

DECATUR PUBLIC LIBRARY

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

JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

January 17, 1991 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
- II. Approval of Minutes
 - A. Meeting of December 20, 1990
 - B. Meeting of January 3, 1991
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policies, and Public Relations Committee
 1. No Meeting
 - B. Finance & Properties Committee
 1. Approval of bills for December 1990
 - C. Rolling Prairie
 1. Report on January RPLS Board meeting
 - D. Foundation
 - E. Friends of the Library
 1. Minutes of December 13, 1990 meeting
- VI. Avenues to Excellence II
 - A. Chapter VII, Personnel
- VII. Old Business
 - A. Labor Negotiations - Closed Executive Session
- VIII. New Business
- IX. Adjournment

City Librarian's Report
December 1990

I. Statistics

Circulation increased 5% (2,501 items) over December 1989, and nearly 2% (15,313 items) for the twelve month period. Adult materials had a 5% (953 items) gain. The addition of mass market paperbacks helped to increase the adult circulation with no drop in hardback circulation.

Mild weather helped to increase bookmobile circulation 8% (814 items). A lack of snow during the first part of December allowed the bookmobiles to make all their stops. Bookmobile circulation increased 12% over December 1989.

The library also had large increases in attendance and service statistics. Attendance increased 12% (2,651 people) over December 1989. Service statistics (staff providing assistance to patrons) increased 20%, from 2,366 assists in December 1989 to 2,851 in December 1990. Combining the two basement service areas has helped to spread the work among the Reference and Adult Service staffs. Increasing the visibility of the staff in the basement has produced a greater number of requests for service.

II. Budget

The budget is 64.7% spent/encumbered. To date, \$7,500 has been saved in personnel costs. I estimate that by the end of the year we will save \$12,000 on equipment rental of the CLSI computer. The computer passed its performance test near the end of December. We will begin making lease/purchase payments to CLSI effective January 1, 1991.

At the November Board meeting, I recommended purchase of a Minolta reader printer, based on performance and cost. Board approval is required to purchase this equipment.

The request for proposal to convert the bibliographic database to MARC format will be sent out to nineteen vendors on January 14. Proposals are due back in early March, with vendor approval scheduled for the April Board meeting. This will enable the library to start the data conversion at the beginning of the 1991/92 fiscal year.

An LSCA letter of intent to help fund the BIC program will be sent to the Illinois State Library. At a meeting with our state representatives, it was suggested that we explore the possibility of selling the BIC services to state agencies and other libraries. Mrs. Gibson has also

requested information from the Joyce Foundation and the John D. and Catherine T. MacArthur Foundation regarding proposals to these foundations.

AFSCME Council 31 has requested a meeting to negotiate a collective bargaining agreement. Besides myself, the management negotiating team will consist of Chuck Phillips (Director of Human Resources for the City), Wendy Morthland (attorney for the City), Karen Anderson (Circulation Librarian for the Library), and the library's labor negotiator. Gary Pasek is leaving private practice.

I will be attending two programs on negotiations during the next month. On January 30, the Decatur Area Labor-Management Committee is sponsoring a one day seminar on "Bargaining and Negotiations" with Michael Long from the University of Illinois.

Lincoln Library in Springfield accepted unionization from their staff, who will become part of the city's unions.

III. Personnel

Two half-time library clerks in circulation resigned in December, leaving four vacancies in this department. I have filled two of the openings with new staff and have also temporarily assigned present staff to help fill in.

I am sad to report that Virginia White, Catalog Clerk on medical leave of absence since November, died on Monday, January 7. Mrs. White worked for the Library for six years and will be missed by the staff.

I have received a letter of retirement from Roberta Brooks, Junior Cataloger, effective January 16. Mrs. Brooks has worked in cataloging for 13 years and was responsible for cataloging children's books and new fiction titles. A replacement for this position is being sought in-house.

Doug Watts, Bookmobile Clerk/Driver, has resigned to attend school. Mr. Watts began at the Library in September 1990. I have asked Steve Serber, Extension Librarian, to evaluate the use of extension staff and determine if there is a practical way to reduce staffing while maintaining the basic service.

Ann Snoeyenbos, graduate student in library service at Indiana University, volunteered at the library from December 10 to January 7. She worked in many public service departments and gained some valuable practical experience.

Kellie Flynn, library assistant in the Children's Department, completed her MLS degree at the University of Illinois in December. Ms. Flynn is one of two staff members who received scholarships from the Illinois State Library. Part of the scholarship requirement is that she must work two years in a professional position or pay back the scholarship.

IV. Public Relations

The Library received over \$2,700 in the "Give a Gift to the Library" promotion. Mrs. Gibson and I appeared on television to explain the program. The local newspapers wrote articles about the program and did a follow-up story.

First Night activities were held in the Library on December 31, with 844 people attending. Two of the Herald and Review pictures featuring First Night showed programs at the Library.

The Fine Arts Film Series will begin on January 12 and continue through March with six films. Mark Sorensen will introduce each of the films.

STATISTICAL REPORT
December 1990

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1990	24,375	1,613	15,902	41,890	676,382
1989	23,301	1,549	15,916	40,766	674,823
AV materials, 1990	10,343			10,343	140,028
1989	8,966			8,966	126,274
Total circulation, 1990	34,718	1,613	15,902	52,233	816,410
1989	34,267	1,549	15,916	49,732	801,097

Volumes purchased this 12 months to date: 15,667

Volumes purchased last 12 months to date: 14,223

TECHNICAL SERVICES

New books added	1,283
New titles added	649
Books withdrawn	783
Video titles added	20
Books mended	775
Gifts	1,804

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1990/91</u>	<u>YTD Expended 1989/90</u>	<u>Unexpended</u>
Personal Services	1,755,966	1,131,218	1,078,500	624,748
Operating	418,745	216,735	208,489	202,010
Capital & books	322,673	204,681	207,224	127,992

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	11 + 1	0	0	11 + 1
Library Assistants	7 + 5	0	0	7 + 5
Clerical	18 + 10	2	1	18 + 9
Pages	4 + 8	0	0	4 + 8
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: Temporary Page (2); 1/2 time Library Clerk I (2); Library Assistant (1)

COMPUTER DOWN-TIME FOR MONTH: 10 minutes

PATRONS REGISTERED: 237 adult + 42 youth + 46 juvenile = 325 total

PATRON CONTACTS: this 12 months to date: 41,356
last 12 months to date: 37,049

Personnel, Policy, and Public Relations Committee
February 4, 1991

The meeting was called to order at 5:00 p.m. by Chairman Robert Oakes. Members attending: Mr. Oakes, Stan Sitton, Janna Lutovsky, and Barbara Ohlsen, ex-officio. Staff attending: Jim Seidl, Carol Gibson, and Linda Humphreys.

