

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, April 17, 2001 4:30 p.m.
AGENDA

- I. Call to order - Mark Gibson, President
- II. Approval of minutes
 - A. Meeting of March 15, 2001
- III. Communication from the public
- IV. Division head's report--Robyn Hendricks, Head of Circulation Division
- V. Interim City Librarian's report
- VI. Reports of committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of April 5, 2001
 - B. Finance and Properties Committee
 - 1. Approval of bills for March 2001
 - 2. Meeting of April 3, 2001
 - C. Rolling Prairie Library System
 - 1. Report on March meeting
 - D. Friends of the Library
 - 1. Meeting of April 12, 2001
 - E. Foundation
 - 1. Meeting of April 9, 2001
 - F. Search Committee
 - 1. Meetings of March 16, April 3, and April 12, 2001
- VII. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter IX, Facilities
- VIII. Old business
- IX. New business
- X. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

March 15, 2001

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Mark Gibson, President. Members present: Mr. Gibson, Sherri Arnold, Ty Cocagne, Mary Gladney, Joseph McCaskill, Shirley Moore, and Phil Wise. Absent: Pat Greanias and Judi Moss. Staff present: Karen Anderson, Bev Hackney, and Linda Humphreys.

II. APPROVAL OF MINUTES

The minutes of the meeting of February 15, 2001, were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. DIVISION HEAD'S REPORT

Bev Hackney, Head of the Adult Division, spoke to the Board about the staffing shortage, problems with public Internet access, the upcoming conversion to DRA, and local history.

V. CITY LIBRARIAN'S REPORT

The Interim City Librarian's written report was previously mailed.

Ms. Anderson reported on a training module for DRA conversion.

She also presented a proposal from the Master Gardener's to place a kiosk and printer in the library for gardening information. This item was referred to the Personnel, Policy, and Public Relations Committee.

Ongoing problems with the self-check machine were discussed.

The used Bluebird bookmobile is now in service. The library is finished with the old small bookmobile. Mr. Booth will be asked how to proceed with selling it.

Ongoing problems with scheduling the meeting rooms were discussed. Ms. Anderson will send a letter to the United Way regarding their use of the meeting.

VI. REPORTS OF COMMITTEES

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

Finance and Properties Committee: The city Finance Department was contacted about errors on the bill list. Mr. Wise made a motion to approve the bills as corrected. The motion was seconded by Mrs. Arnold and unanimously carried on roll call vote.

The committee met March 6. Mr. Cocagne reported that the committee reviewed two invoices from Associated Constructors for \$19,888.90 and \$3,094.75. Mr. Cocagne made a motion to approve the invoices as submitted. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote.

Utility charges for *Anthology Booksellers* were discussed.

Rolling Prairie Library System: Mrs. Moore attended the meeting. Speaker Madigan sponsored a bill to increase state funding for systems. An Internet filtering bill was defeated in the House.

Friends of the Library: The Friends met March 8. Ms. Anderson said that she presented the Friends with a list of library needs for consideration. The Friends Board will begin meeting monthly rather than bimonthly. Jane Spittler is the new president.

Foundation: The Foundation Board of Directors met March 8 and discussed developing a new plan. The Board will meet again on April 9.

VII. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VIII, Public Relations and Marketing, was reviewed.

VIII. OLD BUSINESS

Possible uses for the remainder of the lease space area were discussed. The ongoing situation regarding electricity for the lease space was also discussed.

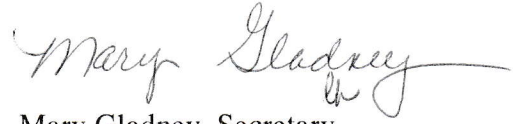
IX. NEW BUSINESS

Mrs. Moore made a motion to adjourn to closed executive session to discuss the performance of an employee. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote. The Board went into executive session at 6:30 p.m. The meeting was reconvened at 6:55 p.m.

X. ADJOURNMENT

Mr. Gibson adjourned the meeting at 6:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Gladney". The signature is written in dark ink and includes a long horizontal flourish extending to the right.

Mary Gladney, Secretary
Decatur Public Library Board of Trustees

INTERIM CITY LIBRARIAN'S REPORT

APRIL 19, 2001 MEETING

OF THE

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

The Information Specialist's position in Young Adult was offered to one of the school system's librarians. We knew there would be a delay until the end of the school year before she could actually start. She called Bev Hackney at the end of March and told her that she was being retained by the school district. The second person on the list was called, but had taken another position. Ads have gone out for this position as well as the position of Information Specialist--Reference. This has been a difficult time period for the adult division, and short staffing has caused the department to shut down the get help desk on the first floor to keep the Reference desk fully staffed.

Extension staff discussed floor plans, shelving, desks, computer wiring and other items in a conference call with the Ohio Bus Systems during the month. We are currently in the process of developing specifications for a large unit. Our Colorado unit experienced generator problems during the month and was off the road for 3 1/2 days. We've had to replace some of the original parts on the generator, small things but they've all added up to quite a bit of off road time.

BabyTALK, the Decatur Public Library, and Project Read submitted a Family Literacy Grant request to the state on March 15th. The amount requested is \$35,000. Library involvement will include bookmobile stops at the health department this fall and in house visits with instruction on use of the online catalog, book talks, and parent/child together time. Families enrolled in the program will be required to check out materials with each bookmobile and library visit.

The Friends of the Library Board met on March 8th and have decided to meet on a monthly basis. They approved \$1,000 for the summer reading program and \$1,500 to support the Master Gardeners' beautification project. Claudia Quigg, from BabyTALK, requested an increase in the level of funding provided by the Friends. That issue was tabled until the April meeting. I presented a wish list of items to the Friends including soundproofing the Madden Auditorium, installing a public address system that would reach all departments, and funding the cost of graphics on both new bookmobiles. The Friends will continue to fund the Young Authors program for the school district and will consider grant requests from agencies within the community.

Shirley Moore and I along with librarians from the Rolling Prairie Library System met with Duane Noland on March 19th to voice our concern for system funding. Illinois library systems have not had an increase in funding since 1990, and they are asking for a total of \$2,000,000 more for all the systems in the next fiscal year.

Beverly Hackney and I attended a full day workshop sponsored by Rolling Prairie called "Lighting the Fire Training." Rolling Prairie will have \$50,000 in grant money that will be available to member libraries once the training is all completed. The quality of grants submitted to the state has gone down, and the state library bought into this

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March 2001
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training program to get the creative and innovative juices flowing for future library services in Illinois.

The Friends and the Extension Division sponsored a tea for the library's volunteers on March 22, 2001. Attendance was disappointing with only about 22 people stopping in. Cups were purchased by the Friends, and each volunteer will receive one in appreciation for the hours they donate to the library each month.

Vandalism occurred in the men's restroom off the foyer on Saturday, March 31st. Locks were pried loose holding the rolls of toilet paper and feces was smeared on the walls. What is strange in this situation is that nothing was reported to staff. When other damage occurred, the Circulation staff was informed by patrons almost immediately. Nicole Muhs saved the tape and went back through it and came up with a possible identity. We think it may have been the last person to use the restroom at closing time.

The transition team had its first meeting with representatives from the Rolling Prairie Library System on April 4th. Work on the conversion will begin to pick up from this point on. We expect to be hooked up to the Illinois Century Network sometime after May 1st. Rolling Prairie staff will be here to train us on doing our policy files on April 18th and would like us to have them ready by the end of the month. Once those have been entered into Rolling Prairie's database, they will be able to set up the training database for in house use. The grant is going to pay for updating our SmartTerm licenses and for new licensing saving us about \$4,000 in cost. Paul Johnson has also told me if we don't have enough in our budget to replace all of our dumb terminals with p. c.'s, there might also be extra money in the grant to make up that difference. Hopefully, if all goes well we will be able to go live with the new system sometime in August.

Robyn Hendricks reports that the problems with the 3M self check machine continue. 3M sent a technician from Chicago to look at the machine, and located the problem but couldn't detect the source. The software/hardware skirmish continues, and the technician is looking for a solution to the problem.

The increase in circulation of AV materials has resulted in procedural changes within the Circulation Division. Telephone pages are unable to keep up with the volume of work, so clerks have started processing materials at the counter between check-outs. A handout sheet has been developed to offer to patrons listing the various forms of identification needed to qualify for a library card. It's Robyn's hope that the handout will diffuse some of the irritation patrons display during the transaction.

Linda began work with the new payroll program with this first payroll in April. She reported that it took her and a person in Human Resources 2 hours to input the hours for ten pages. Of course April is a month when a lot of staff take saved up holiday time and finish off vacations, but we may have to re-consider having division heads doing payroll entry.

Katie Gross reports that the February and March pre-school story times went well. Patti Somers did an excellent job. Katie talked to five child care classes at MacArthur High School reaching between 100-125 students.

