

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

June 20, 1996 4:30 p.m.

- I. Call to Order - John Stengel, President
- II. Approval of Minutes
  - A. Annual Meeting of May 23, 1996
  - B. Regular Meeting of May 23, 1996
- III. Communication from the Public
- IV. City Librarian's Report
  - A. Report from John Moorman
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    - 1. Meeting of June 3, 1996
  - B. Finance and Properties Committee
    - 1. Approval of Bills for May 1996
    - 2. No Meeting
  - C. Rolling Prairie Library System
    - 1. Report on June RPLS Board Meeting
  - D. Friends of the Library
    - 1. No Meeting
  - E. Foundation
    - 1. Meeting of May 29, 1996
- VI. Avenues to Excellence II
  - A. Chapters VI - X
- VII. Old Business
  - A. Discussion of the purchase of real property--  
CLOSED EXECUTIVE SESSION
- VIII. New Business
  - A. FY97 Per Capita Grant Application
  - B. Ordinance Adopting Illinois Prevailing Wage Rates
- IX. Adjournment

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**May 23, 1996**

**I. CALL TO ORDER**

The meeting was called to order at 4:55 p.m. by John Stengel, President. Members present: Mr. Stengel, Janice Lambert, Shirley Moore, Judi Moss, David Pritts, and Ellen Spycher. Absent: Mary Lee and Stanley Sitton. Staff present: John Moorman and Linda Humphreys. Others present: Julie McNamara, Nims & Associates.

**II. APPROVAL OF MINUTES**

The minutes of the meeting of April 18, 1996 were approved as mailed.

**III. COMMUNICATIONS FROM THE PUBLIC**

No one from the public addressed the Board.

**IV. CITY LIBRARIAN'S REPORT**

The City Librarian's report was previously mailed.

Julie McNamara, Nims and Associates, was introduced. She told the Board about her background and what she is doing with library computers.

The committee appointed by the Mayor has met once and is scheduled to meet again May 31.

Harristown officials are still interested in Decatur Public Library service.

**V. REPORTS OF COMMITTEES**

**Personnel, Policy, and Public Relations Committee:** The committee met May 6, 1996. Mrs. Spycher made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Mr. Pritts and unanimously carried on roll call vote. The Board went into closed session at 5:10 p.m. The meeting was re-convened at 5:42 p.m.

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

**Rolling Prairie:** No report.

**Friends of the Library:** No report.

**Foundation:** The Board is scheduled to meet May 29, 1996.

**VI. OLD BUSINESS**

There was no old business.

**VII. NEW BUSINESS**

Mrs. Lambert asked that compliments be relayed to Dayle Merideth for excellent reference service she provided to Mrs. Lambert's family on a recent project.

**VIII. ADJOURNMENT**

Mr. Stengel adjourned the meeting at 5:50 p.m.

Respectfully submitted,

*Judi Moss*

Judi Moss, Secretary  
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
May 23, 1996  
ANNUAL MEETING

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by John Stengel, President. Members present: Mr. Stengel, Janice Lambert, Shirley Moore, Judi Moss, David Pritts, and Ellen Spycher. Absent: Mary Lee and Stanley Sitton. Staff present: John Moorman and Linda Humphreys. Others present: Julie McNamara, Nims & Associates.

II. ANNUAL REPORT TO THE ILLINOIS STATE LIBRARY

The annual report to the Illinois State Library was reviewed. Mr. Pritts made a motion to approve and submit the report as written. The motion was seconded by Mrs. Moss and unanimously carried.

III. ANNUAL REPORT OF THE CITY LIBRARIAN

The annual report of the City Librarian was reviewed. Mrs. Moore made a motion to approve and submit the report as written. The motion was seconded by Mrs. Moss and unanimously carried.

IV. ANNUAL REPORT TO THE CITY COUNCIL

The annual report to the City Council was reviewed. Mrs. Lambert made a motion to approve and submit the report as written. The motion was seconded by Mr. Pritts and unanimously carried.

V. NOMINATION OF OFFICERS FOR 1996/97

Mr. Stengel reported that he and Mr. Sitton proposed the following slate of officers for 1996/97: Mrs. Moore, President; Mrs. Spycher, Vice-President; and Mrs. Moss, Secretary. Mrs. Lambert made a motion to close the nominations. The motion was seconded by Mr. Pritts and unanimously carried. Mrs. Lambert made a motion to approve the proposed slate of officers. The motion was seconded by Mr. Pritts and unanimously carried. The new officers will assume their positions effective July 1, 1996.

VI. ADJOURNMENT

Mr. Stengel adjourned the annual meeting at 4:55 p.m.

Respectfully submitted,

*Judi Moss*

Judi Moss, Secretary  
Decatur Public Library Board of Trustees

## **City Librarian's Report**

**For the June 20, 1996 Meeting**

**of the**

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

The report by Blank, Wesselink, Cook and Associates of Decatur on their engineering study of city garage c as a possible library site is a part of this month's board packet. I will have further comments on the report at the board meeting.

The committee to study library cooperation and a new library facility, formed at the request of Mayor Terry Howley, has completed their work. I am working on the final draft of their report and will be scheduling a date when the committee may meet with Mayor Howley to deliver their report. I anticipate that this meeting will be prior to July 1st.

The library now has internet access though Decaturnet. The hook-up was made last week, after much effort by Julie McNamara and Millikin staff. I am working with Division Heads on staff use of the internet and preparing for providing public access internet by the end of September. A first step in this direction is the Internet Use Policy Statement which is up for board consideration this month.

Decaturnet is an outgrowth of the grant received by Millikin University to provide internet access to local libraries and other agencies. Its purpose is to: "build a better community by fostering the development of high quality community-based information, sharing a sustainable community-based electronic network and providing a gateway to world-wide information resources." In the past month, I have chaired the policy committee of Decaturnet and have worked on by-laws, policy statements and the group's incorporation. I am currently serving on the nominating committee which will present a slate for the board of directors at its first annual meeting on June 27th.

The library's summer reading program is off to a great start. As of June 12th 1,302 individuals had enrolled in the program at the main library and over 200 at the two bookmobiles. Many of these individuals had already made at least one trip back to record reading progress. Katie Gross and her staff have worked hard in preparing this summer's program.

**City Librarian's Report**

**June 20, 1996**

**Page 2**

Condolences go out to the families of Kathy Watts on the death of her father; John Watts, Grace Veach on the death of her father; Rev. Edward Freymiller, and Ellen Spycher on the death of her brother-in-law.

During the Month of May 1996, 37 volunteers gave 255 hours of service to the library.

Thanks go out to the following volunteers who are assisting with the main library children's summer reading program: Lois Durlinger, Marian Woyna, Paula Cordts, Kathy Pepper, Jeannette Baer, Louise Bradbury, Pat Williams, Lou Snellson, Megan Mandernach and Judy Chao. Without their assistance, the library would not be able to provide the quality program it does.

The Secretary of State's regional library service planning panels are beginning their work. Serving on the local panel are Beth Kent and Karen Anderson from the staff and Janice Lambert from the library board. Beth Couter, City Finance Director also serves on the panel. They are looking at local areas unserved by public libraries and will be making recommendations to the Secretary of State as to how these areas might receive public library service.

As of June 12, 1996, 10.2% of the fiscal year had been completed. Library expenditures and encumbrances stood at 11.8% of budget.

DECATUR PUBLIC LIBRARY  
Monthly Circulation Statistics

May 1996

Location	May 1996	May 1995	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Adult	23,164	23,481	-1.4
Young Adult	1,342	1,334	0.6
Children's	11,419	12,010	-4.9
TOTAL	35,925	36,825	-2.4
<b>EXTENSION PRINT</b>			
Bookmobile 547	0	5,933	-100.0
Bookmobile 548	6,813	4,353	56.5
Bookmobile 549	2,539	1,378	84.3
Outreach	919	230	299.6
TOTAL	10,271	11,894	-13.7
TOTAL PRINT	46,196	48,719	-5.2
<b>NON-PRINT</b>			
Videocassettes	5,872	5,915	-0.7
Audiocassettes	2,649	3,057	-13.4
Recordings	1,934	1,963	-1.5
TOTAL	10,455	10,935	-4.4
Extension Non-print	907	1,067	-15.0
TOTAL NON-PRINT	11,362	12,002	-5.3
Renewals	772	722	6.9
TOTAL CIRCULATION	58,330	61,443	-5.1

DECATUR PUBLIC LIBRARY  
12 Month Circulation Statistics

May 1996

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	294,743	296,737	-0.7
Young Adult	17,061	18,910	-9.8
Children's	169,341	178,084	-4.9
TOTAL	481,145	493,731	-2.6
EXTENSION PRINT			
Bookmobile 547	0	71,779	-100.0
Bookmobile 548	93,969	63,700	47.5
Bookmobile 549	34,091	10,750	217.1
Outreach	11,425	16,425	-30.4
TOTAL	139,485	162,654	-14.2
TOTAL PRINT	620,630	656,385	-5.5
NON-PRINT			
Videocassettes	74,302	75,644	-1.8
Audiocassettes	36,080	32,123	12.3
Recordings	23,238	21,764	6.8
TOTAL	133,620	129,531	3.2
Extension Non-print	11,325	12,576	-10.0
TOTAL NON-PRINT	144,945	142,107	2.0
Renewals	10,761	7,714	39.5
TOTAL CIRCULATION	776,336	806,206	-3.7



STATISTICAL REPORT  
May 1996

TECHNICAL SERVICES

New book volumes added: 2,021  
New book titles added: 942  
AV titles added: 250  
Volumes withdrawn: 1,306  
Books mended: 1,026

PERSONNEL ACTIVITY:

5/16/96 Corinne Sullivan (Telephone Page half-time) resigned

6/10/96 Rebecca Thomas hired for Telephone Page half-time

CURRENT VACANCIES: Acquisitions Clerk II/Interlibrary Loan Clerk

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 375 main + 25 extension = 400 total

PROFESSIONAL ASSISTS: this 12 months to date: 69,895  
last 12 months to date: 70,649

PATRONS IN THE BUILDING: this 12 months to date: 359,897  
last 12 months to date: 326,552

VOLUMES PURCHASED: this 12 months to date: 20,360  
last 12 months to date: 16,884

VOLUNTEERS: 37 volunteers worked 255 hours

Library Board,

Thank you so much for  
thinking of us in our  
time of sorrow.

We really appreciate  
it.  
Dick & Sheila Mounweiler

Date: Thu, 06 Jun 1996 16:47:15 -0600 (CST)  
From: Larry Romans <romans@library.vanderbilt.edu>  
To: alacro-1@alal.ala.org, ALACOUN@ala.org  
Cc: ROMANS@library.vanderbilt.edu, Connie Dowcett <dowcettc@simon.csps.com>  
Subject: Essay in The Christian Science Monitor

Am receiving a message about the article in The Christian Science Monitor by Bonnie Nardi, Vicki O'Day, and Ed Valauskas called "Put a Librarian, Not Software, in Driver's Seat," I actually read it (!). I thought it was so positive that I got permission to post it. These folks must be closet librarians.

reprinted with permission from The Christian Science Monitor  
Copyright 1996 The Christian Science Publishing Society  
All rights reserved

>From The Christian Science Monitor, June 4, 1996:

OPINION/ESSAYS, Page 18

Put a Good Librarian, Not Software, in Driver's Seat

In the information-gathering business, the human touch and expertise are irreplaceable

-BY-

By Bonnie A. Nardi, Vicki O'Day, and Edward J. Valauskas. Bonnie A. Nardi is an anthropologist in the Advanced Technology Group at Apple Computer. Her latest book is "Context and Consciousness: Activity Theory and Human-Computer Interaction." Vicki O'Day is a computer scientist at The Xerox Palo Alto Research Center. Edward J. Valauskas is a librarian and writer. He is co-editor of "Internet Initiative: Libraries Providing Internet Services and How They Plan, Pay and Manage."

The explosion of Internet resources, new software applications, and ever-faster, more-powerful computer systems has led many budget-cutters to replace people with technology. But could an "intelligent software agent" do what, say, a librarian can do? We conducted a study of corporate libraries at Apple Computer in Cupertino, Calif., and Hewlett-Packard Research Labs in Palo Alto, Calif., to find out. Our conclusion in this version of Kasporov versus computer chess: It would be virtually impossible for a software agent to replace librarians for several reasons not generally understood. First, librarians are more than technicians. They are, it seems, information therapists who analyze problems as well as find answers. At Hewlett-Packard, for example, a client wanted to be enlightened about "the presence of HP in Japan and Europe." The librarian pointed out the problems with this request: "Is the person thinking about market share or the number of units? Does he mean plant size or relative presence? Does he need something economic like conversion ratios?" A skilled librarian can focus the search and add other possible areas of interest to clients. This occurs through artful conversations that librarians modestly call "reference interviews," which would be impossible to duplicate or at least time consuming and incomplete if done through keyword searches.

Just the facts, please Librarians can seek information even when their clients can't figure out just what they want. A management consultant

described how he needed to get a feel for the size of a new industry: "... whether it's smaller than a bread box, bigger than a house - just size it." Perhaps someday software will exist that can evaluate such a request. But not today. Librarians understand that information wears all sorts of disguises - as financial data, scientific articles, analyst reports, news, product reviews, and patents, just to name a few. Unlike software programs, librarians can judge the reliability of sources (are they rumor or fact?), estimate costs, and find material with a particular slant or perspective. They also think of useful things clients wouldn't think of themselves. For example, one librarian said whenever she receives a request for all of an author's technical papers she asks whether the client wants the author's patents as well. No wonder clients often become attached to a librarian who can personalize their searches. Once librarians have a client history, they can aim the search spotlight exactly where the client wants it, without a second round of questions. An invaluable service only a librarian could perform, particularly for clients in business or government, is to find and broker the release of proprietary material. Librarians are both discreet and nosy. In corporations and government departments, librarians make it their job to know what their colleagues are up to. When it comes to distributing proprietary material, they can often put the right people in touch, then let them decide if they want to share secrets. Another service that would be impossible for software to perform is to read, and weed out, what librarians call "false drops," citations that technically match search criteria but actually have nothing to do with the client's needs. Not having to slog through these is a blessing for busy people trying to compete in today's business climate. But perhaps the most valuable service librarians perform is to act as guides to the information riches in cyberspace. Librarians were among the earliest computer users, even creating some of the first international standards for databases so that bibliographic data could be transferred around the world. Because of their experience with technology and information searches, librarians can quickly adjust to the rapidly changing landscape of Internet resources and on-line databases. At the Apple Library, librarians were sometimes heard to mutter that a particular commercial database was "lame" or "pathetic."

Software's soft spot Unlike your average cyberpilgrim, librarians understand when a database is returning lousy results because it has not been updated or the index terms have changed. They are able to save clients money by doing pre-searches, by using the most cost-effective databases, and by using the right combination of key words to focus but not over-constrain a search. The most critical and underestimated advantage librarians bring to bear is the most obvious - the human touch. A client who had been on-line across from the circulation desk of the Apple Library walked over and simply stood there - speechless and frowning. Recognizing his frustration, the librarian immediately responded by helping her client articulate his problem and accomplish the search. Try that with a software agent.

reprinted with permission from The Christian Science Monitor  
Copyright 1996 The Christian Science Publishing Society  
All rights reserved

Thanks to:  
Connie Dowcett  
Copyright and Trademark Administrator  
THE CHRISTIAN SCIENCE PUBLISHING SOCIETY

She says:

Please be sure to visit our new Web site at: <http://www.csmonitor.com>

Larry Romans,  
Head, Government Information Department  
Central Library, Vanderbilt University,  
4 - 21st Ave. South  
Nashville TN 37240-0007  
phone (615) 322-2838; FAX (615) 343-7451  
internet: ROMANS@LIBRARY.VANDERBILT.EDU

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

David Pritts called the meeting to order at 4:00 p.m. Members present: Mr. Pritts, Shirley Moore, Stan Sitton, Ellen Spycher, and John Stengel. Staff present: Linda Humphreys and John Moorman.

1996 Decatur Celebration: Mr. Moorman reported a concern about the slow usage of the library during the Decatur Celebration. The consensus was that no action be taken on this item at this time.

Proposed Internet access policy: This policy has been reviewed and revised several times over the last few months and is ready to be presented at the next Board meeting.

1987/1997 citizens survey: The need for plenty of pre-survey publicity was discussed. A Millikin University class will be conducting and compiling the survey. A few changes and additions will be made to the original 1987 survey document.

