

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA
February 20, 1997

- I. Call to Order - Shirley Moore, President
- II. Approval of Minutes
 - A. Meeting of December 12, 1996
 - B. Meeting of January 9, 1997
- III. Communication from the Public
- IV. A. Collective negotiating matters--CLOSED SESSION
B. Purchase of real property--CLOSED SESSION
- V. City Librarian's Report
 - A. Report from John Moorman
- VI. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of January 2, 1997
 - 2. Meeting of February 6, 1997
 - B. Finance and Properties Committee
 - 1. Approval of bills for December 1996
 - 2. Approval of bills for January 1997
 - 2. Meeting of January 7, 1997
 - C. Rolling Prairie Library System
 - 1. Report on January and February, 1997 RPLS Board meetings
 - D. Friends of the Library
 - 1. Meeting of January 8, 1997
 - E. Foundation
 - 1. Meeting of January 7, 1997
 - 2. Meeting of January 21, 1997
- VII. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapters IV, V and VI
- VIII. Old Business
 - A. Approval of contract with Nims and Associates
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
December 12, 1996

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Mark Gibson, Mary Lee, Judi Moss, David Pritts, Russell Reimer, Ellen Spycher, and John Stengel. Absent: Janice Lambert. Staff present: John Moorman and Linda Humphreys. Others present: Ed Booth.

II. APPROVAL OF MINUTES

The minutes of the meetings of October 17 and November 7, 1996 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met December 5, 1996. Ms. Lee made a motion to adjourn to closed executive session to discuss collective negotiating matters. The motion was seconded by Mr. Pritts and unanimously carried on roll call vote. The Board went into closed session at 4:35 p.m. The meeting was re-convened at 4:50 p.m.

Mr. Pritts reported that the committee reviewed the management salary schedule. Salary ranges were increased to keep the library ranges comparable to city positions and other libraries. Mr. Pritts made a motion to approve the revised pay scale as presented. The motion was seconded by Mr. Gibson and approved on roll call vote with seven yes votes and one no vote (Mr. Stengel).

Finance and Properties Committee: It was noted that fund 94 was created for grant expenses and revenue. Fund 19 was created for an equipment replacement fund. The money from the Kiwanis fundraiser is in the library equipment replacement fund. It was also agreed that any funds over \$400,000 in the library capital account will be transferred to the equipment replacement fund. Mr. Stengel made a motion to approve the November bills. The motion was seconded by Mr. Pritts and unanimously carried on roll call vote.

Rolling Prairie: No report.

Friends of the Library: The Friends are purchasing new banners to hang outside near the library.

Foundation: The Foundation Board of Directors met November 19, 1996. A feasibility study will be conducted on the possibility of raising \$1.5 million from the community for a new library.

VI. OLD BUSINESS

Denelle C. Wrightson, Vice President and architectural design expert for Phillips Swager Associates, presented various initial schematic drawings for converting the Sears building into a new library. The various proposals for layouts were discussed, as well as ideas for the leased space.

VII. NEW BUSINESS

There was no new business.

VIII. ADJOURNMENT

Mrs. Moore adjourned the meeting at 6:25 p.m.

Respectfully submitted,

Judi Moss

Judi Moss, Secretary
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
January 9, 1997

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Mark Gibson, Janice Lambert, Mary Lee, Judi Moss, Russell Reimer, and John Stengel. Absent: David Pritts and Ellen Spycher. Staff present: John Moorman and Linda Humphreys. Others present: Denelle Wrightson and Randy Gibson from Phillips Swager Associates.

II. NEW BUSINESS

Mr. Stengel reported that the Finance and Properties Committee reviewed the proposed budget for fiscal year 1997/98. He made a motion to approve the budget as presented. The motion was seconded by Mrs. Lambert and unanimously approved.

Mr. Moorman presented a bill from DecaturNet for \$7,500 for library internet service for the current fiscal year. Mr. Gibson made a motion to pay the invoice as presented. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote.

Mr. Moorman reported that he hired Carolyn Jensen as the new Assistant City Librarian/Head of the Adult Division effective February 6, 1997.

Denelle Wrightson and Randy Gibson presented revised schematic drawings for a new library in the current Sears building. After discussion, Mr. Stengel made a motion to approve spending up to \$10,000 from the library capital fund to spearhead a capital drive. The motion was seconded by Mr. Gibson and approved with six yes votes and one abstention (Mrs. Moss).

III. ADJOURNMENT

Mrs. Moore adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Judi Moss

Judi Moss, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

For the February 20, 1997 Meeting

of the

Decatur Public Library Board of Trustees

With the January 1997 Board Meeting rescheduled to January 9th to enable more board members to attend, this report will cover the period since the December 1996 meeting.

Activity continues on the possible acquisition of the Sears building as a site for a new main library facility. During late December, and throughout January, Randall Gibson and Denelle Wrightson of PSA Architects met with me, division heads and the library board on several occasions as they worked on the feasibility study of the project. Their final report, dated January 29, 1997 of which you have received a copy, indicates that the project is feasible. Their cost estimate to renovate the Sears building as a library facility is \$5,821,127. This figure does not include the purchase price of the facility. Currently, library board and library foundation members, including myself are contacting local sources of private funding to see if there is support for the \$1,500,000 campaign necessary for the project to succeed. I continue to work with local educational and social service agencies to develop interest in leasing space in the new facility. If all goes well, then the final step in this part of the project is a March 17, 1997 meeting with the Decatur City Council to enlist their financial support of the project.

The upgrade of our materials circulation and on-line catalog system to level 2.5.3.17L was successfully accomplished on January 23rd. As with any computer software system upgrade, it has its problem areas. However, this upgrade will allow us to finally proceed with the installation of the circulation self-check machine and with making available other data bases through FRED terminals. Work on each of these items is now underway and by mid-April I hope to have the circulation self-check machine in operation.

Karen Anderson has been working on the summer 1997 bookmobile schedule. This is a difficult balancing act as some stops are good winter stops but not good summer stops. In addition factors such as which schools are having summer sessions during which time periods must also be taken into consideration. She reports that our home service has been increasing and that more of our home service users are requesting books on tape as they can no longer read large print items.

On December 30, 1996 a multiplexor was installed on bookmobile 548. This allowed for bookmobile users to be able to access our collections via FRED at each bookmobile stop. With this step, users of our large bookmobile are now able to view

City Librarian's Report
February 20, 1997
Page 2

our holdings the same as a main library user and more easily request needed items. It is hoped that in the near future we will be able to have a multi-media personal computer with cd-rom access installed on this bookmobile to further increase user access to library materials.

The maintenance division has been busy the past two months dealing with inclement weather. Owen Richardson and his staff have done an excellent job of keeping sidewalks clear and safe, preparing bookmobile stops for vehicles, and keeping the building clean. December's special projects included installing a computer cabinet on bookmobile 548 and replacing maps and charts and glass cover for the circulation division. January's special projects included interior painting of upper floor doors, installing magazine racks on bookmobile 548, and maintenance work on remote site book return drops.

Carolyn Jensen began work as Assistant City Librarian and Head of Adult Division on February 6th. I have asked her to chair a committee to plan a staff in-service day for later this year. I intend to present plans for this day to the Board in April.

Both the Children's Division and the Technical Services Division have worked diligently in acquiring and cataloging material for the home day care providers grant recently received from the Illinois State Library. Katie Gross is beginning planning for this project which will involve 30 Decatur home care providers in the use of library materials and services before project's end later this year.

On January 30, 1997 I received notification that the Library had been awarded a Building Technology Accessibility grant in the amount of \$10,611.45. This grant, for which we applied in August of 1996, will enable us to stretch our budgeted capital funds to cover more hardware and software acquisitions for our local area networks than would have otherwise been possible.

Katie Gross and Julie McNamara are working on the establishment of the children's local area network. The core of this network was made possible by the \$8,200 received last fall from the Kiwanis Clubs of Decatur. It is hoped that this network will be up and running by April 1st. In anticipation of the network, shelving in the children's area has been moved and vertical file cabinets moved to the children's story room.

During January, the Shilling Local History Room was re-organized. Additional filing cabinets from storage were installed and tables for backpacks and briefcases were placed in the room. This room continues to receive heavy usage and 126 visitors were recorded during January. I am working with Charles V. Pittman,

City Librarian's Report
February 20, 1997
Page 3

the new publisher of the **Decatur Herald and Review**, to clarify copyright ownership of the **Herald and Review** negatives in our collection. I am also working with him to obtain staff access to newspaper related sections of their information databases.

As always, routine but essential, work continues to be accomplished. Examples of this include 740 periodicals processed, 129 paperbacks bound, 872 items mended, 254 book jackets replaced and 1,689 changes made to our database.

On February 5, 1997 I was notified by the Illinois State Library that the Library had been selected as one of seven sites in Illinois to participate in "The Storytellers Story" project sponsored by the National Council on the Aging. This project, funded by the National Endowment for the Humanities provides opportunities for older Americans to read and discuss outstanding works of literary autobiography. There will be six sessions for older adults held at the Library where specific materials will be discussed under the leadership of a qualified humanities scholar. The goal of the project is to draw participants into an examination of the dynamics of autobiography and assist them to read with deeper understanding.

During December 1996, 33 volunteers gave 229 hours of service to the Library. In January, 30 volunteers gave 184 hours of service.

As indicated by the accompanying statistic sheets, library use in December was slightly above December 1995 levels. In January, due to library closures on account of inclement weather, statistics were down from January of 1996, when fewer hours were lost to adverse weather condition.

As of February 12, 1997 78% of the fiscal year had been completed. Expenditures and encumbrances were at 75% of total budget.

In the January/February 1997 issue of **Public Libraries**, the journal of the American Library Association's Public Library Division, my article; "Standards for Public Libraries; A Study in Quantitative Measures of Library Performance as Found in State Public Library Documents", was published.

During January the children's division had a visit from the children's literature class at Richland Community College. Katie Gross presented a talk to the group on sharing books with preschoolers. There were visits from 6 Head Start classes, a class from French and the Bright Star group from Macon Resources. There were 30 Baby TALK contacts, including 10 photos and 4 birthday books and 22 SPARK contacts.

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 December 1996

Location	December 1996	December 1995	% Change
CENTRAL LIBRARY, PRINT			
Adult	20,158	19,513	3.3
Young Adult	879	932	-5.7
Children's	7,884	7,929	-0.6
TOTAL	28,921	28,374	1.9
EXTENSION PRINT			
Bookmobile 547	0	0	--
Bookmobile 548	6,442	5,966	8.0
Bookmobile 549	3,110	2,275	36.7
Outreach	512	1,877	-72.7
TOTAL	10,064	10,118	-0.5
TOTAL PRINT	38,985	38,492	1.3
NON-PRINT			
Videocassettes	5,993	5,341	12.2
Audiocassettes	2,403	2,586	-7.1
Recordings	1,649	1,794	-8.1
TOTAL	10,045	9,721	3.3
Extension Non-print	712	712	0.0
TOTAL NON-PRINT	10,757	10,433	3.1
Renewals	1,093	945	15.7
TOTAL CIRCULATION	50,835	49,870	1.9

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 December 1996

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	291,109	289,535	0.5
Young Adult	15,675	17,320	-9.5
Children's	161,794	168,308	-3.9
TOTAL	468,578	475,163	-1.4
EXTENSION PRINT			
Bookmobile 547	0	29,807	-100.0
Bookmobile 548	86,364	78,466	10.1
Bookmobile 549	34,965	30,002	16.5
Outreach	10,948	9,574	14.4
TOTAL	132,277	147,849	-10.5
TOTAL PRINT	600,855	623,012	-3.6
NON-PRINT			
Videocassettes	76,562	74,180	3.2
Audiocassettes	35,400	35,676	-0.8
Recordings	24,186	22,593	7.1
TOTAL	136,148	132,449	2.8
Extension Non-print	10,423	11,786	-11.6
TOTAL NON-PRINT	146,571	144,235	1.6
Renewals	11,091	10,821	2.5
TOTAL CIRCULATION	758,517	778,068	-2.5

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 January 1997

Location	January 1997	January 1996	% Change
CENTRAL LIBRARY, PRINT			
Adult	24,097	25,715	-6.3
Young Adult	986	1,052	-6.3
Children's	11,375	13,221	-14.0
TOTAL	36,458	39,988	-8.8
EXTENSION PRINT			
Bookmobile 547	0	0	--
Bookmobile 548	6,886	8,131	-15.3
Bookmobile 549	3,252	2,944	10.5
Outreach	680	2,056	-66.9
TOTAL	10,818	13,131	-17.6
TOTAL PRINT	47,276	53,119	-11.0
NON-PRINT			
Videocassettes	7,527	6,947	8.4
Audiocassettes	2,713	3,123	-13.1
Recordings	2,033	2,110	-3.7
TOTAL	12,273	12,180	0.8
Extension Non-print	699	763	-8.4
TOTAL NON-PRINT	12,972	12,943	0.2
Renewals	661	963	-31.4
TOTAL CIRCULATION	60,909	67,025	-9.1

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 January 1997

Location	Current Year	Last Year**	% Change
CENTRAL LIBRARY, PRINT			
Adult	289,491		
Young Adult	15,609		
Children's	159,948		
TOTAL	465,048		
EXTENSION PRINT			
Bookmobile 547	0		
Bookmobile 548	85,119		
Bookmobile 549	35,273		
Outreach	9,572		
TOTAL	129,964		
TOTAL PRINT	595,012		
NON-PRINT			
Videocassettes	77,142		
Audiocassettes	34,990		
Recordings	24,109		
TOTAL	136,241		
Extension Non-print	10,359		
TOTAL NON-PRINT	146,600		
Renewals	10,789		
TOTAL CIRCULATION	752,401		

** not available because of upgrade to new GEAC system in January 1995.

STATISTICAL REPORT
December 1996

TECHNICAL SERVICES

New book volumes added: 1,128
New book titles added: 585
AV titles added: 169
Volumes withdrawn: 857
Books mended: 945

PERSONNEL ACTIVITY:

CURRENT VACANCIES: Head of Adult Division, Library Clerk I (1/2 time), Library Clerk Typist (1/2 time)

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 371 main + 10 extension = 381 total

PROFESSIONAL ASSISTS: this 12 months to date: 69,720
last 12 months to date: 70,394

PATRONS IN THE BUILDING: this 12 months to date: 363,976
last 12 months to date: 336,601

VOLUMES PURCHASED: this 12 months to date: 23,822
last 12 months to date: 16,029

VOLUNTEERS: 33 volunteers worked 229 hours

STATISTICAL REPORT
January 1997

TECHNICAL SERVICES

New book volumes added: 1,310
New book titles added: 714
AV titles added: 202
Volumes withdrawn: 919
Books mended: 872

PERSONNEL ACTIVITY:

1/7/97 Lawrence Whitten, Building Custodian (1/2 time)
terminated

2/6/97 Carolyn Jensen appointed Assistant City Librarian/Head of
Adult Division

2/6/97 Leta Irons transferred from Library Clerk Typist (1/2
time) to Library Clerk I (1/2 time)

CURRENT VACANCIES: Library Clerk Typist (1/2 time) (2 positions)

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 433 main + 18 extension = 451 total

PROFESSIONAL ASSISTS: this 12 months to date: 69,657
last 12 months to date: 69,915

PATRONS IN THE BUILDING: this 12 months to date: 360,863
last 12 months to date: 339,260

VOLUMES PURCHASED: this 12 months to date: 23,146
last 12 months to date: 16,815

VOLUNTEERS: 30 volunteers worked 184 hours

157 Christian Home Dr
Jacksonville, IL 62650
Dec. 13, 1996

Decatur Public Library

Dorothy and I have moved,
therefore we do not qualify for
our Decatur Library cards. They
are enclosed.

We wish to thank you for
all the services you have given
us. This is particularly for
Dorothy who as a nursery school
teacher used the children's material
extensively. Tell those librarians
thank you for her.

Sincerely
Lawrence & Dorothy
Pueff

(217 243 1263)
rec'd 12-17-96

cc: J. Thorman
K. Gross

So when it may concern:

One of my fondest childhood memories would be the

evenings when my father, Charlie Tray, would bring me to the children's reading area of the DPR in the early 1960's, while he did research elsewhere in the library. I remember the large sofa and roomy chairs surrounded by cases of books, which one to choose? An Otter's Story was my favorite then.

Eleven years ago, after delivering my first of three children, that childhood memory became more vivid. And so I turned to the Children's Dept. of the DPR

shortly thereafter for Lapsit.

I met Mary Lou Sawyer and Katie Gross and discovered two of

the warmest, cheerful, helpful and proficient ladies I have the privilege to know. Creative, too. Sarah and

I came weekly to "play puzzles, Mom" and peruse the books, listen to Mary Lou and Katie, and also meet Joyce and Nancy, outstanding members of this fine dept.

Charles and Natalie, also have learned the comforts of this wonderful room of books, puzzles, copiers and

the friendliness and eagerness
to impart the 'how to' of the
computer is where that special
book mysteriously awards them,
through the helpful guidance
of these fine women!

I'd like to underscore to
how truly grateful I am to
Mary Lou, Satie, Joyce and Nancy
for the spirit of interest they have
given my children and I like
to congratulate them for how they
deliver the excellent quality of their

work.

As they well know, my
youngest is six and has soon
we will outgrow this room
(even if it may be eight years from
now 😊)

I am sincerely
grateful to you and will
always wish for you the best
of life.

Congratulations to the staff of
the ABL for employing these ladies!

God Bless, sincerely

Jeanne Frey Curry

Richard C. Beitel
4912 Ardrea Ave.
Annandale VA 22003-4102
2/7/97

Mr. John Moorman
Director, Decatur Public Library
247 East North Street
Decatur Illinois 62523

Dear Mr. Moorman: Re: Letter of Highest Commendation
of Bev Hackney

The purpose of this letter is to commend in the highest terms the performance of Ms. Bev Hackney in helping me and providing me information recently.

Ms. Hackney provided me important information about my great-grandfather, Louis K. Kuhner. She was extraordinarily pleasant, cooperative, and prompt in dealing with me, and thorough in her research. She brought great credit to your library and its staff, as well as the City of Decatur.

My mother, along Joy Beitel, nee Harbess, was born in Decatur on 4/26/1904, and my ancestors from Decatur through her are the Harbesses, Roby's, Wilkin's, and Kuhner's, and in a sense, a step-great grandfather Matthew Lucas. I have never, to my recollection, been to Decatur, but it pleased me highly to be treated so well by Ms. Hackney.

Please present this letter to her and cause a copy to be placed in her personnel file with my thanks for a job well done.

Sincerely,
Richard C. Beitel



January 14, 1997

Mr. Jerald Merrick
Decatur Public Library
247 East North
Decatur, IL 62523

Dear Mr. Merrick:

I would like to thank you for your assistance in locating the material that my supervisor needed. Mr. M. Butts, executive advisor to the president, was very pleased with the quick service that the Decatur Public Library provided. It was also a generous gesture for your department to loan ZEXEL the 10/22/96 issue of the Federal Register on a short-term basis.

As always, we appreciate your "team effort" in working with our organization.

Best regards,

A handwritten signature in cursive script that reads "Connie Lorenz".

Connie Lorenz, CPS
Executive Assistant

First of America Bank - Illinois, N.A.
Decatur Region
236 North Water
Landmark Mall
Decatur, Illinois 62525
Telephone 217-424-2000



February 14, 1997

Mr. John Moorman
City Librarian
The Decatur Public Library
247 East North Street
Decatur, IL 62523-1128

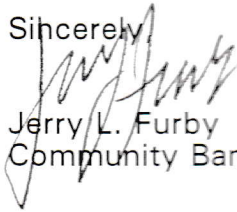
Dear John:

Thank you for taking time to provide Hans Henseler and me a tour of the Library. While your facilities are full, it appears the Library is very well organized and an important and proud institution to the City of Decatur. I was especially impressed with the smiles and obvious job enjoyment of your staff.

First of America and I definitely desire to be considered a friend and partner of the Library. If I or any member of our staff can be of direct assistance to you, please feel free to contact me.

Again, thank you for your valuable time.

Sincerely,



Jerry L. Furby
Community Bank President

jcr

xc: Hans Henseler

Trustee Workshop

Saturday, March 22, 1997
Rolling Prairie Library System
Registration Fee \$8 for lunch

Join fellow trustees from throughout the system and the state.
Watch the Illinois State Library Trustee Videoconference,
learn about current hot topics,
and network with other trustees.

Agenda

- 9:30 a.m. Registration and Coffee
- 10:00 a.m. ISL Trustee Videoconference
 - Reporting on the results of a trustee survey conducted by the Trustee Forum of ILA.
 - Information on the updating of the Trustee Fact File.
 - Discussion of Legal issues presented by Phil Lenzini with Kavanach, Scully, Sudow, White & Frederick, P.C.
 - Report on libraries from the Illinois Municipal Officials.
- 12:00 p.m. Lunch
- 2:45 p.m. Presentation and Discussion of *Serving Our Public: Standards for Illinois Public Libraries.*
- 1:15 p.m. Tax Caps—Questions and Answers
- 1:30 p.m. Regional Library Service Planning Panel Report: up-date.
- 1:45 p.m. General Discussion and Exchange of Ideas.
- 2:30 p.m. Adjournment

=====
Registration Form: Trustee Workshop, March 22, 1997
Return to RPLS, ATT: Peggy Durst by March 14, 1997

Name _____

Library Name _____

I Will Attend:

_____ All Day _____ Morning Only _____ Afternoon Only

The new library is never "finished" when the doors open; it has to be constantly adapted to meet changing demands

Beyond the Blueprint

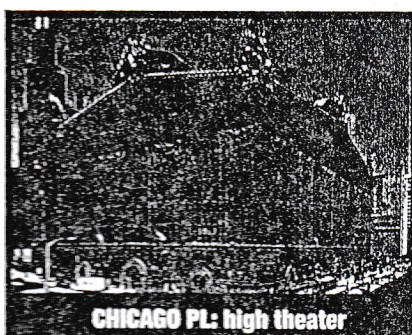
By Peter Booth Wiley

A CONCENTRATED RUSH of library construction saw seven major North American cities build or renovate central facilities in the past six years. Chicago led the charge in 1991 with the Harold Washington Library Center, followed by the renovation and expansion of the Los Angeles Public Library Central Library in 1993, new buildings in Denver, Phoenix, San Antonio, and Vancouver in 1995, and the completion of San Francisco's New Main in 1996.

Each opening has created its own unique set of challenges from the predictable—how to deal with the rapid increase in patronage—to the unexpected—where to put caterers. But they all represent a quantum leap in the sophistication of library facilities and services.

It usually takes about a year to deal with the most visible challenges, but any new facility demands continuous adjustments that may stretch on for much longer. "You aren't really finished the day you open the building. You aren't

Peter Booth Wiley is the author of *A Free Library in This City: The Illustrated History of the San Francisco Public Library* and a member of the board of San Francisco's Friends of the Library



finished a year later. You may never finish," said Betty Gay Teoman, director of the Central Library in Los Angeles. In fact, the most effective new buildings are those that are designed as living entities that can be continually adapted to changing demands.

Coping with the crowds

Every librarian interviewed pointed to an instantaneous, huge increase in patronage as the most dramatic change to which those who open a new building must adjust. In Vancouver, library use doubled at the new central library. "Exactly what we predicted," said Library Director Madeline Aalto. In San Antonio the number of customers jumped from 800 a day to 3000. San Francisco's

use tripled to 9000 a day. Phoenix experienced a more modest increase going from about 1700 patrons a day to 2500 in its first 16 months.

All the libraries planned for the patron onslaught, but in both Denver and San Francisco, estimates of new users turned out to be too low. Denver had to assign additional staff to checkout lines until the numbers stabilized. On weekends when patronage was highest, Denver put a manager in charge of assigning staff so that no patron waited more than seven minutes in a checkout line.

San Francisco's building program projected 5000 visitors a day, according to Kathy Page, chief of the New Main. Instead patronage jumped to 9000 a day after the opening. In San Francisco the move from an 80-year-old, earthquake-damaged facility that had reached capacity in 1944 released pent up demand for library services. By the summer of 1996, there were long lines at checkout desks and a serious backlog in reshelving books. During the most difficult time it took more than a month to get returned books back on the shelves.

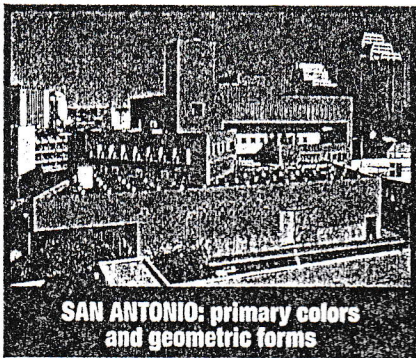
Dealing with the surge of patronage is undoubtedly the most nerve-racking part of opening a major new facility. Ultimately (usually some time toward the end of the first year) the numbers level off and drop to something more predictable.

New uses for new libraries

There has been surprising demand for the nontraditional use of library facilities—especially meeting rooms—at a number of new buildings. People want to use the libraries for everything from elegant dinners to weddings and wakes. After the Harold Washington Library Center opened, the staff transformed a spacious, well-lit room on the top floor into the Winter Garden, which can be used both as a reading room and a banquet facility. San Francisco's New Main has five meeting rooms and a new auditorium, which require a full-time community events coordinator and a policy limiting use by community groups.

"You build this beautiful public landmark, and you expect people to be excited about it and drawn to it, but you don't necessarily realize all the ways in which they will want to use it," said Anya Breitenbach, public relations manager for the Denver Public Library. In its first nine months, 45,000 people signed up to use Denver's public meeting rooms.

