

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA
April 15, 1993 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
 - A. Regular Meeting of March 18, 1993
 - B. Special Meeting of March 26, 1993
- III. Communication from the Public
- IV. City Librarian's Report
 - A. Report from Jerald Merrick, Reference Librarian
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of April 5, 1993
 - B. Finance and Properties Committee
 - 1. Approval of Bills for March 1993
 - 2. Meeting of April 13, 1993
 - C. Rolling Prairie Library System
 - 1. Report on April RPLS Board Meeting
 - D. Foundation
 - 1. Meeting of April 1, 1993
 - E. Friends of the Library
 - 1. No Meeting
- VI. Avenues to Excellence II
 - A. Chapter IX, Physical Facilities
- VII. Old Business
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
March 18, 1993

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Daniel Gaumer, Janice Lambert, Barbara Ohlsen, Robert Smith, John Stengel, and Patricia Williams. Absent: Stanley Sitton and Edmund McClure. Staff present: John Moorman and Linda Humphreys. Others present: Jack Taylor and Owen Balding.

II. APPROVAL OF MINUTES

The minutes of the meeting of February 18, 1993 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

Owen Balding addressed the Board on a variety of his concerns.

Mrs. Williams made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mrs. Lambert and unanimously carried on roll call vote. The Board went into closed session at 4:37 p.m. The meeting was re-convened at 5:05 p.m. There will be a special closed meeting on March 26, 1993 at 4:00 p.m. to further discuss labor negotiations.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

There was a question about the library's recycling efforts. Mr. Moorman will look into recycling newspapers.

Mr. Lockmiller asked Mr. Moorman to see if the Friends are interested in the possibility of giving used magazines away at the library as Mr. Balding suggested.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The Committee met March 1; the minutes were previously mailed. Mrs. Williams reported that the Committee discussed the mileage reimbursement for library employees using their personal vehicles for library business. Mrs. Williams made a motion to increase the allowance from \$.20 to \$.28 per mile. The motion was seconded by Mrs. Lambert and approved on a 6 to 1 roll call vote with Mr. Smith voting no.

Mrs. Williams reported that Mr. Moorman is ready to fill the vacant administrative clerk position in the office. A new job description has been prepared for Library Clerk Typist at pay grade 9. The Committee agreed with Mr. Moorman's request to fill the position with two half-time employees rather than one full-time person. Mrs. Williams made a motion to approve filling the vacancy as stated. The motion was seconded by Mr. Gaumer and unanimously approved.

Mr. Moorman said that meeting management training is being offered to library trustees as well as members of other city board. None of the trustees expressed interest in participating.

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

Two computer network proposals were discussed at length. Mr. Moorman said that Network Support Services has provided the least expensive proposal and is the company he feels more confident with. Mr. Moorman has discussed the proposal with Ed Long, Director of Data Services for the city, and he thought the proposal was good. There was concern about the request to pay half in advance. Mr. Smith asked Mr. Moorman to resolve that issue. Mrs. Ohlsen made a motion to authorize spending up to \$26,200 for a computer network from Network Support Services. The motion was seconded by Mrs. Lambert and unanimously carried on roll call vote. Funds are available in the Breckenridge and library capital fund to pay for the equipment.

Rolling Prairie: Mr. Moorman reported that Rolling Prairie is reorganizing to allow more room for Baby TALK. The election for the Rolling Prairie Board of Directors is April 13. Mr. Lockmiller agreed to run for a seat.

Foundation: The minutes of the March 6 meeting were previously mailed. The Foundation Board and the Library Board of Trustees will meet with Dick Thompson on Saturday, May 15 at 8:30 a.m. to discuss plans for the facility.

Friends of the Library: The newsletter will be a combined Friends and Library publication beginning in April. The Friends are sponsoring a contest to name the on-line catalog. The Friends have agreed to spend \$1,500 to allow two staff to attend the American Library Association annual convention. They will be paying for a storyteller for a program at Richland Community College. The book sale will be April 16 and 17.

VI. AVENUES TO EXCELLENCE II

This was tabled for one month.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Mr. Lockmiller appointed Mr. Smith and Mrs. Ohlsen as the Nominating Committee. Elections will be in May.

IX. ADJOURNMENT

Mr. Lockmiller adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Patricia Williams, Secretary
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
March 26, 1993

I. CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Daniel Gaumer, Barbara Ohlsen, Stanley Sitton, Robert Smith, and John Stengel. Absent: Janice Lambert, Edmund McClure, and Patricia Williams. Staff present: John Moorman, Joann Stanbery, and Linda Humphreys. Others present: Ed Booth and Jeff Taylor.

Mrs. Ohlsen made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mr. Gaumer and unanimously carried on roll call vote. The Board went into closed session at 4:00 p.m. The meeting was re-convened at 5:05 p.m.

IX. ADJOURNMENT

There was no further business. Mr. Lockmiller adjourned the meeting at 5:05 p.m.

Respectfully submitted,

Patricia Williams, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

For the April 15 Meeting

of the

Decatur Public Library Board of Trustees

March was another busy month at the library. Professional assists were up 40% over last March. Joan Bauer reported that "phones were ringing constantly, with people standing in line."

Due to a malfunction, the circulation statistics for March 23 were lost. Karen Anderson reported that this is the first time the library has had any computer down time that was not planned since April 1991. Circulation statistical reports do not show any circulation for that day. In the past, reports were averaged and adjusted to include estimates for lost circulation.

The computer network for Technical Services is ordered. Technicians plan to begin work on April 23. We still plan to start the on-line catalog on June 1. Terminals have arrived and staff training has started.

Jerald Merrick participated in the Environmental Fair at Richland Community College on March 27 and reported approximately 450 in attendance. Kellie Flynn gave two workshops for teachers at the Decatur Education Conference at Millikin University on March 23. She spoke about multi-cultural children's books to 2 groups totalling about 50 people. A total of 9 programs reached 172 people through the Families and Books state grant.

The office staff finished the printing project for the police department on March 25.

Marilyn Shroyer was on medical leave all month for surgery. She is recovering and will be returning to work soon. Two new half-time building custodians were hired last month, replacing Curtis Matthews who resigned last July. Chuck Brown returned from unpaid medical leave on March 23rd.

The report is brief this month because reports and data are still coming in. This will be the case when the meeting is early in the month as it is this month.

