



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

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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

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

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.

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 out 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 Illinois Department of Commerce and Community Affairs, the Decatur Public Library Board and administration have developed the Long Range Plan for the Decatur Public Library.

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

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.

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

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.

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.

- 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

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.

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.

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'

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.

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:

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.

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.

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

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.

**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</u>					

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					

YEAR: ONGOING, 1989-1994, CONTINUED

<u>GOAL/OBJ.</u>	<u>ACTION STEP</u>	<u>-RESPONSIBILITY-</u>				
		<u>BD.</u>	<u>ADM.</u>	<u>DH</u>	<u>ST.</u>	<u>COM.</u>
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					

YEAR: ONGOING, 1989-1994--CONTINUED

<u>GOAL/OBJ.</u>	<u>ACTION STEP</u>	<u>-RESPONSIBILITY-</u>				
		<u>BD.</u>	<u>ADM.</u>	<u>DH</u>	<u>ST.</u>	<u>COM</u>
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

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	.	.	.

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

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	.

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 book-
	mobiles; submit cost infor-
	mation to Administration
(Extension Dept.)	.	.	X	.	.	
IV/F	2. Develop Disaster Plan	DPC

V/C	2. Prepare a report concern-
	ing the best, most econom-
	ical way to convert present
	extended catalog records to
	MARC format	AUC
.	

YEAR: FY 1991-92

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	

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					
V/E	1. Investigate staffing needs to provide adequate assistance to patrons using the online catalog					AUC

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

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