The first agenda item was to review and update the City Librarian's job description. A copy of the current description and some evaluation tools were previously mailed.

The present job description was evaluated. It was noted that no reference is made to labor relations; a stronger budget statement is needed; there is no reference to automation and technology. It was also felt that there should be a reference to public relations work as well as participation in community organizations. The format of the description could also be improved. The Committee particularly liked the evaluation tool Evaluating the Library Director by Nancy M. Bolt.

Mr. Sitton made a motion that Mr. Seidl develop a job description and a new evaluation form, with a rough draft ready for the March Committee meeting. The motion was seconded by Mrs. Lutovsky and carried.

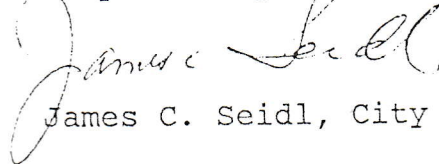
The plan for improving staff morale is also due at the March Committee meeting. It was decided that the morale plan is the first priority if everything can not be completed.

The form used by the staff to evaluate the Library Director will be reviewed at the March meeting.

The Long Range Plan Review Committee will begin reviewing the Plan sometime near the end of February. Mr. Sitton, Chair of that Committee, asked for each Committee's input. This was discussed briefly.

There was no further business. The meeting was adjourned at 6:05 p.m.

Respectfully submitted



James C. Seidl, City Librarian

DATE OF REQUEST: 12/31/90 FOR PERIOD ENDING 12/31/90

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/04/90	LLINI SANITARY SUPPLY, INC	86.50	40018	12/04/90	JANITORIAL SUPPLIES
12/05/90	PUSHTASSEN	37.15	40045	12/05/90	POSTAGE
12/05/90	TREAS-MEDICAL INSURANCE	3,042.60	40051	12/05/90	HOSPITAL AND MEDICAL INSURANCE
12/05/90	TREAS-NON MEDICAL INS	477.89	40052	12/05/90	GROUP LIFE INSURANCE
12/05/90	TREAS-NON MEDICAL INS	977.28	40052	12/05/90	WORKERS COMPENSATION
12/05/90	TREAS-IMRF	9,474.53	40054	12/05/90	RETIREMENT-IMRF
12/06/90	IL OCLC USERS GROUP	10.00	40058	12/06/90	TRAINING SCHOOL
12/06/90	AKATEX SERVICES, INC.	14.24	40075	12/07/90	JANITORIAL SUPPLIES
12/06/90	MANPOWER	132.00	40094	12/07/90	TEMP PERSONNEL SERVICES
12/06/90	STRIGLUS	94.55	40103	12/07/90	OFFICE SUPPLIES
12/06/90	TREAS-NON MEDICAL INS	250.91	40107	12/07/90	MOTOR VEHICLE INSURANCE
12/06/90	TREAS-NON MEDICAL INS	48.57	40107	12/07/90	ROLLER INSURANCE
12/06/90	TREAS-NON MEDICAL INS	943.17	40107	12/07/90	PROPERTY INSURANCE
12/06/90	TREAS-NON MEDICAL INS	612.00	40108	12/07/90	GENERAL LIABILITY INSURANCE
12/06/90	TREAS-WATER FUNDS	239.05	40110	12/07/90	WATER
12/06/90	TREAS-GENERAL FUND	930.94	40110	12/07/90	GAS
12/06/90	TREAS-GENERAL FUND	357.89	40110	12/07/90	POSTAGE
12/06/90	TREAS-GENERAL FUND	291.90	40110	12/07/90	JANITORIAL SUPPLIES
12/06/90	TREAS-GENERAL FUND	238.86	40110	12/07/90	OFFICE SUPPLIES
12/06/90	TREAS-GENERAL FUND	2,873.83	40110	12/07/90	TRANSFER TO GENERAL FUND
12/11/90	TREAS-PETTY CASH	3.79	40149	12/11/90	CONFERENCES AND OTHER TRAVEL
12/11/90	TREAS-PETTY CASH	14.07	40149	12/11/90	POSTAGE
12/11/90	TREAS-PETTY CASH	91.33	40149	12/11/90	POSTAGE
12/11/90	TREAS-PETTY CASH	91.33	40149	12/11/90	POSTAGE
12/11/90	TREAS-PETTY CASH	91.33	40149	12/11/90	POSTAGE
12/11/90	TREAS-PETTY CASH	35.87	40149	12/11/90	POSTAGE
12/11/90	TREAS-PETTY CASH	10.49	40149	12/11/90	POSTAGE
12/11/90	TREAS-PETTY CASH	90.77	40158	12/11/90	AV-VIDE US
12/12/90	POSTMASTER	18.65	40172	12/13/90	TELEPHONE
12/14/90	DAUER, N LEO	90.00	40192	12/14/90	OTHER PROFESSIONAL SERVICES
12/14/90	HUGHES, WAYNE	144.00	40196	12/14/90	OTHER PROFESSIONAL SERVICES
12/14/90	IL LIBRARY ASSN	220.00	40198	12/14/90	CONFERENCES AND OTHER TRAVEL
12/14/90	RIGSBETH, PAUL	48.00	40204	12/14/90	OTHER PROFESSIONAL SERVICES
12/14/90	SLEETH, ALAN	144.00	40204	12/14/90	OTHER PROFESSIONAL SERVICES
12/16/90	W S U, INC.	512.00	40210	12/14/90	OTHER PROFESSIONAL SERVICES
12/18/90	TREAS-GENERAL FUND	292.77	40239	12/18/90	ADVERTISING
12/18/90	DECATUR HERALD & REVIEW	56.21	40252	12/19/90	POSTAGE
12/18/90	MANPOWER	62.24	40266	12/19/90	BOOKS-MAIN REFERENCE
12/18/90	MANPOWER	191.40	40276	12/19/90	TELEPHONE
12/18/90	TREAS-MEDICAL INSURANCE	3,153.63	40287	12/19/90	OTHER PROFESSIONAL SERVICES
12/18/90	TREAS-NON MEDICAL INS	42.35	40287	12/19/90	HOSPITAL AND MEDICAL INSURANCE
12/18/90	TREAS-NON MEDICAL INS	977.28	40288	12/19/90	GROUP LIFE INSURANCE
12/18/90	TREAS-IMRF	12.92	40288	12/19/90	WORKERS COMPENSATION
12/18/90	TREAS-PETTY CASH	53.39	40289	12/19/90	RETIREMENT-IMRF
12/18/90	TREAS-PETTY CASH	10.47	40289	12/19/90	MATERIALS TO MAINT BLDGS
12/18/90	DECATUR HERALD & REVIEW	413.40	40289	12/20/90	MATERIALS TO MAINT AUTO EQUIP
12/18/90	DECATUR HERALD & REVIEW	697.52	40289	12/20/90	MAG/PAPERS-MAIN ADULT
12/20/90	IL BELL TELEPHONE CO	163.24	40325	12/21/90	TELEPHONE
12/20/90	IL BELL TELEPHONE CO	163.24	40325	12/21/90	TELEPHONE
12/27/90	MANPOWER	79.86	40332	12/27/90	TELEPHONE
12/27/90	MANPOWER	255.43	40337	12/27/90	TEMP PERSONNEL SERVICES
12/28/90	BAKER, E	513.45	40366	12/28/90	BOOKS-MAIN ADULT
12/28/90	BAKER, E	11.47	40366	12/28/90	BOOKS-MAIN JUVENILE
12/28/90	BAKER, E	154.75	40366	12/28/90	BOOKS-EXTENSION ADULT
12/28/90	BAKER, E	17.70	40366	12/28/90	BOOKS-EXTENSION JUVENILE
12/28/90	BAKER, E	819.91	40366	12/28/90	AV-VIDEOS
12/28/90	BAKER, E	113.01	40392	12/28/90	BOOKS-MAIN ADULT REFERENCE
12/28/90	BAKER, E	247.11	40392	12/28/90	BOOKS-MAIN REFERENCE
12/28/90	BAKER, E	59.90	40392	12/28/90	BOOKS-PROFESSIONAL
12/12/90	BAKER, E	755.02	40393	12/31/90	BOOKS-MAIN ADULT
12/12/90	BAKER, E	18.36	40393	12/31/90	BOOKS-MAIN YOUTH
12/12/90	BAKER, E	48.83	40393	12/31/90	BOOKS-MAIN JUVENILE
12/12/90	BAKER, E	19.52	40393	12/31/90	BOOKS-PROFESSIONAL
12/12/90	BAKER, E	200.44	40393	12/31/90	BOOKS-EXTENSION ADULT

