

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA

March 19, 1992 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
 - A. Introduction of New Member--John Stengel
 - B. Oath of Office for Mr. Stengel
- II. Approval of Minutes
 - A. Meeting of February 20, 1992
- III. Communication from the Public
- IV. Interim City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. No Meeting
 - B. Finance & Properties Committee
 - 1. Approval of Bills for February 1992
 - C. Rolling Prairie
 - 1. Report on RPLS March Board Meeting
 - 2. Election of RPLS Board of Directors
 - D. Foundation
 - 1. Meeting of February 26, 1992
 - E. Friends of the Library
 - 1. Meeting of March 12, 1992
 - G. Interview Committee
- VI. Avenues to Excellence II
 - A. Chapter I, Structure and Governance
- VII. Old Business
 - A. 1992/93 Budget
- VIII. New Business
 - A. Disaster Preparedness Plan from Serber
 - B. Report on Automation from Veach and Anderson
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
March 1992

NAME	TERM	TELEPHONE	ADDRESS
Richard Lockmiller President	1989-1992	423-2610 (h)	422 Hackberry Dr. -21
Barbara Ohlsen Vice-president	1990-1993*	429-1179 (h) 428-4461 (w)	135 S. Lake Shore Dr. -21
Robert Smith Secretary	1990-1993*	422-7836 (h) 425-8230 (w)	12 Montgomery Pl. -22 130 N. Water -23
Daniel Gaumer	1988-1994*	428-5952 (h) 429-4453 (w) 425-8892 (fax)	3010 E. Chestnut -21
Jerrodean Martin	1989-1992*	428-4699 (h) 424-3156 (w)	2595 St. Louis Br. Rd. -21
Robert Oakes	1989-1992	428-9141 (h) 676-5201 (w)	408 Hackberry Dr. -21
Stan Sitton	1990-1993	423-4803 (h) 421-2625 (w) 421-4509 (fax)	115 Bayshore Dr. -21
John Stengel	1992-1994	429-6357 (h)	431 Shoreline Dr. -21
Patricia Williams	1991-1994	423-9781 (h) 875-7211, ext. 244 (w)	164 N. Dennis -22

* second term

Library	428-6617 428-6618 before 9 a.m.	
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Edward Booth, Library Counsel	423-6076 (w) 423-6082 (fax)	132 S. Water -23
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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

1991-92 COMMITTEES

Finance and Properties

Daniel Gaumer, Chairman
Jerodean Martin
Barbara Ohlsen
Robert Smith
John Stengel
Richard Lockmiller, ex-officio

Personnel, Policy, and Public Relations

Stan Sitton, Chairman
Robert Oakes
Barbara Ohlsen
Robert Smith
Patricia Williams
Richard Lockmiller, ex-officio

Rolling Prairie Representative

Robert Oakes

Friends of the Library Representative

Barbara Ohlsen

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
February 20, 1992

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Barbara Ohlsen, Robert Smith, Daniel Gaumer, Robert Oakes, and Stanley Sitton. Members absent: Jerrodean Martin and Patricia Williams. Staff present: Jerald Merrick, Linda Humphreys, Margaret Sommerfeldt, and Cathy Ritchie.

II. APPROVAL OF MINUTES

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

III. COMMUNICATIONS FROM THE PUBLIC

No one from the public was present.

IV. INTERIM CITY LIBRARIAN'S REPORT

The Interim City Librarian's report was previously mailed.

The projected revenue for 1991/92 is 98% received. The city has transferred both the \$10,000 for the materials budget and the \$124,000 for automation into the library budget. Only 72% of the projected replacement tax revenue has arrived.

The outreach services figures were down 6% for the 12 month statistics. The audiovisual circulation appears to be flat. Part of the reason may be that the acting audiovisual librarian is only half-time. In addition, after rapidly climbing for several years, audiovisual circulation may have finally leveled out.

The new computer in Technical Services was installed today.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet.

Finance and Properties Committee: Mr. Gaumer made a motion to approve the January bills. The motion was seconded by Mr. Smith and unanimously approved on roll call vote.

The Committee met January 30 to review the budget. The proposal was discussed at length. The \$400 in the conference travel line

item was increased to \$1,500 to allow the new director to attend the American Library Association conference. Form C was also changed. "Performance Objectives/Measurements" number 4 was changed to "Evaluate organizational structure" and item 4a was deleted. Also on form C, the "Program Comments and Significant Expenditure Changes" section was changed to read as follows: "The Library has implemented a long-term capital equipment replacement program to facilitate the replacement of large fixed assets without using the current year's operating revenues. However, continued funding in fy 1992/93 is uncertain as noted in 9a above. The Budget and Technology Division has completed an operational audit which has been discussed with the Library Board of Directors. It is anticipated that recommendations from the report will be further evaluated during FY 92/93." It was also decided to include the number of staff on the appropriate lines in the "Employee Summary" section of Form C. These numbers show that the Library Board has reduced library staffing levels over the past three budget years from 57 to 54.5 to 53.5 full-time equivalents. Mr. Gaumer made a motion to approve the 1992/93 library budget as amended. The motion was seconded by Mr. Oakes and unanimously carried. The library budget will be presented to the City Council in study session in March. Mr. Lockmiller, Mr. Gaumer, Mr. Merrick, and Ms. Humphreys will attend the session.

Rolling Prairie: Mr. Oakes attended the February meeting. Proposals for system realignment continue to be evaluated. Most of the directors appear to want 12 systems (there are currently 18).

Foundation: The next meeting has been rescheduled for Monday, February 26 at 4:00 p.m. ADM has contributed \$3,500 to the Foundation for the Business Information Center. The Shilling Local History Room has been completely remodeled and is now open.

Friends of the Library: The Friends did not meet.

Interview Committee: Mr. Sitton reported that the Committee narrowed 20 candidates down to 6 for telephone interviews. Of those six, the Committee eliminated two more. Of those four, one decided not to interview because she is highly allergic to pesticides and the library sprays monthly. Two of the three remaining candidates have been interviewed and the final candidate will be interviewed on Monday, February 24. The interview process includes dinner with a sponsor and one other person, a tour of the city with a realtor, a tour of the library, lunch with available Board members, and the formal interview with the Committee. The Committee will meet Wednesday, February 26 to evaluate the candidates. Education will be verified and two more references will be checked. A physical will be required.

The Board thanked the Committee members and particularly Mr. Sitton for their hard work.

VI. AVENUES TO EXCELLENCE II

Chapter IX, Physical Facilities, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Mr. Gaumer asked about the status of the brake problems on one of the bookmobile tractors. Mr. Lockmiller replied that the repairs are being made and should cost about \$2,500.

Mr. Lockmiller noted that Jack Stengel has been appointed to fill Mr. Brechnitz' vacancy on the Board of Trustees. He is a recently retired Certified Public Accountant.

IX. ADJOURNMENT

Mr. Lockmiller adjourned the meeting at 5:48 p.m.

Respectfully submitted,



Robert C. Smith, Secretary
Decatur Public Library Board of Trustees

**City Librarian's Report
February 1992**

I. STATISTICS

Total library circulation for the month was up 10.5% (7,220 items) from February 1991. Twelve month circulation is up 4.7% (37,944 items) over the previous 12 month period.

Circulation for the McNaughton rental collection was 222 in February, compared to 221 circulations in January. Previous circulations were 191, 170, and 152 in December, November, and October respectively.

Circulation figures for specific departments or media can be found in the circulation statistical report which is attached. There were 25 working days in February 1992, compared to 24 days last February. A new record number of checkouts for the main library was set this month. The old record was set in January 1992.

Service statistics are up 7.8% (353 contacts) over February 1991 and up 13.7% (5,818 contacts) for the 12 month period.

The main library was used by 33,591 people this month, up 8.1% (2,522 people) over February 1991.

II. BUDGET

The 1991/92 budget is 81.0% spent or encumbered. The materials budget is 99.9% spent or encumbered. Ninety-nine percent of the 1991/92 revenue has been received. This figure does not include \$76,335.35 for the state per capita grant which was posted after the month-end report was run, bringing the revenue received to 103% effective March 13, 1992.

The city's mainframe computer did not print a February bill list for the library because of a computer glitch having to do with leap year. The bill list which is included in the packet was prepared manually by city personnel.

The city garage performed major brake repairs to one of the bookmobiles this month. Owen Richardson, Building Maintenance Supervisor, estimates the cost at \$3,000.

III. PERSONNEL

Deanna Eddy, who began work January 30 as the new Library Driver, resigned on February 21 with no notice for personal reasons. Because of illness in the city personnel department, nothing has been done to fill the vacancy. In addition, Chuck

Brown, Bookmobile Clerk-Driver, has been sick since February 29 and may be off work several weeks. The department has been working very hard and juggling schedules to keep everything up.

Cathy Ritchie, Young Adult Librarian, began a six week medical leave of absence on March 3. Our temporary library assistants (George Kidd, Karen Penn, and Judy Ellison) are working extra hours to help cover desks during Ms. Ritchie's absence.

IV. PUBLIC RELATIONS

Three films were shown during February for the Fine Arts Film Series. The final film, Jesus of Montreal, will be shown March 14. This year's series has been well attended. Susan Smith, Program Director of the Decatur Area Arts Council, wrote a letter to the library (copy attached) thanking the staff for their help.

Dr. Jeanelle Norman, Chairperson of the Black History Fair at Richland Community College, thanked the library for participating in the Fair.

Thirteen groups visited the children's department. The department also held 16 preschool story times and 6 lap-sits for a total of 22 programs attended by 338 people. Kellie Flynn's bibliography on African-Americans was printed and distributed (copy attached).

V. AUTOMATION

Retrospective conversion: all public non-circulating collections are now barcoded. The project of locating MARC records on OCLC and downloading them into our system (for the reference collection) is nearly complete, and the adding of items is staying current with the downloading of records. CLSI has completed the programming for our project and sent us two sets of test records. One of the sets had multiple hits qualified by format; the other had multiple hits not qualified by format. The ultimate hit rate on both printouts was approximately 33%.

Five hundred and ninety-two titles were retroconverted.

The new OCLC workstation was installed this month.

**STATISTICAL REPORT
February 1992**

Volumes purchased this 12 months to date: 15,374
 Volumes purchased last 12 months to date: 15,661

TECHNICAL SERVICES

New book volumes added	661
New book titles added	293
AV titles added	68
Books withdrawn	227
Books mended	874
Gift books	1,695

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1991/92</u>	<u>YTD Expended 1990/91</u>	<u>Unexpended</u>
Personal Services	1,685,593	1,317,902	1,323,797	367,691
Operating	383,689	304,325	237,595	79,364
Capital & books	260,300	228,357	228,854	31,943

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	8 + 1	0	0	8 + 1
Library Assistants	7 + 5	0	0	7 + 5
Clerical	18 + 9	1 [Eddy]	0	18 + 8
Pages	4 + 6	0	0	4 + 6
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: 1/2 time T.S. Clerk I; Assistant Library Director; Audiovisual Librarian; Library Director; 1/2 time Library Driver

COMPUTER DOWN-TIME FOR MONTH: 0

PATRONS REGISTERED: 320 adult + 45 youth + 65 juvenile = 430 total

PATRON CONTACTS: this 12 months to date: 33,591
 last 12 months to date: 31,069

VOLUNTEERS: 71 volunteers worked 202 hours

DPL CIRCULATION STATISTICS

February 1992

	Adult Materials		Youth Materials		Juvenile Materials		TOTAL	TOTAL
	Month	12 MONTH	Month	12 MONTH	Month	12 MONTH	MONTH	12 MONTH
PRINT 1992	35682	393318	2019	26313	25707	287649	63408	707280
PRINT 1991	32169	361885	2002	27583	22570	280516	56741	669984
A-V 1992	12672	140731					12672	140731
A-V 1991	12119	140083					12119	140083
TOTAL 92	48354	534049	2019	26313	25707	287649	76080	848011
TOTAL 91	44288	501968	2002	27583	22570	280516	68860	810067

	Current Month	Month	Percentage	Current 12 Months	Previous 12 Months	Percentage
Central Library, Print Reference	172	257	-33.07	2481	2665	-6.90
Adult Materials	30225	26554	13.82	327466	294969	11.02
Young Adult Materials	1804	1731	4.22	23266	23603	-1.43
Childrens's Materials	18046	15322	17.78	200383	196668	1.79
Total Central Library	50247	43864	14.55	553596	518105	6.85
Extension Print						
Bookmobile 547	5734	5453	5.15	66487	66107	0.57
Bookmobile 548	5738	5748	-0.17	67954	66289	2.51
Outreach Services	1071	1235	-13.28	13749	14666	-6.25
Total Extension	12543	12436	0.86	148190	147062	0.77
Total Print	62790	56300	11.53	701786	665167	5.51
Non-print Materials						
Films	42	44	-4.55	558	609	-6.73
Videocassettes	8596	8132	5.71	96295	92947	3.60
Audiocassettes	2289	2263	1.15	25890	25874	0.06
Recordings	1599	1562	2.37	16733	19566	-14.48
Other non-print	93	86	8.14	748	760	-1.58
Total Central Non-print	12619	12087	4.40	140234	139756	0.34
Extension Non-print	53	32	65.63	497	327	51.98
Total Non-print Materials	12672	12119	4.56	140731	140083	0.46
Renewals	618	441	40.14	5494	4617	14.05
Total Circulations	76080	68860	10.49	848011	810067	4.68



February 18, 1992

Mr. Gerald Merrick
Decatur Public Library
247 E. North
Decatur, IL 62523

Dear Mr. Merrick,

A big THANKS to the library staff and board for again allowing the Fine Arts Film Series to continue showing films in the library auditorium. Again we have well over 100 series subscribers, and average about 140 people for each film.

