



DECATUR PUBLIC LIBRARY

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REGULAR MEETING BOARD OF TRUSTEES AGENDA

Thursday, December 20, 2018

4:30 p.m.

Decatur Public Library Board Room

- I. **Call to order** – Mark Sorensen
- II. **Approval of agenda**
- III. **Oath of Office for New Trustee Amy Stockwell**—Robert Edwards
- IV. **Approval of minutes** for November 15, 2018
- V. **Communications from the public**
- VI. **City Librarian’s report** –Rick Meyer
- VII. **Reports of committees**
 - A. **Personnel, Policy & Public Relations Committee** – Mark Sorensen
 - i. City Librarian’s Performance Evaluation (**This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (1)**)
 - ii. Other
 - B. **Friends of the Library**—Samantha Carroll
 - i. December 13 meeting
 - C. **Foundation**—Mark Sorensen
 - i. Annual meeting November 27
 - D. **Finance and Properties Committee**—John Phillips
 - i. No meeting
 - F. **Illinois Heartland Library System**—Rick Meyer
 - i. SHARE Executive Committee, no meeting
- VIII. **Old Business**
 - i. Parking Lot/Annex Discussion

- ii. Space Plan Update
- iii. Website Update

IX. New Business

- i. Committee Appointments
- ii. Other

X. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 3: Personnel

- XI. Public comments** – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.

XII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes

Board Members

President:

Mark Sorensen

Members:

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

Date: November 15, 2018

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Mark Sorensen

Michael Sexton

Donna Williams

Gregg Zientara

Aaron Largent

Dr. Ngozi Onuora

Louise Greene

Staff: City Librarian Rick Meyer

Robert Edwards, Asst. City Librarian

Absent: John Phillips, Samantha Carroll

Guests:

Call to Order:

Mr. Sorensen called the meeting to order at 4:34 pm.

Agenda

The agenda was unanimously approved

Minutes

Motion to approve minutes by Mr. Largent, seconded by Dr. Onuora, unanimously approved

Communications from the Public

Representatives from Dennis School sent special thanks to Library Assistant, John Schirle for doing such a great job, going above and beyond to help out the students visiting.

City Librarian's report

Mr. Meyer spoke about combining the tasks and personnel of the upstairs children's department staff and downstairs adult services staff under one department manager, Alissa Henkel. He reported that circulation statistics were slightly down, including the children's statistics. He announced that he has planned a meeting in-house with a State records management representative to discuss records retention. He said he had met with some of the library staff to discuss job descriptions. He informed the board on the civil service process and estimated how long it would take to accomplish his plans for the structural changes. He reported that he and Mr. Wilkerson had submitted an exam for the System Administration position.

Reports of committees

Personnel, Policy & Public Relations Committee- Aaron Largent

Mr. Largent said the committee went forward with the current evaluation form for the City Librarian. He discussed some of the standardizing that had been done on the form and some suggestions for future forms. Mr. Meyer said his only concerns were that the tools used to evaluate the City Librarian has change frequently since his tenure and he would like to see more consistency going forth. Dr. Onuora said that the specific types of professional positions are often more difficult to create a process for. She mentioned some of the challenges in creating a professional evaluation form. There was discussion by the board about the evaluation process and the forms. Mr. Meyer informed the board that there were some library conferences coming up that would offer opportunities to learn about evaluating library staff.

Friends of the Library- Rick Meyer

Mr. Meyer reported that friends had approved the purchase of board books for the children's department and Christmas ornaments for the library Christmas tree.

Foundation

Mr. Sorensen reported that there had been no meeting. Mr. Sorensen asked Mr. Meyer how many seats needed to be filled on the Foundation board. Mr. Meyer replied that there may be five seats that need replacements.

Illinois Heartland Library System (IHLS)

No report

Finance and Properties Committee–Mark Sorensen

Check Register

Mr. Sorensen suggested a review of the check register. There was discussion about various line items. Motion to approve the check register by Mr. Largent, seconded by Mr. Sexton, unanimously approved

Budget

Mr. Meyer gave an overview of the budgets. He said the current budget looks to be \$191,000.00 to the good. He thought they could possibly move \$150,000.00 into the reserve funds. There was discussion about moving funds to the various lines in the budget.

