       | 23,042.00          | 0.00        | 23,042.00            | 0.00        | 23,042.00              | 33.3      | 33.3                 |  |
| 418                              | MOTOR VEHICLE-INSURANCE      | 2,657                | 221.42               | 194.36                    | 0            | 388.64             | 0.00        | 388.64               | 0.00        | 388.64                 | 33.3      | 33.3                 |  |
| 420                              | BOILER INSURANCE             | 583                  | 48.59                | 3,749.08                  | 0            | 7,497.92           | 0.00        | 7,497.92             | 0.00        | 7,497.92               | 33.3      | 33.3                 |  |
| 421                              | PROPERTY INSURANCE           | 11,247               | 937.27               | 2,080.00                  | 0            | 4,160.00           | 0.00        | 4,160.00             | 0.00        | 4,160.00               | 33.3      | 33.3                 |  |
| 423                              | GENERAL LIABILITY INSURANCE  | 6,240                | 520.00               | 1,959.80                  | 1,500        | 665.20             | 604.75      | 60.45                | 604.75      | 60.45                  | 57.7      | 57.7                 |  |
| 499                              | SMALL CAPITAL ITEMS          | 2,625                | 0.00                 | 1,959.80                  | 1,500        | 665.20             | 604.75      | 60.45                | 604.75      | 60.45                  | 57.7      | 57.7                 |  |
| <b>GRAND TOTALS</b>              |                              |                      |                      |                           |              |                    |             |                      |             |                        |           |                      |  |
|                                  |                              | 1,311,953            | 147,396.63           | 449,089.76                | 437,317      | 862,863.24         | 0.00        | 862,863.24           | 0.00        | 862,863.24             | 34.2      | 34.2                 |  |



| OB CD                       | DESCRIPTION                  | ANNUAL BUDGET | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBERANC | UNENCUMBERED BALANCE | PRCNT COMM |
|-----------------------------|------------------------------|---------------|----------------------|---------------------------|--------------|--------------------|-------------|----------------------|------------|
| <b>CAPITAL OUTLAY</b>       |                              |               |                      |                           |              |                    |             |                      |            |
| 515                         | OFFICE MACHINERY AND EQUIP   | 22,605        | 2,195.00             | 7,150.59                  | 7,535        | 15,454.41          | 500.00      | 14,954.41            | 33.8       |
| 520                         | OTHER MACHINERY AND EQUIP    | 700           | .00                  | 700.00                    | 233          | .00                | .00         | .00                  | 100.0      |
|                             |                              | 23,305        | 2,195.00             | 7,850.59                  | 7,768        | 15,454.41          | 500.00      | 14,954.41            | 35.8       |
| <b>CAPITAL OUTLAY</b>       |                              |               |                      |                           |              |                    |             |                      |            |
| 801                         | BOOKS-MAIN ADULT             | 80,051        | 6,038.57             | 28,441.49                 | 26,683       | 51,609.51          | 17,473.40   | 34,136.11            | 57.4       |
| 802                         | BOOKS-MAIN YOUTH             | 6,000         | 446.19               | 3,170.18                  | 2,000        | 2,829.82           | 799.87      | 2,029.95             | 66.4       |
| 803                         | BOOKS-MAIN JUVENILE          | 28,000        | 1,821.98             | 7,822.84                  | 9,333        | 26,177.16          | 5,816.69    | 14,360.47            | 48.7       |
| 804                         | BOOKS-MAIN REFERENCE         | 44,500        | 2,427.73             | 7,729.33                  | 14,833       | 36,770.67          | 17,364.59   | 19,406.08            | 57.4       |
| 805                         | BOOKS-PROFESSIONAL           | 3,300         | 19.50                | 1,023.42                  | 1,100        | 2,276.58           | 1,198.76    | 1,077.82             | 67.3       |
| 821                         | BOOKS-EXTENSION ADULT        | 15,000        | 1,020.24             | 4,800.84                  | 5,000        | 10,159.18          | 4,907.04    | 5,252.14             | 64.7       |
| 822                         | BOOKS-EXTENSION YOUTH        | 9,100         | 38.28                | 148.82                    | 166          | 351.18             | 124.14      | 227.04               | 54.6       |
| 823                         | BOOKS-EXTENSION JUVENILE     | 9,000         | 469.63               | 2,108.32                  | 3,033        | 6,993.68           | 2,051.39    | 4,942.29             | 45.7       |
| 830                         | AV-PHONODICS                 | 5,000         | 105.01               | 537.00                    | 1,666        | 4,463.00           | 613.40      | 3,849.60             | 23.0       |
| 831                         | AV-CASSETTES                 | 8,500         | 795.17               | 2,693.25                  | 2,833        | 5,806.75           | 1,529.38    | 4,277.37             | 49.7       |
| 832                         | AV-VIDEOS                    | 33,000        | 1,223.08             | 5,749.47                  | 11,000       | 27,250.53          | 3,526.41    | 23,724.12            | 28.1       |
| 841                         | MAG/PAPERS-MAIN ADULT        | 21,820        | 1,430.31             | 3,884.92                  | 7,273        | 17,935.08          | 88.00       | 17,847.08            | 18.2       |
| 842                         | MAG/PAPERS-MAIN YOUTH        | 1,215         | 85.00                | 190.73                    | 403          | 621.27             | .00         | 621.27               | 23.5       |
| 843                         | MAG/PAPERS-MAIN JUVENILE     | 15,921        | 148.84               | 364.58                    | 507          | 844.42             | .00         | 844.42               | 20.2       |
| 844                         | MAG/PAPERS-MAIN REFERENCE    | 1,167         | 275.00               | 1,243.00                  | 503          | 14,990.00          | 7,000.00    | 7,990.00             | 51.8       |
| 845                         | MAG/PAPERS-MAIN PROFESSIONAL | 3,946         | 585.90               | 772.63                    | 1,315        | 3,124.00           | 42.00       | 1,082.00             | 8.8        |
| 848                         | MAG/PAPERS-EXTEN ADULT       | 253           | .00                  | 69.88                     | 84           | 183.12             | .00         | 3,173.37             | 19.6       |
| 849                         | MAG/PAPERS-EXTEN YOUTH       | 201           | 51.94                | 185.74                    | 67           | 15.26              | .00         | 183.12               | 27.6       |
|                             |                              | 278,300       | 16,982.37            | 70,995.44                 | 92,761       | 207,304.56         | 62,535.07   | 144,769.49           | 48.0       |
| <b>** DIVISION TOTAL **</b> |                              |               |                      |                           |              |                    |             |                      |            |
|                             |                              | 2,353,777     | 231,436.36           | 736,661.93                | 774,614      | 1,617,115.07       | 71,868.91   | 1,545,246.16         | 34.4       |