Interim City Librarian's Report

March 2001

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Mary Lou Dwyer, Patti Somers, and Katie Gross attended the Children's Literature Institute at Northern Illinois University during the month. Mary Lou is in the process of revising the Preschool Concept list which is a very useful tool for teachers and those of us who work on a bookmobile that's not computerized.

Tile was laid between the entry doors in the lease space area, and Poland installed new door closures and adjusted the doors to work. All punch list items on the build out were completed by Associated Constructors.

The city electrical inspector and Illinois Power have agreed to let us use our own power plant for the electrical supply to the lease space. We will still need individual meters but will use our power source and put all of this in the boiler room. No Illinois Power construction will be needed and Bodine's bid will be much lower than the original submitted to Larry Harris. A temporary permit was issued to Chuck Lohrstorfer to allow the bookstore to open. The lease space will need to be metered by August 1, 2001.

Approximately 37 CD's and audiocassettes were returned to the library with their barcodes removed and liner notes cut. These were obviously stolen from the library at one time. Arthur Gross had to match up the missing materials with their bibliographic records so they can be put back into the collection.

Professor Charles Smith and his accounting students will wrap up their tax assistance this month. This relationship continues to provide benefits for both the students and our patrons.

Beverly Hackney arranged a display in the main concourse for Women's History Month.

Decatur Public Library

Monthly Circulation Statistics

March 2001

Location	March 2001	March 2000	% Change
<i>Central Library, Print</i>			
Adult	23,151	22,739	1.8%
Young Adult	844	967	-12.7%
Children's	13,425	12,741	5.4%
TOTAL	37,420	36,447	2.7%
<i>Extension Print</i>			
Bookmobile 548	8,060	9,168	-12.1%
Bookmobile 549	2,620	3,137	-16.5%
Outreach	580	698	-16.9%
TOTAL	11,260	13,003	-13.4%
TOTAL PRINT	48,680	49,450	-1.6%
<i>Non-Print</i>			
Videocassettes	9,809	6,796	44.3%
Audiocassettes	2,114	2,059	2.7%
Recordings	3,024	1,851	63.4%
TOTAL	14,947	10,706	39.6%
Extension Non-Print	1,242	1,087	14.3%
TOTAL NON-PRINT	16,189	11,793	37.3%
Renewals	1,166	1,127	3.5%
Total Circulation	66,035	62,370	5.9%

DECATUR PUBLIC LIBRARY

CORRECTED 12 Month Circulation Statistics

March 2001

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	243,709	246,588	-1.2
Young Adult	11,024	11,830	-6.8
Children's	155,903	153,481	1.6
TOTAL	410,636	411,899	-0.3
EXTENSION PRINT			
Bookmobile 548	67,316	85,264	-21.1
Bookmobile 549	27,821	30,725	-9.5
Outreach	7,055	4,972	41.9
TOTAL	102,192	120,961	-15.5
TOTAL PRINT	512,828	532,860	-3.8
NON-PRINT			
Videocassettes	89,306	78,890	13.2
Audiocassettes	21,887	28,921	-24.3
Recordings	25,641	23,096	11.0
TOTAL	136,834	130,907	4.5
Extension Non-print	10,862	10,821	0.4
TOTAL NON-PRINT	147,696	141,728	4.2
Renewals	10,396	8,688	19.7
TOTAL CIRCULATION	670,920	683,276	-1.8

STATISTICAL REPORT
March 2001

TECHNICAL SERVICES

New book volumes added: 2,009
New book titles added: 1,025
AV titles added: 72
Volumes withdrawn: 1,482
Books mended: 705

PERSONNEL ACTIVITY:

3/7/01 Noel Clevenger, Information Specialist--Periodicals,
resigned
3/21/01 Marilyn Brooks hired for Building Custodian (½ time)
4/2/01 Barbara Snell hired for Library Page (½ time)

CURRENT VACANCIES: City Librarian, Information Specialist--Adult
Services, Information Specialist--Periodicals

LIBRARY CARDS: 450 main + 19 extension = 469 NEW
407 main + 14 extension = 421 re-registrations
890 total library cards for month

PROFESSIONAL ASSISTS: this 12 months to date: 75,556
last 12 months to date: 79,663

PATRONS IN THE BUILDING: this 12 months to date: 314,481
last 12 months to date: 322,151

VOLUMES PURCHASED: this 12 months to date: 22,913
last 12 months to date: 18,601

VOLUNTEERS: 28 volunteers worked 235.5 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 2068 people, 2506 time slots
Word processing usage: 209 people, 401 time slots

Personnel, Policy and Public Relations Committee
April 5, 2001

Judi Moss called the meeting to order at 4:30 p.m. Members present: Mrs. Moss, Sherri Arnold, Mark Gibson, Pat Greanias, and Shirley Moore. Staff present: Linda Humphreys and Karen Anderson.

Job descriptions for new positions: Descriptions for two new positions for the 2001/02 budget were reviewed and recommended for approval as presented.

Agreement with Richland Community College: The agreement presented was for the Distance Learning Room and the Computer Training Room. After review, the committee recommended that the proposal be sent to Mr. Booth.

Gift to the Library: The committee reviewed the library's policy regarding acceptance of gifts and a request from the Master Gardener's to place a kiosk with gardening information in the library. The consensus was to recommend the request for approval.

Residency requirement for non-management staff: After review and discussion, the committee asked Ms. Anderson to discuss the matter with Mr. Booth.

Other business: Ms. Anderson asked the committee to consider a job sharing proposal for a vacant information specialist position in the adult division. This was approved for advertising.

Mrs. Moore reported that a commitment was made to the Head of the Building Division regarding a pay increase. After discussion, the consensus was to recommend raising the pay grade for the position from pay level 4 to pay level 5.

Recent vandalism to the restrooms near the entrance of the building was discussed.

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

Respectfully submitted,

Karen Anderson, Interim City Librarian

Job Description

Asst. Head of the Building Division

Decatur Public Library

Nature of Work

This is operation and maintenance of the library involving skilled and lead man mechanical trades, repair and maintenance of the interior and exterior of the building, and all equipment, bookmobiles, library vehicles, and grounds.

Work involves monitoring and adjusting the library's HVAC system and the software that controls it, the fire alarm system, sprinkler system, boiler, chiller and other operating systems pertaining to the library. Work also includes repair of custodian and janitorial equipment, as well as some carpentry and painting.

Supervision Received

Work is performed under the general supervision of the Head of the Building Division. Work is reviewed through periodic conferences, observations, and regular evaluations for adherence to schedules, safety, and instructions.

Supervision Exercised

Exercises supervision over personnel assigned to the Building Division in the absence of the Head of the Building Division.

Examples of Work (Typical work examples, but not limited to the following):

Operates systems such as clocks and timers, thermostats, HVAC units, sprinkler system, emergency lighting system, fire alarm system and water treatment testing system. Performs preventative maintenance on pumps, motors, fans, HVAC units, vents, janitorial equipment, and electrical items.

Sets up and takes down chairs, tables, stage, and audiovisual equipment in the library's meeting and conference rooms.

Handles maintenance problems in the absence of the Head of the Building Division, contracting for repairs, i.e., electrical, plumbing, etc.

Routinely inspects building for safe operation in absence of the Head of the Building Division.

Reports maintenance problems and repair needs to the Head of the Building Division.

Assists the Head of the Building Division with training staff to use and monitor systems.

Maintains inventory for cleaning supplies, light fixtures, filters, water treatment supplies, etc.

Attends safety meetings with the Head of the Building Division and serves as liaison to the city police and fire departments.

Works with the Head of the Building Division to train library staff in disaster preparedness, emergency, and evacuation plans.

**ASSISTANT HEAD OF THE BUILDING DIVISION
DECATUR PUBLIC LIBRARY**

Job Description

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In the absence of the Head of the Building Division, assure all positions are covered as scheduled and re-schedule as needed. Complete and submit timesheets in the absence of the Head of the Building Division.

Required Knowledge, Abilities, and Skills

Ability to deal with the public and employees in general and difficult work situations.

Technical aptitude and the capacity to deal with a wide range of mechanical systems.

Ability to organize multiple job tasks and work independently under general supervision.

Ability to understand and follow oral and written instructions.

Must have an Illinois commercial driver's license (CDL) with the air brakes designation, or obtain such license within six months of appointment.

Must have CFC universal certification, or obtain such certification within six months of appointment.

Desired Training and Experience

Graduation from high school with advanced training or experience in building and equipment maintenance; experience in custodial work; or an equivalent combination of training and experience.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 2

Job Description

Library Network Manager

Decatur Public Library

Nature of Work

This is specialized microcomputer technical work to maintain and support the library's personal computer systems, including hardware, software, and peripheral equipment.