We appreciate not only the use of your facility, but also the extra efforts from your staff to accomodate a group of this size. Leta has done a great job with the signs for the films; Maggie was so kind to sell tickets for us in advance; the custodians are great to do all the set-up/clean-up required. And what a treat to work with Kelly Flynn, a true film lover who not only works as a liason between the library and the Fine Arts Film Series Committee, but truly adds so much expertise professionally to the whole process from the selection of films to the showings. Her enthusiasm, knowledge, and projectionist skills are very valuable.

On behalf of this group of very loyal foreign film viewers, thank you for all your support!

Sincerely,

A handwritten signature in cursive script that reads 'Susan D. Smith'.

Susan D. Smith
Program Director

Library Bills & Payroll February, 1992

<u>Check No.</u>	<u>Vendor</u>	<u>Amount</u>
50656	Postmaster	29.09
50674	Petty Cash	20.50
50686	Treas-Non Med Ins	1,900.74
50687	Treas-Central Garage	190.59
50688	Treas-General Fund	2,883.37
50724	Div Mgt Services	30.00
50734	Il Bell	18.54
50744	Manpower	2,042.35
50760	Treas-Gen Fd	2,407.00
50776	Petty cash	114.58
50782	Birks Museum	20.00
50790	Il OCLC Users Group	40.00
50830	Seniorama 92	20.00
50812	BAker Taylor	2,348.62
50830	Home Vision	65.40
50835	M E Sharpl	21.49
50843	Pau Rigsbey	96.00
50848	Alan Sleeth	96.00
50852	Dennis Tortorice	48.00
50868	Treas-Central Garage	1,259.97
50883	Farm & Fleet	119.80
50895	Il Bell	773.71
50903	Postmaster	119.77
50938	Treas-Gen Fd	357.52
50968	I C M A	721.68
50995	Amer Library Assn	14.95
51005	Audio Editions	59.95
51009	Amer Bindery	224.77
51016	BAker Taylor	248.90
51017	Baker Taylor	400.95
51028	Bureau Econ & Bus Research	18.00
51029	BAntan/Doubleday/Dell	222.00
51032	Booth & Little	20.00
51033	BAnc ONe Leasing	2,425.85
51035	Laura Blickensderfer	100.00
51045	Conservative Review	56.00
51056	Frank Copi	475.00
51061	Decatur Paper House	99.52
51062	Decatur Srping	1,639.71
51063	Demco Educational	917.42
51084	Fordham Equip	1,820.30

51090	Gaylord	865.07
51094	G J Builders	62.00
51105	Holiday Inn of Decatur	210.40
51106	Wayne Hughes	96.00
51107	Robert Hull	48.00
51154	Modern Business Systems	16.53
51165	Superior Office Solutions	225.00
51172	Midwest Microfilm	126.26
51174	Manpower	2,160.80
51181	Natl Geographic Soc	230.60
51274	W W Grainger	69.64
51278	Robert Walters	100.00
51113	Il Bell	32.88
51115	Il Power	3,441.61
51116	Inacomp	156.00
51121	Il State Library	2,033.82
51125	Jan SAn	138.60
51149	Medcenter	135.00
51195	Popular Subscription Serv	42.50
51201	Quality Books	11.84
51209	R R Bowker	129.62
51210	Rus Rental Uniform	2.50
51213	Redneck Trailer	35.72
51214	Rolling Prairie Lib	208.33
51216	Paul Rigsbey	96.00
51217	Robbins Schwartz Nicholas	406.25
51219	Terry Risko	330.00
51233	Schuer-Tel Communications	110.00
51238	Alan Sleeth	96.00
51241	Schuerman Radio	240.00
51243	Sally Sprague	100.00
51247	Trump Printing	1,084.40
51249	3 M CHicago Sales Center	2,509.00
51250	Dennis Tortorice	96.00
51254	Treas-% Water Fund	852.63
51264	Unipub	42.45
TotalPayroll		110,677.24
TOTAL BILLS & PAYROLLS		151,706.73

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT CUMM
SALARIES & WAGES										
090		REGULAR SALARIES	1,286,708	78,764.06	878,579.58	1,072,256	408,128.42	.00	408,128.42	68.3
092		HOLIDAYS	0	5,414.30	45,357.95	0	45,357.95	.00	45,357.95	
094		OTHER LEAVE WITH PAY	0	115.31	2,080.06	0	2,080.06	.00	2,080.06	
096		SICK TIME	0	2,487.84	27,853.83	0	27,853.83	.00	27,853.83	
098		VACATION TIME	0	1,746.21	63,003.55	0	63,003.55	.00	63,003.55	
PERSONAL SERVICES										
101		OVERTIME	0	600.20	822.75	0	822.75	.00	822.75	
102		LIBRARY SALARIES	25,704	1,372.00	13,554.59	21,420	12,149.41	.00	12,149.41	52.7
104		RETIREMENT-IMRF	261,134	17,797.11	197,034.33	218,020	64,589.67	.00	64,589.67	75.3
111		GROUP LIFE INSURANCE	1,134	80.00	896.00	945	238.00	.00	238.00	79.0
112		HOSPITAL AND MEDICAL	84,462	5,754.20	66,395.03	70,385	18,066.97	.00	18,066.97	78.6
114		WORKERS COMPENSATION	23,391	1,862.54	20,152.40	19,492	3,234.60	.00	3,234.60	86.2
115		SERVICE RECOGNITION	2,370	135.00	2,167.50	2,141	402.50	.00	402.50	84.3
			398,885	27,781.45	301,026.60	332,403	97,858.40	.00	97,858.40	75.5
CONTRACTUAL SERVICES										
201		ADVERTISING	2,700	20.00	3,119.75	2,250	419.75	.00	419.75	115.5
202		PRINTING AND BINDING	10,000	903.24	7,763.37	8,333	2,236.63	205.00	2,031.63	75.7
210		SERV TO MAINT BUILDINGS	11,000	32.20	3,969.80	9,166	7,030.30	775.00	6,255.20	43.1
211		SERV TO MAINT IMPROVEMENTS	1,200	.00	.00	166	200.00	.00	200.00	
212		SERV TO MAINT AUTO EQUIPMEN	3,500	862.35	2,098.68	2,916	1,401.32	674.60	266.72	79.2
213		SERV TO MAINT OFFICE EQUIP	10,500	8,811.00	8,082.38	8,750	2,417.62	118.00	2,299.62	78.1
231		ELECTRICITY	70,000	3,421.31	58,495.53	58,333	11,504.47	.00	11,504.47	83.6
232		GAS	11,000	1,902.93	5,991.14	9,166	5,008.86	.00	5,008.86	54.5
233		TELEPHONE	20,200	1,266.10	13,147.60	16,833	7,052.40	383.00	6,669.40	67.0
234		WATER	20,950	232.46	925.36	1,791	24.64	.00	24.64	97.4
238		AUDITING SERVICES	1,300	1,300.00	1,400.00	1,082	100.00	.00	100.00	107.7
240		TRAINING SCHOOL	3,965	815.00	2,067.54	3,304	1,897.46	.00	1,897.46	52.1
241		CONFERENCES AND OTHER TRAVE	3,131	.00	1,609.00	2,609	1,522.00	.00	1,522.00	21.4
245		POSTAGE	14,500	945.52	9,138.55	12,083	5,361.45	43.00	5,318.45	63.5
247		COMPUTER SOFTWARE EXPENSE	500	.00	1,999.49	416	1,499.49	.00	1,499.49	395.9
271		TEMP PER SONNEL SERVICES	8,750	4,203.15	33,574.18	7,250	24,824.18	.00	24,824.18	383.7
272		TUITION REIMBURSEMENT	1,500	.00	1,112.00	1,250	368.00	.00	368.00	74.1
280		OTHER PROFESSIONAL SERVICES	41,400	1,681.58	21,960.30	34,500	19,439.70	.00	19,439.70	53.0
284		PROFESSIONAL MEMBERSHIP FEE	2,250	20.00	2,287.00	1,875	37.00	.00	37.00	101.6
286		RENTAL-D P EQUIPMENT	34,400	2,425.85	25,769.38	28,666	8,450.62	.00	8,450.62	75.4
289		RENTAL-EQUIPMENT	17,000	1,019.02	13,451.82	14,166	3,548.18	1,063.00	2,485.18	85.4
			268,746	22,562.01	218,142.87	223,947	50,603.13	3,261.60	47,341.53	82.4
COMMODITIES										
310		GASOLINE	3,500	190.59	1,956.73	2,916	1,543.27	.00	1,543.27	55.9
312		JANITORIAL SUPPLIES	3,500	269.34	2,905.62	2,916	594.38	.00	594.38	83.0
320		MATERIALS TO MAINT BLDGS	12,000	576.25	3,257.38	10,000	6,742.62	1,890.93	4,851.69	59.6
337		MATERIAL TO MAINT AUTO EQUI	3,000	2,094.90	5,117.20	2,500	2,117.20	280.01	2,397.21	179.9
345		OFFICE SUPPLIES	30,000	3,483.00	22,288.25	25,000	7,711.75	1,025.90	6,685.85	77.7
357		EMPLOYEE RECOGNITION SUPPLI	200	.00	217.64	166	17.64	.00	17.64	108.8
			52,200	6,614.08	37,742.82	43,498	14,457.18	3,196.84	11,260.34	78.4
OTHER CHARGES										
400		CONTINGENCIES	10,000	540.40	3,792.40	8,333	6,207.60	.00	6,207.60	37.9
415		TRANSFER TO GENERAL FUND	28,884	2,407.00	24,070.00	24,070	4,814.00	.00	4,814.00	83.3
420		MOTOR VEHICLE-INSURANCE	3,049	2,540.08	2,540.80	2,540	508.20	.00	508.20	83.3
421		BOILER INSURANCE	475	395.80	395.80	355	79.20	.00	79.20	
421		PROPERTY INSURANCE	14,185	1,182.08	11,820.80	11,820	2,364.20	.00	2,364.20	83.3