"We totally underestimated how popular [the new meeting rooms] would be," said San Antonio Public Library ad-



SAN ANTONIO: primary colors and geometric forms

ministrator Craig Zapatos. He had to hire an events coordinator to book rooms, oversee the fee schedule, and make arrangements for security, audiovisual aids, and caterers. The building was not designed to accommodate caterers so a stairwell is used as a staging area.

Los Angeles, which built a new auditorium in its renovated central library, was not ready for the heavy demand for its use, putting the library squarely in the space rental business. San Francisco is looking for additional fee-based uses for its state-of-the-art, high-tech auditorium.

Tourist attractions

These new central libraries have broken dramatically with conventional neoclassical architecture. Their dramatic design departures and displays of public artwork have become big tourist attractions, making for a rapid increase in the demand for docent tours, again something for which librarians have had to prepare.

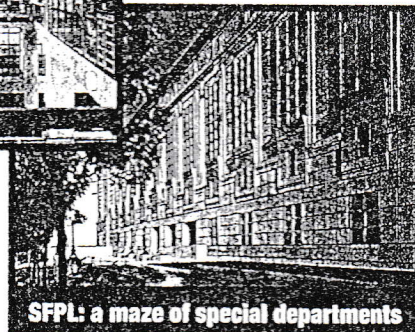
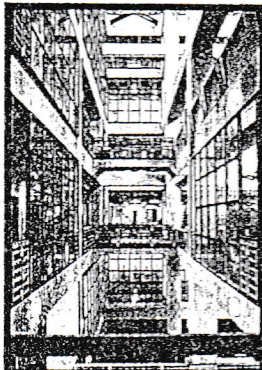
Like the other libraries, San Antonio planned ahead for additional docent tours. It discovered that the vibrantly colorful building, designed by Mexican architect Ricardo Legorreta, was such a big drawing card that more tours had to be planned. In the first year, 12,363 people toured the library, while 16,199 children in 467 groups visited the children's department.

Form vs. function

When the doors open, librarians find out if what looked good on a blueprint works well in three dimensions, explained L.A.'s Teoman. "The planning horizon is very long while the

library services and technology are changing very rapidly." Thus, there are no permanent answers, Teoman insisted. That's why space and flexibility are at a premium in building design. William P. Bruder, who designed the new Phoenix Public Library in collaboration with Manuel Ocina and McGraw/Baldwin Architects, tried to shape the structural frame of the building to maximize collection development. "We found that six inches of change in the grid could affect as much as 15 to 20 percent of the collection," Bruder explained. Phoenix's entire circulating collection was placed in open stacks on one floor so that it could be accessed and easily rearranged. Wiring hangs from the ceiling, giving the building an unfinished industrial look, but this arrangement facilitates changes in technology and reduces their cost (see "Phoenix's Arch Architect," p. 112).

In retrospect, Emelie Shroder, head of the Harold Washington Library Center, would have liked to have had more contact with the building's architects (Hammond, Beeby, & Babka) during planning, but she feels that they understood and anticipated many of the librarians' needs. At the architects' instigation, the building was designed so that heavy floor loads for microform storage and compact shelving are distributed over several floors and the ends of the building, permitting increased storage in these areas. The use of subfloor



SFPL: a maze of special departments

wiring races has made it easier to redesign the use of interior space and accommodate changes in computer technology.

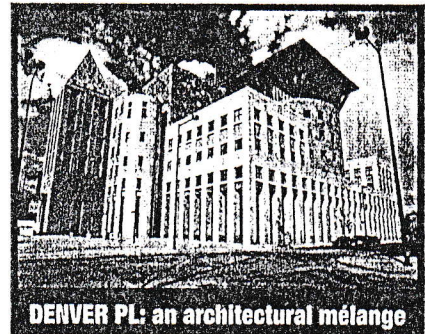
In the most important post-opening alterations of Chicago's Harold Washington Library Center, the technical services and library automation departments were moved into the building from a temporary warehouse facility. The Winter Garden was added, and the special collections area on the top floor was reorganized with the addition of another exhibit room.

"We were able to do this extremely quickly," Shroder explained. Because the building is a loftstyle structure, there are no load-bearing interior walls.

Library as living entity

In buildings that need to be living entities rather than fixed structures, reorganization of space is inevitable. In the L.A. Central Library, the popular reading collection was first placed in a room on the second floor that turned out to be too large and too remote, so the collection has been moved to the first floor near the main information desk.

San Francisco is already working on reorganizing its circulating collec-



DENVER PL: an architectural mélange

tion. It plans to hire a consultant to deal with the space limitations of the New Main and to reconfigure cramped and poorly lit staff work areas that often lack the basics, such as proper shelving. "A lot of architects who make these enormous statements forget about the people who work there," said Annette MacNair, an SFPL reference librarian.

Kathy Page wishes that she had anticipated problems at the New Main. The elevators were placed so that they are hard to find. The plans were too generous in the amount of space assigned to aisles in the open stacks—48" instead of the 44" required by the Americans with Disabilities Act. No one thought about what to do with skateboarders now that the New Main has made the cover of *Thrasher* magazine and been identified on the Internet as a prime skateboarding location.

Space is the big S.F. problem

Even with a new structure that more than doubled square footage in the main library to 376,000 feet and increased shelving by 42 percent, lack of space is still San Francisco's most daunting problem. While the percentage of books on open shelves increased in the New Main, many old city records, runs of most periodicals from 1985 and earlier, and thousands of books includ-

SAN ANTONIO PHOTO BY HIGH VIEWS ELEVATED PHOTOGRAPHY; SFPL PHOTOS BY PERRETTI & PARK PICTURES; DENVER PL PHOTO BY RHODA POLLACK

ing a collection of rare books and the library's renowned sf collection have been relegated to a dank storage space that is part of Brooks Hall, a nearby convention center with underground connections to the library.

A large amount of space in the New Main is used by a central atrium and lightwells that bring natural lighting into much of the public space. The natural lighting adds to the comfort of the library's large work spaces, but many librarians have noted that the result is lack of space to expand collections and crowded conditions in nonpublic spaces.

Pressures on the staff

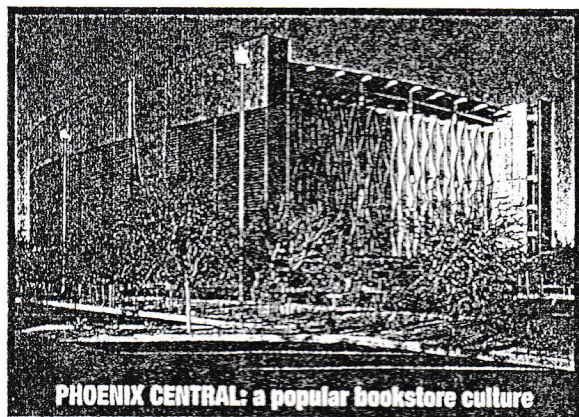
Part of the inevitable adjustment to a new facility is working with patrons to

understand how the building and its new technologies work. Clear signs and an easily deciphered building reduce the pressures on staff, something strongly emphasized by Bruder in his design of the Phoenix Central Library. But these work only to a degree. There is much to be explained in any new building: where collections are located, where to get library cards, where the restrooms are, how the online catalog works, what databases are available and how to access them, how to operate new microfilm readers, and how to tap into the Internet if it is available.

All these new libraries have a large percentage of their collections in open stacks, and theoretically new computer systems increase the extent to

Phoenix's Arch Architect

William P. Bruder, designer of the new Phoenix Central Library, is decidedly contrarian when it comes to the architecture of new central libraries. Chicago's Harold Washington Library Center, he said, is "about high theater," San Francisco and



PHOENIX CENTRAL: a popular bookstore culture

Vancouver are "about grandiosity and architectural caprice," while San Francisco's New Main is "a maze of special departments" like a Macy's that offers designer boutiques, an Armani collection here, a Nautique collection there.

"The architecture is about civic image, about exterior imagery rather than specific function," Bruder asserted. According to him a building has to be both pragmatic and poetic; it can't be either/or. When it comes to function, Bruder finds some of the new buildings "have resulted in schemes that are hard

to maintain and are divisive to the flow of operations."

The new Phoenix Central Library, Bruder boasts, is organized around "a popular bookstore culture of easy access." It has its poetic gestures, such as a 100'-high central lightwell known as the Crystal Canyon and a grand reading room on the top floor, which Bruder calls the "top of the mesa."

Bruder's central concerns, however, were cost and the patron's understanding of how to use the building. Thus sightlines are long and unobstructed, the floor plan is easy to follow, and the entire circulating collection is on open shelves in a reading room. Some of the more far-out design features, such as the sail-like awnings that hang down outside the building, are purely pragmatic. The sails regulate heat and glare in a harsh desert climate.

Phoenix's interior has a raw industrial look with wires hanging down from the ceiling. These are an index of Bruder's commitment to building a flexible, low-cost structure. Subfloor wiring races are an acclaimed feature of both the Chicago and San Francisco libraries. They permit changes in wiring that will accompany changes in technology, such as the replacement of copper wire with fiber-optic cable. Bruder finds them too costly and says

which libraries are moving toward greater self-service. "After a year, reference and directional questions actually decreased," said San Antonio's Zapatos.

The opposite occurred in Chicago, where the opening of the Harold Washington Library Center provided an opportunity to switch to a new computer system. Despite providing patrons with better access to electronic information, the business, science, and technology staff, for example, has grown from 25 to 32 in five years, and division Chief David Rouse has assigned eight people to work the reference desk where there used to be four.

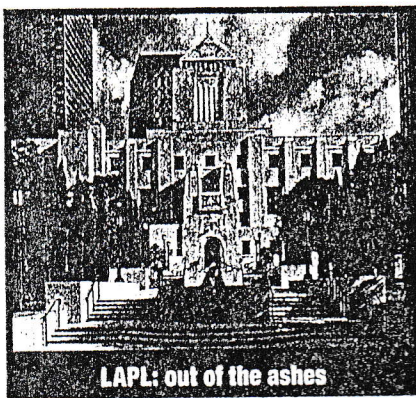
The introduction of new technology brings a demand for a dramatic increase in both staff and patron training. Before the Harold Washington opened,

they require furniture to be moved in order to change the wiring.

These kinds of design decisions allowed Bruder and his associates to build the \$43 million Phoenix Central Library for \$154 a square foot, substantially lower than San Francisco's \$239. Phoenix, of course, had no choice. It is not a book town, nor did it have a large support community that could be persuaded to go out and raise substantial amounts of money for the library.

In the end, Bruder hopes that the Phoenix Central Library will become a "new paradigm for a sustainable building" and "a role model for the community." The Phoenix model is certainly worthy of consideration in any community that needs a new library but faces both public and private funding constraints.

Bruder acknowledges that all the new central libraries "seem to be meeting great public acceptance because the public is starved on one level for library access." He attributes the new use of central libraries to the larger sociology of urban life. "Our community is starved for a public place, for a place to be seen and a place to interact," Bruder explained. In the 1950s there was the death of downtown and the rise of the shopping mall. More recently, discount stores and factory outlets are challenging the mall. These new retail outlets do not provide satisfactory gathering places. As a result libraries and museums are once again becoming places for meeting and interacting. "As we go cyber," Bruder concluded, "we need places for public gathering."—PBW



LAPL: out of the ashes

"there was a perception that technology belonged in the hands of the few people who worked in computer services," explained Joyce Latham, Chicago's director of library automation. "It either worked or didn't work, and if it didn't, you called somebody else."

Chicago's response was to send the staff back to school on a regular basis. For three years the entire facility has been closed for Staff Institute Day, a program of workshops and training sessions for everyone from truckdrivers to top administrators. At Computer Camp, the participants begin by taking a computer apart to see how it works. The camp also offers a course called Mouse Skills 101, the Ultimate Rodent. The Chicago system employs five full-time employees on its training staff plus outside consultants.

To assist patrons with computers, San Francisco is mapping their location and working on a brochure tentatively titled "Where Is a Computer That...." The training staff has also implemented an ambitious free public training program that begins with two or three lectures a week in the library's high-tech auditorium. These are followed three times a week by smaller workshops (20 people) that provide more in-depth information on how to use the catalog and the Internet. Free tickets to the workshops usually go in half an hour.

Buildings & budgets

Except for the first two years in Chicago, the opening of a new library or renovated central library has generated enough popular support to convince city officials and/or voters to increase library funding at least in the short run. Invariably the new buildings require more staff, larger training budgets, and greater investment in the purchase and maintenance of electronic equipment.

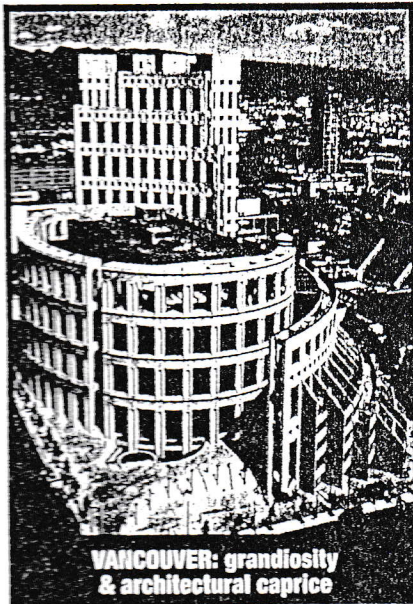
Chicago's Harold Washington Library Center opened at the height of the

recession in 1991 and faced immediate budget cuts, which restricted hours until January 1994, when the main library and the branches were opened seven days a week. Since then, system has received enough funds from the city to undertake a very ambitious branch building and renovation program.

With a number of projects, budgets were increased specifically so that additional staff could be hired to operate the new facilities. San Antonio doubled the size of its public service staff prior to the opening of its library.

When the new Vancouver library opened, the library received funds to hire 67.5 FTEs for checkout and shelving and to build new children's, special collections, and periodicals divisions. "We were lucky that we strategically hired the more expensive personnel at the front end," said Vancouver's Aalto.

Los Angeles continues to support its renovated Central Library at a time when other city departments have been experiencing serious cuts. "Strong community support for the entire library system has been enormously positive," reported L.A.'s Teoman.



VANCOUVER: grandiosity & architectural caprice

San Francisco followed its voter campaign for a bond issue for construction of the New Main with a campaign to revise the city charter so that the library would receive a fixed percentage of the city's tax revenue for 15 years. The increase mandated by Proposition E doubled the library's budget. But because of the rapid increase in demand for services at the New Main, by

November 1996 the library was already outspending its enhanced budget. Proposition E called for expanded library hours at both the New Main and the branches, increasing spending for staff, while the quick surge in patronage in the New Main led to additional hiring and considerable overtime. There were other elements of the New Main's building program and operations that outstripped planned expenditures and ultimately cost City Librarian Ken Dowlin his job.

The branches blossom, too

There is frequently a symbiotic relationship between investment in a new central facility and additional investment in the library system's branches.

L.A.'s Teoman emphasized that planning for renovation of their Central Library was part of a larger exercise that began as early as 1981. "Everybody got involved," she said. "The discussion was about how the new Central Library should operate, but also about how it should operate in terms of providing services systemwide."

Several libraries packaged a campaign to build or renovate a new central facility with a bigger effort to expand or renovate their branches. The momentum generated by the highly visible central facility campaigns had a spillover effect that benefited the branches.

Chicago's ambitious branch-building effort, the renovation of three branches in San Francisco funded by the bond measure for the New Main, and the funding of the construction and/or renovation of 29 of Los Angeles's branch libraries typify the phenomenon.

Not by planning alone

The successful opening of a new central facility can be overwhelming. Obviously effective and early planning is a requisite, but there is always the unexpected. Every facility looks like it will work on paper better than it works in reality. "I haven't met a building yet that came out exactly the way it was planned and designed," said an experienced Chicago librarian.

Library systems face incessant, rapid changes in technology and mounting demands for new services. That's why it is essential to view any new library facility as a living, growing organism. The new library isn't "finished" when the doors open. It will have to be constantly adapted to its always changing or "new" environment. ■

Personnel, Policy, and Public Relations Committee
January 2, 1997

David Pritts called the meeting to order at 4:30 p.m. Members present: Mr. Pritts, Mark Gibson, Shirley Moore, Judi Moss, and Ellen Spycher. Staff present: Linda Humphreys and John Moorman.

Bloodborne pathogen policy: The committee reviewed the proposed policy as presented and agreed to recommend it to the Board for approval.

Long Range Plan review schedule: The committee reviewed a proposal from Mr. Moorman to begin reviewing the plan in August. Stan Sitton will be asked to assist.

Update on Sears building: The committee agreed that a determination is needed on whether or not the Foundation can raise \$1.5 million for a new library. Denelle Wrightson, Phillips Swager Associates, will present revised schematic drawings at a special meeting on January 9 at 4:30 p.m.

Update on Assistant City Librarian/Head of the Adult Division position: Mrs. Moss made a motion to adjourn to closed executive session to consider information regarding the appointment, employment, or dismissal of an employee. The motion was seconded by Mrs. Spycher and unanimously carried on roll call vote. The Board went into closed session at 5:05 p.m. The meeting was reconvened at 5:15 p.m.

Mr. Moorman reported that a discrimination complaint against the library has been filed with the state. A hearing is set for March 6.

There was no further business. The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

Table of Contents

Introduction - - - - -	1
Exposure Determination - - - - -	1
Methods of Compliance - - - - -	2
Update Plan and Revision - - - - -	7
Appendix A - Glossary of Terms - - - - -	8
Appendix B - Declination Form for Hepatitis B Vaccinations - -	16
Appendix C - Recommendations for Preventing Transmission of HIV -	17
Appendix D - HIV Antibody Testing - - - - -	18
Appendix E - Bloodborne Pathogen Exposure Follow Up Report - -	19
Appendix F - Hospital Report Form - - - - -	20

DECATUR PUBLIC LIBRARY
EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

I. INTRODUCTION

This Exposure Control Plan is intended to assure that library employees are adequately protected from being infected by diseases transmitted through human blood or other body fluids which are presumed to be contaminated with blood.

An exposure occurs when a person's blood or other body fluids transfer to another person's blood stream. This can occur in three ways:

- * Needles sticks.
- * Through human bites or through openings in the skin (e.g., cuts, sores, abrasions, etc.) which are exposed to blood or body fluids.
- * Splashes into the eyes, nose or mouth. Fluids include blood, saliva, tears, vomit, semen, urine, and feces.

Mere physical contact does not constitute an exposure. For an actual exposure to occur, at least one of the above conditions must be met.

This plan establishes a process for regularly assessing the potential exposure of personnel when they complete job related tasks. Work procedures are described that are designed to reduce exposure of employees to these risks. Other preventive steps such as vaccinations and employee training are included in this plan.

The Head of Building Services is designated as the Exposure Control Officer for the library who is responsible for assuring that this plan is implemented and updated as needed. The Library Safety Committee will serve as the group through which the effectiveness of this plan is evaluated.

The plan was written so as to comply with 29 CFR Part 1910.1030 issued by the U.S. Department of Labor's Occupational Safety and Health Administration.

Appendix A contains a glossary of terms that were used in the development of this plan.

II. EXPOSURE DETERMINATION

The Decatur Library provides the residents of the city of Decatur with many services. Only a limited number of the jobs involved in the provision of these services are identified as being capable of providing exposure to bloodborne pathogens.

A. Building Maintenance Staff

Building Maintenance staff may be exposed to situations in which they may come into contact with body fluids from persons that may contain communicable diseases. Although these individuals must use their discretion to limit their exposure to infectious diseases, the library is committed to providing personnel with the equipment and training necessary to safely perform their duties. Building Maintenance personnel can be exposed to body fluids in the course of their work through cuts, sores, and abrasions. This exposure is possible when cleaning restrooms and spills of body fluids throughout the building. This

exposure may be in the form of splashes into the eyes, nose or mouth. In many, but not all cases, the body fluids have dried (i.e., blood, saliva, vomit, etc.).

III. METHODS OF COMPLIANCE

Compliance with 29 CFR Part 1910.1030 encompasses changes in policies and procedures that establish precautions that protect employees from exposure to bloodborne pathogens. Under circumstances in which differentiation between body fluid types would be difficult or impossible, all body fluids shall be considered potentially infectious materials.

A. Work Practice Controls

These work practices are designed to minimize exposure by various classes of employees without the use of protective equipment.

Building Maintenance Personnel

Should library personnel become exposed to body fluids, hands and any exposed skin must be washed as soon as possible. To do so, the following practices will be followed:

1. After using an antiseptic hand cleaner, personnel will wash their hands using soap and running water as soon as possible.
2. If library personnel are bitten or get body fluids in their eyes during the course of their duties, routine medical therapy should be sought as soon as possible.

Pregnant personnel should be advised to report to their physician any direct contacts with body fluids in the line of duty. Infectious viruses can cause severe problems in newborns.

Building Staff

For certain types of work, Building Maintenance personnel are provided with protective equipment designed to minimize their risk of exposure. When personnel have been made aware of the fact that body fluids are present, or they suspect that such fluids might be present, care should be taken to utilize all safety equipment. Care should be taken while cleaning to minimize the splashing that can occur.

As an added measure of protection, any personnel engaged in cleaning spills or body fluids should take care to thoroughly wash with hot water and soap his/her hands and any other part of their skin that may come in contact with these body fluids.

B. Personal Protective Equipment

Changes in work practices alone will not adequately reduce employee exposure to bloodborne pathogens. For some types of work, employees are provided with protective equipment designed to minimize their risk of exposure.

Employees are required to use protective equipment designated for their job unless under rare and extraordinary circumstances when in the professional judgment of the employee use of protective equipment would have prevented the delivery of some public safety or health care service or would have caused an increased hazard to the safety worker

or a co-worker. In all such cases, the circumstances shall be investigated and documented to determine whether changes can be instituted to prevent such occurrences in the future.

Building Maintenance Personnel

Disposable surgical gloves shall be worn when handling or anticipating the handling of blood or other body fluids, mucous membranes, or non-intact skin, and when handling items or surfaces soiled with blood or body fluids, regardless of whether such fluids are wet or dry. If a glove is torn, the glove should be removed immediately and replaced with a new glove.

Library personnel are to wash their hands thoroughly and immediately using antiseptic soap and hot water. Hand washing is recommended even if gloves have been worn.

All materials contaminated with blood or other body fluids, whether wet or dry, should be handled with disposable gloves.

Library personnel must always wash thoroughly after handling any item suspected of being contaminated with blood or other bodily fluids. Wash even if you have worn gloves.

C. Housekeeping

These procedures are designed to keep the work place in a clean and sanitary condition. All cleaning activities must be completed using disposable gloves and clothing that will cover exposed skin.

Clothing soiled with blood or other body fluids should be changed immediately and placed in a plastic bag that is marked as containing a biohazard. This clothing is to be laundered normally by a laundry service but must be treated as hazardous and handled using gloves. Under no circumstances will contaminated work clothing be laundered at home by any staff member.

To decontaminate floors, vehicles, and other large areas, clean with soap or detergent first. Then disinfect with a solution of water and household bleach (concentration of 1 to 1 1/2 cups bleach to each gallon of water); rinse with water and allow to air dry.

Receptacles for potentially infectious materials will at all times be lined with plastic bags. Upon notice of contamination of these receptacles, they are to be decontaminated as soon as possible using the procedure described above.

Disposal of bags of regulated waste calls for transportation to the Fire Services Division where these wastes are dispatched to St. Mary's Hospital and disposed of through appropriate means.

D. Hepatitis-B Vaccinations

Upon entering the employment of the Decatur Public Library, Building Maintenance personnel are offered these vaccinations on a voluntary basis.

Should a staff member decline to complete the series of vaccinations, that decision is documented in writing using the form included as Appendix B.

If at some future time an employee requests to be vaccinated, the library will provide them.

E. Post Exposure Evaluation and Follow-up

An employee who believes he/she has been exposed to an infectious disease shall:

1. Gather information about the person involved, if available. Information collected by the employee shall include name, date of birth, any medical information legally available, address, and what has led the employee to believe the person has an infectious disease.
2. Contact his/her supervisor immediately. The proper forms associated with an employee injury shall be completed.
3. Contact the closest hospital emergency room. Advise the doctor of all the facts about the exposure and follow the doctor's instructions.

Employees who believe they have been exposed to the Human Immunodeficiency Virus (HIV) should review and follow the guidelines in "Recommendations for Preventing Transmission of HIV" contained in Appendix C.

F. Confidential Medical Examination

Upon receiving a report of an exposure, the City will make available to the employees involved a confidential medical exam. The City will provide the physician completing this examination with the following information.

1. Documentation of the circumstances of the exposure.
2. Description of the employee's duties as they relate to the exposure incident.
3. A copy of OSHA 29 CFR 1910.1030.
4. Results of the source individual's blood test if completed.
5. Copies of all of the employee's medical records that are maintained by the employer.

The library will request from the physician a medical opinion within 15 days of the completion of the evaluation. The library will only accept a written opinion that contains information which is consistent with requirements set forth in OSHA 29 1910.1030. This opinion will:

1. Determine whether a Hepatitis B vaccination is indicated for an employee and if the employee has received that vaccination.
2. Documentation that the employee has been notified of the results of the evaluation.
3. Document that the employee has been told about any medical conditions resulting from the exposure which will require further treatment.

An employee who believes he/she has been exposed to a person with a communicable disease may request a blood test for the HIV Antibody and Hepatitis B. Employees who test positive should see a physician immediately for consultation. The meaning of results of blood tests is explained in Appendix D.

The employee may request, in addition to the initial blood test, further evaluation after 6 weeks, then at intervals of 3, 6, and 12 months.

G. Testing of Blood From A Suspected Carrier

An employee who believes that he/she has been exposed to a person with a communicable disease (e.g., human bite, needle-stick) shall ask the suspected carrier to voluntarily submit to a blood test. The test shall be administered at a hospital emergency room. Analysis of the blood shall include tests for the HIV Antibody, and Hepatitis B Surface Antigen.

