

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

June 17, 1993 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
 - A. Annual Meeting of May 27, 1993
 - B. Regular Meeting of May 27, 1993
- III. Communication from the Public
- IV. City Librarian's Report
 - A. Departmental Report from Karen Anderson
 - B. Report from John Moorman
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of June 7, 1993
 - B. Finance and Properties Committee
 1. Approval of Bills for May 1993
 2. Meeting of June 8, 1993
 - C. Rolling Prairie Library System
 1. Report on June RPLS Board Meeting
 - D. Foundation
 1. Meeting of June 1, 1993
 - E. Friends of the Library
 1. Meeting of June 8, 1993
- VI. Avenues to Excellence II
 - A. Chapters 9, 10, 1, and 2
- VII. Old Business
- VIII. New Business
 - A. Per Capita Grant Application for FY94
 - B. Resolution Determining Prevailing Wage Rates
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

May 27, 1993
ANNUAL MEETING

I. CALL TO ORDER

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

II. ANNUAL REPORT TO THE ILLINOIS STATE LIBRARY

The annual report to the Illinois State Library was reviewed. Mr. Sitton made a motion to approve and submit the report. The motion was seconded by Mr. McClure and unanimously carried.

III. ANNUAL REPORT OF THE CITY LIBRARIAN

The annual report of the City Librarian was reviewed. Mr. Smith made a motion to approve and submit the report. The motion was seconded by Mr. Stengel and unanimously carried.

IV. ANNUAL REPORT TO THE CITY COUNCIL

The annual report to the City Council was reviewed. Mr. Smith made a motion to approve and submit the report as amended. The motion was seconded by Mr. Stengel and unanimously carried.

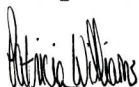
V. NOMINATION OF OFFICERS FOR 1993/94

Mr. Smith proposed the following slate of officers for 1993/94: Mr. Sitton, President; Mr. Stengel, Vice-President; and Mrs. Williams, Secretary. Mr. McClure made a motion to close the nominations. The motion was seconded by Mr. Gaumer and unanimously carried. Mr. Smith made a motion to approve the proposed slate of officers. The motion was seconded by Mr. Gaumer and carried, with four yes votes and two abstentions (Mr. Stengel and Mr. Sitton).

VI. ADJOURNMENT

Mr. Lockmiller adjourned the annual meeting at 4:45 p.m.

Respectfully submitted,



Patricia Williams, Secretary
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
May 27, 1993

I. CALL TO ORDER

The regular meeting was called to order at 4:45 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Daniel Gaumer, Edmund McClure, Stanley Sitton, Robert Smith, and John Stengel. Absent: Janice Lambert, Barbara Ohlsen, and Patricia Williams. Staff present: John Moorman, Grace Veach, Joann Stanbery, and Linda Humphreys. Others present: Jeff Taylor.

Mr. McClure 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 4:47 p.m. The meeting was re-convened at 5:50 p.m.

II. APPROVAL OF MINUTES

The minutes of the regular meeting of April 15, 1993 were approved as mailed. The minutes of the special meetings of May 3 and May 15, 1993, were also approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

No one was present to address the Board.

IV. CITY LIBRARIAN'S REPORT

Mr. Merrick's departmental report was cancelled.

The City Librarian's report was previously mailed. Mr. Moorman reported that the Friends recruited about 30 new members from the book sale.

Night Owl has not done as well as Mr. Moorman had hoped and he will be recommending that it be discontinued as of the end of June.

Mr. Moorman was asked to find out whether he or any of the staff should be bonded.

Mr. Moorman has spoken to Sharon Alpi about an in-house user survey by Millikin interns next year to be used with the new Long Range Plan. Millikin interns might be able to conduct a citizen survey next spring, similar to the one conducted by the University of Illinois in 1987.

The 1994 per capita grant application requires documentation on how standards were met in two specific areas. Mr. Moorman said that he plans to report on physical facilities and materials.