CITY OF DECATUR, ILL. BILLS AND PAYROLLS
 FUNG DECATUR PUBLIC LIBRARY

PER PERIOD ENDING 12/31/90

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
12/12/90	BAKER & TAYLOR CO	40393	12/31/90	AV-VIDEOS	138.96
12/12/90	BAKER & TAYLOR CO	40393	12/31/90	AV-VIDEOS	138.96
12/12/90	BAKER & TAYLOR CO	40394	12/31/90	BOOKS-MAIN ADULT	1,781.51
12/12/90	BAKER & TAYLOR CO	40394	12/31/90	BOOKS-MAIN YOUTH	133.58
12/12/90	BAKER & TAYLOR CO	40394	12/31/90	BOOKS-EXTENSION ADULT	502.92
12/12/90	BAKER & TAYLOR CO	40394	12/31/90	BOOKS-EXTENSION JUVENILE	191.54
12/12/90	BAKER & TAYLOR CO	40394	12/31/90	BOOKS-MAIN ADULT	145.50
12/12/90	BAKER & TAYLOR CO	40395	12/31/90	BOOKS-MAIN YOUTH	1,974.77
12/12/90	BAKER & TAYLOR CO	40395	12/31/90	BOOKS-EXTENSION ADULT	242.54
12/12/90	BAKER & TAYLOR CO	40395	12/31/90	BOOKS-EXTENSION JUVENILE	242.54
12/12/90	BAKER & TAYLOR CO	40395	12/31/90	BOOKS-MAIN ADULT	210.71
12/12/90	BAKER & TAYLOR CO	40395	12/31/90	BOOKS-EXTENSION ADULT	16.02
12/12/90	BAKER & TAYLOR CO	40396	12/31/90	BOOKS-MAIN YOUTH	643.00
12/12/90	BAKER & TAYLOR CO	40396	12/31/90	BOOKS-MAIN ADULT	59.70
12/12/90	BAKER & TAYLOR CO	40396	12/31/90	BOOKS-EXTENSION JUVENILE	69.67
12/12/90	BAKER & TAYLOR CO	40396	12/31/90	BOOKS-MAIN ADULT	29.81
12/12/90	BAKER & TAYLOR CO	40396	12/31/90	BOOKS-EXTENSION JUVENILE	43.18
12/12/90	BAKER & TAYLOR CO	40397	12/31/90	BOOKS-MAIN ADULT	1,847.85
12/12/90	BAKER & TAYLOR CO	40397	12/31/90	BOOKS-EXTENSION ADULT	358.61
12/12/90	BAKER & TAYLOR CO	40397	12/31/90	BOOKS-EXTENSION JUVENILE	1,358.61
12/12/90	BAKER & TAYLOR CO	40397	12/31/90	BOOKS-MAIN ADULT	14.35
12/12/90	BAKER & TAYLOR CO	40397	12/31/90	BOOKS-EXTENSION ADULT	126.97
12/12/90	BAKER & TAYLOR CO	40397	12/31/90	BOOKS-EXTENSION JUVENILE	7.74
12/12/90	BAKER & TAYLOR CO	40397	12/31/90	BOOKS-MAIN ADULT	228.74
12/12/90	BAKER & TAYLOR CO	40397	12/31/90	BOOKS-EXTENSION ADULT	65
12/12/90	BAKER & TAYLOR CO	40398	12/31/90	BOOKS-EXTENSION JUVENILE	109.98
12/12/90	BAKER & TAYLOR CO	40398	12/31/90	BOOKS-MAIN ADULT	125.82
12/12/90	BAKER & TAYLOR CO	40398	12/31/90	BOOKS-EXTENSION ADULT	745.00
12/12/90	BAKER & TAYLOR CO	40398	12/31/90	BOOKS-EXTENSION JUVENILE	696.50
12/12/90	BOOTH, PASEK & COLLINGS	40415	12/31/90	AV-CASSETTES	455.00
12/12/90	C. S. I.	40432	12/31/90	OTHER PROFESSIONAL SERVICES	27.28
12/12/90	CATALOGING DIST. SERVICE	40433	12/31/90	RENTAL-EQUIPMENT	455.00
12/12/90	CAPITAL CITY PAPER CO	40433	12/31/90	OTHER PROFESSIONAL SERVICES	510.09
12/12/90	CLEVELAND COTTON PRODUCTS	40438	12/31/90	OFFICE SUPPLIES	175.00
12/12/90	DECATUR PAPER HOUSE	40445	12/31/90	JANITORIAL SUPPLIES	690.18
12/12/90	DUNN'S MARKETING SERVICE	40457	12/31/90	OFFICE SUPPLIES	690.18
12/12/90	DAUBEN, W LEU	40458	12/31/90	BOOKS-MAIN REFERENCE	37.00
12/12/90	ECONOMIC RESEARCH INST.	40491	12/31/90	BOOKS-MAIN REFERENCE	283.50
12/12/90	GALILEO RESEARCH CO	40471	12/31/90	OFFICE SUPPLIES	520.92
12/12/90	HEMP, SUSAR J.	40479	12/31/90	BOOKS-MAIN REFERENCE	1,081.28
12/12/90	ILL INI SUPPLY CO	40486	12/31/90	OTHER PROFESSIONAL SERVICES	168.00
12/12/90	ILL STATE LIBRARY	40494	12/31/90	ELECTRICITY	3,900.23
12/12/90	ILL STATE LIBRARY	40506	12/31/90	GRANT EXPENSES	2,588.25
12/12/90	ILL STATE LIBRARY	40509	12/31/90	PRINTING AND BINDING	439.85
12/12/90	ILL STATE LIBRARY	40509	12/31/90	SERV TO MAINT OFFICE EQUIP	70.00
12/12/90	ILL STATE LIBRARY	40509	12/31/90	TELEPHONE	414.01
12/12/90	ILL STATE LIBRARY	40509	12/31/90	POSTAGE	39.94
12/12/90	JAN MASTER SUPPLY	40509	12/31/90	RENTAL-EQUIPMENT	859.64
12/12/90	JAN SAN SUPPLY CO, INC	40516	12/31/90	JANITORIAL SUPPLIES	73.30
12/12/90	JOHN CURLEY & ASSOCIATES	40520	12/31/90	BOOKS-MAIN ADULT	117.61
12/12/90	JANICE B. MANDERNACH	40521	12/31/90	BOOKS-MAIN ADULT	1,602.28
12/12/90	LOGITECH	40538	12/31/90	OTHER PROFESSIONAL SERVICES	1,272.00
12/12/90	LANDMARK FILMS INC	40540	12/31/90	AV-VIDEOS	38.19
12/12/90	MULTIGRAPHICS	40540	12/31/90	OFFICE SUPPLIES	342.00
12/12/90	MICRAGE COMPUTEL CENTER	40563	12/31/90	SERV TO MAINT OFFICE EQUIP	1,314.70
12/12/90	MCCORMACK	40568	12/31/90	SERV TO MAINT AUTO EQUIPMENT	158.40
12/12/90	MANPOWER	40569	12/31/90	TEMP PERSONNEL SERVICES	334.75
12/12/90	NEW CAREER'S CENTER	40581	12/31/90	BOOKS-MAIN REFERENCE	815.01
12/12/90	OTTIS ELEVATOR COMPANY	40587	12/31/90	SERV TO MAINT BUILDINGS	295.68
12/12/90	OUTLET BOOKS	40589	12/31/90	BOOKS-MAIN REFERENCE	10.00
12/12/90	POPULAR SUBSCRIPTION SERV.	40597	12/31/90	MAGAZINES-MAIN ADULT	111.00
12/12/90	PSI RIS	40598	12/31/90	BOOKS-MAIN REFERENCE	74.16