STATISTICAL REPORT
March 1993

TECHNICAL SERVICES

New book volumes added: 1,321
New book titles added: 678
AV titles added: 281
Volumes withdrawn: 1,195
Books mended: 950

PERSONNEL REPORT

	Previous Month	Terminations	New Staff	Present Strength
Librarians	9	0	0	9
Library Assistants	7 + 5	0	0	7 + 5
Clerical	16 + 9	0	0	16 + 9
Pages	4 + 6	0	0	4 + 6
Maintenance	2 + 1	0	2	2 + 3

CURRENT VACANCIES: 1/2 time T.S. Clerk I; Audiovisual Librarian;
Catalog Clerk I; Library Administrative Clerk;

COMPUTER DOWN-TIME FOR MONTH: 24 hours

PATRONS REGISTERED: 406 adult + 43 youth + 84 juvenile = 533 total

PROFESSIONAL ASSISTS: this 12 months to date: 55,135
last 12 months to date: 50,725

PATRONS IN THE BUILDING: this 12 months to date: 361,511
last 12 months to date: 374,008

VOLUMES PURCHASED: this 12 months to date: 15,473
last 12 months to date: 16,833

VOLUNTEERS: 70 volunteers worked 298 hours

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 March 1993 REVISED

Location	1993	1992	% Change
CENTRAL LIBRARY, PRINT			
Reference	167	142	17.6
Adult	31,133	31,808	-2.1
Young Adult	1,913	2,004	-4.5
Children's	17,960	17,933	0.2
TOTAL	51,173	51,887	-1.4
EXTENSION PRINT			
Bookmobile 547	5,752	6,107	-5.8
Bookmobile 548	6,269	5,895	6.3
Outreach	1,235	1,123	10.0
TOTAL	13,256	13,125	1.0
TOTAL PRINT	64,429	65,012	-0.9
NON-PRINT			
Films	0	24	-100.0
Videocassettes	9,257	8,931	3.7
Audiocassettes	2,583	2,314	11.6
Recordings	1,664	1,704	-2.4
Other	132	63	109.5
TOTAL	13,636	13,036	4.6
Extension Non-print	23	48	-52.1
TOTAL NON-PRINT	13,659	13,084	4.4
Renewals	853	797	7.0
TOTAL CIRCULATION	78,941	78,893	0.1

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 March 1993 REVISED

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Reference	1,891	2,377	-20.5
Adult	317,914	329,286	-3.5
Young Adult	21,409	23,345	-8.3
Children's	197,332	201,458	-2.1
TOTAL	538,546	556,466	-3.2
EXTENSION PRINT			
Bookmobile 547	61,403	67,388	-8.9
Bookmobile 548	61,040	67,963	-10.2
Outreach	15,740	13,516	16.5
TOTAL	138,183	148,867	-7.2
TOTAL PRINT	676,729	705,333	-4.1
NON-PRINT			
Films	138	539	-74.4
Videocassettes	90,552	96,276	-6.0
Audiocassettes	25,909	25,645	1.0
Recordings	15,828	16,662	-5.0
Other	1,037	730	42.1
TOTAL	133,464	139,852	-4.6
Extension Non-print	484	504	-4.0
TOTAL NON-PRINT	133,948	140,356	-4.6
Renewals	6,088	5,728	6.3
TOTAL CIRCULATION	816,765	851,417	-4.1

Personnel, Policy, and Public Relations Committee
April 5, 1993

Patricia Williams called the meeting to order at 5:00 p.m. Members present: Mrs. Williams, Dan Gaumer, Janice Lambert, Dick Lockmiller, and Barb Ohlsen. Absent: Stan Sitton. Staff present: John Moorman and Linda Humphreys.

Reorganization: Mr. Moorman said that he hopes to be ready to implement the reorganization plan mid-summer. New job titles and descriptions will be developed as necessary and will be implemented at the same time.

City Librarian's Performance Evaluation: Mrs. Williams presented a draft evaluation form for discussion. Part I allowed for narrative responses to "Current Goals and Objectives." Part II allowed for similar responses to "Ongoing Responsibilities." Part III will be a scaled 1-5 response on managerial performance with space for comments with the criteria arranged by subject. Something will be added to evaluate the handling of labor relations. Mrs. Williams will revise the form for discussion at the next Committee meeting. The evaluation will be conducted at the June Committee meeting.

There was no further business. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,


John A. Moorman
City Librarian

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/01/93	COMMERCIAL MAIL SERVICES	42.04	60904	3/01/93	POSTAGE
3/02/93	MOODY'S INVESTORS SERVICE	667.00	60928	3/02/93	MAG-PAPERS--MAIN REFERENCE
3/03/93	SCHWANN - OPUS	29.95	60930	3/03/93	AV-PHONODICS
3/04/93	LETT'S READ	70.00	60946	3/04/93	MAG-PAPERS--MAIN PROFESSIONAL
3/04/93	GENERAL FUND	594.78	60960	3/04/93	POSTAGE
3/05/93	TREAS-PETTY CASH	94.65	60960	3/04/93	OFFICE SUPPLIES
3/05/93	TREAS-PETTY CASH	8.00	60985	3/05/93	SERV TO MAINT AUTO EQUIPMENT
3/05/93	TREAS-PETTY CASH	5.93	60985	3/05/93	POSTAGE
3/05/93	TREAS-PETTY CASH	46.56	60985	3/05/93	MATERIALS TO MAINT BLDGS
3/05/93	TREAS-PETTY CASH	7.50	60985	3/05/93	SERV TO MAINT AUTO EQUIPMENT
3/05/93	TREAS-PETTY CASH	20.95	60986	3/05/93	SUPPLIES
3/05/93	TREAS-PETTY CASH	7.95	60986	3/05/93	MATERIALS TO MAINT BLDGS
3/05/93	TREAS-PETTY CASH	14.85	60986	3/05/93	OFFICE SUPPLIES
3/05/93	TREAS-PETTY CASH	24.34	60986	3/05/93	OFFICE SUPPLIES
3/05/93	TREAS-PETTY CASH	16.40	60986	3/05/93	EMPLOYEE RECOGNITION SUPPLIES
3/05/93	TREAS-PETTY CASH	3.02	60986	3/05/93	HOSPITAL AND MEDICAL INSURANCE
3/10/93	TREAS-MEDICAL INSURANCE	33.12	61062	3/10/93	GROUP LIFE INSURANCE
3/10/93	TREAS-MEDICAL INS	686.62	61062	3/10/93	WORKERS COMPENSATION
3/10/93	TREAS-MEDICAL INS	7.98	61063	3/10/93	RENTAL EQUIPMENT
3/10/93	TREAS-MEDICAL INS	3.20	61063	3/10/93	RENTAL EQUIPMENT
3/10/93	TREAS-MEDICAL INS	36.00	61084	3/10/93	RENTAL EQUIPMENT
3/10/93	TREAS-MEDICAL INS	22.00	61084	3/10/93	RENTAL EQUIPMENT
3/10/93	TREAS-MEDICAL INS	1.20	61088	3/10/93	OFFICE SUPPLIES
3/10/93	TREAS-MEDICAL INS	15.00	61097	3/10/93	OFFICE SUPPLIES
3/10/93	TREAS-MEDICAL INS	2.35	61097	3/10/93	OFFICE SUPPLIES
3/10/93	TREAS-MEDICAL INS	130.19	61099	3/10/93	PROF PERSONNEL SERVICES
3/10/93	TREAS-MEDICAL INS	54.42	61100	3/10/93	CONFERENCE
3/10/93	TREAS-MEDICAL INS	90.00	61101	3/10/93	POSTAGE
3/10/93	TREAS-MEDICAL INS	80.00	61105	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	158.24	61112	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	377.18	61114	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	2,381.83	61114	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	848.67	61114	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	2.00	61147	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	137.20	61148	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	341.66	61148	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	25.65	61148	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	8.55	61148	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	21.95	61148	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	874.29	61148	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	2,994.71	61149	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	184.40	61149	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	539.93	61149	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	43.00	61149	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	79.96	61149	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	11.37	61150	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	2,457.06	61150	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	517.25	61150	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	517.09	61150	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	217.63	61150	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	109.20	61150	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	11.62	61150	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	161.78	61151	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	5.22	61151	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	2,805.44	61151	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	195.00	61151	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	45.10	61151	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	48.75	61151	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	18.75	61151	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	418.66	61151	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	58.84	61151	3/10/93	SERV TO MAINT BUILDINGS
3/10/93	TREAS-MEDICAL INS	223.10	61151	3/10/93	SERV TO MAINT BUILDINGS
3/05/93	TREAS-MEDICAL INS	383.00	61181	3/05/93	SERV TO MAINT BUILDINGS