Parking Lot/Annex

Mr. Sorensen gave an overview of progress of the project. He talked about the November stakeholders meeting and the different suggestions that came forth. He said it was also attended by the Interim City Manager, Billy Tyus. He said there was lots of discussion about the design concepts presented by Massie and Massie. Dr. Onuora said she liked the designs that were presented. Mr. Sorensen suggested that it was also a good idea to bring the Dreamscape design concept from the downtown area and continue it to the library area.

Space Plan

Mr. Meyer reported that he staff had met with the Product, Architecture + Design company. He said it was a good meeting. The representatives would begin an overview of library and present a deliverable to the library by years end. He said that there were possibly 3 to 10 plans that could be delivered to the library for them to choose from.

Website Update

Mr. Meyer said Jones and Thomas were dealing with some complications with the website design. He said the process has not gone as fast as he would have liked.

Strategic Plan

Mr. Sorensen asked about some of the contents of the library's strategic plan Mr. Meyer walked the board through the progress and timeline of the strategic/action plan. Mr. Sorensen added that was nice to have a completed strategic plan.

Decatur Area Arts Council/Mural Project

Mr. Meyer talked about the options that had been discussed with Jerry Johnson, the president of the Decatur Area Arts Council. He said that it was possible to look at doing something on the library building during 2019. Mr. Sorensen suggested that they give Mr. Johnson a copy of the plans from Massie and Massie. Mrs. Greene said she didn't think they should rush into the getting library building mural idea. There was discussion about the how the future and a possible relocation of the library should affect their decision.

Mr. Largent announced that he had submitted his letter of resignation. He said he would be moving to a different tax area and so he would have to resign his seat on the board. Mr. Sorensen asked that it be noted in the minutes that library appreciated Mr. Largent's past service as a board member, wished it could be longer and thanked him for his commitment. Mr. Largent said he was glad to have been a part of the great things that has happened to library during his tenure. He thanked the entire Decatur Public Library and library board for allowing him to serve. Mr. Sorensen asked if anyone had any objection to him presenting a name for a board member to Mayor Julie Moore-Wolfe. There were no objections.

Serving Our Public: Standards for Illinois Public Libraries

Chapter 2: Governance and Administration- Mr. Meyer reported that the library was doing well in this section

Other

Mr. Meyer reported that the redesigned donor board was up. He said one of the donors, Mrs. June Parker had contacted him to let him know that she was very pleased with the results.

Public Comments

None

Adjournment

Motion to adjourn by Mr. Largent, seconded by Dr. Onuora at 5:30pm, unanimously approved

Scribe,
Robert L. Edwards
Assistant City Librarian

Approval pending



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City Librarian's Report for November 2018

Administration

- On November 1, I chaired the SHARE Executive Council meeting.
- On the 8th, the division heads and I met with Dan Porhte and Tiffany Nash of Product Architecture to begin the process of developing a space plan.
- On the 13th I held two staff meetings. I also met with Jerry Johnson to discuss the possibility of library involvement in Arts Council Mural Project in 2019.
- I began the process of examining service agreements. On the 16th I had discussions with Lyngsoe and Bibliotheca to discuss specifics of theirs.
- On the 29th I met with Sandra Lucas, Matt Wilkerson, and Robert Edwards to begin the process of revising the library's Application for Authority to Dispose of Local Records.
- I began the process of performance evaluations of Division Heads.
- On the 27th the Decatur Public Library Foundation held their re-scheduled annual meeting.
- On the 30th I attended a focus group for the development of the Illinois Library Association's strategic plan.
- I took a one week vacation the week of Thanksgiving.
- Robert Edwards discussed library services at CONO meeting.

Circulation

- In November of 2018 20,633 physical items were checked out or renewed, and 2630 electronic items for a total of 23,263 a 9% decline from last November. It should be noted that the circulation of electronic items increased 45% from last November.
- When renewals are removed from the statistics, 44% of all items are checked out on self-check kiosks.
- The library lent 3799 items to other libraries (SHARE members and other), a 4% decrease from last November. The library borrowed 3100 items from other libraries a 10% decrease.
- The library had 20,541 visitors in November, a 15% increase.
- New patron registrations were up 17%.

Technical Services

- 1672 new items were added to the collection in November of 2018.
- 697 more items were ordered.
- 1706 items were withdrawn.
- A total of 2097 items were processed, including mended items.
- Division Head, Carol Ziese, continues to work on the TEDx Talks program. She also frequently covers the Reference Desk and has now been trained in Local History.

- Carol continued to head the Staff Recognition Committee.