| CITY OF DECATUR                             |                   |              |              |        |            |             |          |     |      | PAGE 107     |       |
|---|-------------------|--------------|--------------|--------|------------|-------------|----------|-----|------|--------------|-------|
| REPORT OF EXPENDITURES TO BUDGET FY 1989-90 |                   |              |              |        |            |             |          |     |      | 8/31/89      |       |
| FUND 92 PUBLIC LIBRARY-TRUSTS               |                   |              |              |        |            |             |          |     |      |              |       |
| GLA3010                                     | DPL-CANTONI TRUST |              |              |        |            |             |          |     |      | UNENCUMBERED | PRCNT |
| OB  | ANNUAL            | MONTHLY      | YEAR-TO-DATE | Y-T-D  | UNEXPENDED | ENCUMBERANC | BALANCE  | CMM |      |              |       |
| CD  | BUDGET            | EXPENDITURES | EXPENDITURES | BUDGET | BALANCE    |             |          |     |      |              |       |
|   | 9,000             | 152.96       | 952.80       | 3,000  | 8,047.20   | 1,797.94    | 6,249.26 |     | 30.6 |              |       |
| 900   | EXPENDITURES      |              |              |        |            |             |          |     |      |              |       |
|   | 9,000             | 152.96       | 952.80       | 3,000  | 8,047.20   | 1,797.94    | 6,249.26 |     | 30.6 |              |       |
| **  | DIVISION TOTAL ** |              |              | 3,000  | 8,047.20   | 1,797.94    | 6,249.26 |     | 30.6 |              |       |

| CITY OF DECATUR                             |                        |              |              |        |            |             |           |     |  | PAGE 108     |       |
|---|------------------------|--------------|--------------|--------|------------|-------------|-----------|-----|--|--------------|-------|
| REPORT OF EXPENDITURES TO BUDGET FY 1989-90 |                        |              |              |        |            |             |           |     |  | 8/31/89      |       |
| FUND 92 PUBLIC LIBRARY-TRUSTS               |                        |              |              |        |            |             |           |     |  |              |       |
| GLA3010                                     | DPL-BRECKENRIDGE TRUST |              |              |        |            |             |           |     |  | UNENCUMBERED | PRCNT |
| OB  | ANNUAL                 | MONTHLY      | YEAR-TO-DATE | Y-T-D  | UNEXPENDED | ENCUMBERANC | BALANCE   | CMM |  |              |       |
| CD  | BUDGET                 | EXPENDITURES | EXPENDITURES | BUDGET | BALANCE    |             |           |     |  |              |       |
|   | 10,000                 | .00          | .00          | 3,333  | 10,000.00  | .00         | 10,000.00 |     |  |              |       |
| 900   | EXPENDITURES           |              |              |        |            |             |           |     |  |              |       |
|   | 10,000                 | .00          | .00          | 3,333  | 10,000.00  | .00         | 10,000.00 |     |  |              |       |
| **  | DIVISION TOTAL **      |              |              | 3,333  | 10,000.00  | .00         | 10,000.00 |     |  |              |       |

| CITY OF DECATUR                             |                   |              |              |        |            |             |          |     |      | PAGE 109     |       |
|---|-------------------|--------------|--------------|--------|------------|-------------|----------|-----|------|--------------|-------|
| REPORT OF EXPENDITURES TO BUDGET FY 1989-90 |                   |              |              |        |            |             |          |     |      | 8/31/89      |       |
| FUND 92 PUBLIC LIBRARY-TRUSTS               |                   |              |              |        |            |             |          |     |      |              |       |
| GLA3010                                     | DPL-BRIDGES TRUST |              |              |        |            |             |          |     |      | UNENCUMBERED | PRCNT |
| OB  | ANNUAL            | MONTHLY      | YEAR-TO-DATE | Y-T-D  | UNEXPENDED | ENCUMBERANC | BALANCE  | CMM |      |              |       |
| CD  | BUDGET            | EXPENDITURES | EXPENDITURES | BUDGET | BALANCE    |             |          |     |      |              |       |
|   | 1,500             | .00          | 139.26       | 500    | 1,360.74   | 47.50       | 1,313.24 |     | 12.5 |              |       |
| 900   | EXPENDITURES      |              |              |        |            |             |          |     |      |              |       |
|   | 1,500             | .00          | 139.26       | 500    | 1,360.74   | 47.50       | 1,313.24 |     | 12.5 |              |       |
| **  | DIVISION TOTAL ** |              |              | 500    | 1,360.74   | 47.50       | 1,313.24 |     | 12.5 |              |       |



**FINANCE AND PROPERTIES COMMITTEE**

September 13, 1989 4:00 p.m.

Chairperson Dan Gaumer called the meeting to order at 4:05 p.m. Members present: Mr. Gaumer, Jerrodean Martin, Bob Smith, and Barbara Ohlsen, ex-officio. Staff present: Carol Gibson, Jim Kupish, and Jim Seidl.