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT	CUMM
		OTHER CHARGES	62,743	5,844.71	48,439.39	52,283	14,303.61	.00	14,303.61	77.2	
		423 GENERAL LIABILITY INSURANCE	5,100	425.00	4,250.00	4,250	850.00	.00	850.00	83.3	
		499 SMALL CAPITAL ITEMS	1,050	996.57	1,569.59	875	519.59	.00	519.59	145.5	
		CAPITAL OUTLAY	10,800	.00	10,142.98	9,000	657.02	.00	657.02	93.9	
		515 OFFICE MACHINERY AND EQUIPM	10,800	.00	10,142.98	9,000	657.02	.00	657.02	93.9	
		CAPITAL OUTLAY	81,500	1,097.94	72,866.75	67,916	8,653.25	8,753.07	99.82	100.1	
		801 BOOKS-MAIN ADULT	5,800	46.04	4,280.04	4,833	1,519.66	1,443.58	76.38	98.7	
		802 BOOKS-MAIN JUVENILE	29,400	1,186.33	25,929.22	24,500	3,470.78	3,540.35	130.43	96.6	
		803 BOOKS-MAIN REFERENCE	46,800	3,69.49	44,572.02	39,000	2,227.98	6,586.79	4,358.81	109.3	
		804 BOOKS-PROFESSJONAL	3,120	.00	1,527.82	2,600	1,592.18	427.13	1,165.05	62.5	
		805 BOOKS-EXTENSION ADULT	15,670	273.64	13,572.10	13,000	2,027.90	2,865.59	857.63	105.5	
		821 BOOKS-EXTENSION YOUTH	8,700	517.50	301.76	558	368.24	1,034.87	235.25	64.9	
		822 BOOKS-EXTENSION JUVENILE	4,750	78.29	1,783.24	7,250	1,746.78	1,034.87	711.91	91.8	
		830 AV-PLUNDOLCS	5,970	90.49	1,950.66	3,958	2,019.34	2,593.01	363.75	92.3	
		831 AV-CASSETTES	15,850	63.61	12,450.68	4,975	1,019.34	2,694.58	324.76	94.6	
		832 AV-VIDEOS	17,116	63.50	16,385.86	13,208	3,399.32	3,025.80	373.52	97.9	
		841 MAG/PAPERS-MAIN ADULT	877	621.42	730.14	14,730	730.14	.00	730.14	95.7	
		842 MAG/PAPERS-MAIN YOUTH	1,169	14.95	871.32	6,680	294.68	.00	255.58	95.7	
		843 MAG/PAPERS-MAIN JUVENILE	8,017	53.00	7,851.67	6,680	1,65.33	.00	294.68	74.7	
		844 MAG/PAPERS-MAIN REFERENCE	932	.00	277.52	2,776	277.52	.00	165.33	97.9	
		845 MAG/PAPERS-MAIN PROFESSIONAL	2,874	.00	2,127.97	2,395	622.03	.00	277.52	70.2	
		846 MAG/PAPERS-EXTEN ADULT	148	.00	147.62	1,123	622.03	.00	622.03	78.4	
		847 MAG/PAPERS-EXTEN YOUTH	210	.00	252.12	175	42.12	.00	42.12	38	
		848 MAG/PAPERS-EXTEN JUVENILE	249,500	3,855.06	218,213.97	207,511	31,286.03	30,917.70	368.33	95.9	
		** DIVISION TOTAL **	2,329,582	155,205.03	1,850,583.60	1,941,298	478,998.40	37,376.14	441,622.26	81.0	
		CAPITAL SERVICES	6,000	135.34	5,910.34	5,000	89.66	.00	89.66	98.5	
		247 COMPUTER SOFTWARE EXPENSE	65,000	.00	.00	54,166	65,000.00	8,300.00	56,700.00	12.8	
		280 OTHER PROFESSIONAL SERVICES	71,000	135.34	5,910.34	59,166	65,089.66	8,300.00	56,789.66	20.0	
		CAPITAL CUTLAY	53,000	.00	34,000.00	44,166	19,000.00	.00	19,000.00	64.2	
		515 OFFICE MACHINERY AND EQUIPM	53,000	.00	34,000.00	44,166	19,000.00	.00	19,000.00	64.2	
		** DIVISION TOTAL **	124,000	135.34	39,910.34	103,332	84,089.66	8,300.00	75,789.66	38.9	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT COMM
900	EXPENDITURES								
	EXPENDITURES	12,000	204.77	7,014.90	10,000	4,985.10	5,013.04	27.94-100.2	
		12,000	204.77	7,014.90	10,000	4,985.10	5,013.04	27.94-100.2	
**	DIVISION TOTAL **	12,000	204.77	7,014.90	10,000	4,985.10	5,013.04	27.94-100.2	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT COMM
900	EXPENDITURES								
	EXPENDITURES	11,450	.00	.00	9,541	11,450.00	.00	11,450.00	
		11,450	.00	.00	9,541	11,450.00	.00	11,450.00	
**	DIVISION TOTAL **	11,450	.00	.00	9,541	11,450.00	.00	11,450.00	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT COMM
900	EXPENDITURES								
	EXPENDITURES	2,500	.00	1,001.00	2,083	1,499.00	1,166.07	332.93	86.7
		2,500	.00	1,001.00	2,083	1,499.00	1,166.07	332.93	86.7
**	DIVISION TOTAL **	2,500	.00	1,001.00	2,083	1,499.00	1,166.07	332.93	86.7

DECATUR PUBLIC LIBRARY

PERIOD ENDING 02/29/92

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	211,800.31	141,306.00	70,494.31-	149
TOTAL		.00	202,570.00	211,800.31	141,306.00	70,494.31-	149

TAXES

30100-107	PROPERTY TAX-LIBRARY	.00	1,612,612.50	1,935,135.00	1,935,135.00	.00	100
TOTAL		.00	1,612,612.50	1,935,135.00	1,935,135.00	.00	100

INTER GOVERNMENTAL REVENUE

30200-104	REPLACEMENT TAX	159.03	100,000.00	87,432.42	120,000.00	22,567.58	72
30200-107	STATE GRANTS OR OTHER	.00	81,666.66	47,995.39	58,000.00	50,004.61	49
TOTAL		159.03	181,666.66	135,427.81	218,000.00	82,572.19	62

FINES AND FEES

30500-509	LIBRARY FINES AND FEES	5,528.59	41,666.66	55,308.68	50,000.00	5,308.68-	110
30500-510	LIBRARY NON-RESIDENT FEES	192.50	3,333.33	2,949.00	4,000.00	1,051.00	73
30500-511	LIBRARY LOST AND DAMAGED BOOKS	343.45	3,333.33	3,501.29	4,000.00	498.71	87
30500-514	VERIFAX	154.30	583.33	1,651.70	700.00	951.70-	236
30500-515	RESERVES	1,018.61	4,583.33	4,815.93	5,500.00	684.07	87
TOTAL		7,237.45	53,499.98	68,226.60	64,200.00	4,026.60-	106

TRANSFERS FROM

30600-702	TRANSFER FROM GENERAL FUND	.00	8,333.33	10,000.00	10,000.00	.00	100
TOTAL		.00	8,333.33	10,000.00	10,000.00	.00	100

INVESTMENT INCOME

30700-101	INVESTMENT INTEREST	1,720.26	27,500.00	26,701.42	33,000.00	6,298.58	80
TOTAL		1,720.26	27,500.00	26,701.42	33,000.00	6,298.58	80

OTHER INCOME

30800-805	CONTRIBUTIONS AND DONATIONS	131.50	833.33	4,889.64	1,000.00	3,889.64-	489
30800-899	MISCELLANEOUS INCOME	72.86	6,666.66	1,437.11	8,000.00	6,562.89	18
TOTAL		204.36	7,499.99	6,326.75	9,000.00	2,673.25	70

FUND TOTAL

		9,321.10	2,093,682.46	2,393,617.89	2,410,641.00	17,023.11	99
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GLA3030 FUND 21

LIBRARY CAPITAL

ACCT. NO. DESCRIPTION MONTHLY ACTUAL Y-T-D ESTIMATE Y-T-D ACTUAL ANNUAL BUDGET UNREALIZED BALANCE REAL

TRANSFERS FROM

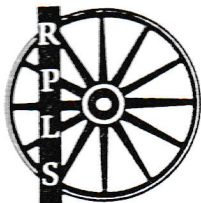
30600-702	TRANSFER FROM GENERAL FUND	.00	103,333.33	124,000.00	124,000.00	.00	100
TOTAL		.00	103,333.33	124,000.00	124,000.00	.00	100

INVESTMENT INCOME

30700-101	INVESTMENT INTEREST	273.77	.00	273.77	.00	273.77-	
TOTAL		273.77	.00	273.77	.00	273.77-	

FUND TOTAL

		273.77	103,333.33	124,273.77	124,000.00	273.77-	100
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ROLLING PRAIRIE LIBRARY SYSTEM

345 West Eldorado Street • Decatur, Illinois 62522

Telephone (217) 429-2586 • FAX (217) 428-1852

February 19, 1992

To: Member Libraries
From: Nancy Peterson, Chair
Nominating Committee
Re: Election of 1992-93 Board of Directors

The Rolling Prairie Library System Nominating Committee is in the process of preparing a slate of candidates pursuant to the Rolling Prairie Library System By-Laws.

If you wish to recommend an individual for election to the directorship provided for your library type, please submit that name to the Nominating Committee by April 7, 1992. A change in the By-Laws now provides one seat on the RPLS Board for a public librarian, so public libraries may now submit a name representing a trustee and also a name of a librarian. Your response should be sent to the attention of Peggy Durst, Administrative Secretary, at the Rolling Prairie Library System office.

The proposed Director must currently be a public library trustee, or a librarian of one of the four types of libraries.

According to Article IX, of the RPLS By-Laws:

The System shall be governed by a Board of Directors numbering nine (9) directors, no more than one director representing a single library. Each director shall serve a two year term except for the first year of operation under a nine member board when four (4) directors will serve a one year term. At the time of the organization of the Board in July 1992, the directors shall determine by lot, four directors who shall serve one year terms and five directors who shall serve two year terms.

All Board members must be eligible electors in the geographical area of the System.

Five of the RPLS directors shall be public library trustees of member participating libraries apportioned in the following manner: at least one director shall be from a public library serving a population of 50,000 or more, and four shall be at-large directors.

Four of the directors shall be librarians of member libraries distributed as follows: one from an academic library, one from a school library, one from a special library, and one from a public library.

The terms of the directors shall start at the annual meeting at which the board member is elected. Directors may serve no more than the number of years permitted by the Library Systems Act. Public library trustees must maintain membership on the board of a participating library. All other directors must maintain a connection with the type of library they represent.

No Director of Rolling Prairie Library System, however shall be permitted to serve for more than a total of six years unless two years have elapsed since the sixth year of service. If your library is currently represented on the RPLS Board, that person must be nominated again this year in order to appear on the ballot.

ROLLING PRAIRIE LIBRARY SYSTEM
NOMINATION TO BOARD OF DIRECTORS

Public Library Library Trustee

Name of Nominee: _____

Library Affiliation of Nominee: _____
(Name of Library)

Nomination submitted by: _____
(Name of Library)

ROLLING PRAIRIE LIBRARY SYSTEM
NOMINATION TO BOARD OF DIRECTORS

Public Librarian

Name of Nominee: _____

Library Affiliation of Nominee: _____
(Name of Library)

Nomination submitted by: _____
(Name of Library)

Decatur Public Library Foundation
February 26, 1992

The meeting was called to order at 4:00 p.m. by President Richard Lockmiller. Members present: Mr. Lockmiller, Robert Smith, Martin Seidman, and Sharon Alpi. Staff present: Jerald Merrick.

The minutes of the previous meeting were corrected to change the date from December 7 to December 17. The minutes were approved as amended.

Treasurer's Report: Mr. Smith reported that the Foundation has two Certificate's of Deposit. One is \$14,000 at 5.3% interest and due December 18, 1992. The other is \$5,321 at 5.25% and due February 3, 1993. The now checking account has a balance of \$5,659 and the savings account has \$5,455. ADM has contributed a second \$3,500 for the Business Information Center (BIC). Dun and Bradstreet's Million Dollar Disc was purchased for BIC for \$2,515.75. Approximately \$2,500 is still committed to BIC. The Foundation will reimburse the library for materials for BIC after invoices are submitted (in groups of approximately \$500). \$2,500 is expected from Staley for the BIC. Illinois Power and other firms need to be contacted. Some companies made three-year commitments to BIC and others asked that they be contacted each year.

Interim City Librarian's Report: A final payment of \$5,134.40 has been received from the Shilling Trust for the Shilling Local History Room. The Room was re-opened to the public on January 20, 1992. It was decided to wait until the new Library Director is hired before holding the grand opening of the Shilling Local History Room. Attorneys and trust officers will be invited to the grand opening.

A Foundation Annual Report needs to be prepared for the Foundation Directors, contributors, and the media and it should be posted in the Library. Bill Gerstner and Shawn Kinder will work with the Foundation Board to prepare the report. A brochure also needs to be designed. The annual report must be finished before the contributors can be contacted. The report will include how the money will be spent, a wish list, what has been done, and what needs to be done.

Old Business:

Mr. Gerstner will be invited to the next meeting. A discussion of fundraising will be held.

New Business: In addition to the \$2,500 previously mentioned, \$5,000 has been allocated for BIC. Mr. Merrick and Mr. Gerstner will update the wish list to include about \$10,000 in materials and/or projects. Major contributors will be contacted for ideas, with the BIC receiving heavy interest--\$5,000. Another \$5,000 will be allocated for other items for the Library.

Meetings were scheduled for March 26 and April 15 at 4:00 p.m.

There was no other business. The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Jerald A. Merrick
Interim City Librarian

ILLINOIS LIBRARY ASSOCIATION



AVENUES TO EXCELLENCE II

STANDARDS FOR PUBLIC LIBRARIES IN ILLINOIS

I. STRUCTURE AND GOVERNANCE

The Library Network and the Role of the Local Public Library

The Library Network and the Role of the Local Public Library

Public library service is provided to the people of Illinois through local tax-supported public libraries, multitype library systems, and the statewide library network, ILLINET.

It is the public library's responsibility to work in constructive ways with other types of libraries and information sources in order to assure its patrons the best possible access to information. The public library should also be ever-mindful of the unique needs and resources of the individuals, organizations, and agencies within its community.

The local public library has a responsibility to select roles as outlined in PLA's Planning and Role Setting in Public Libraries. The shared common goal that is central to the mission of all public libraries is the provision of information in its broadest sense. (See Introduction.) How a local library carries this out will be reflected in the library roles chosen by that local library.

Local Public Library Support

The Library Board has the responsibility to provide sufficient financial support to fulfill the library's chosen roles and to meet or exceed the standards outlined in this document.

Public libraries are supported largely by local property taxes which should be levied at a rate sufficient to provide this support and meet these standards. The Board has the responsibility to conduct referenda for increasing the tax rate when the existing levy proves inadequate and to request additional taxes as permitted by law for special purposes. * If these taxes are not sufficient to provide adequate library service, alternative methods should be considered. These could include combining two or more districts, conversion to a library district and expanding, or contracting for library service with another library.