Programs, Resources, and Services

- Circulation of Children's materials was down 12% as compared to last November a sharper decline than the overall collection. Digital items are not included in this figure.
- Children's items accounted for 27% of the library's total circulation and 30% of the physical collection.
- Circulation of Young Adult items was down 18%. Digital items are not included in this figure.
- Young adult items accounted for 3% of the library's total circulation, and 3% of the physical collection.
- Circulation of adult items was down 13%. Digital items were not included in this figure.
- Adult items accounted for 59% of the library's total circulation, or 70% of the physical collection.
- As mentioned above, circulation of digital or electronic items increased 45%. Digital items accounted for 11% of the library's total circulation.
- Decatur Public Library saw a 24% decline in attendance at programs aimed at adults compared to last November.
- There was a 55% gain in attendance at programs aimed at children.
- Overall attendance at DPL programs was down about 2 tenths of a percentage point, 1095 attendees in November of 2017 and 1093 in 2018.
- Assists were up 4% in November.
- Gale Courses: -67%
- Computer Classes (Robert Edwards): -100%
- Lynda.com: -100%
- Tutor.com: no use, no change
- Niche Academy: = no change
- Ancestry: -27%
- AtoZ Databases: +14%
- World Trade Press AtoZ Databases: +21%
- Chilton Library: -100%
- Newsbank: -32%
- Gale Databases: -73%
- Novelist: +685%
- Total Database Use: +2%
- Library on the Go: +30%
- Hoopla: +101%
- Freading: no change
- TotalBoox: +7%
- Kanopy: +464%
- Mango: -64%
- Patron Reports: -58%
- Home Service: -56%

Systems Administration

- Matt Wilkerson began working with City of Decatur IT staff to install new phone system.

- He ordered and installed eight new Windows 10 staff computers.
- He renewed email software.
- He spent several hours working to get several different security software systems to work together. Still in progress.
- He responded to 71 help requests, an 18% increase from last November.
- 62,337 searches were performed on our catalog.
- Public Access computer sessions were down 9% from last November, wireless sessions were down 14%.
- Website visits were up 3%.

Local History

- Becky Dampz trained Carol Ziese to work in LH as a backup.
- Becky visited other libraries in Chicago area that were designed by Product Architecture.
- David Frahlman has completed plans for 2019 Black History Month displays.
- Pat Riley and Gary Geisler worked on Hanukah display.
- Assists were up 17%
- Visits were up 15%.

Sincerely,

Rick Meyer

City Librarian

Revenue

	FY 2018 Budgeted	YTD	MTD	To Be Collected	% Collected	FY17 Budgeted	FY17 YTD	FY17 MTD	FY17 To Be Collected	FY17 % Collected
Real Estate Taxes	\$ 2,842,000.00	\$ 2,732,082.04	\$ -	\$ 109,917.96	96%	\$ 2,842,000.00	\$ 2,693,375.71	\$ -	\$ 148,624.29	95%
PPRT	\$ 250,000.00	\$ 274,140.81	\$ -	\$ (24,140.81)	110%	\$ 293,000.00	\$ 303,452.14	\$ -	\$ (10,452.14)	104%
State Grants or other	\$ 61,000.00	\$ 166,456.57	\$ -	\$ (105,456.57)	273%	\$ 61,000.00	\$ -	\$ -	\$ 61,000.00	0%
PILOT	\$ 418,090.00	\$ 383,249.13	\$ 34,840.83	\$ 34,840.87	92%	\$ 362,037.00	\$ 331,867.25	\$ 30,169.75	\$ 30,169.75	92%
Fines	\$ -	\$ 17,050.96	\$ 703.49	\$ (17,050.96)	#DIV/0!	\$ 33,500.00	\$ 19,798.36	\$ 1,536.17	\$ 13,701.64	59%
Non-Resident Fee	\$ 150.00	\$ 85.12	\$ -	\$ 64.88	57%	\$ 150.00	\$ 161.44	\$ -	\$ (11.44)	108%
Lost or Damaged Items	\$ 5,100.00	\$ 3,936.51	\$ 305.99	\$ 1,163.49	77%	\$ 5,100.00	\$ 4,919.39	\$ 312.49	\$ 180.61	96%
Copies/Miscellaneous	\$ 8,200.00	\$ 9,079.56	\$ 424.00	\$ (879.56)	111%	\$ 8,200.00	\$ 8,901.13	\$ 888.61	\$ (701.13)	109%
Meeting Room Fees	\$ 3,600.00	\$ 5,105.00	\$ 610.00	\$ (1,505.00)	142%	\$ 3,600.00	\$ 5,505.00	\$ 590.00	\$ (1,905.00)	153%
Interest Income	\$ 75.00	\$ 1,336.06	\$ 181.49	\$ (1,261.06)	1781%	\$ 75.00	\$ -	\$ -	\$ 75.00	0%
Miscellaneous Income	\$ 2,000.00	\$ 11,273.11	\$ -	\$ (9,273.11)	564%	\$ 7,000.00	\$ 1,274.26	\$ 91.09	\$ 5,725.74	18%
Federal Grants	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	-
Transfer from Meyer Fund	\$ -	\$ 21,252.89	\$ 1,860.51	\$ (21,252.89)	#DIV/0!	\$ 26,528.00	\$ 10,623.70	\$ -	\$ -	-
Sale of Property	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	-
Totals	\$ 3,590,215.00	\$ 3,625,047.76	\$ 38,926.31	\$ (34,832.76)	101%	\$ 3,642,190.00	\$ 3,379,878.38	\$ 33,588.11		