Supervision Received

Work is performed under the general supervision of the City Librarian. Work is reviewed through procedural checks, periodic conferences, and observation of results obtained.

Supervision Exercised

Exercises supervision over the Library Network Support Specialist.

Examples of Work (Typical work examples, but not limited to the following):

Serves as security point of contact for the library's internet service provider.

Attends training classes to retain operator's privileges for the library's automation vendor. Provide technical support and troubleshooting assistance for this system.

Provides training and assistance as needed for library staff on software and hardware applications.

Maintains and assigns Internet e-mail accounts and passwords for new and current library staff.

Works with hardware and software vendors on installation, upgrade, and problem resolution activities.

Moves, installs, and configures personal computers, terminals, mobile data computers, printers and related equipment, including preparing and installing specialized cable assemblies and coordinates all related activities.

Modifies and repairs personal computer hardware and peripherals, including replacement of internal components, following design or installation specifications.

Teaches introductory computer classes for the public.

Installs, maintains, configures, and monitors microcomputer programs, operating systems, and components to optimize performance, memory utilization, and reliability.

Installs and maintains the library's server and routers.

**LIBRARY NETWORK MANAGER
DECATUR PUBLIC LIBRARY**

Job Description

Page 2

Determines the causes of personal computer hardware, operating system, and application software component failures, and develops and/or corrects these failures.

Informs the City Librarian of problems and activities within assigned area of responsibility; refers matters beyond limits of authority and expertise to the City Librarian for direction.

Represents the library at meetings within assigned area of responsibility.

Works with the Office Manager to ensure compliance with the Library's Software Policy.

Required Knowledge, Abilities and Skills

Considerable knowledge of personal computer hardware and operating system theory and practice.

Knowledge of standard personal computer applications used by the library. Knowledge of local area networks, theory and practice. Knowledge of Proxy5, routers, and firewall architecture, theory and practice.

Demonstrated ability to communicate effectively, both orally and in writing.

Demonstrated ability to reason deductively and to apply troubleshooting logic to isolate, identify, and correct microcomputer hardware and software problems.

Ability to maintain confidentiality of library records.

Ability to lift and carry equipment of considerable bulk, weighing up to 50 pounds.

Ability to install and maintain network wiring, including the ability to climb and work from a stepladder.

Desired Training and Experience

Bachelor's degree in Computer Science including hours of credit directly related to personal computer and networking programming applications, design and analysis, or an equivalent combination of training and experience.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 4

INTERGOVERNMENTAL AGREEMENT

Richland Community College (College) and Decatur Public Library (Library) enter into this Intergovernmental Agreement under the provisions of Article VII, Section 10 of the Constitution of the State of Illinois.

WHEREAS, it will be to the mutual benefit of the College and the Library and in the public interest for College and Library to cooperate in a program whereby College may use Library facilities to provide educational programs and services.

NOW, THEREFORE, in consideration of the mutual promises and undertakings herein contained and other good and valuable consideration, College and Library agree as follows:

A. This agreement shall commence when both parties have signed and dated the agreement and it shall continue until terminated by either party giving the other sixty (60) days written notice.

B. College will conduct courses for its students at the facilities of Library. College will provide all course materials, instructors, general student information and registration services.

C. The Library will make two rooms, the Distance Learning Room and the Computer Training Room, available for College's use on the terms herein provided.

D. College will pay as rent One Thousand Five Hundred Dollars (\$1,500) annually at the commencement of the term for the use of the Distance Learning Room. College will also pay line costs for telephone and dedicated T1 for video service. College shall have exclusive use of the Distance Learning Room.

E. College may also use the Computer Training Room for College courses, and at the beginning of each semester, approximately September 15th and January 15th, will provide to the Library the College's schedule of classes for the Computer Training Room. This schedule shall be subject to the approval of the Library, but such approval shall not be unreasonably withheld. The College is not obligated to pay rent for the use of the Computer Training Room. The room will be available for use by others for times outside the above-described schedule of College use.

F. College will provide general liability insurance in an amount satisfactory to the Library covering personal injury or property damage arising in any way out of College's use of Library facilities under this agreement.

RICHLAND COMMUNITY COLLEGE

DECATUR PUBLIC LIBRARY

By _____

By  _____

Title _____

President, Decatur Public Library
Title Board of Trustees

Date _____

Date 4/17/01

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2001

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
03/14/2001	TREAS-MEDICAL INSURANCE	E00875	03/14/2001	MEDICAL INSURANCE	8,096.82
03/14/2001	TREAS-NON MEDICAL INS	E00877	03/14/2001	LIFE INSURANCE	20.64
03/14/2001	TREAS-NON MEDICAL INS	E00878	03/14/2001	WORKERS COMPENSATION	589.26
03/28/2001	TREAS-MEDICAL INSURANCE	E00899	03/28/2001	RETIREMENT-IMRF	9,083.06
03/28/2001	TREAS-NON MEDICAL INS	E00900	03/28/2001	MEDICAL INSURANCE	7,808.82
03/28/2001	TREAS-NON MEDICAL INS	E00901	03/28/2001	LIFE INSURANCE	21.42
03/28/2001	TREAS-IMRF	E00902	03/28/2001	WORKERS COMPENSATION	580.72
03/01/2001	COMMERCIAL MAIL SERVICES	140682	03/01/2001	RETIREMENT-IMRF	1,076.65
03/01/2001	AMERITECH	140701	03/01/2001	POSTAGE	27.91
03/01/2001	PARAGON	140716	03/01/2001	TELEPHONE	864.00
03/01/2001	TREAS-GENERAL FUND	140725	03/01/2001	BOOKS AND PERIODICALS	100.00
03/01/2001	TREAS-SELF INSURANCE FUND	140726	03/01/2001	TRANSFER TO GENERAL FUND	280.83
03/01/2001	TREAS-SELF INSURANCE FUND	140726	03/01/2001	MOTOR VEHICLE-INSURANCE	39.30
03/01/2001	TREAS-SELF INSURANCE FUND	140726	03/01/2001	BOILER INSURANCE	1,246.42
03/01/2001	TREAS-SELF INSURANCE FUND	140726	03/01/2001	PROPERTY INSURANCE	1,462.17
03/01/2001	TREAS-MIS OPERATING SERVICES	140817	03/01/2001	GENERAL LIABILITY INSURANCE	1,907.00
03/08/2001	EBSCO SUBSCRIPTION SERVICES	140818	03/08/2001	MIS SERVICES	23.92
03/08/2001	EBSCO SUBSCRIPTION SERVICES	140819	03/08/2001	MAG/PAPERS-MAIN ADULT	68.25
03/08/2001	EBSCO SUBSCRIPTION SERVICES	140823	03/08/2001	MAG/PAPERS-MAIN JUVENILE	99.00
03/08/2001	MILZION DISTRIBUTION LIBRARY	140834	03/08/2001	OTHER PROFESSIONAL SERVICES	366.53
03/08/2001	TREAS-WATER FUNDS	140835	03/08/2001	WATER	80.00
03/09/2001	TEAMER'S SWEET SERVICE	140845	03/09/2001	SERV-BUILDINGS FOR INTERVIEWS	95.00
03/09/2001	AUGUSTA STATE UNIVERSITY	140847	03/09/2001	TRAVEL EXPENSE-MAIN ADULT	245.00
03/09/2001	BARRON'S	140862	03/09/2001	MAG/PAPERS-MAIN ADULT	343.75
03/09/2001	HOUCHEN BINDERY LTD	140862	03/09/2001	PRINTING AND BINDING	547.14
03/09/2001	MR. VIDEO	140868	03/09/2001	OFFICE SUPPLIES	326.00
03/09/2001	RECORD SYSTEMS INC.	140873	03/09/2001	OFFICE SUPPLIES	128.19
03/09/2001	VEOLAD	140880	03/09/2001	OFFICE SUPPLIES	35.99
03/09/2001	WEEKLY READER	140881	03/09/2001	MAG/PAPERS-MAIN ADULT	57.24
03/13/2001	SECURITY SERVICES	140892	03/13/2001	SERV-OFFICE EQUIP	136.00
03/13/2001	A-1 LOCK INC.	140893	03/13/2001	SERV-IMPROVEMENTS	543.75
03/13/2001	AMY CHILIGIRIS COMMUNICATIONS	140902	03/13/2001	OTHER PROFESSIONAL SERVICES	847.81
03/13/2001	DMCO INC	140905	03/13/2001	OFFICE SUPPLIES	419.98
03/13/2001	IBM	140914	03/13/2001	SERV-OFFICE EQUIP	69.23
03/13/2001	MASTER CARR SUPPLY CO	140919	03/13/2001	MATERIAL-BLDGS	60.00
03/13/2001	OKIN EXTERMINATING	140921	03/13/2001	SERV-BUILDINGS	31.96
03/13/2001	SM'S CLUB	140924	03/13/2001	JANITORIAL SUPPLIES	750.00
03/13/2001	SCHINDLER ELEVATOR CORP	140925	03/13/2001	SERV-BUILDINGS	477.00
03/13/2001	WELLS COPY SYSTEMS, INC	140930	03/13/2001	SERV-OFFICE EQUIP	691.69
03/13/2001	WET INC	140931	03/13/2001	MATERIAL-BLDGS	320.00
03/07/2001	ONYX WASTE SERVICES, INC.	140974	03/15/2001	SERV-BUILDINGS	2,014.39
03/07/2001	BAKER & TAYLOR CO	140979	03/15/2001	BOOKS AND PERIODICALS	3,440.78
03/07/2001	BAKER & TAYLOR CO	140980	03/15/2001	BOOKS AND PERIODICALS	2,204.81
03/07/2001	BAKER & TAYLOR CO	140981	03/15/2001	BOOKS AND PERIODICALS	410.86
03/16/2001	BAKER & TAYLOR CO	140982	03/15/2001	BOOKS AND PERIODICALS	1,384.84
03/08/2001	HERALD & REVIEW ENTERTAINMENT	140985	03/15/2001	BOOKS AND PERIODICALS	117.44
03/07/2001	AMERITECH POWER COMPANY	140993	03/15/2001	BOOKS AND PERIODICALS	396.76
03/07/2001	ILLINOIS POWER COMPANY	141005	03/15/2001	TELEPHONE	7,096.16
03/14/2001	MCLEOD USA	141017	03/15/2001	ELECTRICITY	28.51
03/16/2001	HASTINGS, S. ANDREW	141015	03/16/2001	TRAVEL EXPENSE FOR INTERVIEWS	1,017.00
03/16/2001	HASTINGS, S. ANDREW	141051	03/16/2001	OTHER PROFESSIONAL SERVICES	90.00
03/16/2001	HOULTY, DANNY R.	141053	03/16/2001	OTHER PROFESSIONAL SERVICES	270.00
03/16/2001	POSTMASTER	141055	03/16/2001	OTHER PROFESSIONAL SERVICES	270.00
03/16/2001	SLEETH, ALAN	141061	03/16/2001	POSTAGE	1,000.00
03/16/2001	TREAS-GENERAL FUND	141063	03/16/2001	OTHER PROFESSIONAL SERVICES	721.99
03/16/2001	TAYLOR, DELBERT	141071	03/16/2001	OTHER PROFESSIONAL SERVICES	180.00
03/23/2001	AMERICAN LIBRARY ASSOCIATION	141157	03/23/2001	TRAVEL EXPENSE FOR INTERVIEWS	706.50
03/23/2001	ADT SECURITY SERVICES	141158	03/23/2001	CONFERENCES AND OTHER TRAVEL	150.00
03/23/2001	ADT SECURITY SERVICES	141159	03/23/2001	SERV-OFFICE EQUIP	204.39
03/23/2001	COMPUTER, INC	141163	03/23/2001	OTHER PROFESSIONAL SERVICES	874.00
03/23/2001	CHILDREN'S BOOK COUNCIL	141164	03/23/2001	PRINTING AND BINDING	509.00
03/23/2001	DMCO INC	141165	03/23/2001	OFFICE SUPPLIES	116.65
03/23/2001	DUMYER, MARY LOU	141172	03/23/2001	CONFERENCE AND OTHER TRAVEL	176.12
03/23/2001	HUMPHREYS, LINDA	141176	03/23/2001	TRAVEL EXPENSE FOR INTERVIEWS	231.87
03/23/2001	JAN MASTER, INC.	141176	03/23/2001	SERV-BUILDINGS	240.00