\* \* \* \* \*

Mr. Gaumer opened the meeting with a review of the staff recommendation to accept the proposal of Popular Subscription Service for periodicals. Requests for quotes were sent to five library periodical vendors; four proposals were received. Enclosure #1 is a summary of the proposals.

The proposal from Popular was chosen because it offered the highest discount and lowest prices. In addition, Popular provides the level of service and variety of titles required. The Decatur Public School District has used Popular for the past five years and is very satisfied with their service. Mr. Smith made a motion to recommend to the Board that Popular's proposal be accepted. Motion was seconded by Mrs. Martin and approved.

\* \* \* \* \*

The committee then discussed the 1990/91 tax levy request. Mr. Gaumer reviewed some of the major increases expected in 1990/91: salaries, pension, worker's compensation, electricity, and the materials budget. A long discussion followed on insurance costs and how to maintain these costs. The impact of the Long Range Plan and its goals was also considered.

Enclosure #2 is a line item budget listing projected expenditures accompanied by an explanation sheet citing reasons for variances. After reviewing the Long Range Plan, the committee included \$50,000 to implement the plan. Projected expenditures for 1990/91 will total \$2,445,994, up 8% over the 1989/90 budget.

Revenue for 1990/91 is expected to total \$2,620,994. The library will ask the City to levy a tax of \$2,050,000, an 11% increase over 1989/90 taxes. Enclosure #3 is a line item breakdown of projected revenue.

Mr. Smith made a motion recommending that the committee approve the \$2,050,000 tax levy request. The motion was seconded by Mrs. Martin and approved.

\* \* \* \* \*

There was no further business. The meeting was adjourned at 5:47 p.m.

## PERIODICAL PROPOSAL RECOMMENDATIONS

Request for proposals were submitted to the following:

EBSCO Subscription Services  
McGregor Subscription Service Inc.  
Popular Subscription Service  
Turner Subscriptions  
W. T. Cox Subscriptions Inc.

Replies were received from all but W. T. Cox Subscriptions Inc.

Proposal requests included a list of periodical and newspaper titles and a list of 28 questions. The four jobbers answered most of the questions with similar answers, which balanced each other out. However, Popular Subscription Service answered question no. 5 (concerning additional charges) differently. While all the others said there would be adjustment invoices, Popular said, "The only adjustment to price increases would be as received from the publisher upon entry of the order. In the event of two and three year subscriptions if such terms are accepted by the publisher at time of entry that price remains firm." I talked with a representative and she reaffirmed that the only adjustments would come with the entry of the subscriptions and, therefore, once invoiced there should be no additional invoices.

We also talked with Larry Reed of the Decatur Public Schools because Popular Subscription Service gave his name as someone we could contact regarding their service. He highly recommended them saying Decatur Public Schools have been using them exclusively the last 5 years with very good service. They plan to continue using them.

Based on the discount offered, the answers to our questions and the recommendation of Larry Reed of the Decatur Public Schools, the Order Department is recommending that we accept the proposal given by Popular Subscription Service.

Please be aware that the actual cost will differ since we will be entering only those titles which will be due for renewal between January 1990 and December 1990. Additional adjustments to the cost will also result from revision to the list, such as incorrectly identified titles or deletion of titles.

ENCLOSURE #1



PERIODICAL JOBBER COMPARISON AND RECOMMENDATION INFORMATION

COMPARISON OF 1 YEAR

| JOBBER    | GROSS       | DISCOUNT   | PERCENTAGE | NET           |
|-----------|-------------|------------|------------|---------------|
| EBSCO     | \$30,576.31 | \$1,039.59 | 3.4%       | \$29,536.72   |
| MC GREGOR | \$31,844.59 | \$0,000.00 | 0.0%       | \$31,844.59   |
| **POPULAR | \$31,850.95 | \$2,067.83 | 6.5%       | \$29,783.12 * |
| TURNER    | \$32,793.22 | \$ 327.93  | 1.0%       | \$32,465.29   |

EXACT TITLE COMPARISON OF 40 TITLES FOR 3 YEARS

| JOBBER    | GROSS      | DISCOUNT  | PERCENTAGE | NET        |
|-----------|------------|-----------|------------|------------|
| EBSCO     | \$2,758.63 | \$ 93.79  | 3.4%       | \$2,664.84 |
| MC GREGOR | \$2,776.57 | \$ 83.30  | 3.0%       | \$2,693.27 |
| **POPULAR | \$2,793.61 | \$ 252.26 | 9.03%      | \$2,541.35 |
| TURNER    | \$2,817.16 | \$ 28.17  | 1.0%       | \$2,788.99 |

\* We failed to indicate on newspapers what edition we wanted and if we wanted Daily, Daily and Sunday, or Sunday only. All agencies except Popular either questioned what we wanted or came closer in guessing what we wanted. Therefore, we felt we needed to contact Popular for corrected cost of newspapers. When the corrections are made they will make the following difference in the Popular quotation and their quote becomes the lowest.

Gross amount would be \$31,607.83  
 Discount would be 1,989.51  
 New amount would be \$28,618.32

\*\*Indicates the agency we consider has the lowest proposal quote.