FOR PERIOD ENDING 3/31/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/16/93	HUGHES, WAYNE	120.00	61190	3/16/93	OTHER PROFESSIONAL SERVICES
3/16/93	RIGSBY, PAUL	180.00	61194	3/16/93	OTHER PROFESSIONAL SERVICES
3/16/93	RAVENS, DOUGLAS	60.00	61195	3/16/93	OTHER PROFESSIONAL SERVICES
3/16/93	SLEETH, ALAN	120.00	61197	3/16/93	OTHER PROFESSIONAL SERVICES
3/17/93	TORTORIC, DENNIS R	60.00	61198	3/17/93	OTHER PROFESSIONAL SERVICES
3/17/93	TREAS-PETTY CASH	21.97	61224	3/17/93	SERV TO MAINT AUTO EQUIP
3/17/93	TREAS-PETTY CASH	49.04	61224	3/17/93	POSTAGE
3/17/93	TREAS-PETTY CASH	9.99	61224	3/17/93	MATERIALS TO MAINT BLDGS
3/17/93	TREAS-PETTY CASH	1.48	61224	3/17/93	MATERIALS TO MAINT AUTO EQUIP
3/17/93	TREAS-PETTY CASH	16.81	61235	3/17/93	OFFICE SUPPLIES
3/18/93	TREAS-GENERAL FUND	34.80	61270	3/18/93	OFFICE SUPPLIES
3/24/93	TREAS-ASSOCIATES	270.40	61270	3/24/93	BOOKS-MAIN ADULT
3/24/93	BACON & ASSOCIATES	26.95	61271	3/24/93	BOOKS-MAINS-MAIN JUVENILE
3/24/93	BOOK LINK	414.95	61271	3/24/93	MAG/PAPERS--MAIN REFERENCE
3/24/93	CDA INVEST	60.00	61278	3/24/93	BOOKS--MAIN ADULT REFERENCE
3/24/93	JORDAN GENERAL CONTRACTING	60.00	61295	3/24/93	BOOKS--MAIN REFERENCE
3/24/93	JORDAN GENERAL CONTRACTING	30.00	61308	3/24/93	BOOKS--MAIN JUVENILE
3/24/93	OXFORD UNIVERSITY ASSN	186.70	61318	3/24/93	BOOKS--MAIN ADULT REFERENCE
3/24/93	READERS DIGEST	25.40	61318	3/24/93	MAG/PAPERS--MAIN ADULT
3/24/93	SOCIAL ISSUES RESOURCES SERIES	50.80	61318	3/24/93	MAG/PAPERS--EXTEN ADULT
3/24/93	TREAS-MEDICAL INSURANCE	17.00	61333	3/24/93	BOOKS-MAIN REFERENCE
3/24/93	TREAS-NON MEDICAL INS	34.12	61333	3/24/93	HOSPITAL AND MEDICAL INSURANCE
3/24/93	TREAS-NON MEDICAL INS	86.42	61333	3/24/93	GROUP LIFE INSURANCE
3/24/93	TREAS-TRAF	244.00	61333	3/24/93	RETIREMENTS-IMRF
3/25/93	FACTS ON FILE	42.90	61333	3/25/93	MAG/PAPERS--MAIN JUVENILE
3/25/93	HUMPHREYS, LINDA S	1.23	61357	3/25/93	CONFERENCES AND OTHER TRAVEL
3/26/93	FIRST NATL TITLE	85.53	61357	3/26/93	CONFERENCE EQUIPMENT
3/26/93	BANK OF DECATUR	118.25	61376	3/26/93	OTHER PROFESSIONAL SERVICES
3/26/93	CSC CREDIT BILL	175.00	61386	3/26/93	OTHER PROFESSIONAL SERVICES
3/29/93	GRI SWOLD, EQUIPMENT & PRODUCTS	2,777.84	61399	3/29/93	OTHER PROFESSIONAL SERVICES
3/29/93	PLANTATION, WOMEN	35.84	61401	3/29/93	TEMP PERSONNEL SERVICES
3/29/93	CHARLTON, HENRIZ, NICHOLAS,	19.75	61401	3/29/93	OFFICE SUPPLIES AND OTHER TRAVEL
3/29/93	ROBBINS, PETTY CASH	15.78	61404	3/29/93	CONFERENCE EQUIPMENT
3/29/93	TREAS-PETTY CASH	14.04	61404	3/29/93	OTHER PROFESSIONAL SERVICES
3/29/93	TREAS-PETTY CASH	11.34	61404	3/29/93	OTHER PROFESSIONAL SERVICES
3/29/93	TREAS-PETTY CASH	35.97	61404	3/29/93	TEMP PERSONNEL SERVICES
3/29/93	TELECOM EDGAR	97.54	61406	3/29/93	OFFICE SUPPLIES AND OTHER TRAVEL
3/30/93	COMBS, WAYNE OPERATIVE PUBL	60.00	61412	3/30/93	CONFERENCE EQUIPMENT
3/30/93	HUGHES, PAUL	120.00	61419	3/30/93	OTHER PROFESSIONAL SERVICES
3/30/93	LAWSBY, RICHARD DENNIS G	84.95	61423	3/30/93	OTHER PROFESSIONAL SERVICES
3/30/93	SLEETH, RICHARD DENNIS G	90.00	61423	3/30/93	OTHER PROFESSIONAL SERVICES
3/30/93	STORTRICK, PRODDENIS	120.00	61430	3/30/93	OTHER PROFESSIONAL SERVICES
3/30/93	A B DRUGS	249.33	61432	3/30/93	OTHER PROFESSIONAL SERVICES
3/30/93	BAKER, TAYLOR CO	72.75	61444	3/30/93	OFFICE SUPPLIES
3/30/93	BAKER, TAYLOR CO	55.46	61444	3/30/93	BOOKS-MAIN ADULT REFERENCE
3/30/93	BAKER, TAYLOR CO	89.54	61445	3/30/93	BOOKS-MAIN ADULT
3/30/93	BAKER, TAYLOR CO	109.07	61445	3/30/93	BOOKS-MAIN JUVENILE
3/30/93	BAKER, TAYLOR CO	16.75	61445	3/30/93	BOOKS-PROFESSIONAL ADULT
3/30/93	BAKER, TAYLOR CO	24.52	61445	3/30/93	BOOKS-EXTENTIVES
3/30/93	BAKER, TAYLOR CO	72.82	61445	3/30/93	AV-CARDS
3/30/93	BAKER, TAYLOR CO	261.44	61445	3/30/93	AV-CARDS
3/30/93	BAKER, TAYLOR CO	1,529.03	61446	3/30/93	BOOKS-MAIN ADULT
3/30/93	BAKER, TAYLOR CO	29.71	61446	3/30/93	BOOKS-MAIN JUVENILE
3/30/93	BAKER, TAYLOR CO	66.88	61446	3/30/93	BOOKS-MAIN JUVENILE
3/30/93	BAKER, TAYLOR CO	162.01	61446	3/30/93	BOOKS-EXTENTIVES
3/30/93	BAKER, TAYLOR CO	165.85	61446	3/30/93	AV-CARDS
3/30/93	BAKER, TAYLOR CO	1,600.29	61447	3/30/93	AV-CARDS
3/31/93	BAKER, TAYLOR CO	2,116.77	61447	3/31/93	BOOKS-MAIN ADULT