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2001

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/23/2001	JAN MASTER, INC.	306.84	141176	03/23/2001	JANITORIAL SUPPLIES
03/23/2001	JAN MASTER, INC.	23.00	141176	03/23/2001	MATERIAL-BLDGS
03/23/2001	JANWARDS	99.39	141177	03/23/2001	OFFICE SUPPLIES
03/23/2001	RISK MANAGEMENT ALTERNATIVES	92.50	141179	03/23/2001	MATERIAL-BLDGS
03/23/2001	SAM'S CLUB	11.00	141184	03/23/2001	OTHER PROFESSIONAL SERVICES
03/23/2001	TREAS-FLEET MAINTENANCE	199.88	141185	03/23/2001	OTHER PROFESSIONAL SERVICES
03/23/2001	COBBLESTONE PUBLISHING COMPANY	269.04	141189	03/23/2001	SMALL CAPITAL ITEMS
03/29/2001	DECATUR TRAILER SALES	48.95	141253	03/29/2001	MAG/PAPERS-MAIN JUVENILE
03/29/2001	DECATUR TRAILER SALES	368.68	141258	03/29/2001	SERV-AUTO EQUIPMENT
03/29/2001	DECATUR TRAILER SALES	70.00	141258	03/29/2001	POSTAGE
03/29/2001	GAYLORD BROS.	302.44	141260	03/29/2001	MATERIAL TO MAINT AUTO EQUIP
03/29/2001	GROSS, CATHERINE	529.79	141261	03/29/2001	OFFICE SUPPLIES
03/29/2001	JAN SAN SUPPLY INC.	318.17	141263	03/29/2001	CONFERENCES AND OTHER TRAVEL
03/29/2001	MCLAIN, JO	215.37	141268	03/29/2001	JANITORIAL SUPPLIES
03/29/2001	RESEARCH PRODUCTS/BLANKENSHIP	250.00	141272	03/29/2001	OTHER PROFESSIONAL SERVICES
03/29/2001	RISK MANAGEMENT ALTERNATIVES	82.32	141274	03/29/2001	JANITORIAL SUPPLIES
03/29/2001	SECURITY DOOR & HARDWARE CO	98.00	141276	03/29/2001	JANITORIAL SUPPLIES
03/29/2001	TECHNICAL SOLUTIONS SERVICES	703.25	141278	03/29/2001	MATERIAL-BLDGS
03/29/2001	ASSOCIATED OFFICE FURNISHINGS	79.42	141284	03/29/2001	SERV-BUILDINGS
03/29/2001	VERIZON WIRELESS	79.42	141284	03/29/2001	OFFICE SUPPLIES
03/21/2001	BAKER & TAYLOR CO	2,774.14	141302	03/30/2001	TELEPHONE
03/16/2001	BAKER & TAYLOR CO	2,886.59	141303	03/30/2001	BOOKS AND PERIODICALS
03/16/2001	BAKER & TAYLOR CO	1,884.63	141304	03/30/2001	BOOKS AND PERIODICALS
03/16/2001	BAKER & TAYLOR CO	2,593.58	141305	03/30/2001	BOOKS AND PERIODICALS
03/16/2001	BAKER & TAYLOR CO	1,778.26	141306	03/30/2001	BOOKS AND PERIODICALS
03/16/2001	BAKER & TAYLOR CO	1,069.99	141307	03/30/2001	BOOKS AND PERIODICALS
03/16/2001	BAKER & TAYLOR CO	323.70	141308	03/30/2001	BOOKS AND PERIODICALS
03/23/2001	BAKER & TAYLOR CO	275.00	141309	03/30/2001	BOOKS AND PERIODICALS
03/20/2001	BAKER & TAYLOR CO	879.81	141314	03/30/2001	OTHER PROFESSIONAL SERVICES
03/20/2001	THE BOOKSOURCE	161.16	141314	03/30/2001	BOOKS AND PERIODICALS
03/29/2001	CAPITAL CITY PAPER CO	214.00	141323	03/30/2001	OFFICE SUPPLIES
03/22/2001	CRIMSON MULTIMEDIA DIST, INC.	1,096.52	141335	03/30/2001	BOOKS AND PERIODICALS
03/20/2001	DRAMATISTS PLAY SERVICE INC	19.74	141344	03/30/2001	BOOKS AND PERIODICALS
03/22/2001	ECONOM-CLAD BOOKS	261.72	141354	03/30/2001	BOOKS AND PERIODICALS
03/22/2001	FORDHAM EQUIPMENT	465.07	141368	03/30/2001	BOOKS AND PERIODICALS
03/21/2001	H W WILSON CO	163.00	141379	03/30/2001	OFFICE SUPPLIES
03/21/2001	HOULT, DANNY R. INC	196.05	141385	03/30/2001	BOOKS AND PERIODICALS
03/30/2001	HAWK HILL ASSOC. INC	180.00	141386	03/30/2001	PRINTING AND BINDING
03/26/2001	HERKONYMUS MUELLER MUSEUM	40.00	141387	03/30/2001	OTHER PROFESSIONAL SERVICES
03/29/2001	AMERITECH LIBRARY SERVICES	1,167.92	141388	03/30/2001	BOOKS AND PERIODICALS
03/28/2001	INGRAM LIBRARY SERVICES	1,521.36	141390	03/30/2001	TELEPHONE
03/28/2001	K'S MERCHANDISE	36.65	141398	03/30/2001	RENTAL-EQUIPMENT
03/20/2001	LINCOLN MUSEUM	29.97	141405	03/30/2001	BOOKS AND PERIODICALS
03/26/2001	LIBRARY VIDEO CO	30.00	141411	03/30/2001	OFFICE SUPPLIES
03/22/2001	MORRELL, S. STERLING	125.37	141415	03/30/2001	BOOKS AND PERIODICALS
03/30/2001	MCLEOD USA ASSOCIATES INC	180.00	141427	03/30/2001	OTHER PROFESSIONAL SERVICES
03/23/2001	NATIONAL COUNCIL OF TEACHERS	5,280.00	141429	03/30/2001	TELEPHONE
03/20/2001	NATIONAL COUNCIL OF TEACHERS	2,614.38	141435	03/30/2001	OTHER PERSONNEL SERVICES
03/20/2001	REGENTS BOYER, PAUL	43.35	141439	03/30/2001	TEMP PERIODICALS
03/20/2001	REGENTS BOYER, PAUL	52.23	141456	03/30/2001	BOOKS AND PERIODICALS
03/20/2001	RAINBOW EDUCATIONAL MEDIA	180.00	141457	03/30/2001	OTHER PROFESSIONAL SERVICES
03/28/2001	SLEETH, ALAN, INC.	334.95	141458	03/30/2001	BOOKS AND PERIODICALS
03/30/2001	TRUMP PRINTING INC.	31.04	141460	03/30/2001	OFFICE SUPPLIES
03/23/2001	TAYLOR, DELBERT	180.00	141484	03/30/2001	OTHER PROFESSIONAL SERVICES
03/20/2001	THOMPSON ELECTRONICS CO.	120.02	141491	03/30/2001	PRINTING AND BINDING
03/20/2001	TEAMER'S SWEEPING SERVICES	330.00	141501	03/30/2001	OTHER PROFESSIONAL SERVICES
03/20/2001	UNIVERSITY BOOK SERVICES	380.00	141502	03/30/2001	MATERIAL-BLDGS
03/29/2001	WEST GROUP	149.32	141503	03/30/2001	SERV-BUILDINGS
03/29/2001	WEST GROUP	277.50	141512	03/30/2001	BOOKS AND PERIODICALS