Closed executive session: Mr. Sitton made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Mrs. Spycher and unanimously carried on roll call vote. The Board went into closed session at 4:40 p.m. The meeting was re-convened at 5:35 p.m.

Other business: Mr. Moorman reported that he discussed with the school superintendent possible school/public library cooperative efforts.

Closed executive session: Mrs. Moore made a motion to adjourn to closed executive session to discuss the performance of an individual. The motion was seconded by Mr. Stengel and unanimously carried on roll call vote. The Board went into closed session at 5:40 p.m. The meeting was re-convened at 7:25 p.m.

There was no further business. The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

## **Decatur Public Library Internet Access Guidelines & Policy**

Welcome to the Decatur Public Library's Internet Access. When you hear the term "information superhighway," many people think of the Internet. To maximize availability to this resource, and to insure fair accessibility for all, please follow these Internet Access Guidelines.

---

### **Internet Access Policy**

In response to advances in technology and the changing needs of the community, the Decatur Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Decatur's diverse, multicultural community. It is within this context that the Decatur Public Library offers access to the Internet.

The Decatur Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library users use it at their own risk. Users are hereby notified that they are responsible for the access points they reach. Parents and guardians of minor children must assume responsibility for their children's use of the Internet through the library's connection. The Decatur Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its connection to Internet services.

All Internet resources accessible through the Library are provided equally to all library users. Parents or guardians, not the Library or its staff, have primary responsibility for the Internet information selected and/or accessed by their children. Parents and guardians--and only parents and guardians--may restrict their children--and only their children--from access to Internet resources accessible through the Library. Parents are advised to supervise their children's Internet sessions.

While library users are free to access whatever Internet sites they wish, the library must also be mindful and respectful of the rights of other library users (particularly children) not to be inadvertently exposed to material and images they (or their parents or guardians) may find personally unsuitable.

Therefore, library staff members will request that a library user remove an image or text from an Internet workstation screen if, in the staff member's judgement, the image or text is displayed in such a way that other library users, particularly children, cannot avoid viewing it in the course of carrying out his/her business in the library.

**Not all resources on the Internet provide accurate, complete, or current information. You need to be a good information consumer, questioning the validity of the information you find.**

### **Staff Assistance**

For many Library staff, traveling the Internet is a new experience. Others have more experience. In all cases, we will be glad to assist you in accessing the Internet and, as our experience grows, attempt to assist you in getting to the right place on the "superhighway."

Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. We may, however, be able to offer searching suggestions and answer questions. Because of library scheduling, Internet-trained staff may not always be available.

Have fun exploring the Internet but please remember that many times you will find the specific information you need right here ... in our books, periodicals, CD-ROM databases, etc.

### **Guidelines for Accessing the Internet at Decatur Public Library**

1. You'll need a current Decatur Public Library card and a completed Decatur Public Library Internet User Responsibility Agreement card. We'll hold your library card while you use an Internet access computer. First-time users will receive a packet of Internet access information.
2. The Internet access computers are normally available, subject to periodic maintenance, at the following times:  
  
9:00 - 8:30 Monday - Friday  
9:00 - 5:00 Saturday  
1:00 - 4:30 Sunday (October through April)
3. You may sign up for 1 one-hour appointment per day. If a workstation is available, walk-ins will be accommodated on a first-come, first-served basis.
4. You cannot send or receive e-mail (electronic mail) using the Library's Internet access computer.
5. You **may not** use your own software programs on the Internet access computer. This will help prevent computer viruses that are common on public computers.
6. You will need to ask a librarian if you wish to save files. Diskettes are available from librarians for a minimal charge. You **may not** use your own diskettes. (This is to minimize the potential for the introduction of a computer virus into the Internet access computer, which could then be spread to subsequent users of this computer.)

**Warning: Although we use a virus checker on all library computers, this will not completely protect you from the chance of getting a virus. Software downloaded from the Internet may contain a virus and you need to have virus checking software on your computer. The Decatur Public Library is not responsible for damage to a library users' diskette or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computers.**

7. We provide paper for printing the first 15 pages free of charge. After 15 pages, the charge for printing is 15 cents per page.
8. You may not be able to go to the places on the Internet you want to visit. There are many reasons, including:
  - ◆ there are too many Internet visitors and the host computer has closed or limited access from the "outside world."
  - ◆ the database or resource is licensed to a particular institution, in which case you would need to be affiliated with the institution in order to get access
  - ◆ the host computer has changed its address or has closed down
  - ◆ the library's Internet connection may be periodically and temporarily inoperable due to technical difficulties.
9. Misuse of the computers or Internet access will result in loss of your computer privileges. Misuse includes violation of any of the above guidelines and/or the Internet access policy statement.



Decatur Public Library Internet User Responsibility Agreement

I agree to abide by the following rules on the Internet at the Decatur Public Library:\*

1. To not knowingly degrade the performance of the network.
2. To honor all rules of copyright and personal property. Ownership of text, music, software, and other media is protected to the full extent of the law and I will respect them.
3. To not use the network for any illegal activities.
4. To avoid knowingly spreading computer viruses.
5. To use appropriate language on the Internet. Profanity and obscenity are not permitted at any time.
6. To avoid offensive or inflammatory speech. To be courteous and polite.
7. Impersonation and anonymity are not permitted on the Internet.

\* Failure to comply may result in the loss of Decatur Public Library Internet privileges.

Internet User's Agreement

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Work Phone \_\_\_\_\_

Library User's Bar Code Number \_\_\_\_\_

I, the undersigned, certify that I have read the rules on this card and the Decatur Public Library Internet Access Guidelines and Policy, and that I agree to abide by these conditions when I operate the library's computers.

Signature of user: \_\_\_\_\_

If user is under 14:

Signature of parent or guardian \_\_\_\_\_

Birth date of user: \_\_\_\_\_

FOR PERIOD ENDING 5/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/01/96	TREAS-MEDICAL INSURANCE	4,188.78	92848	5/01/96	HOSPITAL AND MEDICAL INSURANCE
5/01/96	TREAS-NON-MEDICAL INS	34.04	92849	5/01/96	GROUP LIFE INSURANCE
5/01/96	TREAS-NON-MEDICAL INS	310.70	92849	5/01/96	UNEMPLOYMENT COMPENSATION
5/01/96	TREAS-NON-MEDICAL INS	442.65	92849	5/01/96	WORKERS COMPENSATION
5/01/96	TREAS-IMRF	8,761.03	92850	5/01/96	RETIREMENT-IMRF
5/07/96	COMMERCIAL MAIL SERVICES	79.95	92917	5/07/96	POSTAGE
5/10/96	PACE PUBLICATIONS	79.95	92990	5/10/96	MAG/PAPERS-MAIN REFERENCE
5/14/96	ARENDZ	600.00	93007	5/14/96	SERV-OFFICE EQUIP
5/14/96	ARENDZ	510.00	93007	5/14/96	OTHER PROFESSIONAL SERVICES
5/14/96	ALCO CAPITAL RESOURCES	75.24	93007	5/14/96	SERV-OFFICE EQUIP
5/14/96	BOB BUILDINGS	96.95	93010	5/14/96	SERV-AUTO EQUIPMENT
5/14/96	BOB BUILDINGS	102.26	93010	5/14/96	MATERIAL TO MAINT AUTO EQUIP
5/14/96	DESIGN PRINTING & GRAPHICS	120.00	93014	5/14/96	PRINTING AND BINDING
5/14/96	DOWNTOWN DECATUR COUNCIL	6,144.00	93014	5/14/96	RENTAL-EQUIPMENT
5/14/96	DELPHI INTERNET SERVICES	26.50	93015	5/14/96	TELEPHONE
5/14/96	FARM & FLEET	329.99	93016	5/14/96	MATERIAL-BLDGS
5/14/96	GEAC COMPUTERS, INC	75.00	93020	5/14/96	RENTAL-D-EQUIPMENT
5/14/96	GEAC COMPUTERS, INC	4,291.23	93020	5/14/96	TRAINING SCHOOL
5/14/96	LOWE'S	51.08	93026	5/14/96	MATERIAL-BLDGS
5/14/96	LACO ELECTRONICS, INC	35.15	93027	5/14/96	MATERIAL-BLDGS
5/14/96	MOORMAN, JOHN	154.14	93029	5/14/96	OTHER PROFESSIONAL SERVICES
5/14/96	NOTARY CLUB OF DECATUR	106.00	93031	5/14/96	OTHER PROFESSIONAL SERVICES
5/14/96	ROYLE PATH SEMIAR	337.55	93033	5/14/96	MATERIAL-BLDGS
5/14/96	TREAS-PETTY CASH	4.25	93036	5/14/96	TRAINING SCHOOL
5/14/96	TREAS-PETTY CASH	8.25	93038	5/14/96	OTHER PROFESSIONAL SERVICES
5/14/96	TREAS-PETTY CASH	23.35	93038	5/14/96	MATERIAL-BLDGS
5/14/96	TREAS-PETTY CASH	25.71	93038	5/14/96	MATERIAL TO MAINT AUTO EQUIP
5/14/96	TREAS-PETTY CASH	49.66	93038	5/14/96	OFFICE SUPPLIES
5/14/96	UPSTART AREA PUBLIC LIBRARY	20.64	93039	5/14/96	OFFICE SUPPLIES
5/14/96	VERNON SERVICES, INC.	68.00	93040	5/14/96	CONFERENCES AND OTHER TRAVEL
5/08/96	ARKMARK	8.00	93042	5/12/96	SERV-BUILDINGS
5/14/96	BAKER & TAYLOR CO	163.12	93043	5/12/96	BOOKS AND PERIODICALS
5/14/96	BAKER & TAYLOR CO	998.50	93047	5/13/96	BOOKS AND PERIODICALS
5/14/96	BAKER & TAYLOR CO	2,111.01	93048	5/13/96	BOOKS AND PERIODICALS
5/14/96	BAKER & TAYLOR CO	1,573.19	93048	5/13/96	BOOKS AND PERIODICALS
5/13/96	BAKER & TAYLOR ENTERTAINMENT	353.73	93073	5/13/96	BOOKS AND PERIODICALS
5/09/96	CONSOLIDATED COMMUNICATIONS	57.67	93054	5/15/96	TELEPHONE
5/14/96	CONSOLIDATED COMMUNICATIONS	90.26	93054	5/15/96	BOOKS AND PERIODICALS
5/15/96	TREAS-MEDICAL INSURANCE	4,188.78	93125	5/15/96	HOSPITAL AND MEDICAL INSURANCE
5/15/96	TREAS-NON-MEDICAL INS	34.04	93126	5/15/96	GROUP LIFE INSURANCE
5/15/96	TREAS-NON-MEDICAL INS	315.48	93126	5/15/96	UNEMPLOYMENT COMPENSATION
5/15/96	TREAS-NON-MEDICAL INS	449.46	93126	5/15/96	WORKERS COMPENSATION
5/15/96	TREAS-IMRF	8,832.05	93128	5/15/96	RETIREMENT-IMRF
5/16/96	GARRY, GERALD	270.00	93143	5/16/96	OTHER PROFESSIONAL SERVICES
5/16/96	RIGSBY, PAUL	135.00	93162	5/16/96	OTHER PROFESSIONAL SERVICES
5/16/96	STELL, RICHARD	202.50	93164	5/16/96	OTHER PROFESSIONAL SERVICES
5/16/96	STELL, RICHARD	270.00	93165	5/16/96	OTHER PROFESSIONAL SERVICES
5/16/96	TREAS-GENERAL FUND	136.17	93167	5/16/96	CASH
5/16/96	TREAS-GENERAL FUND	941.17	93168	5/16/96	POSTAGE SUPPLIES
5/17/96	TREAS-GENERAL FUND	139.55	93182	5/17/96	BOOKS AND PERIODICALS
5/17/96	INFORMATION REFERENCE GROUP	213.00	93182	5/17/96	BOOKS AND PERIODICALS
5/17/96	TREAS-PETTY CASH	78.20	93224	5/20/96	SERV-AUTO EQUIPMENT
5/20/96	TREAS-PETTY CASH	78.20	93224	5/20/96	MATERIAL-BLDGS
5/20/96	TREAS-PETTY CASH	10.28	93224	5/20/96	OFFICE SUPPLIES
5/21/96	CALITOL PUBLICATIONS	389.00	93231	5/21/96	MAG/PAPERS-MAIN ADULT
5/21/96	ECONOMICS PRESS, INC	50.78	93231	5/21/96	MAG/PAPERS-MAIN PROFESSIONAL
5/21/96	SECRETARY OF STATE OF ILLINOIS	179.00	93248	5/21/96	BOOKS AND PERIODICALS
5/21/96	TEMPER OF THE TIMES	117.00	93251	5/21/96	MAG/PAPERS-MAIN REFERENCE
5/20/96	TREAS-PETTY CASH	6.00	93252	5/21/96	CONFERENCES AND OTHER TRAVEL
5/20/96	TREAS-PETTY CASH	2.59	93252	5/21/96	OTHER PROFESSIONAL SERVICES
5/20/96	TREAS-PETTY CASH	12.00	93252	5/21/96	RENTAL-EQUIPMENT
5/20/96	TREAS-PETTY CASH	53.81	93252	5/21/96	MATERIAL-BLDGS
5/20/96	TREAS-PETTY CASH	36.90	93252	5/21/96	OFFICE SUPPLIES

