

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA

October 17, 1996 4:30 p.m.

- I. Call to Order - Ellen Spycher, Vice President
- II. Approval of Minutes
  - A. Meeting of September 19, 1996
- III. Communication from the Public
- IV. Report from Charles D. Heleine, Testing Service Corporation
- V. City Librarian's Report
  - A. Report from John Moorman
- VI. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    1. Meeting of October 3, 1996
  - B. Finance and Properties Committee
    1. Approval of Bills for September 1996
    2. Meeting of October 1, 1996
  - C. Rolling Prairie Library System
    1. Report on October RPLS Board Meeting
  - D. Friends of the Library
    1. No Meeting
  - E. Foundation
    1. No Meeting
- VII. Serving our Public: Standards for Illinois Public Libraries
  - A. Chapter III--Personnel
- VIII. Old Business
- IX. New Business
- X. Adjournment

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**September 19, 1996**

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

Mrs. Spycher made a motion to approve the minutes of the meeting of August 19, 1996 as mailed. The motion was seconded by Mr. Gibson and unanimously approved.

**III. COMMUNICATIONS FROM THE PUBLIC**

No one from the public addressed the Board.

**IV. CITY LIBRARIAN'S REPORT**

The City Librarian's report was previously mailed.

Mr. Moorman reported that Joan Bauer resigned as Head of the Adult Division effective October 16, 1996. Carolyn Jensen, former director of the Quincy Public Library, will be appointed as interim Head of the Adult Division to work 20 to 24 hours per week.

Problems with Internet access were discussed. Public access is still planned to begin October 16. Staff access has been available for some time.

GEAC release 2.5.5 is scheduled for shipment early next spring. It is expected to correct some problems with the current version.

A trend of declining circulation, particularly children's circulation, was discussed. Mr. Moorman said that contributing factors include less stringent reading requirements and less steps on the summer reading program, an overcrowded children's area, concerns about safety of parking downtown, and a declining population.

**V. REPORTS OF COMMITTEES**

**Personnel, Policy, and Public Relations Committee:** The committee met September 5, 1996. Mrs. Spycher reported that a bloodborne pathogen policy is being developed. The primary focus is on building division staff, but less intensive training is being

developed for public service staff. The policy will be reviewed by Ed Booth.

American Library Association ethics standards were reviewed. Mrs. Spycher made a motion to adopt the standards as presented. The motion was seconded by Mr. Gibson and unanimously approved.

**Finance and Properties Committee:** Mr. Stengel made a motion to approve the August bills. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote.

The committee met September 3, 1996. Mr. Stengel reported that the air quality in the library has been checked and is fully acceptable. Building division staff will clean some dirty areas around vents.

The Phase I environmental study on the Sears building is complete. Mr. Moorman will be talking to the attorney and the engineer who did the study.

Mr. Moorman recommended that an appraisal be obtained for the library building. Mr. Stengel made a motion to hire Bill Cannon to appraise the library for a fee of \$1,200 to \$1,600. The motion was seconded by Ms. Lee and unanimously carried on roll call vote.

**Rolling Prairie:** Mrs. Spycher reported that Dr. Coopriider gave the system board a lengthy report on automation. Libraries will be filling the gap for children who will not have computers at home. A need for increasing technical support for computers was noted.

**Friends of the Library:** The Friends met September 11, 1996. Over \$9,000 was collected from the book sale. Ed Walker has arranged for Millikin University art students to pick up book for the sale on a volunteer basis.

**Foundation:** The Foundation met September 13, 1996. Mr. Stengel made a motion to approve a second three-year term for Mr. Pritts on the Foundation Board of Directors. The motion was seconded by Mrs. Moss and unanimously approved. Mr. Stengel made a motion to appoint Mr. Gibson to a three year term on the Foundation Board of Directors. The motion was seconded by Mrs. Moss and unanimously carried.

## **VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

Chapter II, Governance and Administration, was reviewed.

## **VII. OLD BUSINESS**

Mr. Moorman reported that he has been talking to various community agencies about the Sears building.

**VIII. NEW BUSINESS**

Ms. Lee said that she would like to be given as much notice as possible when training opportunities are available.

Planning and goal setting: Mrs. Moss left prior to the start of this portion of the meeting. Mrs. Lambert arrived at this point. Maureen Ruski lead a brainstorming session for planning and developing board goals for the library.

**IX. ADJOURNMENT**

Mrs. Moore adjourned the meeting at 9:00 p.m.

Respectfully submitted,

*Judi Moss*

Judi Moss, Secretary  
Decatur Public Library Board of Trustees

## **City Librarian's Report**

**For the October 17, 1996 Meeting**

**of the**

### **Decatur Public Library Board of Trustees**

It is a cold, rainy fall day, depression screening is going on next door in the library auditorium, and Linda Humphreys reminds me that it is time to get the monthly report ready for the board packet.

There are many positives to point to in discussing library operations in the past month. Foremost is library staff. On several occasions in recent weeks, I have been stopped on the street by library users who have been thrilled by the excellent service rendered them by staff. This month has seen several staff promotions; Ken Banning was promoted from Library Driver (1/2 time) to Bookmobile Clerk Driver. Kathy Watts was promoted from Library Clerk I to Library Clerk II and Linda Wilhelm was promoted from Library Clerk I (1/2 time) to Library Clerk I in the circulation division, Jim Kupish was promoted to Senior Building Custodian from Building Custodian (1/2 time). Two transfers took place. Lee Wiley transferred from Library Clerk-Typist (1/2 time) to Library Driver (1/2 time) and Mark Mangold transferred from evening Building Custodian (1/2 time) to morning Building Custodian (1/2 time). Nancy Law, Library Assistant in the Children's Division also returned from her maternity leave.