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2001

FUND EDUCATION PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/29/2001	M. M. GRANTNER, INC.	492.92	141514	03/30/2001	JANITORIAL SUPPLIES
03/29/2001	M. M. GRANTNER	466.95	141520	03/30/2001	BOOKS AND PERIODICALS
TOTAL		103,325.67			

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2001

FUND LIBRARY BUILDING LEASES

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/23/2001	ADT SECURITY SERVICES	2,522.00	141158	03/23/2001	OTHER PROFESSIONAL SERVICES
03/23/2001	DAVID WINTER TILE & MARBLE	1,276.00	141159	03/23/2001	BUILDINGS
03/29/2001	DYNEX ENERGY SERVICES	464.44	141157	03/29/2001	ELECTRICITY
TOTAL		4,362.44			

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2001

FUND DPL-DONATED FUNDS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/26/2001	BAKER & TAYLOR CO	19.69	141304	03/30/2001	BOOKS AND PERIODICALS
TOTAL		19.69			

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2001

FUND LIBRARY CAPITAL

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/23/2001	ASSOCIATED CONSTRUCTORS L.G.C.	22,983.65	141160	03/23/2001	BUILDINGS
TOTAL		22,983.65			

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2001

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/26/2001	BAKER & TAYLOR CO	89.25	140980	03/15/2001	EXPENDITURES
03/12/2001	BAKER & TAYLOR CO	9.19	140981	03/15/2001	EXPENDITURES
03/21/2001	BAKER & TAYLOR CO	11.77	141302	03/30/2001	EXPENDITURES
03/21/2001	BAKER & TAYLOR CO	54.52	141303	03/30/2001	EXPENDITURES
03/29/2001	BAKER & TAYLOR CO	74.75	141304	03/30/2001	EXPENDITURES
03/29/2001	BAKER & TAYLOR CO	408.12	141306	03/30/2001	EXPENDITURES
03/29/2001	BAKER & TAYLOR CO	107.82	141308	03/30/2001	EXPENDITURES
03/29/2001	LANDMARK MEDIA, INC.	901.00	141419	03/30/2001	EXPENDITURES
03/31/2001	HERMAN EDUCATIONAL PUBLISHING	139.65	141440	03/30/2001	EXPENDITURES
TOTAL		1,805.67			

GLA3030 FUND 19

CITY OF DECATUR FY 2000-2001
REVENUE REPORT

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ACCT. NO.	DESCRIPTION	PERIOD ENDING 20010331	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
DPL-DONATED FUNDS							
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	.00	1,000.00	.00	1,000.00-	
	TOTAL	.00	.00	1,000.00	.00	1,000.00-	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	15.38	.00	103.38	.00	103.38-	
	TOTAL	15.38	.00	103.38	.00	103.38-	
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	25.00	.00	2,041.00	.00	2,041.00-	
	TOTAL	25.00	.00	2,041.00	.00	2,041.00-	
	FUND TOTAL	40.38	.00	3,144.38	.00	3,144.38-	

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CITY OF DECATUR

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REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 19 DPL-DONATED FUNDS UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMM
40000	EXPENSES								03/31/2001
800	BOOKS AND PERIODICALS	0	19.69	987.21-	0	987.21	.00	987.21	
		0	19.69	987.21-	0	987.21	.00	987.21	
	** DIVISION TOTAL **	0	19.69	987.21-	0	987.21	.00	987.21	

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	% REAL
DECATUR PUBLIC LIBRARY							
PERIOD ENDING 20010331							
FUND BALANCE							
3001-000	BEGINNING FUND BALANCE	.00	230,211.66	279,454.77	251,140.00	28,314.77-	111
TOTAL		.00	230,211.66	279,454.77	251,140.00	28,314.77-	111
30100-107	PROPERTY TAX-LIBRARY	25,349.27	2,315,417.50	2,466,895.83	2,525,910.00	59,014.17	97
TOTAL		25,349.27	2,315,417.50	2,466,895.83	2,525,910.00	59,014.17	97
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	17,292.80	229,166.66	187,129.27	250,000.00	62,870.73	74
30200-107	STATE GRANTS OR OTHER	.00	95,333.33	105,323.02	104,000.00	1,323.02-	101
TOTAL		17,292.80	324,499.99	292,452.29	354,000.00	61,547.71	82
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	6,475.59	67,833.33	61,997.32	74,000.00	12,002.68	83
30500-510	LIBRARY NON-RESIDENT FEES	75.00	458.33	800.00	500.00	300.00-	160
30500-511	LIBRARY LOST AND DAMAGED BOOKS	674.24	3,666.66	6,761.83	4,000.00	2,761.83-	169
30500-514	VERIFAX	548.06	1,604.16	3,192.28	1,750.00	1,442.28-	182
30500-515	RESERVES	2,174.83	7,791.66	17,096.45	8,500.00	8,596.45-	201
TOTAL		9,947.72	81,354.14	89,847.88	88,750.00	1,097.88-	101
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	5,500.00	6,000.00	6,000.00	.00	100
TOTAL		.00	5,500.00	6,000.00	6,000.00	.00	100
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,966.39	34,833.33	40,804.62	38,000.00	2,804.62-	107
TOTAL		1,966.39	34,833.33	40,804.62	38,000.00	2,804.62-	107
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	3,208.33	25.00	3,500.00	3,475.00	88
30800-899	MISCELLANEOUS INCOME	36.88	2,750.00	2,663.60	3,000.00	336.40	
TOTAL		36.88	5,958.33	2,688.60	6,500.00	3,811.40	41
FUND TOTAL		54,593.06	2,997,774.95	3,178,143.99	3,270,300.00	92,156.01	97