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 DECATUR PUBLIC LIBRARY FOR PERIOD ENDING 5/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/20/96	TREAS-PETTY CASH	12.45	93252	5/21/96	MAG/PAPERS-MAIN REFERENCE
5/21/96	VOICE NEWSPAPER	33.00	93253	5/21/96	MAG/PAPERS-MAIN ADULT
5/21/96	WAVE-TV	43.90	93255	5/21/96	BOOKS AND PERIODICALS
5/23/96	A-R & B ASSOC.	49.28	93263	5/23/96	SERV-OFFICE EQUIP
5/23/96	ARMORCORP	35.09	93267	5/23/96	BOOKS AND PERIODICALS
5/23/96	BOB BRADY GUDGE	110.90	93264	5/23/96	CONFERENCES AND OTHER TRAVEL
5/23/96	BOOTH & LITTLE	282.50	93273	5/23/96	OTHER PROFESSIONAL SERVICES
5/23/96	COMPUTER CENTER	143.00	93273	5/23/96	COMPUTER SOFTWARE EXPENSE
5/23/96	EFFINGHAM AREA	38.90	93289	5/23/96	BOOKS AND PERIODICALS
5/23/96	GLATZ TRUCK & TRAILER SALES	12.50	93293	5/23/96	SERV-AUTO EQUIPMENT
5/23/96	MOORMAN, JOHN CONTROL CO	174.56	93293	5/23/96	MATERIAL TO MAINT AUTO EQUIP
5/23/96	SEXTINEL PEST CONTROL	381.35	93306	5/23/96	CONFERENCES AND OTHER TRAVEL
5/23/96	TREAS-GENERAL FUND	312.00	93314	5/23/96	SERV-BUILDINGS
5/28/96	HENSON, BARBARA	100.00	93342	5/24/96	TRANSFER TO GENERAL FUND
5/28/96	TREAS-SELF INSURANCE FUND	650.00	93349	5/28/96	TUITION REIMBURSEMENT
5/28/96	TREAS-SELF INSURANCE FUND	254.50	93356	5/28/96	MOTOR VEHICLE-INSURANCE
5/28/96	TREAS-SELF INSURANCE FUND	9.08	93356	5/28/96	BOILER INSURANCE
5/28/96	TREAS-MIS OPERATING FUND	529.67	93356	5/28/96	PROPERTY INSURANCE
5/28/96	TREAS-MEDICAL INSURANCE	500.50	93356	5/28/96	GENERAL LIABILITY INSURANCE
5/28/96	TREAS-MEDICAL INSURANCE	2,113.75	93357	5/28/96	MIS SERVICES
5/28/96	TREAS-MEDICAL INSURANCE	4,188.78	93417	5/29/96	HOSPITAL AND MEDICAL INSURANCE
5/29/96	TREAS-NON MEDICAL INS	310.70	93418	5/29/96	GROUP LIFE INSURANCE
5/29/96	TREAS-NON MEDICAL INS	442.65	93418	5/29/96	UNEMPLOYMENT COMPENSATION
5/29/96	TREAS-INTR	8,845.82	93419	5/29/96	WORKERS COMPENSATION
5/30/96	A-R & B ASSOC	374.00	93430	5/30/96	RETIREMENT-TMRF
5/30/96	C & K CUSTOM SIGNS	375.90	93431	5/30/96	OTHER PROFESSIONAL SERVICES
5/30/96	CARR, GERALD	270.00	93432	5/30/96	PRINTING/BINDING
5/30/96	DEBRAMAN, JOHNY	500.00	93436	5/30/96	OTHER PROFESSIONAL SERVICES
5/30/96	POPULAR SUBSCRIPTION SERV.	500.00	93440	5/30/96	TUITION REIMBURSEMENT
5/30/96	RIGSBY, PAUL	225.52	93450	5/30/96	MAG/PAPERS-MAIN REFERENCE
5/30/96	SPEED LUBE	135.00	93452	5/30/96	OTHER PROFESSIONAL SERVICES
5/30/96	STEILY, ALAN	42.85	93454	5/30/96	SERV-AUTO EQUIPMENT
5/30/96	TREAS-PETTY CASH	135.00	93455	5/30/96	OTHER PROFESSIONAL SERVICES
5/30/96	TREAS-PETTY CASH	67.50	93456	5/30/96	OTHER PROFESSIONAL SERVICES
5/30/96	TREAS-PETTY CASH	10.35	93459	5/30/96	SERV-BUILDINGS
5/30/96	TREAS-PETTY CASH	3.50	93459	5/30/96	SERV-AUTO EQUIPMENT
5/30/96	TREAS-PETTY CASH	3.03	93459	5/30/96	SERV-AUTO EQUIPMENT
5/30/96	TREAS-PETTY CASH	15.00	93459	5/30/96	CONFERENCES AND OTHER TRAVEL
5/30/96	TREAS-PETTY CASH	18.57	93459	5/30/96	PROFESSIONAL MEMBERSHIP FEES
5/30/96	TREAS-PETTY CASH	51.65	93459	5/30/96	JANITORIAL SUPPLIES
5/30/96	TREAS-PETTY CASH	18.03	93459	5/30/96	MATERIAL-BLDGS
5/30/96	TREAS-PETTY CASH	71.34	93459	5/30/96	MATERIAL TO MAINT AUTO-EQUIP
5/30/96	TREAS-PETTY CASH	46.45	93459	5/30/96	OFFICE SUPPLIES
5/30/96	TREAS-PETTY CASH	48.00	93459	5/30/96	BOOKS AND PERIODICALS
5/30/96	WORLD MATCH INSTITUTE	174.32	93462	5/30/96	MAG/PAPERS-MAIN ADULT
5/30/96	WHITECHAPEL PRODUCTIONS	76.37	93463	5/30/96	BOOKS AND PERIODICALS
5/30/96	AMERITECH	1,507.31	93477	5/31/96	TELEPHONE
5/30/96	BAKER & TAYLOR CO	71.12	93478	5/31/96	BOOKS AND PERIODICALS
5/30/96	BAKER & TAYLOR CO	2,087.16	93483	5/31/96	BOOKS AND PERIODICALS
5/30/96	BAKER & TAYLOR CO	1,726.44	93485	5/31/96	BOOKS AND PERIODICALS
5/30/96	BAKER & TAYLOR CO	1,493.94	93486	5/31/96	BOOKS AND PERIODICALS
5/30/96	BAKER & TAYLOR CO	1,260.03	93487	5/31/96	BOOKS AND PERIODICALS
5/30/96	BAKER & TAYLOR CO	1,246.46	93488	5/31/96	BOOKS AND PERIODICALS
5/30/96	BAKER & TAYLOR ENTERTAINMENT	1,792.16	93489	5/31/96	BOOKS AND PERIODICALS
5/30/96	BOOKMEN, INC.	11.20	93499	5/31/96	BOOKS AND PERIODICALS
5/30/96	CHILTON BOOK COMPANY	63.42	93512	5/31/96	BOOKS AND PERIODICALS
5/30/96	CAVENDISH, MARSHALL CORP.	33.58	93513	5/31/96	BOOKS AND PERIODICALS
5/30/96	DEMCO EDUCATIONAL CORP.	19.03	93513	5/31/96	BOOKS AND PERIODICALS
5/30/96	DEMO EDUCATIONAL CORP	13.36	93519	5/31/96	BOOKS-MAIN JUVENILE
5/30/96	FACTS ON FILE	671.66	93519	5/31/96	POSTAGE
5/30/96	GAYLORD BROS	631.30	93542	5/31/96	OFFICE SUPPLIES
5/30/96	GENERAL BUSINESS SYSTEMS	525.57	93546	5/31/96	BOOKS AND PERIODICALS
5/30/96	GENERAL BUSINESS SYSTEMS	8.45	93550	5/31/96	POSTAGE

FOR PERIOD ENDING 5/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/28/96	GENERAL BUSINESS SYSTEMS	148.80	93550	5/31/96	OFFICE SUPPLIES
5/28/96	AMERITECH	79.14	93551	5/31/96	TELEPHONE
5/30/96	AMERITECH	27.72	93554	5/31/96	TELEPHONE
5/28/96	ILLINOIS POWER COMPANY	4,078.84	93555	5/31/96	ELECTRICITY
5/28/96	INFORMATION REFERENCE GROUP	272.68	93558	5/31/96	BOOKS AND PERIODICALS
5/31/96	JAN SAN SUPPLY CO., INC.	166.98	93561	5/31/96	JANITORIAL SUPPLIES
5/31/96	JAN SAN SUPPLY CO., INC.	51.80	93561	5/31/96	BOOKS AND PERIODICALS
5/30/96	MICROTEK	852.00	93589	5/31/96	SERV-OFFICE EQUIP
5/30/96	MANPOWER	4,446.14	93598	5/31/96	TEMP PERSONNEL SERVICES
5/28/96	ORIX PRESS	49.76	93607	5/31/96	BOOKS AND PERIODICALS
5/30/96	PERMA-BOUND BOOKS	1,104.43	93617	5/31/96	BOOKS AND PERIODICALS
5/28/96	ROCKFORD MAP PUBLISHERS, INC	29.00	93625	5/31/96	BOOKS AND PERIODICALS
5/30/96	REED REFERENCE PUBL	43.75	93629	5/31/96	BOOKS AND PERIODICALS
5/30/96	TIME LIFE EDUCATION INC.	46.53	93659	5/31/96	BOOKS AND PERIODICALS
5/28/96	WEST PUBLISHING COMPANY	509.25	93674	5/31/96	BOOKS AND PERIODICALS
5/17/96	WOODBINE HOUSE	18.99	93680	5/31/96	BOOKS AND PERIODICALS
5/30/96	WHEELER PUBLISHING INC.	110.16	93681	5/31/96	BOOKS AND PERIODICALS
	TOTAL	98,728.78			

GLA3120 FUND PUBLIC LIBRARY-TRUSTS CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 5/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/28/96	BAKER & TAYLOR CO	55.38	93483	5/31/96	EXPENDITURES
		TOTAL			55.38

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57

REVENUE REPORT

PERIOD ENDING 05/31/96

DECATUR-PUBLIC-LIBRARY

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	REAL
<b>FUND BALANCE</b>							
30001-000	BEGINNING FUND BALANCE	338,100.32	202,570.00	338,100.32	310,409.00	27,691.32	108
	TOTAL	338,100.32	202,570.00	338,100.32	310,409.00	27,691.32	108
<b>TAXES</b>							
30100-107	PROPERTY TAX-LIBRARY	.00	189,131.17	.00	2,269,574.00	2,269,574.00	
	TOTAL	.00	189,131.17	.00	2,269,574.00	2,269,574.00	
<b>INTER GOVERNMENTAL REVENUE</b>							
30200-104	REPLACEMENT TAX	19,726.04	13,750.00	19,726.04	165,000.00	145,273.96	12
30200-107	STATE GRANTS OR OTHER	.00	8,666.67	.00	104,000.00	104,000.00	
	TOTAL	19,726.04	22,416.67	19,726.04	269,000.00	249,273.96	7
<b>FINES AND FEES</b>							
30500-509	LIBRARY FINES AND FEES	7,002.42	6,166.67	7,002.42	74,000.00	66,997.58	9
30500-510	LIBRARY NON-RESIDENT FEES	.00	125.00	.00	1,500.00	1,500.00	
30500-511	LIBRARY LOST AND DAMAGED BOOKS	315.05	333.33	315.05	4,000.00	3,684.95	7
30500-514	VERIFAX	385.45	14.83	389.45	1,750.00	1,360.55	22
30500-515	RESERVES	997.27	708.33	997.27	8,500.00	7,502.73	11
	TOTAL	8,702.19	7,479.16	8,702.19	89,750.00	81,045.81	9
<b>INVESTMENT INCOME</b>							
30700-101	INVESTMENT-INTEREST	944.88	1,916.67	944.88	23,000.00	22,055.12	4
	TOTAL	944.88	1,916.67	944.88	23,000.00	22,055.12	4
<b>OTHER INCOME</b>							
30800-805	CONTRIBUTIONS AND DONATIONS	120.00	208.33	120.00	2,500.00	2,380.00	4
30800-899	MISCELLANEOUS INCOME	47.75	583.33	47.75	7,000.00	6,952.25	
	TOTAL	167.75	791.66	167.75	9,500.00	9,332.25	1
	<b>FUND TOTAL</b>	<b>367,643.18</b>	<b>424,305.33</b>	<b>367,643.18</b>	<b>2,971,233.00</b>	<b>2,603,589.82</b>	<b>12</b>

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COM
SALARIES & WAGES										
090		REGULAR SALARIES	1,422,875	128,273.81	1,287,273.81	118,572	1,294,601.19	.00	1,294,601.19	9.0
092		HOLIDAYS	0	6,752.02	6,752.02	0	6,752.02	.00	6,752.02	-
094		OTHER LEAVE WITH PAY	0	377.49	377.49	0	377.49	.00	377.49	-
096		SICK TIME	0	3,795.61	3,795.61	0	3,795.61	.00	3,795.61	-
098		VACATION TIME	0	8,326.57	8,326.57	0	8,326.57	.00	8,326.57	-
			1,422,875	147,525.50	147,525.50	118,572	1,275,349.50	.00	1,275,349.50	10.4
PERSONAL SERVICES										
101		OVERTIME	8,900	984.46	984.46	740	7,915.54	.00	7,915.54	11.1
102		TEMPORARY SALARIES	15,000	1,434.12	1,434.12	1,250	13,565.88	.00	13,565.88	10.3
104		RETIREMENT-IMRP	250,984	25,439.90	25,439.90	21,332	229,544.10	.00	229,544.10	10.3
110		GROUP LIFE INSURANCE	936	102.12	102.12	9,615	833.88	.00	833.88	10.9
111		HOSPITAL AND MEDICAL INSURANCE	115,389	12,566.34	12,566.34	564	102,822.66	.00	102,822.66	13.8
112		UNEMPLOYMENT COMPENSATION	6,773	936.88	936.88	1,012	5,866.12	.00	5,866.12	11.0
113		WORKERS-COMPENSATION	12,144	1,334.76	1,334.76	216	10,809.24	.00	10,809.24	20.4
114		WORKERS-COMPENSATION	2,598	530.00	530.00	216	2,068.00	.00	2,068.00	10.6
115		SERVICE RECOGNITION	417,724	44,328.58	44,328.58	34,808	373,395.42	.00	373,395.42	10.6
CONTRACTUAL SERVICES										
201		ADVERTISING	250	225.00	225.00	20	250.00	.00	250.00	5.4
202		PRINTING-AND-BINDING	14,000	330.35	330.35	1,833	13,166.65	.00	13,166.65	5.2
210		SERV-BUILDINGS	10,000	0.00	0.00	16	200.00	.00	200.00	17.6
211		SERV-IMPROVEMENTS	200	263.75	263.75	125	1,236.25	.00	1,236.25	25.6
212		SERV-AUTO EQUIPMENT	10,000	2,430.82	2,430.82	833	23,251.25	.00	23,251.25	8.3
230		MIS SERVICES	25,365	2,113.75	2,113.75	5,416	60,921.16	.00	60,921.16	6.3
231		ELECTRICITY	65,000	4,078.84	4,078.84	1,125	13,500.00	.00	13,500.00	3.7
232		GAS	13,500	973.36	973.36	2,166	25,026.64	.00	25,026.64	3.4
233		TELEPHONE	26,000	0.00	0.00	104	1,250.00	.00	1,250.00	9.5
234		WATER	1,250	0.00	0.00	333	3,866.00	.00	3,866.00	8.4
238		AUDITING SERVICES	4,000	134.00	134.00	500	5,429.72	.00	5,429.72	4.8
240		TRAINING SCHOOL	6,000	570.28	570.28	1,041	11,457.42	.00	11,457.42	7.8
241		CONFERENCE-AND-OTHER TRAVE	12,500	1,002.58	1,002.58	2,083	20,553.86	.00	20,553.86	17.8
245		POSTAGE	3,000	143.00	143.00	250	1,700.00	.00	1,700.00	4.3
247		COMPUTER SOFTWARE EXPENSE	25,000	4,446.14	4,446.14	83	1,000.00	.00	1,000.00	4.2
271		TEMP PERSONNEL SERVICES	3,000	1,300.00	1,300.00	216	2,585.00	.00	2,585.00	6.6
272		TUITION REIMBURSEMENT	1,000	2,941.42	2,941.42	1,666	15,708.77	.00	15,708.77	21.5
273		TRAVEL EXPENSE FOR INTERVIE	70,000	15.00	15.00	2,583	24,844.00	.00	24,844.00	19.9
280		OTHER PROFESSIONAL SERVICES	2,600	4,291.23	4,291.23	2,583	24,844.00	.00	24,844.00	19.9
284		PROFESSIONAL MEMBERSHIP FEE	20,000	6,156.00	6,156.00	2,583	24,844.00	.00	24,844.00	19.9
286		RENTAL-EQUIPMENT	31,000	31,416.42	31,416.42	28,880	314,352.33	.00	314,352.33	9.3
289		RENTAL-EQUIPMENT	346,665	31,416.42	31,416.42	28,880	314,352.33	.00	314,352.33	9.3
COMMODITIES										
310		GASOLINE	2,000	138.13	138.13	166	1,861.87	.00	1,861.87	6.9
312		JANITORIAL SUPPLIES	3,500	185.47	185.47	291	3,314.53	.00	3,314.53	5.3
320		MATERIAL-BLOGS	10,000	960.87	960.87	833	9,039.13	.00	9,039.13	18.6
337		MATERIAL TO MAINT AUTO EQUI	500	221.36	221.36	41	278.64	.00	278.64	44.3
345		OFFICE SUPPLIES	31,000	1,675.30	1,675.30	2,583	26,934.47	.00	26,934.47	13.1
357		EMPLOYEE RECOGNITION-SUPPLI	200	0.00	0.00	16	200.00	.00	200.00	-
			47,200	3,181.13	3,181.13	3,930	44,018.87	.00	44,018.87	13.7
OTHER CHARGES										
400		CONTINGENCIES	14,635	100.00	100.00	1,219	14,635.00	.00	14,635.00	8.3
415		TRANSFER TO GENERAL FUND	1,200	100.00	100.00	1,219	1,100.00	.00	1,100.00	8.3