COMPARISON OF SELECTED TITLES FOR THREE YEARS

|                                | EBSCO    | MC GREGOR | POPULAR  | TURNER   | DPL      |
|--------------------------------|----------|-----------|----------|----------|----------|
| Am. Assoc. Retired Persons     | 12.50    | 12.50     | 12.50    | 12.50    | 15.00    |
| American Spectator             | 60.00    | 65.00     | 65.00    | 60.00    | 72.00    |
| Antique Trader                 | 32.00    | 32.00     | 32.00    | 32.00    | 29.50    |
| Art News                       | 80.95    | 80.95     | 80.95    | 80.95    | 80.95    |
| Better Homes & Gardens         | 38.97    | 44.91     | 38.97    | 38.97    | 22.44    |
| Boating                        | 66.00    | 66.00     | 66.00    | 66.00    | 43.00    |
| Business Week                  | 94.95    | 94.95     | 94.95    | 94.95    | 94.95    |
| Cats Magazine                  | 44.97    | 44.97     | 44.97    | 47.50    | 47.50    |
| Christian Century              | 70.00    | 70.00     | 70.00    | 70.00    | 63.00    |
| Commentary                     | 105.00   | 105.00    | 105.00   | 105.00   | 89.00    |
| Consumer Reports               | 38.00    | 38.00     | 38.00    | 38.00    | 36.00    |
| Cricket                        | 54.97    | 59.97     | 59.97    | 59.97    | 60.00    |
| Editor & Publisher             | 108.00   | 108.00    | 108.00   | 108.00   | 96.00    |
| Essence                        | 36.00    | 36.00     | 36.00    | 36.00    | 30.00    |
| Financial Analysts             | 108.00   | 108.00    | 108.00   | 108.00   | 126.00   |
| Foreign Policy                 | 61.00    | 61.00     | 59.00    | 61.00    | 53.00    |
| Harpers Magazine               | 42.00    | 42.00     | 42.00    | 42.00    | 42.00    |
| Highlights for Children        | 45.95    | 49.95     | 49.95    | 49.95    | 49.95    |
| Horticulture                   | 56.00    | 56.00     | 48.00    | 66.00    | 54.00    |
| Illinois Times (newspaper)     | 52.00    | 52.00     | 52.00    | 60.00    | 60.00    |
| Inland Architect               | 48.00    | 48.00     | 48.00    | 48.00    | 60.00    |
| Kilplinger Agricultural Letter | 104.00   | 104.00    | 104.00   | 104.00   | 108.00   |
| Live Steam                     | 69.00    | 69.00     | 78.00    | 78.00    | 68.00    |
| Mechanical Engineering         | 121.50   | 121.50    | 121.50   | 121.50   | 135.00   |
| Mother Jones                   | 72.00    | 72.00     | 72.00    | 72.00    | 72.00    |
| National Parks                 | 66.00    | 66.00     | 66.00    | 66.00    | 66.00    |
| New Woman                      | 48.00    | 48.00     | 48.00    | 48.00    | 35.00    |
| Old House Journal              | 49.00    | 49.00     | 63.00    | 63.00    | 48.00    |
| Personal Computing             | 46.00    | 46.00     | 46.00    | 54.00    | 27.00    |
| Popular Science                | 36.97    | 34.97     | 34.95    | 34.97    | 22.00    |
| QST                            | 65.00    | 65.00     | 75.00    | 65.00    | 75.00    |
| Road & Track                   | 60.00    | 60.00     | 60.00    | 60.00    | 29.91    |
| Science                        | 360.00   | 360.00    | 360.00   | 360.00   | 360.00   |
| Sky & Telescope                | 59.95    | 59.95     | 59.95    | 59.95    | 54.00    |
| Soviet Life                    | 25.00    | 25.00     | 25.00    | 25.00    | 36.00    |
| Stereo Review                  | 42.00    | 42.00     | 42.00    | 42.00    | 28.50    |
| Technology Review              | 81.00    | 81.00     | 81.00    | 81.00    | 63.00    |
| Trains                         | 74.95    | 74.95     | 74.95    | 74.95    | 79.65    |
| Washington Monthly             | 88.00    | 88.00     | 88.00    | 88.00    | 91.50    |
| Working Woman                  | 35.00    | 35.00     | 35.00    | 35.00    | 35.00    |
| TOTAL LIST COST                | 2,758.63 | 2,776.57  | 2,793.61 | 2,817.16 | 2,657.85 |
| DISCOUNT                       | -93.79   | -83.30    | -252.26  | -28.17   |          |
| TOTAL NET COST                 | 2,664.84 | 2,693.27  | 2,541.35 | 2,788.99 |          |
| RATE OF DISCOUNT               | 3.40%    | 3.00%     | 9.03%    | 1.00%    |          |





15. Is it possible to cancel either titles or copies and receive a refund and what restrictions would apply?
16. What are your procedures for claiming titles and issues not received?
17. Must all claims be made through the agency or can they be sent directly to the publisher?
18. What do you consider the average number of times a title must be claimed before it is fulfilled?
19. What do you consider the average length of time it takes to successfully settle a claim?
20. Do you provide the following either upon request or automatically; and if automatically, how often?
  - a. Titles merging together
  - b. Changes in titles
  - c. Titles being discontinued
  - d. Changes in subscription prices
21. Please provide samples of the following:
  - a. Invoice
  - b. Renewal List
  - c. Claim forms, reports, etc.
  - d. Any other forms or information which would be of interest in evaluating your service.
22. Are you able to provide back issues if there is a lapse in subscription or we are missing copies?
23. If so, how many years retrospective does this service cover?
24. Can you provide sample copies of titles we would be interested in seeing before we placed a subscription?
25. Can you provide a list of all titles carried?
26. Once service has been established, do you provide renewal lists and how frequently?
27. Once service has been established, do you provide any reports such as those below; and if so what is the cost?
  - a. Historical price analysis
  - b. Cost control information
28. How frequently does your sales representative visit?