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

03/31/2001

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,578,479	105,331.40	1,187,256.38	1,446,939	391,222.62	.00	391,222.62	75.2
092	HOLIDAYS	0	2,331.28	64,581.54	0	64,581.54	.00	64,581.54	
094	OTHER LEAVE WITH PAY	0	97.84	6,572.09	0	6,572.09	.00	6,572.09	
096	SICK TIME	0	4,037.64	52,988.33	0	52,988.33	.00	52,988.33	
098	VACATION TIME	0	3,203.04	84,695.28	0	84,695.28	.00	84,695.28	
PERSONAL SERVICES									
101	OVERTIME	10,000	1,285.92	11,583.61	9,991	683.61	.00	683.61	106.3
102	TEMPORARY SALARIES	41,774	3,628.53	30,111.54	38,292	11,662.46	.00	11,662.46	72.1
104	RETIREMENT-IMRF	237,629	12,014.99	189,326.38	217,826	48,302.62	.00	48,302.62	79.7
111	LIFE INSURANCE	924	42.06	683.85	174,072	16,736.64	.00	16,736.64	74.0
112	MEDICAL INSURANCE	189,897	15,905.64	173,160.36	174,072	4,237.22	.00	4,237.22	91.2
114	WORKERS COMPENSATION	7,724	1,169.98	14,031.22	8,977	1,897.90	.00	1,897.90	121.7
115	SERVICE RECOGNITION	3,750	865.38	13,647.90	8,020	1,897.90	.00	1,897.90	121.7
CONTRACTUAL SERVICES									
201	ADVERTISING	250	1,381.87	4,787.43	229	4,537.43	.00	4,537.43	915.0
202	PRINTING AND BINDING	14,000	2,333.25	12,716.92	12,833	13,667.45	300.80	17,721.00	100.1
210	SERV-BUILDINGS	12,000	368.89	2,629.78	183	2,429.78	171.18	13,838.63	215.3
211	SERV-IMPROVEMENTS	3,000	1,158.61	2,724.23	2,750	17,528.65	.00	2,429.78	314.9
212	SERV-AUTO-EQUIPMENT	10,000	1,907.00	20,977.00	9,166	17,907.00	280.85	2,724.23	190.8
213	SERV-OFFICE EQUIP	22,884	7,096.16	139,456.73	20,977	59,456.73	.00	17,809.50	278.1
230	MIS SERVICES	80,000	1,752.92	16,430.08	73,333	2,930.08	.00	2,930.08	174.3
231	ELECTRICITY	13,500	366.53	2,563.94	25,666	2,552.31	.00	2,930.08	174.3
232	GAS	28,000	1,110.24	5,839.01	7,333	3,889.76	.00	2,552.31	89.2
233	TELEPHONE	8,000	755.80	3,839.01	6,416	1,600.66	.00	3,889.76	51.4
234	TRAINING SCHOOL	7,000	1,899.64	13,398.01	13,750	1,600.66	.00	1,600.66	93.6
240	TRAININGS AND OTHER TRAVEL	15,000	2,614.38	31,224.17	19,166	6,674.05	198.00	1,403.99	80.4
245	POSTAGE	10,000	2,050.37	1,433.50	45,183	18,775.83	.00	6,674.05	33.3
247	COMPUTER SOFTWARE EXPENSE	50,000	9,695.24	2,282.18	2,750	1,566.50	.00	18,775.83	62.4
271	TEMP PER-SOONEL SERVICES	3,000	2,050.37	2,282.18	2,916	1,566.50	.00	1,566.50	47.8
272	TUITION REIMBURSEMENT	101,250	9,695.24	2,300.00	2,383	4,967.82	8,986.00	4,967.82	26.1
273	TRAVEL EXPENSE FOR INTERVIEWS	20,000	0.00	23,589.92	18,333	300.00	.00	300.00	88.5
280	OTHER PROFESSIONAL SERVICES	26,800	1,521.36	19,445.59	24,566	7,354.41	1,575.00	5,779.41	78.4
285	PROFESSIONAL MEMBERSHIP FEES	20,000	0.00	0.00	0.00	0.00	.00	0.00	0.0
286	RENTAL-EQUIPMENT	26,800	0.00	0.00	0.00	0.00	.00	0.00	0.0
289	RENTAL-EQUIPMENT	429,734	34,937.81	483,139.79	393,915	53,405.79	11,511.83	64,917.62	115.1
COMMODITIES									
310	GASOLINE	4,000	269.04	3,050.03	3,666	949.97	.00	949.97	76.3
312	JANITORIAL SUPPLIES	6,000	1,304.42	12,068.70	5,500	4,068.70	.00	4,068.70	167.8
326	MATERIAL-BLDGS	7,000	3,024.44	2,010.86	6,416	5,023.53	.00	5,023.53	171.8
337	MATERIAL TO MAINT AUTO EQUIP	3,500	3,426.64	33,760.36	3,208	1,489.14	.00	1,489.14	59.5
345	OFFICE SUPPLIES	200	0.00	62.18	183	137.82	974.41	265.23	77.2
357	EMPLOYEE RECOGNITION SUPPLIES	55,700	6,441.95	60,975.66	51,056	5,275.66	974.41	137.82	31.1
OTHER CHARGES									
415	TRANSFER TO GENERAL FUND	1,200	100.00	1,100.00	1,100	100.00	.00	100.00	91.7
418	MOTOR VEHICLE-INSURANCE	3,370	280.83	3,089.13	3,089	280.87	.00	280.87	91.7
420	BOILER INSURANCE	474	39.50	434.50	434	39.50	.00	39.50	91.7
421	PROPERTY INSURANCE	14,957	1,246.42	13,710.62	13,710	1,246.38	.00	1,246.38	91.7
423	GENERAL LIABILITY INSURANCE	5,546	462.17	5,083.87	5,083	462.17	.00	462.17	91.7
499	SMALL CAPITAL ITEMS	4,000	199.88	4,931.29	3,666	931.29	.00	931.29	123.3

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

03/31/2001

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT CUMM
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OTHER CHARGES

CAPITAL OUTLAY

510 AUTOMOTIVE EQUIPMENT	0	.00	27,540.00	0	27,540.00	.00	27,540.00	-
515 OFFICE MACHINERY AND EQUIPMENT	46,511	.00	31,276.74	42,635	15,234.26	435.00	14,799.26	68.2
520 OTHER MACHINERY AND EQUIPMENT	0	.00	3,060.00	0	3,060.00	.00	3,060.00	-
	46,511	.00	61,876.74	42,635	15,365.74	435.00	15,800.74	134.0

** DIVISION TOTAL **

800 BOOKS AND PERIODICALS	380,000	29,896.18	272,789.52	348,333	107,211.48	.00	107,211.48	71.8
830 AV-PHONODICS	0	.00	677.00	0	677.00	.00	677.00	-
841 MAG/PAPERS-MAIN ADULT	0	257.64	22,877.82	0	22,877.82	.00	22,877.82	-
842 MAG/PAPERS-MAIN YOUTH	0	.00	568.49	0	568.49	.00	568.49	-
843 MAG/PAPERS-MAIN JUVENILE	0	117.20	1,669.33	0	1,669.33	.00	1,669.33	-
844 MAG/PAPERS-MAIN REFERENCE	0	.00	12,152.53	0	12,152.53	.00	12,152.53	-
845 MAG/PAPERS-MAIN PROFESSIONAL	0	30.00	1,833.39	0	1,833.39	.00	1,833.39	-
847 MAG/PAPERS-EXTEN ADULT	0	.00	3,349.51	0	3,349.51	.00	3,349.51	-
	380,000	30,300.42	315,916.59	348,333	64,083.41	.00	64,083.41	83.1
** DIVISION TOTAL **	3,019,639	223,921.88	2,775,896.67	2,767,985	243,742.33	12,921.24	230,821.09	92.4

ACCT. NO.	DESCRIPTION	LIBRARY CAPITAL	PERIOD ENDING 20010331	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	REAL %
FUND BALANCE									
30001-000	BEGINNING FUND BALANCE			.00	28,729.25	52,998.05	31,341.00	21,657.05-	169
TOTAL				.00	28,729.25	52,998.05	31,341.00	21,657.05-	169
INTER GOVERNMENTAL REVENUE									
30200-107	STATE GRANTS OR OTHER			.00	.00	90,000.00	.00	90,000.00-	
TOTAL				.00	.00	90,000.00	.00	90,000.00-	
TRANSFERS FROM									
30600-726	TRANSFER FROM FD. 35-BLDG LEASE			.00	41,250.00	.00	45,000.00	45,000.00	
30600-745	TRANS FR PLANNING FUND			.00	.00	175,000.00	.00	175,000.00-	
TOTAL				.00	41,250.00	175,000.00	45,000.00	130,000.00-	388
INVESTMENT INCOME									
30700-101	INVESTMENT INTEREST			338.01	2,750.00	4,764.34	3,000.00	1,764.34-	158
TOTAL				338.01	2,750.00	4,764.34	3,000.00	1,764.34-	158
OTHER INCOME									
30800-870	DPL FOUNDATION CONTRIBUTION			.00	122,833.33	133,333.00	134,000.00	667.00	99
30800-899	MISCELLANEOUS INCOME			.00	.00	724.61	.00	724.61-	
TOTAL				.00	122,833.33	134,057.61	134,000.00	57.61-	100
FUND TOTAL				338.01	195,562.58	456,820.00	213,341.00	243,479.00-	214