REPORT OF EXPENDITURES TO BUDGET FY 1995-96

DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

5/31/96

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
08	OTHER CHARGES								
418	MOTOR VEHICLE INSURANCE	3,054	254.50	254.50	254	2,799.50	.00	2,799.50	8.3
420	BOTTLER INSURANCE	1,979	9.08	9.08	9	99.92	.00	99.92	8.3
421	PROPERTY INSURANCE	6,256	529.67	529.67	529	5,826.33	.00	5,826.33	8.3
423	GENERAL LIABILITY INSURANCE	6,006	500.50	500.50	500	5,505.50	.00	5,505.50	8.3
499	SMALL CAPITAL ITEMS	4,000	.00	.00	333	4,000.00	335.00	3,665.00	8.4
		35,360	1,393.75	1,393.75	2,944	33,966.25	335.00	33,631.25	4.9
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIP	31,000	.00	.00	2,583	31,000.00	1,750.00	29,250.00	5.6
		31,000	.00	.00	2,583	31,000.00	1,750.00	29,250.00	5.6
	CAPITAL OUTLAY								
800	BOOKS AND PERIODICALS	40,000	20,106.40	20,106.40	3,333	19,893.60	343.41	19,550.19	51.1
801	BOOKS-MAIN YOUTH	10,700	.00	.00	8,583	10,700.00	1,641.17	102,558.83	1.6
802	BOOKS-MAIN JUVENILE	7,000	.00	.00	583	7,000.00	.00	7,000.00	.0
803	BOOKS-MAIN REFERENCE	37,000	33.38	33.38	3,083	36,966.42	459.90	36,506.52	1.3
804	BOOKS-PROFESSIONAL	5,000	.00	.00	7,916	5,000.00	694.25	94,305.75	.7
805	BOOKS-EXTENSION ADULT	5,000	.00	.00	416	5,000.00	.00	5,000.00	.0
806	BOOKS-EXTENSION YOUTH	31,000	.00	.00	2,625	31,000.00	8.44	31,491.56	.0
810	AV-PHONOTICS	20,000	.00	.00	1,666	19,491.00	.00	19,491.00	.0
842	MAG/PAPERS-MAIN ADULT	1,750	509.00	509.00	141	1,700.00	.00	1,700.00	2.5
843	MAG/PAPERS-MAIN JUVENILE	1,700	.00	.00	141	1,700.00	.00	1,700.00	.0
844	MAG/PAPERS-MAIN REFERENCE	13,200	354.97	354.97	1,100	12,845.03	.00	12,845.03	2.7
845	MAG/PAPERS-MAIN PROFESSIONAL	1,750	50.96	50.96	125	1,449.04	.00	1,449.04	.0
857	LAGOON E BULKHEAD	2,400	.00	.00	200	2,400.00	.00	2,400.00	.0
		360,000	21,054.91	21,054.91	29,995	338,945.09	3,147.17	335,797.92	6.7
**	DIVISION TOTAL **	2,660,824	248,900.29	248,900.29	221,712	2,411,923.71	9,415.92	2,402,507.79	9.7



ACCT. NO.	LIBRARY-CAPITAL DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	REAL BALANCE
<b>FUND BALANCE</b>							
30001-000	BEGINNING FUND BALANCE	393,976.42	23,120.83	393,976.42	277,450.00	116,526.42	142
	<b>TOTAL</b>	393,976.42	23,120.83	393,976.42	277,450.00	116,526.42	142
<b>INVESTMENT INCOME</b>							
30700-101	INVESTMENT INTEREST	1,749.04	833.33	1,749.04	10,000.00	8,250.96	17
	<b>TOTAL</b>	1,749.04	833.33	1,749.04	10,000.00	8,250.96	17
	<b>FUND TOTAL</b>	395,725.46	23,954.16	395,725.46	287,450.00	108,275.46	137

GLA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET

FY 1995-96

FUND 21

PAGE 65

OB CD	LIBRARY CAPITAL EXPENDITURES DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	Y-T-D BUDGET	YEAR-TO-DATE EXPENDITURES	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRNT COMM
<b>CONTRACTUAL SERVICES</b>									
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	833	.00	10,000.00	.00	10,000.00	
280	OTHER PROFESSIONAL SERVICES	50,000	.00	4,162	.00	50,000.00	.00	50,000.00	
	<b>TOTAL</b>	60,000	.00	4,999	.00	60,000.00	.00	60,000.00	
<b>CAPITAL OUTLAY</b>									
502	BUILDINGS	100,000	.00	8,333	.00	100,000.00	.00	100,000.00	
515	OFFICE MACHINERY AND EQUIP	50,000	.00	4,162	.00	50,000.00	.00	50,000.00	
	<b>TOTAL</b>	150,000	.00	12,499	.00	150,000.00	.00	150,000.00	
	<b>** DIVISION TOTAL **</b>	210,000	.00	17,498	.00	210,000.00	.00	210,000.00	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED PRCT COMM
900	EXPENDITURES	6,000	55.38	55.38	500	5,944.62	212.00	5,732.62 4.5
		6,000	55.38	55.38	500	5,944.62	212.00	5,732.62 4.5
	** DIVISION TOTAL **	6,000	55.38	55.38	500	5,944.62	212.00	5,732.62 4.5

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

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED PRCT COMM
900	EXPENDITURES	800	.00	.00	65	800.00	.00	800.00
		800	.00	.00	65	800.00	.00	800.00
	** DIVISION TOTAL **	800	.00	.00	65	800.00	.00	800.00

Decatur Public Library Foundation  
May 29, 1996

Richard Lockmiller called the meeting to order at 3:00 p.m. Members present: Mr. Lockmiller, Bill Gerstner, Martin Seidman, and Bob Smith. Absent: Dave Pritts and Dick Mannweiler. Others present: John Moorman and Linda Humphreys.

Approval of minutes: The minutes of the meeting of January 18, 1996 were approved as mailed.

Treasurer's report: Mr. Smith reported \$1,205.89 in the checking account, \$6,610.07 in the savings account, and \$10,686.18 in the Certificate of Deposit.

Discussion of library building plans: Mr. Moorman reported that several different options have been discussed with City Council members. He hopes that one option can be settled on and pursued aggressively. Mr. Gerstner pointed out and other Directors agreed that the Foundation cannot be an active participant until the City Council and the Library Board of Trustees make some decisions. There was also some discussion about the feasibility of renovation.

Other business: A letter of resignation from the Foundation Board of Directors was received from Richard Mannweiler.

The meeting was adjourned at 4:05 p.m.

Respectfully submitted,

N. Richard Lockmiller  
President



**Reference: Output Measures**

The following output measures capture the perceptions of librarians and users and are therefore subjective assessments of the accuracy and thoroughness of the reference service given. When possible, librarians should participate in system or state supported evaluations of the quality of reference service through the use of sample reference questions. Whether administered obtrusively (with staff knowledge) or "unobtrusively" (without staff "knowledge) the anonymity of the performance of specific staff members should be protected. These reference quality measures should not be used as a means of evaluating specific staff members.

**4. The Librarian's Perception of Reference Fill Rate**

Every three years libraries shall determine the number of reference transactions successfully completed in proportion to the total number of reference transactions. The procedures outlined in the ALA/PLA Output Measures for Public Libraries (1987) should be followed when calculating this measure. The completion rate refers only to the percentage of time a library provides, from its own resources, the information patrons want within the same working day.

Minimum 60%      Percentile comparisons (Optional):      50th      75th      90th

**5. The User Perception of Reference Fill Rate**

Libraries shall determine this during the same sampling periods as the "Librarians Perception of Reference Fill Rate." (Every 3 years.)

Minimum 50%

**6. Reference Transactions Per Capita**

Once a year libraries shall determine the average number of reference questions asked by each member of the community during the year. The definitions and procedures outlined in the ALA/PLA Output Measures for Public Libraries (1987) should be followed when calculating this measure.

Minimum .5      Percentile comparisons (Optional):      50th      75th      90th

**REFERENCE SERVICE BIBLIOGRAPHY**

Durrance, Joan C. Armed for Action: Library Response to Citizen Information Needs. New York, NY: Neal-Schuman Publishers, 1983.

Reference Service for Children and Young Adults. New York, NY: Haworth Press, 1983.

Stevens, Rolland Elwell. Reference Work in the Public Library. Littleton, CO: Libraries Unlimited, 1983.

**FOR FURTHER READING**

Reference and Information Services: A Reader for Today. Metuchen, NJ: Scarecrow Press, 1986.

Riechel, Rosemarie. Improving Telephone Information and Reference Service in Public Libraries. Hamden, CONN: Library Professional Publications, 1987.

**VII. PERSONNEL**

**Staffing Levels**

Personnel is the library's most valuable resource and usually accounts for the largest portion of the budget. A library must be adequately staffed by competent, well-trained personnel in order to guarantee timely, efficient, and high quality library service to the community.

Planning and providing quality library service is a demanding task. The library profession has recognized that one means of maintaining quality is through approved educational programs. The American Library Association (ALA) has done this through the accreditation of graduate programs in library and information science. While acknowledging that each library employee must be evaluated on his or her specific talents, the commitment of the profession to quality education for its members is supported in this document by recommending the employment of graduates of ALA accredited programs for professional library positions.

1. Every library, no matter how small, shall have a permanent, paid staff member scheduled to work a minimum of 25 hours per week who is responsible for the administration of library services.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

2. (Either a or b applies.)

a. Libraries serving populations of 5,000 and over shall have on the staff at least one full-time employee with a graduate degree from an ALA accredited library school. Libraries serving over 5,000 people should employ degreed librarians in reasonable proportion to their population and their locally chosen roles.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

b. Libraries serving fewer than 5,000 people shall have on their staff a person with any one of the following educational descriptions: a graduate ALA accredited Masters degree in Library Science, a Bachelor's degree, a Library Technical Assistant Certificate (LTA) or two years of college

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

- (NOTE: For libraries serving populations under 5,000: A grandfather clause will be applied to this standard in recognition of the fact that there is often little flexibility in staffing arrangements in small institutions, due to the limited size of the staff. As staff vacancies occur, the above standard should apply.)
3. Scheduling of library staff shall reflect library user patterns, and shall be determined after an annual analysis has been made of the extent of library usage on various days of the week and hours of the day.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Policies**

Clearly defined written personnel policies and procedures shall be established. While the administrative librarian shall serve as the principal channel of communication between staff and the library board, formal channels of communication within the library should be specified.

4. The written personnel policies and practices shall be made available to all staff members.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

5. Job descriptions shall be written and made available to all staff members.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

6. Each library shall adopt and follow a system of position classification and develop an organization chart. Hourly salary rates in the position classification shall be comparable in all grades and at all levels with positions requiring similar educational preparation and performing similar job assignments.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Salaries**

7. The library complies with the current federal minimum wage.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

8. For entry level professional positions requiring an ALA-accredited graduate library degree, the minimum salary meets or exceeds either a or b below.

a. The most recent salary for starting library positions as listed in the table entitled "Average Salary Index: Starting Library Positions 1987- " in the Bowker Annual of Library and Book Trade Information. This salary table first appears in the October 15th issue of Library Journal each year. (Note that the annual salary listed in the Bowker Annual is two years prior to the current year.)

b. The base salary for a public school teacher with a fifth year degree in any one of the elementary or secondary school districts within the library's service boundaries.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

9. The salaries for clerical and support positions in the library meet or exceed those salaries paid to equivalent positions of any other public agency that encompasses all or part of the library's service area. (School, municipal, township, etc.)

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Staff Development**

Staff shall participate in library organizations at the local, state, and national level. Opportunities for formal education shall be encouraged and supported.

10 There shall be a planned orientation program for all new employees.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

11 Employees at all levels shall be encouraged to attend workshops and other continuing education activities which will help them grow and develop in their jobs. Suitable compensation shall be provided.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Community Awareness**

Library staff shall have a clear understanding of the informational, educational, and recreational needs of the community and the role of the library in meeting these needs. It is the responsibility of staff as well as trustees to encourage library use by adopting a helpful, interested, and enthusiastic attitude towards meeting the needs of all library patrons. Library staff shall provide high quality library service to all patrons without regard to patrons' age, race, sex, marital status, national origin, political opinion, or religious belief.

**PERSONNEL BIBLIOGRAPHY**

The Bowker Annual of Library and Book Trade Information. New York, NY: R. R. Bowker Company, Annual.  
Library Association Staff, ed. Inservice Training in Public Library Authorities. American Library Association, 1988.



- Lindsey, Jonathan A. Performance Evaluation: A Management Basic for Librarians. Oryx Press, 1988.
- Sheldon, Brooke E. "Personnel and Employment: Continuing Education and Staff Development" in the ALA Yearbook of Library and Information Services, VII, 1988.
- Van Zant, Nancy P., ed. Personnel Policies in Libraries. Neal-Schuman, 1980.
- White, Herbert S. Library Personnel Management. Knowledge Industry Publications, 1985.

#### FOR FURTHER READING

- Alvares, Robert S. Library Boss: Thoughts on Library Personnel. Administration Digest Press, 1987.
- Baker, D. Guidelines for Training in Libraries: Training Library Assistants. American Library Association, 1988.
- Creth, Sheila D. Effective On-the-Job Training: Developing Library Human Resources. American Library Association, 1986.
- Finn, Richard and James R. Johnston. Selecting Library Consultants. Trustee Facts File. Chicago: ILA, 1988.
- Jones, Noragh and Peter Jordan. Staff Management in Library and Information Work. Gower Publishing Co., 1988.
- Kohl, David F. Administration, Personnel, Buildings, and Equipment: A Handbook for Library Managers. ABC-Clio, 1985.
- LACONI Salary Survey. (latest edition.) Contact Bellwood Public Library, Bellwood, IL
- Library Journal. October 15th issue (salaries). Bowker Magazine Group.
- Reneker. "Performance Appraisal in Libraries: Purpose and Techniques," in Personnel Administration in Libraries. Sheila Creth and Frederick Duda, eds., p. 227-289.
- Shaffer, Dale E. A Guide to Writing Library Job Descriptions: Examples Covering Major Work Areas. Salem, Ohio: D. E. Shaffer, 1981.
- Sullivan, Maureen. Improving Job Performance: Strategies for Supervisors. Association of College & Research Libraries, 1985.

#### VIII. MATERIALS

One of the public library's functions is to assemble, organize, preserve, and make easily and readily available to all people a variety of print and non-print materials. Materials acquired should enhance the collection and fulfill community needs and interests. Library materials include, but are not limited to: books; periodicals; pamphlets; government publications; newspapers; pictures; films; slides; filmstrips; art reproductions; realia; music scores; maps; recordings and tapes; various forms of microreproduction; television; audio and video recorders and players; computers; computer software, etc.

1. The public library must have a written policy for the selection of library materials and for general collection development which shall address the Library Bill of Rights and other ALA documents including unrestricted access to libraries for minors. (Chapter 81: 4-7.2 and Chapter 81: 1004-11.1)

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

2. The materials selection policy must be reviewed by the Board biennially. (Chapter 81: 4-7.2 and Chapter 81: 1004-11.1)

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

3. All materials shall be selected, retained, or weeded by library staff in conformance with the selection policy.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

4. Libraries shall have a written policy and procedure for handling requests for reconsideration of materials.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Budget**

The materials budget shall be allocated based on the results of a community analysis (Appendix A); library circulation statistics; strengths and weaknesses of the existing collection; local, regional and statewide library collections; costs of materials; and user demand. Libraries shall participate in cooperative collection development activities with other libraries.

**Selection**

When selecting materials, the following criteria shall be kept in mind: anticipated user needs, demonstrated needs and specific requests, and evaluation by professionally recognized sources and guidelines.

The public library shall provide resources which enable individuals to examine issues freely. Collections shall contain materials setting forth a variety of views on all topics. This does not necessarily imply numerical balance.

**Organization and Control**

Cataloging and classification of materials shall be by recognized practices. Lending regulations shall facilitate the use of library materials. An inventory shall be conducted at regular intervals.

5. All materials, except those judged by the librarian to be irreplaceable or needed in the collection for basic informational services, shall be available for use outside the library.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Formats**

The public library's collection shall include a variety of forms. Technology constantly makes available new forms chosen for library use. Whatever choice of formats, materials shall be provided in sufficient quantities and in areas of patron interest. Any collection of whatever type of material shall be dynamic, vital, and continually changing to meet the needs of the community. Items no longer useful shall be withdrawn from the collection and discarded.

Periodicals: The selection of periodicals, like other library materials, shall be based on community interests and needs. Titles included in the periodical indexes held by the library shall be given careful consideration.

The decision on the time span of back files for periodicals shall be based on a periodical usage study, and on cooperative collection development agreements. Libraries must also consider in this decision the current copyright restrictions, which limit the number of times articles published within the last five years may be copied.

6. A periodical usage study shall be conducted every three years to determine appropriateness of the collection to user needs, and the extent to which back files are used.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Quality**

The number of materials owned by a library is less important than the use those materials receive. In addition to the titles owned, the public library shall have rapid access through the library system and ILLINET to all the titles published in the United States, and to available foreign titles. This is true for all types of media. The output measures as described in Output Measures for Public Libraries, second edition, American Library Association 1987, shall be used to determine (1) whether users find the materials they want when they come to the library, and (2) if not immediately available, how long the wait before delivery.

As mentioned in the paragraph above, quality is more important than the quantity of materials owned by a public library. However, for those libraries planning a new building, building expansion, etc., Appendix G lists input measures on collection size. These input standards were included in the first edition of "Avenues to Excellence". Use of Appendix G is optional.

**Collection Development: Output Measures**

7. The title fill rate output measure shall be performed every five years.

65% Minimum      Percentile comparisons (Optional):    50th \_\_\_\_\_ 75th \_\_\_\_\_ 90th \_\_\_\_\_  
 \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_

8. Together with the title fill rate, the author and subject fill rate output measure shall be performed every five years.