FUND: 20 DECATUR PUBLIC LIBRARY

EXPENDITURES

| Object Code | Description                     | 1988-89 Actual | 1989-90 Budget | 1990-91 Estimate |
|-------------|---------------------------------|----------------|----------------|------------------|
|             | <u>Personal Services</u>        |                |                |                  |
| 090         | Regular Salaries                | 1,244,414.52   | 1,311,953      | 1,360,908        |
| 101         | Overtime                        | 201.40         | 0              | 0                |
| 102         | Temporary Salaries              | 38,061.88      | 35,448         | 36,961           |
| 104         | Retirement - IMRF               | 204,788.64     | 229,502        | 259,475          |
| 111         | Group Life Insurance            | 1,215.00       | 1,215          | 1,300            |
| 112         | Hosp. & Medical Insurance       | 57,765.00      | 71,821         | 106,500          |
| 114         | Worker's Compensation           | 14,472.00      | 13,140         | 20,000           |
| 115         | Service Recognition             | 2,097.50       | 2,395          | 2,700            |
|             | Total                           | 1,563,015.94   | 1,665,474      | 1,787,844        |
|             | <u>Contractual Services</u>     |                |                |                  |
| 201         | Advertising                     | 622.26         | 800            | 800              |
| 202         | Printing and Binding            | 7,624.75       | 8,750          | 10,500           |
| 210         | Serv. to Maint. Buildings       | 11,070.46      | 12,000         | 13,000           |
| 211         | Serv. to Maint. Improvements    | 716.45         | 340            | 500              |
| 212         | Serv. to Maint. Auto Equip.     | 3,850.18       | 2,000          | 3,000            |
| 213         | Serv. to maint. Office Equip.   | 22,481.00      | 12,000         | 13,000           |
| 231         | Electricity                     | 56,609.33      | 67,000         | 74,000           |
| 232         | Gas                             | 7,516.08       | 15,000         | 16,000           |
| 233         | Telephone                       | 13,744.66      | 16,000         | 16,500           |
| 234         | Water                           | 795.19         | 800            | 850              |
| 238         | Auditing Services               | 731.00         | 900            | 2,200            |
| 240         | Training School Expense         | 1,926.05       | 5,050          | 5,000            |
| 241         | Conf. & Other Travel Expense    | 4,907.42       | 3,500          | 3,500            |
| 245         | Postage                         | 6,808.22       | 9,200          | 10,000           |
| 247         | Computer Software Expense       | 289.00         | 1,000          | 1,000            |
| 249         | Copying Expense                 | 150.54         | 0              | 0                |
| 272         | Tuition Reimbursement           | 1,365.80       | 2,000          | 3,000            |
| 280         | Other Prof. Services            | 9,476.32       | 12,500         | 20,000           |
| 284         | Professional Membership Fees    | 2,007.00       | 2,300          | 2,500            |
| 286         | Rental (Data Processing)        |                | 32,400         | 35,000           |
| 289         | Rental (Equipment)              | 17,035.53      | 18,000         | 19,000           |
|             | Total                           | 169,727.24     | 221,540        | 249,350          |
|             | <u>Commodities</u>              |                |                |                  |
| 310         | Gasoline                        | 1,800.85       | 2,500          | 3,000            |
| 312         | Janitorial Supplies             | 3,017.86       | 3,500          | 3,500            |
| 320         | Materials to Maint. Bldgs.      | 15,559.03      | 14,000         | 15,000           |
| 337         | Materials to Maint. Auto Equip. | 2,448.34       | 3,000          | 4,000            |
| 345         | Office Supplies                 | 27,386.53      | 30,000         | 30,000           |
| 357         | Employee Recognition Supplies   | 0              | 0              | 0                |
|             | Total                           | 50,212.61      | 53,000         | 55,500           |

Enclosure #2 (revised 9/18/89)

FUND: 20 DECATUR PUBLIC LIBRARY (continued)

EXPENDITURES

| Object Code | Description                 | 1988-89 Actual | 1989-90 Budget | 1990-91 Estimate |
|-------------|-----------------------------|----------------|----------------|------------------|
|             | <u>Other Charges</u>        |                |                |                  |
| 400         | Contingencies               | 0              | 19,613         | 10,000           |
| 415         | Transfer to General Fund    | 30,813.00      | 34,563         | 38,700           |
| 418         | Motor Vehicle Insurance     | 3,068.00       | 2,657          | 2,800            |
| 420         | Boiler Insurance            | 130.00         | 583            | 650              |
| 421         | Property Insurance          | 12,017.00      | 11,247         | 11,750           |
| 423         | General Liability Insurance | 7,376.00       | 6,240          | 6,700            |
| 499         | Small Capital Items         | 1,051.44       | 2,525          | 3,000            |
|             | Total                       | 54,455.44      | 77,428         | 73,600           |
|             | <u>Capital Outlay</u>       |                |                |                  |
| 515         | Office Machinery & Equip.   | 4,549.64       | 12,100         | 19,000           |
| 520         | Other Machinery & Equip.    |                | 700            | 700              |
|             | Total                       | 4,549.64       | 12,800         | 19,700           |
|             | <u>Library Inventory</u>    |                |                |                  |
| 800         | Books and Periodicals       | 235,808.43     | 245,000        | 260,000          |
|             | Total                       | 235,808.43     | 245,000        | 260,000          |
|             | Fund Total                  | 2,077,769.30   | 2,275,242      | 2,445,994        |