At the twentieth year celebration of the RSVP program held by DOVE on September 20th, the library received a certificate of appreciation for our participation in this program. Decatur Public Library was one of the nine original public service entities to use RSVP staff.

During the month Joan Bauer and Karen Anderson represented the Library at the GEAC Midwest Users Group Meeting in Minneapolis, Minnesota, Katie Gross did a program on new picture books for Women in the Arts, talked to a 5th grade class at Dennis about reading to kindergartners, book talked three books at a meeting of the Macon County Reading Council and gave three poetry presentations at Baum Elementary School, Beth Kent attended a DRA Users

## **City Librarian's Report**

**October 17, 1996**

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Group meeting and Karen Anderson hosted a meeting of the HSAC Volunteer Division at the Library on September 18th.

As of October 10, 1996, the library had completed 44.65% of the fiscal year. Encumbrances and expenditures totaled 43.8% of budgeted amounts for this time period.

During the month of September 34 volunteers gave 203 hours of service to the library.

Projects underway include a withdrawing of government documents listed on past weeding lists and work on the upcoming addition of a CD-ROM circulating collection. Arthur Gross is working on adding children's books on tape to the collection. The extension division has purchased two notebooks; First Writes and More Writes and Visits which are aids for activity directors and those working with older populations to get these individuals to write memory stories. Karen Anderson indicates that there is a waiting list for these publications.

The maintenance division is working on touch up painting of book return drops and has purchased a new book return drop to replace one that is rusted beyond repair. They have also pulled cable for new personal computers, and performed routine maintenance on building and equipment. The major repair item for September was the replacement of springs on bookmobile 549.

The Children's Division has an excellent doll house display, courtesy of Marnie Elliott. Katie Gross indicates that this display; "has been such fun. A number of older people have come in to see it and the kids' responses have been delightful." My nine year old son was thoroughly enchanted by it and has commented more than once about it.

The Children's Division recorded an attendance of 245 for eight lapsits and there were thirteen group visits with a total attendance of 177.

## **City Librarian's Report**

**October 17, 1996**

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Staff continue to be concerned about Lois Carter and our prayers go out to her and her family. During the month, a staff nurse from Springfield Memorial Hospital came and talked with two staff groups about burns and their treatments, as well as Lois and her condition.

Sunday hour service resumed on October 6th. The first fall Sunday saw 367 users and there were 524 items checked out from the collection.

In last month's report, I indicated that on September 12th the library staff should receive e-mail addresses. Due to the Decaturnet name not yet being registered with the Internet, this has not yet been accomplished. Neither has the library's web page. However, if you access <http://www.millikin.edu> you will be able to access the library's web page, as well as pages for the Decatur School District #61 and the United Way of Decatur and Macon County. Public access to the Internet at the library will start on Wednesday, October 16th.

**STATISTICAL REPORT**  
**September 1996**

TECHNICAL SERVICES

New book volumes added: 1,304  
New book titles added: 727  
AV titles added: 151  
Volumes withdrawn: 1,101  
Books mended: 1,069

PERSONNEL ACTIVITY:

9/19 Ken Banning promoted to Bookmobile Clerk Driver  
9/19 Lee Wiley transferred to Library Driver (1/2 time)  
10/3 Kathy Watts promoted to Library Clerk II  
10/3 Jim Kupish promoted to Senior Building Custodian

CURRENT VACANCIES: Library Clerk I, Building Custodian (1/2 time),  
Library Clerk Typist (1/2 time)

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 475 main + 328 extension = 803 total

PROFESSIONAL ASSISTS: this 12 months to date: 69,205  
last 12 months to date: 71,434

PATRONS IN THE BUILDING: this 12 months to date: 363,159  
last 12 months to date: 332,896

VOLUMES PURCHASED: this 12 months to date: 21,207  
last 12 months to date: 15,719

VOLUNTEERS: 34 volunteers worked 203 hours



DECATUR PUBLIC LIBRARY

Revised Monthly Circulation Statistics

September 1996

Location	September 1996	September 1995	% Change
CENTRAL LIBRARY, PRINT			
Adult	22,167	22,921	-3.3
Young Adult	996	1,242	-19.8
Children's	11,570	11,244	2.9
TOTAL	34,733	35,407	-1.9
EXTENSION PRINT			
Bookmobile 547	0	0	--
Bookmobile 548	7,030	8,787	-20.0
Bookmobile 549	2,808	3,410	-17.7
Outreach	1,349	639	111.1
TOTAL	11,187	12,836	-12.9
TOTAL PRINT	45,920	48,243	-4.8
NON-PRINT			
Videocassettes	5,531	5,291	4.5
Audiocassettes	2,528	2,954	-14.4
Recordings	1,783	1,817	-1.9
TOTAL	9,842	10,062	-2.2
Extension Non-print	746	938	-20.5
TOTAL NON-PRINT	10,588	11,000	-3.8
Renewals	679	603	12.6
TOTAL CIRCULATION	57,187	59,846	-4.4

figures were revised because no circulation was counted for 9/25/96.