*Municipal or county libraries in home rule communities should seek advice from system consultants or other sources for the possible impact of home rule on Illinois Statutes relating to library governance.

Governing Authority

The public library is established and maintained according to the provisions of the Illinois statutes. The governing body of the public library is the library board. Board members are appointed or elected (at nonpartisan elections) in accordance with state law. The board shall observe its full legal responsibilities, duties and rights and employ such legal and other services as necessary. Board members shall attend board meetings regularly.

1. Board members and library staff shall be familiar with all Illinois library laws that apply to their library and other Illinois or federal laws which affect library operations, such as minimum wage, unemployment compensation, criminal theft of library materials, Open Meetings Act, Fair Labor Standards Act, Home Rule, Library Records Confidentiality Act, etc.

_____ _____ _____ _____ _____

2. Boards must adopt bylaws, rules, policies, and regulations for their own guidance and for the governance of the library. Such policies should include conflict of interest provisions. (Chapter 81: 4-7(1) and Chapter 81: 1004-11(1).)

_____ _____ _____ _____ _____

3. Boards must assure that adequate records of library operations are kept and that reports are made annually to the community, the corporate authority, the library system, the Illinois State Library, and other appropriate agencies, as required. (Chapter 81: 4-10 and Chapter 81: 1004-12.)

_____ _____ _____ _____ _____

4. Library boards must have complete authority, as defined by Illinois Revised Statutes, over the library's budget. (Chapter 81: 4-7(2) and Chapter 81: 1004-11(2).)

_____ _____ _____ _____ _____

5. Boards must follow statutory requirements as to fiscal year, audit, meetings, reports, and budgeting process. (Various sections in Illinois Revised Statutes depending on the type of library.)

_____ _____ _____ _____ _____

6. Board members and library staff, or designated representative(s), shall actively participate in the legislative process to effect change that will benefit libraries by maintaining regular communication with local, state and national legislators.

_____ _____ _____ _____ _____

Board Membership and Development

Current board members should encourage the election or appointment of new board members for their interest in the library, their value in interpreting the needs of all segments of the community, and their interest in establishing and maintaining sound library policy. The board should represent the wide range of population

and community characteristics, and should not be chosen for partisan reasons. There should be continuing programs both for encouraging participation of board members and for identifying new talent for board membership.

All board members have an obligation, with the assistance of the administrative librarian, to keep informed of and involved in library developments, regional system developments, and legislation concerning libraries at the local, system, state and national levels.

7. The board and the librarian shall conduct a meaningful and comprehensive orientation program for each new board member. _____ _____ _____ _____
8. Board members shall participate in continuing education endeavors such as system and regional trustee workshops, state and national conferences. _____ _____ _____ _____
9. Financial provision shall be indicated in the bylaws or policies and specified in the annual budget for trustee dues to library associations and expenses for attendance at appropriate meetings, conferences, and workshops (including mileage, etc.). _____ _____ _____ _____

Board and Administrative Librarian Responsibilities

Board members and the administrative librarian should understand their respective functions, differentiating areas of joint responsibility from those for which the board members or the administrative librarian are solely responsible. When the administrative librarian independently changes or fails to follow established policy, or when the board engages in direct management, both are violating standards of sound administration.

The board carries full responsibility for the library and its policies. The board selects, appoints, and evaluates the performance of the library administrator who has full professional responsibility for administering library policy, personnel selection and management, development and administration of programs and services and selection of materials.

10. The board and administrative librarian shall jointly study, plan and develop library policies and review them annually. _____ _____ _____ _____
11. The administrative librarian or designated representative shall be present at all board meetings and board committee meetings; other library staff shall be encouraged to attend. _____ _____ _____ _____

12. Each year the board shall formally evaluate the performance of the administrative librarian. The librarian's input is an integral part of the process.

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
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STRUCTURE AND GOVERNANCE BIBLIOGRAPHY

- Brazier, Ula. Parliamentary Procedures for the Public Library. Trustee Facts File. Chicago: ILA, 1986.
- Juergensmeyer, John E. Libraries and the Law. Trustee Facts File. Chicago: ILA, 1986.
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FOR FURTHER READING

- Laiming, Susan and Paul Laiming. Insurances for the Public Library. Trustee Facts File. Chicago: ILA, 1986.
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- Trustee Tool Kit for Library Leadership. 425 p. California State Library Foundation, 1987.
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- Young, Virginia. The Library Trustee: A Practical Guidebook. 3rd ed. Bowker, 1978.
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LIBRARY FUND

The Decatur Public Library consists of three funds: Operating, Trusts and Capital. The major sources of revenue are: property taxes (\$1,955,000); personal property replacement taxes (\$116,000); state grants (\$76,330) and user fees and fines (\$67,800). The Library's expenditures are estimated to be \$2,416,405 for fiscal year 1992-93.

The Library is governed by its own board of directors which is the legislative policy making body. The board of directors also has the fiduciary responsibility for the Library's three non-restricted trusts. The trusts were established by patrons to supplement the Library's resources.

The Library transferred \$100,000 from its Operating Fund to the newly established Capital Replacement Fund (fiscal year 1991-92), in order to systematically set aside monies for long-term capital improvements and replacement expenditures. The City's Budget and Technology staff completed an operational audit of the Library during fiscal year 1991-92. The audit findings have been discussed with its Board of Directors. The report stated that operational savings of at least \$200,000 could be achieved without impacting the quality of the Library's service delivery.

Decatur Public Library

<u>Resources</u>	1990-91 <u>Actual</u>	1991-92 <u>Estimate</u>	1991-92 <u>Budget</u>	1992-93 <u>Budget</u>
Beginning Fund Balance	\$ 172,578	\$ 211,800	\$ 141,306	\$ 166,232
Taxes	1,939,183	1,935,135	1,935,135	1,955,000
Intergovernmental	316,538	244,330	218,000	192,330
Fines & Fees	71,676	68,640	64,200	67,800
Transfers	20,000	10,000	10,000	0
Investment Income	36,625	27,800	33,000	19,000
Other Income	17,386	5,900	9,000	5,200
Total Resources	<u>\$ 2,573,986</u>	<u>\$ 2,503,605</u>	<u>\$ 2,410,641</u>	<u>\$ 2,405,562</u>
 <u>Expenditures</u>				
Personal Services	\$ 1,706,067	\$ 1,570,793	\$ 1,685,593	\$ 1,582,370
Contractual Services	240,494	288,117	268,746	323,640
Commodities	50,479	50,370	52,200	58,575
Other Charges	58,141	162,793	62,743	64,783
Capital Outlay	18,929	10,800	10,800	7,450
Library Inventory	288,484	254,500	249,500	275,087
Total Expenditures	<u>\$ 2,362,594</u>	<u>\$ 2,337,373</u>	<u>\$ 2,329,582</u>	<u>\$ 2,311,905</u>

Decatur Public Library Trusts

<u>Resources</u>	1990-91 <u>Actual</u>	1991-92 <u>Estimate</u>	1991-92 <u>Budget</u>	1992-93 <u>Budget</u>
Beginning Fund Balance	\$ 233,923	\$ 225,889	\$ 225,923	\$ 225,289
Investment Income	17,668	12,900	19,050	9,880
Total Resources	<u>\$ 251,591</u>	<u>\$ 238,789</u>	<u>\$ 244,973</u>	<u>\$ 235,169</u>

Expenditures

Total Expenditures	<u>\$ 25,701</u>	<u>\$ 13,500</u>	<u>\$ 25,950</u>	<u>\$ 21,500</u>
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Capital Projects

Resources

Beginning Fund Balance	\$ 0	\$ 0	\$ 0	\$ 168,000
Transfers	0	224,000	124,000	0
Investment Income	0	0	0	7,600
Total Resources	<u>\$ 0</u>	<u>\$ 224,000</u>	<u>\$ 124,000</u>	<u>\$ 175,600</u>

Expenditures

Contractual Services	\$ 0	\$ 16,000	\$ 71,000	\$ 55,000
Capital Outlay	0	40,000	53,000	28,000
Total Expenditures	<u>\$ 0</u>	<u>\$ 56,000</u>	<u>\$ 124,000</u>	<u>\$ 83,000</u>

Total Library Revenues	<u>\$ 2,419,076</u>	<u>\$ 2,528,705</u>	<u>\$ 2,412,385</u>	<u>\$ 2,256,810</u>
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Total Library Expenditures	<u>\$ 2,388,295</u>	<u>\$ 2,406,873</u>	<u>\$ 2,479,532</u>	<u>\$ 2,416,405</u>
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Division Performance Measurement Data

Fund: Library	Department: Library
Division: Library	Division No: 40000

Activity Description

The Decatur Public Library provides access to and promotes the use of materials that serve the informational, recreational, educational, and cultural needs of the community. As a community institution, the Library is dedicated to the concept of service to everyone. A fundamental part of this service is the selection, acquisition, organization, circulation, and promotion of appropriate materials.

Performance Objectives/Measurements	90-91 Actual	91-92 Estimated	92-93 Budget
1. Implement Cooperative Collection Management Plan	N/A	N/A	Yes
2. Hire new City Librarian			
a. Interviewing January and February with an April 1992 start date	N/A	Hiring	Yes
b. Setting new objectives			
3. Implementing various recommendations of DPL Long Range Plan			
a. Initiate several non-financial aspects of plan	N/A	N/A	Yes
4. Implement planned reorganization			
a. Work with new City Librarian to streamline organization	N/A	N/A	Yes
5. Complete retrospective conversion project			
a. Purchase automation equipment and implement project	N/A	40,000	10,000
6. Initiate online catalog			68,000
7. Work toward meeting Americans With Disabilities Act			
a. Appoint Coordinator and initiate minor financial requirements	NA	NA	2,000
8. Continue labor negotiations			
a. Work toward a contract with AFSCME	NA	YES	19,000
9. Initiate capital replacement fund in 1992-93 budget			
a. Transfer \$100,000 from 1991/92 carry-over to fund	NA	100,000	No

Program Comments and Significant Expenditure Changes

A long-term capital equipment replacement program has been implemented, which will set aside annual operating revenues in order to accumulate funds for the systematic replacement of major capital items.

The Budget and Technology Division recently completed an operational audit which has been discussed with the Library Board of Directors. Among other recommendations, the report proposes a new Table of Organization which would reduce salary and fringe benefit costs in excess of \$200,000 annually, while maintaining the current level of service to Library patrons. The recommendation to eliminate the position of Assistant Library Director was implemented in the FY92-93 budget proposal. One of the goals of the new Library Director will be to streamline the organization. The Library Board of Directors has requested the Budget and Technology Division complete a patron usage analysis to aid the new Library Director's efforts. The other recommendations of the Budget and Technology report will be further evaluated by the Library Board of Directors during the upcoming fiscal year.

Expenditures	90-91 Actual	91-92 Estimated	91-92 Budget	92-93 Budget	Employee Summary
Personal Services	\$ 1,706,067	\$ 1,570,793	\$ 1,685,593	\$ 1,582,370	FY 1990-91 <u>N/A</u>
Contractual Services	240,494	288,117	268,746	323,640	FY 1991-92 <u>N/A</u>
Commodities	50,479	50,370	52,200	58,575	FY 1992-93 <u>N/A</u>
Other Charges	58,141	162,793	62,743	64,783	
Capital Outlay	18,929	10,800	10,800	7,450	
Library Inventory	<u>288,484</u>	<u>254,500</u>	<u>249,500</u>	<u>275,087</u>	
Total	<u>\$ 2,362,594</u>	<u>\$ 2,337,373</u>	<u>\$ 2,329,582</u>	<u>\$ 2,311,905</u>	

FUND: Decatur Public Library (20)

REVENUE

<u>Object Code</u>	<u>Description</u>	<u>1990-1991 Actual</u>	<u>1991-1992 Estimate</u>	<u>1992-1993 Budget</u>
	Fund Balance			
30001000	Beginning Fund Balance	\$ 172,578	\$ 211,800	\$ 166,232
	Taxes			
30100107	Property Tax - Library	1,939,183	1,935,135	1,955,000
	Intergovernmental Revenue			
30200104	Replacement Tax	137,015	120,000	116,000
30200107	State Grants or Other	179,523	124,330	76,330
	Total	316,538	244,330	192,330
	Fines and Fees			
30500509	Library Fines and Fees	56,285	55,400	55,000
30500510	Library Non-Resident Fees	5,944	3,440	2,000
30500511	Library Lost & Damaged Books	3,884	4,000	4,000
30500514	Verifax	987	1,800	1,800
30500515	Reserves	4,576	4,000	5,000
	Total	71,676	68,640	67,800
	Transfers			
30600702	Transfer from General Fund	20,000	10,000	0
	Investment Income			
30700101	Investment Interest	36,625	27,800	19,000
	Other Income			
30800805	Contributions and Donations	10,351	4,700	4,000
30800899	Miscellaneous Income	7,035	1,200	1,200
	Total	17,386	5,900	5,200
	Fund Total	\$ 2,573,986	\$ 2,503,605	\$ 2,405,562