Personnel Expenditures

	FY 2018 Budgeted	YTD	MTD	Available	% Spent	FY17 Budgeted	FY17 YTD	FY17 MTD	FY17 Available	FY17 % Spent
Salaries	\$ 1,524,457.00	\$ 1,423,910.48	\$ 116,377.23	\$ 100,546.52	93%	\$ 1,568,106.00	\$ 1,379,154.75	\$ 177,723.27	\$ 188,951.25	88%
Overtime	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0%	\$ 1,000.00	\$ 232.58	\$ -	\$ 767.42	23%
IMRF	\$ 183,586.00	\$ 161,755.65	\$ 13,107.78	\$ 21,830.35	88%	\$ 195,191.00	\$ 163,841.17	\$ 20,797.36	\$ 31,349.83	84%
FICA/Medicare	\$ 112,684.00	\$ 107,736.88	\$ 8,726.40	\$ 4,947.12	96%	\$ 119,486.00	\$ 104,595.17	\$ 13,521.31	\$ 14,890.83	88%
Life Insurance	\$ 2,996.00	\$ 2,365.95	\$ 188.94	\$ 630.05	79%	\$ 2,629.00	\$ 2,272.04	\$ 292.62	\$ 356.96	86%
Medical Insurance	\$ 327,600.00	\$ 284,400.00	\$ 24,300.00	\$ 43,200.00	87%	\$ 315,900.00	\$ 271,800.00	\$ 35,100.00	\$ 44,100.00	86%
Service Recognition	\$ 20,295.00	\$ 21,295.09	\$ 966.28	\$ (1,000.09)	105%	\$ 21,508.00	\$ 18,656.14	\$ 2,978.87	\$ 2,851.86	87%
Totals	\$ 2,172,618.00	\$ 2,001,464.05	\$ 163,666.63	\$ 171,153.95	92%	\$ 2,223,820.00	\$ 1,940,551.85	\$ 250,413.43	\$ 283,268.15	87%