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/31/93	BAKER & TAYLOR CO	283.25	61447	3/31/93	BOOKS-MAIN YOUTH
3/31/93	BAKER & TAYLOR CO	191.30	61447	3/31/93	BOOKS-MAIN JUVENILE
3/31/93	BAKER & TAYLOR CO	330.19	61447	3/31/93	BOOKS-EXTENSION ADULT
3/31/93	BAKER & TAYLOR CO	252.06	61447	3/31/93	AV-CASSETTES
3/31/93	BAKER & TAYLOR CO	5	61447	3/31/93	AV-VIDEOS
3/31/93	BAKER & TAYLOR CO	165.44	61448	3/31/93	BOOKS-MAIN ADULT
3/31/93	BAKER & TAYLOR CO	38.74	61448	3/31/93	BOOKS-MAIN JUVENILE
3/31/93	BAKER & TAYLOR CO	35.48	61448	3/31/93	BOOKS-MAIN REFERENCE
3/31/93	BAKER & TAYLOR CO	215.00	61448	3/31/93	BOOKS-EXTENSION ADULT
3/31/93	BAKER & TAYLOR CO	83.44	61448	3/31/93	AV-CASSETTES
3/31/93	BAKER & TAYLOR CO	9.09	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	199.47	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	42.50	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	225.00	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	77.96	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	170.08	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	181.08	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	64.00	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	39.48	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	352.48	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	1,202.56	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	8.37	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	822.00	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	52.05	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	517.44	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	42.00	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	416.41	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	1,450.97	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	517.50	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	406.01	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	703.88	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	256.80	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	65.95	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	347.03	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	46.55	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	322.25	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	971.31	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	540.00	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	68.79	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	1,123.38	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	2,552.00	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	1,783.89	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	2,322.00	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	379.59	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	198.00	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	298.00	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	BAKER & TAYLOR CO	380.00	61448	3/31/93	MATERIALS TO MAINT BLDGS
3/31/93	TOTAL	86,935.91			

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/26/93	BAKER & TAYLOR CO	22.50	61444	3/31/93	EXPENDITURES
3/31/93	BAKER & TAYLOR CO	1,005.18	61444	3/31/93	EXPENDITURES
3/31/93	BAKER & TAYLOR CO	54.50	61447	3/31/93	EXPENDITURES
3/31/93	TOTAL	1,082.18			



GENERAL LEDGER - FUND STATUS INQUIRY

FUND 20 DECATUR PUBLIC LIBRARY

4/8/93

FUND	DESC	ANL BUD	YTD ACT	UNREAL BAL PER
	FUND BALANCE			
30001000	BEGINNING FUND BALANCE	166,232	247,392.55	81,160.55-149
	TOTAL	166,232	247,392.55	81,160.55-149
	TAXES			
30100107	PROPERTY TAX-LIBRARY	1955,000	1955,000.00	0 100
	TOTAL	1955,000	1955,000.00	0 100
	INTER GOVERNMENTAL REVENUE			
30200104	REPLACEMENT TAX	116,000	110,662.84	5,337.16 95
30200107	STATE GRANTS OR OTHER	109,200	88,596.16	20,603.84 81
	TOTAL	225,200	199,259.00	25,941.00 88
	FINES AND FEES			
30500509	LIBRARY FINES AND FEES	55,000	61,214.88	6,214.88-111
30500510	LIBRARY NON-RESIDENT FEES	2,000	2,313.85	313.85-116
30500511	LIBRARY LOST AND DAMAGED BO	4,000	5,169.01	1,169.01-129
30500514	VERIFAX	1,800	1,763.35	36.65 98
30500515	RESERVES	5,000	8,802.38	3,802.38-176
	TOTAL	67,800	79,263.47	11,463.47-117
	TRANSFERS FROM			
	TOTAL		0	0
	INVESTMENT INCOME			
30700101	INVESTMENT INTEREST	19,000	20,409.54	1,409.54-107
	TOTAL	19,000	20,409.54	1,409.54-107
	OTHER INCOME			
30800805	CONTRIBUTIONS AND DONATIONS	4,000	4,203.17	203.17-105
30800899	MISCELLANEOUS INCOME	1,200	1,300.90	100.90-108
	TOTAL	5,200	5,504.07	304.07-106
	FUND TOTAL	2438,432	2506,828.63	68,396.63-103