FUND: Decatur Public Library (20) (continued)

EXPENDITURES

<u>Object Code</u>	<u>Description</u>	<u>1990-1991 Actual</u>	<u>1991-1992 Estimate</u>	<u>1992-1993 Budget</u>
Personal Services				
90	Regular Salaries	\$ 1,323,847	\$ 1,214,838	\$ 1,211,209
101	Overtime	265	0	0
102	Temporary Salaries	18,968	15,474	18,568
104	Retirement - IMRF	254,797	234,237	242,694
111	Group Life Insurance	1,209	1,066	1,134
112	Hosp. & Medical Insurance	78,866	79,217	87,900
114	Worker's Compensation	25,713	23,391	18,282
115	Service Recognition	2,402	2,570	2,583
	Total	<u>1,706,067</u>	<u>1,570,793</u>	<u>1,582,370</u>
Contractual Services				
201	Advertising	3,213	2,800	1,000
202	Printing and Binding	8,243	10,000	16,000
210	Serv. to Maint. Buildings	10,382	10,000	13,000
211	Serv. to Maint. Improvements	122	200	200
212	Serv. to Maint. Auto Equip.	3,658	3,500	5,000
213	Serv. to Maint. Office Equip.	10,139	10,500	12,500
231	Electricity	64,042	70,000	75,000
232	Gas	10,704	11,300	12,500
233	Telephone	16,676	19,800	21,000
234	Water	923	950	1,000
238	Auditing Services	0	1,400	1,500
240	Training School Expense	3,199	3,000	3,500
241	Conf. & Other Travel Expense	2,437	3,000	1,500
245	Postage	10,745	14,500	16,500
247	Computer Software Expense	1,631	1,800	900
271	Temp. Personnel Services	10,158	40,000	33,240
272	Tuition Reimbursement	990	1,350	1,500
273	Travel Expense for Interviews	0	0	3,000
280	Other Professional Services	51,219	31,800	44,500
284	Professional Membership Fees	2,192	2,217	2,300
286	Rentals (Data Processing)	15,673	33,500	35,000
289	Rentals (Equipment)	14,148	16,500	23,000
	Total	<u>240,494</u>	<u>288,117</u>	<u>323,640</u>

FUND: Decatur Public Library (20) (continued)

EXPENDITURES

<u>Object Code</u>	<u>Description</u>	<u>1990-1991 Actual</u>	<u>1991-1992 Estimate</u>	<u>1992-1993 Budget</u>
Commodities				
310	Gasoline	\$ 2,856	\$ 3,200	\$ 3,200
312	Janitorial Supplies	4,321	3,800	4,000
320	Mat. to Maint. Buildings	13,123	10,500	14,000
337	Mat. to Maint. Auto Equip.	1,683	4,200	5,000
345	Office Supplies	28,370	28,500	32,000
357	Employee Recognition Supplies	126	170	375
	Total	<u>50,479</u>	<u>50,370</u>	<u>58,575</u>
Other Charges				
400	Contingencies	0	10,000	10,000
415	Transfer to General Fund	34,486	28,884	30,000
418	Motor Vehicle Insurance	3,011	3,049	3,497
420	Boiler Insurance	583	475	403
421	Property Insurance	11,318	14,185	14,291
423	General Liability Insurance	7,344	5,100	5,092
445	Transfer to Capital Fund	0	100,000	0
488	Grant Expenses	358	0	0
499	Small Capital Items	1,041	1,100	1,500
	Total	<u>58,141</u>	<u>162,793</u>	<u>64,783</u>
Capital Outlay				
515	Office Machinery & Equipment	17,420	10,800	7,450
520	Other Machinery & Equipment	1,509	0	0
	Total	<u>18,929</u>	<u>10,800</u>	<u>7,450</u>
Library Inventory				
800	Books and Periodicals	288,484	254,500	275,087
Division Totals		<u>\$ 2,362,594</u>	<u>\$ 2,337,373</u>	<u>\$ 2,311,905</u>

FUND: Library Capital (21)

REVENUE

<u>Object Code</u>	<u>Description</u>	<u>1990-1991 Actual</u>	<u>1991-1992 Estimate</u>	<u>1992-1993 Budget</u>
	Fund Balance			
30001000	Beginning Fund Balance	\$ 0	\$ 0	\$ 168,000
	Transfers From			
30600702	Transfer from General Fund	0	124,000	0
30600746	Transfer from Operating Fund	0	100,000	0
	Total	0	224,000	0
	Investment Income			
30700101	Investment Interest	0	0	7,600
	Fund Total	\$ 0	\$ 224,000	\$ 175,600

EXPENDITURES

<u>Object Code</u>	<u>Description</u>	<u>1990-1991 Actual</u>	<u>1991-1992 Estimate</u>	<u>1992-1993 Budget</u>
	Contractual Services			
247	Computer Software Expense	\$ 0	\$ 6,000	\$ 20,000
280	Other Professional Services	0	10,000	35,000
	Total	0	16,000	55,000
	Capital Outlay			
510	Automotive Equipment	0	0	15,000
515	Office Machinery & Equip.	0	40,000	13,000
	Total	0	40,000	28,000
	Fund Total	\$ 0	\$ 56,000	\$ 83,000

FUND: Decatur Public Library Trusts (92)

REVENUE

<u>Object Code</u>	<u>Description</u>	<u>1990-1991 Actual</u>	<u>1991-1992 Estimate</u>	<u>1992-1993 Budget</u>
Fund Balance				
30001921	Beginning Fund Balance - Cantoini	\$ 118,570	\$ 111,353	\$ 105,353
30001922	Beginning Fund Balance - Breckenridge	112,507	112,106	118,206
30001923	Beginning Fund Balance - Bridges	2,846	2,430	1,730
	Total	<u>233,923</u>	<u>225,889</u>	<u>225,289</u>
Investment Income				
30700103	Interest - Cantoni	8,273	6,000	4,750
30700107	Interest - Breckenridge	8,342	6,100	5,050
30700105	Interest - Bridges	1,053	800	80
	Total	<u>17,668</u>	<u>12,900</u>	<u>9,880</u>
	Fund Total	<u>\$ 251,591</u>	<u>\$ 238,789</u>	<u>\$ 235,169</u>

FUND: Decatur Public Library Trusts (92)

DIVISION: DPL - Cantoni Trust (41000)

EXPENDITURES

<u>Object Code</u>	<u>Description</u>	<u>1990-1991 Actual</u>	<u>1991-1992 Estimate</u>	<u>1992-1993 Budget</u>
	Expenditures			
900	Expenditures	\$ 15,490	\$ 12,000	\$ 10,000
	Division Total	\$ 15,490	\$ 12,000	\$ 10,000

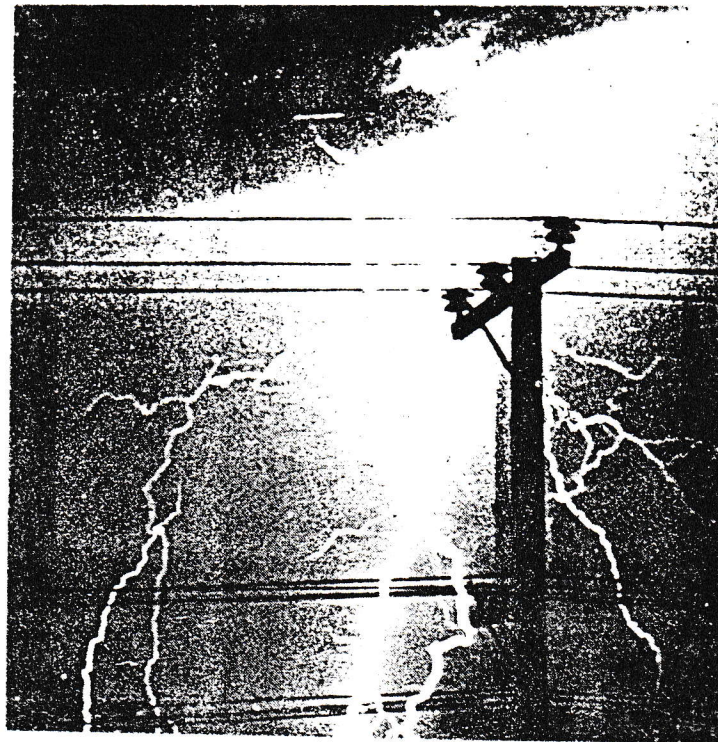
DIVISION: DPL - Breckenridge Trust (42000)

<u>Object Code</u>	<u>Description</u>	<u>1990-1991 Actual</u>	<u>1991-1992 Estimate</u>	<u>1992-1993 Budget</u>
	Capital Outlay			
515	Office Machinery & Equip.	\$ 4,118	\$ 0	\$ 0
	Expenditures			
900	Expenditures	4,625	0	10,000
	Division Total	\$ 8,743	\$ 0	\$ 10,000

DIVISION: DPL - Bridges Trust (43000)

<u>Object Code</u>	<u>Description</u>	<u>1990-1991 Actual</u>	<u>1991-1992 Estimate</u>	<u>1992-1993 Budget</u>
	Expenditures			
900	Expenditures	\$ 1,468	\$ 1,500	\$ 1,500
	Division Total	\$ 1,468	\$ 1,500	\$ 1,500
	Fund Total	\$ 25,701	\$ 13,500	\$ 21,500

Decatur Public Library's



Disaster Preparedness Plan

PREFACE

The writing of this Disaster Preparedness Plan fulfills Decatur Public Library's need to be eligible for the State of Illinois Per Capita Grant. More importantly, it presents to the Library Trustees, staff, and our patrons the guidelines to prevent and to recover from a possible disaster.

By having the necessary information on paper and reviewing and updating it when necessary, the patrons of the Decatur Public Library can be confident that should a disaster occur, their Library staff will be mentally and physically prepared to handle the challenge.

Though I authored this plan, no person can achieve such a project by himself. I must thank Mrs. Margaret Sommerfeldt, Administrative Clerk, for her brainstorming assistance, organizational, and inputting skills; Ms. Karen Muskopf, a Youth Consultant at the Illinois Valley Library System, whose input was invaluable; Mr. Charles Brown, Clerk-Driver at Decatur Public Library, whose assistance and support was appreciated; the Department Heads at Decatur Public Library; project planners from the Bloomington Illinois Public Library; the Illinois State Library, and the Illinois Valley Library System.

Steve Serber
Extension Librarian
Decatur Public Library

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DISASTER PREVENTION

I GENERAL

Man-made disasters can often be prevented by routine inspections of a facility. Temperature and humidity, ideally, should be maintained at a constant 68 degrees and 50% relative humidity. Cleaning and spraying for insects and rodents should be performed on a regular basis. Materials should be properly stored and protected from dirt, dust, and light. Ultraviolet filters should be placed over fluorescent lights, and on windows. Leaky pipes, frayed electrical wires, untended machinery, open windows, and structural damage can result in unnecessary destruction of materials and possible loss of life. Aisles and work areas should be kept free of unprocessed materials and trash.

Machinery should be unplugged when not in use. Rules regarding food, beverages, smoking, and unauthorized access should be established and enforced. Security checks should be made at closing time to ensure that all exits and windows are locked, all equipment has been turned off, no cigarettes are smoldering in ashtrays or wastebaskets, and no unauthorized persons are in the building.

Disasters do not appear out of nowhere. Be aware of all hazards (situations that have the potential for causing damage) and correct them before they develop into disasters. Staff members should all be familiar with the layout of the building and of possible danger areas. They should know the location of all fire extinguishers and alarms and how to operate them. Fire exits and alternate escape routes should be clearly marked. Evacuation procedures should be established and practiced regularly.

Suppliers should be contacted on a regular basis to determine whether those supplies and services are still available. Keep in mind that in a wide-scale, major disaster, your sources may not be available because they have their own damages with which to deal or because they are assisting someone else. In addition, outside help probably will not be available for several days. It is recommended that you keep as many recovery materials as possible on-site.

II SIGNS

In a prominent place, display procedures patrons should follow should an emergency arise. Prepare signs that are simple and quick to read yet convey vital information including directions/maps for evacuation of the building from each department or area.

III IDENTIFY HAZARDS

While the prudent library manager will attempt to undertake the most comprehensive prevention effort possible, this should be balanced by the need to be realistic. Prepare the library for

those disasters that have a reasonable degree of happening - rather than attempting to deal with all disasters known to mankind.

Conduct a hazard survey, whose purpose is to identify potential problems that could cause a disaster or worsen such a situation. A reasonably comprehensive list of preventative measures should include the following checklist on an annual basis:

- Air conditioning
- Alarm system
- Batteries for alarm system (clean corrosion, etc.)
- Elevator alarm and light battery
- Emergency lighting
- Fire extinguisher
- Flashlights and batteries
- Heating system
- Pipes for leaks
- Plumbing
- Smoke alarm system
- Transistor radios and batteries
- Water detectors

Check and evaluate insurance coverage on an annual basis.