Operating Expenditures

	FY 2018 Budgeted	YTD	MTD	Available	% Spent	FY17 Budgeted	FY17 YTD	FY17 MTD	FY17 Available	FY17 % Spent
Unemployment	\$ 1,980.00	\$ 1,815.00	\$ 165.00	\$ 165.00	92%	\$ 5,916.00	\$ 5,423.00	\$ 493.00	\$ 493.00	92%
Advertising	\$ 500.00	\$ -	\$ -	\$ 500.00	0%	\$ 500.00	\$ 602.60	\$ -	\$ (102.60)	121%
Printing/Binding	\$ 500.00	\$ 2,389.29	\$ 72.00	\$ (1,889.29)	478%	\$ 500.00	\$ 1,288.15	\$ -	\$ (788.15)	258%
Service to Office Equipment	\$ 10,000.00	\$ 10,832.19	\$ 638.87	\$ (832.19)	108%	\$ 10,000.00	\$ 6,982.71	\$ 37.95	\$ 3,017.29	70%
MIS Services	\$ 43,356.00	\$ 39,743.00	\$ 3,613.00	\$ 3,613.00	92%	\$ 41,724.00	\$ 38,247.00	\$ 3,477.00	\$ 3,477.00	92%
Telephone	\$ 30,000.00	\$ 27,956.58	\$ 2,497.98	\$ 2,043.42	93%	\$ 30,000.00	\$ 26,092.98	\$ 2,647.39	\$ 3,907.02	87%
Conferences & Travel	\$ 20,000.00	\$ 19,145.72	\$ 2,156.14	\$ 854.28	96%	\$ 10,000.00	\$ 8,489.69	\$ 1,782.47	\$ 1,510.31	85%
Postage	\$ 13,000.00	\$ 9,460.04	\$ 930.10	\$ 3,539.96	73%	\$ 13,000.00	\$ 7,804.52	\$ 779.69	\$ 5,195.48	60%
Computer Software	\$ 16,000.00	\$ 6,747.37	\$ -	\$ 9,252.63	42%	\$ 16,000.00	\$ 25,489.42	\$ 2,352.86	\$ (9,489.42)	159%
Admin Fee	\$ 103,464.00	\$ 94,842.00	\$ 8,622.00	\$ 8,622.00	92%	\$ 92,304.00	\$ 84,612.00	\$ 7,692.00	\$ 7,692.00	92%
Medical Expenses	\$ 500.00	\$ -	\$ -	\$ 500.00	0%	\$ 500.00	\$ -	\$ -	\$ 500.00	0%
Temp Agency Services	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0%	\$ 1,000.00	\$ 271.04	\$ -	\$ 728.96	
Tuition Reimbursement	\$ 4,000.00	\$ 1,500.00	\$ -	\$ 2,500.00	38%	\$ 4,000.00	\$ 1,000.00	\$ -	\$ 3,000.00	
Professional Services	\$ 45,000.00	\$ 25,106.61	\$ 2,161.18	\$ 19,893.39	56%	\$ 51,000.00	\$ 59,819.08	\$ 2,697.35	\$ (8,819.08)	117%
Membership Fees	\$ 45,000.00	\$ 48,397.92	\$ 25.00	\$ (3,397.92)	108%	\$ 51,000.00	\$ 45,174.73	\$ 150.00	\$ 5,825.27	89%
Office Supplies	\$ 29,000.00	\$ 27,096.68	\$ 3,966.49	\$ 1,903.32	93%	\$ 29,000.00	\$ 11,143.01	\$ 972.58	\$ 17,856.99	38%
Purchasing Fee	\$ 14,676.00	\$ 13,453.00	\$ 1,223.00	\$ 1,223.00	92%	\$ 7,356.00	\$ 6,743.00	\$ 613.00	\$ 613.00	92%
Risk Management	\$ 87,756.00	\$ 80,443.00	\$ 7,313.00	\$ 7,313.00	92%	\$ 81,204.00	\$ 74,437.00	\$ 6,767.00	\$ 6,767.00	92%

Transfer to Capital fund	\$	-	\$	-	\$	-	\$	-	#DIV/0!	\$	-	\$	60,000.00	\$	20,000.00	\$	(60,000.00)	
Small Capital Items	\$	20,000.00	\$	14,734.16	\$	822.74	\$	5,265.84	74%	\$	20,000.00	\$	18,276.64	\$	256.59	\$	1,723.36	91%
Rent to City	\$	575,000.00	\$	527,087.00	\$	47,917.00	\$	47,913.00	92%	\$	575,000.00	\$	527,087.00	\$	47,917.00	\$	47,913.00	92%
Service to Maintain Buildings	\$	-	\$	175.00	\$	-	\$	(175.00)	#DIV/0!									
Materials for Buildings	\$	-	\$	582.00	\$	-	\$	(582.00)	#DIV/0!									
Totals	\$	1,060,732.00	\$	951,506.56	\$	82,123.50	\$	109,225.44	90%	\$	1,040,004.00	\$	1,008,983.57	\$	98,635.88	\$	31,020.43	97%
Books/Materials	\$	340,000.00	\$	314,985.72	\$	10,649.26	\$	25,014.28	93%	\$	340,000.00	\$	309,728.08	\$	31,172.97	\$	26,678.50	91%
Total Library Expenditures	\$	3,573,350.00	\$	3,267,956.33	\$	256,439.39	\$	305,393.67	91%	\$	3,603,824.00	\$	3,259,263.50	\$	329,503.40	\$	340,967.08	
Surplus/(Deficit)	\$	16,865.00								\$	38,366.00							