DIVISION 40000 DECATUR PUBLIC LIBRARY

FUND 20

OC	DESC	ANL BUD	YTD EXP	ENCUMB	UNENC	PER
SALARIES & WAGES						
090	REGULAR SALARIES	1233,031	946,280.24	0	286,750.76	76.7
092	HOLIDAYS		52,428.74	0	52,428.74-	
094	OTHER LEAVE WITH PA		2,421.65	0	2,421.65-	
096	SICK TIME		30,204.71	0	30,204.71-	
098	VACATION TIME		66,916.47	0	66,916.47-	
	TOTAL	1233,031	1098,251.81	0	134,779.19	89.1
PERSONAL SERVICES						
101	OVERTIME		0	0	0	
102	TEMPORARY SALARIES	18,568	24,928.47	0	6,360.47-	134.3
104	RETIREMENT-IMRF	244,364	214,369.55	0	29,994.45	87.7
111	GROUP LIFE INSURANC	1,134	900.08	0	233.92	79.4
112	HOSPITAL AND MEDICA	87,900	76,057.80	0	11,842.20	86.5
114	WORKERS COMPENSATIO	19,390	16,786.89	0	2,603.11	86.6
115	SERVICE RECOGNITION	2,583	2,302.50	0	280.50	89.1
	TOTAL	373,939	335,345.29	0	38,593.71	89.7
CONTRACTUAL SERVICE						
201	ADVERTISING	1,000	149.45	10.00	840.55	15.9
202	PRINTING AND BINDIN	18,000	11,570.63	910.00	5,519.37	69.3
210	SERV TO MAINT BUILD	13,000	7,467.01	2,314.99	3,218.00	75.2
211	SERV TO MAINT IMPRO	200	70.00	0	130.00	35.0
212	SERV TO MAINT AUTO	5,000	5,317.56	85.12	402.68-	108.1
213	SERV TO MAINT OFFIC	12,500	7,457.13	1,579.09	3,463.78	72.3
231	ELECTRICITY	75,000	53,699.65	0	21,300.35	71.6
232	GAS	12,500	7,860.82	0	4,639.18	62.9
233	TELEPHONE	21,000	16,629.77	1,149.00	3,221.23	84.7
234	WATER	1,000	915.80	0	84.20	91.6
238	AUDITING SERVICES	1,500	0	0	1,500.00	
240	TRAINING SCHOOL	3,500	923.58	0	2,576.42	26.4
241	CONFERENCES AND OTH	1,500	1,740.04	0	240.04-	116.0
245	POSTAGE	18,500	8,833.67	117.10	9,549.23	48.4
247	COMPUTER SOFTWARE F	900	1,368.96	0	468.96-	152.1
249	EMERGENCY STREET RE		0	0	0	
271	TEMP PERSONNEL SERV	33,510	53,083.93	0	19,573.93-	158.4
272	TUITION REIMBURSEME	1,500	1,928.80	0	428.80-	128.6
273	TRAVEL EXPENSE FOR	3,000	2,975.10	0	24.90	99.2
280	OTHER PROFESSIONAL	44,500	25,921.23	416.66	18,162.11	59.2
284	PROFESSIONAL MEMBER	2,300	1,724.00	0	576.00	75.0
286	RENTAL-D P EQUIPMEN	35,000	35,725.19	0	725.19-	102.1
289	RENTAL-EQUIPMENT	23,000	18,631.57	2,126.00	2,242.43	90.3
	TOTAL	327,910	263,993.89	8,707.96	55,208.15	83.2
COMMODITIES						
310	GASOLINE	3,200	1,757.89	0	1,442.11	54.9
312	JANITORIAL SUPPLIES	4,000	3,006.33	229.80	763.87	80.9
320	MATERIALS TO MAINT	14,000	8,495.52	2,759.99	2,744.49	80.4
328	MATERIAL TO MAINT E		140.00	0	140.00-	
331	MEDICAL SUPPLIES		0	0	0	
337	MATERIAL TO MAINT A	5,000	4,278.68	254.41	466.91	90.7

345	OFFICE SUPPLIES	34,000	25,083.13	3,500.69	5,416.18	84.1
	EMPLOYEE RECOGNITIO	375	164.10	0	210.90	43.8
	TOTAL	60,575	42,925.65	6,744.89	10,904.46	82.0
	OTHER CHARGES					
400	CONTINGENCIES	10,000	0	0	10,000.00	
415	TRANSFER TO GENERAL	30,000	30,000.00	0	0	100.0
418	MOTOR VEHICLE-INSUR	3,497	3,497.00	0	0	100.0
420	BOILER INSURANCE	403	403.00	0	0	100.0
421	PROPERTY INSURANCE	14,291	14,291.00	0	0	100.0
423	GENERAL LIABILITY I	5,092	5,092.00	0	0	100.0
478	TRANSFER TO LIBRARY		0	0	0	
483	GRANT EXPENDITURES		0	0	0	
499	SMALL CAPITAL ITEMS	1,500	3,708.84	164.95	2,373.79-258.3	
	TOTAL	64,783	56,991.84	164.95	7,626.21	88.2
	CAPITAL OUTLAY					
515	OFFICE MACHINERY AN	7,450	5,196.19	8,408.04	6,154.23-182.6	
520	OTHER MACHINERY AND		745.00	0	745.00-	
	TOTAL	7,450	5,941.19	8,408.04	6,899.23-192.6	
	CAPITAL OUTLAY					
800	BOOKS AND PERIODICA		0	0	0	
801	BOOKS-MAIN ADULT	94,700	80,769.17	10,229.91	3,700.92	96.1
802	BOOKS-MAIN YOUTH	8,000	5,687.39	359.78	1,952.83	75.6
803	BOOKS-MAIN JUVENILE	30,000	37,522.82	1,860.72	9,383.54-131.3	
804	BOOKS-MAIN REFERENC	56,000	56,425.84	802.07	1,227.91-102.2	
805	BOOKS-PROFESSIONAL	3,000	3,771.63	620.20	1,391.83-146.4	
821	BOOKS-EXTENSION ADU	15,000	15,112.07	1,654.21	1,766.28-111.8	
	BOOKS-EXTENSION YOU	400	363.09	76.62	39.71-109.9	
	BOOKS-EXTENSION JUV	9,000	9,285.39	191.65	477.04-105.3	
830	AV-PHONODICS	4,000	2,953.69	1,250.95	204.64-105.1	
831	AV-CASSETTES	7,000	5,516.18	1,884.20	400.38-105.7	
832	AV-VIDEOS	16,000	13,484.56	5,030.45	2,515.01-115.7	
833	AV-ART/SCULPTURE		0	0	0	
841	MAG/PAPERS-MAIN ADU	18,065	17,459.62	0	605.38	96.6
842	MAG/PAPERS-MAIN YOU	435	527.56	0	92.56-121.3	
843	MAG/PAPERS-MAIN JUV	1,083	1,086.26	0	3.26-100.3	
844	MAG/PAPERS-MAIN REF	9,817	10,901.23	0	1,084.23-111.0	
845	MAG/PAPERS-MAIN PRO	936	932.99	0	3.01	99.7
847	MAG/PAPERS-EXTEN AD	3,424	2,960.18	0	463.82	86.5
848	MAG/PAPERS-EXTEN YO	90	174.34	0	84.34-193.7	
849	MAG/PAPERS-EXTEN JU	137	100.70	0	36.30	73.5
	TOTAL	277,087	265,034.71	23,960.76	11,908.47-104.3	
**	DIVISION TOTAL **	2344,775	2068,484.38	47,986.60	228,304.02	90.3

Decatur Public Library Foundation
April 1, 1993

The Decatur Public Library Foundation Board of Directors met Thursday, April 1 at 4:00 p.m. in the Library Board Room. Members present: Dick Lockmiller, Sharon Alpi, Bill Gerstner, Bob Smith, and Mark Sorensen. Members absent: Martin Seidman. Others present: John Moorman and Linda Humphreys.

The minutes of the meeting of March 6 were approved as mailed.

Treasurer's Report: Mr. Smith reported a checking account balance of \$1,114.00 and a savings account balance of \$24,456.00. After discussion, there was a consensus to leave the money where it is for now.

Development Officer: Mrs. Alpi and Mr. Sorensen reported that they would like to advertise for the position to make sure that they will be aware of everyone who might be interested. There was consensus that the successful candidate must be a local person with credentials in the community. Mr. Moorman will work with Mr. Sorensen and Mrs. Alpi to develop an advertisement to send to all area development offices. The ad will be brought to the next meeting.