Make a location map of where all in-house emergency equipment is kept, and post these in each department.

Make sure that each department has a fire extinguisher close by as well as a transistor radio and flashlight.

Make sure that computer disks are updated regularly and kept in a safe place.

Have regular fire, tornado, and disaster drills.

Taken collectively, the activities mentioned above should constitute an effective approach to disaster prevention. However, as essential as knowing the hazards are, they do not constitute the sole element in the prevention phase. Coupled with them is the human element of involving and educating staff. This becomes essential for not only preventing disasters but also for taking the most appropriate and effective response to a disaster when it actually occurs.

PROCEDURES FOR PROTECTING PEOPLE

It is obviously better to prevent an accident or an emergency than to have to deal with one. But should an emergency arise, policies and/or procedures need to be in place to handle the situation.

Consider the following situations:

1. Earthquake
2. Evacuation of the building, and fire procedures
3. Fire
4. First Aid
5. Tornado

During any emergency the overriding concern must be for the safety of as many individuals as possible. A sense of order, although difficult to maintain is needed throughout the event. The following section addresses the above emergencies.

EVACUATION OF BUILDING & FIRE PROCEDURE

1. After determining that a fire exists, sound the fire alarm which is located at the circulation desk.
2. Call the fire department ##00 or 911. Give location of fire, type of fire, and your name. DO NOT ATTEMPT TO FIGHT THE FIRE!!!
3. Evacuate building per established evacuation routes. DO NOT USE THE ELEVATOR.
4. Floor wardens will be as follows:

 Basement - senior reference staff member

 Main floor - adult services desk staff member

 Second floor - senior administrative office person or extension staff
5. Each floor warden will ensure their floor has been safely evacuated.
6. Remove individuals in immediate danger. Handicapped people will be moved to the East and West staircases.
7. Isolate fire if possible by closing doors.
8. Ensure all offices, rest rooms, meeting rooms and the staff lounge have been evacuated.
9. All library employees will proceed to the library loading dock. The Librarian-In-Charge will account for all staff.
10. Person sounding alarm will report to the Librarian-In-Charge to provide additional information to the Fire Department.
11. The Librarian-In-Charge will determine if any staff or patrons require medical attention.
12. The Librarian-In-Charge will inform the City Librarian as soon as possible of the damages and steps taken.

EARTHQUAKE

During an earthquake, the "solid" earth moves or sways. The shaking is seldom the actual cause of injury or death. Most casualties result from falling objects and debris because the shocks can damage or destroy buildings. Landslides and fires can also be triggered by earthquakes.

Many hazards exist in the library, some include:

Glass - such as windows and display cases, which can shatter and be thrown at patrons.

Anything stored above the head level which can fall or be thrown.

Objects which may impede the orderly movement of people to exits.

Cabinets without strong latches or open face shelving from which objects may fall.

Water or gas pipes that may fracture.

Suspended ceiling that can fall.

Desks or tables that are not securely fastened to a floor or wall.

The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of hanging plants or light fixtures or hear objects wobbling on shelves. The first indication of a strong earthquake may be a violent jolt (such as a sonic boom). You may hear a low rumbling noise such as thunder. After these preliminary indicators, the shaking is greatly amplified, and it may be difficult to stand up or move from one place to another.

During an earthquake the following events may happen:

Objects may slide and crash together.

Free standing cabinets and bookshelves may fall over.

Wall mounted objects may shake loose and fly across the room.

Suspended ceiling components may pop out bringing light fixtures, ventilators, and many other ceiling fixtures down with them.

Door frames may be bent and may jam doors shut. Window frames may bend and break causing windows to shatter sending dangerous shreds of glass into rooms.

The noise level may be extremely high and many unfamiliar sounds will be heard. This will cause great emotional stress on all involved, especially on children in the library.

In case of earthquake, the librarian could say: "Drop to the floor and cover your head. Face away from windows. Stay under shelter until the shaking stops."

Patrons and staff who are able should crawl beneath desks or tables, place their heads between their knees and cover their heads with their arms. Individuals who are in hallways or large open areas should move to an interior wall, crouch down and cover their heads with their arms.

After a strong earthquake has passed, the following things need to be considered:

Structural damage to the building needs to be assessed. Evacuation may be necessary and may need to be accomplished promptly.

First aid may need to be rendered.

Fires of small origin need to be extinguished.

Gas mains, water mains, and electrical service may need to be shut off by someone knowledgeable.

Be sure all staff is accounted for.

The library may be isolated from its surroundings because of damage to highways or telephone lines. It may be necessary for the library to be self-sufficient for hours or perhaps a few days.

Aftershocks may also occur after the initial tremor. It may be necessary to take cover again while implementing recovery procedures.

Monitor Radio Station WSOY 1350 AM for important information.

Calm, diligent actions will be the best way to assure safety and efficiency during and after an earthquake.

ACCIDENT REPORTING/FIRST AID

NOTE: All accidents and injuries are to be reported without delay.

I PATRON ACCIDENTS

A. Serious injuries/illness/emergencies

1. Call 911. Given the following information, the dispatcher will then determine who to send:
 - a. The problem
 - b. Exact location (Library address and location in building).
 - c. Your name.
2. Have someone meet fireman at door.
3. Notify the administrative office and fill out Accident Report Form (form 33) immediately.

B. Minor injuries

1. Obtain first aid supplies from the circulation desk or the administrative office, but do not administer aid yourself--let patron do it if at all possible.
2. Fill out the Accident Report Form immediately and submit to the administrative office.

II ON-THE JOB INJURIES

- A. Follow the procedures for patron accidents (above) except:
 1. Report to the administrative office immediately. Obtain all necessary forms, complete them, and return them to the office within two working days.
 2. If the administrative office is closed, report the injury the next day the office is open.
- B. If a staff person needs medical attention at the hospital but does not require an ambulance, he/she should be driven to the hospital by another staff member.

PREPARING FOR TWISTERS

A WATCH simply means that conditions are favorable for tornadoes to develop. This is an early warning given by the Weather Bureau and means you should prepare to go to a place of safety.

If a tornado watch occurs, you should:

1. Monitor radio or television weather advisories. Warning sirens usually do not sound. At DPL, monitor Radio station WSOY 1340 AM and TV station WAND-TV.
2. Prepare to move to safety.

A WARNING means that a tornado has actually been sighted. If one is issued for our area, you should:

1. Seek shelter immediately.
2. Stay away from large open rooms like auditoriums and gymnasiums, and rooms with windows.
3. The safest place to be is in the basement under something sturdy, like a table. Library staff should help escort patrons to the basement. If you cannot get to the basement, seek shelter in a small interior room in the middle of the building like a closet or bathroom.
4. Get under a heavy table or bench.
5. Stay away from outside walls and windows.
6. The southwest corner is no safer than any other part of the building.
7. Don't worry about opening windows; worry about protecting yourself. Flying glass is a real hazard. Opening windows to equalize pressure during a tornado is ineffective in reducing damage.
8. Lie low with hands covering the back of your head to reduce neck injury.
9. Stay alert for flash floods.

FLOODING AND OTHER LEAKS

I IF THERE IS FLOODING, STAY OUT OF THE BUILDING

- A. Do not enter the flooded area until electricians have disconnected the electricity--there is extreme danger of shock.
- B. Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.
 - 1. Call Illinois Power Co. Emergency Service 424-7130
 - 2. Call the Fire Department - ##00 or 424-2811
- C. Salvage
 - 1. Find a location to which water-soaked books and other materials can be transferred.
 - 2. Area should be adequately ventilated.

II WATER LEAKS

- A. Move materials out of the area affected.
- B. Cover affected area with plastic and/or wastebaskets. A roll of plastic is kept in the maintenance office.
- C. Contact the maintenance person or the administrative office.

SHUT-OFF VALVES & SWITCHES

Boiler Shut-Off

Enter boiler room through basement purple door. Switch is at top of door in boiler room. Switch is marked "Emergency Shut Off." Turn to off position. This will shut off both boilers.

Gas Shut-Off Valve

Located outside at south edge of loading dock. This valve requires a wrench to operate. To close, turn 1/4 down until lock rings align. This valve shuts off all gas in building.

Electric Main

Enter boiler room through basement purple door. Go down steps, turn left past boiler and sump pumps. Panel is 10 ft. wide 8 ft. high with 8 switches with General Electric in large letters at top of panel. At bottom center look for label "Main Switch." As you face panel, push top of handle to your right. This requires considerable force to trip the switch so it may be necessary to move into position to use both hands and body to gain more force. This switch turns off all power in building.

Water Shut-Off

Enter movable shelf storage area. Go down center aisle to south wall, turn left. Valve tagged P. 1 Turn clockwise until firmly seated. With this turned off there will be no water to the building.

Sprinkler System

Located on east basement wall by the 600's-700's section. You will need a 15 key to open door.

1. The Water valve is the large one marked main control. Turn clockwise until firmly seated.
2. After water valve has been turned off, open drain valve by turning counter clockwise until it stops. Drain valve has warning tag. Ignore instructions, alarm has already been activated and fire department should be responding.
3. Shut off pump, switch located next to electric motor and is marked "Pump." Turn switch to off position.

Electric Computer Room

Enter computer room. Turn right. Panel located on south wall. Turn off disconnect switch at bottom of panel. This turns off all computer equipment in computer room.

SPRINKLER BELLS

1. When the sprinkler bells are activated, evacuate the building immediately.
2. The fire department will be signaled by the sprinkler system.
3. A fire department representative will determine when the building is safe to re-enter.
4. Inform City Librarian, or in his/her absence, the Librarian-in-Charge.

VEHICLES

In the event of severe weather conditions (severe storms or tornadoes), library staff should seek protective shelter. If evacuation of the vehicle is possible, staff should move as quickly as possible to protective shelter.

Each bookmobile will contain an emergency storm kit which will include: candles, matches, radio, flashlight, batteries, and a first-aid kit. Each year during the month of October, a drill will be conducted to practice evacuating the unit by staff and to check the emergency kit.

During severe weather conditions, the bookmobile staff should:

1. Shut off the main circuit breaker in the bookmobile.
2. Disconnect the telephones during lightning storms.

IN-HOUSE EMERGENCY SUPPLY LIST

Bags (plastic ziplock and large trash)
Batteries (for flashlights and radios)
Boxes (for unsalvageable materials)
Brooms
Cloths (soft, nonabrasive)
Extension cords (heavy duty)
Fans (portable)
Fire extinguishers
First aid kit
Fishing line (nylon)
Flashlights and batteries
Foil (aluminum)
Freezer (or waxed) paper
Garbage cans (plastic)
Gloves (plastic, disposable)
Hats (safety)
Labels (permanent)
Mops
Pails
Pens/pencils (permanent marker)
Radios (transistor)
Scissors
Sheeting (plastic)
Sponges
Styrofoam squares
Tags (I.D.)
Tape (transparent)
Tarps (waterproof)
Toothpicks
Towels (paper)
Twine
Water (distilled)
Weights (i.e. bricks)
Wet vacuum

**EMERGENCY SERVICES/SUPPLIES RESOURCE LIST
(Decatur phone numbers unless noted)**

Cartons	Ryder Truck Rental	
	1800 N. 22nd St.	428-2161
	2850 N. Jasper	875-6645
	U-Hall Company	
	134 N. Broadway	422-5977
	Rt. 36 East Baltimore	428-0871
Cleaning Supplies	K-Mart Discount	
	1155 E. Pershing Rd.	877-0111
	Wal-Mart	
	4224 Prospect Dr.	875-0016
Cold Storage, Freeze Drying	MacDonnell-Douglas Corp.	314/232-0232
	Airport Rd. & McDonnell Blvd. St. Louis, MO	
	Prairie Farms Dairy	
	757 N. Morgan	423-3459
	(Limited space available, contact person; Gary Plassmeyer)	
Conservator	William & Kathryn Henderson University of Illinois Graduate School of Library & Information Science Champaign, IL	217/333-4636
Dehumidifiers, Generators, Pumps, Fans, Handtools, Wet-Dry Vacuums, etc.	K&M Rentals	
	2800 N. Oakland	875-2240
	Aggregate Construction	
	2425 Hubbard	875-2020
Lumber Products	Furrow Building	
	5225 E. Maryland	428-4582
	Gates & Johnson Lumber	
	1550 E. Eldorado	423-7726
Medical Supplies, First Aid Kits	Osco Drug	
	1595 E. Cantrell	429-4249
	85 Northgate Mall	877-1702
	Walgreen Drug	
	1645 W. King	429-1511
	695 W. Pershing	875-2980

Newsprint & Other Paper Products	Decatur Paper Co. 815 E. Kenwood	877-9330
	Herald & Review 601 E. William St.	429-5151
Pallets	Pallet Central Inc. 800 E. Garfield	424-2602
Plastic Milk Crates	Prairie Farms 725 E. Prairie (contact person; Larry Taylor)	429-5436
Refrigerated Trucks	Ryder Truck Rental 1800 N. 22nd	428-2161
	2850 N. Jasper	875-6645
Safety Supplies	AEC Fire Equipment 511 N. 4th St. Springfield, IL	800/422-2144
	Midwest Fire Equipment 601 S. Gravel Pit Rd.	963-2306
Storage Facilities	Arts Mini Warehouse 2800 N. Oakland Ave.	875-2243
	Space Place Interstate 72 & Rt. 48	877-7100
	Woodford Mini Warehouses 2727 N. Woodford	875-6901

REPAIR SERVICE TELEPHONE NUMBERS

AIR-CONDITIONING

Decatur Refrigeration (central unit) 423-9727
TICA (small units) 429-5741

BOILER/HEATING

Dean Severe Plumbing & Heating 428-0695

CLSI CONSOLE AND TERMINALS

CL System, Inc. 800/225-3216

ELEVATOR

Otis Elevator 422-3252

FIRE ALARM

George Alarm 429-6663

GLASS/WINDOW REPAIR

Poland Glass 423-2259

HEATING/FURNACE

TICA 429-5741

LOCKS

Schuerman Lock & Key 423-2311

OCLC TERMINAL

OCLC 800/848-5800

PLUMBING/HEATING

Dean Severe Plumbing & Heating 428-0695

TELEPHONES

Schuer-Tel Communications 423-3936
After hours emergency 423-0057

MATERIALS PRIORITY SALVAGE LIST

This list has been compiled according to floors of the Library. Many of the Department Heads listed equipment to be saved. I have not included most of these materials, as smoke, water, fire, etc. damage usually causes unsalvageable damage.