DECATUR PUBLIC LIBRARY

Revised 12 Month Circulation Statistics

September 1996

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	291,486	293,601	-0.7
Young Adult	15,784	17,863	-11.6
Children's	161,252	172,869	-6.7
TOTAL	468,522	484,333	-3.3
EXTENSION PRINT			
Bookmobile 547	0	48,362	-100.0
Bookmobile 548	87,725	72,722	20.6
Bookmobile 549	33,855	20,804	62.7
Outreach	12,858	10,861	18.4
TOTAL	134,438	152,749	-12.0
TOTAL PRINT	602,960	637,082	-5.4
NON-PRINT			
Videocassettes	74,480	75,864	-1.8
Audiocassettes	35,599	35,685	-0.2
Recordings	24,241	22,023	10.1
TOTAL	134,320	133,572	0.6
Extension Non-print	10,577	12,307	-14.1
TOTAL NON-PRINT	144,897	145,879	-0.7
Renewals	10,575	9,301	13.7
TOTAL CIRCULATION	758,432	792,262	-4.3

figures were revised because no circulation was counted for 9/25/96.

John,

The Lutheran School students

came out last Friday at the morning stop + lined up about 200 strong to sing Happy Birthday to

George. The principal made a speech about his service (20 years) to the school + how important it has been. They gave name cards, flowers, + a balloon. Mr. Roberts. He was very touched.

Special people such as Karen

you are an extra blessing from God. Thank you for providing our library books. You save us a great deal of time + work.

Thanks for helping us make our preschool program a success!

Mt. Calvary Lutheran Preschool  
3 + 4 year old classes,

Barbara Harting and Laurie Berkes

\* Cookies were baked by  
Mt. Calvary Preschool  
Laurie Berkes is ☺

②

100 Merchant Street  
Decatur, Illinois 62523  
217/422-2200  
FAX: 217/422-9307

September 26, 1995

John Moorman  
City Librarian  
Decatur Public Library  
247 East North St.  
Decatur, IL 62523

Dear John:

Thank you for hosting the media session of the Chamber's  
Decatur Leadership Institute 1996.

You are a gracious host, providing the room and a tour. I  
noted that a large number took advantage of the tour.  
Decatur is fortunate to have a man of your caliber  
providing the leadership for our public library.

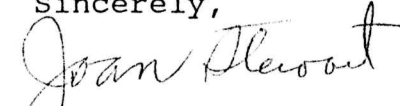
Thank you for your outstanding contributions to the  
Decatur Leadership Institute.

Sincerely,



Bruce Nims, Chair  
DLI 1996

Sincerely,



R. Joan Stewart  
Vice President

Sincerely,



Karin Betzer-Grady, Chair  
Media Session

Sincerely,



Dan Delatte, Chair  
Media Session

Mr. Moser,

Thank you so very much  
for the tour of the library.  
Thank you for your  
patience with us. Also  
please thank your staff in  
assisting two of our students  
with library cards. I  
appreciate all you did for  
us.

Lin Chee  
Andy  
Chen

Kay Antoin  
Patty Bingham  
Barbara Green  
Lana Davis  
Tabernacle Baptist Church

**Personnel, Policy, and Public Relations Committee**  
**October 3, 1996**

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

Library public relations--Sally Tyler: Ms. Tyler reported that the 1995/96 annual reports should be delivered tomorrow. As far as public relations, she said that she has been sending out something every week, with varying success.

Bloodborne pathogen policy: Mr. Moorman reported that our draft proposal is modified from the city policy. This needs to be reviewed by Mr. Booth. A modified program will be developed for the public service staff later this year or early next year. This will be reviewed next month.

Management salary classification schedule: Mr. Moorman presented a draft proposal to increase the management pay scale across the board and to create a new pay level 6. Mr. Moorman will determine what other libraries and the city of Decatur have done with their ranges the past three years. It was also requested that the positions with more than one description be broken down individually. This will be reviewed next month.

Meeting room policy: A revised meeting room policy was reviewed. This will be recommended for approval at the Board meeting.

Discussion of the purchase of real property: Mrs. Moss made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Mrs. Moore and unanimously carried on roll call vote. The Board went into closed session at 5:35 p.m. The meeting was re-convened at 5:50 p.m.

Discussion relating to the hiring for a specific position, namely Head of the Adult Division: Mr. Moorman prepared a draft job description for Assistant City Librarian/Head of Adult Division. Computer skills, management skills, and people skills will be emphasized. All division heads will continue to report to the City Librarian. This proposal will be recommended for approval at the Board meeting.

Discussion relating to the hiring for a specific position, namely Library Clerk-Typist: One half-time Library Clerk-Typist in the administration office recently transferred to the extension division. In discussing the needs of the office, it was determined that the current Library Administrative Secretary primarily performs work at an Administrative Assistant level. Mr. Moorman needs a secretary to handle his secretarial needs. Job descriptions will be prepared for a Secretary and an Administrative Assistant and this will be discussed at the next committee meeting.

Other business: Mr. Moorman reported that he has been nominated to run for an at-large seat in next spring's American Library Association election. If elected, he will continue to attend both the mid-winter and annual meetings of the Association with no additional demands on his time.

The December Board meeting is scheduled for the 19th of the month. Since this is so late with the holidays, it was suggested that the meeting be changed to the second Thursday of the month to accommodate holiday plans. This will be discussed at the Board meeting.

There was no further business. The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

## DECATUR PUBLIC LIBRARY

### STATEMENT OF POLICY FOR USE OF MEETING ROOMS

1. The meeting rooms of the Decatur Public Library may be used by organizations engaged in religious, charitable, scientific, literary or educational activities.
2. Meetings must be open to the public. No admission fee may be charged to attend the meeting. There shall be no solicitation for donations at the meeting.
3. Requests for use of a meeting room must be made not less than one week nor more than one year prior to the meeting date. The request should be submitted on the form provided by the Library. Meeting space can be booked tentatively by phone, but the completed application and payment must be received within three (3) working days.
4. The meeting rooms are available during the day when the Library is open and in the evening from 5:00 p.m. to 8:45 p.m. The charge is \$10 for each two hour period or fraction thereof for a meeting room and \$15 for each two hour period or fraction thereof for the auditorium. The fee must be paid at the time the application is made.
5. No organization shall make use of Library meeting rooms more often than twelve (12) times per calendar year.
6. The consumption of alcoholic beverages and smoking are prohibited in any part of the Library, including the meeting rooms.
7. Meeting rooms do not have kitchen facilities. If food or beverages are served, the organization using the room is responsible for clean-up.
8. The Library is not responsible for personal belongings left in the meeting rooms.
9. Parking facilities are available at the Civic Center or the North Street City Parking Garage.
10. An organization not abiding by the regulations and policies governing the use of meeting rooms may lose their privilege of use in the future.