FUND: 20 DECATUR PUBLIC LIBRARY

|             |                                  | <u>REVENUE</u> |                |                   |
|-------------|----------------------------------|----------------|----------------|-------------------|
| Object Code | Description                      | 1988-89 Actual | 1989-90 Budget | 1990-91 Estimate  |
|             | <u>Fund Balance</u>              |                |                |                   |
| 30001000    | Beginning Fund Balance           | 171,977.53     | 210,747        | 184,694           |
|             | <u>Taxes</u>                     |                |                |                   |
| 30100107    | Property Tax - Library           | 1,723,889.06   | 1,855,000      | 2,050,238         |
|             | <u>Intergovernmental Revenue</u> |                |                |                   |
| 30200104    | Replacement Tax                  | 169,711.84     | 190,000        | 190,000           |
| 30200107    | State Grants or Other            | 115,698.05     | 105,989        | 96,000            |
|             | Total                            | 285,409.89     | 265,989        | 286,000           |
|             | <u>Fines and Fees</u>            |                |                |                   |
| 30500509    | Library Fines & Fees             | 42,841.13      | 43,000         | 44,000            |
| 30500510    | Library Non-Resident Fees        | 8,517.35       | 9,600          | 8,500             |
| 30500511    | Library Lost & Damaged Books     | 4,746.20       | 5,400          | 5,500             |
| 30500514    | Verifax                          | 730.40         | 800            | 800               |
| 30500515    | Reserves                         | 2,793.25       | 1,500          | 1,500             |
|             | Total                            | 59,628.33      | 60,300         | 60,300            |
|             | <u>Investment Income</u>         |                |                |                   |
| 30700101    | Investment Interest              | 38,407.56      | 35,900         | 32,000            |
|             | <u>Other Income</u>              |                |                |                   |
| 30800805    | Contributions & Donations        | 492.21         | 0              | 0                 |
| 30800899    | Misc. Income                     | 2,644.85       | 2,000          | 8,000             |
|             | Total                            | 3,137.06       | 2,000          | 8,000             |
|             | Fund Total                       | 2,282,449.43   | *2,459,936     | 2,620,994         |
|             |                                  |                | carry-over     | <u>-2,445,994</u> |
|             |                                  |                |                | 175,000           |

\* - does not reflect \$78,535 grant

### 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 those 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. \*

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

8. Pursue cooperative arrangements with other agencies when feasible.

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

\*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.

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

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

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

### 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.

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

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

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

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)

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

## ADMINISTRATION BIBLIOGRAPHY

- McClore, Charles R. Planning & Role Setting for the Public Library. ALA, 1987.
- Sager, Donald J. Managing the Public Library. Knowledge Industry Publications, 1984.
- Wheeler, Joseph Lewis & Carlton Rochell. Wheeler and Goldhorns Practical Administration of Public Libraries. Rev. ed. Harper & Row, 1981.

## FOR FURTHER READING

- Cargill, Jennifer & Gisela M. Webb. Managing Libraries in Transition. Oryx Press, 1987.
- Jenkins, Harold R. Management of a Public Library. Jai Press, 1980.
- Lynch, Beverly P., ed. Management Strategies for Libraries: A Basic Reader. Neal-Schuman, 1985.
- Palmour, Vernon, Marcia C. Bellassal & Nancy A. Van House. A Planning Process for Public Libraries. ALA, 1980.
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- Rosenberg, Philip. Cost Finding for Public Libraries: A Management Handbook. ALA, 1985.
- Rosenthal, Hilary and Alexander W. Todd, Jr. Standards for the Public Library. Trustee Facts File. Chicago: ILA, 1986.
- Shuman, Bruce A. River Bend in Transition: Managing Change in Public Libraries. Oryx Press, 1987.
- Silver, Corinne and Chadwick T. Raymond. Long- and Short-Range Planning. Trustee Facts File. Chicago: ILA, 1986.
- 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.



JIM EDGAR  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES  
APPLICANT STATEMENT

"In making application for a grant or grants, the Library Board agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and Rule 3030.105 (d), (e) and (f). The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year.

"The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. The Board further affirms that it has reviewed **AVENUES TO EXCELLENCE** during the previous twelve months, that it has completed the checklists reported on in this application and that the information contained in this application is, to the best of its knowledge, correct.

"The Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the amount of each grant so that the qualified applicants should receive a proportionate share. The Board further affirms that in making the application for a grant, or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person, or persons."

Date September 21, 1989

Signature \_\_\_\_\_  
*President, Board of Directors/Trustees*

Barbara Ohlsen  
*Name Typed*

Attest \_\_\_\_\_  
*Secretary, Board of Directors/Trustees*

Daniel Gaumer  
*Name Typed*

\_\_\_\_\_  
*Librarian*

James C. Seidl  
*Name Typed*

Prepare four (4) copies of application and all supporting documents. Retain one (1) copy for the library's files, send one (1) copy to the library system of which you are a member, and submit two (2) copies (one with original documentation) postmarked no later than Oct. 15, 1989 to:

Illinois State Library  
Library Development Group  
Centennial Building - Room 288  
Springfield, Illinois 62756  
RE: STATE GRANTS

**JIM EDGAR  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY**

CITY  
Decatur

**APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES**

Pursuant to the provisions of the **Illinois Revised Statutes**, Chapter 81:118 and 118.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for an Equalization Aid Grant and/or a Per Capita Grant to be used for library purposes.

1. Legal name of library Decatur Public Library
2. Address 247 East North Street Decatur Macon 62523  
Street or Box # City County Zip
3. Name of corporate authority that levies the tax supporting the library City of Decatur
4. Type of library applying (check one):  City  County  District  Park  Town  
 Township  Village  Other \_\_\_\_\_
5. Date library was legally established 1876
6. Latest U.S. Census figure for population served 93,939
7. Name of library system of which library is a member Rolling Prairie Library System
8. Federal Employer's Identification Number (FEIN #) 37-600-1308  
*(Must be the same # as reported in the past, unless there has been a change in legal entity. If so, include a copy of the IRS notification of the new #.)*
9. Number/s for Illinois Legislative (Senate) District/s 51
10. Number/s for Illinois Representative District/s 101 and 102
11. Number/s for United States Congressional District/s 20 and 18
12. The library's nonresident fee as calculated using the Illinois State Library formula would be \$ 50.55 for FY90.
13. The library's actual nonresident fee for FY90 is \$ 52.00  
**NOTE:** If #13 is less than #12, please check appropriate explanation: system average \_\_\_\_\_; high amount of industrial and/or commercial development \_\_\_\_\_; Other (explain) \_\_\_\_\_
14. Name and title of person preparing this application James C. Seidl  
 Work telephone number (217) 428-6617, ext. 332