Building Consultant: Mr. Moorman reported that Mr. Thompson will be here May 14, 15 and 16. He will be meeting with the staff and examining the building on May 14. The Foundation Board will meet with him on Saturday, May 15 at 8:30 a.m.

Annual Report: Mr. Lockmiller asked Mr. Moorman and Ms. Humphreys to prepare a 1992 annual report for the Foundation. It will not include a wish list and will be for informational purposes only for Foundation Board members. The Foundation will not be required to file a Form 990 with the Internal Revenue Service because the three-year average income is less than \$25,000. Ed Booth is still working on a permanent exempt status, but said that the original exempt status will remain in effect until the IRS contacts the Foundation.

Mr. Lockmiller reported that a letter has been sent to the A.E. Staley Company asking for computer equipment or furniture that they might have available.

The next meeting will be Saturday, May 15 at 8:30 a.m.

There was no other business. The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

N. Richard Lockmiller
President

A large, stylized graphic on the right side of the page depicts a person sitting and reading a book. The figure is composed of thick, black, blocky shapes. The book is represented by a horizontal bar with a row of white stars along its bottom edge. The background is a dark, textured surface with three circular punch holes at the top.

ILLINOIS LIBRARY ASSOCIATION

AVENUES TO EXCELLENCE II
STANDARDS FOR PUBLIC LIBRARIES IN ILLINOIS

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."

1. All public library buildings must comply with fire, safety, sanitary, federal, state and local codes.

_____ _____ _____ _____ _____ _____

2. The library shall have a telephone, a listed telephone number and a listing in the "yellow pages."

_____ _____ _____ _____ _____ _____

3. Each public library shall determine whether or not it is equipped with enough telephone lines to accommodate user needs.

_____ _____ _____ _____ _____ _____

4. The library shall have a materials catalog located in a public area easily accessible to the user and the staff.

_____ _____ _____ _____ _____ _____

5. Library furnishings and equipment shall be selected for aesthetics, durability, comfort, and appropriateness suitable to the activities and needs of patrons and staff.

_____ _____ _____ _____ _____ _____

6. Shelving and storage systems shall be selected for (1) properly housing the various types of items which form the collection and (2) easy access by the intended user.

_____ _____ _____ _____ _____ _____

7. Signs shall identify the library's service areas and the library collection; e.g., Adult Services, Reference, Youth Services, Large Print Books, etc.

_____ _____ _____ _____ _____ _____

8. The exterior of the building shall be well lighted and identified with appropriate signs of high visibility. The signs shall include hours of service.

_____ _____ _____ _____ _____ _____

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.)

_____ _____ _____ _____ _____ _____

(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

_____ _____ _____ _____ _____ _____

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.
- Fraleigh, 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. Depart. 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)



OFFICE OF THE SECRETARY OF STATE

SPRINGFIELD, ILLINOIS 62756

GEORGE H. RYAN
SECRETARY OF STATE

March 24, 1993

Dear Library Colleague:

When I met with the Illinois Library Association last year, and in subsequent discussions with librarians and trustees, I pledged to work toward restoration of funding for library systems as funds became available.

While the state is still experiencing difficult financial times, I am pleased to tell you that I am requesting \$33.7 million for library programs in FY '94. Language is contained in House Bill 1525 sponsored by Rep. Lee Daniels, Rep. Tom Ryder and Rep. Robert Olson. This request includes a 4 percent increase over FY '93 levels with \$1.5 million earmarked for library systems, system-based automation and new technology grants.

I also requested an additional \$10,000 for the school library per capita grant program. This would be the first increase in that program since it began in 1991. While this is a modest increase, I want to assure school libraries of their importance in our network.

I believe that this budget keeps pace with projected growth in state revenues while allowing the office to cover fixed expenses and meet its obligation with regard to negotiated pay increases. And, it is an important first step toward restoration of system funding.

Finally, I want to call your attention to another legislative issue related to libraries: property tax caps. I have been supportive of caps as a method of controlling tax increases, but I believe proposed legislation, sponsored by Senator James "Pate" Philip, should be amended to protect library funding. Enclosed is a copy of my testimony before the Senate Executive Committee regarding Senate Bill 1.

I hope you will join me in contacting your representatives in Springfield to let them know that libraries must get their fair share. Tell them that you support the budget increases for libraries and that you are concerned about the impact of property tax caps on library funding.

If you have any questions about these or other issues, please call Bridget Lamont, Director of the Illinois State Library, at 217/782-2994.

Sincerely,

A handwritten signature in cursive script that reads "George H. Ryan".

GEORGE H. RYAN
Secretary of State





ILLINOIS LIBRARY ASSOCIATION

Executive Offices Suite 301
33 West Grand Avenue
Chicago, Illinois 60610
(312) 644-1896

March 26, 1993

URGENT

MEMORANDUM:

TO: System Directors
Public Policy Committee
FROM: Debby Miller
RE: For Wide Distribution

URGENT! CALL YOUR REPRESENTATIVE NOW TO DEFEAT HB 2118

HB 2118 Amends the Local Library Act to add the following language to the powers of the board section:

The board of library trustees may themselves review, by title and author, library materials proposed to be acquired.

- o Although the language is permissive, it is redundant of current law and could have a chilling effect.
- o This sends an inappropriate and possibly dangerous signal that board members are permitted to second guess professional judgment.
- o Library boards are already responsible for determining, on a policy making level, what materials are to be in the library's collection, and are ultimately responsible for staff actions.
- o Should this become law, it will be even still more difficult to attract quality citizens to library boards, a currently existing problem in an era of people with little discretionary time to spare for community involvement.

This bill is now on second reading in the House of Representatives and will be voted on sometime between this week and the end of April.

ALL LIBRARIANS, TRUSTEES, AND FRIENDS OF LIBRARIES MUST CONTACT THEIR REPRESENTATIVE AS SOON AS POSSIBLE!



ILLINOIS LIBRARY ASSOCIATION

Executive Offices Suite 301
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ILLINOIS LIBRARY ASSOCIATION

Library Legislation Update

March 27, 1993

NOTE: As of now, all Senate non-appropriation bills remaining in committee are no longer alive. After April 1, all House bills remaining in committee also will no longer be alive.