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DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
9/19/96	DOWNTOWN DECATUR COUNCIL	160.00	96662	9/19/96	PROFESSIONAL MEMBERSHIP FEES
9/19/96	DMTECH-DIRECTORY DISTRIBUTION	68.65	96664	9/19/96	BOOKS AND PERIODICALS
9/19/96	IBM BOOKSTORE	369.35	96671	9/19/96	SERV-OFFICE EQUIP
9/19/96	LASER PRINTER WORKS	299.35	96673	9/19/96	OFFICE SUPPLIES
9/19/96	OPC, INC	320.00	96679	9/19/96	SERV-OFFICE EQUIP
9/19/96	PARKLAND LABORATORIES LTD	850.00	96681	9/19/96	OTHER PROFESSIONAL SERVICES
9/19/96	SIRS, INC-THE KNOWLEDGE SOURCE	350.00	96683	9/19/96	BOOKS AND PERIODICALS
9/19/96	TREAS-CENTRAL GARAGE FD	101.04	96688	9/19/96	GASOLINE
9/19/96	WALTERS, MARSHA	27.26	96690	9/19/96	CONFERENCES AND OTHER TRAVEL
9/24/96	TREAS-PETTY CASH	10.00	96740	9/24/96	TRAINING SCHOOL
9/24/96	TREAS-PETTY CASH	48.75	96740	9/24/96	CONFERENCES AND OTHER TRAVEL
9/24/96	TREAS-PETTY CASH	5.00	96740	9/24/96	OTHER PROFESSIONAL SERVICES
9/24/96	TREAS-PETTY CASH	31.12	96740	9/24/96	MATERIAL-BLOGS
9/26/96	A B DICK PRODUCTS	22.61	96765	9/26/96	BOOKS AND PERIODICALS
9/26/96	COMPUTER CENTER, INC	48.92	96765	9/26/96	SERV-OFFICE EQUIP
9/26/96	GEAC COMPUTERS, INC	240.00	96769	9/26/96	SMALL CAPITAL ITEMS
9/26/96	LACO ELECTRONICS, INC	4,360.44	96773	9/26/96	RENTAL-D P EQUIPMENT
9/26/96	NEWMAN-ULLMAN	92.50	96775	9/26/96	MATERIAL-BLOGS
9/26/96	ROLLING PRAIRIE LIBRARIES	109.95	96780	9/26/96	OFFICE SUPPLIES
9/17/96	ASSOCIATED OFFICE FURNISHINGS	32.28	96809	9/30/96	TELEPHONE
9/17/96	AMBLESTOE EDUCATIONAL PRESS	116.70	96809	9/30/96	OFFICE SUPPLIES
9/17/96	AMERICAN LIBRARY ASSOC	19.95	96817	9/30/96	BOOKS AND PERIODICALS
9/24/96	A B DICK PRODUCTS	34.80	96817	9/30/96	BOOKS AND PERIODICALS
9/24/96	A B DICK PRODUCTS	34.58	96818	9/30/96	POSTAGE
9/24/96	A B DICK PRODUCTS	103.68	96818	9/30/96	POSTAGE SUPPLIES
9/30/96	AMERITECH	81.39	96819	9/30/96	TELEPHONE
9/27/96	BAKER & TAYLOR CO	492.21	96823	9/30/96	BOOKS AND PERIODICALS
9/24/96	BAKER & TAYLOR CO	2,595.62	96824	9/30/96	BOOKS AND PERIODICALS
9/24/96	BAKER & TAYLOR CO	1,479.87	96825	9/30/96	BOOKS AND PERIODICALS
9/24/96	BAKER & TAYLOR CO	947.60	96827	9/30/96	BOOKS AND PERIODICALS
9/30/96	BAKER & TAYLOR CO	1,360.71	96827	9/30/96	BOOKS AND PERIODICALS
9/30/96	BAKER & TAYLOR CO	74.11	96828	9/30/96	BOOKS AND PERIODICALS
9/30/96	BAKER & TAYLOR ENTERTAINMENT	1,385.19	96835	9/30/96	BOOKS AND PERIODICALS
9/10/96	BOOKS IN MOTION	23.48	96838	9/30/96	BOOKS AND PERIODICALS
9/17/96	COMPUTER CENTER	88.00	96845	9/30/96	COMPUTER SOFTWARE EXPENSE
9/24/96	COMPUTER CENTER	998.00	96845	9/30/96	OFFICE MACHINERY AND EQUIPMENT
9/26/96	CAPITAL CITY PAPER CO	97.91	96848	9/30/96	OFFICE SUPPLIES
9/30/96	COMPACT DISC SOURCE	52.75	96859	9/30/96	BOOKS AND PERIODICALS
9/30/96	COMPUTYPE, INC	1,006.78	96862	9/30/96	PRINTING AND BINDING
9/30/96	CARR, GERALD	135.00	96864	9/30/96	OTHER PROFESSIONAL SERVICES
9/24/96	CHIVERS-NORTH AMERICA, INC	37.50	96865	9/30/96	BOOKS AND PERIODICALS
9/24/96	CONSOLIDATED COMMUNICATIONS	135.76	96866	9/30/96	TELEPHONE
9/24/96	CDW COMPUTER CENTERS, INC	36.21	96870	9/30/96	BOOKS AND PERIODICALS
9/24/96	EMBURY LTD.	17.00	96888	9/30/96	POSTAGE
9/24/96	EMBURY LTD.	247.00	96888	9/30/96	OFFICE SUPPLIES
9/30/96	FULLETT LIBRARY RESOURCES	112.37	96894	9/30/96	BOOKS AND PERIODICALS
9/25/96	GAYLORD BROS	81.33	96897	9/30/96	POSTAGE
9/25/96	GAYLORD BROS	296.67	96897	9/30/96	OFFICE SUPPLIES
9/25/96	GAYLORD BROS	304.85	96897	9/30/96	SMALL CAPITAL ITEMS
9/20/96	GEORGE ALARM CO., INC.	342.95	96899	9/30/96	SERV-BUILDINGS
9/24/96	HOTHO & COMPANY	1,269.15	96904	9/30/96	BOOKS AND PERIODICALS
9/30/96	H W WILSON CO	28.00	96907	9/30/96	MAG/PAPER-S-MAIN REFERENCE
9/24/96	HOUGHEN BINDERY LTD	544.50	96908	9/30/96	PRINTING AND BINDING
9/26/96	AMERITECH	826.21	96910	9/30/96	TELEPHONE
9/27/96	POWER COMPANY	84.14	96911	9/30/96	TELEPHONE
9/30/96	ILLINOIS POWER COMPANY	6,509.08	96912	9/30/96	ELECTRICITY
9/24/96	INFORMATION REFERENCE GROUP	43.73	96918	9/30/96	GAS
9/25/96	IL STATE LIBRARY	128.25	96919	9/30/96	BOOKS AND PERIODICALS
9/25/96	IL STATE LIBRARY	196.88	96919	9/30/96	PRINTING AND BINDING
9/25/96	IL STATE LIBRARY	50.00	96919	9/30/96	TELEPHONE
9/25/96	IL STATE LIBRARY	22.50	96919	9/30/96	POSTAGE
9/24/96	JAN SAN SUPPLY CO., INC.	1,933.43	96919	9/30/96	RENTAL-EQUIPMENT
9/17/96	JUST OUR SIZE VIDEOS	44.10	96925	9/30/96	JANITORIAL SUPPLIES
9/30/96	MICROTEK	44.85	96925	9/30/96	BOOKS AND PERIODICALS
		900.00	96948	9/30/96	SERV-OFFICE EQUIP

