

Long Range Planning Committee
November 14, 1994

Stan Sitton called the meeting to order at 4:00 p.m. Members present: Karen Anderson, Bev Freeman, Dick Lockmiller, John Moorman, George Nichols, Herb Dakin, and Stan Sitton. Staff present: Linda Humphreys.

The minutes of the meeting of October 24, 1994 were approved as mailed.

Goals II, V, and VII were reviewed and some changes were made.

Goals III and VI were discussed at length. Mr. Moorman will make revisions to these goals as discussed and a draft of the final plan will be reviewed at the next meeting.

The next meeting will be November 21, 1994 at 4:00. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

Long Range Planning Committee
November 21, 1994

Stan Sitton called the meeting to order at 4:00 p.m. Members present: Karen Anderson, Bev Freeman, Dick Lockmiller, John Moorman, George Nichols, and Stan Sitton. Staff present: Joann Stanbery.

The minutes of the meeting of November 14, 1994 were approved.

Goal III was reviewed. Goal IV was reviewed and revised. Mr. Moorman will finish compiling the report with the changes as discussed. The 1995-2000 Long Range Plan will be presented to the Library Board of Trustees at their December 15 meeting.

If another meeting of the Long Range Planning Committee is necessary, it will be Monday, December 19 at 4:00 p.m.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

Introduction

The Decatur Public Library Long Range Plan 1995 - 2000 follows in the footsteps of the previous 1989 - 1994 long range plan. The work on this plan began in May of 1994 with the appointment of a long range planning committee by the Decatur Public Library Board of Library Trustees. The membership of this committee has been listed on the title page of this document. The planning committee commenced its work on June 13, 1994 with an overview of the planning process. At that meeting it was determined that the library's mission statement and library roles should be re-examined prior to beginning work on the goal statements. The committee also felt that due to the excellent work done on the prior long range plan, that this document could be used as a guide for the development of the new plan.

During the early summer these examinations were done with input obtained from Library staff as well as committee members. It was felt that the library's mission statement remained an accurate statement of the Library's purpose, and as such remains an integral part of the Library's new long range plan. After much input and discussion it was determined that the library's roles should remain much as they have been for the past five years. The one major change was in changing the third role to read "Preteens Door To Learning" to emphasize the role of the Library in the development of not only the preschool child but the child throughout his/her total period of development.

During the late summer and early fall each goal of the previous plan was given a thorough study and new objectives and action statements tailored to meet the anticipated demands of the next five years. A new "Program" goal was added to emphasize the importance that the committee felt needed to be attached to this aspect of library service. In November of 1994 the goal statements with their attached objectives and action steps were completed and the document submitted to the Decatur Public Library Board of Library Trustees for consideration at its December 15, 1994 meeting.

Several points need to be made which will assist individuals in reading and understanding the Library's 1995 - 2000 long range plan. The first is that while the plan's arrangement does not indicate priorities i.e., goal 1 is not the highest priority and goal 7 the lowest, certain items must be accomplished before other plan goals can be met. The second is that, as with the last five year plan, 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, 1995 and ends April 30, 1996 will be named FY 96.

Executive Summary

The Decatur Public Library was established in 1875 and has since that time been a primary source of information and reading materials for Decatur residents. The Library provides service to the 83,900 residents of Decatur from its main library, located in the heart of downtown Decatur, and two bookmobiles. There is no Decatur resident who is more than two miles from library service. The FY 95 budget for the library is \$2,493,140 of which \$2,134,390 or 85.6% comes from city property taxes. The Library operates with a staffing level of 54.5 FTE's and provides service from its main library facility for 72 hours a week (except during summer months). During fiscal year ending April 30, 1994, 347,159 visits were made to the main library facility.

This plan built upon the 1989 - 1994 long range plan. Early in the planning process the mission statement of the 1989 - 1994 plan was examined. The committee concluded that the Library's purpose was accurately stated by its current mission statement and it is retained in the new long range plan. The library's roles were considered using as a guide the Planning and Role Setting For Public Libraries book. After a discussion involving the planning committee, library staff and the library board it was determined that the following roles would be the primary roles of the Library. These roles are little changed from the 1989 - 1994 long-range plan and are discussed in priority order. The "Popular Materials Library" role requires that the library provide current, high-demand, high-interest materials in a variety of formats for all ages. The "Reference Library" role commits the library to providing timely, accurate, and useful information for community residents in their pursuit of job-related and personal interests. The "Pre-teen Door To Learning" role has been expanded from the previous "Pre-school Door To Learning" role to emphasize the Library's determination to work with the development of a reading and learning interest in the child from birth to the teen years. In this role the Library will continue to work with groups such as SPARK and Baby TALK in the provision of special programs and services. The "Independent Learning Center" role states that the Library will support individuals of all ages in their pursuit of self-educational goals.

In establishing the goals, objectives and action steps of the new five year plan, the planning committee used the framework established in the previous five year plan. This reflected the respect that the committee had for the work and insight of the committee which developed the 1989 - 1994 plan. The committee felt that programs are the core of the public library and thus should be the first goal in the new plan. All other goals relate to how the programs outlined in goal 1 are to be accomplished. Essential to any program are sufficient and well-trained staff, working in facilities that are technologically adequate and user friendly.