Bottom Floor:

Reference Services

Local History Materials
Microfilm, Newspapers (ruined if unrolled, must be kept wet)
Reference books

First Floor:

Children's Room

Paintings on south and north walls
Office, files and office desk files
File cabinet by department door
Story hour collection
Reference books used for collection development

Circulation Department

Computer room equipment & tapes
Computer manuals
Patron registration file
Credit Bureau files
Paintings within the department

Adult Services

Reference sources
Art work - valuable

Top Floor:

Extension Department

Technical Services

Older volumes near elevator door
Shelf list files and other authority files within department
Department Head's file cabinet
Serial cards (above Mrs. Walter's desk)
Library of Congress subject headings (copies held by Mrs. Gentry and Mrs. Coventry)

Administrative Office

Historical and rare materials on history of the Library
Library Board meeting minutes (located in the Director's office)
Locked cabinets in rear of office which contain art work, furniture, etc...inventories

One point to consider: Any paper work worth salvaging should be photocopied and kept off-site.

SOURCES OF PRESERVATION/CONSERVATION INFORMATION AND SUPPLIES

Illinois State Library
Preservation Office
Illinois State Library
300 S. Second
Springfield, IL 62701
(217) 732-7848

Illinois Valley Library System
845 Brenkman Drive Office
Pekin, IL 61554
(309) 353-4110 or FAX (309)
353-8281

Library of Congress
National Preservation Program
Office
LM-G07
Washington, D.C. 20540

Mitchell Instruments
1570 Cherokee Street
San Marcos, CA 92079-2433
(619) 744-2690 or FAX (619)
744-0083

Rolling Prairie Library System
345 West Eldorado
Decatur, IL 62522
(217) 429-2586

University of Illinois Graduate
School of Library and
Information Science
(217) 333-4636

PERSONNEL TO BE NOTIFIED IMMEDIATELY

Decatur Fire Department

Library Director

Disaster Team Members:

Library Director

Administrative Secretary

Linda Humphreys

Adult Services Librarian

Extension Librarian

Joan Bauer

Steve Serber

Reference Librarian

Maintenance Supervisor

Jerald Merrick

Owen Richardson

Department Heads:

Circulation

Adult Services

Children's

Karen Anderson

Joan Bauer

Catherine Gross

Extension Services

Technical Services

Reference

Steve Serber

Grace Veach

Jerald Merrick

Maintenance

Conservators

Owen Richardson

William & Kathryn Henderson

Risk Management:

Gerard Bauer Risk Manager,
Debbie Young Assistant

SOURCES OF PRESERVATION/CONSERVATION INFORMATION AND SUPPLIES

Illinois State Library
Preservation Office
Illinois State Library
300 S. Second
Springfield, IL 62701
(217) 732-7848

Illinois Valley Library System
845 Brenkman Drive Office
Pekin, IL 61554
(309) 353-4110 or FAX (309)
353-8281

Library of Congress
National Preservation Program
Office
LM-GO7
Washington, D.C. 20540

Mitchell Instruments
1570 Cherokee Street
San Marcos, CA 92079-2433
(619) 744-2690 or FAX (619)
744-0083

Rolling Prairie Library System
345 West Eldorado
Decatur, IL 62522
(217) 429-2586

University of Illinois Graduate
School of Library and
Information Science
(217) 333-4636

DISASTER RECOVERY

The following steps are recommended for an effective recovery operation:

I DETERMINE THE SAFETY OF THE AREA

Do not allow anyone to enter the building or area until it has been determined to be safe.

Talk with the Library Director and Gerard Bauer, Risk Manager for the City and the Library, before anyone enters the area. Mr. Bauer's phone number is 424-2803.

II ASSESS THE DAMAGE

1. How much damage has occurred?
2. What kind of damage is it? (fire, smoke, soot, clean water, dirty water, etc.)
3. Is it confined to one area or is the entire building damaged?
4. How much of the collection has been affected?
5. What types of materials have been damaged?
6. Are the damaged items easily replaced or are they irreplaceable?
7. Can they be salvaged by the in-house recovery team, or will outside help be required?

Walk through the entire area and take extensive notes (use a pencil, as ink will run). Photographs should be taken to document the damage. Contact Risk Management, sources of supplies and services, the Conservator, the Rolling Prairie Library System, and the Illinois State Library Preservation Officer.

III STABILIZE THE ENVIRONMENT

The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are at 67 degrees Fahrenheit and 50% relative humidity.

The following equipment should be readily accessible to help stabilize the environment:

- A. Portable generators, in case a power failure occurs.
- B. Pumps, to remove large quantities of standing water.
- C. Fans, to circulate the air.

- D. Thermometers, hygrometers, hygrothermographs and/or sling psychrometers, to measure the temperature and humidity (Radio Shack has temperature/humidity thermometers available in stock).

Dehumidifiers can help to lower the humidity, but they usually are only effective in small, enclosed areas, and tend to increase the temperature in a room. They can also freeze up in the lower temperatures required for salvage and recovery operations. Raising the temperature will not lower the humidity - it will only accelerate mold growth. Temperature and humidity should be monitored constantly.

Air should be circulated in the damaged area. This may be accomplished by running fans constantly. If possible, they should expel the humid air from the area. Any standing water should be pumped from the area. Extreme caution must be taken, as standing water can conceal hazards.

IV ACTIVATE THE IN-HOUSE DISASTER RECOVERY TEAM

Organize work crews and be sure their responsibilities are clearly defined. No salvage activity should begin until a plan of action has been determined by the team leader. Disaster and recovery areas should be inaccessible to the public. Frequent rest breaks should be provided for workers. Food and/or beverages should be available.

V RESTORE THE AREA

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings, and all furniture, and equipment must be scrubbed with soap and water and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.

In the case of fire, the major problems will be water and smoke damage. For water damage, the following procedures apply:

SALVAGE PROCEDURES FOR WATER-DAMAGE MATERIALS

A number of options are available for treating water-damaged materials. The choice of treatment will depend on the extent and type of damage incurred, and the manpower, expertise, and facilities available.

I FREEZING

Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Books have been left in freezers for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help to eliminate smoke odor from materials.

Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be). Temperatures below 15 degrees Fahrenheit will freeze and dry out wet materials. If freezer space is not immediately available, and the outside temperature is below 15 degrees Fahrenheit, place materials in a secure area outside. Cover them with plastic if rain or snow is expected.

Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze drier or air-dried.

II VACUUM FREEZE DRYING

Vacuum freeze drying is the safest and most successful method, although it is also the most expensive. Materials must be already frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and high heat, and turns the ice crystals in on the frozen materials into water vapor. The vapor is then collected on a cold panel that has been chilled to at least -- -200 degrees F, so it cannot go back onto the materials. If they are not frozen when they are put in the chamber, the materials will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to "explode."

When materials are removed from the vacuum freeze chamber, they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine and/or binding (this is especially true for leather bindings). They may be placed in a high humidity room to accelerate the acclimation process, but must be monitored closely for signs of mold. Materials so treated will not look like new, but will show signs of swelling and distortion. Stanford University Library staff members reported that they needed an additional 12% shelf space for materials that had been treated in this manner. Photographs will not be damaged by this treatment, but rubber cement will dissolve and stain the pages to which it has been applied.

III AIR-DRYING

Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50-60 degrees F and 25-30% relative humidity. Instructions are outlined below. This process is not recommended for coated stock materials such as art books.

IV VACUUM DRYING

Vacuum drying involves the placement of wet materials in a chamber that pulls the moisture by means of a vacuum. This method is not recommended as the heat involved is damaging to paper (especially bound paper) and photographic materials. Microwave ovens should not be used for the same reason.

The following salvage procedures are recommended:

I VOLUMES TO BE FROZEN

A. Removal

1. Clear the floor and aisles first.
2. Begin with the wettest materials. These will usually be on the lowest shelves, unless water has come in through the ceiling.
3. Dirt and mold should be removed and treated before freezing (see IV below). If time does not permit these activities, dirty and/or moldy books may be frozen (mud will easily brush off when it is dry). Silt should be washed out immediately, as it is almost impossible to remove when it is dry.
4. Pack materials on-site, if possible. If not possible, remove by human chain.
5. Keep accurate records of the locations from which materials are removed.

B. Packing

1. Remove volumes from shelves in order.
2. Wrap freezer paper around each volume (waxed side next to the volume) and place in plastic crates, spine down.
3. Pack crates one layer only, snugly enough that volumes will not slide or lean.
4. Wrap open books as found and place on top of a packed container. Do not place more than one open

volume in a container. Be sure there is a freezer paper barrier between the packed volumes and the open volume to prevent staining from binding.

5. If books are stuck together, do not attempt to separate them, but pack them as one volume.
6. Pack items in the condition in which they were found. Do not attempt to close open volumes or open closed volumes that are wet.

C. Record-keeping

1. Label each container with your library's name and assign it a number.
2. On a separate sheet of paper, record the box number, call numbers of the first and last volumes packed, and total number of books in each container. If they are not in call number order, note the location where found.
3. If the containers are sent to more than one freezer, note which container numbers are sent where.
4. Keep records of discarded items.

D. Transporting

1. Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that containers do not fall over during transport, as further damage may result.
2. Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours.

II VOLUMES TO BE AIR-DRIED

A. Washing procedure (to be performed off-site only)

1. Keep the book tightly closed and hold it under cold, clean, running water.
2. Remove as much mud as possible from the binding by dabbing gently with a sponge. Do not rub or use brushes and do not sponge the pages or edges, as these actions can force the mud into the spine or the wet pages, causing further damage to the volume. Let the motion of the running water clean off the dirt.

3. Squeeze the book gently and with even pressure to remove excess water and to reshape the binding.
4. Do not wash:
 - a. open or swollen volumes.
 - b. vellum or parchment bindings or pages.
 - c. full or partial leather bindings.
 - d. fragile or brittle materials.
 - e. works of art on paper.
 - f. water-soluble components (inks, tempers, water-colors, dyes, charcoal, etc.).
 - g. manuscripts.
 - h. non-paper materials.

B. Saturated volumes

1. Do not open! Wet paper tears easily!
2. Set volumes on their heads on absorbent paper. Pages tend to droop within the binding when a volume is shelved upright, so setting it on its head will counteract this tendency. Plastic sheeting should be placed under the paper toweling or unprinted newsprint to protect table tops. Turn the volumes right side up when changing the paper beneath them. Their position should be reversed each time the paper is changed and the wet paper removed from the area.
3. Covers may be opened to support the volume.
4. Aluminum foil may be placed between the cover and the endleaf to prevent staining from the binding dyes.
5. When most of the water has drained, proceed as for "Damp Volumes."

C. Damp volumes

1. Very carefully open the book (not more than a 30 degree angle).
2. Begin interleaving from the back and keep the volume in an upright position.

3. Place interleaving sheets at intervals of 25 leaves (50 pages), unless they will distort the volume.
4. Change interleaving frequently. Do not reuse unless the sheets are being impregnated with fungicide. Otho-PhenylPhenol (O-PP) has been found to be less toxic than thymol and is recommended. Mix one pound of O-PP to one gallon of acetone or ethanol (do not use methanol, as it will cause inks to bleed). Safety equipment (mask, eye goggles, and rubber gloves) should be worn when preparing and using this solution.
5. Continue to change the paper underneath and remove from the area.