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND

DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 9/30/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
9/26/96	MANPOWER	2,145.53	96954	9/30/96	TEMP PERSONNEL SERVICES
9/26/96	NORRELL SERVICES, INC.	392.62	96960	9/30/96	TEMP PERSONNEL SERVICES
9/24/96	NEW VIDEO	113.35	96961	9/30/96	BOOKS AND PERIODICALS
9/17/96	OAK STREET PRESS	37.95	96963	9/30/96	BOOKS AND PERIODICALS
9/24/96	RECORDED BOOKS, INC.	249.40	96983	9/30/96	BOOKS AND PERIODICALS
9/30/96	REFERENCE SERVICE PRESS	223.90	96988	9/30/96	BOOKS AND PERIODICALS
9/30/96	RIGSBY, PAUL	135.00	96989	9/30/96	OTHER PROFESSIONAL SERVICES
9/30/96	RAVER, DOUGLAS	135.00	96990	9/30/96	OTHER PROFESSIONAL SERVICES
9/19/96	SCHUERMAN LOCK AND KEY, INC	904.00	96994	9/30/96	MATERIAL-BLDGS
9/30/96	SLEETH, ALAN	132.00	97012	9/30/96	OTHER PROFESSIONAL SERVICES
9/30/96	STEIL, RICHARD G	135.00	97013	9/30/96	OTHER PROFESSIONAL SERVICES
9/26/96	UNISOURCE	168.52	97036	9/30/96	OFFICE SUPPLIES
9/17/96	WEST PUBLISHING COMPANY	365.75	97043	9/30/96	BOOKS AND PERIODICALS
9/17/96	WOODBINE HOUSE	19.78	97051	9/30/96	BOOKS AND PERIODICALS
9/17/96	WHEELER PUBLISHING INC.	56.68	97053	9/30/96	BOOKS AND PERIODICALS
9/17/96	WEBBER MARKETING CO	49.95	97055	9/30/96	BOOKS AND PERIODICALS
9/17/96	WEST CIRCLE BOOKS	519.01	97056	9/30/96	BOOKS AND PERIODICALS
9/30/96	WHITE BUFFALO PRESS	91.50	97057	9/30/96	BOOKS AND PERIODICALS
9/17/96	ZBS FOUNDATION	78.05	97059	9/30/96	BOOKS AND PERIODICALS
TOTAL		146,464.47			

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND

PUBLIC LIBRARY-TRUSTS

FOR PERIOD ENDING 9/30/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
9/11/96	BAKER & TAYLOR CO	26.25	96474	9/16/96	EXPENDITURES
9/11/96	BAKER & TAYLOR CO	42.50	96475	9/16/96	EXPENDITURES
9/16/96	BAKER & TAYLOR CO	15.75	96476	9/16/96	EXPENDITURES
9/24/96	BAKER & TAYLOR CO	18.00	96824	9/30/96	EXPENDITURES
9/24/96	BAKER & TAYLOR CO	20.93	96825	9/30/96	EXPENDITURES
9/24/96	BAKER & TAYLOR CO	22.63	96826	9/30/96	EXPENDITURES
9/30/96	BAKER & TAYLOR CO	1,185.11	96828	9/30/96	EXPENDITURES
TOTAL		1,333.97			