In the event that the person refuses to submit to a blood test, the Macon County State's Attorney shall be contacted to initiate legal proceedings for a court-ordered blood test. Notification of the State's Attorney shall be done at the earliest opportunity.

Results of the blood test of a suspected carrier shall be made available to the exposed employee. The employee shall be informed of the laws regarding disclosure of the identity and infectious status of the source individual.

H. Follow-up Care for Employees

Employees will be provided with counseling necessary to deal with the consequences of the exposure.

Subsequent employee illnesses shall be evaluated by the City to determine the relationship of those illnesses to an exposure.

I. Communication of Hazard to Employees

All employees who are at risk of being exposed will be provided with information to help them reduce their risk of becoming infected by bloodborne pathogens. Places in which regulated waste are stored will be clearly marked as biohazards.

J. Markings of Containers

Containers used for regulated waste will be affixed with a warning label that fulfills the requirements set forth in 29 CFR Part 1910.1030.

K. Information and Training

During the orientation of new employees, training will be delivered that addresses the elements of this plan and the information contained in it.

Each year, employees will be provided with training that provides a review of the plan. Special attention will be given to changes made to keep the plan relevant to the risks being faced by the library's work force as well as to account for technological or medical advancements regarding bloodborne pathogens. Specific information that will be provided to employees will include the following.

- * Locations of accessible copies of OSHA 29 CFR Part 1910.1030.

- * General information on the epidemiology and symptoms of bloodborne diseases.
- * An explanation of the modes of transmission of blood-borne pathogens.
- * An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other infectious materials.
- * An explanation of the basis for selection of personal protective equipment.
- * Information on hepatitis B vaccine to include the efficacy, safety, administration, benefits and availability.
- * Explanation of post exposure evaluation and follow-up services the Library is required to provide to employees.
- * Instructions on the meaning of signs and other markings of containers addressed in this plan.

Training will be conducted by instructors who have detailed knowledge regarding this plan, OSHA 29 CFR Part 1910.1030, and are capable of answering questions raised by staff during training.

L. Record Keeping

Records will be maintained that describe exposure incidents, medical examinations of exposed employees, and employee training records.

M. Incident Reporting

All incidents of employee exposure to body fluids will be reported using a Bloodborne Pathogens Exposure Follow-up form contained in Appendix E. This form will be completed by the employee with a copy to be routed through the division chain of supervision and then forwarded to Risk Management of the City of Decatur where it will be kept on file.

If post exposure treatment and/or testing is refused by the employee, that refusal will be documented using the Bloodborne Pathogens Exposure Follow-up form before it is sent to Risk Management.

In addition, a Bloodborne Pathogens Exposure Hospital Report will be completed (see Appendix F). This report contains information about the exposure and serves as a request for information regarding HIV or HBV exposure from a third party.

N. Medical Records

If post exposure treatment or testing is requested by the employee, those services will be appropriately documented.

Employee medical records will be routed to the City of Decatur's Risk Management Office to be filed along with other employee injury records. Those records will include:

- * documentation of the employee's hepatitis B vaccination or declination.

- * copies of all results of examinations, medical testing, and follow-up procedures.
- * the employer's copy of the health care professional's written opinion.
- * a copy of information provided to the health care professional as required by OSHA 29 CFR Part 1910.1030.

The Risk Management Division will maintain these records for the duration of employment of the exposed employee plus 30 years. Risk Management will assure that these records remain confidential and are not disclosed or reported without the employee's consent to any person within or outside city government except as allowed by law or OSHA 29 CFR Part 1910.1030.

Q. Training Records

Training records will be maintained by the City of Decatur. Those records will be retained for at least three years and will include:

- * the dates of training sessions and the names and job titles of participants.
- * summaries of each training course.
- * names and qualifications of instructors.

These records will be available for inspection and copying by OSHA upon request.

IV. PLAN UPDATE AND REVISION

A. Annual Review

At the end of each calendar year, the library will prepare for the Board of Library Trustees and the City of Decatur Risk Management the nature of employee reports of exposures. This report will contain an analysis of the conditions under which exposures occurred.

B. Revision of the Plan

As a result of the annual review the library will propose appropriate changes in this plan to include modifications in methods used to train employees. Costs associated with these changes will be included by the library in its budget request for the next fiscal year.

GLOSSARY OF COMMON TERMS

AIDS Acquired Immune Deficiency Syndrome, a communicable disease caused by Human Immunodeficiency Virus (HIV).

ADVANCED LIFE SUPPORT (ALS) Emergency medical treatment at an advanced level, usually provided by paramedics, and including use of drugs, cardiac monitoring/intervention, and intravenous fluids.

AIRBORNE PATHOGEN Pathologic microorganisms spread by droplets expelled into the air, typically through a productive cough or sneeze.

ANTIBODY A component of the immune system which eliminates or counteracts a foreign substance (Antigen) in the body.

ANTIGEN A foreign substance which stimulates the production of antibodies in the immune system.

ARC (AIDS Related Complex) An outdated term used to describe symptoms of HIV infection in patients who have not developed AIDS. These include fatigue, diarrhea, night sweats, and enlarged lymph nodes. ARC is not included in the current Centers for Disease Control classification of HIV infection.

BACTERIA A type of living microorganism that can produce disease in a suitable host. Bacteria can self-reproduce, and some forms may produce toxins harmful to their host.

BASIC LIFE SUPPORT (BLS) "Emergency medical treatment at a level authorized to be performed by emergency medical technicians as defined by the medical authority having jurisdiction." (NFPA 1500.) Generally refers to treatment provided at EMT-A level.

BLOODBORNE PATHOGEN Pathologic microorganisms that are present in human blood and that can cause disease in humans. (OSHA.) Note: the term "blood" includes blood, blood components, and products made from human blood.

BODY FLUIDS "Fluids that have been recognized by the CDC as directly linked to the transmission of HIV and/or HBV and/or to which Universal Precautions apply: blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, amniotic fluid, and concentrated HIV or HBV viruses." (OSHA.)

BODY SUBSTANCE ISOLATION (BSI) An infection control strategy which considers all body substances potentially infectious. (See Universal Precautions.)

CDC-CENTERS FOR DISEASE CONTROL A branch of the Public Health Service, Department of Health and Human Services concerned with communicable disease tracking and control.

CHICKENPOX A highly communicable disease caused by a herpes virus. No vaccine presently available. Commonly occurs in childhood.

CISD-CRITICAL INCIDENT STRESS DEBRIEFING Stress reduction processes designed to address the special needs of emergency response personnel in dealing with situations which cause strong emotional reactions or interfere with the ability to function.

CLEANING The physical removal of dirt and debris.

COMMUNICABLE DISEASE A disease that can be transmitted from one person to another. Also known as contagious disease.

CONTAMINANT/CONTAMINATED "A substance or process that poses a threat to life, health, or the environment." (NFPA 472.)

DEBILITATING ILLNESS OR INJURY "A condition that temporarily or permanently prevents a member of the fire department from engaging in normal duties and activities as a result of illness or injury." (NFPA 1500.)

DECONTAMINATION "The physical and/or chemical process of reducing and preventing the spread of contamination from persons and equipment." (NFPA 472.)

DIRECT DISEASE TRANSMISSION When a communicable disease is transmitted from one person to another due to direct contact with infected blood, body fluids, or other infectious materials.

DISEASE An alteration of health, with a characteristic set of symptoms, which may affect the entire body or specific organs. Diseases have a variety of causes and are known as infectious diseases when due to a pathogenic microorganism such as a bacteria, virus, or fungus.

DISINFECTION "A procedure which inactivates virtually all recognized pathogenic microorganisms, but not necessarily all microbial forms (ex. bacterial endospores) on inanimate objects." (OSHA.)

ELISA Enzyme-linked immunosorbent assay, a test used to detect antibodies to the AIDS virus, indicating infection. For accuracy, a positive ELISA test is always repeated. If still positive, a western blot test is then performed to confirm the diagnosis. The sensitivity and specificity of a properly performed ELISA test twelve weeks after exposure is at least 99 percent (MMWR, 1987).

EMERGENCY MEDICAL CARE The provision of treatment to patients; including first aid, cardiopulmonary resuscitation, basic life support (EMT level), advanced life support (Paramedic level), and other medical procedures that occur prior to arrival at a hospital or other health care facility. (NFPA 1581.)

EMERGENCY MEDICAL OPERATIONS Delivery of emergency medical care and transportation prior to arrival at a hospital or other health care facility. (NFPA 1581.)

EMS-EMERGENCY MEDICAL SERVICES A group, department, or agency that is trained and equipped to respond in an organized manner to any emergency situation where there is the potential need for the delivery of pre-hospital emergency medical care and/or transportation. EMS can be provided by fire department, private, third service, or hospital-based systems or any combination thereof.

ENTERIC PRECAUTIONS A system of precautions to prevent transmission of disease by the oral/fecal route.

ETIOLOGIC AGENT A living organism that may cause human disease. (NFPA 472.)

EXPOSURE Eye, mouth, other mucous membrane, nonrelated skin, or parenteral contact with blood, other body fluids, or other potentially infectious material.

FIRE DEPARTMENT SAFETY OFFICER "A member of the fire department, assigned and authorized by the fire chief to perform the duties and responsibilities defined in this standard." (NFPA 1501.)

FIRST RESPONDER Personnel who arrive first on the scene at emergency incidents and have the responsibility to act. Includes fire, police, EMS, and other public safety workers.

FLUID RESISTANT CLOTHING Clothing designed and constructed to provide a barrier against accidental contact with body fluids.

FUNGUS A group of microorganisms including molds and yeasts, similar to the cellular structure of plants. Some fungi are pathogenic (can cause disease).

GERMAN MEASLES See Rubella.

GLOVES FIREFIGHTING Gloves that meet the OSHA requirements for firefighting (29 CFR Part 1910.156) or NFPA standards (1973, Gloves for Structural Firefighters).

GONORRHEA A sexually transmitted disease caused by the bacteria *Neisseria gonorrhoea*.

HBV Abbreviation for hepatitis B virus.

HCV Abbreviation for hepatitis C virus.

HEALTH HAZARD "Any property of a material that either directly or indirectly can cause injury or incapacitation, either temporary or permanent, from exposure by contact, inhalation, or ingestion." (NFPA 1501.)

HEALTH CARE WORKER "An employee of a health care facility including, but not limited to, nurses, physicians, dentists, and other dental workers, optometrists, podiatrists, chiropractors, laboratory and blood bank technologists and technicians, research laboratory scientists, phlebotomists, dialysis personnel, paramedics, emergency medical technicians, medical examiners, morticians, housekeepers, laundry workers, and others whose work may involve direct contact with body fluids as defined below, from living individuals or corpses." (OSHA, bold added.) Note: This definition includes firefighters, due to potential for direct contact with body fluids during firefighting, rescue, extrication, and other emergency response activities.

HEALTH DATABASE "A compilation of records and data relating to the health experience of a group of individuals, maintained in a manner such that it is retrievable for study and analysis over a period of time." (NFPA 1500.)

HEALTH PROMOTION "Preventive health activities that identify real and potential risks in the workplace, and that inform, motivate, and otherwise help people to adopt and maintain healthy practices and lifestyles." (NFPA 1500.)

HEPATITIS Inflammation or swelling of the liver. Hepatitis can be caused by certain drugs, toxins, or infectious agents, including viruses. Hepatitis caused by viruses include hepatitis A, B, and D (Delta), and non-A, non-B. Non-A non B hepatitis includes hepatitis C, hepatitis E, and other, as yet unclassified, types of hepatitis.

HEPATITIS A ("Infectious Hepatitis") A viral form of hepatitis normally spread by fecal contamination and generally not a significant risk for emergency care providers.

HEPATITIS B (HBV) ("Serum Hepatitis") A viral form of hepatitis spread through blood contact, and also as a sexually transmitted disease. Hepatitis B is a significant risk for emergency care workers. Infection may result in death, chronic hepatitis, liver cancer, or cirrhosis of the liver. A vaccine to prevent spread of hepatitis B is available.

HEPATITIS C (HCY) A recently identified viral form of hepatitis, spread via blood contact.

HEPATITIS D (DELTA HDV) A viral infection occurring in people with present or past HBV infection. Delta hepatitis is a complication of HBV infection and can increase the severity of HBV infection.

HEPATITIS NON-A NON-B (NANB) Viral hepatitis caused by a virus other than hepatitis A or B. A disease of exclusion, there are probably several viruses responsible. NANB hepatitis is a bloodborne infection, and the cause of ninety percent of post-transfusion hepatitis cases.

HERPES A family of similar viruses, which can cause different diseases, including chickenpox, zoster, "cold sores," and genital herpes type II.

HERPES ZOSTER A painful skin rash caused by recurrence of a past case of chickenpox. Herpes zoster is not typically spread person-to-person; however, persons who have not had chickenpox previously can contract chickenpox after exposure to a patient with zoster.

HIV Abbreviation for Human Immunodeficiency Virus.

HIV INFECTION (HIV positive) A person who has tested positive for HIV antibodies on two ELISA tests, confirmed with western blot testing. HIV infected patients may or may not develop AIDS, but can spread the virus through blood and bodily fluids.

HOST A person that can harbor or nourish a disease-producing organism. The host is infected. (See also: carrier.)

HTLV Human T-cell Lymphotropic Virus, the former name for the AIDS virus. Now called Human Immunodeficiency Virus or HIV.

HUMAN IMMUNODEFICIENCY VIRUS The causative agent of AIDS. HIV type 1 (HIV-1) causes most cases of AIDS. A second virus, HIV-2 is a less common cause of the disease.

IATROGENIC "Caused by the doctor," a complication, injury, or disease state resulting from medical treatment.

IMMINENT HAZARD "An act or condition that is judged to present a danger to persons or property that is so urgent and severe that it requires immediate corrective or preventive action." (NFPA 1500.)

IMMUNIZATION The process of rendering a person immune, or highly resistant to a disease.

INCIDENT COMMAND SYSTEM See Incident Management System.

INCIDENT COMMANDER The person responsible for the overall coordination and direction of all activities at the incident scene, as specified in NFPA 1561, "Standard on Fire Department Incident Management System."

INCIDENT MANAGEMENT SYSTEM An organized system of roles, responsibilities, and standard operating procedures used to manage emergency operations, as described in NFPA 1561,

"Standard on Fire Department Incident Management System." Such systems are often referred to as "Incident Command Systems."

INCUBATION PERIOD The time from exposure to the disease until the first appearance of symptoms.

INDIRECT DISEASE TRANSMISSION When a communicable disease is transmitted from one person to another without direct contact.

INFECTIOUS Growth of pathogenic organisms in the tissues of a host, with or without detectable signs of injury.

INFECTIOUS CONTROL OFFICER A member of a department assigned specific responsibility for department infection control practices, including immunizations and post-exposure follow-up protocols. This officer fulfills the responsibilities for "designated officer" listed in the Ryan White Act.

INFECTIOUS CONTROL PRACTITIONER A medical professional with a specialty interest in infection control.

INFECTIOUS CONTROL (IC) PROGRAM "The establishment's oral or written policy and implementation of procedures relating to the control of infectious disease hazards where employees may be exposed to direct contact with body fluids." (OSHA.)

INFECTIOUS WASTE "Blood and blood products, pathological wastes, microbiological wastes, and contaminated sharps." (MMWR.)

INFECTIOUS DISEASE An illness or disease resulting from invasion of a host by disease-producing organisms such as bacteria, viruses, fungi, or parasites.

INFECTIOUS Capable of causing infection in a suitable host.

JOINT ADVISORY NOTICE A list of recommendations developed to assist employers in implementing the Centers for Disease Control guidelines. (Dept. of Labor/Dept. of Health & Human Services Joint Advisory Notice, Oct. 19, 1987.)

LAV Lymphadenopathy Associated Virus, an early name for the virus that causes AIDS. Now called Human Immunodeficiency Virus, HIV.

LEAKPROOF BAG A bag designed for disposal of potentially infectious substances, color coded, and labeled in accordance with applicable laws.

MEASLES A vaccine-preventable viral communicable disease causing a skin rash. Usually occurs in childhood.

MEMBER "A person involved in performing the duties and responsibilities of a fire department, under the auspices of the organization. For the purposes of this standard (1500), a fire department member may be a full-time or part-time employee, a paid or unpaid volunteer, may occupy any position or rank within the fire department and may or may not engage in emergency operations." (NFPA 1500.) Note: Also applies to emergency medical services and law enforcement.

MEMBER ASSISTANCE PROGRAM "A generic term used to describe the various methods used in the workplace for the control of alcohol and other substance abuse, stress, and personal problems that adversely affect job performance." (NFPA 1500.)

MENINGITIS An infection of the meninges, the covering layers of the brain and spinal cord. May be caused by a bacteria or virus; considered a communicable disease.

MICROORGANISM A living organism, usually visible only with a microscope, including bacteria, viruses, parasites, and fungi.

MUCOUS MEMBRANE The lining of the nose, mouth, eyes, vagina, and rectum. Mucous membranes are not as durable as other skin; contact of infected body fluids with intact mucous membranes may transmit disease.

MUMPS A vaccine-preventable communicable disease caused by a virus, usually occurring in children. May cause serious complications in adult cases.

MMWR-MORBIDITY AND MORTALITY WEEKLY REPORT A weekly publication from the Centers for Disease Control presenting up-to-date information on communicable diseases.

NEEDLE STICK A parenteral exposure with a needle contaminated from patient use.

NOSOCOMIAL "Originating in the hospital." A disease spread by contact with the health-care system.

OCCUPATIONAL EXPOSURE "Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." (OSHA.) This definition excludes incidental exposures that may take place on the job, that are neither reasonably or routinely expected and that the worker is not required to incur in the normal course of employment."

OCCUPATIONAL ILLNESS "An illness or disease contracted through or aggravated by the performance of the duties, responsibilities, and functions of a fire department member." (NFPA 1500.)

OCCUPATIONAL INJURY "An injury sustained during the performance of the duties, responsibilities, and functions of a fire department member." (NFPA 1500.)

PARENTERAL EXPOSURE "Exposure which occurs through a break in the skin barrier." (OSHA.) This would include injections, needle sticks, human bites, and cuts contaminated with blood.

PATHOGEN A microorganism that can cause disease. Pathogens can be bacteria, fungi, parasites, or viruses.

PATHOGENIC Capable of causing disease.

PHLEBOTOMIST Any health-care worker who draws blood samples. (OSHA.)

PNEUMOCYCTIS PNEUMONIA (PCP) A type of pneumonia caused by a parasite, seen in patients with impaired immune systems.

POLIO POLIOMYELITIS A vaccine-preventable viral disease uncommonly seen in the United States.

PPD-PURIFIED PROTEIN DERIVATIVE A skin test for exposure to tuberculosis.

PPE-PERSONAL PROTECTIVE EQUIPMENT "Specialized clothing or equipment worn by an employee for protection from a hazard. General work clothes (e.g., uniforms, pants, shirts, or

blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment." (OSHA.)

PUNCTURE-RESISTANT CONTAINER A leakproof container designed to safely store and/or transport contaminated sharps for proper disposal.

RECOMBINANT VACCINE A vaccine produced by genetic manipulation (gene splicing), usually in yeast.

RESCUE INCIDENT "An emergency incident that primarily involves the rescue of persons subject to physical danger, and may include the provision of emergency medical services." (NFPA 1500.)

RPR A blood test for syphilis.

RUBELLA A vaccine-preventable viral disease. Rubella infection during pregnancy can cause birth defects.

SAFER SEX PRACTICES Practices designed to reduce risk of sexually transmitted diseases, including use of barrier techniques.

SEXUALLY TRANSMITTED DISEASE (STD) A disease spread through sexual contact or activities. HIV and HBV are both bloodborne and sexually transmitted diseases.

SEROCONVERSION A change in the status of one's serum test. For example, someone initially tests negative for HIV, then tests positive at a later date.

SHARPS "Any object that can penetrate the skin including, but not limited to needles, lancets, scalpels, and broken capillary tubes." (OSHA.)

SHINGLES Common term for herpes zoster infection, resulting in painful rash.

STERILIZATION "The use of a physical or chemical procedure to destroy all microbial life, including highly resistant bacterial endospores." (OSHA.)

SYPHILIS A sexually transmitted infectious disease. Syphilis is uncommonly transmitted through blood exposure or transfusion.

TUBERCULOCIDAL Capable of killing tuberculosis (TB) bacteria. Used as a guideline for effectiveness of disinfection or sterilization, because TB bacteria are difficult to kill.

TUBERCULOSIS (TB) A communicable disease caused by the bacteria mycobacterium tuberculosis, usually affecting the lungs. The incidence of TB has increased since the advent of AIDS.

UNIVERSAL PRECAUTIONS "A system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires every employee exposed to direct contact with body fluids to be protected as though such body fluids were HBV or HIV infected. Therefore, Universal Precautions are intended to prevent health-care workers from parenteral, mucous membrane, and nonintact skin exposures to bloodborne pathogens (bold added) and should be used by emergency response personnel." (OSHA.)

Note: Universal Precautions differ from Body Substance Isolation (BSI) in that Universal Precautions pertains only to specific body fluids. BSI pertains to all body fluids.

VACCINE-PREVENTABLE DISEASE A disease for which a vaccine is available to reduce the chances of contracting the disease.

VDRL A blood test for syphilis. (Stands for Venereal Disease Research Laboratory, where the test was designed.)

VENEREAL Due to or propagated by sexual contact.

VIRULENCE The disease-evoking power of a microorganism in a given host.

VIRUS A microorganism usually only visible with the electron microscope. Viruses normally reside within other living (host) cells, and cannot reproduce outside of a living cell.

WESTERN BLOT A test for HIV, used to confirm a positive ELISA test. More expensive and time consuming to perform than ELISA, but more specific. Diagnosis of HIV infection requires two positive ELISA tests, confirmed with a positive Western blot test.

WHITLOW A fingertip infection commonly caused by herpes virus. Spread by contact with respiratory secretions.

WINDOW PHASE The time from exposure to the disease to positive testing.

DECATUR PUBLIC LIBRARY
Hepatitis B Vaccination Declination Form
(Mandatory)

I, the undersigned, understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis-B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis-B vaccine, at no charge to myself. However, I decline hepatitis-B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis-B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with hepatitis-B vaccine, I can receive the vaccination series at no charge to me.

(signature)

(witness)

(date)

RECOMMENDATIONS FOR PREVENTING TRANSMISSION OF HIV

1. Although asymptomatic, infected individuals may transmit HIV to others. Regular medical evaluation and follow-up may be advised, especially for individuals who develop signs or symptoms suggestive of AIDS. Report any illness characterized by fever, rash or swollen lymph glands that occurs within 12 weeks of your exposure to the employee health service.
2. Refrain from donating blood, plasma, body organs, other tissue, or sperm.
3. There is a risk of infecting others by sexual intercourse, sharing of needles, and possibly, exposure of others to saliva through oral-genital contact or intimate kissing. Protect your partner during any sexual activity by taking appropriate precautions to prevent that individual from coming into contact with your semen, urine, feces, saliva, cervical or vaginal secretions. The efficacy of condoms in preventing infection with HIV is unproven, but the consistent use of them may reduce transmission.
4. Toothbrushes, razors, or other implements that could become contaminated with blood should not be shared.
5. Women with a seropositive test, or women whose sexual partner is seropositive, are themselves at increased risk of acquiring AIDS. If they become pregnant, their offspring are also at increased risk of acquiring AIDS. Pregnancy should be avoided if seropositive, and during the 12 week period after exposure or until you are sure there is no risk of infection.
6. After accidents resulting in bleeding, or in which other body fluids have spilled, contaminated surfaces should be cleaned with household bleach freshly diluted 1:10 in water.
7. Devices that have punctured the skin, such as hypodermic and acupuncture needles, should be steam sterilized by autoclave before reuse or safely discarded. Whenever possible, disposable needles and equipment should be used.
8. When seeking medical or dental care for intercurrent illness, you should inform those responsible for your care of your positive antibody status or potential infection so that appropriate evaluation can be undertaken and precautions taken to prevent transmission to others.
9. Testing for HIV antibody and counseling should be encouraged for persons who may have been infected as a result of their contact with seropositive individuals (e.g., sexual partners, persons with whom needles have been shared, infants born to seropositive mothers).

*Adapted from U.S. Public Health Service. These recommendations are for individuals likely to have HIV infection and for exposed Health Care Workers to follow especially during the first 6-12 weeks after exposure, when if infected, seroconversion is most likely to occur.

HIV ANTIBODY TESTING

What is the meaning of the test results?

If your test result is positive, it means:

- 1) You have been infected with the HIV virus and have developed antibodies to that virus.
- 2) Researchers have shown that most people with HIV antibodies have active virus in their bodies. Therefore, assume you are contagious and capable of passing the virus on to others. (See Recommendations for Preventing Transmission of HIV - Attachment A).

If your test result is negative, it means:

- 1) That no HIV antibodies are present in your blood. This could indicate that either;
 - a) You have not been exposed to the HIV virus, or
 - b) You have been exposed to the HIV virus and your body has not yet developed antibodies. (IF this is so, you may be capable of infecting others. (See Recommendations for Preventing Transmission of HIV - Attachment A).

The test will not tell you:

- 1) If you have AIDS or an AIDS related condition (ARC).
- 2) If you will develop AIDS or ARC in the future.
- 3) If you are immune to AIDS or ARC.
- 4) If you are healthy.