SPECIFIC LIBRARY, LIBRARY RELATED AND LITERACY LEGISLATION

- SB 90 - (Klemm) Would change the date of filing district library annual reports with the State Library from October 1 to September 1. Would also provide that the audit report need not be filed along with the annual report, since it is required to be filed with the Comptroller. This is an attempt to provide for consistency of local library and library district data. (ILA sponsored) SENATE-THIRD READING
- SB 239 - (Carroll) Amends the Secretary of State Act. Would provide that the Secretary of State as State Librarian shall develop guidelines for using acid free paper for permanent documents intended for archival storage. (ILA sponsored) SENATE-THIRD READING
- SB 388 - (Jones) Appropriates \$3,100,000 from the Capital Development Fund to the Secretary of State for a grant to the Chicago Public Library for acquisition, equipment, financing, construction, reconstruction, rehabilitation and all other costs necessary for construction and expansion of the Brainerd Branch. (ILA endorsed) SENATE-APPROPRIATIONS COMMITTEE
- SB 781 - (Petka) Amends the Criminal Code. Would eliminate all affirmative defenses for child pornography and harmful materials violations. (ILA opposed) SENATE-JUDICIARY COMMITTEE
- HB 287 - (McGuire/Rauschenberger) Would authorize a township to appoint a township committee on literacy. The committee would be authorized to cooperate with existing literacy programs, contract with other governmental entities and organizations to provide programs to combat and prevent illiteracy and meet the basic skill needs of local residents. (ILA monitoring) SENATE-RULES COMMITTEE

- HB 424 - (Parcells/Butler) Would limit on-site borrowing privileges to the library at which a non-resident fee is paid. Does not affect intergovernmental agreements or interlibrary loan provisions. (ILA sponsored) SENATE-FIRST READING
- HB 526 - (Brunsvold/Watson) Would provide for a minimum grant of \$100 per school district for those eligible for the school library per capita grant. (ILA sponsored) SENATE-RULES COMMITTEE
- HB 1778 - (Stephens-Cowlshaw-Steczo-Kubik) Amends the Library System Act. Would change the annual per capita formula from \$1.557 to \$1.097 per capita and from \$54.389 to \$38.45 per square mile. This represents an actual increase of \$1 million over FY93, (which ILA supports) reflecting the same increase in the Secretary of State's appropriation bill for FY '94 (ILA monitoring) HOUSE-EXECUTIVE COMM
- HB 2118 - (Deuchler) Amends the Local Library Act. Would authorize a library board to review, by title and author, library materials proposed to be acquired. (ILA opposed) HOUSE-SECOND READING
- HJR 13 - (Dunn,J.-Steczo-Parcells-Frederick-Cowlshaw) Creates a Library Finance Task Force comprised of two legislators, one librarian, and one citizen appointed by each of the four legislative leaders and chaired by Secretary of State/State Librarian George Ryan. (ILA sponsored) HOUSE-EXECUTIVE COMMITTEE NOTE: Because this is a resolution and not a bill, it is not subject to the same calendar deadlines as is other legislation.

PROPERTY TAX LEGISLATION

- SB 1 - (Philip) Would extend the Property Tax Extension Limitation Act to make the Act applicable to all taxing districts in Cook County, and many in downstate Illinois including taxing districts that are home rule units. The only taxing districts not included are those whose total equalized assessed value does not exceed the district's total equalized assessed value for the 1982 levy year. (ILA opposed) SENATE-THIRD READING
- SB 163 - (Hendon) Would exempt the Property Tax Extension Limitation Act from the State Mandates Act, make the Act applicable to all taxing districts in Illinois, and provide that home rule units of government may adopt a property tax extension limitation which is more restrictive than the Act. (ILA opposed) SENATE-REVENUE COMMITTEE
- SB 554 - (Klemm) Creates the Unfunded Mandates Act. Would provide that a bill that would require the expenditure of funds by a unit of local government or school district, or that would exempt property taxes or other items from the local tax base, shall not become law except with either a 3/5 vote of each chamber, or a majority vote of each chamber and a companion appropriation bill for reimbursement to replace lost revenue. (ILA monitoring) SENATE-SECOND READING
- SB 633 - (Peterson) Amends the Property Tax Extension Limitation Act. Would exempt from the Act extensions made for the payment of costs incurred under the Local Government and Governmental Employees Tort Immunity Act. Includes payments for self insurance. (ILA endorsed) SENATE-REVENUE COMMITTEE

- SB 672 - (Fawell) Was introduced as SB 783. Amends the Truth In Taxation Act and the Property Tax Extension Limitation Act. Would remove the local library levy from the aggregate levy of its corporate authority for purposes of computing the corporate authority levy rate under the Truth In Taxation Act. Would also permit a municipality to treat its library as a separate taxing district for purposes of its levy under the Property Tax Extension Limitation Act. (ILA endorsed) SENATE-SECOND READING
- SB 761 - (Karpel) Amends the Property Tax Extension Limitation Act. Would exempt from the Act contributions made to I.M.R.F., Social Security, and Medicare taxes. (ILA endorsed) SENATE-REVENUE COMMITTEE
- SB 762 - (Karpel) Amends the Property Tax Extension Limitation Act. Would exclude extensions made under the Local Government Tort Immunity Act. (ILA endorsed) SENATE-REVENUE COMMITTEE
- SB 763 - (Karpel) Amends the Property Tax Extension Limitation Act. Would, among other things, exempt from the Act, levies made for payment of I.M.R.F., FICA, and tort immunity. endorsed) SENATE-REVENUE COMMITTEE
- SB 783 - (Fawell) Amends the Truth In Taxation Act and the Property Tax Extension Limitation Act. Would permit a municipality to treat its library as a separate special district for purposes of its levy. (ILA endorsed) SENATE-REVENUE COMMITTEE NOTE: This bill is now SB 672
- HB 47 - (Kubik) Would extend the Property Tax Extension Limitation Act to taxing districts in counties with 2,000,000 or more inhabitants. At this time, this would apply to Cook County. (ILA opposed) HOUSE-REVENUE COMMITTEE
- HB 48 - (Daniels) Would extend the Property Tax Extension Limitation Act to make the Act applicable to all taxing districts in Illinois except for taxing districts with an equalized assessed value below their 1982 equalized assessed value. Would also apply to home rule taxing districts. (ILA opposed) HOUSE-REVENUE COMMITTEE
- HB 112 - (Salvi) Would provide that if a property tax increase referendum is defeated, the taxing district shall not place the question of increasing the tax rate on the ballot no sooner than 13 months following the defeat of the question. (ILA opposed) HOUSE-REVENUE COMMITTEE
- HB 1056 - (Capparelli-Laurino-Bugielski-McAuliffe) Amends the Property Tax Extension Limitation Act. Would make the Act applicable to all taxing districts in Illinois including home rule units. (ILA opposed) HOUSE-REVENUE COMM
- HB 2080 - (Dart) Amends the Truth In Taxation Act. Would require notice and hearing for all proposed tax levy ordinances. (ILA opposed) HOUSE-REVENUE COMM
- HB 2206 - (Capparelli-McAuliffe) Would extend the Property Tax Extension Limitation Act to all taxing districts in Cook County. (ILA opposed) HOUSE-REVENUE COMM