GLA3120 FUND DECATUR PUBLIC LIBRARY FOR PERIOD ENDING 12/31/90

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/12/90	PRIORITY VIDEO SERVICE CORP.	11.00	40399	12/31/90	AV-VIDEOS
12/12/90	R R BOOKS	224.16	40396	12/31/90	BOOKS-MAIN JUVENILE
12/12/90	RED SEAS PRESS	6.00	40310	12/31/90	BOOKS-MAIN ADULT
12/06/90	ROLLING PRAIRIE LIBRARIES	153.00	40313	12/31/90	ADVERTISING
12/24/90	ROLLING PRAIRIE LIBRARIES	328.57	40613	12/31/90	OTHER PROFESSIONAL SERVICES
12/14/90	SCHUERMAN KEY SHOP INC.	120.50	40621	12/31/90	SERV TO MAINT BLDINGS
12/11/90	STRIGLOS	37.03	40632	12/31/90	OFFICE SUPPLIES
12/28/90	SCHUER-TEL COMMUNICATIONS	45.00	40633	12/31/90	SERV TO MAINT OFFICE EQUIP
12/28/90	SCHUER-TEL COMMUNICATIONS	57.50	40633	12/31/90	TELEPHONE
12/12/90	SUN FEATURES, INC.	5.00	40636	12/31/90	BOOKS-MAIN ADULT
12/12/90	SUN FEATURES, INC.	19.95	40637	12/31/90	BOOKS-MAIN REFERENCE
12/28/90	TRUMP PRINTING, INC.	69.25	40651	12/31/90	PRINTING AND BINDING
12/06/90	TELAUTOGRAPH	165.00	40623	12/31/90	SERV TO MAINT OFFICE EQUIP
12/06/90	TOTAL PLASTICS	796.69	40657	12/31/90	OFFICE SUPPLIES
12/12/90	THORNBUKE PRESS	163.39	40659	12/31/90	BOOKS-MAIN ADULT
12/20/90	W W GRAINGER, INC.	153.48	40672	12/31/90	MATERIALS TO MAINT BLDGS
12/20/90	WRITERS BLOC, INC.	225.00	40676	12/31/90	OTHER PROFESSIONAL SERVICES
12/12/90	WASHINGTON RES. PUBLICATIONS	151.00	40677	12/31/90	BOOKS-MAIN REFERENCE
12/12/90	WASHINGTON DEREK PUBLISHERS, INC.	7.97	40678	12/31/90	BOOKS-MAIN ADULT
12/12/90	WINSTON-DEREK PUBLISHERS, INC.	7.98	40678	12/31/90	BOOKS-MAIN REFERENCE
12/28/90	WICKES LUMBER CO	86.97	40619	12/31/90	MATERIALS TO MAINT BLDGS
12/13/90	WORLD BOOK ENCYCLOPEDIA, INC	24.90	40681	12/31/90	BOOKS-MAIN JUVENILE
12/07/90	XEROX	9.23	40683	12/31/90	RENTAL-EQUIPMENT
TOTAL					71,453.02

GLA3120 FUND PUBLIC LIBRARY-TRUSTS FOR PERIOD ENDING 12/31/90

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/28/90	BAKER & TAYLOR CO	31.50	40369	12/28/90	EXPENDITURES
12/12/90	BAKER & TAYLOR CO	131.28	40382	12/31/90	EXPENDITURES
12/12/90	BAKER & TAYLOR CO	187.56	40383	12/31/90	EXPENDITURES
12/12/90	BAKER & TAYLOR CO	107.54	40394	12/31/90	EXPENDITURES
12/12/90	BAKER & TAYLOR CO	208.94	40395	12/31/90	EXPENDITURES
12/28/90	BAKER & TAYLOR CO	105.80	40396	12/31/90	EXPENDITURES
12/28/90	BAKER & TAYLOR CO	114.46	40397	12/31/90	EXPENDITURES
12/12/90	DAVIDSON TITLES, INC.	515.60	40454	12/31/90	EXPENDITURES
12/06/90	ROLLING PRAIRIE LIBRARIES	850.00	40613	12/31/90	EXPENDITURES
TOTAL					2,089.88