6LA3010 C I T Y O F D E C A T U R

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 21 LIBRARY CAPITAL	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	LIBRARY CAPITAL EXPENDITURES									03/31/2001
	CONTRACTUAL SERVICES									
210	SERV-BUILDINGS	0	.00	12,695.00	0	12,695.00	.00	.00	12,695.00-	
237	ARCH AND ENGINEERING SERVICES	0	.00	886.35	0	886.35	.00	.00	886.35-	
280	OTHER PROFESSIONAL SERVICES	0	.00	1,019.23	0	1,019.23	.00	.00	1,019.23-	
TOTAL		0	.00	14,600.58	0	14,600.58	.00	.00	14,600.58-	
	COMMODITIES									
320	MATERIAL-BLDGS	0	.00	1,993.63	0	1,993.63	.00	.00	1,993.63-	
TOTAL		0	.00	1,993.63	0	1,993.63	.00	.00	1,993.63-	
	CAPITAL OUTLAY									
502	BUILDINGS	154,000	22,983.65	365,896.01	141,166	211,896.01	.00	.00	211,896.01-237.6	
TOTAL		154,000	22,983.65	365,896.01	141,166	211,896.01	.00	.00	211,896.01-237.6	
**	DIVISION TOTAL **	154,000	22,983.65	382,490.22	141,166	228,490.22	.00	.00	228,490.22-248.4	

DPL-STATE GRANT FOR BLDG

PERIOD ENDING 20010331

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	.00	21,983.36-	.00	21,983.36	
TOTAL		.00	.00	21,983.36-	.00	21,983.36	
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	22,916.66	.00	25,000.00	25,000.00	
TOTAL		.00	22,916.66	.00	25,000.00	25,000.00	
FUND TOTAL		.00	22,916.66	21,983.36-	25,000.00	46,983.36	87

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 DPL-STATE GRANT FOR BUILDING

FUND 33 DPL-STATE GRANT FOR BLDG 03/31/2001

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
238	AUDITING SERVICES	0	.00	1,600.00	0	1,600.00-	.00	1,600.00-	
	CONTRACTUAL SERVICES	0	.00	1,600.00	0	1,600.00-	.00	1,600.00-	
	CAPITAL OUTLAY								
502	BUILDINGS	25,000	.00	1,816.64	22,916	23,183.36	.00	23,183.36	7.3
520	OTHER MACHINERY AND EQUIPMENT	0	.00	400.00	0	400.00-	.00	400.00-	
	TOTAL	25,000	.00	2,216.64	22,916	22,783.36	.00	22,783.36	8.9
**	DIVISION TOTAL **	25,000	.00	3,816.64	22,916	21,183.36	.00	21,183.36	15.3

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
LIBRARY BUILDING LEASES							
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	25,887.58	10,261.18	28,241.00	17,979.82	36
TOTAL		.00	25,887.58	10,261.18	28,241.00	17,979.82	36
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	44.17	916.66	869.72	1,000.00	130.28	87
TOTAL		44.17	916.66	869.72	1,000.00	130.28	87
OTHER INCOME							
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	36,666.66	43,277.14	40,000.00	3,277.14	108
TOTAL		3,333.33	36,666.66	43,277.14	40,000.00	3,277.14	108
FUND TOTAL		3,377.50	63,470.90	54,408.04	69,241.00	14,832.96	78

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
FUND 35 LIBRARY BUILDING LEASES 03/31/2001									
CONTRACTUAL SERVICES									
231	ELECTRICITY	5,575	464.44	5,573.28	5,110	1,72	.00	1,72	100.0
280	OTHER PROFESSIONAL SERVICES	6,000	2,622.00	27,858.27	5,500	21,858.27	.00	21,858.27	464.3
	TOTAL	11,575	3,086.44	33,431.55	10,610	21,856.55	.00	21,856.55	288.8
OTHER CHARGES									
478	TR TO LIBRARY CAPITAL	45,000	.00	.00	41,250	45,000.00	.00	45,000.00	
	TOTAL	45,000	.00	.00	41,250	45,000.00	.00	45,000.00	
CAPITAL OUTLAY									
502	BUILDINGS	0	1,276.00	11,276.00	0	11,276.00	.00	11,276.00	
	TOTAL	0	1,276.00	11,276.00	0	11,276.00	.00	11,276.00	
**	DIVISION TOTAL **	56,575	4,362.44	44,707.55	51,860	11,867.45	.00	11,867.45	79.0

CITY OF DECATUR FY 2000-2001 REVENUE REPORT

ACCT. NO.	DESCRIPTION	PERIOD ENDING 20010331	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
30001-921	BEG FUND BAL-CANTONI	.00	107,551.58	122,394.07	117,329.00	5,065.07-	104
30001-923	BEG FUND BAL-BRIDGES	.00	1,526.25	1,680.29	1,665.00	15.29-	100
TOTAL		.00	109,077.83	124,074.36	118,994.00	5,080.36-	104
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	455.54	5,500.00	6,557.01	6,000.00	557.01-	109
30700-104	DPL INTEREST-MEYER	479.36	.00	1,479.21	.00	1,479.21-	308
30700-105	DISTRIBUTION FR BRIDGES TRUST	491.45	641.66	2,162.50	700.00	1,462.50-	308
TOTAL		1,426.35	6,141.66	10,198.72	6,700.00	3,498.72-	152
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	.00	2,637.95	.00	2,637.95-	
TOTAL		.00	.00	2,637.95	.00	2,637.95-	
30900-810	TRUST DISTRIBUTION	.00	.00	125,000.00	.00	125,000.00-	
TOTAL		.00	.00	125,000.00	.00	125,000.00-	
FUND TOTAL		1,426.35	115,219.49	261,911.03	125,694.00	136,217.03-	208

CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES	9,500	1,805.67	8,054.62	8,708	1,445.38	212.00	1,233.38	87.0
**	DIVISION TOTAL **	9,500	1,805.67	8,054.62	8,708	1,445.38	212.00	1,233.38	87.0

CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
43000	DPL-BRIDGES TRUST	700	.00	107.52	641	592.48	.00	592.48	15.4
900	EXPENDITURES	700	.00	107.52	641	592.48	.00	592.48	15.4
**	DIVISION TOTAL **	700	.00	107.52	641	592.48	.00	592.48	15.4

Finance and Properties Committee

April 3, 2001

Mr. Cocagne called the meeting to order at 4:45 p.m. Members present: Mr. Cocagne, Mary Gladney, Joseph McCaskill, and Phil Wise. Absent: Joseph McCaskill. Staff present: Karen Anderson and Linda Humphreys. Others present: Lee Ann Fisher.

Proposal for network support services: Ms. Anderson presented a proposal for Nims Associates to provide support services until the library can hire an employee. The consensus was to recommend the proposal for approval.

Management pay scale: After review, the consensus was to recommend increasing the management pay scale by 3%. This was included in the 2001/02 budget.

Fiscal year-end adjustments: Fiscal printouts and projections were reviewed.

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

Respectfully submitted,

Karen Anderson, Interim City Librarian

PROPOSAL TO PROVIDE PC AND LOCAL AREA NETWORK SUPPORT SERVICES TO THE DECATUR PUBLIC LIBRARY

Overview of Proposal

Nims proposes to provide Nicole Muhs as a Local Area Network Technician to the Library, supporting the Library PC's, networks and users.

Tasks to be Performed

Nims personnel will work at the general direction of Library management who will identify the major tasks to be accomplished and their priorities. Major tasks will include:

- (1) Setting up and maintaining PC hardware and software.
- (2) Setting up and maintaining hardware and software for local area networks.
- (3) Providing training and assistance as needed to users of the Library computer resources.
- (4) Working with hardware and software vendors on installation, upgrade and problem resolution activities.
- (5) Providing assistance in the planning, installation and ongoing support of connections to online services used by the Library.
- (6) The performance of other tasks related to the operation of PC's and LAN's as needed by the Library.
- (7) Providing support and troubleshooting assistance for the GEAC Libs 100+ Circulation and Online Catalog system.

Terms and Conditions

Nims will provide consulting services on a month-to-month basis beginning May 1, 2001. It is mutually agreed that Nicole Muhs will continue in this assignment. Ms. Muhs is expected to work 40 hours per week; however, exceptions will occur due to holidays, sick time, vacation time, community volunteer time, education or other Nims business. All exceptions will be communicated to Library management, in advance if possible. When exceptions occur, Nims will make every effort to offer a substitute consultant. Should Nims and the Library agree to a substitute consultant, the Library will be billed at the substitute consultant's hourly rate.

Any travel or training expenses incurred as a result of Library requirements will be the responsibility of the Library with all expenses requiring pre-approval by Library management.

The hourly rate for Ms. Muhs is \$41. On a monthly basis, you will receive an invoice for actual hours worked during the previous month. Our terms are net 21.