DECATUR PUBLIC LIBRARY NOVEMBER 2018 CHECK REGISTER



<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
124529	11/6/2018	ABLE CARD, LLC	2,101.74		
124531	11/6/2018	AMAZON.COM CREDIT	132.06		BOOKS & PERIODICALS
124539	11/6/2018	BAKER & TAYLOR CO	9,553.91		OFFICE SUPPLIES/ BOOKS & PERIODICALS
124553	11/6/2018	COMMERCIAL MAIL SERVIC	415.28	OCT 16 - OCT 31'18	POSTAGE
124562	11/6/2018	DELL INC.	3,319.38		SMALL CAPITAL ITEMS
124563	11/6/2018	DEMCO INC	9.95	REF # 82900493	POSTAGE
124563	11/6/2018	DEMCO INC	527.96		OFFICE SUPPLIES
124617	11/6/2018	MIDWEST TAPE, LLC	281.49		BOOKS & PERIODICALS
124641	11/6/2018	SAM'S CLUB	59.91	OFFICE SUPPLIES	OFFICE SUPPLIES
124679	11/13/2018	BAKER & TAYLOR CO	4,537.48		OFFICE SUPPLIES / BOOKS & PERIODICALS
124711	11/13/2018	ERICKSON DAVIS, ATTORNI	870.00	AUG&OCT'18 LEGAL SERVICES	PROFESSIONAL SERVICES
124717	11/13/2018	FRAZIER, ALIX	134.06	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
124765	11/13/2018	MIDWEST TAPE, LLC	342.15		BOOKS & PERIODICALS
124778	11/13/2018	OFFICE DEPOT	79.95	ADHESIVE FOAM BOARDS	OFFICE SUPPLIES
124780	11/13/2018	PAETEC	53.91	ANNUAL PO 2018 FOR PHONE SERVI	TELEPHONE
124791	11/13/2018	STRIGLOS/HAINES & ESSICK	55.62	OFFICE SUPPLIES	OFFICE SUPPLIES
124803	11/13/2018	UNIQUE MANAGEMENT SEF	930.80	PROFESSIONAL SERVICES ANNUAL P	PROFESSIONAL SERVICES
124824	11/20/2018	BAKER & TAYLOR CO	2,522.50		BOOKS & PERIODICALS
124841	11/20/2018	COMCAST	159.89	ACCT 929526423	TELEPHONE
124843	11/20/2018	COMMERCIAL MAIL SERVIC	337.01	NOV 1 - NOV 15'18	POSTAGE
124858	11/20/2018	EFFINGHAM PUBLIC LIBRAI	5.00	LOST ITEMS	PROFESSIONAL SERVICES
124876	11/20/2018	HR SOURCE	680.00	R MEYER MEMBER DUES	MEMBERSHIP FEES
124878	11/20/2018	ICE WARP, INC.	2,854.46	LICENSE RENEWAL	COMPUTER SOFTWARE
124889	11/20/2018	KANOPY	104.00	DATABASES	BOOKS & PERIODICALS
124899	11/20/2018	MEYER, RICK	193.30	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
124902	11/20/2018	MIDWEST TAPE, LLC	705.76		BOOKS & PERIODICALS
124915	11/20/2018	PAETEC	45.78	ACCT 633318933001	TELEPHONE
124929	11/20/2018	ROSE DREW, INC	482.76		POSTAGE/ OFFICE SUPPLIES
124937	11/20/2018	TECHSOUP GLOBAL	55.00	EXCEED BASIC 4.1	COMPUTER SOFTWARE
124942	11/20/2018	TRUMP DIRECT	272.29	KWIK TAK ENVELOPES	PRINTING AND BINDING