DECATUR PUBLIC LIBRARY
BLOODBORNE PATHOGEN EXPOSURE FOLLOW UP

Employee Name _____ Date of birth _____
Social security number _____ Date of Exposure _____
Report Date _____
Where/When Exposure Incident Occurred: _____
Exposure by: Needle Stick Slashing Other _____
Name of Source Person _____
Diagnosis _____ Unable to Identify

IMMUNIZATION HISTORY:

1. Do you have a history of Hepatitis B? No Yes
 2. Have you ever received Hepatitis B Vaccine? No Yes
 3. If yes, did you receive it in the: Arm Buttock
 4. Did you complete the series of three? No Yes
If no, how many did you receive? _____
 5. Do you have a history of Hepatitis A? No Yes
 6. Do you have a history of Hepatitis C? No Yes
-

OCCUPATIONAL HEALTH OR EMERGENCY DEPARTMENT (Follow Hepatitis B and HIV Protocol)

1. Hepatitis B Antibody Test? Yes No Refused
 2. Hepatitis B Vaccine Administered? Yes # _____ of shots received
 No Refused
 3. HBIG Administered? Yes No Not Required
 4. HIV Counseling HIV Consent HIV Test
 Signed Refusal (Consent/Refusal Form)
 5. Discharge Instructions
 6. Referred to: _____
-

1. Document if source patient refuses: Signed Consent Refusal Form
2. Source Individual Lab Results
 - a. Hepatitis B _____
 - b. HIV _____
3. Attach copy of ER Record.
Copies of this report sent to: Risk Management, Employee.
I authorize release of this information to my Primary Care Physician _____.
Signature of Employee _____

REPORT OF BLOOD AND BODY FLUID EXPOSURE

1. EMS Personnel exposed:
Name and address: _____

2. EMS service name: _____ Unit # _____

3. Date of exposure: ____/____/____ Time of exposure: _____

4. Patient's name: _____ Patient's destination _____

5. Location of incident: _____

6. Potentially infectious materials involved:
Type: _____ Source: _____
Type: _____ Source: _____
Type: _____ Source: _____

7. Route of exposure:
A. Needle stick contaminated - - - - - ()
B. Blood exposure to mucous membrane or open skin - - - ()
C. Other body fluid to mucous membrane or open skin - - - ()
D. Other (please specify) - - - - - ()

8. Circumstances (work being performed, etc.) _____

9. How incident was caused (accident, equipment malfunction, etc.): _____

10. Personal Protective Equipment Used:
- | | | | | | | | | | | |
|----|-------------------------|---|---|---|---|---|---|---|---|-----|
| A. | Gloves | - | - | - | - | - | - | - | - | () |
| B. | Masks | - | - | - | - | - | - | - | - | () |
| C. | Gowns | - | - | - | - | - | - | - | - | () |
| D. | Eye Protection | - | - | - | - | - | - | - | - | () |
| E. | Other (please describe) | - | - | - | - | - | - | - | - | () |
-

11. Action taken (documentation, clean-up, reporting, etc.): _____

12. Other emergency services involves: (List agencies - i.e., Fire Department, Police, etc.)

Form completed by _____

Date _____ Time _____

Recommendations for Avoiding Repetition

Signature: _____

Date _____ Time _____

Personnel, Policy, and Public Relations Committee
February 6, 1997

Judi Moss called the meeting to order at 4:35 p.m. Members present: Mrs. Moss, Mark Gibson, and Shirley Moore. Staff present: Linda Humphreys, John Moorman, and Carolyn Jensen. Others present: John Robinson and Ed Booth.

Discussion of collective bargaining matters: Mr. Gibson made a motion to adjourn to closed executive session to discuss collective negotiating matters. The motion was seconded by Mrs. Moore and unanimously carried on roll call vote. The Board went into closed session at 4:36 p.m. The meeting was re-convened at 5:04 p.m.

Sears building project update: The feasibility study was distributed. The prospectus is finished and contacts are being made. The committee agreed that the prospectus looked very good and was done for a reasonable price. Mr. Moorman said that he hopes to have a report at the Board meeting on whether there is sufficient commitment for the project.

Regional library service planning panels: This is Secretary of State Ryan's most recently proposal to offer library service to unserved areas. No action was taken.

Material Selection & Collection Development Policy: The committee reviewed the policy. No action was recommended.

Nims Training Center: Mr. Moorman reported that Nims has proposed establishing a computer training center for Nims and the library located at the library in what is now the library print shop area. Nims plans to spend over \$25,000 on computers. The Friends will be asked to spend \$3,500 for new computer workstations and approximately \$1,500 on the room and relocating the print shop. The consensus was to spend up to \$5,000 from the library budget if funding from the Friends is not available.

Office manager position: Mr. Moorman reported that the clerk typist who was working in the administrative office has filled a vacancy in the circulation division. He recommended that the administrative secretary be reclassified to office manager in order to proceed with reorganization plans. The consensus was to recommend approval of the change as presented.

Administrative secretary position: Mr. Moorman recommended that the library advertise for a new administrative secretary. It was suggested that the ad could also be placed in the school district newsletter and the library system newsletter. The consensus was to proceed as discussed.

Update on citizen survey: Some initial findings from the survey were discussed. Mr. Moorman said that the final report should be completed in 30 days. The cost was about \$700.

Other business: Mr. Moorman reported that the library has received a technology grant from the state for nearly \$11,000. This was a matching grant that will be combined with \$13,000 in library funds that are currently budgeted for computer related needs.

Mr. Moorman said that he and Carolyn Jensen have discussed the need for an office for her. It will probably be located in the administrative office.


There was no further business. The meeting was adjourned at 6:08 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

January 30, 1997

TO: DPL Personnel, Policies and Public Relations Committee

FROM: John A. Moorman 

RE: Nims Training Center Proposal

Attached to this memo is a letter of understanding with Nims Associates for the provision of a shared computer training facility to be located in the Decatur Public Library. Nims would be providing the hardware and the Library would be providing the furnishings and the space.

To provide space for this project, the current printing room would be used and current printing and paper storage removed to a newly created space in our storage area.

I feel that this is a good proposal for it would enable the Library to have an on-site training facility for staff, which we sorely need, for a cost of under \$5,000. Nims hardware contribution would be over \$25,000 and our facility would be state of the art. I would intend to make the facility available for non-profit group use at times we or Nims are not using it.

I have contacted the Friends of the Library to see if they would be interested in paying for the furniture needed for this project. Initial response is that they would be willing. If not, I would need Board authorization to expend the amount needed from our budgeted funds.



Nims Associates, Inc.

12200 Ford Road, Suite 220 • Dallas, TX 75234-7264 • (214) 241-0222 • Fax: (214) 241-0308

January 29, 1997

John Moorman
Decatur Public Library
247 East North Street
Decatur, IL 62523-1128

Dear John:

Per our conversation earlier this week we agreed that I would put together this "*letter of understanding*" regarding the partnering on a training facility at the library. This would be a joint effort between the Decatur Public Library (DPL) and Nims Associates, Inc. (Nims).

We agreed to look at this partnership on an annual basis (scheduled to be in place by April 1, 1997). We also agreed upon the idea that this agreement should be modifiable by either party. I suggest we go with a couple of options: 1) 30 day notice prior to the annual renewal date (April 1) and 2) 90 day notice during the term. This would include cancellation of the agreement as well as modifications of any sort.

The remainder of this note should document our discussion and define more clearly what each party brings to this agreement.

Decatur Public Library:

Conversion of current storage room into a training site (primarily this means removing the goods stored there and making the facility available for training equipment).

Furniture to accommodate 10 PC based workstations (4 desktop and 6 laptop computers).

Wiring and cabling to attach the training room to the DPL network facilities.

Availability of network and PC support (Julie McNamara).

Access to network services and software (although at this time Nims does not have the intent on using DPL software other than for connection purposes).

Nims Associates, Inc.:

Provide a minimum of 4 workstations (PCs) to be left on-site to be available to the DPL. (We also anticipate also having 6 additional portable laptops that could be used outside the library on site most of the time as well. Currently we're planning to acquire PCs using the Pentium processors running at 133 MHz. This equipment should be able to run any of the software the library currently uses.)

Nims will provide a schedule of dates when the site is reserved for each party. The current plan will have 2 Fridays per month reserved for DPL use during the first few months. Beyond the initial months the DPL will have at least 4 days per month reserved with the optimum days being Fridays (some flexibility is expected from each party on the scheduling).

Nims envisions running classes approximately 9 a.m. to 5 p.m. when using the facility.

Currently Nims is not planning to use the facility in the evenings so it is anticipated that the site would be available for DPL needs after 5:30 p.m. every day.

Nims will use the facility for both internal training of Nims staff as well as training for our customers and clients in the Decatur area.

I believe this note documents our discussion but if I have omitted anything that we should note, please let me know. I want to say thanks for the opportunity to work with the DPL and I believe this should prove a beneficial opportunity for both Nims and the Decatur Public Library.

Sincerely,

Ted Motsinger
Regional Education Manager

FOR PERIOD ENDING 12/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/02/96	CHILTON BOOK COMPANY	65.47	98711	12/02/96	BOOKS AND PERIODICALS
12/02/96	COMMERCIAL MAIL SERVICES	62.31	98712	12/02/96	POSTAGE
12/02/96	MID-CONTINENT PUBLIC LIBRARY	35.00	98725	12/02/96	OTHER PROFESSIONAL SERVICES
12/05/96	AIR CLEAN FILTER SERVICE	27.60	98771	12/05/96	MATERIAL-BLDGS
12/05/96	GAY'S PAINT STORE	75.94	98775	12/05/96	MATERIAL-BLDGS
12/05/96	HERITAGE NETWORK OF DEC-	30.00	98785	12/05/96	PROFESSIONAL MEMBERSHIP FEES
12/05/96	OFFICE ONE SUPERSTORE	230.00	98786	12/05/96	SMALL CAPITAL ITEMS
12/06/96	RADIO SHACK	199.97	98799	12/06/96	OFFICE SUPPLIES
12/06/96	TREAS-PETTY CASH	8.00	98799	12/06/96	SERV-AUTO EQUIPMENT
12/06/96	TREAS-PETTY CASH	20.00	98799	12/06/96	CONFERENCES AND OTHER TRAVEL
12/06/96	TREAS-PETTY CASH	26.60	98799	12/06/96	OTHER PROFESSIONAL SERVICES
12/06/96	TREAS-PETTY CASH	35.55	98799	12/06/96	MATERIAL-BLDGS
12/06/96	TREAS-PETTY CASH	23.85	98827	12/06/96	BOOKS AND PERIODICALS
12/10/96	AMERICAN LIBRARY ASSOCIATION	40.00	98828	12/10/96	MAG/PAPERS-MAIN PROFESSIONAL
12/10/96	AMBLESIDE EDUCATIONAL PRESS	19.95	98830	12/10/96	BOOKS AND PERIODICALS
12/10/96	CHICAGO TRIBUNE	215.83	98833	12/10/96	MAG/PAPERS-MAIN ADULT
12/10/96	CHECKBOOK-CARDEALS	60.00	98833	12/10/96	MAG/PAPERS-MAIN REFERENCE
12/10/96	GEORGE	36.00	98837	12/10/96	MAG/PAPERS-MAIN ADULT
12/11/96	TREAS-MEDICAL INSURANCE	4,054.63	98886	12/11/96	HOSPITAL AND MEDICAL INSURANCE
12/11/96	TREAS-NON MEDICAL INS	34.05	98887	12/11/96	HOSPITAL AND MEDICAL INSURANCE
12/11/96	TREAS-NON MEDICAL INS	105.92	98887	12/11/96	GROUP LIFE INSURANCE
12/11/96	TREAS-NON MEDICAL INS	435.84	98887	12/11/96	UNEMPLOYMENT COMPENSATION
12/11/96	TREAS-IMRF	8,891.12	98888	12/11/96	WORKERS COMPENSATION
12/09/96	ARAMARK SERVICES, INC.	8.00	98936	12/16/96	RETIREMENT-IMRF
12/15/96	AMERITECH	80.92	98939	12/16/96	SERV-BUILDINGS
12/15/96	BAKER & TAYLOR CO	317.19	98941	12/16/96	TELEPHONE
12/15/96	BAKER & TAYLOR CO	1,060.82	98942	12/16/96	BOOKS AND PERIODICALS
12/15/96	BAKER & TAYLOR CO	1,912.13	98943	12/16/96	BOOKS AND PERIODICALS
12/15/96	BAKER & TAYLOR CO	568.78	98944	12/16/96	BOOKS AND PERIODICALS
12/15/96	BAKER & TAYLOR ENTERTAINMENT	1,510.40	98949	12/16/96	BOOKS AND PERIODICALS
12/15/96	BAKER & TAYLOR ENTERTAINMENT	705.50	98950	12/16/96	BOOKS AND PERIODICALS
12/06/96	BOARDMAN INC.	45.00	98952	12/16/96	BOOKS AND PERIODICALS
12/15/96	COMPACT DISC SOURCE	176.63	98960	12/16/96	BOOKS AND PERIODICALS
12/15/96	CD PUBLICATIONS	169.00	98961	12/16/96	MAG/PAPERS-MAIN ADULT
12/15/96	CARR, GERALD	135.00	98962	12/16/96	OTHER PROFESSIONAL SERVICES
12/09/96	DAVIDSON TITLES, INC.	5.36	98972	12/16/96	BOOKS AND PERIODICALS
12/16/96	HERALD & REVIEW	63.41	98979	12/16/96	BOOKS AND PERIODICALS
12/11/96	AMERITECH	99.36	98983	12/16/96	TELEPHONE
12/15/96	LIBRARY VIDEO CO	1,709.29	98992	12/16/96	BOOKS AND PERIODICALS
12/15/96	LAYERS CO-OPERATIVE PUBL	171.00	98993	12/16/96	BOOKS AND PERIODICALS
12/09/96	NAIL YIDDISH BOOK CENTER	85.00	99008	12/16/96	BOOKS AND PERIODICALS
12/15/96	NATIVE AMER PUBL TELECOM-	10.00	99009	12/16/96	BOOKS AND PERIODICALS
12/15/96	PUBLISHER SUBSCRIPTION SERV.	87.89	99011	12/16/96	BOOKS AND PERIODICALS
12/15/96	PLATYPUS SALES CONSULTANTS	901.90	99013	12/16/96	MAG/PAPERS-MAIN ADULT
12/05/96	PLATYPUS PRODUCTIONS, INC	103.85	99014	12/16/96	BOOKS AND PERIODICALS
12/15/96	QUALITY BOOKS INC.	52.66	99018	12/16/96	BOOKS AND PERIODICALS
12/09/96	QUALITY BOOKS INC.	27.50	99018	12/16/96	TELEPHONE
12/15/96	ROCKFORD MAP PUBLISHERS, INC	26.00	99020	12/16/96	BOOKS AND PERIODICALS
12/15/96	RIGSBY, PAUL	202.50	99022	12/16/96	BOOKS AND PERIODICALS
12/15/96	RAVER, DOUGLAS	67.50	99024	12/16/96	OTHER PROFESSIONAL SERVICES
12/15/96	SLEETH, ALAN	135.00	99031	12/16/96	OTHER PROFESSIONAL SERVICES
12/15/96	STEIL, RICHARD G	203.50	99032	12/16/96	OTHER PROFESSIONAL SERVICES
12/15/96	TREAS-GENERAL FUND	754.45	99036	12/16/96	OTHER PROFESSIONAL SERVICES
12/15/96	TREAS-GENERAL FUND	36.30	99036	12/16/96	POSTAGE SUPPLIES
12/15/96	TREAS-GENERAL FUND	36.30	99036	12/16/96	OFFICE SUPPLIES
12/16/96	TAYLOR, DELBERT	135.00	99038	12/16/96	OTHER PROFESSIONAL SERVICES
12/15/96	UNIVERSITY PRESS OF AMERICA	56.55	99041	12/16/96	OTHER PROFESSIONAL SERVICES
12/15/96	WALL STREET JOURNAL	284.00	99043	12/16/96	BOOKS AND PERIODICALS
12/15/96	WORLD BOOK-ENCYCLOPEDIA, INC	29.40	99044	12/16/96	MAG/PAPERS-MAIN ADULT
12/17/96	TREAS-CENTRAL GARAGE	229.57	99060	12/17/96	BOOKS AND PERIODICALS
12/17/96	TREAS-CENTRAL GARAGE	100.00	99061	12/17/96	BOOKS AND PERIODICALS
12/17/96	TREAS-GENERAL FUND	254.50	99062	12/17/96	TRANSFERS TO GENERAL FUND
12/17/96	TREAS-SELF INSURANCE FUND	9.08	99062	12/17/96	VEHICLE-INSURANCE
12/17/96	TREAS-SELF INSURANCE FUND	529.67	99062	12/17/96	BOILER-INSURANCE
12/17/96	TREAS-SELF INSURANCE FUND	500.50	99062	12/17/96	PROPERTY INSURANCE
12/17/96	TREAS-SELF INSURANCE FUND	2,113.75	99064	12/17/96	GENERAL LIABILITY INSURANCE
12/17/96	TREAS-MIS OPERATING		99064	12/17/96	MIS SERVICES

FOR PERIOD ENDING 12/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/19/96	ARRMONCORP	18.64	99082	12/19/96	OTHER PROFESSIONAL SERVICES
12/19/96	GLATZ TRUCK & TRAILER SALES	202.50	99087	12/19/96	SERV-AUTO EQUIPMENT
12/19/96	GLATZ TRUCK & TRAILER SALES	193.09	99087	12/19/96	MATERIAL TO MAINT AUTO EQUIP
12/19/96	HAMILTON PROT COATINGS, INC	78.45	99088	12/19/96	MATERIAL-BLDGS
12/19/96	TBM BOOKSTORE	369.35	99090	12/19/96	SERV-OFFICE EQUIP
12/19/96	JENSEN, CAROLYN	1,111.00	99093	12/19/96	OTHER PROFESSIONAL SERVICES
12/19/96	MULLIGAN, MICHAEL	310.00	99097	12/19/96	MATERIAL-BLDGS
12/20/96	TREAS-PETTY CASH	6.00	99106	12/20/96	SERV-AUTO EQUIPMENT
12/20/96	TREAS-PETTY CASH	19.03	99106	12/20/96	OTHER PROFESSIONAL SERVICES
12/20/96	TREAS-PETTY CASH	65.20	99106	12/20/96	MATERIAL-BLDGS
12/20/96	TREAS-PETTY CASH	19.15	99106	12/20/96	OFFICE SUPPLIES
12/20/96	TREAS-PETTY CASH	17.00	99106	12/20/96	BOOKS AND PERIODICALS
12/23/96	BOOTH & LITTLE	907.50	99111	12/23/96	OTHER PROFESSIONAL SERVICES
12/23/96	COMPUTER CENTER	1,976.00	99113	12/23/96	OFFICE MACHINERY AND EQUIPMENT
12/23/96	DECATUR PAINT & VARNISH	51.85	99115	12/23/96	MATERIAL-BLDGS
12/23/96	GLATZ TRUCK & TRAILER SALES	103.50	99117	12/23/96	SERV-AUTO EQUIPMENT
12/23/96	GLATZ TRUCK & TRAILER SALES	37.21	99117	12/23/96	MATERIAL TO MAINT AUTO EQUIP
12/23/96	RICHLAND COMMUNITY COLLEGE	590.00	99122	12/23/96	TRAINING SCHOOL
12/23/96	TREAS-WATER FUNDS	217.64	99124	12/23/96	WATER
12/23/96	TYLERTYPES	43.75	99125	12/23/96	OTHER PROFESSIONAL SERVICES
12/24/96	BAKER & TAYLOR CO	1,650.00	99130	12/24/96	BOOKS AND PERIODICALS
12/24/96	SIRS, INC-THE KNOWLEDGE SOURCE	1,250.00	99181	12/24/96	BOOKS AND PERIODICALS
12/24/96	TREAS-MEDICAL INSURANCE	4,054.63	99185	12/24/96	HOSPITAL AND MEDICAL INSURANCE
12/24/96	TREAS-NON MEDICAL INS	34.05	99186	12/24/96	GROUP LIFE INSURANCE
12/24/96	TREAS-NON MEDICAL INS	305.82	99186	12/24/96	UNEMPLOYMENT COMPENSATION
12/24/96	TREAS-NON MEDICAL INS	435.84	99186	12/24/96	WORKERS COMPENSATION
12/24/96	TREAS-IMRF	8,835.31	99188	12/24/96	RETIREMENT-IMRF
12/30/96	CARR, GERALD	263.35	99203	12/26/96	TEMP PERSONNEL SERVICES
12/30/96	CONNOR COMPANY	135.00	99220	12/30/96	OTHER PROFESSIONAL SERVICES
12/30/96	RIGSBY, PAUL	136.15	99221	12/30/96	MATERIAL-BLDGS
12/30/96	STELL, RICHARD G	67.50	99230	12/30/96	OTHER PROFESSIONAL SERVICES
12/31/96	AMERITECH	94.78	99231	12/30/96	OTHER PROFESSIONAL SERVICES
12/31/96	BAKER & TAYLOR CO	67.50	99237	12/31/96	TELEPHONE
12/31/96	BAKER & TAYLOR CO	512.14	99252	12/31/96	BOOKS AND PERIODICALS
12/31/96	BAKER & TAYLOR CO	1,568.98	99253	12/31/96	BOOKS AND PERIODICALS
12/31/96	BAKER & TAYLOR CO	2,805.27	99254	12/31/96	BOOKS AND PERIODICALS
12/31/96	BAKER & TAYLOR CO	1,168.11	99255	12/31/96	BOOKS AND PERIODICALS
12/31/96	B & B GLASS	250.00	99258	12/31/96	BOOKS AND PERIODICALS
12/31/96	B & B GLASS	645.39	99258	12/31/96	SERV-BUILDINGS
12/31/96	BOOKS ON TAPE	1,056.13	99258	12/31/96	MATERIAL-BLDGS
12/31/96	BABY TALK INC	275.00	99259	12/31/96	BOOKS AND PERIODICALS
12/31/96	BAKER & TAYLOR ENTERTAINMENT	331.94	99260	12/31/96	BOOKS AND PERIODICALS
12/31/96	CAPITAL CITY PAPER CO	97.10	99262	12/31/96	BOOKS AND PERIODICALS
12/31/96	CAREER TRACK COMPANY	65.90	99269	12/31/96	OFFICE SUPPLIES
12/31/96	CHILTON BOOK COMPANY	61.32	99271	12/31/96	BOOKS AND PERIODICALS
12/31/96	CAVENDISH, MARSHALL CORP.	158.01	99286	12/31/96	BOOKS AND PERIODICALS
12/31/96	CONSOLIDATED COMMUNICATIONS	9.97	99289	12/31/96	TELEPHONE
12/31/96	DEMCO EDUCATIONAL CORP	517.44	99289	12/31/96	POSTAGE SUPPLIES
12/31/96	DAVIDSON FILES, INC.	464.74	99297	12/31/96	BOOKS AND PERIODICALS
12/31/96	DONTECH DIRECTORY DISTRIBUTION	110.40	99300	12/31/96	BOOKS AND PERIODICALS
12/31/96	GAYLORD BROS	583.28	99311	12/31/96	BOOKS AND PERIODICALS
12/31/96	HOUGHEN BINDERY LTD	458.50	99320	12/31/96	PRINTING AND BINDING
12/31/96	AMERITECH	84.44	99322	12/31/96	TELEPHONE
12/31/96	ILLINOIS POWER COMPANY	769.52	99323	12/31/96	ELECTRICITY
12/31/96	ILLINOIS POWER COMPANY	8,203.13	99324	12/31/96	GAS
12/31/96	ILLINOIS VIDEO	6.23	99324	12/31/96	POSTAGE SUPPLIES
12/31/96	INGRAM'S VIDEO	18.21	99327	12/31/96	OFFICE SUPPLIES
12/31/96	ILLINOIS LIBRARY ASSOCIATION	168.00	99327	12/31/96	PROFESSIONAL MEMBERSHIP FEES
12/31/96	ILL STATE LIBRARY	1,010.00	99328	12/31/96	PRINTING AND BINDING
12/31/96	ILL STATE LIBRARY	119.68	99329	12/31/96	TELEPHONE
12/31/96	ILL STATE LIBRARY	50.00	99329	12/31/96	POSTAGE
12/31/96	ILL STATE LIBRARY	16.99	99329	12/31/96	POSTAGE
12/31/96	JAN SAN SUPPLY CO., INC.	1,490.21	99329	12/31/96	RENTAL-EQUIPMENT
12/23/96	JAN SAN SUPPLY CO., INC.	119.84	99333	12/31/96	JANITORIAL SUPPLIES

FOR PERIOD ENDING 12/31/96

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
12/30/96	JENSEN, CAROLYN SYSTEMS	993334	12/31/96	OTHER PROFESSIONAL SERVICES	704.00
12/17/96	MIDWEST LIBRARY SYSTEMS	993355	12/31/96	POSTAGE	70.99
12/31/96	MIDWEST LIBRARY SYSTEMS	993355	12/31/96	MATERIAL-BLDGS	570.00
12/23/96	MANPOWER	99360	12/31/96	TEMP PERSONNEL SERVICES	867.38
12/31/96	NIMS ASSOCIATES, INC.	99370	12/31/96	OTHER PERSONNEL SERVICES	2,500.00
12/31/96	MURRELL SERVICES, INC.	99373	12/31/96	OTHER PERSONNEL SERVICES	2,240.06
12/30/96	OILS ELEVATOR COMPANY	99376	12/31/96	SERV-BUILDINGS	3,001.90
12/23/96	ORIX PRESS	99377	12/31/96	BOOKS AND PERIODICALS	29.15
12/31/96	OMNIGRAPHICS, INC	99379	12/31/96	BOOKS AND PERIODICALS	142.00
12/23/96	REED REFERENCE PUBL	99397	12/31/96	BOOKS AND PERIODICALS	457.37
12/31/96	TREAS-PETTY CASH	99434	12/31/96	BOOKS AND PERIODICALS	16.00
12/31/96	TREAS-PETTY CASH	99434	12/31/96	MATERIAL-BLDGS	8.96
12/31/96	TREAS-PETTY CASH	99434	12/31/96	OFFICE SUPPLIES	33.95
12/31/96	TREAS-PETTY CASH	99434	12/31/96	BOOKS AND PERIODICALS	45.00
12/31/96	TREAS-PETTY CASH	99441	12/31/96	MAG/PAPERS-MAIN PROFESSIONAL	1,000.00
12/30/96	UNLIMITED PARCEL SERVICE	99447	12/31/96	POSTAGE	127.00
12/23/96	WEST PUBLISHING COMPANY	99450	12/31/96	BOOKS AND PERIODICALS	84.51
12/23/96	W W GRATNGER, INC.	99455	12/31/96	JANITORIAL SUPPLIES	20.58
12/23/96	WOODBINE HUBST	99457	12/31/96	BOOKS AND PERIODICALS	54.28
12/30/96	WHEELER PUBLISHING INC.				
	TOTAL				89,578.44