D. Slightly damp volumes or volumes with only wet edges

1. Stand volume on its head and fan open slightly. Paperback books may support each other with a barrier between them or they may be wedged with styrofoam pieces. Position volumes in the path of circulating air.
2. When almost dry, lay the volumes flat and place weight (not other drying books) on them to minimize distortion. Do not stack wet volumes.
3. Lightweight volumes (less than six pounds) may be hung on lines to dry.
 - a. Use monofilament nylon lines, not more than 1/32" diameter, not more than five or six feet long, spaced approximately one-half inch apart.
 - b. Do not line-dry a saturated volume as the monofilament will cut through the wet paper.

III VOLUMES WITH COATED STOCK PAPER

Wet coated stock paper should be handled with care, as the print will slide off the wet page if it is rubbed. Do not allow wet books with coated stock paper to dry in a closed state as the pages will permanently bond together. Almost all attempts to separate stuck pages by rewetting them have failed. McDonnell Douglas's Document Reclamation Service reports that vacuum freeze drying of coated stock volumes is rarely successful. Keep volumes submerged until the pages can be separated (See IV B below). The only chance of saving such materials is to interleave every page and air-dry.

IV DOCUMENTS/UNBOUND MATERIALS

A. Freeze as found

1. Do not remove from file cabinet drawers, document cases, or folders.
2. Do not turn containers up\side down to empty or drain.

B. Separation of wet sheets

1. Place a stack of polyester film on top of a stack of wet, unbound papers (or the first page of a bound volume).
2. Run gently with a bone folder - surface friction will cause the wet paper to adhere to the film.
3. Peel back the top sheet and place it on top of a piece of polyester web.
4. Remove the polyester film.
5. Place another sheet of polyester web on top of the wet sheet.
6. Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. (Materials may be frozen at this stage.)
7. Air-dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. Air in the room should be kept circulating, but fans should not blow directly on the materials.
8. The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights.

V NON-BOOK MATERIALS

The Disaster Team or department head should decide if the intrinsic worth of the item is justified by the procedures involved in salvage.

The salvage process for special materials is much the same as for books and other paper based materials, however, the unique characteristics of these materials does warrant some special handling:

A. Films (microfilm, 16mm, etc.)

1. Keep films wet until you are ready to treat them. Mold will form on film as it does on books.
2. Remove films from containers making sure to identify each.
3. Send all damaged films to a restoration lab for treatment.

B. Slides

1. Handle in the same manner as films except that a restoration lab is usually not necessary.
2. Carefully remove slide from mount and allow to dry.
3. Remount in new slide mount.

C. Photographs

1. Carefully remove photographs from frames.
2. Allow to dry then press flat.

D. Magnetic Tapes (audio)

Water is especially damaging to magnetic materials. The longer they have been wet, the greater the damage will be. Do not attempt to play any damaged tapes or disks, as they can damage the equipment on which they are being played. The following procedures are recommended if you wish to attempt to salvage tapes.

1. Open the cassettes.
2. Wash in clean or distilled water.
3. Air-dry or dry with cheesecloth.

E. Phonograph Records

Clean water probably will not damage sound recordings, but flood water carries silt, which will scratch a disk.

1. Wash and dry with cheesecloth or a soft, lint-free cloth.
2. Record jackets or paper protective sleeves should be discarded as they can trap moisture and may develop mold.

F. Videos

Do not attempt to play damaged videos.

A. Water damage

1. Open the video cassette.
2. Dry the cassette with a blow dryer.
3. Put the video back together and run it through a video cleaning machine.

B. Dust/smoke damage

1. Inspect the video for obvious dirt.
2. If the video looks relatively clean, run it through a video cleaning machine.

C. Compact discs

1. Wipe the disc with a soft cloth dampened with distilled water.
2. Polish the disc with a lint-free cloth and a small amount of CD polish or car wax.

VI MOLD

Mold and mildew are interchangeable names for fungi. They can never be killed and can remain dormant for many years. Spores are always present in the air and will grow when the environment is warm and humid. Freezing will inhibit the growth of mold and is recommended if time does not permit immediate treatment.

Staff working with mold should wear protective clothes and masks.

- A. Mold can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees F and the relative humidity is over 60%.
- B. Separate the affected materials to prevent spreading.
- C. If the materials are wet and mold is beginning to develop, interleave the volumes with papers impregnated with fungicide (See II.C.4).
- D. Keep the air circulating in the room.
- E. Mold is easier to remove when it is dry. Vacuum or brush it off and remove the spores from the area.

- F. Materials that will be fumigated should be removed from plastic crates as plastic will absorb the fumigants. Fungicidal fogging should be done only by a professional chemist or conservator.

VII DO NOT UNDER ANY CIRCUMSTANCES:

1. Enter an area until it has been declared safe.
2. Attempt to open a wet book (one tear costs at least \$1.00 to mend).
3. Attempt to close an open book that is swollen.
4. Use mechanical presses on wet materials.
5. Attempt to separate books that are stuck together.
7. Use bleaches, detergents, water-soluble fungicides, adhesive tapes (or adhesives of any kind), paper clips, or staples on wet materials.
8. Use colored paper of any kind during salvage and recovery operations.
9. Pack newly-dried materials in boxes or leave them unattended for more than two days.

POST DISASTER OPERATIONS

1. Repair and restoration of building and stack area.
2. Clean damaged areas.
3. Sterilize stack areas.
4. Set temperature between 68 - 72 degrees and relative humidity between 40% to 50%.
5. Return books and materials to stacks.

POST DISASTER PROCESS

After the salvage effort has been completed, attention must be turned toward the restoration of services. It is advisable at this point to establish a series of flexible short-term and long-range goals.

I RESTORATION OF SERVICE

A. Short term goals:

1. Restore phone and electrical services.
2. Library Director should inform patrons of disaster and anticipated impact on library services;
 - a. by recorded phone message.
 - b. by newspaper and radio messages.
3. Clean affected areas; walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.
4. Restore library services in unaffected areas.

B. Long term goals:

1. Plans to restore collections.
2. Facility repair and reconstruction.
3. Establishment of normal service.

II DISASTER TEAM REVIEW MEETING

A. Cause of disaster and revision of prevention measures.

B. Review of recovery process;

1. What went right; what went wrong.
2. Changes in disaster plan.
3. Changes in personnel involved.

C. Issue proper letters of gratitude to persons involved in recovery.

DEPARTMENT OF FINANCIAL MANAGEMENT
RISK MANAGEMENT DIVISION
MEMORANDUM NO. 92-022

February 3, 1992

MEMO TO: Steve Serber, Extension Librarian

FROM:  Gerard J. Bauer, Risk Manager

SUBJECT: INSURANCE COVERAGE

The City's self-insured property/casualty program includes the exposures of the Decatur Public Library.

There is a \$100,000 self-insured retention, per occurrence, for property losses under the program. Excess of the self-insured layer of coverage, there is conventional insurance for property losses from the peril of flooding in an amount of \$10 million in the aggregate each year. All other perils about which you inquired in the attached memo are covered by excess insurance in an amount of \$68 million.

Excess coverage for debris removal (clean up) is also included in the city's current policy.

GJB/ldy

attachment

cc: Jerald Merrick, Acting City Librarian

BIBLIOGRAPHY

Basic Guidelines for Disaster Planning. Illinois State Library Preservation Office, Springfield, IL.

Disaster Prevention and Disaster Preparedness, by Hilda Bohem. Berkeley, University of California, 1978.

Chicago Area Disaster Response Resource File. Chicago, Newberry Library, 1988.

Disaster Preparedness Plan. Bloomington Public Library, Bloomington, IL, February 1991.

IVLS Disaster Plan. Illinois Valley Library System, Peoria, IL.

Procedures for Salvage of Water-Damaged Library Materials, by Peter Waters, 2nd ed., Library of Congress, 1979.

To: Dick Lockmiller

From: G. Veach
K. Anderson

March 2, 1992

After meeting together, we have come up with a list of automation needs facing the Decatur Public Library as well as some suggestions for spending money on automation.

The following are immediate needs or money has already been committed:

1) The CLSI retrocon project. (In progress. Penny Glassman has estimated the total cost at \$10,000)

2) OCLC retroconversion of non-hits from CLSI. The cost is .35/record plus a search fee of .21/record if we exceed 1.5 searches per record updated. This will not be a one-time fee, but will be billed monthly depending on our usage of OCLC in the previous month. The charges will continue until the project is completed. We do not yet know how many records will be converted in this way. (A guess of 20,000 records yields a \$7000 updating charge.)

3) A computer and printer for the Order Dept. Instead of buying a new OCLC terminal for the Catalog Dept., we would like to get the Order Dept. its own computer and printer. Right now they are sharing an OCLC terminal and this would free up the OCLC terminal for full-time use by the Catalog Dept. This computer is in the 92-93 budget; however, we feel that the sooner we can purchase it and get the Order Dept. off the OCLC terminal, the more retrocon work we can accomplish. (Estimated cost: \$2000 for computer and printer).

4) A printer for Circulation. This is needed in order to print out receipts for patrons and other information patrons or circulation staff might need. (Estimated cost: under \$500).

5) Technical Services staff may need another MARC-edit workstation once most of our holdings are in MARC. Presently we can edit non-MARC records on our dumb terminal, but we will not be able to edit MARC records on this terminal. Our one MARC-edit workstation also serves as OCLC interface and thus is in use much of the time. I recommend, however, instead of buying one terminal after another for TS that the whole area be redone with terminals for individual staff members. Please see below.

We recommend that items 3 and 4 be purchased ASAP.

The other computer needs of the library are middle-range to long-term. In other words, we don't absolutely have to have them right now. Middle-range items might be purchased in the next fiscal year or two. Long-range items would be purchased after all middle-range items if the funding was available. We recommend putting the bulk of the available money into an interest-bearing account if this is possible. We would like \$1000-2000 to be put into the library's budget to replace or repair automation equipment which was not under warranty (e.g. printers, WYSE terminals). Right now it is difficult and time-consuming to replace/repair this equipment. We would like this to be a continuing line item in the library's budget.

We will strongly advocate waiting until quite a few other libraries have upgraded to LIBS 100 Plus and are running it successfully before we want to upgrade. (Time frame: 1 to 2 years?) Before we bring up CL-Cat and Libs 100 plus, we have projected the following automation needs:

- 1) Upgrading of laser scanners (will not be supported with LIBS 100 plus) Cost: 4=\$7760, 5=\$9250.
- 2) CLSI field engineers say we may need to add a new disk drive. This has not been confirmed. If true, the cost may be around \$15,000.
- 3) CL-CAT software. Estimated cost \$20,000.
- 4) LIBS 100 plus licensing fee (no price has been given to us by CLSI).
- 5) By the time we go on CL-CAT, each Catalog Dept. member will need her own terminal. Much of the work they do on catalog cards right now will be done online. We are running out of space for computers in the Catalog Dept. now. This would seem to be a good time to investigate both space usage and automation needs. Modular work spaces which provide terminal space, a typewriter area, and a desk, plus storage space for each worker can be purchased at a reasonable price. I recommend replacing the current inadequate workstations with these modular work areas and supplementing the current number of computers that we have to enable each staff member constant access to a terminal with CLSI, OCLC (if necessary), and word processing capabilities. Estimated cost: ??? (under \$10,000)
- 6) Training for DPL staff on CL-CAT. CLSI provides training at a cost of approximately \$600/day. DPL staff will need some time to work with CL-CAT and become accustomed to it before we put patron access terminals out.

When these steps have been accomplished, we will be ready to provide an online catalog for the public. Additional automation needs for this service will be:

1. Patron access terminals. We estimate the following:
3 in Children's
+ upstairs (in AV and/or fiction area)
+ replacing the central catalog
+ in other locations downstairs
5 replacement terminals (it is estimated that 20-25% of the public access terminals may be down at any one time)
10 terminals, approximate cost \$10,000

2. 3 printers (Children's, Adult Services, Reference). Approximate cost: \$1500.

3. Computer furniture (tables, stands, etc.) \$10,000?

4. We will need to investigate a possible backup in case the entire system is down. Possibilities include the old card catalog (would not be up to date) or a CD-ROM disk that would be updated periodically. Cost would vary depending on solution.

There are a couple of other automation needs which are not tied to the online catalog. These should be evaluated independently and implemented if they are found desirable.

5. Bookcheck machine (Cost: under \$1000). This would be used to open up a fourth checkout station at the circulation desk.

6. Data link capabilities for the public service desks. This would involve equipping service desk terminals with modems so they could dial out. Data link would allow searching of the Rolling Prairie database. Other databases (such as Illinet Online) would be available as well if the modems were compatible. Cost undetermined -- would vary depending on the number of terminals hooked up and the number of databases accessed.