LIBRARY NAME  
Decatur Public Library



15. Calculation of Equalization Aid Grant

(NOTE: Sections a, b, and c must be completed in order to apply for a per capita grant even if you are not applying for an equalization aid grant)

|    |  |                       |
|----|--|-----------------------|
| a. | Value of all taxable property within the library's service area as of Jan. 1, 1988 (the assessed valuation against which tax revenue was most recently levied) and as equalized and assessed by the Department of Revenue, Property Tax Administration Bureau..... | \$ <u>450,375,986</u> |
| b. | Said valuation multiplied by 0.0013 yields.....  | \$ <u>585,488</u>     |
| c. | Levy at 0.13% divided by population served yields per capita of .....  | \$ <u>6.24</u>        |
| d. | Population served multiplied by \$4.25 equals.....   | \$ <u>399,241</u>     |
| e. | Enter valuation multiplied by 0.0013 obtained in step (b).....   | \$ <u>585,488</u>     |
| f. | Subtract (e) from (d) equals amount of equalization aid.....   | \$ <u>0</u>           |

16. Calculation of Per Capita Grant

Population served 93,939  
(Based on latest U.S. Census figure.)

Attach the enclosed statement for notarization from your county clerk certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of Jan. 1, 1988 (the assessed valuation against which tax revenue was most recently levied).

17. In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on this basis, attach appropriate official documentation and check this box

For the FY90 applications the library has the option of using either **AVENUES TO EXCELLENCE I (1st edition)** or **AVENUES TO EXCELLENCE II**

18. (A) Please certify that the library has met or made progress in 1989 toward meeting the Illinois Library Association's standards for public libraries, **AVENUES TO EXCELLENCE**.  Yes  No
- (B) The board has reviewed **AVENUES TO EXCELLENCE** during 1989.  Yes  No
- (C) The board has completed all of the check lists in the standards during 1989.  Yes  No

(Please place an "X" in the box beside each standard listed below that the library either met or made progress toward meeting in 1989.)

**AVENUES TO EXCELLENCE I (1st edition)**

| Checklist                              | Made progress | Met |
|--|---------------|-----|
| I Structure and Governance             |               | X   |
| II Finances                            |               | X   |
| III Administration                     |               | X   |
| IV Community & Interagency Cooperation |               | X   |
| V Public Relations                     |               | X   |
| VI Accessibility                       |               | X   |

| Checklist  | Made progress | Met |
|--|---------------|-----|
| VII Users & Usage                                  |               | X   |
| VIII Services                                      |               | X   |
| IX Personnel                                       |               | X   |
| X Materials  | X             |     |
| XI Physical Facilities                             |               | X   |
| XII System and ILLINET Membership Responsibilities |               | X   |

or **AVENUES TO EXCELLENCE II**

| Checklist                  | Made progress | Met |
|----------------------------|---------------|-----|
| I Structure and Governance |               |     |
| II Finances                |               |     |
| III Administration         |               |     |
| IV Library Image           |               |     |
| V Users & Usage            |               |     |

| Checklist                                    | Made progress | Met |
|--|---------------|-----|
| VI Reference Service                         |               |     |
| VII Personnel                                |               |     |
| VIII Materials                               |               |     |
| IX Physical Facilities                       |               |     |
| X System/ILLINET Membership Responsibilities |               |     |

19. As a result of the long-range planning for your library's services, attach a copy of the executive summary of the library's long-range plan. The executive summary includes an overview of the entire planning document and summarizes the roles, mission statement, goals and objectives. It also addresses the basic plan for updating the document. (Not to exceed two typed pages in length.)



20. In order to meet standards in **AVENUES TO EXCELLENCE**, we plan to use FY90 grant monies in the following way/s (all grant funds must be obligated by the library board for library expenditures by June 30, 1990):
1. Purchase Illinois Library Association memberships for Library trustees.
  2. Conduct a day-long institute concerning the topic "How to Provide Exceptional Customer Service."
  3. Support and increase staff training to improve library skills and to learn new technologies.
  4. Expand library programming and public relations activities. Development and publication of an annual report to the community.
  5. Purchase materials for the library's collections to raise the fill rate level of materials requested by patrons and to raise the overall circulation of materials per capita.
  6. Pay salaries of two professional staff members: 1) Young Adult Librarian to continue offering expanded programming and services for youth; and 2) Assistant Adult Services Librarian to develop collections and select materials that take into account the needs of specific groups that have been identified by the library.

## REPORT OF THE USE OF LAST YEAR'S PER CAPITA GRANT

CITY  
Decatur

21. If a Per Capita Grant was received last year, describe the use of the grant monies and the progress that was made toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, **AVENUES TO EXCELLENCE**

see next page

22. Expenditure of FY89 Per Capita Grant monies  
Total FY89 Per Capita Grant received 93,939

**NOTE:** Please provide a breakdown of expenditures by general category.

| Category  | Amount/Cost      | Date of Expenditure<br>(July 1, 1988 - June 30, 1989) |
|---|------------------|---|
| Children's Materials                            | \$ 10,939        | 1/89 - 6/89   |
| Adult Materials                                 | \$ 39,060        | 1/89 - 6/89   |
| Programs  | \$ 944           | 2/27/89   |
| Personnel (Salaries, fringe benefits)           | \$ 39,312        | 7/1/88 - 6/30/89                                      |
| Supplies  | \$               |   |
| Equipment                                       | \$               |   |
| Travel  | \$               |   |
| Contractual Services (Specify)                  | \$               |   |
| Other (Specify) ILA memberships, staff training | \$ 3,684         | 7/1/88 - 6/30/89                                      |
| <b>* TOTAL</b>                                  | <b>\$ 93,939</b> |   |