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-I-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT COMM
090	SALARIES & WAGES	1,355,702	86,966.33	761,548.25	903,801	594,153.75	.00	594,153.75	56.2
092	REGULAR SALARIES	0	5,122.60	29,462.40	0	29,462.40	.00	29,462.40	
094	HOLIDAYS	0	55.44	727.99	0	727.99	.00	727.99	
096	OTHER LEAVE WITH PAY	0	2,018.82	20,282.67	0	20,282.67	.00	20,282.67	
098	SICK TIME	0	5,467.67	67,843.11	0	67,843.11	.00	67,843.11	
098	VACATION TIME	0	0	0	0	0	.00	0	
		1,355,702	99,630.86	879,864.42	903,801	475,837.58	.00	475,837.58	64.9
	PERSONAL SERVICES								
101	OVERTIME	0	.00	115.24	0	115.24	.00	115.24	
102	TEMPORARY SALARIES	26,067	1,267.93	12,093.91	17,378	13,973.09	.00	13,973.09	46.4
104	RETIREMENT-IMRF	2,621,018	19,179.88	169,095.73	174,678	92,922.27	.00	92,922.27	64.5
111	GROUP LIFE INSURANCE	1,188	90.78	801.64	1,188	386.36	.00	386.36	67.5
112	HOSPITAL AND MEDICAL INSURA	79,382	6,196.61	50,591.06	52,921	28,787.94	.00	28,787.94	63.7
114	WORKERS COMPENSATION	28,954	1,954.56	16,917.89	19,302	12,036.11	.00	12,036.11	58.4
115	SERVICE RECOGNITION	2,655	100.00	1,735.00	1,770	920.00	.00	920.00	65.4
		4,002,646	28,789.76	251,353.47	266,841	148,910.53	.00	148,910.53	62.8
	CONTRACTUAL SERVICES								
201	ADVERTISING	4,225	465.00	2,312.13	2,816	1,912.87	10.00	1,902.87	55.0
202	PRINTING AND BINDING	11,600	509.10	4,908.82	7,733	6,691.18	16.55	6,774.63	42.5
210	SERV TO MAINT BUILDINGS	13,000	414.16	4,856.34	8,666	143.66	152.00	7,991.66	38.5
211	SERV TO MAINT IMPROVEMENTS	2,000	.00	.00	1,333	200.00	.00	200.00	
212	SERV TO MAINT AUTO EQUIPMEN	2,000	.00	1,597.19	1,333	402.81	474.28	71.47	103.6
213	SERV TO MAINT OFFICE EQUIP	12,000	1,826.00	4,620.52	8,000	7,379.48	139.00	7,240.48	39.7
231	FLETCRICITY	70,000	3,900.23	49,670.99	46,666	20,329.91	.00	20,329.91	71.0
232	GAS	14,000	630.94	3,159.99	9,333	10,840.91	.00	10,840.91	22.6
233	TELEPHONE	21,640	1,302.60	11,456.61	14,426	10,183.39	50.00	10,133.39	53.2
234	WATER	1,800	239.05	698.26	533	101.74	.00	101.74	87.3
238	ADDITIONAL SERVICES	1,300	.00	.00	866	1,300.00	.00	1,300.00	
240	TRAINING SCHOOL	5,000	10.00	1,640.27	3,393	3,449.73	1,390.00	2,059.73	59.5
241	CONFERENCES AND OTHER TRAVE	3,250	223.79	2,090.51	2,166	1,159.49	.00	1,159.49	64.3
245	POSTAGE	10,000	824.51	6,456.90	6,666	3,543.10	.00	3,543.10	64.6
247	COMPUTER SOFTWARE EXPENSE	2,750	.00	.00	1,833	2,750.00	.00	2,750.00	
271	TEMP PERSONNEL SERVICES	10,400	369.60	5,765.30	6,933	4,634.70	.00	4,634.70	55.4
272	TUIT ION REIMBURSEMENT	2,000	.00	641.06	1,333	1,358.94	.00	1,358.94	32.1
280	OTHER PROFESSIONAL SERVICES	56,178	3,415.97	32,124.62	31,452	24,053.38	16,536.00	7,517.38	86.6
284	PROFESSIONAL MEMBERSHIP FEE	22,250	696.50	7,107.60	21,500	24,755.62	.00	24,755.62	23.6
286	RENTAL-EQUIPMENT	16,000	898.87	11,073.08	10,666	4,926.92	.00	4,926.92	69.2
289	RENTAL-EQUIPMENT	291,083	15,726.32	152,823.07	194,047	138,259.93	18,767.83	119,492.10	58.9
	COMMODITIES								
310	GASOLINE	3,000	697.55	1,968.61	2,000	1,031.39	.00	1,031.39	65.6
312	JANITORIAL SUPPLIES	3,500	958.55	3,113.42	2,333	386.58	23.80	3,221.78	89.6