70% Minimum      Percentile comparisons (Optional):    50th \_\_\_\_\_ 75th \_\_\_\_\_ 90th \_\_\_\_\_  
 \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_     \_\_\_\_\_



## MATERIALS BIBLIOGRAPHY

- Curley, Arthur and Dorothy Broderick. Building Library Collections. 6th ed. Metuchen, N.J.: Scarecrow Press, 1985.
- Futas, E. and S.S. Intner. "Collection Evaluation," Library Trends (special issue), Winter, 1935.
- Gardner, Richard K. Library Collections: Their Origin, Selection, and Development. New York: McGraw-Hill, 1981.
- Kohl, David F. Acquisitions, Collection Development and Collection Use: a Handbook for Library Management. Santa Barbara, CA: ABC-Clio Information Services, 1985.
- Krueger, Karen. Coordinated Cooperative Collection Development for Illinois Libraries. Springfield, IL: Illinois State Library, 1983.

## FOR FURTHER READING

- Broadus, Robert N. Selecting Materials for Libraries. 2nd ed. New York: H. W. Wilson, 1981.
- Gordon, Lewis A. Library Automation. Trustee Facts File. Chicago: ILA, 1986.
- Katz, William A. Collection Development: The Selection of Materials for Libraries. New York: McGraw-Hill, 1981.
- McCullung, Patricia A., ed. Selection of Library Materials in the Humanities, Social Sciences, and Sciences. Chicago: American Library Association, 1985.
- Shapiro, Beth J. and John Whaley, eds. Selection of Library Materials in Applied and Interdisciplinary Fields. Chicago: American Library Association, 1987.
- Slate, Stanley J. Weeding Library Collections-II. 2nd rev. ed. Littleton, CO: Libraries Unlimited, 1982.
- Whitehead, Robert J. A Guide to Selecting Books for Children. Metuchen, N.J.: Scarecrow Press, 1984.

## IX. PHYSICAL FACILITIES

The library building shall be efficiently designed, flexible, attractive, functional, and expandable. Local service needs differ and facilities should be planned as part of a long-range library development program, in response to identified community needs. Appealing, attractive appearance is vital in addition to the functional requirements of the building.

Whether planning new buildings or expanding and remodeling old, consideration must be given to adapting the library environment to accommodate changes in community needs and emerging library roles. The Public Library Mission Statement and Its Imperatives for Service (Chicago: American Library Association, 1979.) states it this way: "Traditional library buildings should be considered as only one way to deliver library service. Innovative systems should be designed to deliver library services through a full range of physical and electronic means to the places where people live and work."



9. Facilities shall be provided for the return of library materials when the library is closed.
- \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_
- 10 Building features which conserve energy shall be utilized whenever possible, especially when planning renovation or new construction. Adequate temperature control, humidity, and lighting influence the overall utilization and efficiency of the building and are essential for patron comfort, preservation of materials, and operation of equipment.
- \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_
- 11 Adequate and convenient parking shall be available to the library's patrons and staff at or near the library site. A question about parking shall be included in both the user and the citizen survey.
- \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_
- 12 The library shall undergo an energy audit at least once in the life of a building, more often if any major renovation or addition has been done.
- \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Lighting**

- 13 Light shall be evenly distributed and glare avoided. See Appendix C for lighting standards and lighting level tables. A lighting audit should be performed at least every 10 years.
- \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Building Accessibility for People with Physical Disabilities**

Access for the those with physical disabilities is essential for every public library, and shall include signage as well as physical access. Staff and patron areas shall be accessible.

Specific items to consider when determining library accessibility for the physically disabled and compliance with standards and codes:

- 14 Automobile parking (Minimum 96 inch wide parking space, plus adjacent access aisle minimum of 96 inch width for aggregate of 192 inches (16 feet). Two spaces may use the same access aisle. \*
- \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

\*Always consult the latest ANSI Standards, federal, state, and local codes (listed in the Facilities Bibliography) for more details and latest advisable figures.

15 Accessible route to circulation desk and the materials catalog. Minimum door openings of 32 inches and minimum 36 inch wide passageways. This insures maneuverability by wheelchairs and allows for a comfortable gait by people using walking aids.\*

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

16 Drinking fountain and public telephone which are wheelchair accessible.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

17 Toilet facility which is wheelchair accessible.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

18 At least 5% or minimum of one of each item: fixed seating, table or study carrel. Area needed: clear floor space of 30" x 48"; knee clearance at least 27" high, 30" wide, and 19" deep. Top of work surfaces up to a maximum of 36" from floor.\*

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

19 Shelf height for the materials catalog, reference, and current periodicals within the accessible reach area: 48" max. high forward reach and 54" max. high side reach of a person in a wheelchair; minimum forward reach not less than 15" above floor and not less than 9" above floor minimum side reach.\*

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

20 Height of carpet pile: 1/2 inch maximum height.\*

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Square Footage**

Before libraries embark on a building or remodeling project intended to serve 20 years or more, considerable self-evaluation is required. Community differences and variations in library roles make it impossible to specify the total square footage needed by a library to serve a population of a certain size. Libraries are therefore encouraged to evaluate present space deficiencies based on current resources, service, and staffing levels, and to project future space needs based on a community assessment and plans for library development as outlined in the library's goals and objectives.

\*Always consult the latest ANSI Standards, federal, state, and local codes (listed in the Facilities Bibliography) for more details and latest advisable figures.



therefore encouraged to evaluate present space deficiencies based on current resources, service, and staffing levels, and to project future space needs based on a community assessment and plans for library development as outlined in the library's goals and objectives.

#### Current Space Needs

21 At least every 5 years the administrative librarian shall fill out and review with the board the form in Appendix E. (Libraries with less than the required space should begin discussing either a space utilization plan or a building project.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

(Caveat: This is not meaningful data if a library has not previously defined its role. For example, if a high percentage of the book collection is no longer used by a library's patrons, it is misleading to use this formula to prove that the library needs more space to house those materials.)

#### Future Space Needs

22 At least every 5 years the administrative librarian, with input from the staff, should complete and share with the board a written space needs assessment based on the following:

- a. current space requirements (Appendix E)
- b. the most recent community analysis (Appendix A)
- c. space changes and requirements resulting from local role setting and adoption of a long-range plan

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Libraries incorporating or planning a significant commitment to audiovisual collection and services, or computer based systems, should attend to the particular space, electrical, and environmental requirements of those services and systems.

#### The Construction Planning Process

A written building program developed by the administrator, staff, and board with appropriate assistance from a qualified building consultant is essential to a successful project. This building program should be based on the library's written long-range plan.

An excellent way to approach a building or remodeling project is to talk with and visit other library staff and trustees who have just completed or are in the process of completing a similar project. A library board and staff should come to a mutual understanding of their library's needs prior to working with building consultants and architects. Names of building consultants and architects may be obtained from your system, the Illinois State Library, and the American Library Association.

### PHYSICAL FACILITIES BIBLIOGRAPHY

- Adams, Stanley, ed. "Illinois Building Issue" Illinois Libraries. Illinois State Library, Vol. 67, no 9, (November 1985) and Vol. 69, no. 9 (November 1987).
- Batko, Anthony Jr. and Richard E. Thompson. Building a New Library. Trustee Facts File, Chicago: ILA, 1986.
- Dahlgren, Anders. Public Library Space Needs: A Planning Outline. Wisconsin Department of Public Instruction, Madison, 1988.
- Holt, Raymond M. Wisconsin Library Building Project Handbook. Wisconsin Department of Public Instruction, Madison, 1978. (New edition in progress.)

### FOR FURTHER READING

- Ansi. American National Standard for Buildings and Facilities--Providing Accessibility and Usability for Physically Handicapped People. American, National Standards Institute, 1986.
- Dahlgren, Anders. Planning the Small Public Library Building. (Small Libraries Publication No. 11) LAMA, American Library Association, 1985.
- Fraley, Ruth A. and Carol Lee Anderson. Library Space Planning. NealSchuman, 1985. 158p.
- Kaufman, John E., ed. IES Lighting Handbook. Illuminating Engineering Society of North America, 1981. 2 vol.
- Library Administration and Management, Vol. 1, No. 3, (June 1987) pp. 80-106.
- Smith, Lester K., ed. Planning Library Buildings.-- From Decision to Design. LAMA/American Library Association, 1986.
- U.S. Dept. of the Interior. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, rev. 1983. U.S. Gov. Printing Office: 1986 (O = 498-786: QL 3).
- U.S. Government Printing Office. Office of the Federal Register. National Archives and Records Administration. Code of Federal Regulations. Title 41 - Public Contracts--and Property Management, Ch. 101, Subpart 101-19.6, Appendix A "Uniform Federal Accessibility Standards" part 8 (Libraries) and parts 4.1 to 4.33 as referred to in part 8.

The following Illinois Laws are also relevant to physical facilities:

1. Illinois Vehicle Code (95-1/2: 11-302 and 11-301.1)
2. Environmental Barriers Act of 1985 (111-1/2: 3711 as amended)
3. Illinois Accessibility Code (To be completed)

### X. SYSTEM AND ILLINET MEMBERSHIP RESPONSIBILITIES

#### Systems and Illinet--Description

Public libraries, along with academic, school, and special libraries, comprise the 18 library systems in Illinois. These 18 systems and their members, 4 Research and Reference Centers, and designated Resource Centers make up ILLINET. (Appendix F). Any library which is a member of a system is automatically a member of ILLINET. There are currently over 2,300 ILLINET members.

The dual purpose of this network is to share library resources, both human and material, and to provide residents of the state with information and materials unavailable at the local level. Library systems act as vital mechanisms to connect people and resources. Illinois library systems develop and coordinate the strengths of libraries so that they can do collectively that which they cannot easily do individually. Systems are funded by the state of Illinois and are governed by local libraries through area library representatives. The system is a cooperative maintained only by the commitment of libraries to resource sharing. Each library's commitment is critical.

**Governance**

Library Board members and library staff shall volunteer for system advisory councils and committees and, whenever possible, for system governing boards. Anyone who agrees to be a system board member must keep in mind the additional commitment of time and energy. Representatives who accept the responsibility of system board membership must be willing to represent their expanded constituency, which covers the entire system area's population.

1. Library Boards shall annually review their opportunities for representation on the system board.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Resource Sharing**

As members of regional library systems, all Illinois public libraries agree to make their resources, both human and material, available to persons needing access to them through reference assistance, interlibrary loan, reciprocal borrowing, and other local arrangements. This is done in recognition of the reciprocal expansion of resources that is available to the library's own users.

2. The library offers interlibrary loan to its patrons.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

3. The library follows the Illinois Interlibrary Loan Code.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

4. Library Boards agree to participate in both intra-system and inter-system reciprocal borrowing and to abide by established regulations.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Untaxed Areas**

Though primarily a system responsibility, every public library shares with the system the responsibility for promoting statewide tax-supported public library service.

5. Library Boards shall annually review the various possibilities for promoting and/or extending services to untaxed areas on a permanent basis.  
 \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Use of System Services**

The library board and staff shall be aware of the services offered by the system and avail themselves of these services. System services shall be actively promoted to library patrons of all ages and libraries shall publicize them as they do their own services.

**Other Responsibilities with Regard to Systems**

6. The library board and administrator shall annually review the system's plan of service and policies; they shall also provide suggestions for improvements in system services.  
 \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_
7. The library board and staff, in conjunction with system staff, shall actively explore cooperative arrangements with other libraries.  
 \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**SYSTEM AND ILLINET RESPONSIBILITIES BIBLIOGRAPHY**

Illinois Interlibrary Loan Code. Springfield, IL: Illinois State Library, 1988.  
Kepka, Robert and Carol Morrison. Library Cooperation. Trustee Facts File. Chicago, IL: ILA, 1986.  
Murphy, Harriet and Alice B. McKinley. Belonging To A Library System. Trustee Facts File. Chicago, IL: ILA, 1986.

**FOR FURTHER READING**

Survey of Public Libraries Use of and Experience With Illinois Library System Services. Illinois Library Statistical Report No. 17. Springfield, IL: Illinois State Library, 1985.

GEORGE H. RYAN  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES  
APPLICATION STATEMENT

"The Library Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the Illinois General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the amount of each grant so that the qualified applicants should receive a proportionate share. The Board further affirms that in making the application for a grant, or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person or persons."

"In making application for a grant or grants, the Library Board agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and Rule 3030.105 (d), (e), and (f). The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year."

"The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. The Board further affirms that it has reviewed AVENUES TO EXCELLENCE II during the previous twelve months and that it has completed all requirements of this application. The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records which directly relate to this grant. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct."

Date: June 20, 1996

Mr.  Mrs.  Ms. John F. Stengel      John F. Stengel  
SIGNATURE: *President, Board of Directors/Trustees*      Name (typed)

Mr.  Mrs.  Ms. Judi Moss      Judi Moss  
SIGNATURE: *Secretary, Board of Directors/Trustees*      Name (typed)

Mr.  Mrs.  Ms. John A. Moorman      John A. Moorman  
SIGNATURE: *Librarian*      Name (typed)

Prepare four (4) copies of application and all supporting documentation. Retain one (1) copy for your library's files, send one (1) copy to your regional library system, and submit two (2) copies (one with original documentation) postmarked no later than **July 15, 1996** to:

State Grants for Illinois Public Libraries  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

The Illinois State Library is neither responsible for nor obligated to pay grant applications received after the deadline date. Proof of receipt is the responsibility of the applicant.

NAME OF LIBRARY: Decatur Public Library  
CITY: Decatur

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

NAME OF LIBRARY: Decatur Public Library  
CITY: Decatur

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for an Equalization Aid Grant and/or a Per Capita Grant to be used for library purposes.

1. Legal name of library: Decatur Public Library  
*\*Note any name changes made between June 30, 1995 and July 15, 1996 due to mergers, conversion or other reasons should be reported on line 1.*  
Formerly: \_\_\_\_\_
2. Address 247 E. North St. Decatur  
Street or Box# City  
Macon 62523-1128  
County Zip+Four
3. Name of corporate authority that levies the tax supporting the library: City of Decatur
4. Type of library applying (check one):  City  County  District  Park  Town  
 Township  Village  Other \_\_\_\_\_
5. What county(s) does the library's primary service area include: Macon
6. Date library was legally established: 1876
7. Library system: Rolling Prairie
8. Federal Tax Identification Number (FEIN#): 37-6001308  
(Must be the same FEIN# as reported in the past unless there has been a change in legal entity. If so, include a copy of the Internal Revenue Service notification of the new FEIN#).
9. Number(s) for Illinois Legislative (Senate) District(s): 51
10. Number(s) for Illinois Representative District(s): 101 and 102
11. Number(s) for U.S. Congressional District(s): 19
12. The library's non-resident fee as calculated using the Illinois State Library formula would be:  
\$ 50.19 for FY96.
13. The library's actual non-resident fee for FY96 is \$ 75.00  
NOTE: if #13 is less than #12, please check the appropriate explanation:  
 system average  tax bill method  other (explain) \_\_\_\_\_
14. Name and title of the person preparing this application:  
 Mr.  Mrs.  Ms. Linda Humphreys Administrative Secretary  
Name Title  
Library Phone Number: 217 424-2900  
Library Fax Number: 217 423-5741  
Main Library Hours: M 9 a.m.-9 p.m. T 9 a.m.-9 p.m. W 9 a.m.-9 p.m.  
Th 9 a.m.-9 p.m. F 9 a.m.-9 p.m. Sa 9 a.m.-5:30 p.m. Su 1 p.m.-5 p.m.

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

15. Calculation of Equalization Aid Grant:

(NOTE: Sections a, b, and c must be completed in order to apply for a Per Capita Grant, even if you are not applying for an equalization aid grant.)

a) Value of all taxable property within the library's service area as of January 1, 1995, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau.....	\$ 540,398,370
b) Said valuation multiplied by 0.0013 yields.....	\$ 702,518
c) Levy at 0.13% divided by population served yields per capita of.....	\$ 8.24
d) Population served multiplied by \$4.25 equals .....	\$
e) Enter valuation multiplied by 0.0013 obtained in step (b) .....	\$
f) Subtract (e) from (d) equals amount of equalization aid.....	\$

16. Calculation of Per Capita Grant:

Population Served 85,306

ONLY THE OFFICIAL 1990 CENSUS (INCLUDING, CORRECTED OR REVISED) OR A SPECIAL FEDERAL CENSUS FOR THE AREA WILL BE ACCEPTED.