DECATUR PUBLIC LIBRARY

PERIOD ENDING 09/30/96

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND-BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	338,100.32	310,409.00	27,691.32	108
TOTAL		.00	202,570.00	338,100.32	310,409.00	27,691.32	108
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	945,655.83	1,208,951.97	2,269,574.00	1,060,622.03	53
TOTAL		.00	945,655.83	1,208,951.97	2,269,574.00	1,060,622.03	53
INTER-GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	59.33	68,750.00	63,577.40	165,000.00	101,422.60	38
30200-107	STATE GRANTS OR OTHER	.00	43,333.33	.00	104,000.00	104,000.00	
TOTAL		59.33	112,083.33	63,577.40	269,000.00	205,422.60	23
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,620.92	30,833.33	30,735.96	74,000.00	43,264.04	41
30500-510	LIBRARY NON-RESIDENT FEES	175.00	625.00	537.50	1,500.00	962.50	35
30500-511	LIBRARY LOST AND DAMAGED BOOKS	497.70	1,666.67	2,509.54	4,000.00	1,490.46	62
30500-514	VERIFAX	.00	729.17	1,390.10	1,750.00	359.90	79
30500-515	RESERVES	688.97	3,541.67	5,483.09	8,500.00	3,016.91	64
TOTAL		6,982.59	37,395.84	40,656.19	89,750.00	49,093.81	45
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	3,202.52	9,583.33	12,358.27	23,000.00	10,641.73	53
TOTAL		3,202.52	9,583.33	12,358.27	23,000.00	10,641.73	53
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	1,041.67	1,105.45	2,500.00	1,394.55	44
30800-899	MISCELLANEOUS INCOME	160.00	2,916.67	6,577.34	7,000.00	422.66	94
TOTAL		160.00	3,958.34	7,682.79	9,500.00	1,817.21	80
FUND TOTAL		10,404.44	1,311,246.67	1,671,326.94	2,971,233.00	1,299,906.06	56

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
090	SALARIES & WAGES	1,422,875	82,063.36	472,330.52	592,864	950,544.48	.00	950,544.48	33.2
092	REGULAR SALARIES	0	3,581.61	19,004.98	0	19,004.98	.00	19,004.98	
094	HOLIDAYS	0	.00	1,475.60	0	1,475.60	.00	1,475.60	
096	OTHER LEAVE WITH PAY	0	8,082.72	21,296.99	0	21,296.99	.00	21,296.99	
098	SICK TIME	0	5,918.63	41,441.24	0	41,441.24	.00	41,441.24	
098	VACATION TIME	0	0	0	0	0	.00	0	
		1,422,875	101,946.32	555,549.33	592,864	867,325.67	.00	867,325.67	39.0
	PERSONAL SERVICES								
101	OVERTIME	8,900	238.25	1,606.70	3,708	7,293.30	.00	7,293.30	18.1
102	TEMPORARY SALARIES	15,000	966.06	6,084.41	6,250	8,915.59	.00	8,915.59	40.6
104	RETIREMENT-IMRF	255,984	18,161.33	98,974.52	106,660	157,009.48	.00	157,009.48	38.7
111	GROUP LIFE-INSURANCE	936	66.24	372.60	390	563.40	.00	563.40	39.8
112	HOSPITAL AND MEDICAL INSURA	115,389	7,977.90	45,615.87	48,078	69,773.13	.00	69,773.13	39.5
113	UNEMPLOYMENT COMPENSATION	6,773	626.18	3,441.60	2,822	3,331.40	.00	3,331.40	50.8
114	WORKERS COMPENSATION	12,144	892.11	4,903.20	5,060	7,240.80	.00	7,240.80	40.4
115	SERVICE RECOGNITION	2,598	250.00	1,513.50	1,082	1,080.50	.00	1,080.50	58.4
		417,724	29,178.07	162,516.40	174,050	255,207.60	.00	255,207.60	38.9
	CONTRACTUAL SERVICES								
201	ADVERTISING AND BINDING	250	1,718.16	33.80	104	216.20	.00	216.20	13.5
202	PRINTING	14,000	350.96	4,658.85	5,833	9,341.15	599.00	8,742.15	26.5
210	SERV-BUILDINGS	10,000	0	2,581.98	4,166	7,418.02	64.00	7,354.02	26.5
211	SERV-AUTO EQUIPMENT	1,500	5.00	1,395.63	82	60.90	.00	60.90	130.0
212	SERV-OFFICE EQUIP	10,000	1,636.27	7,032.18	625	114.37	.00	114.37	92.4
230	MIS-SERVICES	25,365	2,113.75	10,568.75	4,166	2,967.82	128.00	2,839.82	41.7
231	ELECTRICITY	65,000	6,509.08	23,181.09	10,568	14,756.25	.00	14,756.25	41.7
232	GAS	13,500	43.73	2,740.86	27,083	41,818.91	.00	41,818.91	35.7
233	TELEPHONE	26,000	2,531.05	7,305.18	5,625	10,759.14	.00	10,759.14	20.3
234	WATER	1,250	.00	229.28	10,833	18,694.82	.00	18,694.82	28.1
238	AUDITING SERVICES	1,500	.00	1,020.72	520	1,020.72	.00	1,020.72	18.3
302	TRAINING SCHOOL	4,000	10.00	1,075.70	625	1,500.00	.00	1,500.00	41.1
303	CONFERENCES AND OTHER TRAVE	6,000	350.23	2,585.33	1,966	2,974.30	.00	2,974.30	26.9
345	POSTAGE	12,500	1,205.84	6,309.04	2,500	3,314.67	.00	3,314.67	44.8
347	COMPUTER SOFTWARE EXPENSE	3,000	88.00	2,127.00	3,208	6,190.96	.00	6,190.96	50.5
271	PERSONNEL SERVICES	25,000	2,684.41	20,745.72	10,416	4,254.28	235.00	4,019.28	78.7
272	TUITION REIMBURSEMENT	3,000	.00	1,300.00	1,250	1,700.00	.00	1,700.00	83.0
273	TRAVEL EXPENSE FOR INTERVIE	1,000	.00	.00	1,250	1,000.00	.00	1,000.00	43.3
280	OTHER PROFESSIONAL SERVICES	70,000	8,439.00	22,359.96	416	47,640.04	.00	47,640.04	31.9
284	PROFESSIONAL MEMBERSHIP FEE	2,000	190.00	355.00	1,083	2,265.00	.00	2,265.00	13.7
286	RENTAL-D.P EQUIPMENT	20,000	4,360.44	13,012.11	8,333	8,987.89	.00	8,987.89	65.1
289	RENTAL-EQUIPMENT	31,000	1,933.43	15,528.89	12,916	15,771.11	.00	15,771.11	49.1
		346,665	34,169.35	145,176.35	144,435	201,488.65	1,026.00	200,462.65	42.2
	COMMODITIES								
310	GASOLINE	2,000	101.04	568.86	833	1,431.14	.00	1,431.14	28.4
312	JANITORIAL SUPPLIES	3,500	204.10	1,026.63	1,458	2,473.37	.00	2,473.37	29.3
320	MATERIAL-BLDGS	10,000	365.64	3,568.36	4,166	6,633.64	.00	6,633.64	33.7
327	MATERIAL TO MAINT AUTO EQUI	500	5.47	823.73	208	323.73	.00	323.73	164.7
345	OFFICE SUPPLIES	31,000	1,487.43	12,132.75	12,916	18,867.25	1,442.48	17,424.77	43.8
357	EMPLOYEE RECOGNITION SUPPLI	200	.00	127.21	83	72.79	.00	72.79	63.6
		47,200	2,163.68	18,045.54	19,664	29,154.46	1,442.48	27,711.98	41.3
	OTHER CHARGES								
400	CONTINGENCIES	14,635	100.00	500.00	6,097	14,635.00	.00	14,635.00	41.7
415	TRANSFER TO GENERAL FUND	1,200	.00	.00	500	700.00	.00	700.00	.0