320	MATERIALS TO MAINT BLDGS	18,000	285.17	4,946.64	12,000	13,053.58	901.62	12,151.96	32.5
337	MATERIAL TO MAINT AUTO EQUI	3,000	18.03	900.05	2,000	2,099.95	.00	2,099.95	30.9
345	OFFICE SUPPLIES	31,000	2,447.08	14,748.36	20,666	16,251.64	2,275.94	13,975.70	54.9
357	EMPLOYEE RECOGNITION SUPPLI	1,200	.00	.00	133	200.00	.00	200.00	
		58,700	4,206.38	25,677.08	39,132	33,022.92	3,201.36	29,821.56	49.2
	OTHER CHARGES								
400	CONTINGENCIES	10,000	.00	.00	6,666	10,000.00	.00	10,000.00	66.7
415	TRANSFER TO GENERAL FJND	34,486	2,873.83	22,990.64	22,990	11,495.36	.00	11,495.36	66.7
418	MOTOR VEHICLE-INSURANCE	3,011	250.91	2,007.28	2,007	1,003.72	.00	1,003.72	66.7
420	BOILER INSURANCE	583	48.59	388.72	388	194.28	.00	194.28	66.7
421	PROPERTY INSURANCE	11,318	943.17	7,545.36	7,545	3,772.64	.00	3,772.64	66.7

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCMT COMM
423	OTHER CHARGES	7,344	512.00	4,826.00	4,896	2,448.00	.00	2,448.00	66.7
488	GENERAL LIABILITY INSURANCE	500	258.23	258.23	333	241.77	.00	241.77	51.5
499	SMALL CAPITAL ITEMS	1,720	.00	148.92	1,146	1,571.08	.00	1,571.08	8.7
		68,962	4,986.73	38,235.15	45,971	30,726.85	.00	30,726.85	55.4
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPME	22,223	.00	1,423.00	14,815	20,800.00	.00	20,800.00	6.4
520	OTHER MACHINERY AND EQUIPME	2,900	.00	591.32	1,933	2,308.68	.00	2,308.68	20.4
		25,123	.00	2,014.32	16,748	23,108.68	.00	23,108.68	8.0
CAPITAL OUTLAY									
801	BOOKS-MAIN ADULT	88,200	7,244.93	60,543.63	58,666	27,456.37	16,994.58	10,461.79	88.1
802	BOOKS-MAIN YOUTH	38,000	2,712.45	22,106.38	25,333	13,997.12	5,988.08	2,671.50	58.9
803	BOOKS-MAIN JUVENILE	70,550	3,754.77	49,061.27	47,033	21,488.73	13,577.14	7,913.59	78.8
804	BOOKS-MAIN REFERENCE	3,600	574.85	2,398.96	2,400	1,201.04	3,437.39	763.65	78.8
805	BOOKS-PROFESSIONAL	16,000	748.00	9,763.30	10,666	6,236.70	3,035.77	3,200.93	80.0
821	BOOKS-EXTENSION ADULT	655	23.76	228.11	436	426.89	43.63	383.26	41.5
822	BOOKS-EXTENSION YOUTH	10,000	682.15	5,791.73	6,666	4,208.27	1,937.31	2,270.96	77.3
823	BOOKS-EXTENSION JUVENILE	5,000	287.73	2,187.28	3,333	2,812.72	543.53	2,269.19	54.6
830	AV-PHONODICS	7,000	387.47	4,289.37	4,666	2,710.63	1,333.29	1,377.34	80.3
831	AV-VIDEOS	27,000	1,426.70	13,602.02	18,000	13,397.88	2,875.69	10,522.29	61.0
832	AV-VIDEOS	18,200	1,393.40	12,980.31	12,133	5,219.69	1,134.00	5,085.69	72.1
841	MAG/PAPERS-MAIN ADULT	490	.00	249.09	326	270.81	.00	270.81	50.8
842	MAG/PAPERS-MAIN YOUTH	1,050	22.00	873.49	700	176.51	.00	176.51	83.2
843	MAG/PAPERS-MAIN JUVENILE	10,100	845.58	4,599.58	6,733	1,640.42	.00	1,640.42	83.8
844	MAG/PAPERS-MAIN REFERENCE	980	.00	1,118.46	653	138.46	.00	138.46	114.1
845	MAG/PAPERS-MAIN PROFESSIONAL	4,000	60.00	3,342.31	2,666	657.69	.00	657.69	83.6
847	MAG/PAPERS-EXTEN ADULT	215	.00	142.04	140	145.94	12.44	55.52	73.6
848	MAG/PAPERS-EXTEN YOUTH	215	.00	69.06	143	145.94	.00	145.94	32.1
849	MAG/PAPERS-EXTEN JUVENILE	307,550	18,091.00	202,666.65	205,026	104,883.35	47,238.59	57,644.76	81.3
**	DIVISION TOTAL **	2,507,384	172,231.05	1,552,634.16	1,671,566	954,749.84	69,207.78	885,542.06	64.7