FOR PERIOD ENDING 12/31/96

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
12/16/96	BAKER & TAYLOR CO	98941	12/16/96	EXPENDITURES	12.71
12/17/96	BAKER & TAYLOR CO	98942	12/16/96	EXPENDITURES	39.93
12/19/96	NATIVE AMER PUBL TELECOM-	99009	12/16/96	EXPENDITURES	262.10
12/23/96	BAKER & TAYLOR CO	99252	12/31/96	EXPENDITURES	245.13
12/17/96	BAKER & TAYLOR CO	99253	12/31/96	EXPENDITURES	14.97
12/30/96	BAKER & TAYLOR CO	99254	12/31/96	EXPENDITURES	33.91
12/31/96	BAKER & TAYLOR CO	99255	12/31/96	EXPENDITURES	47.65
12/23/96	CAVENDISH, MARSHALL CORP.	99281	12/31/96	EXPENDITURES	21.95
	TOTAL				598.49

FOR PERIOD ENDING 1/31/97

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/29/97	BAKER & TAYLOR CO	373.69	99496	1/31/98	BOOKS AND PERIODICALS
1/06/97	BUREAU OF ECON & BUS RESEARCH	50.00	99531	1/06/97	BOOKS AND PERIODICALS
1/02/97	COMMERCIAL MAIL SERVICES	96.82	99565	1/08/97	POSTAGE
1/08/97	TREAS-MEDICAL INSURANCE	4,054.63	99566	1/08/97	HOSPITAL LIFE INSURANCE
1/08/97	TREAS-NON MEDICAL INS	34.05	99566	1/08/97	GROUP UNEMPLOYMENT COMPENSATION
1/08/97	TREAS-NON MEDICAL INS	310.70	99566	1/08/97	WORKERS COMPENSATION
1/08/97	TREAS-NON MEDICAL INS	442.65	99567	1/08/97	RETIREMENT-IMRF
1/08/97	TREAS-IMRF	8,376.83	99576	1/08/97	MAG/PAPERS-MAIN ADULT
1/09/97	ARTIFORUM	46.00	99599	1/09/97	BOOKS AND PERIODICALS
1/10/97	ABINGDON PRESS	41.69	99605	1/10/97	BOOKS AND PERIODICALS
1/10/97	COMMERC CLEARING HOUSE, INC	33.50	99605	1/10/97	OTHER PROFESSIONAL SERVICES
1/10/97	CSC CREDIT SERVICES, INC	273.00	99607	1/10/97	BOOKS AND PERIODICALS
1/10/97	COMMERCIAL SERVICE INC	41.95	99611	1/10/97	BOOKS AND PERIODICALS
1/10/97	DUNTECH DIRECTORY DISTRIBUTION	38.38	99618	1/10/97	BOOKS AND PERIODICALS
1/10/97	GOOD TIMES HOME VIDEO	219.50	99624	1/10/97	BOOKS AND PERIODICALS
1/10/97	SIMON & SCHUSTER	99.00	99625	1/10/97	BOOKS AND PERIODICALS
1/10/97	TREAS-PETTY CASH	4.00	99625	1/10/97	SERV-AUTO EQUIPMENT
1/10/97	TREAS-PETTY CASH	14.68	99625	1/10/97	SERV-OFFICE EQUIP
1/10/97	TREAS-PETTY CASH	8.03	99625	1/10/97	CONFERENCES AND OTHER TRAVEL
1/10/97	TREAS-PETTY CASH	45.91	99625	1/10/97	JANITORIAL SUPPLIES
1/10/97	TREAS-PETTY CASH	16.78	99625	1/10/97	MATERIAL-BLDGS
1/10/97	TREAS-PETTY CASH	18.03	99625	1/10/97	OFFICE SUPPLIES
1/13/97	COMNOR	30.60	99636	1/13/97	JANITORIAL SUPPLIES
1/13/97	COVENTRY, BOBBAE	123.50	99637	1/13/97	JANITORIAL SUPPLIES
1/13/97	CENTRAL PARK WEST	86.61	99639	1/13/97	TRAVEL EXPENSE
1/13/97	DECATURNET	7,500.00	99641	1/13/97	TELEPHONE
1/13/97	TRONS, LETA	128.50	99645	1/13/97	TUITION-REIMBURSEMENT
1/13/97	JENSEN, CAROLYN	869.00	99647	1/13/97	OTHER PROFESSIONAL SERVICES
1/13/97	JDM SANDBLASTING	165.00	99648	1/13/97	MATERIAL-BLDGS
1/13/97	STEVENS, DONNA	204.51	99652	1/13/97	TRAVEL EXPENSE FOR INTERVIEWS
1/13/97	TREAS-CENTRAL GARAGE FD	174.84	99653	1/13/97	GASOLINE
1/13/97	RECYCLE UNLIMITED INC	111.00	99659	1/14/97	SERV-BUILDINGS
1/13/97	ARAMARK SERVICES, INC.	8.00	99680	1/15/97	SERV-BUILDINGS
1/10/97	BAKER & TAYLOR CO	1,734.32	99681	1/15/97	BOOKS AND PERIODICALS
1/13/97	BAKER & TAYLOR CO	1,475.27	99682	1/15/97	BOOKS AND PERIODICALS
1/13/97	BAKER & TAYLOR ENTERTAINMENT	1,173.45	99684	1/15/97	BOOKS AND PERIODICALS
1/13/97	BAKER & TAYLOR ENTERTAINMENT	12.23	99685	1/15/97	BOOKS AND PERIODICALS
1/13/97	COMPACT DISC SOURCE	44.76	99688	1/15/97	BOOKS AND PERIODICALS
1/14/97	CORNELL UNIVERSITY	98.95	99689	1/15/97	BOOKS AND PERIODICALS
1/15/97	DECATUR MEMORIAL HOSPITAL	67.00	99693	1/15/97	BOOKS AND PERIODICALS
1/10/97	DEMCO EDUCATIONAL CORP	4.12	99695	1/15/97	OFFICE SUPPLIES
1/10/97	DEMCO EDUCATIONAL CORP	139.81	99695	1/15/97	OFFICE SUPPLIES
1/13/97	DAVIDSON TITLES, INC.	26.76	99699	1/15/97	BOOKS AND PERIODICALS
1/13/97	DVORAK, MARK	29.00	99700	1/15/97	BOOKS AND PERIODICALS
1/13/97	AMERITECH	195.40	99705	1/15/97	TELEPHONE
1/13/97	NOVA PUBLISHING COMPANY	28.45	99719	1/15/97	BOOKS AND PERIODICALS
1/13/97	QUALITY BOOKS INC.	19.12	99723	1/15/97	BOOKS AND PERIODICALS
1/13/97	READER'S CHAIR	30.12	99724	1/15/97	BOOKS AND PERIODICALS
1/14/97	TREAS-GENERAL FUND	822.79	99734	1/15/97	POSTAGE SUPPLIES
1/13/97	TREAS-GENERAL FUND	80.84	99734	1/15/97	POSTAGE SUPPLIES
1/13/97	WGBH	157.90	99739	1/15/97	BOOKS AND PERIODICALS
1/13/97	WEST CIRCLE BOOKS	12.48	99742	1/15/97	BOOKS AND PERIODICALS
1/16/97	CARR, GERALD	67.50	99746	1/16/97	OTHER PROFESSIONAL SERVICES
1/16/97	RIGSBY, PAUL	135.00	99753	1/16/97	OTHER PROFESSIONAL SERVICES
1/16/97	RAVERY, DOUGLAS	67.50	99754	1/16/97	OTHER PROFESSIONAL SERVICES
1/16/97	SLEETH, ALAN	135.00	99756	1/16/97	OTHER PROFESSIONAL SERVICES
1/16/97	STEIL, RICHARD G	135.00	99757	1/16/97	OTHER PROFESSIONAL SERVICES
1/16/97	TAYLOR, DOUGLAS	250.00	99758	1/16/97	OTHER PROFESSIONAL SERVICES
1/21/97	LIBRARY OF CONGRESS	88.00	99788	1/21/97	TRAINING SCHOOL
1/21/97	SOLDIER CREEK PRESS	39.00	99793	1/21/97	BOOKS AND PERIODICALS
1/22/97	TREAS-MEDICAL INSURANCE	4,054.63	99838	1/22/97	HOSPITAL AND MEDICAL INSURANCE
1/22/97	TREAS-NON MEDICAL INS	34.05	99839	1/22/97	GROUP LIFE INSURANCE
1/22/97	TREAS-NON MEDICAL INS	296.36	99839	1/22/97	UNEMPLOYMENT COMPENSATION
1/22/97	TREAS-NON MEDICAL INS	422.22	99839	1/22/97	WORKERS COMPENSATION
1/22/97	TREAS-IMRF	8,389.03	99840	1/22/97	RETIREMENT-IMRF

FOR PERIOD ENDING 1/31/97

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/24/97	CD PUBLICATIONS	269.00	99865	1/24/97	MAG/PAPERS--MAIN ADULT REFERENCE
1/24/97	MORNINGSTAR, INC	425.00	99876	1/24/97	MAG/PAPERS--MAIN REFERENCE
1/24/97	MUZE, INC	576.00	99880	1/24/97	AV-PHONODISCS
1/24/97	TREAS-PETTY CASH	4.00	99888	1/24/97	SERV-AUTO EQUIPMENT SERVICES
1/24/97	TREAS-PETTY CASH	2.53	99888	1/24/97	MATERIAL-BLOGS
1/24/97	TREAS-PETTY CASH	34.57	99888	1/24/97	OFFICE SUPPLIES
1/24/97	TREAS-PETTY CASH	28.11	99888	1/24/97	BOOKS AND PERIODICALS
1/24/97	TREAS-PETTY CASH	18.12	99888	1/24/97	SERV-AUTO EQUIPMENT
1/24/97	TREAS-PETTY CASH	22.95	99889	1/24/97	POSTAGE
1/24/97	TREAS-PETTY CASH	.64	99889	1/24/97	OTHER PROFESSIONAL SERVICES
1/24/97	TREAS-PETTY CASH	26.85	99889	1/24/97	MATERIAL-BLDGS
1/24/97	TREAS-PETTY CASH	6.94	99889	1/24/97	MATERIAL TO MAINT AUTO EQUIP
1/24/97	TREAS-PETTY CASH	26.01	99889	1/24/97	BOOKS AND PERIODICALS
1/24/97	TREAS-PETTY CASH	29.84	99889	1/24/97	OTHER PROFESSIONAL SERVICES
1/24/97	TREAS-PETTY CASH	745.00	99904	1/28/97	OFFICE SUPPLIES
1/28/97	BOOTH & LITTLE	60.00	99905	1/28/97	SMALL CAPITAL ITEMS
1/28/97	COMPUTER CENTER	125.00	99906	1/28/97	OTHER PROFESSIONAL SERVICES
1/28/97	CSC CREDIT SERVICES, INC	53.82	99906	1/28/97	OFFICE SUPPLIES
1/28/97	FILMIC ARCHIVES	46.45	99913	1/28/97	COMPUTER SOFTWARE EXPENSE
1/28/97	FORTRES GRAND CORPORATION	295.00	99914	1/28/97	RENTAL-P EQUIPMENT SERVICES
1/28/97	GEAC COMPUTERS, INC	4,360.44	99920	1/28/97	OTHER PROFESSIONAL SERVICES
1/28/97	JENSEN, CAROLYN	880.00	99925	1/28/97	OTHER PROFESSIONAL SERVICES
1/28/97	ROTARY CLUB OF DECATUR	164.00	99929	1/28/97	OTHER PROFESSIONAL SERVICES
1/28/97	WILLIAM B. CANNON APPRAISALS	400.00	99933	1/28/97	BOOKS AND PERIODICALS
1/28/97	BAKER & TAYLOR CO	1,080.00	99936	1/29/97	OFFICE MACHINERY AND EQUIPMENT
1/29/97	COMPUTER CENTER	1,139.00	99935	1/29/97	OTHER PROFESSIONAL SERVICES
1/29/97	CARR, GERALD	67.50	99936	1/29/97	MATERIAL-BLDGS
1/29/97	LACO ELECTRONICS, INC	265.95	99947	1/29/97	BOOKS AND PERIODICALS
1/29/97	NATIONAL LEAGUE OF CITIES	145.00	99950	1/29/97	MAG/PAPERS--MAIN PROFESSIONAL SERVICES
1/29/97	RIGSBY, PAUL	135.00	99960	1/29/97	OTHER PROFESSIONAL SERVICES
1/29/97	RAVER, DOUGLAS	135.00	99961	1/29/97	OTHER PROFESSIONAL SERVICES
1/29/97	RESEARCH GRANT GUIDES, INC	414.50	99962	1/29/97	BOOKS AND PERIODICALS
1/29/97	STELL, RICHARD G	135.00	99965	1/29/97	OTHER PROFESSIONAL SERVICES
1/30/97	IBM BOOKSTORE	369.35	99977	1/30/97	SERV-OFFICE EQUIP
1/29/97	A GENTLE WIND, INC	8.95	100001	1/31/97	BOOKS AND PERIODICALS
1/31/97	AMERITECH	78.39	100002	1/31/97	TELEPHONE
1/31/97	BAKER & TAYLOR CO	1,473.72	100007	1/31/97	BOOKS AND PERIODICALS
1/31/97	BAKER & TAYLOR CO	463.82	100008	1/31/97	BOOKS AND PERIODICALS
1/31/97	BAKER & TAYLOR CO	1,389.38	100009	1/31/97	BOOKS AND PERIODICALS
1/31/97	BAKER & TAYLOR CO	1,672.15	100010	1/31/97	BOOKS AND PERIODICALS
1/31/97	BAKER & TAYLOR CO	2,719.35	100011	1/31/97	BOOKS AND PERIODICALS
1/31/97	BAKER & TAYLOR CO	2,758.57	100012	1/31/97	BOOKS AND PERIODICALS
1/31/97	BAKER & TAYLOR CO	35.77	100018	1/31/97	BOOKS AND PERIODICALS
1/31/97	BAKER & TAYLOR	275.00	100021	1/31/97	OTHER PROFESSIONAL SERVICES
1/31/97	BLOOMINGTON COMPUTER SERVICE	763.47	100021	1/31/97	BOOKS AND PERIODICALS
1/31/97	ENTERTAINMENT	3,925.00	100025	1/31/97	OFFICE MACHINERY AND EQUIPMENT
1/31/97	CAVENISH, MARSHALL CORP.	21.15	100042	1/31/97	BOOKS AND PERIODICALS
1/31/97	CHIVERS NORTH AMERICA, INC	109.29	100048	1/31/97	BOOKS AND PERIODICALS
1/31/97	CONSOLIDATED COMMUNICATIONS	76.72	100049	1/31/97	TELEPHONE
1/29/97	DOVER PUBLICATIONS, INC	46.04	100071	1/31/97	BOOKS AND PERIODICALS
1/29/97	FILMS FOR HUMANITIES & SCIENCE	40.90	100082	1/31/97	BOOKS AND PERIODICALS
1/21/97	GAYLORD BROS	2,044.50	100086	1/31/97	PRINTING AND BINDING
1/31/97	GAYLORD BROS	152.08	100086	1/31/97	OFFICE SUPPLIES
1/27/97	AMERITECH	22.91	100097	1/31/97	TELEPHONE
1/27/97	AMERITECH	22.63	100097	1/31/97	BOOKS AND PERIODICALS
1/31/97	AMERITECH	732.28	100098	1/31/97	TELEPHONE
1/31/97	AMERITECH	34.80	100098	1/31/97	BOOKS AND PERIODICALS
1/31/97	IL STATE LIBRARY	120.64	100103	1/31/97	PRINTING AND BINDING
1/31/97	IL STATE LIBRARY	50.00	100103	1/31/97	TELEPHONE
1/31/97	IL STATE LIBRARY	16.85	100103	1/31/97	POSTAGE
1/31/97	IL STATE LIBRARY	1,386.50	100103	1/31/97	RENTAL-EQUIPMENT
1/31/97	JAN SAN SUPPLY CO., INC.	262.89	100106	1/31/97	JANITORIAL SUPPLIES
1/31/97	JAN SAN SUPPLY CO., INC.	28.90	100106	1/31/97	BOOKS AND PERIODICALS
1/30/97	MANPOWER	74.44	100139	1/31/97	TEMP PERSONNEL SERVICES

FOR PERIOD ENDING 1/31/97

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/31/97	NIMS ASSOCIATES INC.	2,500.00	100146	1/31/97	OTHER PROFESSIONAL SERVICES
1/30/97	NORRELL SERVICES, INC.	2,014.79	100147	1/31/97	TEMP PERSONNEL SERVICES
1/31/97	NATIONAL SCHOOL PRODUCTS	31.95	100148	1/31/97	BOOKS AND PERIODICALS
1/29/97	OMNIGRAPHICS, INC	48.10	100151	1/31/97	BOOKS AND PERIODICALS
1/29/97	PIETRIAN PRESS	11.95	100162	1/31/97	BOOKS AND PERIODICALS
1/21/97	R D McMILLAN	348.21	100165	1/31/97	JANITORIAL SUPPLIES
1/31/97	RABBIT EARS PRODUCTIONS	11.93	100171	1/31/97	BOOKS AND PERIODICALS
1/31/97	SATTLEYS, INC.	188.43	100172	1/31/97	OFFICE SUPPLIES
1/31/97	STRIGLOS/HAINES & ESSICK	564.05	100185	1/31/97	OFFICE SUPPLIES
1/29/97	SILD MUSIC	78.32	100186	1/31/97	OFFICE SUPPLIES
1/31/97	SIMON & SCHUSTER	10.02	100198	1/31/97	BOOKS AND PERIODICALS
1/31/97	SITE PRODUCTIONS	129.00	100202	1/31/97	BOOKS AND PERIODICALS
1/31/97	UNIMORLD BUSINESS PUBLICATIONS	252.10	100204	1/31/97	BOOKS AND PERIODICALS
1/31/97	UPDATA PUBLICATIONS	229.50	100226	1/31/97	BOOKS AND PERIODICALS
1/31/97	WEST PUBLISHING COMPANY	74.90	100227	1/31/97	BOOKS AND PERIODICALS
1/30/97	W W GRATINGER, INC.	198.50	100233	1/31/97	BOOKS AND PERIODICALS
1/29/97	WESTON WOODS	281.20	100235	1/31/97	MATERIAL-BLDGS
1/29/97	WALLENDER DEDMAN PRINTING	64.90	100239	1/31/97	BOOKS AND PERIODICALS
1/27/97	WHEELER PUBLISHING INC.	300.00	100240	1/31/97	PRINTING AND BINDING
1/29/97	WATERFORD INSTITUTE	55.08	100242	1/31/97	BOOKS AND PERIODICALS
		101.80	100243	1/31/97	BOOKS AND PERIODICALS
	TOTAL	84,354.21			

FOR PERIOD ENDING 1/31/97

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
1/29/97	BAKER & TAYLOR CO	99682	1/31/97	EXPENDITURES	54.77
1/13/97	BAKER & TAYLOR CO		1/15/97	EXPENDITURES	109.36
1/13/97	CHELSEA HOUSE PUBLISHERS	99691	1/31/97	EXPENDITURES	41.48
1/29/97	BAKER & TAYLOR CO	100007	1/31/97	EXPENDITURES	52.34
1/21/97	BAKER & TAYLOR CO	100008	1/31/97	EXPENDITURES	25.96-
1/21/97	BAKER & TAYLOR CO	100009	1/31/97	EXPENDITURES	35.19
1/27/97	BAKER & TAYLOR CO	100010	1/31/97	EXPENDITURES	76.17
1/31/97	BAKER & TAYLOR CO	100012	1/31/97	EXPENDITURES	25.96
	TOTAL				369.31

check dated corrected - will print 2/1/97

FOR PERIOD ENDING 1/31/97

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
1/10/97	BAKER & TAYLOR CO	99681	1/15/97	BOOKS AND PERIODICALS	2,794.32
1/13/97	BAKER & TAYLOR CO	99682	1/15/97	BOOKS AND PERIODICALS	523.12
1/29/97	CONSTRUCTIVE PLAYTHINGS	99684	1/29/97	BOOKS AND PERIODICALS	147.45
1/29/97	CHILD CRAFT EDUCATION CORP	99937	1/29/97	BOOKS AND PERIODICALS	488.46
1/29/97	HAND IN HAND	99938	1/29/97	BOOKS AND PERIODICALS	85.06
1/29/97	LAKE SHORE LEARNING MATERIALS	99944	1/29/97	BOOKS AND PERIODICALS	148.55
1/29/97	MUSIC FOR LITTLE PEOPLE	99952	1/29/97	BOOKS AND PERIODICALS	147.73
1/13/97	A GENTLE WIND, INC	100001	1/31/97	BOOKS AND PERIODICALS	75.05
1/13/97	BAKER & TAYLOR CO	100008	1/31/97	BOOKS AND PERIODICALS	112.10
1/27/97	BAKER & TAYLOR CO	100009	1/31/97	BOOKS AND PERIODICALS	864.84
1/27/97	BAKER & TAYLOR CO	100010	1/31/97	BOOKS AND PERIODICALS	149.32
1/31/97	BAKER & TAYLOR CO	100011	1/31/97	BOOKS AND PERIODICALS	670.50
1/31/97	BAKER & TAYLOR CO	100012	1/31/97	BOOKS AND PERIODICALS	43.18
1/27/97	BAKER & TAYLOR CO	100013	1/31/97	BOOKS AND PERIODICALS	101.25
1/27/97	BAKER & TAYLOR ENTERTAINMENT	100021	1/31/97	BOOKS AND PERIODICALS	176.92
1/31/97	PERMA-BOUND BOOKS	100160	1/31/97	BOOKS AND PERIODICALS	63.89
1/29/97	SILCO MUSIC	100198	1/31/97	BOOKS AND PERIODICALS	370.40
1/29/97	WESTON WOODS	100239	1/31/97	BOOKS AND PERIODICALS	5.99
1/29/97	WATERFORD INSTITUTE	100243	1/31/97	BOOKS AND PERIODICALS	204.82
	TOTAL				7,193.75

DECATUR PUBLIC LIBRARY

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	338,100.32	310,409.00	27,691.32	108
TOTAL		.00	202,570.00	338,100.32	310,409.00	27,691.32	108
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	1,702,180.49	2,172,755.69	2,269,574.00	96,818.31	95
TOTAL		.00	1,702,180.49	2,172,755.69	2,269,574.00	96,818.31	95
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	33,216.39	123,750.00	142,535.87	165,000.00	22,464.13	86
30200-107	STATE GRANTS OR OTHER	78,246.93	77,999.99	107,573.07	104,000.00	3,573.07	103
TOTAL		111,463.32	201,749.99	250,108.94	269,000.00	18,891.06	93
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,357.62	55,499.99	52,969.63	74,000.00	21,030.37	71
30500-510	LIBRARY NON-RESIDENT FEES	75.00	1,125.00	1,012.50	1,500.00	487.50	67
30500-511	LIBRARY LOST AND DAMAGED BOOKS	307.30	3,000.00	4,113.86	4,000.00	113.86	102
30500-514	VERIFAX	.00	1,312.50	2,243.60	1,750.00	493.60	128
30500-515	RESERVES	1,246.50	6,375.00	8,770.17	8,500.00	270.17	103
TOTAL		6,986.42	67,312.49	69,109.76	89,750.00	20,640.24	77
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	.00	4,270.49	.00	4,270.49	
TOTAL		.00	.00	4,270.49	.00	4,270.49	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	4,582.93	17,249.99	32,636.60	23,000.00	9,636.60	141
TOTAL		4,582.93	17,249.99	32,636.60	23,000.00	9,636.60	141
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	240.00	1,875.00	2,732.69	2,500.00	232.69	109
30800-899	MISCELLANEOUS INCOME	.00	5,250.00	9,374.69	7,000.00	2,374.69	133
TOTAL		240.00	7,125.00	12,107.38	9,500.00	2,607.38	127
FUND TOTAL							
		123,272.67	2,198,187.96	2,879,089.18	2,971,233.00	92,143.82	96