PERIOD ENDING 09/30/96

LIBRARY CAPITAL

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	115,604.17	393,976.42	277,450.00	116,526.42	142
	TOTAL	.00	115,604.17	393,976.42	277,450.00	116,526.42	142
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,810.61	4,166.67	8,655.83	10,000.00	1,344.17	86
	TOTAL	1,810.61	4,166.67	8,655.83	10,000.00	1,344.17	86
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	.00	5,106.62	.00	5,106.62	
	TOTAL	.00	.00	5,106.62	.00	5,106.62	
	FUND TOTAL	1,810.61	119,770.84	407,738.87	287,450.00	120,288.87	141

40000 LIBRARY CAPITAL EXPENDITURES

FUND 21 LIBRARY CAPITAL

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	.00	4,166	10,000.00	.00	10,000.00	
280	OTHER PROFESSIONAL SERVICES	50,000	.00	.00	20,833	50,000.00	.00	50,000.00	
	TOTAL	60,000	.00	.00	24,999	60,000.00	.00	60,000.00	
OTHER CHARGES									
CAPITAL OUTLAY									
502	BUILDINGS	100,000	.00	.00	41,666	100,000.00	.00	100,000.00	
515	OFFICE MACHINERY AND EQUIPM	50,000	.00	.00	20,833	50,000.00	.00	50,000.00	
	TOTAL	150,000	.00	.00	62,499	150,000.00	.00	150,000.00	
	** DIVISION TOTAL **	210,000	.00	.00	87,498	210,000.00	.00	210,000.00	

PUBLIC LIBRARY-TRUSTS

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
<b>FUND BALANCE</b>							
30001-921	BEG FUND BAL-CANTONI	.00	115,293.00	119,778.38	116,598.00	3,180.38-	102
30001-922	BEG FUND BAL-BRECKENRIDGE	.00	109,646.00	881.24	.00	881.24-	
30001-923	BEG FUND BAL-BRIDGES	.00	2,615.00	819.29	.00	819.29-	
	<b>TOTAL</b>	.00	227,554.00	121,478.91	116,598.00	4,880.91-	104
<b>INVESTMENT INCOME</b>							
30700-103	DPL INTEREST-CANTONI TRUST	542.95	2,916.67	2,612.98	7,000.00	4,387.02	37
30700-104	DPL INTEREST-BRECKENRIDGE	.77	.00	9.68	.00	9.68-	
30700-105	DISTRIBUTION FR BRIDGES TRUST	3.72	333.33	17.89	800.00	782.11	2
	<b>TOTAL</b>	547.44	3,250.00	2,640.55	7,800.00	5,159.45	33
	<b>FUND TOTAL</b>	547.44	230,804.00	124,119.46	124,398.00	278.54	99



OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES								
900	EXPENDITURES	6,000	1,341.77	1,465.68	2,500	4,534.32	212.00	4,322.32	28.0
		6,000	1,341.77	1,465.68	2,500	4,534.32	212.00	4,322.32	28.0
	** DIVISION TOTAL **	6,000	1,341.77	1,465.68	2,500	4,534.32	212.00	4,322.32	28.0

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

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES								
900	EXPENDITURES	800	.00	.00	333	800.00	.00	800.00	
		800	.00	.00	333	800.00	.00	800.00	
	** DIVISION TOTAL **	800	.00	.00	333	800.00	.00	800.00	

**Finance and Properties Committee**  
**October 1, 1996**

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

Report on library air quality: Mr. Moorman reported that Parkland Laboratories, Ltd. tested the air quality in the library and determined that it is well within standards. The vents will be cleaned by the building division staff in the next few months.