124951	11/20/2018	WATTS COPY SYSTEMS	832.19	ANNUAL PO COPY MACHINE CHARG	SERV-OFFICE EQUIPMENT
124967	11/27/2018	BAKER & TAYLOR CO	3,372.09		OFFICE SUPPLIES/ BOOKS & PERIODICALS
124992	11/27/2018	EBSCO INDUSTRIES, INC	17,116.43	PERIODICALS AND DATABASE	BOOKS & PERIODICALS
125005	11/27/2018	HEART TECHNOLOGIES INC	1,647.07	ANNUAL PO TELEPHONE SYSTEM	TELEPHONE
125026	11/27/2018	MIDWEST TAPE, LLC	22.49	AV MATERIALS	BOOKS & PERIODICALS
125053	11/27/2018	VERIZON WIRELESS	269.90	ANNUAL PO 2018 TELEPHONE	TELEPHONE
620003662	11/13/2018	REGIONS/CREDIT CARD	1,200.00	ACCT 3978	TELEPHONE
620003662	11/13/2018	REGIONS/CREDIT CARD	-34.08	ACCT 3978	CONFERENCES & TRAVEL
620003662	11/13/2018	REGIONS/CREDIT CARD	1,061.33		CONFERENCES & TRAVEL
620003662	11/13/2018	REGIONS/CREDIT CARD	49.99		PROFESSIONAL SERVICES
620003662	11/13/2018	REGIONS/CREDIT CARD	-55.01		OFFICE SUPPLIES
620003662	11/13/2018	REGIONS/CREDIT CARD	165.00		OFFICE SUPPLIES

35 LIBRARY FUND Total 57,564.37

59 LIBRARY TRUST FUNDS

124539	11/6/2018	BAKER & TAYLOR CO	38.03		BOOKS & PERIODICALS
124547	11/6/2018	CENTER POINT LARGE PRIN	78.73	LARGE PRINT STANDING ORDER	BOOKS & PERIODICALS
124575	11/6/2018	GALE GROUP, INC.	28.79	DATABASE AND STANDING ORDERS	BOOKS & PERIODICALS
124679	11/13/2018	BAKER & TAYLOR CO	79.52		BOOKS & PERIODICALS
124720	11/13/2018	GALE GROUP, INC.	57.58	DATABASE AND STANDING ORDERS	BOOKS & PERIODICALS
124824	11/20/2018	BAKER & TAYLOR CO	20.48	BOOKS AND ENTERTAINMENT	BOOKS & PERIODICALS

59 LIBRARY TRUST FUNDS 303.13

WARRANT 57,867.50

Chapter 3 [Personnel]

A good public library has at its heart qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public library has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 4, 5, 6, 8, 13, 16, and 20 in Chapter 1.

PERSONNEL STANDARDS

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (See Appendix J)
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service vs. assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix K)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the *Americans with Disabilities Act*.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operation budget. Salaries plus fringe benefits (FICA, pension such as IMRF, and health insurance) account for up to 70 percent. The library compensates qualified entry-level librarians with a salary that meets the current recommendations of the Illinois Library Association or at the same rate received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.
Example: In 2012–13, the median salary of an entry-level public school teacher with a master's degree was \$40,160. Divide this amount by 10 and multiply the result by 12. $\$40,160/10 = \$4,016 \times 12 = \$48,192$. (The figures are from the *Illinois Teacher Salary Study*, conducted annually by the Illinois State Board of Education, Data Analysis and Accountability Division; www.isbe.state.il.us/research/htmls/teacher_salary.htm)
The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
9. The library provides funding to train staff in the use and maintenance of new technology and equipment.
10. The library provides access to library journals and other professional literature for the staff.

Chapter 3 [Personnel]

11. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]
Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]
Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]
Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]
Civil Rights Act (Title VII) [42 U.S.C. 2000e]

12. The library complies with state and federal laws that affect library operations. These laws include:

Environment Barriers Act [410 ILCS 25/1 *et seq.*]
Illinois Accessibility Code [71 Adm. Code 400 *et seq.*]
Open Meetings Act [5 ILCS 120/1 *et seq.*]
Illinois Freedom of Information Act [5 ILCS 140/1 *et seq.*]
Local Records Act [50 ILCS 205/1 *et seq.*]
State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]
Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]
Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]
Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]
Bloodborne Pathogens Standard [29 C.F.R. 1910.1030]
Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]
Minimum Wage Act [820 ILCS 105/1 *et seq.*]
Public Officer Prohibited Activities Act [50 ILCS 105/3 *et seq.*]
Disclosure of Economic Interests Act [5 ILCS 420/4A-101 *et seq.*]
Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]
Local Governmental Employee Political Rights Act [50 ILCS 135/1 *et seq.*]
Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]
Victims' Economic Security and Safety Act [820 ILCS 180/1 *et seq.*]
School Visitation Rights Act [820 ILCS 147 *et seq.*]
Identity Protection Act [5 ILCS 179/1 *et seq.*]

PERSONNEL CHECKLIST

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has a long-range/strategic plan.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act*.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