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	OTHER CHARGES								
418	MOTOR VEHICLE-INSURANCE	3,054	.00	2,036.00	2,290	1,018.00	.00	1,018.00	66.7
420	BOLLER INSURANCE	109	.00	72.64	81	36.36	.00	36.36	66.6
421	PROPERTY INSURANCE	6,356	.00	4,237.36	4,766	2,118.64	.00	2,118.64	66.7
423	GENERAL LIABILITY INSURANCE	6,006	.00	4,720.00	4,504	1,286.00	.00	1,286.00	78.6
478	TRANSFER TO LIBRARY CAPITAL	100,000	.00	.00	74,999	100,000.00	.00	100,000.00	
499	SMALL CAPITAL ITEMS	4,000	125.00	4,388.03	2,999	388.03	.00	388.03	109.7
		135,360	125.00	16,254.03	101,515	119,105.97	.00	119,105.97	12.0
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIP	31,000	5,064.00	16,833.00	23,249	14,167.00	999.90	13,167.10	57.5
		31,000	5,064.00	16,833.00	23,249	14,167.00	999.90	13,167.10	57.5
	CAPITAL OUTLAY								
800	BOOKS AND PERIODICALS	40,000	19,295.98	240,559.60	29,999	200,559.60	.00	200,559.60	601.4
801	BOOKS-MAIN ADULT	104,200	.00	.00	78,149	104,200.00	.00	104,200.00	
802	BOOKS-MAIN YOUTH	7,000	.00	.00	5,249	7,000.00	.00	7,000.00	
803	BOOKS-MAIN JUVENILE	37,000	.00	.00	27,749	37,000.00	.00	37,000.00	
804	BOOKS-MAIN REFERENCE	95,000	.00	.00	71,249	95,000.00	.00	95,000.00	
805	BOOKS-PROFESSIONAL	5,000	.00	.00	3,749	5,000.00	.00	5,000.00	
821	BOOKS-EXTENSION ADULT	31,500	.00	.00	23,625	31,500.00	.00	31,500.00	
830	AV-PHONODICS	850	576.00	756.24	637	93.76	.00	93.76	89.0
841	MAG/PAPERS-MAIN ADULT	20,000	315.00	21,025.72	14,999	1,025.72	.00	1,025.72	105.1
842	MAG/PAPERS-MAIN YOUTH	650	.00	713.12	487	63.12	.00	63.12	109.7
843	MAG/PAPERS-MAIN JUVENILE	1,700	.00	1,194.12	1,274	505.88	.00	505.88	70.2
844	MAG/PAPERS-MAIN REFERENCE	13,200	425.00	10,449.12	9,900	2,750.88	.00	2,750.88	79.2
845	MAG/PAPERS-MAIN PROFESSIONAL	1,500	124.00	1,335.92	1,125	164.08	.00	164.08	89.1
847	MAG/PAPERS-EXTEN ADULT	0	.00	2,932.67	0	2,932.67	.00	2,932.67	
857	LAGOON E BULKHEAD	2,400	.00	.00	1,800	2,400.00	.00	2,400.00	
		360,000	20,735.98	278,966.51	269,991	81,033.49	.00	81,033.49	77.5
	** DIVISION TOTAL **	2,760,824	183,403.12	1,910,496.77	2,070,578	850,327.23	8,185.94	842,141.29	69.5

PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 01/31/97

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	115,293.00	119,778.38	116,598.00	3,180.38-	102
30001-922	BEG FUND BAL-BRECKENRIDGE	.00	109,646.00	881.24	.00	881.24-	
30001-923	BEG FUND BAL-BRIDGES	.00	2,615.00	819.29	.00	819.29-	
TOTAL		.00	227,554.00	121,478.91	116,598.00	4,880.91-	104
INVESTMENT INCOME							
30700-103	OPL INTEREST-CANTONI TRUST	530.75	5,250.00	4,768.92	7,000.00	2,231.08	68
30700-104	OPL INTEREST-BRECKENRIDGE	.80	.00	12.86	.00	12.86-	
30700-105	DISTRIBUTION FR-BRIDGES-TRUST	858.03	599.99	886.79	800.00	86.79-	110
TOTAL		1,389.58	5,849.99	5,668.57	7,800.00	2,131.43	72
FUND TOTAL		1,389.58	233,403.99	127,147.48	124,398.00	2,749.48-	102

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
EXPENDITURES								
900 EXPENDITURES	6,000	369.31	7,189.59	4,500	1,189.59	212.00	1,401.59	123.4
	6,000	369.31	7,189.59	4,500	1,189.59	212.00	1,401.59	123.4
** DIVISION TOTAL **	6,000	369.31	7,189.59	4,500	1,189.59	212.00	1,401.59	123.4

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
CAPITAL OUTLAY								
515 OFFICE MACHINERY AND EQUIP	0	.00	718.00	0	718.00	.00	718.00	
	0	.00	718.00	0	718.00	.00	718.00	
EXPENDITURES								
** DIVISION TOTAL **	0	.00	718.00	0	718.00	.00	718.00	

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
EXPENDITURES								
900 EXPENDITURES	800	.00	70.84	599	729.16	.00	729.16	8.9
	800	.00	70.84	599	729.16	.00	729.16	8.9
** DIVISION TOTAL **	800	.00	70.84	599	729.16	.00	729.16	8.9

ACCT. NO.	LIBRARY CAPITAL DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL
FUND BALANCE						
30001-000	BEGINNING FUND BALANCE	.00	208,087.50	393,976.42	277,450.00	116,526.42- 142
TOTAL		.00	208,087.50	393,976.42	277,450.00	116,526.42- 142
INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	1,815.00	7,500.00	16,025.81	10,000.00	6,025.81- 160
TOTAL		1,815.00	7,500.00	16,025.81	10,000.00	6,025.81- 160
OTHER INCOME						
30800-805	CONTRIBUTIONS AND DONATIONS	.00	.00	5,106.62	.00	5,106.62-
TOTAL		.00	.00	5,106.62	.00	5,106.62-
FUND TOTAL						
		1,815.00	215,587.50	415,108.85	287,450.00	127,658.85- 144

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	.00	7,499	10,000.00	.00	10,000.00	
280	OTHER PROFESSIONAL SERVICES	50,000	.00	.00	37,499	50,000.00	.00	50,000.00	
		60,000	.00	.00	44,998	60,000.00	.00	60,000.00	
OTHER CHARGES									
404	TR TO EQUIP REPLACEMENT FD	0	1,816.22	13,293.85	0	13,293.85-	.00	13,293.85-	
		0	1,816.22	13,293.85	0	13,293.85-	.00	13,293.85-	
CAPITAL OUTLAY									
502	BUILDINGS	100,000	.00	.00	74,999	100,000.00	.00	100,000.00	
515	OFFICE MACHINERY AND EQUIPM	50,000	.00	.00	37,499	50,000.00	.00	50,000.00	
		150,000	.00	.00	112,498	150,000.00	.00	150,000.00	
** DIVISION TOTAL **									
		210,000	1,816.22	13,293.85	157,496	196,706.15	.00	196,706.15	6.3

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL
DPL-EQUIP REPLACEMENT FUND						
30600-728	FROM CAPITAL IMPROVEMENT FUND	1,816.22	.00	13,293.85	.00	13,293.85-
	TOTAL	1,816.22	.00	13,293.85	.00	13,293.85-
INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	94.40	.00	225.91	.00	225.91-
	TOTAL	94.40	.00	225.91	.00	225.91-
OTHER INCOME						
30800-805	CONTRIBUTIONS AND DONATIONS	.00	.00	8,200.00	.00	8,200.00-
	TOTAL	.00	.00	8,200.00	.00	8,200.00-
	FUND TOTAL	1,910.62	.00	21,719.76	.00	21,719.76-

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES									
CAPITAL OUTLAY									
** DIVISION TOTAL **									
		0	.00	.00	0	.00	.00	.00	.00

40000 GRANT EXPENSES

OR CD DESCRIPTION ANNUAL BUDGET MONTHLY EXPENDITURES YEAR-TO-DATE EXPENDITURES Y-T-D BUDGET UNEXPENDED BALANCE ENCUMBERANC UNENCUMBERED BALANCE PRCT COMM

SALARIES & WAGES

CONTRACTUAL SERVICES

COMMODITIES

OTHER CHARGES

CAPITAL OUTLAY

CAPITAL OUTLAY

800 BOOKS AND PERIODICALS

** DIVISION TOTAL **

0	7,193.75	7,193.75	0	7,193.75	.00	7,193.75
0	7,193.75	7,193.75	0	7,193.75	.00	7,193.75
0	7,193.75	7,193.75	0	7,193.75	.00	7,193.75

Finance and Properties Committee
January 7, 1997

John Stengel called the meeting to order at 4:45 p.m. Present: Mr. Stengel, Janice Lambert, Mary Lee, and Shirley Moore. Also present: Mark Gibson. Staff present: John Moorman, Linda Humphreys, and Carolyn Jensen.

1997/98 budget proposal: The proposed 1997/98 budget was reviewed. The consensus was to recommend the proposal to the Board for approval.

Update on the Sears building: Mr. Moorman reported on community interest in the space in the Sears building that would be available for lease. The Foundation will meet January 21 and begin making contacts to determine the feasibility of fundraising in the community. A meeting is scheduled March 17 with the City Council to present the library's proposal for a new library.

Other business: Mr. Moorman reported that the library's share of the internet expense is \$7,500 for the current fiscal year. This will be presented to the Board for approval.

There was no other business. The meeting was adjourned at 5:55 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

Decatur Public Library Foundation
January 7, 1997

Richard Lockmiller called the meeting to order at 3:05 p.m. Members present: Mr. Lockmiller, Bill Gerstner, Mark Gibson, Dave Pritts, Martin Seidman, and Bob Smith. Others present: Shirley Moore, John Stengel, John Moorman, and Linda Humphreys.

Approval of minutes: The minutes of the meeting of November 19, 1996 were approved as mailed.

Treasurer's report: The checking account balance is \$1,272.29. The other balances are approximately the same as the last report.

Discussion of fundraising: There was much discussion about whether there is community support for a successful fund drive for renovation of the Sears building for a new library. An updated proposal was submitted by Ketchum Co. for \$15,000 for an initial study. No action was taken. Mr. Moorman will develop a booklet of 10 pages or less which can be taken to potential contributors.

The next meeting was scheduled for Tuesday, January 21 at 4:00 p.m. The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Robert C. Smith

Decatur Public Library Foundation
January 21, 1997

Richard Lockmiller called the meeting to order at 5:00 p.m. Members present: Mr. Lockmiller, Bill Gerstner, Mark Gibson, Dave Pritts, and Martin Seidman. Absent: Bob Smith. Others present: Shirley Moore, Russ Reimer, Sally Tyler, John Moorman, and Linda Humphreys.

Approval of minutes: The minutes of the meeting of January 7, 1997 were approved as mailed.

Treasurer's report: Mr. Smith was absent.

Discussion of fundraising: The prospectus prepared by Becky Erickson and Sally Tyler was reviewed. Some suggestions for changes were made and Sally will revise the prospectus. Initial contacts with local industrial leaders were planned.

There was no other business. The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Robert C. Smith

DEPARTMENT OF FINANCIAL MANAGEMENT
RISK MANAGEMENT DIVISION
MEMORANDUM NO. 97-013

January 22, 1997

MEMO TO: City Manager
All Department Directors
All Division Managers
City Librarian
Superintendent of Streets
Urban Forester
Fleet Supervisor
Water Distribution Manager

FROM: Jerry Bauer, Risk Manager

SUBJECT: Analysis of City Losses

Attached for your review is a longitudinal study of job injuries, vehicle accidents, and liability claims for the City of Decatur for fiscal years 1991-92 through 1995-96. It has been prepared in order to give each of you a better idea of the type, frequency, and severity of losses occurring in the organization, and to help you identify appropriate loss control measures for minimizing future unplanned losses in your operations.

This information is intended only to assist you in doing your jobs better as stewards of the human, capital and financial resources entrusted to you by the public. In no way are the comments or data contained herein meant as criticism of any individual or group performance. This report is offered only as a "point of reference" for you regarding loss history for your operations during the past five fiscal years.

Please take a few minutes to review it at your earliest opportunity, and let me know if you have any questions or comments about its contents. I am available at your convenience to discuss the information that it incorporates. Please let me know if I can provide you with any additional material about your losses or their consequences. Thank you.

attachment

DEPARTMENT OF FINANCIAL MANAGEMENT

RISK MANAGEMENT DIVISION

LOSS ANALYSIS

of

**Work Related Injuries,
Vehicle Accidents,
and
General Liability Claims**

for the

CITY OF DECATUR, ILLINOIS

**Fiscal Year 1991 - 1992
through
Fiscal Year 1995 - 1996**

as of October 31, 1996

INTRODUCTION

The following is an analysis of work related injuries, vehicle accidents, and general liability claims incurred by the various departments and divisions of the City of Decatur during the past five fiscal years. It has been prepared particularly for the benefit of department, division, and section managers to help in identifying specific areas for the improvement of safety and loss prevention programs, and to offer recommendations for the possible reduction of unplanned losses throughout the organization. Data for the most recent five complete fiscal years of the City's self-insurance program were used in this study in an effort to provide a relevant historical view of loss patterns both citywide and intradepartmentally.

The report is assembled with the following parts: 1) this brief introduction, 2) an explanation of the methodology used in collecting and organizing the data for this study; 3) the results of data collection for the city in the aggregate; 4) an interpretation of these citywide results; and for the those departments, divisions, and sections with specific losses, 5) a presentation of results of data collection for the specific operation, and 6) an interpretation of these operating unit results. The managers of the following units will have the fifth and sixth parts of the report attached for their review: all department directors; the Inspections, Planning, Neighborhood Services, Accounting, and Management Information Services Division managers; and all Public Works division managers; the Streets and Sewers, Urban Forestry, Vehicle Maintenance and Water Distribution section heads; and the director of the Decatur Public Library. All remaining division managers will be given a copy of only the first three parts of the report. Additional information for a specific operation can be provided upon request.

Readers are asked to thoroughly review the information provided herein, and to direct any comments or questions about the report to the Risk Manager in the Department of Financial Management.

REPORT METHODOLOGY

Since its inception, the Risk Management Division has maintained a database on fortuitous, or unplanned, losses of the City, as reported by various departments and divisions throughout the organization. From this database were drawn the numbers of job injuries, vehicle accidents, and liability claims incurred between May of 1991 and April of 1996, as well as the volume of injury-related lost work days, and the total loss costs for vehicle accidents and liability claims.

For the purpose of this analysis, the following six characteristics were used to categorize the number of job injuries and lost work days:

- (1) the body part injured,
- (2) the nature of the injury,
- (3) the cause of the incident leading to the injury,
- (4) the type of accident producing the injury,
- (5) the type of duty in which the employee was engaged when injured, and
- (6) the loss time category for the injury, as defined by the Occupational Safety and Health Administration (OSHA).

(It should be noted that throughout this report the term "injury" is used broadly to mean both accidental injury and occupational illness, unless specifically indicated otherwise).

The following four criteria were used to categorize the volume and costs of city vehicle accidents:

- (1) the type of accident,
- (2) the cause of the accident,
- (3) the accident location, and
- (4) the preventability of the accident.

And finally, the following two criteria were used to categorize the number and costs of liability claims included in this study:

- (1) the type of claim, and
- (2) the cause of the incident resulting in the claim.

Thus, the study consisted of compiling data into counts of the following types:

- (1) the number of injuries for each department/division/section for each of the past five years, broken out by body part, nature of injury, type and cause of accident, duty type, and OSHA-recordability;
- (2) the number of lost work days for each organizational subunit for each of the past five fiscal years, broken out by the same criteria just mentioned;
- (3) the number of vehicle accidents occurring in each department/division/section over the past five years, with regard to accident type, cause, location and preventability;
- (4) the direct costs of vehicle accidents, broken out by the same criteria of type, cause, location and preventability;
- (5) the number of liability claims per department/division/section for each of the past five years, broken out by type of claim and cause of loss; and
- (6) the direct costs of these liability claims, along the lines of the same criteria.

Average number of lost work days per category of injury, as well as dollar cost per category of vehicle accident and per liability claim loss were calculated and also included in the last column of the data in the report for the city as a whole and for each department/division/section individually.

Once the counts were completed, a picture of the frequency and severity of job injuries, vehicle accidents and liability claims began to emerge. This information was used in the discussion section of the report for identifying longitudinal patterns of loss within various organizational subunits, as well as for recommending appropriate risk reduction measures for those circumstances where warranted.

RESULTS OF DATA COLLECTION

The following four pages contain the results of the data collection process for the city as a whole. As you can see, the data is laid out so that figures on the number of losses in each of the last five years appears in the first five columns of the results, with the 5-year totals following. The data on lost work time and dollar costs are presented in the next six columns of the results, with the final column containing averages for days lost per injury, or direct cost per vehicle accident or liability loss.

In reviewing the data, the reader is asked to pay particular attention to the subcategories where large numbers of losses, high costs (as measured by loss time or dollar volume), increasing losses and costs over time, and extreme averages of costs per loss are recorded. These will be the focus of the discussion in the following section of the report.

CITY OF DECATUR
JOB INJURIES

NUMBER OF INJURIES

DAYS AWAY FROM WORK

	1991-92	1992-93	1993-94	1994-95	1995-96	Total
Total	145	172	141	147	122	727

	1991-92	1992-93	1993-94	1994-95	1995-96	Total
Total	757	1115	1133	624	358	3987

Avg/Inj
5.5

BODY PART:

Abdomen	2	1	3	1	--	7
Head	8	6	4	3	1	22
Ears	2	1	--	2	--	5
Face	7	4	6	4	6	27
Eye	7	14	6	3	7	37
Neck	2	6	3	3	6	20
Back	16	23	20	20	16	95
Chest	6	4	5	4	--	19
Arm	11	17	7	19	8	62
Hand	9	11	13	21	12	66
Finger	12	12	16	16	15	71
Leg	5	9	6	4	4	28
Knee	19	14	12	13	12	70
Ankle	11	8	6	9	6	40
Foot	4	6	6	7	4	27
Toe	2	3	2	--	--	7
Shoulder	4	11	10	10	10	45
Groin	--	3	2	2	--	7
Elbow	--	3	3	--	4	10
Wrist	5	4	5	2	7	23
Hips	--	2	--	--	--	2
Whole Body	10	--	2	2	4	18
Other	3	10	4	2	--	19

1	--	1	1	--	3
10	6	2	--	--	18
--	--	--	--	--	--
5	--	--	20	--	25
1	5	4	3	2	15
--	3	18	2	2	25
221	121	151	188	140	821
7	6	53	3	--	69
10	11	--	50	1	72
97	76	9	18	--	200
33	2	1	13	1	50
1	4	105	3	--	113
243	4	93	80	15	435
73	5	333	59	43	513
44	696	8	31	8	787
2	7	--	134	--	143
3	102	70	--	20	195
--	31	17	--	--	48
--	--	4	--	4	8
4	29	14	9	71	127
--	1	--	--	--	1
2	--	250	--	51	303
--	6	--	10	--	16

0.4
0.8
0.0
0.9
0.4
1.3
8.6
3.6
1.2
3.0
0.7
4.0
6.2
12.8
29.1
20.4
4.3
6.9
0.8
5.5
0.5
16.8
0.8

NATURE OF INJURY:

Abrasion	12	9	5	7	11	44
Laceration	9	17	17	12	14	69
Puncture	3	5	4	7	2	21
Bruise/Bump	29	30	18	23	15	115
Dislocation/Fracture	7	7	10	7	4	35
Sprain/Strain	42	67	56	52	51	268
Foreign Body	6	5	2	2	1	16
Burn	2	3	--	5	3	13
Poison Ivy	11	3	3	8	2	27
Bite/Sting	11	4	8	5	1	29
Inhalation	--	1	2	1	1	5
Cold Injury	--	--	1	--	1	2
Overexertion	1	5	1	1	--	8
Loss of Consciousness	--	1	--	--	1	2
Chemical Irritation	--	3	1	--	2	6
Infection/Illness	4	1	6	10	8	29
Not Otherwise Classified	4	8	--	3	4	19
Not Work Related	4	3	7	4	1	19

5	--	--	--	1	6
2	7	14	3	1	27
--	--	--	2	--	2
138	7	16	25	6	192
54	156	660	117	34	1021
542	202	375	335	201	1655
1	4	1	2	1	9
1	--	--	71	8	80
3	1	--	1	--	5
--	--	9	46	--	55
--	4	3	2	--	9
--	--	--	--	--	--
--	25	49	--	--	74
--	5	--	--	51	56
--	2	--	--	--	2
--	--	--	10	--	10
8	696	--	--	55	759
3	6	6	10	--	25

0.1
0.4
0.1
1.7
29.2
6.2
0.6
6.2
0.2
1.9
1.8
0.0
9.3
28.0
0.3
0.3
39.9
1.3

CAUSE OF ACCIDENT:

Apprehend/Arrest	32	31	25	23	34	145
Entry/Exit Confined Space	1	--	--	--	--	1
Horseplay	--	--	--	2	--	2
Improper Assign of Personl	1	1	--	--	--	2
Improper/Inadeq Clothing	1	1	1	3	3	9
Inadeq Help for Heavy Lftg	4	6	6	6	1	23
Jump/Fall from Elevation	--	--	2	--	--	2
Lack of Pers Prot Equip	4	9	5	2	6	26
Hazardous Meth or Proced	3	15	18	18	15	69
Working at Unsafe Speed	1	--	--	--	--	1
Unsafe Loading/Carrying	2	1	2	1	--	6
Taking Unsafe Posture	14	21	16	17	12	80
Failure to Observe Sfty Rule	--	1	1	1	1	4
Lack of Training/Knowledge	3	2	--	2	--	7
Inadequate Aisle Space	--	2	--	3	2	7
Inadequate Clearance	1	3	5	3	2	14
Inadequate Illumination	--	--	--	--	1	1
Inadequate Ventilation	--	2	2	1	1	6
Poor Housekeeping	1	1	--	1	--	3
Failure to Block/Secure	--	1	2	1	1	5
Failure to Put Signal	1	1	--	--	--	2
Improper Cleaning	--	--	--	1	--	1
Improper Use of Equipment	1	--	--	--	--	1
Exposure to Moving Object	2	1	--	--	--	3
Unsafe Design/Constr	1	5	2	1	1	10
Rough Surface/Object	14	11	3	7	3	38
Sharp Surface/Object	2	7	5	12	3	29
Slippery Surface/Object	7	6	11	9	10	43
Hazardous Item	4	5	3	1	5	18
Worn/Broken Surface/Object	3	3	--	2	2	10
Vehicle Accident	--	4	5	3	10	22
Environmental Hazard	3	5	1	4	1	14
Health Hazard	5	2	2	3	--	12
Natural Hazard	11	5	4	8	2	30
Riot/Civil Commotion	--	3	--	--	--	3
Spontaneous Combustion	--	--	--	--	1	1
Weather Hazard/Snow/Ice	1	4	2	--	--	7
Bite/Sting	10	2	9	5	--	26
Not Job Related	6	6	8	4	5	29
Other	6	5	1	3	--	15

48	4	131	10	17	210
3	--	--	--	--	3
--	--	--	--	--	--
2	--	--	--	--	2
--	--	--	--	1	1
199	13	--	143	--	355
--	--	--	--	--	--
1	8	--	1	1	11
2	8	24	29	10	73
--	--	--	--	--	--
3	--	18	1	--	22
27	100	123	82	24	356
--	69	1	20	17	107
38	2	--	4	--	44
--	--	--	3	--	3
--	4	39	8	1	52
--	--	--	--	2	2
--	5	30	2	--	37
--	--	--	5	--	5
--	3	2	--	--	5
2	--	--	--	--	2
--	--	--	--	--	--
--	--	--	--	--	--
24	--	--	--	--	24
1	3	--	14	1	19
130	64	23	60	2	279
--	--	--	5	--	5
102	19	117	29	52	319
1	4	346	--	54	405
6	1	--	--	12	19
--	82	257	5	1	345
1	2	3	49	--	55
--	--	--	--	--	--
3	2	1	1	--	7
--	5	--	--	--	5
--	--	--	--	6	6
4	--	1	--	--	5
--	--	9	46	--	55
143	16	7	75	157	398
17	701	1	32	--	751

1.4
3.0
0.0
1.0
0.1
15.4
0.0
0.4
1.1
0.0
3.7
4.5
26.8
6.3
0.4
3.7
2.0
6.2
1.7
1.0
1.0
0.0
0.0
8.0
1.9
7.3
0.2
7.4
22.5
1.9
15.7
3.9
0.0
0.2
1.7
6.0
0.7
2.1
13.7
50.1

CITY OF DECATUR
JOB INJURIES

NUMBER OF INJURIES

DAYS AWAY FROM WORK

TYPE OF ACCIDENT:	NUMBER OF INJURIES					Total	DAYS AWAY FROM WORK					Total	Avg/Inj
	1991-92	1992-93	1993-94	1994-95	1995-96		1991-92	1992-93	1993-94	1994-95	1995-96		
Strike Against Object	6	12	15	10	7	50	100	4	101	3	--	208	4.2
Strike by Object	15	19	12	10	7	63	49	89	5	34	1	178	2.8
Stepped on Object	5	5	3	10	2	25	12	58	23	64	--	157	6.3
Caught In/Under/Between	4	7	8	4	5	28	26	5	28	9	1	69	2.5
Slip/Trip/Fall	21	24	19	23	20	107	134	19	484	52	103	792	7.4
Bite/Sting	11	3	9	5	1	29	--	--	9	46	--	55	1.9
Vehicle	--	6	4	4	11	25	--	85	257	19	2	363	14.5
Stress	--	1	--	--	--	1	--	1	--	--	28	29	29.0
Exertion	14	17	12	16	13	72	154	82	54	127	--	417	5.8
Overexertion/Lifting	10	17	14	10	7	58	215	60	131	176	5	587	10.1
Contact with/by Object	21	19	15	21	13	89	4	7	1	4	55	71	0.8
Contact with Hot Substance	1	2	--	4	3	10	1	--	--	70	8	79	7.9
Inhalation/Ingestion	--	2	1	1	1	5	--	5	34	2	--	41	8.2
Combative Arrestee	28	27	16	17	13	101	55	3	--	10	--	68	0.7
Contamntn/Pollution/Expos	6	8	7	11	16	48	--	1	--	--	--	1	0.0
Not Otherwise Classified	3	1	2	1	1	8	7	696	--	8	51	762	95.3
Not Job Related	--	2	4	--	2	8	--	--	6	--	104	110	13.8