\* Total must equal FY89 per capita grant

LIBRARY NAME  
Decatur Public Library



ILLINOIS STATE LIBRARY

REPORT OF THE USE OF LAST YEAR'S PER CAPITA GRANT

21. The Decatur Public Library used its FY89 Per Capita Grant funds to:
- a. Purchase Illinois Library Association memberships for library trustees to promote increased awareness of the key issues faced by libraries today.
  - b. Paid the salaries of two professional staff members.
    1. Young adult librarian - developed new programming services for young adults including annotated book lists, a summer reading and film program, and initiated the "YA Connection", a program that developed young adult collections in libraries at both Decatur Public Library and other area libraries.
    2. Assistant adult services librarian - helped to expand the adult collections by serving as one of the primary staff members in the selection of materials, established a separate area in the library for science fiction titles, increased the variety of large print titles purchased, and helped to weed the collection of unused materials.
  - c. A day long staff institute was held that focused on the library's image, how to provide effective customer service, and the development of good inter-departmental communication skills.
  - d. Staff development was supported and increased to improve present skills and to learn about new technologies. Twenty-three staff members attended college programs, seminars, conferences, or training schools during the year. Staff from all levels of the library participated in the program.
  - e. Increasing the library's resources to meet the needs of Decatur has been one of our primary goals. We spent over half of the per capita grant money on materials. Two new collections (books-on-tape and compact discs) were added to the library in response to patron demands. Circulation for the period June 1988 to July 1989 increased 3.3% (22,000 items). The library also developed a form that seeks patron input in the types of materials the library should purchase. Based on these requests the library selected numerous titles for inclusion in the collections.

REPORT OF THE USE OF LAST YEAR'S EQUALIZATION AID

CITY Decatur

23. If an Equalization Aid Grant was received last year, describe the use of the grant monies and the impact of the grant on public library services in your community.

24. Expenditure of FY89 Equalization Aid Grant monies:  
 Total FY89 Equalization Aid Grant received \_\_\_\_\_

**NOTE:** Please provide a breakdown of expenditures by general category.

LIBRARY NAME Decatur Public Library

| Category                              | Amount/Cost     | Date of Expenditure<br>(July 1, 1988 - June 30, 1989) |
|---------------------------------------|-----------------|---|
| Children's Materials                  | \$ _____        | _____   |
| Adult Materials                       | \$ _____        | _____   |
| Programs                              | \$ _____        | _____   |
| Personnel (Salaries, fringe benefits) | \$ _____        | _____   |
| Supplies                              | \$ _____        | _____   |
| Equipment                             | \$ _____        | _____   |
| Travel                                | \$ _____        | _____   |
| Contractual Services (Specify)        | \$ _____        | _____   |
| Other (Specify)                       | \$ _____        | _____   |
| <b>* TOTAL</b>                        | <b>\$ _____</b> | _____   |

\* Total must equal FY89 equalization aid grant.



JIM EDGAR  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

FY90

CITY Decatur

SUBMIT WITH APPLICATION FOR EQUALIZATION AID  
AND/OR PER CAPITA GRANT

I, William M. Dangney  
Macon, County Clerk of the County of  
in the State of Illinois, and keeper of the records and  
files of said county, do hereby certify that the assessed value of all property as equalized by the Department  
of Revenue, Property Tax Administration Bureau for the Year 1988 in Decatur Public Library is  
(library corporate entity)

|                   |    |                    |
|-------------------|----|--------------------|
| Real Estate       | \$ | <u>446,563,373</u> |
| Pollution Control | \$ | <u>-0-</u>         |
| Railroad Property | \$ | <u>3,812,613</u>   |
| <b>TOTAL</b>      | \$ | <u>450,375,986</u> |

All of which appears from the records and files in my office.\*

The Decatur Public library tax rate is .4119

IN WITNESS WHEREOF, I HAVE HEREUNTO SET  
MY HAND AND FIXED THE SEAL OF THE COUNTY  
OF Macon, AT MY OFFICE,  
IN THE CITY OF Decatur,  
IN SAID COUNTY, THIS 22nd DAY OF  
August, A.D. 1989

(County Seal)

William M. Dangney  
County Clerk

Subscribed and sworn before me this 22nd day of August, 1989

Cheryl Meyer  
Notary Public



My Commission Expires October 6, 1989

\*Both seals/stamps and signatures are required by the Auditor General for the State of Illinois.

COUNTY SEAL AND NOTARY SEAL LEGALLY CANNOT BE IDENTICAL

LIBRARY NAME Decatur Public Library

25. The results of completing the Output Measures are compiled by the Library Research Center of the University of Illinois each year. If you wish to list your library's results from output measures computed after Oct. 15, 1988, you may do so. This is an **OPTIONAL** request, and you may report on some or all output measures that you have completed.

| MEASURE |  | RESULT | DATE COMPLETED |
|---------|--|--------|----------------|
| 1.      | Circulation Per Capita                         | 8.3    | 5/1/89         |
| 2.      | In-Library Materials Use Per Capita            |        |                |
| 3.      | Library Visits Per Capita                      | 3.9    | 5/1/89         |
| 4.      | Program Attendance Per Capita                  |        |                |
| 5.      | Reference Transactions Per Capita              | 3.9    | 5/1/89         |
| 6.      | Reference Fill Rate                            | %      |                |
| 7.      | Title Fill Rate                                | %      |                |
| 8.      | Subject and Author Fill Rate                   | %      |                |
| 9.      | Browser's Fill Rate                            | %      |                |
| 10.     | Registration as a Percentage of the Population | 54 %   | 5/1/89         |
| 11.     | Turnover Rate                                  | %      |                |
| 12.     | Document Delivery                              |        |                |
|         | 7 days   | %      |                |
|         | 30 days  | %      |                |