17. Attachments and Certifications Check-Off:

- a) Population verification: If library taxes are collected (not contractual) from more than one taxing jurisdiction (e.g., county, townships, city, district, or a part thereof) show population for each and a total. Attach sheet, if necessary, and include documentation for any population changes (such as a special census or U.S. Census corrections). Please check if applicable.
  - b) County Clerk Certification(s): Check the box if the library has attached the original copy from your county clerk(s) certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of January 1, 1995, or the most recent year available.
  - c) In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on this basis, attach appropriate official documentation. Please check if applicable.
  - d) Please check if the library has filed a current annual report with the Illinois State Library.
  - e) In order to be eligible for a FY97 Per Capita Grant, the library must submit a completed copy of the Questionnaire on Youth Services. Please check if a copy of the questionnaire is attached.
- NOTE: Omit (f) and (g), if the library has already filed an ADA self-evaluation or has submitted a Drug Free certificate.**
- f) Americans with Disabilities Act (ADA) self-evaluation: If the library has not submitted an ADA self-evaluation to the Illinois State Library, please attach the evaluation and check if applicable.
  - g) Drug free certification: If the library has not submitted a Drug Free Workplace Certificate to the Illinois State Library, please attach the statement as approved by the board (Illinois Compiled Statutes 30 ILCS 580/1-7) and check if applicable.

NAME OF LIBRARY: Decatur Public Library

CITY: Decatur

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

18. Please certify that the library board has reviewed the Illinois Library Association's standards for public libraries, AVENUES TO EXCELLENCE II during July 1995 to June 1996.

YES     NO

Please place an 'X' in the box beside each standard listed below that the library either met or made progress towards meeting in FY96 and provide the date of the Board's review of each standard. The Illinois State Library recognizes that progress may not be made on every standard.

NAME OF LIBRARY: Decatur Public Library  
CITY: Decatur

AVENUES TO EXCELLENCE II			
Checklist	Made Progress	Met	Actual Date of Review
I. Structure and Governance		X	7/24/95
II. Finances		X	8/17/95
III. Administration		X	9/21/95
IV. Library Image	X		10/19/95
V. Users and Usage		X	11/16/95
VI. Reference Service	X		6/20/96
VII. Personnel		X	6/20/96
VIII. Materials	X		6/20/96
IX. Physical Facilities		X	6/20/96
X. System/ILLINET Membership Responsibilities		X	6/20/96

PLANNED USE OF FY97 GRANT MONIES:

19. In order to meet standards in AVENUES TO EXCELLENCE II, we plan to use FY97 grant monies in the following way(s). Use general categories in identifying actual planned expenditures (see #25 and #27). *Capital expenditures (anything attached to the building will be considered a capital expenditure) will not be approved for per capita funds.*

1. Continue support of the programs of the Business Information Center and Grant Assistance Center programs, services, and collections. Purchase materials and provide some support staffing.
2. Continue serving newborn infants and their parents through co-sponsoring of Baby TALK by purchasing materials, holding lapsits, and conducting special programs.
3. Support staff training and development. Provide for staff attendance at system and state library sponsored continuing education programs and other conferences and workshops which expand staff knowledge and abilities.
4. Continue purchasing materials as a part of the Cooperative Collection Management Plan. Provide some support staffing for this effort.
5. Provide an active public relations program. Contractual personnel will be employed for this program.
6. Provide part of the cost of contractual service for library computer maintenance and training.



ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

HOURS OF SERVICE:

20. Does your library meet the standards on minimum days/hours of service for your population?

(Please check the appropriate boxes in answering this question)

a) POPULATION OF YOUR LIBRARY'S SERVICE AREA	b) DOES YOUR LIBRARY MEET THE MINIMUM STANDARDS FOR DAYS OF SERVICE?	c) DOES YOUR LIBRARY MEET THE MINIMUM STANDARDS FOR HOURS OF SERVICE?
<input type="checkbox"/> Under 5,000	5 days <input type="checkbox"/> YES <input type="checkbox"/> NO	25 hours of service <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> 5,000 - 10,000	5 days <input type="checkbox"/> YES <input type="checkbox"/> NO	48 hours of service <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> 10,001 - 25,000	6 days <input type="checkbox"/> YES <input type="checkbox"/> NO	56 hours of service <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> 25,001 - 50,000	6 days <input type="checkbox"/> YES <input type="checkbox"/> NO	67 hours of service <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> 50,001 - 75,000	7 days <input type="checkbox"/> YES <input type="checkbox"/> NO	72 hours of service <input type="checkbox"/> YES <input type="checkbox"/> NO
<input checked="" type="checkbox"/> Over 75,001	7 days <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	72 hours of service <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

21. Please provide the following information on the library service area population and the number of hours as needed.

a) POPULATION OF YOUR LIBRARY'S SERVICE AREA	b) NUMBER OF DAYS OPEN PER WEEK	c) NUMBER OF HOURS OPEN PER WEEK	d) NUMBER OF EVENINGS OPEN PER WEEK	e) NUMBER OF WEEKEND DAYS OPEN PER WEEK
85,306	7	72.5	5	2

22. If your library does not meet the standards in hours of service, please explain how the library's current hours meet the community's needs.

NAME OF LIBRARY: Decatur Public Library

CITY: Decatur

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

REFERENCE SERVICE:

23. Reference is the provision of information in response to a patron's request. All persons served by the public library have a right to reference service... (Avenues to Excellence II: Standards for Public Libraries in Illinois, page 22).

(Please supply the appropriate information)

a) Does your library provide reference service?.....  YES  NO

b) Does your library provide all of its own reference service?.....  YES  NO

1) If no, does it a). contract for all of its reference service?.....  YES  NO

b). contract for after hours reference?.....  YES  NO

2) Please list the name and address of contractual reference provider(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Does your library provide reference service for all ages?.....  YES  NO

d) Does your library offer on site reference?.....  YES  NO

e) Does your library offer telephone reference?.....  YES  NO

f) Is there any time when reference service is not available when the library is open? .....  YES  NO

1) If yes, how many hours per week is reference service not available when the library is open?..... \_\_\_\_\_ per week

g) Does your library have a written reference policy?.....  YES  NO

h) Does your library meet minimum levels of reference service as defined in your library system's reference plan?.....  YES  NO

1). If no, what levels are not being met?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

i) Number of full time equivalent (FTE) professional reference staff..... 5.0 FTE

NAME OF LIBRARY: Decatur Public Library

CITY: Decatur

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

REFERENCE SERVICE:

j) How often does reference staff attend outside reference training programs?

- 1).  3 or more times a year
- 2).  1 time a year
- 3).  never
- 4).  other (please specify) \_\_\_\_\_

k) Does your library refer or offer to refer unfilled information requests to:

- 1). the library system?.....  YES  NO
- 2). the Illinois State Library?.....  YES  NO
- 3). another library?.....  YES  NO
- 4). other (please specify) \_\_\_\_\_  YES  NO

l) Does your library provide free computer database searching?.....  YES  NO

1). If yes, amount of time provided..... \_\_\_\_\_

m) Does your library charge for computer database searching?.....  YES  NO

1). If yes, amount of fee charged..... \_\_\_\_\_

n) What reference service support would you like from:

1). your local library system?

In the past we have provided back-up reference service to system members  
through a contractual arrangement. It might be good to re-evaluate whether  
such service is again needed.

2). the Illinois State Library?

Back-up reference service coordination on a state-wide level.

---



---



---

NAME OF LIBRARY: Decatur Public Library  
CITY: Decatur

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

USE OF LAST YEAR'S (FY96) PER CAPITA GRANT:

24. If a Per Capita Grant was received last year, describe how the Per Capita Grant monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois State Library Association, AVENUES TO EXCELLENCE II.

1. Continue support of the programs of the Business Information Center and Grant Assistance Center programs, services, and collections. Purchase materials and provide some support staffing.
2. Continue serving newborn infants and their parents through co-sponsoring of Baby TALK by purchasing materials, holding lapsits, and conducting special programs.
3. Support staff training and development. Provide for staff attendance at system and state library sponsored continuing education programs and other conferences and workshops which expand staff knowledge and abilities.
4. Continue purchasing materials as a part of the Cooperative Collection Management Plan. Provide some support staffing for this effort.
5. Provide an active public relations program. Contractual personnel will be employed for this program.

EXPENDITURE OF LAST YEAR'S (FY96) PER CAPITA MONIES:

25. Total FY96 Per Capita Grant received: 104,875

NOTE: List expenditures/obligations by general category and provide the obligation dates. Funds must be obligated by June 30, 1996.

CATEGORY	AMOUNT	DATE OF OBLIGATION (July 1, 1995 - June 30, 1996)
Children's Materials	\$ _____	_____
Adult Materials	\$ <u>30,956</u>	<u>7/1/95-6/30/96</u>
Programs	\$ <u>3,300</u>	<u>7/1/95-6/30/96</u>
Personnel (salaries, fringe benefits)	\$ <u>62,850</u>	<u>7/1/95-6/30/96</u>
Supplies	\$ _____	_____
Equipment	\$ _____	_____
Travel & training	\$ <u>7,210</u>	<u>7/1/95-5/31/96</u>
Contractual Services (please specify)		
<u>public relations</u>	\$ <u>559</u>	<u>7/1/95-5/31/96</u>
Other (please specify)		
_____	\$ _____	_____
<b>TOTAL</b> (Total must be equal to or more than FY96 Per Capita Grant)	\$ <u>104,875</u>	

NAME OF LIBRARY: Decatur Public Library

CITY: Decatur

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

USE OF LAST YEAR'S (FY96) EQUALIZATION AID GRANT:

26. If an Equalization Aid Grant was received last year, describe the use of grant monies and the impact of the grant on public library services in your community.

NAME OF LIBRARY: Decatur Public Library

CITY: Decatur

EXPENDITURE OF LAST YEAR'S (FY96) EQUALIZATION AID MONIES:

27. Total FY96 Equalization Aid Grant received: \_\_\_\_\_

NOTE: List expenditures/obligations by general category and provide the obligation dates. Funds must be obligated by June 30, 1996.

CATEGORY	AMOUNT	DATE OF OBLIGATION (July 1, 1995 - June 30, 1996)
Children's Materials	\$ _____	_____
Adult Materials	\$ _____	_____
Programs	\$ _____	_____
Personnel (salaries, fringe benefits)	\$ _____	_____
Supplies	\$ _____	_____
Equipment	\$ _____	_____
Travel	\$ _____	_____
Contractual Services (please specify)	\$ _____	_____
_____	\$ _____	_____
Other (please specify)	\$ _____	_____
_____	\$ _____	_____
TOTAL (Total must be equal to or more than FY96 Equalization Aid Grant)	\$ _____	_____

GEORGE H. RYAN  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

SUBMIT WITH APPLICATION FOR EQUALIZATION AID  
AND/OR PER CAPITA GRANT

NAME OF LIBRARY: Decatur Public Library  
CITY: Decatur

I, Stephen M Bean, Clerk of the County of Macon

in the State of Illinois, and keeper of the records and files of said county, do hereby certify that the assessed value of all property as equalized by the Department of Revenue, Property Tax Administration

Bureau for the most recent year available in Decatur Public is:  
(Library Corporate entity)

Real Estate	\$	<u>5,328,977.982</u>
Pollution Control	\$	<u>-0-</u>
Railroad Property	\$	<u>7,520,388</u>
TOTAL	\$	<u>5,403,988.370</u>

All of which appears from the records and files in my office.

The Decatur Public Library library tax rate is .4200  
(Name of Library)

I HAVE HEREUNTO SET MY HAND  
AND AFFIXED THE SEAL OF THE  
COUNTY OF Macon,  
IN THE CITY OF  
Decatur, IN SAID  
COUNTY.

(County Seal)

Stephen M Bean 6/12/96  
(County Clerk Signature) (Date)



**UNITED STATES DEPARTMENT OF COMMERCE**  
 Bureau of the Census  
 Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

**SPECIAL CENSUS POPULATION OF CITY OF DECATUR (SELECTED AREAS ONLY),  
 MACON COUNTY, ILLINOIS  
 AS OF SEPTEMBER 9, 1995**

<u>AREA</u>	<u>POPULATION</u>	<u>HOUSING</u>
CITY OF DECATUR (Selected Areas Only)	1,406	570
<u>ANNEXED SINCE JANUARY 1, 1990</u>	1,406	570
MACON COUNTY		
<u>1990 DECENNIAL CENSUS POPULATION AND              HOUSING FOR AREAS IN Decatur              AS OF APRIL 1, 1990.</u>	0	0

NANCY M. GORDON  
 Acting Associate Director for  
 Demographic Programs  
 Bureau of the Census

GEORGE H. RYAN  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

QUESTIONNAIRE ON YOUTH SERVICES  
FY97 PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT

DEFINITIONS AND INSTRUCTIONS

This questionnaire is about youth services and should be completed by the Library Director with input from the Children/Young Adult Librarian or a person who is most knowledgeable about services to children and young adults in your library. In Part I, please respond only for services that take place in your individual library and the community it serves. Library services include resources and programs at the main library and all branches. Part II deals with outside services such as system services.

**CHILDREN'S SERVICES** refer to library services specifically for children. The American Library Association defines children as ages 14 and younger.

**YOUNG ADULT SERVICES** refer to library services specifically for young adults. The American Library Association defines young adults (YA) as ages 14 years to 18 years.

**YOUTH SERVICES** refer to library services for both children and young adults.

**RESOURCES:**

- Managing Change: Directions for Youth Services in Illinois Public Libraries. ILA, 1993.
- Walter, Virginia. Output Measures and More. Planning and Evaluating Public Library Services for Young Adults. ALA, 1995.
- Walter, Virginia. Output Measures for Public Library Service to Children. ALA, 1992.

Name of Library: Decatur Public Library

City: Decatur

Name of Person Completing This Form: Katie Gross

Title/Position: Children's Librarian

**RETURN TWO (2) COPIES OF THIS QUESTIONNAIRE WITH YOUR FY97 PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION ON OR BEFORE JULY 15, 1996 TO:**

State Grants for Illinois Public Libraries  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

NAME OF LIBRARY: Decatur Public Library  
CITY: Decatur



QUESTIONNAIRE ON YOUTH SERVICES  
 FY97 PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT

**PART I: SERVICES TO CHILDREN AND YOUNG ADULTS**

1. The American Library Association defines children as persons ages 14 and younger. Does your library provide special services to children?

Yes  No

2. The American Library Association defines young adults (YA) as persons aged 14 to 18 years old. Does your library provide special services to young adults?

Yes  No

3. Is the same staff responsible for both young adult services and children's services?

- Yes (go to question 3.a) leave 3.b) blank)
- Yes partially, some crossover of staff (answer questions 3.a) and 3.b))
- No (go to question 3.b) leave 3.a) blank)

3. a) If yes, how many FTE\* equal your combined children's services/YA staff?  FTE

3. b) If no, how many FTE\* equal your children's services staff?  FTE

If no, how many FTE\* equal your YA staff?  FTE

**\*To calculate FTE (full time equivalent) one person working full-time (as defined by your library) equals one FTE. One person working half the hours of a full-time person equals .5 FTE. Therefore, if your library has two full-time and one half-time librarians, you have 2.5 FTE.**

4. Does your library employ a Children's Reference Librarian? (As opposed to a Reference Librarian in the Adult Department who could answer a child's question.)

Yes  No

4. a) If yes, what percent of the library's open hours is a Children's Reference Librarian available?

%

5. Does your library employ someone with expertise in children's literature who offers readers advisory or guidance for children? (As opposed to a librarian in the Adult Department who could answer a child's question.)

Yes  No

5. a) If yes, what percent of the library's open hours is a Readers Advisor specifically for children available?

%

CITY: Decatur  
NAME OF LIBRARY: Decatur Public Library

**QUESTIONNAIRE ON YOUTH SERVICES  
FY97 PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT**

6. If you were hiring a Children's Services/YA Librarian today, what would be the educational requirement? What is the educational background of the employee(s) currently holding this position?