DUTY TYPE:

General Bldg Maintenance	--	2	1	--	9	12	--	--	--	--	1	1	0.1
Data Processing	--	1	--	--	--	1	--	--	--	--	--	--	0.0
Grounds Maintenance	2	3	1	2	2	10	33	1	--	2	--	36	3.6
Inspections	4	1	1	1	1	8	--	--	--	--	6	6	0.8
General Duty in Office	4	4	4	3	2	17	4	9	4	2	1	20	1.2
Misc. Out of Office	--	1	--	1	2	4	--	--	--	20	--	20	5.0
Summer/Special Project	--	--	--	1	--	1	--	--	--	--	--	--	0.0
At Training Program	--	--	1	--	--	1	--	--	--	--	--	--	0.0
Vehicle Accident	--	2	--	--	1	3	--	82	--	--	--	82	27.3
Misc. General Duty	1	1	--	1	--	3	--	--	--	--	--	--	0.0
Not Duty Related	3	2	1	1	--	7	--	1	--	8	--	9	1.3
To/From Fire Emergency	--	2	2	--	--	4	--	58	7	--	--	65	16.3
At Fire Station	6	2	3	5	5	21	9	2	--	6	5	22	1.0
At Fire Ground	11	19	4	9	6	49	11	47	59	53	25	195	4.0
Training	2	--	--	2	--	4	--	--	--	--	--	--	0.0
Other (Fire)	1	2	--	1	--	4	2	--	--	6	--	8	2.0
First Aid/Rescue	9	13	7	6	1	36	19	17	--	56	--	92	2.6
Not Duty Related	1	1	--	1	1	4	--	--	--	--	--	--	0.0
Animal Control	5	--	1	--	--	6	15	--	--	--	--	15	2.5
Felony Arrest	20	23	12	21	22	98	35	2	34	51	--	122	1.2
Misdemeanor Arrest	12	8	11	8	14	53	25	5	97	7	17	151	2.8
Police Invest/Follow Up	--	8	6	5	2	21	--	71	1	9	--	81	3.9
Canine Duty	2	1	3	2	2	10	--	--	--	22	3	25	2.5
Lake Patrol	--	1	--	--	--	1	--	--	--	--	--	--	0.0
Meter Checking	--	2	2	1	1	6	--	--	1	2	--	3	0.5
Office Duty	1	1	2	--	--	4	--	10	57	--	--	67	16.8
Police Patrol	6	16	11	18	11	62	4	6	14	88	1	113	1.8
Traffic Duty	2	--	--	1	2	5	1	--	--	--	--	1	0.2
Police Training	2	12	11	8	5	38	--	8	62	--	--	70	1.8
Other (Police)	3	1	7	4	4	19	1	--	267	21	17	305	16.1
Not Duty Related	1	--	--	--	2	3	3	--	--	--	104	107	35.7
Alleys and Shoulders	--	1	--	1	--	2	--	--	--	--	--	--	0.0
Plumber Cuts	2	--	--	2	--	4	11	--	--	18	--	29	7.3
Ditching	1	1	2	--	--	4	--	2	45	--	--	47	11.8
Asphalt	--	2	--	2	1	5	--	--	--	11	1	12	2.4
Sewers	2	5	7	4	1	19	--	7	32	142	1	182	9.6
Sidewalks/Curbs	2	1	1	2	1	7	96	8	13	1	1	119	17.0
Snow & Ice Removal	1	1	--	--	2	4	--	4	--	--	5	9	2.3
Street Sweeping	1	--	--	2	--	3	3	--	--	--	--	3	1.0
Traffic Signs	--	--	--	--	1	1	--	--	--	--	--	--	0.0
Traffic Signals	1	--	--	--	1	2	2	--	--	--	--	2	1.0
Tree Trimming/Removal	2	4	2	4	2	14	2	37	301	6	4	350	25.0
Troubleshooting	--	--	3	--	--	3	--	--	3	--	--	3	1.0
Mowing	--	--	2	2	1	5	--	--	3	--	1	4	0.8
Other (public Works)	4	3	3	2	1	13	204	8	4	69	--	285	21.9
Drainage Maintenance	5	2	2	3	--	12	40	4	--	--	--	44	3.7
Vehicle Maintenance	2	3	6	5	8	24	--	2	14	--	58	74	3.1
Not Duty Related	--	--	6	1	--	7	--	--	7	--	--	7	1.0
Grounds Maintenance	1	2	--	1	--	4	79	--	--	2	--	81	20.3
Water Main Break	1	1	--	2	--	4	1	1	--	2	--	4	1.0
Mechanical Maint (Water)	3	1	--	2	2	8	2	--	--	11	--	13	1.6
Water Meter Installation	1	1	5	1	--	8	4	--	51	--	--	55	6.9
Water Meter Reading	4	3	1	--	1	9	144	699	7	--	41	891	99.0
Misc Water Distribution	2	3	5	3	2	15	--	1	36	5	12	54	3.6
Misc Lake Maintenance	5	6	1	5	2	19	2	22	1	4	3	32	1.7
Lake Rip Rapping	5	2	2	1	--	10	2	--	1	--	--	3	0.3
Water Treatment	--	1	1	--	1	3	--	1	--	--	51	52	17.3
Misc Duties (Water)	2	--	1	--	--	3	4	--	12	--	--	16	5.3

OSHA RECORDABILITY:

Injury - Days Away Only	35	37	32	29	20	153	269	351	330	285	78	1313	8.6
Inj - Days Away & Restricted	10	10	10	16	5	51	315	50	795	281	69	1490	29.2
Injury - Restricted Days Only	1	10	5	11	11	38	--	--	--	--	--	--	0.0
Inj- No Days Away or Restrictd	16	26	20	11	7	80	--	--	--	--	--	--	0.0
Illness - Days Away Only	3	1	1	3	2	10	3	1	1	3	55	63	6.3
Ills - Days Away & Restricted	--	--	1	--	--	1	--	--	1	--	--	1	1.0
Ills - No Days Away or Restrictd	8	3	3	8	2	24	--	--	--	--	--	--	0.0
Not OSHA-Recordable	72	85	69	69	75	370	170	713	6	75	156	1120	3.0

CITY OF DECATUR
VEHICLE ACCIDENTS

NUMBER OF ACCIDENTS

TOTAL COST OF ACCIDENTS

	1991-92	1992-93	1993-94	1994-95	1995-96	Total	1991-92	1992-93	1993-94	1994-95	1995-96	Total	Avg/Acc
Total	118	108	96	96	116	534	\$52,978	\$70,985	\$78,306	\$72,981	\$107,468	\$382,718	\$717

ACCIDENT TYPE:

Backing	12	14	17	19	21	83	\$5,198	\$9,762	\$5,881	\$6,015	\$16,733	\$43,589	\$525
Turning	9	8	10	5	7	39	\$11,165	\$1,066	\$13,604	\$714	\$1,220	\$27,769	\$712
Leaving Traffic	1	--	2	--	--	3	--	--	\$757	--	--	\$757	\$252
Entering Traffic	--	1	2	5	--	8	--	\$2,150	\$10,119	\$2,459	--	\$14,728	\$1,841
Entmrg/Lvng Parking Space	7	2	5	1	3	18	\$302	\$210	\$708	\$150	\$5,642	\$7,012	\$390
Regular Highway Driving	17	21	15	16	17	86	\$10,111	\$36,708	\$7,727	\$34,158	\$19,011	\$107,715	\$1,253
Stopped in Traffic	10	2	3	7	6	28	\$436	--	\$324	\$598	\$752	\$2,110	\$75
Emg Veh on Call - Moving	14	6	7	12	9	48	\$15,687	\$8,383	\$9,889	\$20,267	\$16,205	\$70,431	\$1,467
Emg Veh on Call - Parked	2	7	5	3	--	17	--	\$3,808	\$1,050	\$185	--	\$5,043	\$297
Pursuit Driving	3	2	4	4	1	14	\$2,695	--	\$2,971	\$2,806	\$200	\$8,672	\$619
Passing/Being Passed	1	--	1	1	3	6	\$259	--	\$189	--	\$5,705	\$6,153	\$1,026
Loading/Unloading Vehicle	--	--	1	--	2	3	--	--	--	--	--	--	\$0
Plowing Snow	1	3	1	1	14	20	\$637	\$999	\$75	\$3,867	\$10,680	\$16,258	\$813
Mowing	2	13	1	1	--	17	--	--	--	--	--	--	\$0
City Vehicle Parked	18	14	9	8	14	63	\$994	\$804	\$1,719	\$247	\$4,793	\$8,557	\$136
Vehicle Operating (NOC)	9	15	6	3	14	47	\$1,655	\$2,986	\$21,983	\$156	\$26,233	\$53,013	\$1,128
Not Otherwise Classified	12	--	7	10	5	34	\$3,839	\$4,109	\$1,310	\$1,359	\$294	\$10,911	\$321

ACCIDENT CAUSE:

Weather Conditions	1	4	--	--	6	11	--	\$445	--	--	\$2,757	\$3,202	\$291
Road Conditions	7	11	7	8	16	49	\$1,541	\$1,692	\$2,788	\$1,616	\$3,122	\$10,759	\$220
Traffic Cond (Other Driver)	42	38	29	29	33	171	\$6,871	\$10,705	\$3,352	\$19,339	\$11,506	\$51,773	\$303
Vehicle Condition	3	7	7	5	6	28	\$771	\$2,269	\$22,638	\$2,624	\$186	\$28,488	\$1,017
Driver Condition (Our Driver)	41	37	45	39	45	207	\$31,253	\$55,127	\$49,194	\$44,346	\$82,567	\$262,487	\$1,268
Light Conditions	--	1	--	--	--	1	--	--	--	--	--	--	\$0
Not Otherwise Classified	24	10	8	15	10	67	\$12,542	\$747	\$334	\$5,056	\$7,330	\$26,009	\$388

ACCIDENT LOCATION:

Intersection	36	26	20	25	31	138	\$28,734	\$41,555	\$27,014	\$25,692	\$35,286	\$158,281	\$1,147
Regular Roadway	35	43	35	34	47	194	\$11,282	\$15,799	\$17,703	\$38,745	\$26,860	\$110,389	\$569
Parking Lot	16	7	15	10	10	58	\$4,350	\$3,374	\$2,714	\$2,828	\$1,992	\$15,258	\$263
Not Otherwise Classified	4	6	7	6	3	26	\$114	\$530	\$1,004	\$1,026	\$294	\$2,968	\$114
Private Property	16	18	12	10	13	69	\$3,305	\$9,160	\$26,284	\$3,297	\$11,506	\$53,552	\$776
City Prop (Non-ROV)	8	5	4	6	10	33	\$2,579	\$355	\$742	\$1,028	\$30,458	\$35,162	\$1,066
Alley	3	3	3	5	2	16	\$2,614	\$212	\$2,845	\$365	\$1,072	\$7,108	\$444

PREVENTABILITY:

Nonpreventable	68	58	43	49	54	272	\$9,793	\$13,088	\$28,046	\$26,241	\$21,915	\$99,083	\$364
Preventable	48	40	47	39	46	220	\$42,057	\$56,947	\$49,926	\$44,345	\$75,989	\$269,264	\$1,224
Unknown	2	10	6	8	16	42	\$1,128	\$950	\$334	\$2,395	\$9,564	\$14,371	\$342

CITY OF DECATUR
LIABILITY CLAIMS

NUMBER OF CLAIMS

TOTAL COST OF CLAIMS

	1991-92	1992-93	1993-94	1994-95	1995-96	Total
Total	121	133	153	125	141	673

	1991-92	1992-93	1993-94	1994-95	1995-96	Total	Avg/Claim
	\$128,533	\$88,542	\$35,707	\$50,183	\$70,790	\$373,755	\$555

TYPE OF CLAIM:

Burglary, Robbery, Theft	--	--	--	1	1	2
Errors and Omissions	3	2	4	4	3	16
Public Officials Liability	--	1	--	--	--	1
Violation of Civil Rights	1	1	4	1	1	8
Property Damage by Police	9	8	5	7	8	37
Brutality/False Arrest	5	3	3	3	10	24
Street Conditions (NOC)	4	13	7	4	4	32
Pothole(s)	12	11	15	10	8	56
Street Cuts	7	3	6	7	--	23
Construction (Contractors)	4	4	5	3	2	18
Debris on Roadway	7	2	5	3	5	22
Manholes	3	6	1	4	2	16
Catch Basins	2	5	3	--	1	11
Asphalt	1	--	1	5	2	9
Tree Trimming	4	1	1	3	4	13
Tree on Boulevard	7	6	16	8	6	43
Snow Removal	2	3	2	1	1	9
Sewer Backup	9	12	25	18	17	81
City Boulevard	1	--	3	3	1	8
Sidewalk Fall	10	12	10	11	14	57
Ice	--	4	--	--	1	5
Painting	--	--	--	2	--	2
Traffic Signal	1	1	--	--	1	3
Traffic Sign	1	1	3	1	3	9
Street Lighting	1	--	--	--	--	1
Watermain Break	4	2	--	2	1	9
Valve Box	5	2	2	1	2	12
Lake Related	--	--	4	--	1	5
Parking Lot	2	3	2	3	7	17
City/Library Building	2	2	2	--	3	9
Civic Center Building	--	1	--	1	3	5
Not Otherwise Classified	5	5	10	6	8	34
Repair Work (NOC)	4	8	3	3	7	25
Private Property	4	10	4	6	9	33
State	--	1	5	2	1	9
County	1	--	1	2	2	6
Sanitary District	--	--	1	--	2	3

	--	--	--	--	--	--	\$0
	\$17,552	\$200	\$1,150	\$409	\$1,500	\$20,811	\$1,301
	--	--	--	--	--	--	\$0
	--	--	\$10,500	--	\$3,367	\$13,867	\$1,733
	\$83	\$1,310	--	\$1,111	--	\$2,504	\$68
	\$27,585	\$45,295	\$17,765	\$22,482	\$30,505	\$143,632	\$5,985
	\$23	\$138	\$138	\$2,964	\$34	\$3,297	\$103
	\$1,090	--	\$1,973	--	\$133	\$3,196	\$57
	--	--	\$1,643	\$2,641	--	\$4,284	\$186
	--	\$128	--	--	--	\$128	\$7
	--	--	--	--	--	--	\$0
	\$50	\$460	--	--	--	\$510	\$32
	\$551	--	\$1,005	--	--	\$1,556	\$141
	--	--	--	--	\$55	\$55	\$6
	\$2,043	--	--	\$2,409	\$2,791	\$7,243	\$557
	\$700	\$220	\$158	--	--	\$1,078	\$25
	\$40	--	--	\$39	--	\$79	\$9
	--	\$1,443	\$234	\$8,045	\$5,006	\$14,728	\$182
	\$165	--	--	\$900	--	\$1,065	\$133
	\$29,601	\$35,235	--	\$4,537	\$5,291	\$74,664	\$1,310
	--	--	--	--	--	--	\$0
	--	--	--	--	--	--	\$0
	--	--	--	--	--	--	\$0
	--	--	--	--	--	--	\$0
	\$100	\$220	--	\$200	\$200	\$720	\$80
	\$3,000	--	--	--	\$45	\$3,045	\$254
	--	--	--	--	--	--	\$0
	--	--	\$703	\$32	\$2,973	\$3,708	\$218
	\$463	--	--	--	--	\$463	\$51
	--	--	--	\$59	--	\$59	\$12
	\$45,000	\$526	\$365	\$3,333	\$6,006	\$55,230	\$1,624
	\$487	\$814	\$33	--	\$385	\$1,719	\$69
	--	\$2,553	\$40	\$492	\$12,499	\$15,584	\$472
	--	--	--	\$530	--	\$530	\$59
	--	--	--	--	--	--	\$0
	--	--	--	--	--	--	\$0

CAUSE OF CLAIM:

Search of Premises	7	5	1	4	--	17
Apprehend, Arrest, Detain	6	6	4	5	15	36
Failure to Place Warning Sign	--	2	--	1	2	5
Barricades Removed	6	4	3	2	--	15
Barricades Unlit	--	--	--	1	--	1
Improper Repair	1	2	--	4	5	12
Design Flaw, Defect	2	1	2	2	2	9
Weather	8	13	18	10	13	62
Inadqte Warning, Signs, Barr	3	3	1	5	4	16
Rough/Uneven Surf/Object	30	33	42	32	24	161
Wom/Crckd/Brkn Surf/Object	11	10	3	10	8	42
Burglary, Theft	--	1	--	--	1	2
Elect/Mechan Defect/Malfctn	2	2	3	3	3	13
Foreign Object(s)	17	14	19	16	20	86
Natural Hazard	--	3	6	2	--	11
Freezing	1	2	--	--	2	5
Leakage	1	5	--	1	3	10
Slippery Surface	2	2	--	1	5	10
Employee Decision/Action	12	12	26	17	16	83
Claimant Decis/Action/Cond	2	2	4	1	8	17
Sight Distance	--	--	1	--	--	1
Not City Related	4	4	11	5	6	30
Not Otherwise Classified	6	7	9	3	4	29

	\$83	\$220	--	--	--	\$303	\$18
	\$27,585	\$46,986	\$13,852	\$22,481	\$22,982	\$133,886	\$3,719
	--	\$40	--	\$1,802	\$1,857	\$3,699	\$740
	--	\$375	--	--	--	\$375	\$25
	--	--	--	--	--	--	\$0
	--	\$380	--	--	\$2,628	\$3,008	\$251
	--	\$128	\$99	\$3,920	\$1,121	\$5,268	\$585
	\$1,203	--	--	\$3,065	\$3,065	\$7,333	\$118
	--	\$127	--	--	\$34	\$161	\$10
	\$65,539	\$22,605	\$5,160	\$11,122	\$5,093	\$109,519	\$680
	\$14,041	\$14,203	--	\$995	\$16,903	\$46,142	\$1,099
	--	--	--	--	\$499	\$499	\$250
	\$116	--	\$89	\$64	--	\$269	\$21
	\$487	\$533	\$145	\$3,796	\$780	\$5,741	\$67
	--	--	\$158	--	--	\$158	\$14
	--	\$40	--	--	--	\$40	\$8
	--	\$1,098	--	\$32	--	\$1,130	\$113
	--	--	--	\$59	--	\$59	\$6
	\$19,479	\$1,707	\$16,171	\$2,808	\$13,767	\$53,932	\$650
	--	--	--	--	\$2,061	\$2,061	\$121
	--	--	--	--	--	--	\$0
	--	--	--	\$39	--	\$39	\$1
	--	\$100	\$33	--	--	\$133	\$5

DISCUSSION

Job Injuries: One way to get an idea of the severity of job injuries that have occurred on a citywide basis over the past five years is to look at the aggregate amount of loss time that has been incurred for job injuries. On the whole, almost 4,000 work days, or about 800 each year, have been lost by the city to job related injuries. This translates into the equivalent of having paid three employees year-round for five years to contribute no productive effort to organizational goals.

Another means of coming to grips with the impact of job injuries on the organization is to examine the sheer number of injuries being reported each year for duty-related incidents. The city is averaging 145 reported injuries each year, or about one for every four persons employed by the organization. Looking at it another way, these statistics mean that on average each and every employee of the city was hurt on the job at least once during the period of this report. Can this organization afford to absorb the costs associated with such numbers?

What do the statistics show us in terms of where the injuries are occurring, and what can be done to reduce the impact of them? From the data, it appears that over the past five years back injuries have been the leading type of loss time producer, followed by injuries to the lower extremities (feet, ankles and knees, in that order). Sprains-strains, and dislocations-fractures have accounted for a full two thirds of all time away from work for injuries since 1991. By themselves, sprain/strain accidents accounted for 37% of all injuries in the reporting period.

More injuries were caused by the apprehension and arrest of persons in the past five years than by any other single cause (about 29 per year). The assumption of unsafe postures and the use of hazardous methods also produced significant numbers of injuries in the reporting period. Use of hazardous items, vehicle accidents, assumption of unsafe postures, and inadequate help for heavy lifting each accounted for more than 60 lost work days per year for city employees. These were also the causes that produced the most severe injuries as measured by the number of lost work days per incident.

The largest number of accidents leading to injury in the past five years were slip, trip and fall accidents. And as one would expect, given the above leading causes, a large number of injuries were associated with combative arrestees between 1991 and 1996. These were not, however, anywhere near the most severe of injuries according to accident type. That distinction belongs to injuries from stress, vehicle accidents, and overexertion/lifting accidents.

In terms of duty types, more injuries occurred during police patrol, felony and misdemeanor arrests than in any other type of job-related activities for city employees. Water meter reading and tree trimming produced the largest number of lost work days for employees.

With regard to the OSHA classification of all employee injuries in the reporting period, 51% involved loss of consciousness, restriction of work or motion, transfer of job, and/or medical treatment beyond first aid, while the remaining 49% were not "recordable" under the OSHA classification system. OSHA-recordable injuries accounted for almost three fourths of the total loss time accumulated in the five year period of this study.

This brief analysis of work related injuries and illnesses would indicate that it may be worth the city's investment to identify and utilize additional measures for minimizing back injuries. Dedicating additional training to those employees with most exposure to this type of injury may prove beneficial for the employee and the city. Additionally, with the latest evidence on the efficacy of lifting belts, the city might want to consider conducting an in-house pilot study on their use, to see if a broader application would further reduce employee injuries of this nature.

With regard to injuries caused by combative arrestees, the Police Department has done much in the past five years to address this concern. With the ongoing training on the use of force continuum, officers have been given a number of viable tools to minimize injury from the acts of resisting subjects. As can be seen from the data, the number of injuries attributable directly to incidents involving combative arrestees has steadily dropped in the past five years, going from a total of 28 incidents in 1991-92 to only 13 in 1995-1996. This is the kind of success story that can be attributed, at least in part, to a concerted effort to address an ongoing threat to employee health and safety on the job.

Vehicle Accidents: A number of interesting facts emerge when one examines the data on the preceding pages related to vehicle accidents incurred by city drivers over the past five years. The city averaged 107 accidents in each of the past 5 fiscal years, with each costing \$717, or about \$77,000 annually. The most frequent type of vehicle accident incurred in the reporting period was the regular highway driving accident, followed closely by the backing accident. The latter is one of the most preventable, according to the definition of preventability used by the National Safety Council (i.e., those in which city drivers fail to do everything *reasonable* to avoid the accidents). The costliest types per accident were those that occurred when the vehicle was entering traffic, and those of emergency vehicles responding to calls.

Citywide, the cause of accident that turned up as most frequent in the period of this study was the condition of the city driver, which is liberally construed to include driver judgment, as well as physical and mental condition. It is interesting to note that the second most severe cause of accident, as measured by the dollar loss per occurrence, was the vehicle condition. Although the number of occurrences were relatively small, the cost for the number of incidents was high enough to surpass the \$1,000 mark per accident.

As would stand to reason, significantly more accidents occurred on regular roadways and at intersections during the reporting period than at any other locations, including parking lots and garages, alleys, and private property. Intersection accidents were the costliest by location over the past five years, both in terms of absolute dollars (about \$158,000), and in terms of cost per collision (almost \$1,150). Accidents on city property other than right-of-way, though relatively infrequent, were also somewhat costly, at \$1,066 each.

In reviewing this report, the reader should take special note of the fact that over 40% of the employee vehicle accidents for this study were defined as preventable by the supervisors investigating the incidents. This would lead one to conclude that much room for improvement in driving records exists for city employees.

While it would be logical that the most significant portion of accident costs would be attributable to preventable accidents (since most non-preventable ones are the fault of other drivers, from whom most loss costs are ultimately recovered), the sheer dollar volume of preventable losses (more than \$250,000 for the past 5 years) gives one the clear picture that much remains to be done to minimize accident costs for the city.

It may be to the city's advantage to look at the number and quality of driver safety training programs offered throughout the year to city drivers, and to find ways of improving these programs. Additionally, the institution of a driver's license check at the time of employee recruitment might prove to be useful in reducing the city's exposure to loss from this particular risk, if used to weed out drivers with poor records. Finally, full enforcement of random drug testing for those drivers subject to this requirement should further limit the potential for loss from city vehicle accidents in the future.

Liability Losses: This study reveals that despite the limited immunity provided by Illinois statute to municipalities like the City of Decatur, we still experienced an average of 135 tort claims annually for the past five years. These claims arose from such incidents as sewer back ups, residents' falls on city sidewalks, vehicle damage from potholes in city streets, and fallen boulevard trees and limbs, among other less frequent types of incidents. The claim types that generated the largest dollar losses in absolute terms were those of alleged police use of excessive force, and those involving hazardous sidewalks. Civil rights (discrimination and sexual harassment) and errors and omissions claims, although not numerous, were also costly for the city when measured in cost per claim during the past five years.

The causes of claims that have generated the largest number of reports in the past five years include rough and uneven surfaces (related largely to sidewalk falls and damage from potholes), foreign objects (related to sewer back ups), employee decisions and actions (related to errors and omissions, excessive force, and discrimination claims, among others), and the weather (related to boulevard tree claims). Claims resulting from police apprehensions, from traversing rough surfaces, and from failure to place warning signs were the most severe in the past five years for the city, on the basis of the actual cost of claims to date.

Currently, the city is experiencing almost \$75,000 a year in liability losses, despite the degree of immunity granted to it by the State of Illinois. It is very likely that citywide losses would be significantly higher without this shield of the law. From this perspective, it can be argued that the city's liability exposure is rather manageable. However, it seems that with the proper allocation of resources toward the continued improvement of local sidewalks, the regular cleaning and maintenance of sewer lines, the repair of city streets, the trimming and removal of boulevard trees, and the ongoing training of police officers in the alternative uses of force for arrest situations, much could still be done to reduce the overall number of liability claims and associated costs for the city.