1997/98 levy request proposal: Mr. Moorman's initial draft was reviewed. The committee asked for breakdowns on the following for the next meeting: equipment, the 280 line item, Internet, salaries, and the 800s.

Other business: The need to review the Long Range Plan was discussed.

The need for an equipment reserve fund was also discussed. Mr. Moorman will check with Beth Couter and see if another fund can be established.

The Phase I environmental study on the Sears building was discussed. Mr. Moorman asked Bruce McNabb, an engineer and Director of Public Works for the city, to review the report. He did not see any problems. Mr. Moorman recommended that the architectural feasibility study of Sears by PSA previously approved by the Board be started. Mr. Moorman reported that the library has a right of first refusal on the Sears building through May, 1997.

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

Respectfully submitted,

John A. Moorman, City Librarian

## Chapter III      Personnel

### Introduction

A good public library has at its heart a qualified staff who are paid competitive salaries. The staff are well trained through an on-going program of staff development which includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. The staff have a thorough understanding of all library policies and are able to interpret those policies to library patrons.

The public library has access to the services of a qualified librarian. As first noted in Core Standard 7, " for the purposes of this document, a qualified librarian is one who holds an MLS from an ALA accredited program."

For 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

- Core 1.            The library provides uniformly gracious and friendly service to all users.
  
- Core 3.            The library is in compliance with all other state laws that affect library operations including but not limited to, the **Illinois Accessibility Code** [ 71 Illinois Administrative Code 400 et seq.], the **Open Meetings Act** [5 ILCS 120/1], the **Freedom of Information Act** [5 ILCS 140/1 et seq.], the **State Records Act** [5 ILCS 160/1 et seq.], the **Library Records Confidentiality Act** [75 ILCS 70/1] and the **Drug Free Workplace Act** [30 ILCS 505/3].
  
- Core 4.            The library is in compliance with all federal laws that affect library operations including but not limited to the **Americans with Disabilities Act** [Public Law 101-336], the **Fair Labor Standards Act** [29 USC Ch 8] and the **Bloodborne Pathogen Standard** [29 CFR Part 1910].
  
- Core 7.            The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. [75 ILCS 5/4 -7] or [75 ILCS 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS from an ALA accredited program.

- Core 12. The library has a board-approved mission statement, long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois Statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (this is part of the library's collection management policy), and the use of library materials and facilities. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60]). All library policies are in compliance with state and federal laws.
- Core 16. The library adopts and adheres to the principles set forth in the **American Library Association's Bill of Rights** and other ALA intellectual freedom statements and interpretations. **See Appendices 2.4 - 2.6 for ALA Bill of Rights and other ALA intellectual freedom statements.**
- Core 18. The library adopts and adheres to the **ALA Statement on Professional Ethics**. **See Appendix 2.7 for ALA Statement on Professional Ethics.**
- Core 19. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 24. The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public include a minimum of two evenings (Total of 6 hours after 5:00 PM) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.

### **Supplemental Standards**

1. In order to insure that library staff have 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 3.1 for topics recommended for consideration in a personnel policy.**
2. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. Staff have access to these documents.
3. Personnel policy, job descriptions, and hiring practices are in compliance with the EEO guidelines and the requirements of the **Americans with Disabilities Act**.

4. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range plan, and provide adequate staff to offer all basic services during all the hours that the library is open. Basic services include circulation and reference. If adult and children's reference and/or reader's advisory services are offered from two service points this practice continues during all library hours.
5. **See Appendix 3.2 for a table of recommended staffing levels.** There are many factors that can affect staffing levels. The layout of the building; the number of staffed public service stations -- Young Adult, AV, Computer Room, Genealogy and Local History; in-house as opposed to municipally- handled payroll and other financial matters; and in-house as opposed to municipally-provided building and/or grounds maintenance are examples of some of these factors.
6. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60% of the total operating budget. Salaries plus fringe benefits (FICA, Pension and Health Insurance) account for up to 70%.

The library compensates entry level qualified librarians with a salary that meets the current recommendation of the Illinois Library Association or at the same rate received by an entry level public school teacher with a masters degree, adjusted to reflect a twelve month work year.

Example: Salary of entry level public school teacher with masters degree is \$28,000. Divide this amount by 10 and multiply the result by 12.  $\$28,000./10 = 2,800. * 12 = \$33,600.$

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.

7. The library gives each new employee a thorough orientation which introduces the employee to the mission statement, philosophy, goals, and services of the library as well as the particular responsibilities of the new employee's job.
8. The library has a performance appraisal system in place that provides staff with an evaluation of current performance and guidance in improving or developing new skills.

9. 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, state, regional, and national conferences; participation in relevant courses, workshops, seminars, and inservice training; and attendance at local, system, 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.
10. The library provides funding to train staff in the use and maintenance of new technology and equipment.
11. The library provides library journals and other professional literature for the staff.
12. 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
- Illinois Human Rights Act
- Americans with Disabilities Act
- EEOC Guidelines on Discrimination
- Illinois Collective Bargaining Bill
- OSHA Regulations
- Family Medical Leave Act