If, for any reason, the Library is not pleased with the quality of services provided, they may terminate this agreement immediately paying only for services rendered to date.

Should Ms. Muhs resign or become unavailable for an extended period of time, Nims may terminate this agreement upon one month's written notice to the Library.

If funding for this position ceases, the Library may terminate this agreement upon one month's written notice to Nims.

The terms of the above proposal are agreed to by:

Lisa Sanderfield
Nims Associates

Karen Anderson
Decatur Public Library

Date

Date

DECATUR PUBLIC LIBRARY

MANAGEMENT SALARY CLASSIFICATION SCHEDULE

Classification	Level	Beginning	1st quartile	2nd quartile	3rd quartile	4th quartile
City Librarian	N/A					
Assistant City Librarian/ Head of Adult Division	6	41,440	45,791	50,141	54,493	58,844
Division Head 1	5	34,228	37,822	41,416	45,010	48,604
Division Head 2	4	29,664	32,779	35,894	39,008	42,123
Information Specialist	3	27,383	30,257	33,132	36,008	38,884
Office Manager	2	23,846	26,350	28,852	31,357	33,861
Area Supervisor						
Administrative Secretary	1	20,765	22,945	25,125	27,306	29,487
Administrative Aide						

revised 4/20/00

DECATUR PUBLIC LIBRARY

MANAGEMENT SALARY CLASSIFICATION SCHEDULE

Classification	Level	Beginning	1st quartile	2nd quartile	3rd quartile	4th quartile
City Librarian	N/A					
Assistant City Librarian	6	42,683	47,165	51,645	56,128	60,609
Division Head 1	5	35,255	38,957	42,658	46,360	50,062
Division Head 2	4	30,554	33,762	36,971	40,178	43,387
Information Specialist	3	28,204	31,165	34,126	37,088	40,051
Office Manager	2	24,561	27,141	29,718	32,298	34,877
Area Supervisor						
Administrative Secretary						
Administrative Aide	1	21,388	23,633	25,879	28,125	30,372

presented 4/17/01

The physical library remains central to library service. While no one model could meet every unique local need, some requirements are common to all public libraries. These include adequate and accessible space to house and circulate the collections; comfortable and attractive public spaces for readers; space for other public amenities including restrooms and water fountains; efficient and comfortable work and lounge areas for staff; and space for board meetings, story times, and other library programs. The supplemental standards for this section are divided into two sections—those for existing facilities and for new or expanded facilities.

Applicable Core Standards

- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.], and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities, including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 23.** The library is located in a facility designed or renovated for that purpose and in compliance with applicable federal, state, and local codes.

-
- Core 28.** At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.

Supplemental Standards for Existing Facilities

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range plans.
2. At least once every five years, the board directs a review of the library's long-term space needs.
3. The library develops a plan and annual budget for maintenance of building and grounds and fixed asset replacements.
4. The library building supports the implementation of current and future telecommunications and electronic information technologies.
5. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community. Travel time to the library under normal conditions does not exceed 30 minutes.
6. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces may be governed by local ordinance. Libraries reached primarily by car should provide 1.3 spaces per 500 population. If based on building size, the parking space provision should be one space per 500 square feet.
7. The library's entrance is easily identified, clearly visible, and well lighted. The entrance faces the direction used by the majority of the patrons.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate signage. All signage is in compliance with applicable federal, state, and local regulations. Interior signs should be limited in number and not serve as a substitute for logical building arrangement or for staff responses to routine user questions.
10. The library has a designated tornado shelter. Emergency exits and evacuation routes out of the building and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked. Emergency first-aid supplies are readily available.
11. The library provides emergency training for staff, including annual fire and tornado drills, use of fire extinguishers, and location of the first-aid kit.
12. The library has an emergency manual and a disaster plan that are reviewed biennially.

-
13. The library has telephones and associated communications devices sufficient to meet user and staff needs:
 - . telephones in all offices and at all service desks
 - . telephone number listed in both white and yellow pages
 - . automatic equipment to inform callers of library hours when the library is closed
 14. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs. Space is allocated for child and family use with furniture and equipment designed for use by children. All furniture is in compliance with applicable codes.
 15. The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials. All shelving and other display or storage space is designed for library purposes. Shelving in the area serving young children is scaled to their needs.
 16. The library's lighting levels comply with the standards issued by the Illuminating Engineering Society of North America. The lighting is evenly distributed, low glare, does not cast shadows, and provides floor-to-ceiling illumination of all vertical surfaces. (For more information on lighting, see #8 under supplemental standards for new or expanded facilities.)
 17. The library has fireproof facilities for the return of library materials when the library is closed.
 18. The library has heating, ventilating, and air conditioning (HVAC) systems capable of filtering outside air and of maintaining comfortable temperatures throughout the year.
 19. The library provides adequate security for staff, users, and collections.

Supplemental Standards for New or Expanded Facilities

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, a library building consultant, and a registered professional architect.
2. The library, unless it is part of a home rule unit of government, selects an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILL. COMP. STAT. ANN. 510/0.01 et seq.]. There is no legal requirement to contract with the architect offering the lowest fee.
3. The library's attorney reviews all contracts related to the construction project. The American Institute of Architects provides standard legal forms that are used in many situations, but the library can negotiate different terms if it so chooses.
4. Space planning is based on a twenty-year population projection (including probable annexation) and desired improvements in collections and services. Each project takes into account both the correction of current overcrowding and the creation of space for expanded collections and services. Major building projects include specific plans for how and where future expansion will take place.

5. The facilities provide flexibility of design and furnishings.

Buildings are designed with extensive data and electrical conduit or with alternative methods of providing service to all locations in the library.

Lighting is designed to allow extensive rearrangement of library furnishings.

All areas of the library are designed to meet the floor-loading standard of 150 pounds per square foot. Heavier loads, such as microform storage cabinets and compact shelving, require 300 pounds per square foot.

Service counters, service desks, and office work areas are freestanding modular units.

6. The library selects shelving that is designed for library purposes. Heavy-duty steel, bracket-type shelving that can be easily reassembled is the best choice. The depth of the shelving should be appropriate for the material being stored.

7. All construction complies with federal, state, and local codes and regulations including, but not limited to:

national codes, including the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]

Illinois codes, including the *Illinois Environmental Barriers Act* of 1985 (410 ILL. COMP. STAT. ANN. 25/1 et seq.), the *Illinois Plumbing Code* [225 ILL. ADMIN. CODE 890.110-890.1950], and the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], published by the Capital Development Board to implement the *Illinois Environmental Barriers Act*

local codes. Many Illinois municipalities have adopted nationally-formulated codes as their local codes. Most municipalities adopt either the *Building Officials and Construction Administrators (BOCA) Code* or the *Uniform Building Codes* established by the International Conference of Building Officials (ICBO)

8. High-quality lighting is critically important to libraries.

Indirect lighting provides uniform, nonglare illumination. It provides the most flexibility because the light is reflected from a continuous surface (the ceiling) rather than emanating from individual points. In general, extreme down lighting is a very poor idea in libraries because it causes glare, creates troublesome shadows, and does not light vertical surfaces. Glare is a particular nuisance in areas where computer monitors and microform readers with vertical glass screens are in use. Proximity to windows and skylights can also create glare. To test for glare, place a mirror over the screen of a computer monitor and look for reflections of concentrated light sources.

Modern fluorescent lighting technology offers important advantages. Lamps with a CRI (color rendition index) of 75 or better provide much more attractive light than traditional lamps. Electronic ballasts are more efficient than traditional magnetic ballasts, and they eliminate hum and flicker.

High-pressure sodium lighting is the ideal choice for parking lots.

The most recent edition of the *IES Lighting Handbook*, edited by John E. Kaufman, provides recommendations for lighting intensities, but some are too low for library purposes. (For example, the Illuminating Engineering Society [IES] recommendation of 5 to 10 footcandles for halls, elevators, and stairways can create problems for persons with low vision.) IES standards are also included in ALA's *Administrator's Guide to Library Building Maintenance*, by Dianne Lueder and Sally Webb. (See the bibliography following this section.)

9. Provide enough storage space. (This is one of the most frequently overlooked needs in the design of new or expanded facilities.)
10. Especially consider safety and low maintenance when designing landscaping and walkways.
11. Although each library's ultimate space needs will be determined by its unique needs including its programs, services, and collections, some standard guidelines exist for determining the space needed for specific components. These guidelines are based on information from building program consultants, standards from other states, and some measuring tape. (See appendix 7 for more-detailed information.)

Examples of unique needs include extensive local-history or genealogy collections, large meeting rooms, frequent programming, and extensive art- and graphics-related activities. Additional staff office space will be needed for libraries that are responsible for all work and files related to finances and benefits. This is true of all district and many village libraries.

12. Provide space for deliveries and trash removal.

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