*Please check where appropriate*

EDUCATION	USE THIS COLUMN IF LIBRARIAN'S RESPONSIBILITIES ARE COMBINED		USE THESE COLUMNS IF LIBRARIAN'S RESPONSIBILITIES ARE SEPARATE			
	CHILDREN'S SERVICES		CHILDREN'S SERVICES		YA	
	IF HIRING TODAY	BACKGROUND OF CURRENT EMPLOYEE(S)	IF HIRING TODAY	BACKGROUND OF CURRENT EMPLOYEE(S)	IF HIRING TODAY	BACKGROUND OF CURRENT EMPLOYEE(S)
MLS (Masters Degree in Library Science)			X	X	X	X
Masters Degree in Other Discipline						
Bachelors Degree Library Technical Assistant or Associate Degree (2 year)						
Some College						
High School Diploma						

7. What is the youngest age a child can get a library card at your library? (circle one)

Birth 1 2 3 4 5 6 7 8 9 years old other \_\_\_\_\_

8. Does your library offer a non-resident student card?

Yes \_\_\_\_\_ No X

8. a) If yes, what is the cost for a one year card?

\$ \_\_\_\_\_

8. b) How many non-resident student cards were issued during the past 12 months?

\_\_\_\_\_

**QUESTIONNAIRE ON YOUTH SERVICES  
FY97 PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT**

9. Do children have full access to check out all materials at your library?  
 Yes \_\_\_\_\_ No x \_\_\_\_\_

9. a) If no, what is restricted (circulation)? Audiovisual materials

10. Please check which of the following resources intended specifically for children and young adults and at their appropriate reading/interest levels are available (*including circulating and in-library use*) or not available in your library.

*Please check where appropriate*

RESOURCES	AVAILABLE			NOT AVAILABLE	
	FOR BOTH CHILDREN AND YA	FOR CHILDREN ONLY	FOR YA ONLY*	LIBRARY OWNS FOR ADULTS ONLY	LIBRARY DOES NOT OWN / OFFER
a) Audio recordings (CD or tapes)	X *				
b) Books	X				
c) Computer software for independent use			X		
d) CD-ROM software			X		
e) College or career information	X				
f) Materials in languages other than English	X				
g) Multicultural materials	X				
h) Periodicals	X				
i) Puzzles		X			
j) Reading lists or bibliographies	X				
k) Toys					X
l) Videotapes	X *				

\*Must be checked out by an adult

11. Does your library maintain a distinct young adult's collection?

**FICTION**

**NON-FICTION**

- x Yes, in a separate Young Adult's Room or area
- \_\_\_ Yes, labeled and shelved with the Adult Collection
- \_\_\_ Yes, labeled and shelved with the Children's Collection
- \_\_\_ No

- x Yes, in a separate Young Adult's Room or area
- \_\_\_ Yes, labeled and shelved with the Adult Collection
- \_\_\_ Yes, labeled and shelved with the Children's Collection
- \_\_\_ No

CITY: Decatur  
NAME OF LIBRARY: Decatur Public Library



**QUESTIONNAIRE ON YOUTH SERVICES  
FY97 PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT**

14. During the last 12 months, how many times did your library offer group events or workshops for parents, caretakers, teachers, or other adults who work with children and/or young adults?

EVENT / WORKSHOP	NUMBER OF EVENTS IN LIBRARY	NUMBER OF EVENTS OUTSIDE LIBRARY
a) Literacy building activities using children's literature	1	9
b) Improving parenting skills programs		
c) Intergenerational activities	6	
d) Teachers open house, etc.		
OTHER TYPES - PLEASE LIST		
e) talk on children's literature trends		1
f) talk on library services to children		3
g)		

15. During the last 12 months, how often did your library engage in the following cooperative activities with local schools?

*Please check where appropriate*

COOPERATIVE ACTIVITY	NEVER	1-6 TIMES	7-11 TIMES	12+ TIMES
a) Shared automation projects	X			
b) Bags of books or bulk book loans				X
c) Class visits from schools to library				X
d) Cooperative collection development	X			
e) Information sharing meetings with teachers and/or school librarians		X		
f) Resource sharing (interlibrary loan, FAX requests, etc.)				X
g) Visits by public librarians to schools for book talks, program promotions, etc.			X	

CITY: Decatur  
NAME OF LIBRARY: Decatur Public Library

**QUESTIONNAIRE ON YOUTH SERVICES  
FY97 PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT**

16. Does your library maintain a current file or provide information about agencies in your community that assist or target youth?

Yes   X   No \_\_\_\_\_

17. During the past 12 months, how often did your library work with the following institutions, agencies, or organizations? Include planning, coordinating, cooperative activities or providing information. This also includes their use of the library for meeting space. Use NA (*not applicable*) if there is no such group in your community.

*Please check where appropriate*

INSTITUTION/AGENCY/ORGANIZATION	NA	RARELY	OCCASIONALLY	REGULARLY
a) At risk agencies (teen parents, drug abuse programs, GED, etc.)				X
b) Cultural institutions (museums, etc.)			X	
c) Day care centers				X
d) Head-Start centers				X
e) Homeschools				X
f) Other libraries				X
g) Preschools				X
h) Recreational institutions (YMCA, park district, etc.)			X	
i) Regional library system			X	
j) Religious institutions (churches, mosques, synagogues, etc.)		X		
k) Schools (K-12, public or private)				X
l) Schools for children with special needs				X
m) Senior citizen or intergenerational centers				X
n) Social agencies				X
o) Youth organizations (Scouts, 4H, etc.)			X	

NAME OF LIBRARY: Decatur Public Library

CITY: Decatur

**QUESTIONNAIRE ON YOUTH SERVICES  
FY97 PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT**

18. What are the barriers that restrict your library from increasing services and resources for children or young adults?

*Please check where appropriate*

TYPE OF BARRIER	NOT AN ISSUE	SMALL BARRIER	MODERATE BARRIER	MAJOR BARRIER
a) Fear of censorship	X			
b) Insufficient hours of operation	X			
c) Insufficient library staff			X	
d) Insufficient materials in languages other than English	X			
e) Insufficient services, resources or programs			X	
f) Insufficient funds			X	
g) Restrictive policies of the library	X			

19. What do you perceive to be the reasons that some youth do not use the public library?

*Please check where appropriate*

PERCEIVED REASONS	NOT AN ISSUE	SELDOM A REASON	SOMETIMES A REASON	FREQUENTLY A REASON	PRIMARY REASON
a) Competition from other activities				X	
b) Lack of interest in library's services, resources, and programs				X	
c) Lack of school assignments requiring library services		X			
d) Lack of transportation			X		
e) Neighborhood safety			X		
f) Not "cool" - peer pressure		X			
g) Unaware of library's resources and services			X		

CITY: Decatur

NAME OF LIBRARY: Decatur Public Library

QUESTIONNAIRE ON YOUTH SERVICES  
 FY97 PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT

NAME OF LIBRARY: Decatur Public Library

CITY: Decatur

**PART II: OUTSIDE SERVICES**

20. Does your library distribute QUEST?  
 Yes       No, choose not to       No, never heard of it

20. a) If yes, what age groups read it?  
 Grades K-3       Grades 4-6       Grades 7-8       Grades 9-12

21. Does your library participate in Family Reading Night Activities? *(Please check all that apply)*

- Yes, display Family Reading Night posters
- Yes, distribute materials
- Yes, create a display
- Yes, promote in our library's newsletter
- Yes, sponsor a Family Reading Night program or activity
- No, choose not to participate
- No, never heard of it

22. What youth services resources does your library system provide to support your library's services to children and young adults?

*Please check where appropriate*

RESOURCES	YES	NO
a) Automation support		X
b) Youth services consulting		X
c) Continuing education activities on children/young adult topics	X	
d) Newsletter on children/young adult services	X	
e) Other: PLEASE INDICATE		

23. What youth related support services would you like to receive that your library is not currently getting from any source?

---



---



---

**Please return TWO (2) COPIES of this questionnaire on youth services with your FY97 Public Library Per Capita and Equalization Aid Grant Application ON OR BEFORE July 15, 1996 to:**

State Grants for Illinois Public Libraries  
 Illinois State Library  
 300 South Second Street  
 Springfield, Illinois 62701-1796

George H. Ryan, Secretary of State and State Librarian



COPY OF ADVERTISEMENT

#17048

Certificate of Publication

17048  
NOTICE  
OF DETERMINATION OF  
PREVAILING WAGE RATES

TAKE NOTICE that on the 20th day of June, 1996, the Decatur Public Library Board of Trustees adopted an Ordinance Determining Prevailing Wage Rates for public works in accordance with 820 ILCS 130/1 et seq. (1993), formerly Illinois Revised Statutes, Chapter 48, paragraph 39-1 et seq.; and said determination is available for inspection by any interested party at 247 East North Street, Decatur, Illinois.  
DATED the 20th day of June, 1996.

Judi Moss, Secretary  
Decatur Public Library  
Board of Trustees

STATE OF ILLINOIS }  
Macon County } SS

HERALD & REVIEW, a division of LEE ENTERPRISES INCORPORATED, a corporation, does hereby certify that it is the publisher of the Herald & Review, a daily secular newspaper of general circulation in said County, printed and published in the City of Decatur, in said County and State, and that said newspaper is a newspaper as defined in "An Act to revise the law in relation to notices," approved February 13, 1874, as amended, and that the advertisement or notice hereunto annexed and made a part of this certificate has been published in said

newspaper one time in each and every copy and impression of the final edition thereof, and that the publication thereof

was in the final edition of said newspaper on Monday, the 1st

day of July, A.D. 1996, and that Mary Crisler

by resolution of the Board of Directors, has authority to make this certificate.

IN TESTIMONY WHEREOF, the said Mary Crisler has hereunto

affixed the name of said Company, this 1st day of July

A.D., 1996

Fee \$ 16.90

Received \$ \_\_\_\_\_

19 \_\_\_\_\_

HERALD & REVIEW a division of  
LEE ENTERPRISES INCORPORATED

By \_\_\_\_\_ By Mary Crisler

---

---

CERTIFICATE OF PUBLICATION  
In  
**Herald & Review**

---

DECATUR, ILLINOIS

---

In the Matter of

---

Notice of Prev. Wage

---

---

---

Solicitors or  
Attorneys  
City of Decatur  
1 Civic Center Plaza  
Decatur, IL 62523

---

---



ILLINOIS DEPARTMENT OF LABOR

Jim Edgar  
Governor

Shinae Chun  
Director

June 1, 1996

Ms. Linda Humphreys  
Decatur Public Library  
247 E. North Street  
Decatur, IL 62523

Dear Ms. Humphreys:

Pursuant to your request for our June prevailing wage rates the County(ies)  
of Macon effective June 1, 1996, are enclosed for your information and use.

STATE OF ILLINOIS )  
DEPARTMENT OF LABOR )  
CONCILIATION AND MEDIATION DIVISION )

CERTIFICATE

I, Shinae Chun, Director, Division of Conciliation and Mediation, Illinois  
Department of Labor, do hereby certify that I am the keeper of the records and  
files of said office and that the attached is a true and complete copy of the  
prevailing rate of wages determined by this Department for the aforesaid county  
or counties.

Shinae Chun  
Director

STATE OF ILLINOIS BUILDING  
160 NORTH LA SALLE - SUITE C-1300  
CHICAGO, ILLINOIS 60601-3150  
(312) 793-2800  
Fax:(312)793-5257

ONE WEST OLD STATE CAPITOL PLAZA, ROOM 300  
SPRINGFIELD, ILLINOIS 62701  
(217) 782-6206  
Fax:(217)782-0596

2309 WEST MAIN STREET  
MARION, ILLINOIS 62959  
(618) 993-7090  
Fax:(618)993-7258



ORDINANCE DETERMINING PREVAILING WAGE RATES

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the state, county, city, or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Illinois Revised Statutes, Chapter 48, paragraph 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the Decatur Public Library Board of Trustees of the City of Decatur investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics, and other workers in the locality of Macon County employed in performing construction of public works for said Decatur Public Library Board of Trustees.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF THE DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city, or any public body, or any political subdivision, or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of the Decatur Public Library Board of Trustees is hereby ascertained to be the same as the prevailing wages for construction work in Macon County area as determined by the Department of Labor of the State of Illinois as of June, 1996, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Decatur Public Library Board of Trustees. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Decatur Public Library Board of Trustees to the extent required by the aforesaid Act.

SECTION 3: The Decatur Public Library Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of the Decatur Public Library this determination or any revision of such prevailing rate of

wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Decatur Public Library Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Decatur Public Library Board of Trustees shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Decatur Public Library Board of Trustees shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 20th day of June, 1996.

APPROVED:

John F. Stengel  
John F. Stengel, President  
Decatur Public Library Board of Trustees

ATTEST:

Judi Moss  
Judi Moss, Secretary  
Decatur Public Library Board of Trustees

CERTIFICATE

STATE OF ILLINOIS     )  
                          )    SS  
COUNTY OF MACON     )

I, the undersigned, Secretary of the Decatur Public Library Board of Trustees, do hereby certify that the above and foregoing is a true, perfect, and correct copy of the Ordinance Determining Prevailing Wage Rates duly adopted at a meeting of the Decatur Public Library Board of Trustees held on June 20, 1996.

Judi Moss  
Judi Moss, Secretary  
Decatur Public Library Board of Trustees

NOTICE OF DETERMINATION OF PREVAILING WAGE RATES

TAKE NOTICE that on the 20th day of June, 1996, the Decatur Public Library Board of Trustees adopted an Ordinance Determining Prevailing Wage Rates for public works in accordance with 820 ILCS 130/1 et seq. (1993), formerly Illinois Revised Statutes, Chapter 48, paragraph 39s-1 et seq.; and said determination is available for inspection by any interested party at 247 East North Street, Decatur, Illinois.

DATED the 20th day of June, 1996.

/s/

\_\_\_\_\_  
Judi Moss, Secretary  
Decatur Public Library Board of Trustees

IRON WORKERS (WEST) - West of a straight line just east of Route 51 to the southeast corner where Shelby, Macon and Moultrie counties meet.

The following list is considered as those days for which holiday rates of wages for work performed apply:

New Year's Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vector trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

OPERATING ENGINEERS - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Asphalt Screed Man; Aspco Concrete Spreaders; Asphalt Pavers; Asphalt Plant Engineer; Asphalt Rollers on Bituminous Concrete; Athey Loaders; Backfillers, Crane Type; Backhoes, Barber Green Loaders; Bulldozers; Cableways; Cherry Pickers; Clam Shells; C.M.I. & similar autograde formless paver, autograde placer & finisher; Concrete Breakers; Concrete Plant Operators; Concrete Pumps; Cranes; Derricks; Dredge Boats; Dewatering Systems; Draglines; Earth Auger or Boring Machines; Elevating Graders; Engineers on Dredges; Gravel Processing Machines; Head Equipment Greaser; High Lifts or Fork Lifts; Hoists with two or more drums or two or more load lines; Locomotives, All; Mechanics; Motor Graders or Auto Patrols; Operators or Leverman on Dredges; Operators, over Boat; Operators, Pug Mill (Asphalt Plants); Orange Peels; Overhead Cranes; Paving Mixers; Piledrivers; Pipe Wrapping and Painting Machines; Pushdozers, or Push Cats; Rock Crushers; Ross Carriers or Similar Machines; Scoops, Skimmer, two cu. yd. capacity and under; Sheep-Foot Roller (Self-Propelled); Shovels; Skimmer Scoops; Test Hole Drilling Machines; Tower Cranes; Tower Machines; Tower Mixers; Track Type End Loaders; Track Type Fork Lifts or High Lifts; Track Jacks and Tampers; Tractors, Sideboom; Trenching or Ditching Machine; Tunnelluggers; Vermeer Type Saws; Wheel Type End Loaders; Winch Cat; Scoops, All or Tournapull.

Class 2. Air compressors (six to eight); Asphalt Boosters and Heaters; Asphalt Distributors, Asphalt Plant Fireman, Oiler on Two Paving Mixers when used in Tandem; Boom or Winch Trucks; Building Elevators; Bull Floats or Flexplanes; Concrete Finishing Machine; Concrete Saws, Self-Propelled; Concrete Spreading Machines; Gravel or Stone Spreader, Power Operated; Hoist, Automatic; Hoist with One Drum and One Load Line; Mud Jacks; Post Hole Digger, Mechanical; Road or Street Sweeper, Self-Propelled; Seaman Tiller; Straw Machine; Vibratory Compactor; Well Drill Machines; Scissors Hoist.

Class 3. Air Compressors, (one to five); Air Compressors, Track or Self-Propelled; Bulk Cement Batching Plants; Conveyors; Concrete Mixers (Except Plant, Paver, or Tower); Firemen; Generators; Greasers; Helper on Single Paving Mixer; Light Plants; Mechanic Helpers; Mechanical Heaters; Oilers; Power Form Graders; Power Sub-Graders; Tractors without power attachments regardless of size or type; Truck Crane Oiler and Driver; Vibratory Hammer (power source); Water Pumps; Welding Machines (one/300 Amp. or over); Welding Machines, (one to five).