BIBLIOGRAPHY

- Curzon, Susan Carol. *Managing Change: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2005.
- Metz, Ruth. *Coaching in the Library*. 2nd ed. Chicago: American Library Association, 2010.
- Singer, Paula M. and Laura L. Francisco. *Developing a Compensation Plan for Your Library*. 2nd ed. Chicago: American Library Association, 2009.
- Stanley, Mary. *Managing Library Employees*. New York: Neal-Schuman, 2008.
- Stueart, Robert D. and Maureen Sullivan. *Developing Library Leaders: A How-to-Do-It Manual for Coaching, Team Building, and Mentoring Library Staff*. New York: Neal-Schuman, 2010.
- Trotta, Marcia. *Supervising Staff: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 2006.

WEBSITES

American Library Association
www.wikis.ala.org/professionaltips
www.ala-apa.org/

DPL 2018 Budget Forecast

	2018 Forecast	2018 Budgeted	Difference	
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -	Currently 96%
State Replacement Tax	\$ 284,509	\$ 250,000	\$ 34,509	
State Grants or other	\$ 166,457	\$ 61,000	\$ 105,457	
Payment in Lieu of Taxes	\$ 418,090	\$ 418,090	\$ -	
Fines/Fees	\$ 17,500	\$ 2,000	\$ 15,500	
Non-resident fees	\$ 85	\$ 150	\$ (65)	
Lost or Damaged Books	\$ 4,294	\$ 5,100	\$ (806)	
Copies/Misc.	\$ 9,905	\$ 8,200	\$ 1,705	
Meeting Room Fees	\$ 5,569	\$ 3,600	\$ 1,969	
Interest Income	\$ 1,458	\$ 75	\$ 1,383	
Miscellaneous	\$ 11,273	\$ 2,000	\$ 9,273	
Transfer from Meyer	\$ 23,185	\$ 25,000	\$ (1,815)	
Sale of property	\$ -	\$ -	\$ -	
Total Revenues	\$ 3,784,325	\$ 3,617,215	\$ 167,110	

Library Operations

DPL Personnel Services

Salaries	\$ 1,543,165	\$ 1,524,457	\$ (18,708)
Overtime	\$ -	\$ 1,000	\$ 1,000
IMRF	\$ 175,276	\$ 183,586	\$ 8,310
FICA	\$ 116,728	\$ 112,684	\$ (4,044)
Life Insurance	\$ 2,564	\$ 2,996	\$ 432
Medical Insurance	\$ 308,100	\$ 327,600	\$ 19,500
Service Recognition	\$ 24,639	\$ 20,295	\$ (4,344)

Total Personnel	\$ 2,170,472	\$ 2,172,618	\$ 2,146
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Operating Expenses

Unemployment insurance	\$ 1,980	\$ 1,980	\$ -
Advertising	\$ -	\$ 500	\$ 500
Printing/Binding	\$ 2,389	\$ 500	\$ (1,889)
Service to Office Equipment	\$ 11,817	\$ 10,000	\$ (1,817)
MIS Services	\$ 43,356	\$ 43,356	\$ -
Telephone	\$ 30,498	\$ 30,000	\$ (498)
Conferences/Travel	\$ 20,886	\$ 20,000	\$ (886)
Postage	\$ 10,320	\$ 13,000	\$ 2,680
Computer Software	\$ 16,000	\$ 16,000	\$ -
Admin Fee	\$ 103,434	\$ 103,464	\$ 30
Medical Expenses	\$ -	\$ 500	\$ 500
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 27,389	\$ 45,000	\$ 17,611

Membership Fees	\$ 48,600	\$ 45,000	\$ (3,600)
Building expenses	\$ 1,500	\$ -	\$ (1,500)
Office Supplies	\$ 29,560	\$ 29,000	\$ (560)
Purchasing	\$ 14,676	\$ 14,676	\$ -
Risk Management	\$ 87,756	\$ 87,756	\$ -
Transfer to Capital	\$ -	\$ -	\$ -
Small Capital	\$ 20,000	\$ 20,000	\$ -
Books/Periodicals/etc.	\$ 343,641	\$ 340,000	\$ (3,641)
Rent	\$ 575,000	\$ 575,000	\$ -
Total Operating Expenses	\$ 1,392,802	\$ 1,400,732	\$ 7,930

Total Expenses	\$ 3,563,274	\$ 3,573,350	\$ 10,076
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Surplus/Deficit	\$ 221,051	\$ 43,865	
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