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES	16,000	1,239.88	13,193.92	10,666	2,806.08	2,781.53	24.55	99.8
		16,000	1,239.88	13,193.92	10,666	2,806.08	2,781.53	24.55	99.8
**	DIVISION TOTAL **	16,000	1,239.88	13,193.92	10,666	2,806.08	2,781.53	24.55	99.8

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
515	OFFICE MACHINERY AND EQUIPM	0	.00	3,343.42	0	3,343.42-	.00	3,343.42-	
	CAPITAL-OUTLAY	0	.00	3,343.42	0	3,343.42-	.00	3,343.42-	
900	EXPENDITURES	12,000	.00	.00	8,000	12,000.00	.00	12,000.00	
		12,000	.00	.00	8,000	12,000.00	.00	12,000.00	
**	DIVISION TOTAL **	12,000	.00	3,343.42	8,000	8,656.58	.00	8,656.58	27.9

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES	1,500	850.00	1,468.68	1,000	31.32	.00	31.32	97.9
		1,500	850.00	1,468.68	1,000	31.32	.00	31.32	97.9
**	DIVISION TOTAL **	1,500	850.00	1,468.68	1,000	31.32	.00	31.32	97.9

ACCT. NO.	DESCRIPTION	PERIOD ENDING 12/31/90	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	REAL
DECATUR PUBLIC LIBRARY								
7	30001-000	BEGINNING FUND BALANCE	.00	202,570.00	172,578.93	172,579.00	.07	100
8	TOTAL		.00	202,570.00	172,578.93	172,579.00	.07	100
10	TAXES							
11	30100-107	PROPERTY TAX-LIBRARY	.00	1,290,090.00	1,842,000.00	1,935,135.00	93,135.00	95
12	TOTAL		.00	1,290,090.00	1,842,000.00	1,935,135.00	93,135.00	95
INTER GOVERNMENTAL REVENUE								
13	30200-104	REPLACEMENT TAX	6,231.79	100,666.66	80,214.75	151,000.00	70,785.25	53
14	30200-107	STATE GRANTS OR OTHER	250.00	135,927.33	143,726.55	203,891.00	60,164.45	70
15	TOTAL		6,481.79	236,593.99	223,941.30	354,891.00	130,949.70	63
FINES AND FEES								
16	30500-509	LIBRARY FINES AND FEES	4,806.74	30,000.00	33,777.51	45,000.00	11,222.49	75
17	30500-510	LIBRARY NON-RESIDENT FEES	477.00	4,000.00	4,305.00	6,000.00	1,695.00	71
18	30500-511	LIBRARY LOST AND DAMAGED BOOKS	180.23	2,000.00	2,599.44	3,000.00	400.56	86
19	30500-514	VERIFAX	172.10	533.33	536.50	800.00	263.50	67
20	30500-515	RESERVES	511.47	4,000.00	3,338.95	6,000.00	2,661.05	55
21	TOTAL		6,147.54	40,533.33	44,557.40	60,800.00	16,242.60	73
TRANSFERS FROM								
22	30600-702	TRANSFER FROM GENERAL FUND	.00	10,000.00	.00	15,000.00	15,000.00	
23	TOTAL		.00	10,000.00	.00	15,000.00	15,000.00	
INVESTMENT INCOME								
24	30700-101	INVESTMENT INTEREST	306.69	23,933.33	18,158.49	35,900.00	17,741.51	50
25	TOTAL		306.69	23,933.33	18,158.49	35,900.00	17,741.51	50
OTHER INCOME								
26	30800-805	CONTRIBUTIONS AND DONATIONS	2,234.58	333.33	2,644.82	500.00	2,144.82	529
27	30800-899	MISCELLANEOUS INCOME	111.90	666.66	6,360.57	1,000.00	5,360.57	636
28	TOTAL		2,146.48	999.99	9,005.39	1,500.00	7,505.39	600
29	FUND TOTAL		15,082.50	1,804,720.64	2,310,241.51	2,575,805.00	265,563.49	89

Finance and Properties Committee
February 6, 1991

The meeting was called to order at 4:00 p.m. by Chairman Dan Gaumer. Members attending: Mr. Gaumer, Bob Smith, Jerrodean Martin, Dick Lockmiller, and Barb Ohlsen, ex-officio. Staff attending: Jim Seidl, Carol Gibson, and Linda Humphreys.

Mr. Seidl prepared a draft budget based upon figures developed by the Board at the special meeting on January 3. The draft was previously mailed.

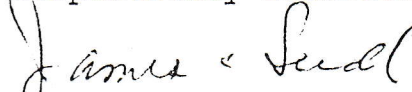
The Committee reviewed the budget at length. Mr. Smith felt that the revenue for investment interest was over-estimated by about \$3,000 to \$4,000. Mr. Lockmiller and Mr. Smith felt that the materials budget could be increased by \$20,000 and still keep the carry-over balance at an acceptable level.