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If there is no such definition on file, the Bureau of Labor Statistics SIC list will be used. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. Further, if no such neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape man and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.



IL. DEPT. OF LABOR PREVAILING WAGES FOR MACON COUNTY EFFECTIVE 06/01/96  
 DIVISION of CONCILIATION & MEDIATION PH(618-993-7271)

NAME OF TRADE	RGN	TYP	C L S	HOURLY-RATES		OVERTIME-RATES			HRLY-FRINGE-RATES		
				BASIC	FORMN	M-F>8	SAT	SU&HO	WLFR	PENSN	VACTN
ASBESTOS ABT-GEN			BLD	17.500	18.250	1.5	1.5	2.0	2.700	3.200	0.000
ASBESTOS ABT-MEC			BLD	24.010	25.010	1.5	1.5	2.0	2.920	4.320	0.000
BOILERMAKER			BLD	22.000	23.500	1.5	1.5	2.0	3.250	4.590	0.000
BRICK MASON			BLD	20.740	21.740	1.5	1.5	2.0	2.800	2.250	0.000
CARPENTER			BLD	19.120	20.470	1.5	1.5	2.0	2.800	4.350	0.000
CARPENTER			HWY	19.260	20.510	1.5	1.5	2.0	2.800	4.350	0.000
CEMENT MASON			BLD	18.400	18.900	1.5	1.5	2.0	2.000	2.200	0.000
CEMENT MASON			HWY	18.125	18.925	1.5	1.5	2.0	2.800	3.800	0.000
ELECTRIC PWR EQMT OP			ALL	22.090	25.340	1.5	1.5	2.0	2.000	4.030	0.000
ELECTRIC PWR GRNDMAN			ALL	14.880	25.340	1.5	1.5	2.0	2.000	2.720	0.000
ELECTRIC PWR LINEMAN			ALL	23.760	25.340	1.5	1.5	2.0	2.000	4.340	0.000
ELECTRIC PWR TRK DRV			ALL	16.660	25.340	1.5	1.5	2.0	2.000	3.040	0.000
ELECTRICIAN			BLD	21.900	24.090	1.5	1.5	2.0	2.800	2.960	0.000
ELEVATOR CONSTRUCTOR			BLD	19.940	22.430	2.0	2.0	2.0	3.845	2.190	1.200
GLAZIER			BLD	21.350		1.5	2.0	2.0	0.000	2.500	0.000
HT/FROST INSULATOR			BLD	24.560	25.560	1.5	1.5	2.0	3.070	4.520	0.000
IRON WORKER	E		ALL	19.350	20.500	1.5	1.5	2.0	2.760	4.000	0.000
IRON WORKER	W		BLD	18.600	19.600	1.5	1.5	2.0	2.600	5.650	0.000
IRON WORKER			HWY	18.470	19.220	1.5	1.5	2.0	2.600	5.650	0.000
IRON WORKER			BLD	17.500	18.250	1.5	1.5	2.0	2.700	3.200	0.000
LABORER			BLD	18.300	19.050	1.5	1.5	2.0	2.700	3.200	0.000
LABORER			HWY	18.300	19.050	1.5	1.5	2.0	2.700	3.200	0.000
LATHER			BLD	18.105	19.205	1.5	1.5	2.0	1.800	2.120	0.000
MACHINIST			BLD	22.500	23.500	2.0	2.0	2.0	2.200	1.000	1.550
MARBLE MASON			BLD	20.740	21.740	1.5	1.5	2.0	2.800	2.250	0.000
MILLWRIGHT			BLD	19.930	21.680	1.5	1.5	2.0	2.800	4.000	0.000
MILLWRIGHT			HWY	19.410	20.660	1.5	1.5	2.0	2.800	3.000	0.000
OPERATING ENGINEER			ALL	20.700		1.5	1.5	2.0	3.100	3.100	0.000
OPERATING ENGINEER			ALL	18.950		1.5	1.5	2.0	3.100	3.100	0.000
OPERATING ENGINEER			ALL	16.100		1.5	1.5	2.0	3.100	3.100	0.000
PAINTER			ALL	19.120	20.120	1.5	1.5	2.0	2.700	2.500	0.000
PAINTER OVER 30FT			ALL	20.120	21.120	1.5	1.5	2.0	2.700	2.500	0.000
PANTER PWR EQMT			ALL	19.870	20.870	1.5	1.5	2.0	2.700	2.500	0.000
DRIVER			BLD	19.620	20.970	1.5	1.5	2.0	2.800	4.350	0.000
DRIVER			HWY	19.760	21.010	1.5	1.5	2.0	2.800	4.350	0.000
PIPEDRIVER			BLD	22.300	24.300	1.5	1.5	2.0	2.550	2.700	0.000
PIPEFITTER			BLD	22.300	24.300	1.5	1.5	2.0	2.400	2.650	0.000
PLASTERER			BLD	18.620	19.120	1.5	1.5	2.0	2.550	2.700	0.000
PLUMBER			BLD	22.300	24.300	1.5	1.5	2.0	2.970	2.380	0.000
ROOFER			BLD	18.000	19.500	1.5	1.5	2.0	2.970	2.380	0.000
SHEETMETAL WORKER			BLD	19.530	21.030	1.5	1.5	2.0	3.200	3.160	0.000
SPRINKLER FITTER			BLD	20.760	22.260	1.5	1.5	2.0	3.400	2.700	0.000
STONE MASON			BLD	20.740	21.740	1.5	1.5	2.0	2.800	2.250	0.000
TELECOM WORKER			BLD	21.290	22.790	1.5	1.5	2.0	3.000	2.590	1.380
TERRAZZO MASON			BLD	20.740	21.740	1.5	1.5	2.0	2.800	2.250	0.000
TILE LAYER			BLD	20.540	21.540	1.5	1.5	2.0	2.800	1.000	0.000
TILE MASON			BLD	20.740	21.740	1.5	1.5	2.0	2.800	2.250	0.000
TRUCK DRIVER			ALL	18.815		1.5	1.5	2.0	4.360	2.225	0.000
TRUCK DRIVER			ALL	19.215		1.5	1.5	2.0	4.360	2.225	0.000
TRUCK DRIVER			ALL	19.415		1.5	1.5	2.0	4.360	2.225	0.000
TRUCK DRIVER			ALL	19.665		1.5	1.5	2.0	4.360	2.225	0.000
TRUCK DRIVER			ALL	20.415		1.5	1.5	2.0	4.360	2.225	0.000
TUCKPOUNTER			BLD	20.740	21.740	1.5	1.5	2.0	2.800	2.250	0.000

\*\*\* PLEASE SEE ATTACHED FOR OVERTIME SPECIFICATIONS NOT LISTED.



# Richland Community College



June 10, 1996

Mr. John Moorman  
Decatur Public Library  
247 East North Street  
Decatur, Illinois 62523-1128

Dear Mr. Moorman,

Thank you very much for allowing me to videotape in the library. Your staff was extremely helpful and cooperative. Several staff members appeared on camera and did an excellent job of showing the library resources. Bobbie Henson and Lois Carter appeared at the circulation desk. Katie Gross demonstrated FRED in the children's room, and Jay Merrick discussed materials to be used when researching to buy a car. Everyone showed the library as a friendly place. They did a wonderful job. All the staff members that I talked to went out of their way to help me find the materials for the video.

After the editing phase is completed, the video will be shown to English as a Second Language students at Richland. Using a pre-test/post-test paradigm, I hope to find that the video will make an impact on students to use the Decatur Public Library. I am also hoping to discover the types of materials that students use at the Decatur Public Library. Although this summer will yield only a small group of students to view the video, I anticipate using the video in the fall. If the pre-test/post-test reveals information regarding bilingual, English language teaching materials or citizenship materials, I will share that information with you.

Again, thank you for your help with this project. I couldn't have completed it as well without the fantastic cooperation of your staff.

Yours truly,

Karen Zalkin  
Part-time Faculty Member

HARRISTOWN TOWNSHIP LIBRARY BOARD

P.O. Box 88, Harristown, IL 62537

June 14, 1996

Mr. John Moorman  
Decatur Public Library  
247 E. North Street  
Decatur, IL 62523

Dear Mr. Moorman:

This is to bring you up to date on the current plans of the Harristown Township Library Board.

We plan to put a referendum on the ballot for the April 1 or the November 4, 1997, election to convert our "Local Library" to a "Library District". The new district would be authorized to levy 15¢ per \$100.00 of assessed valuation. At the current assessment of \$16,601,261.00, that rate would generate about \$24,300.00. We expect that our own costs in operating the district would run between \$1,000.00 to \$2,500.00 per year. In addition to the Harristown tax revenue, the additional number of patrons in our township may increase any grants you are receiving based on population. Any grants we could obtain for that purpose, we would be willing to add to our payment to your library district.

We would propose to enter into an intergovernmental agreement with your library as follows:


1. We would pay you 90% of the tax revenue we generate within the district. That would be .135 per \$100.00, or \$21,871.70, at the current assessment level. We would retain 10% to cover our operating costs, but if we have a surplus, we could use it to buy materials for your collection. We would also pay to you the proceeds of whatever grants we receive for providing library services, provided that you would undertake any additional responsibilities imposed as a condition of such grants.

2. You would make available to Harristown Township residents all services offered to Decatur residents, on the same terms.

3. You would furnish a bookmobile stop and a book drop-off box either in or very near Harristown Township. Some possible locations include the Harristown Township Building on South Meridian Street, the Harristown Village Hall on Kembark Street, the Harristown Firehouse on West Main Street, the Holiday Inn parking lot, or the Taylor Pharmacal Company parking lot on South Wyckles Road.

We believe that it is important to the success of the referendum that we have a specific plan in mind, so that we can explain to the voters exactly how their money will be used and what they will receive. Therefore, we request that you present this proposal to the appropriate persons for their consideration, and to advise us if these terms are agreeable. Thank you for your cooperation.

Yours very truly,



Carmen Dunn, President  
R.R. #1, Box 54  
Niantic, IL 62551

Monterey County Free Libraries, CA. The effort will ultimately raise \$100,000 toward renovations of a former bank building as a library. Community organizations, businesses, and individuals donated food, supplies, and staff for the breakfast at the future home of the library, attended by 500 people.

Dog agility trials, attracting 158 participants, were held on the lawn of the library at California State University, Northridge. Proceeds from the entertaining two-day event, \$1500, went to the library. Owners contributed, in their pet's name, to the Honored Scholar Dog campaign. Dogs who won in their categories will have their names placed on bookplates in books purchased with the money raised. The event was conceived and planned by librarian Mary Finley who is active in a local group, West Valley DogSports.

### **San Antonio's New Library Marks "One for the Books"**

It has been one year since the "enchilada red" central library was opened in San Antonio. In June 1995, the first full month of operation, 66,484 people visited the building. That number increased to 75,566 in July when the library's parking garage opened. The monthly attendance figures have remained fairly constant since that time, accounting for a 30 percent increase in visitors over 1994-95 statistics.

During the first year of operation in the new building, circulation from the central library alone has increased 47 percent. Interlibrary loan requests systemwide are up 24 percent in one year.

### **Product Enhancements Announced**

**Full text of the *New York Times*** will be available on the OCLC FirstSearch service beginning this summer. Under the agreement announced by New York Times Information Services Group and OCLC Online Computer Library Center, FirstSearch users will be able to access the newspaper on the day of publication, as well as the full text of the most recent 90 days, and abstracts of articles published from January 1, 1994 to the present. The database will be available by subscription or in per-search blocks of 500 or more. The database will also be available on EPIC, used mostly by librarians and experienced searchers.

**Internet access to Health Reference Center**, the health information database from Information Access Company, is available on InfoTrac SearchBank. Users can access full text health information within a library or from remote locations, 24 hours every day. Content includes materials on health, wellness, nutrition, chronic disease, and drugs. For information, call 800-227-8431.

**Magazine Index Plus/ASAP has been renamed General Reference Center.** Information Access Company provides full text newspaper articles, magazines, and reference books in the enhanced source, including 20,000 full text articles from the Knight-Ridder/Tribune News Service, indexing to *The New York Times* and *The Wall Street Journal*, 15 full text magazines, and 17 full text reference books, includ-

ing almanacs and encyclopedias in science, literature, people, politics, history, and sports. A more concise version of the database, General Reference Center Select, is available on CD-ROM. Call 800-227-8431 for information.

**Innovative Interfaces, EBSCO Publishing announce a strategic partnership** through which EBSCO Publishing general reference, business and health periodical databases will be available to INNOPAC customers via INN-View, Innovative's host system. The partnership will produce enhanced EBSCO databases which will be the featured databases on INN-View. EBSCO Publishing's databases offer indexing and abstracts for more than 2800 journals and full text coverage of more than 1000 titles. Call 800-653-2726 for information.

**ITS for Windows, technical services workstation software** will be available to CARL Corporation customers as an integrated system component, under a product integration agreement between CARL and The Library Corporation (TLC). The agreement builds on an 18-month development effort made by TLC, creators of BiblioFile. The ITS system provides technical services staff a MARC editor, 16 access points to MARC data, Internet-based record searching, linked access to MARC manuals and look up tables, authority verification, and MARC format validation. For information, contact Doug Storer at 800-624-0559.



GEORGE H. RYAN  
SECRETARY OF STATE

ILLINOIS STATE LIBRARY  
300 South Second Street  
Springfield, Illinois 61701-1796

June 12, 1996

Dear Public Library Director:

The Illinois State Library is pleased to announce a competitive grant offering using Library Services and Construction Act funds. Grants are available under Title II (Technology Enhancement and Construction). Projects will commence in October, 1996 and end on June 30, 1997. **Applications are due on or before August 30, 1996.**

Applications are being sought from qualified Illinois public libraries for the purpose of developing technology accessibility via the purchase of equipment. This is a matching program with grant funds supporting 50% of the grant project and local funds supporting 50% of the grant project.

Questions regarding these grants may be directed to Amy Kellerstrass or Patricia Norris at 217-782-7848. Potential applicants are encouraged to work with and make their regional library system aware of their intention to submit an application.

We look forward to receiving many exciting and innovative letters of intent from the library community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bridget L. Lamont".

Bridget L. Lamont, Director  
Illinois State Library

BLL:ldg

# ILLINOIS STATE LIBRARY ANNOUNCES GRANT OFFERINGS

The Illinois State Library announces the second grant offering in a continuing series of grant offerings for fiscal year 1997. Funding for this offer is contingent upon receipt of funds from the U.S. Department of Education under the Library Services and Construction Act. Copies of the complete grant offering are available from your regional library system or on the Illinois State Library's ILLINET WEB (<http://www.library.sos.state.il.us/>).

## AVAILABLE TO PUBLIC LIBRARIES

The Illinois State Library will accept applications from qualified Illinois public libraries for competitive consideration. These grants will be funded by federal Library Services and Construction Act (LSCA) Title II (construction and technology) funds applied for and granted to the Illinois State Library for the purpose and intent for this round of applications of developing technology accessibility via the purchase of equipment. This is a matching program with grant funds supporting 50% of the grant project and local funds supporting 50% of the grant project. **The estimated number of grants to be awarded is 30-40 and total federal funding available to support the grant offering is approximately \$578,000. The minimum total amount of any grant, including local funding, is \$1,000 and the maximum of any singular grant application may not be more than one third of the total available funds.**

Priority areas for these grants include:

- Installation of high speed telecommunication lines and associated equipment for direct Internet connection (Funds are available for installation costs only, and not monthly line charges)
- Purchase of PC peripherals such as laser printers, high speed modems, CD-ROM changers/towers
- Purchase/installation of local area network (LAN) hardware and operating software to allow libraries to take advantage of networked resources
- Purchase of local circulation systems for CD-ROM LLSAP members (Circulation systems that are not supporting a CD-ROM LLSAP activity will not be considered for evaluation)

**DEADLINE FOR APPLICATIONS IS ON OR BEFORE 4:00 PM on AUGUST 30, 1996 to the LSCA Program, Illinois State Library, 300 South Second Street, Springfield, Illinois 62701-1796.**

Direct questions to either your regional library system or to Amy Kellerstrass or Patricia Norris at the Illinois State Library, at 1-800-665-5576 or FAX at 217-782-1877.

6/12/96

GEORGE H. RYAN, Secretary of State and State Librarian