CONCLUSION

For more specific ways to address these and other loss patterns established by the data in this study, the Risk Management Division will need to work closely with each department in the months and years to come to determine the best possible means by which to reach this goal. Division staff is ready to do so, and will look to the operating units for a spirit of cooperation to make this goal a reality.

There are pages attached to this report for the departments, divisions, and sections that had specific job injuries, vehicle accidents and liability losses within the past five years. If no pages are attached, it indicates that no losses were incurred for the manager to whom this copy of the report is sent. For those who do not have specific information they would like to see, it can be obtained by calling the Risk Management Division and discussing the request with the risk manager.

RESULTS OF DATA COLLECTION

on

**Work Related Injuries,
Vehicle Accidents,
and
General Liability Claims**

for the

DECATUR PUBLIC LIBRARY

**Fiscal Year 1991 - 1992
through
Fiscal Year 1995 - 1996**

as of October 31, 1996

DECATUR PUBLIC LIBRARY
JOB INJURIES

DAYS AWAY FROM WORK

	1991-92	1992-93	1993-94	1994-95	1995-96	Total	1991-92	1992-93	1993-94	1994-95	1995-96	Total	Avg/Acc
Head	1	--	--	--	--	1	--	--	--	--	--	--	0.0
Back	1	3	1	--	--	5	1	4	--	--	--	5	1.0
Arm	--	1	--	--	1	2	--	--	--	--	--	--	0.0
Finger	--	1	--	--	--	1	--	--	--	--	--	--	0.0
Ankle	1	--	--	--	--	1	3	--	--	--	--	3	3.0
Wrist	--	--	2	--	--	2	--	--	1	--	--	1	0.5
Other	1	1	--	--	--	2	--	4	--	--	--	4	2.0

NATURE OF INJURY:

Laceration	--	--	--	--	1	1	--	--	--	--	--	--	0.0
Puncture	--	1	--	--	--	1	--	--	--	--	--	--	0.0
Bruise/Bump	2	1	--	--	--	3	--	--	--	--	--	--	0.0
Sprain/Strain	2	3	2	--	--	7	4	4	1	--	--	9	1.3
Inhalation	--	1	--	--	--	1	--	4	--	--	--	4	4.0
Not Otherwise Classified	--	--	1	--	--	1	--	--	--	--	--	--	0.0

CAUSE OF ACCIDENT:

Inadeq Help for Heavy Lftg	--	1	--	--	--	1	--	4	--	--	--	4	4.0
Hazardous Meth or Proce	1	--	--	--	--	1	--	--	--	--	--	--	0.0
Taking Unsafe Posture	1	2	1	--	--	4	1	--	--	--	--	1	0.3
Inadequate Ventilation	--	1	--	--	--	1	--	4	--	--	--	4	4.0
Unsafe Design/Constr	--	1	1	--	--	2	--	--	--	--	--	--	0.0
Rough Surface/Object	1	--	--	--	--	1	3	--	--	--	--	3	3.0
Slippery Surface/Object	1	--	--	--	--	1	--	--	--	--	--	--	0.0
Hazardous Item	--	--	--	--	1	1	--	--	--	--	--	--	0.0
Not Job Related	--	1	--	--	--	1	--	--	--	--	--	--	0.0
Other	--	--	1	--	--	1	--	--	1	--	--	1	1.0

TYPE OF ACCIDENT:

Strike by Object	1	--	--	--	--	1	--	--	--	--	--	--	0.0
Slip/Trip/Fall	2	--	--	--	--	2	3	--	--	--	--	3	1.5
Exertion	--	1	3	--	--	4	--	--	1	--	--	1	0.3
Overexertion/Lifting	1	2	--	--	--	3	1	4	--	--	--	5	1.7
Contact with/by Object	--	1	--	--	1	2	--	--	--	--	--	--	0.0
Inhalation/Ingestion	--	1	--	--	--	1	--	4	--	--	--	4	4.0
Combative Arrestee	--	1	--	--	--	1	--	--	--	--	--	--	0.0

DUTY TYPE:

General Bldg Maintenance	--	1	--	--	--	1	--	--	--	--	--	--	0.0
General Duty in Office	4	3	3	--	--	10	4	8	1	--	--	13	1.3
Misc. Out of Office	--	1	--	--	1	2	--	--	--	--	--	--	0.0
Not Duty Related	--	1	--	--	--	1	--	--	--	--	--	--	0.0

OSHA RECORDABILITY:

Injury - Days Away Only	1	2	--	--	--	3	1	8	--	--	--	9	3.0
Inj - Days Away & Restricted	1	--	--	--	--	1	3	--	--	--	--	3	3.0
Injury - Restricted Days Only	--	1	--	--	--	1	--	--	--	--	--	--	0.0
Inj- No Days Away or Restrictd	1	--	1	--	1	3	--	--	--	--	--	--	0.0
Ins - Days Away & Restricted	--	--	1	--	--	1	--	--	1	--	--	1	1.0
Not OSHA-Recordable	1	3	1	--	--	5	--	--	--	--	--	--	0.0

DECATUR PUBLIC LIBRARY
VEHICLE ACCIDENTS

NUMBER OF ACCIDENTS

	1991-92	1992-93	1993-94	1994-95	1995-96	Total
Total	0	2	1	2	2	7

TOTAL COST OF ACCIDENTS

	1991-92	1992-93	1993-94	1994-95	1995-96	Total	Avg/Acc
Total	\$0	\$0	\$0	\$784	\$0	\$784	\$112

ACCIDENT TYPE:

Turning	--	1	--	--	--	1	--	--	--	--	--	--	\$0
Regular Highway Driving	--	1	--	1	--	2	--	--	--	\$784	--	\$784	\$392
Stopped in Traffic	--	--	--	--	1	1	--	--	--	--	--	--	\$0
City Vehicle Parked	--	--	1	1	--	2	--	--	--	--	--	--	\$0
Not Otherwise Classified	--	--	--	--	1	1	--	--	--	--	--	--	\$0

ACCIDENT CAUSE:

Traffic Cond (Other Driver)	--	2	1	2	1	6	--	--	--	\$784	--	\$784	\$131
Driver Condition (Our Driver)	--	--	--	--	1	1	--	--	--	--	--	--	\$0

**DECATUR PUBLIC LIBRARY
VEHICLE ACCIDENTS**

	NUMBER OF ACCIDENTS						TOTAL COST OF ACCIDENTS						Avg/Acc
	1991-92	1992-93	1993-94	1994-95	1995-96	Total	1991-92	1992-93	1993-94	1994-95	1995-96	Total	
ACCIDENT LOCATION:													
Intersection	--	1	--	1	1	3	--	--	--	\$784	--	\$784	\$261
Regular Roadway	--	1	--	--	--	1	--	--	--	--	--	--	\$0
Parking Lot	--	--	1	--	1	2	--	--	--	--	--	--	\$0
Private Property	--	--	--	1	--	1	--	--	--	--	--	--	\$0
PREVENTABILITY:													
Nonpreventable	--	2	1	2	1	6	--	--	--	\$784	--	\$784	\$131
Preventable	--	--	--	--	1	1	--	--	--	--	--	--	\$0

**DECATUR PUBLIC LIBRARY
LIABILITY CLAIMS**

	NUMBER OF CLAIMS						TOTAL COST OF CLAIMS						Avg/Claim
	1991-92	1992-93	1993-94	1994-95	1995-96	Total	1991-92	1992-93	1993-94	1994-95	1995-96	Total	
Total	0	2	1	1	1	5	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TYPE OF CLAIM:													
Violation of Civil Rights	--	--	--	1	--	1	--	--	--	--	--	--	\$0
City/Library Building	--	2	1	--	1	4	--	--	--	--	--	--	\$0
CAUSE OF CLAIM:													
Rough/Uneven Surf/Object	--	1	--	--	--	1	--	--	--	--	--	--	\$0
Burglary, Theft	--	1	--	--	--	1	--	--	--	--	--	--	\$0
Slippery Surface	--	--	--	--	1	1	--	--	--	--	--	--	\$0
Employee Decision/Action	--	--	--	1	--	1	--	--	--	--	--	--	\$0
Claimant Decis/Action/Cond	--	--	1	--	--	1	--	--	--	--	--	--	\$0

DISCUSSION

Job Injuries: The Public Library averaged less than three job injuries and three lost work days per year for each of the five years covered by this study. The most frequently and severely injured part of the body was the back, though injuries even in this category were minimal. General office type duties produced the large majority of injuries on the job between 1991 and 1995, as well as all 13 of the lost work days. Overall, this is not an operation about which to be overly concerned regarding recent job injury loss history, given the relatively small numbers of injuries and lost work days reported.

Vehicle Accidents: The Library had only one preventable vehicle accident in the past five fiscal years, with no associated direct loss costs. This, like the job injury loss history, is not a record about which to be particularly concerned when seeking patterns of loss amenable to additional risk management applications.

Liability Losses: The liability losses of this division over the past five years have been relatively insignificant. They are not of particular concern in the overall citywide effort to reduce the frequency and severity of this type of loss.

CONCLUSION

The loss record of the Public Library is an enviable one, for the most part. Job injuries, vehicle accidents, and liability claims have all been both very infrequent and inexpensive in the past five years. Additional loss control recommendations are difficult to develop from the data, given the level of performance reached by the library in the past five years.

The Risk Management Division nevertheless encourages library personnel to continue to look for ways to improve on the already outstanding loss record, so that all controllable loss is eliminated from daily operations. Risk Management is ready to assist with the process in whatever ways possible in the future.

Chapter IV Collection Management

Introduction

"A library's service area may encompass many diverse groups. The needs, interests, and points of view of the community range over the broad spectrum of subjects that are of interest to contemporary society. Intellectual freedom and the right to read are the cornerstones upon which all library services should be based." (*Planning for Excellence*, a publication of the Virginia State Library and Archives p. 41.) (Complete citation included in bibliography following this section.)

The public library provides a wide range of materials in a variety of formats and in sufficient quantity to meet the needs and interests of the community. The collection is timely, current, and responsive to the community it serves. The key to quality collection management is adequate funding and professionally trained collection managers.

Two integral elements of collection management are resource sharing and Cooperative Collection Management. No one library can provide from its own collection the materials that are required to meet the needs of its patrons. It is imperative that library staff are knowledgeable about methods of resource sharing, understand its immeasurable value, and actively promote and facilitate interlibrary loan and reciprocal borrowing.

Electronic delivery of information will increasingly affect the development of reference collections. Library planners need to be knowledgeable about electronic products and services and integrate them into library collections when appropriate.

Applicable Core Standards

- Core 12. The library has a board-approved mission statement, long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois Statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (this is part of the library's collection management policy) and the use of library materials and facilities [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60]). All library policies are in compliance with state and federal laws.
- Core 16. The library adopts and adheres to the principles set forth in the **American Library Association's Bill of Rights** and other ALA intellectual freedom statements and interpretations. See **Appendices 2.4 - 2.6 for ALA Bill of Rights and other ALA intellectual freedom statements.**

- Core 19. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 21. The library provides access to ILLINET Online.
- Core 25. The library spends a minimum of 12% of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building; equipment and furniture; and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand alone bibliographic data base are not included.

Supplemental Standards

1. The library has a board-approved written collection management policy based on professional standards, community needs and interests, and the diversity of American society. The policy is reviewed by the board biennially. This policy is available to the public. **See Appendix 4.1 for topics recommended for consideration in a Collection Management Policy.**
2. Staff responsible for collection management are professionally trained in the general principles of selection and weeding as well as in their specific areas of responsibility. Staff select new materials and evaluate the collection for retention or withdrawal in conformance with the collection management policy. Such library staff regularly attend continuing education workshops on collection management.
3. Staff responsible for collection management have access to a variety of selection tools.
4. The library staff uses accepted professional techniques for collection management. Such techniques include quantitative measures (circulation per capita and turnaround rates), weeding (CREW method), user surveys and questionnaires. "CREW" method is described in *Evaluating and Weeding Collections* which is included in the bibliography following this section.
5. The library places a high budgetary priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors which may affect the size of the collection. Local history, genealogy, and a linguistically diverse population are some examples of these factors.

6. Existing and future use of electronic sources will affect the need to provide hard copy of some periodicals. **See Appendix 4.2 and 4.3 for book and periodical collection tables.**
7. Non-print collections play an increasingly important role in most public libraries. **Building program consultants are typically recommending that the size of the AV collections be an amount equal to 10% of the book collection.** Factors including a linguistically diverse population and the number of formats for each title will affect this percentage.
8. The library provides access to materials in a variety of formats to ensure equal access for the disabled of all ages. Examples of some of these formats are books on cassette; books in Braille; information in electronic formats; and closed captioned, described, or signed videos.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that insure that interlibrary loan is a simple and effective way for patrons to receive materials and information.

Bibliography

Baker, Sharon L. *The responsive public library collection: how to develop and market it.* Englewood (CO): Libraries Unlimited, 1993.

Benne, Mae. *Principles of children's services in public libraries.* Chicago: ALA, 1991.

Boardman, Edna M. *Censorship: the problem that won't go away.* Worthington (OH): Linworth, 1993.

Boon, Belinda. *The CREW method: expanded guidelines for collection evaluation and weeding for small and medium sized public libraries.* Austin: Texas State Library, 1995

Cassell, Kay A. and Elizabeth Futas. *Developing public library collections, policies and procedures: a how to do it manual for small and medium sized public libraries.* New York: Neal-Schuman, 1991.

Cassell, Marianne Kotch and Grace Worchester Greene. *Collection development in the small public library.* (LAMA Small Libraries Publications Series). Chicago: ALA, 1991.

Collection development policies and procedures. Edited by Elizabeth futas. Phoenix: Oryx Press , 1995.

Guide to cooperative collection development. Edited by Bart Harloe. Chicago: ALA, 1994.

Martin, Murray S. *Collection management and finance: a guide to strategic library materials budgeting*. Chicago: ALA, 1995.

Pitman, Randy. *The video librarian's guide to collection development and management*. New York: G. K. Hall, 1992.

Planning for excellence. Library Development Committee, Virginia Library Association. Richmond (VA): Virginia State Library and Archives, 1988.

Chapter V Services

A. Reference, Reader's Advisory, Bibliographic Instruction.

Introduction

Quality reference service is the provision of information or material within a time frame, at a level, and in a format that is satisfactory for the patron.

Reference Service : The provision of information in response to a patron's question.

Reader's Advisory Service: Guidance in selecting material appropriate to a specific patron's desires and needs.

Bibliographic Instruction: A service provided in response to a request by a patron, either for the individual or for a group to learn how to use one or more of the library's resources.

All Illinois public libraries should provide or contract to provide professional reference service for their patrons. For purposes of this document " professional reference service" refers to reference service provided by a person holding an MLS from an ALA accredited program.

Because so many Illinois public libraries serve sparsely populated communities and as a result often lack the funding to hire a full time qualified librarian, other approaches may be required.

Mergers of several small libraries and/or library services.

Consortiums of several small libraries with one central reference library

System reference service with an 800 number.

State Library reference service with an 800 number

Contracts between small libraries and larger libraries for reference service.

Shared qualified librarian. Several small libraries could pool funds to employ and share a qualified librarian, who would handle collection management, train staff, and provide back- up reference service. This librarian might function as a circuit librarian and work suitable hours at each site.

Cooperative Collection Development -- A group of libraries assigns the purchase of specific reference works to each library.

Cooperative Hours of Service -- A group of libraries could coordinate hours of reference service to provide their combined patrons with access to reference service for a greater number of hours. A number of Illinois public libraries already provide late-night reference service using this approach.

Applicable Core Standards

- Core 1. The library provides uniformly gracious and friendly service to all library users.
- Core 12. The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois Statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (this is part of the library's collection management policy) and the use of library materials and facilities [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60]. All library policies are in compliance with state and federal laws.
- Core 16. The library adopts and adheres to the principles set forth in the **American Library Association's Bill of Rights** and other ALA intellectual freedom statements and interpretations. **See Appendices 2.4 - 2.6 for ALA Bill of Rights and other ALA intellectual freedom statements and interpretations.**
- Core 18. The library adopts and adheres to the **ALA Statement of Professional Ethics**. **See Appendix 2.7 for Statement of Professional Ethics.**
- Core 19. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20. The library has a telephone, telefaxsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY or a "voice relay" provided by the telephone company.
- Core 21. The library provides access to ILLINET Online.

Core 26. The library provides or develops a formal agreement with another agency to provide reference service to the community.

Supplemental Standards

1. The library has a board-approved reference service policy developed by reference staff and administration. **See Appendix 5.1 for Model Reference Service Policy.**
2. The reference service policy is reviewed every three years.
3. The library participates in system provided back-up reference, interlibrary loan, and resource sharing to help provide accurate and timely reference service
4. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
5. The library provides easy access to an accurate and up to date community information/resource file.
6. The library provides current issues of at least one community or local newspaper and retains backfiles for a minimum of six months.
7. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
8. The library provides access to local and state maps.
9. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, city) and school board meetings.
10. The library provides voter information, including precinct boundaries and location of polling places.
11. The library provides information about local history and events.
12. The library has telephone books for the local calling area and any other frequently requested areas.
13. The library has all materials included in the list of "Basic Reference Materials." **See Appendix 5.2 for list of "Basic Reference Materials."**

14. Staff have access to a telephone to receive and respond to requests for information and materials and to contact other agencies for information.

Evaluating Reference Service

Although reference service is one of the most difficult areas of library service to measure, the exercise of examining and attempting to evaluate reference service heightens the librarian's awareness of what comprises quality reference service, increases the librarian's sensitivity to patron needs, and stimulates efforts to improve. **See Appendix 5.3 for Evaluation Methods.**

Bibliography

ALA guide to information access: a complete research handbook and directory. New York: Random House, 1994.

Benne, Mae. *Principles of children's services in public libraries.* Chicago: ALA, 1991.

Connor, Jane Gardner. *Children's library services handbook.* Phoenix (AZ) Oryx, 1990.

Customer service: more than a smile. (VHS) videotape. Towson (MD): ALA Video/Library Video Network, 1993.

Customer service: the heart of the library. (VHS) videotape. Towson (MD): ALA Video/Library Video Network, 1993.

Does this completely answer your question? (VHS) videotape. Towson (MD): ALA Video/Library Video Network, 1992.

Farmer, Lesley S. J. *Young adult services in the small public library.* (LAMA Small Libraries Publications Series). Chicago: ALA, 1992.

Greene, Ellin. *Books, babies, and libraries: serving infants, toddlers, their parents and caregivers.* Chicago: ALA, 1991.

Katz, William A. *Introduction to reference work.* 5th ed. New York: McGraw Hill, 1987.

Katz, William A. *Reference service expertise.* New York: Haworth Press, 1993.

Leshin, Cynthia B. *Internet adventures: step by step guide for finding and using educational resources.* Paradise Valley (AZ): Xplora, 1995.

Library users and references and reference services. Edited by Jo Bell Whitlatch. New York: Haworth, 1995.

Patrick, Gay D. *Building the reference collection: a how-to-do-it manual for school and public librarians.* New York: Neal-Schuman, 1992.

Pierce, Sydney J. *Weeding and maintenance of reference collections.* New York: Haworth Press, 1990.

Saricks, Joyce and Nancy Brown. *Reader's advisory service in public libraries.* Chicago: ALA, 1989.

Library users and references and reference services. Edited by Jo Bell Whitlatch. New York: Haworth, 1995.

Patrick, Gay D. *Building the reference collection: a how-to-do-it manual for school and public librarians.* New York: Neal-Schuman, 1992.

Pierce, Sydney J. *Weeding and maintenance of reference collections.* New York: Haworth Press, 1990.

Saricks, Joyce and Nancy Brown. *Reader's advisory service in public libraries.* Chicago: ALA, 1989.

Chapter V Services

B. Programming

Introduction

A library can reach out to its entire community through programming. Programs publicize the library, introduce special groups to library materials and services, and provide information and recreation. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their parents to use the library and its resources. Programs for young adults identify resources which help them understand some of the intellectual, emotional, and social changes they are experiencing. Programs can re-introduce the newly retired to a library that has grown during the years that they did not have time to use it.

If the library determines that it will open its meeting rooms, display cases, and other exhibit areas to non-library sponsored programs and non-library sponsored exhibits and displays, policies and procedures must be developed that cover the use of these facilities. **This policy as well as other library policies should be reviewed by the library's attorney.**

Applicable Core Standards

- Core 1. The library provides uniformly gracious and friendly service to all users.
- Core 4. The library is in compliance with all federal laws that affect library operations including but not limited to the **Americans with Disabilities Act** [Public Law 101-336], the **Fair Labor Standards Act** [29 USC Ch 8] and the **Bloodborne Pathogen Standard** [29 CFR Part 1910].

Core 12. The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois Statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (this is part of the library's collection management policy) and the use of library materials and facilities [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60]). All library policies are in compliance with state and federal laws.

Core 16. The library adopts and adheres to the principles set forth in the **American Library Association's Bill of Rights** and other ALA intellectual freedom statements and interpretations. See **Appendices 2.4 - 2.6 for ALA Bill of Rights and other ALA intellectual freedom statements and interpretations.**

Supplemental Standards

1. Library programs are provided free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions are noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural and recreational organizations in the community when planning and evaluating programs.

Bibliography

Balcom, Ted. *Book discussions for adults: a leader's guide*. Chicago: ALA, 1992.

Chupela, Delores. *Ready, set, go! : children's programming for bookmobiles and other small spaces*. Fort Atkinson (WI) Alleyside, 1994

DeSalvo, Nancy. *Beginning with books: library programming for infants, toddlers, and pre-schoolers*. Hamden (CT) Library Professional Publications, 1993.

Harrington, Janice. *Multiculturalism in library programming for children*. Association for Library Service to Children. Chicago: ALA, 1994.

Jacobsohn, Rachel W. *The reading group handbook*. New York: Hyperion, 1994.

Nespeca, Sue McCleaf. *Library programming for families with young children: a how-to-do-it manual*. New York: Neal-Schuman, 1994.

Painter, Chris. *Rated "A" for adult: a guide to library programming*. Pinecliff (CO): Colorado Library Association, Public Library Division, Department of Education, 1991.

Programming for serving children with special needs. Association for Library Service to Children. Chicago: ALA, 1994.

Reading, simply fun: a manual of programming ideas for 1989 and beyond. Missouri Youth Summer Library Program Committee. Columbia (MO): Colorado Library Assn., 1989

Chapter VI Access

Introduction

Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range planning keep current on products and services in order that informed decisions can be made if funding becomes available.

Standards that relate directly to the building or "fixed assets" like lighting and furniture are included in Chapter 8 - Facilities.

Applicable Core Standards

- Core 1. The library provides uniformly gracious and friendly service to all users.
- Core 3. The library is in compliance with all other state laws that affect library operations including but not limited to, the **Illinois Accessibility Code** [71 Illinois Administrative Code 400 et seq.], the **Open Meetings Act** [5 ILCS 120/1], the **Freedom of Information Act** [5 ILCS 140/1 et seq.], the **State Records Act** [5 ILCS 160/1 et seq.], the **Library Records Confidentiality Act** [75 ILCS 70/1] and the **Drug Free Workplace Act** [30 ILCS 505/3].
- Core 4. The library is in compliance with all federal laws that affect library operations including but not limited to the **Americans with Disabilities Act** [Public Law 101-336], the **Fair Labor Standards Act** [29 USC Ch 8] and the **Bloodborne Pathogen Standard** [29 CFR Part 1910].
- Core 12. The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois Statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (this is part of the library's collection management policy) and the use of library materials and facilities [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60]). All library policies are in compliance with state and federal laws.

- Core 16. The library adopts and adheres to the principles set forth in the **American Library Association's Bill of Rights** and other ALA intellectual freedom statements and interpretations. **See Appendices 2.4 - 2.6 for ALA Library Bill of Rights and other ALA intellectual freedom statements.**
- Core 19. The library is a member of an Illinois multitype Library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20. The library has a telephone, telefaxsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY or a "voice relay" provided by the telephone company.
- Core 21. The library provides access to ILLINET Online.
- Core 24. The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public include a minimum of two evenings (Total of 6 hours after 5:00 PM) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 27. The library informs its community about the collections and services available in and through the library.

Supplemental Standards

1. Hours of service are posted on a sign visible to the public from outside the library building.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. **See Appendix 6.1 for Recommended hours of service by population.**
3. All basic services are available when the library is open. For the purpose of this document, basic services are Circulation and Reference and Reader's Advisory. If reference and reader's advisory is provided to children and adults from two service points then this is done during all hours when the library is open.
4. The collections are arranged and housed in a way that provides the greatest accessibility for all users.

5. Materials are not sequestered from any user except for the purpose of protection from theft and damage.
6. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, social or economic status of the patron.
7. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.
8. Lending regulations facilitate maximum use of library materials.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that insure that interlibrary loan is a simple and effective way for patrons to receive materials and information. (This standard is included in the Collection Management section.)
10. Accurate and easily understood bibliographic access is provided through a computerized or manual card catalog.
11. The library's bibliographic and holdings information are in machine readable form using the MARC format.
12. A current record of the library's holdings is available on ILLINET Online.
13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.
14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.
15. The library provides access to its collections and services for patrons unable to travel to the library. Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.
16. Telephone, text telephone, and telefax numbers are listed in both white and yellow pages. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.

Bibliography

And access for all: ADA and your library. (VHS) videotape. Towson (MD) ALA Video Library Network, 1993.

The Internet initiative: libraries providing Internet services and how they plan, pay, and manage. Edited by Edward J. Valauskas and Nancy R. John. Chicago: ALA, 1995.

Sloan, Bernard. *Linked systems for resource sharing.* Boston: G. K. Hall, 1990.