APPROPRIATIONS

- SB 525 - (Weaver, S.-Burzynski-Carroll-DeAngelis-Donahue) Appropriates funds to the Board of Higher Education for its ordinary and contingent expenses for FY'94. (ILA endorsed) SENATE-
- SB 527 - (Donahue-Burzynski-Carroll-DeAngelis-Dunn,R.) Appropriates funds to the Illinois Community College Board and State Community College for their ordinary and contingent expenses for FY'94. (ILA endorsed) SENATE-
- SB 529 - (Weaver, S.- Burzynski- Carroll- DeAngelis- Donahue) Appropriates funds to the University of Illinois for ordinary and contingent expenses for FY'94. (ILA endorsed) SENATE-APPROPRIATIONS COMMITTEE
- SB 532 - (Dunn, R., Vadalabene- Watson-Carroll-DeAngelis-Burzynski) Appropriates \$247,321,800 for the ordinary and contingent expenses of Southern Illinois University for FY 1984. (ILA endorsed) SENATE-APPROPRIATIONS COMM
- HB 917 - (Steczo-Edley-Weaver,M.) Appropriates funds to the Illinois State Board of Education for ordinary and contingent expenses for FY'94. (ILA endorsed) HOUSE-
- HB 1525 - (Daniels-Ryder-Olson) Appropriates funds for the ordinary and contingent expenses of the Secretary of State for FY'94. (ILA endorsed) HOUSE-GENERAL SERVICES APPROPRIATIONS

MISCELLANEOUS LEGISLATION

- SB 53 - (Fawell) Amends the Criminal Code. Would prohibit the distribution of any recording containing lyrics that have as their basic theme the advocacy or encouragement of criminal sexual assault, incest, bestiality, prostitution, suicide, drug abuse, or other such subjects unless the cover of the recording contains a parental warning. NOTE: The harmful materials statute contains an affirmative defense for libraries with regard to distribution of materials cited in this bill which protects librarians from conviction for offense under this Act. (ILA monitoring) SENATE-JUDICIARY COMMITTEE
- HB 67 - (Sheehy) Amends the Illinois Purchasing Act. Would eliminate the exemption from competitive bidding procedures for purchases of services which require professional and artistic skills. (ILA monitoring) HOUSE-ELECTIONS AND STATE GOVERNMENT COMM
- HB 827 - (Von B. Wessels) Amends the Open Meetings Act. Would require public bodies to tape record open meetings. (ILA monitoring) HOUSE-EXECUTIVE COMM
- HB 1309 - (Hoffman) Amends the Pension Code. Would provide for early retirement incentives for members of the State Universities Retirement System. (ILA endorsed) HOUSE-PERSONNEL AND PENSIONS COMM

- HB 1318 - (Curran) Amends the Pension Code. Would provide for early retirement incentives for Chicago teachers, downstate school employees who participate in I.M.R.F., and members of the State Universities Retirement System. (ILA endorsed) HOUSE-PERSONNEL AND PENSIONS COMM
- HB 1118 - (Hartke) Creates the Infrastructure Expansion Act. As originally introduced, would permit local governments the authority to impose impact fees on new developments for infrastructure improvements or additional school or park lands. The bill was amended to delete everything except the short title of the Infrastructure Expansion Act, and the sponsor will not pursue this issue until further discussions (and, hopefully, agreement) of all affected concerns takes place. (ILA monitoring) HOUSE-SECOND READING
- HB 1191 - (Ryder) Amends the Statute on Statutes. Would provide that whenever annual report is required by a State agency, the report shall be filed bi-annually. Requires the reports to be on computer disks. (ILA monitoring) HOUSE-STATE GOVERNMENT COMM
- HB 1413 - (Curran) Amends the Pension Code. Would provide for early retirement incentives for persons who participate in I.M.R.F. (ILA endorsed) HOUSE-PERSONNEL AND PENSIONS COMM
- HB 1447 - (Curran) Amends the Pension Code. Would provide early retirement incentives for State employees. (ILA endorsed) HOUSE-PERSONNEL AND PENSIONS COMM
- HB 1448 - (Curran) Amends the Pension Code. Would provide early retirement incentives for Chicago teachers. (ILA endorsed) HOUSE-PERSONNEL AND PENSIONS COMM
- HB 1449 - (Curran) Amends the Pension Code. Would provide early retirement incentives for members of the State Universities Retirement System. (ILA endorsed) HOUSE-PERSONNEL AND PENSIONS COMM

For further information, contact

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New members carrying clout at Statehouse

By JAY FITZGERALD

STAFF WRITER

With so many recent changes in the Illinois General Assembly, you almost need a scorecard to keep track of all the players on the field.

There are dozens of new faces at the Statehouse as a result of last November's elections; new members

ANALYSIS

have been elected to leadership positions; and there are new behind-the-scenes players without official titles.

The State Journal-Register recently conducted a series of interviews with various lawmakers, lobbyists and legislative staff members to determine who has clout in the legislature and who are the potential up-and-coming stars in the two-month-old 88th General Assembly.

Not surprisingly, the more influential legislators belong to one of two caucuses: Senate Republicans, who recently took control of the upper chamber; and House Democrats, who have long dominated that chamber. Almost all of the top leaders remain male, even though women are slowly starting to move up the legislative ladder.

To keep track of who's who at the Statehouse during the 1993 legislative session, here is a look at the players and a quick assessment of each caucus, based on those interviews.

Senate Republicans

At the top of the Senate ladder is President James "Pate" Philip, R-Wood Dale, the crusty ex-Marine who has given every indication he plans to run a tight ship. Republicans control the Senate 32-27.

Philip's chief of staff is veteran Statehouse operative Carter Hendren. The two head an experienced and stable staff.

Philip arguably leads the most talented caucus in the General Assembly, both in terms of experienced incumbents and talented newcomers.

As chairman of the new and powerful Rules Committee, Stan Weaver of Urbana is in the highly enviable position of being able to review — and reject — almost any piece of Senate legislation, though it's unclear how long a leash Philip will give Weaver.

John Maitland of Bloomington will

"The Republicans have a lot of depth. We can't even get our first string together."

A Senate Democrat

have a major say in budget and education matters.

Aldo DeAngelis of Olympia Fields is emerging as a sort of happy-go-lucky statesman who will try to smooth over any hard feelings with Democrats.

Other Republican incumbents with clout include Carl Hawkinson of Galesburg, Frank Watson of Greenville and Robert Madigan of Lincoln.

Freshman Tom McCracken, a former House member, has already cracked the Senate Republican's first string. McCracken, who's on the Rules Committee, is sharp-tongued and witty — and Philip likes it.

Other Republican newcomers who aren't on the first string but will be on the field a lot this spring include Dan Cronin of Elmhurst, Karen Hasara of Springfield, Chris Lauzen of Aurora and Steven Rauschenberger of Elgin.

Senate Democrats

With the retirement in January of Phil Rock, Senate Democrats are now headed by Minority Leader Emil Jones, D-Chicago. Mike Hoffmann is Jones' chief of staff.

Both Jones and Hoffmann are untested, and their staff members are still awkwardly adjusting to their new bosses after 14 years of serving under Rock.

Because of the changes, and the loss of their majority, Senate Democrats seem confused and disorganized. Indeed, the leadership team appears to be more an alliance to keep factions from fighting each other on the sidelines, rather than a united team with a coherent game plan.

Howard Carroll of Chicago, the once-legendary chairman of the Senate Appropriations Committee, has seen his power wane.

Meanwhile, experienced veterans

See **FACES** on page 4

The State Journal-Register 3.21.93