Mr. Smith made a motion that the draft budget be amended to increase the materials budget to \$249,500. The motion was seconded by Mr. Lockmiller and carried.

The other agenda item was a review of quotes for an uninterruptible power supply. Two quotes were rejected for not meeting standards (MicroAge and Best Products). Computerland provided the lowest price of \$4,626. Mr. Smith made a motion to purchase the UPS from Computerland. Motion was seconded by Mrs. Martin and carried.

There was no further business. The meeting was adjourned at 5:15.

Respectfully submitted,



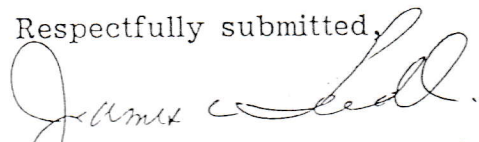
James C. Seidl, City Librarian

Decatur Public Library Foundation
February 1, 1991

- I. The meeting was called to order by President Lockmiller. Members present: Mr. Lockmiller, Martin Seidman, and Robert Smith. Members absent: Sharon Alpi and Mark Sorensen. Others present: Jim Seidl and Carol Gibson.
- II. The minutes of the meeting of October 17, 1990, were approved.
- III. Treasurer's Report. The Foundation has \$285 in checking and \$8,725 in savings. Mr. Smith requested a policy for the payment of bills. Mr. Seidman moved that the Treasurer pay any bills less than \$100; bills over \$100 will require Board approval. The motion was seconded by Mr. Lockmiller and approved.

Mr. Smith made a motion to take \$5,000 out of savings to purchase a Certificate of Deposit. The motion was seconded by Mr. Seidman and approved.
- IV. Mr. Seidl reported that the United Way had a gift-in-kind program to allow purchase of two computer software packages for \$50. The United Way hopes to expand the program to include computers and office equipment. The Foundation's 501 (c) (3) status allows the Library access to these items.
- V. A draft copy of the Wish List was distributed. The list (attached) will be used in soliciting donations from local businesses.
- VI. Mrs. Gibson will ask the Chamber of Commerce for a list of businesses with 100 or more employees. This list will be used to solicit donations for the Foundation. A meeting will be held on February 8 to develop the strategy.
- VII. Ideas were presented on how to present the Foundation's programs to local lawyers and trust managers. Mr. Seidl will discuss this with Dan Gaumer and Dan Moore for their input.
- VIII. Mrs. Gibson reported on the BIC funding for 1991/92. A grant request has been submitted to the Illinois State Library. Mrs. Gibson has also received information on how to apply for the Joyce Foundation and the MacArthur Foundation funds.
- IX. There was no new business.
- X. The meeting was adjourned at 5:15 p.m.

Respectfully submitted,



James C. Seidl, City Librarian

FRIENDS OF THE DECATUR PUBLIC LIBRARY

MINUTES DECEMBER 13, 1990

The meeting was called to order at 4:25 p.m. by President Rossiter.

There were no corrections or additions to the minutes.

Secretary read the slate of officers: President Edith Rossiter, First Vice-President Karen Becker, Second Vice-President Connie Requarth, Sally Melnik will remain on the Board. Rosemary Idleman has consented to be a Board member, and Frankye Morgan and Kathy Warfield are to be contacted for the remaining vacancies. If either one of them do not accept, Margaret Carlson will be contacted. The slate of officers will be presented at the January 9th Books-Between-Bites program as well as the presentation of a check for \$5,000 to the Foundation.

Mr. Seidl reported that another price on the Queuing Proposal was received from the Tamis Corporation in Pittsburgh, Pa. for \$931.38. Mr. Seidl recommended we buy from Striglos. All were in agreement and also decided on the color purple for the roping.

Mr. Seidl is progressing on the construction of the permanent box for donated books. It is made of oak and will be on rollers and have handles. The dimensions are 32x16x30 inches deep.

President Rossiter read thank-you notes from Ms. Apley for the support the Friends' gave the Author Series and from the members of the Circulation Quality Circle for the purchasing of the Queuing system.

Mr. Seidl asked if the Friends would consider purchasing an additional hopper for the bill changer which would dispense nickles. He had received this request from the Reference Dept. Cost of the hopper would be \$325. Maxine made the motion to purchase the hopper and motion was seconded by Bea. All were in favor.

A sympathy card was sent to the family of Jerome Pine. Members present decided to purchase a book from the Wish Tree in the Library in memory of Jerome Pine. Also a second book in memory of all deceased members of the Friends Board. Maxine made the motion to purchase the two books for a total of \$100., motion was seconded by Lucille. Mr. Seidl was asked to select the books. All were in favor.

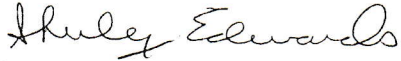
Final arrangements were made in regard to volunteers who will work at the Library on First Night.

Jan Pritts withdrew from the Board because of a conflict with work hours,
and expressed her pleasure of serving on the Board.

Meeting was adjourned at 4:30 p.m.

Next meeting will be on January 10, 1991 at 4:00 p.m. in the Board
Room of the Decatur Public Library.

Respectfully submitted,



Shirley Edwards
Executive Secretary-treasurer

VII. PERSONNEL

Staffing Levels

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

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

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

_____ _____ _____ _____ _____

2. (Either a or b applies.)

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

_____ _____ _____ _____ _____

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

_____ _____ _____ _____ _____

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

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

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
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Policies

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

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

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
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5. Job descriptions shall be written and made available to all staff members.

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

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
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Salaries

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

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
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8. For entry level professional positions requiring an ALA-accredited graduate library degree, the minimum salary meets or exceeds either a or b below.

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

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

_____ _____ _____ _____ _____

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

_____ _____ _____ _____ _____

Staff Development

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

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

_____ _____ _____ _____ _____

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

_____ _____ _____ _____ _____

Community Awareness

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

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