A proposal for recycling will be presented to the Finance Committee at their next meeting on June 8.

The space needs tabulation from Mr. Thompson was presented. Mr. Moorman reported that the architects have said that a third floor is a possibility. Mr. Moorman will be working with the Foundation, Library Trustees, and staff to prioritize library needs and develop a vision. Then the next step will be to work with an architect.

There have been problems with the CLSI circulation computer. Because of a defective hard drive, the indexing of records has been delayed. It appears doubtful that the catalog will be on-line on June 1 as planned.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: There was no meeting.

Finance and Properties Committee: Mr. Stengel made a motion to amend the 1992/93 budget to reflect actual expenditures in the capital line items. The motion was seconded by Mr. McClure and unanimously carried. Mr. Sitton made a motion to approve the April bills. The motion was seconded by Mr. McClure and unanimously carried on roll call vote.

Mr. Sitton reported that the Committee sought formal bids for workstations for Technical Services. Five quotes were received. Associated Office Furnishings submitted a quote of \$14,834.46 for Hon furniture. It was noted that Hon furniture is of substantially lower quality than what was specified. A quote of \$20,611.81 was submitted by Wiley Office Equipment for Phoenix refurbished furniture. The lowest bid for new furniture as specified was from Illini Supply for Haworth furniture. Mr. Sitton made a motion to accept the quotation of \$20,708.85 from Illini Supply using library capital funds. The motion was seconded by Mr. McClure and unanimously carried on roll call vote.

Mr. Gaumer and Mr. Smith left the meeting at 6:20 p.m.; there was no longer a quorum.

Rolling Prairie: Mr. Moorman missed the May meeting because of a conflict in scheduling. The ballot for system trustee will be cast for Mr. Lockmiller.

Foundation: Mr. Lockmiller reported that the Library will not be receiving furniture from Staley. ADM has agreed to give the library some computers. More details will be available later.

Friends of the Library: The Friends will be spending up to \$9,000 for equipment and supplies to catalog the collection of negatives given to the Library by the Herald & Review. Karen Anderson will be working on this project on her own time as a class assignment and Mark Sorensen has agreed to volunteer his time to work on the project as well.

VI. OLD BUSINESS

Mr. Moorman presented a response to the first 25 items in the Operational Review from the city of Decatur's Office of Budget & Technology. The response to the next 25 items will be presented at the next Finance Committee meeting.

Mr. Moorman will ask the Finance Committee to review a proposal for disposing of the Library's framed print collection.

VII. NEW BUSINESS

Mr. Lockmiller appointed an ad hoc committee to choose potential new trustees for recommendation to the City Council. The Committee will be Mr. Sitton, Mr. Stengel, Ms. Williams, and Mr. Lockmiller.

VIII. ADJOURNMENT

Mr. Lockmiller adjourned the meeting at 6:25 p.m.

Respectfully submitted,



Patricia Williams, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For The June 17, 1993 Meeting
Of The
Decatur Public Library Board Of Trustees

On June 1, 1993, the Library had planned to introduce our new public access on-line catalog. A contest supported by the Friends of the Library had been held to name the catalog and F.R.E.D (Fast Resources Easily Demonstrated) had been selected. However, as May approached its end, problems appeared with our CLSI Altos system. First it was hardware problems with a hard disk unit; then there were problems with the software as well. In the end what happened was that the system was down for a week and we lost a week's worth of indexing our collection in preparation for the on-line catalog. Thus, June 1 came and went and no F.R.E.D. As it appears now we should have the necessary collection indexing completed by the end of the week of June 13. If this is the case F.R.E.D. could be up by June 21. However, with staff vacations scheduled for the end of the month and other staff in attendance at the ALA annual conference, it may be best to postpone F.R.E.D.'s introduction until mid-July.

The new catalog network was refined during May and by month's end was totally operational. The workstation furniture for the network has been ordered and should arrive by the end of July. During May, 1,330 volumes were added to the collection and 732 titles retroconverted. The retroconversion project should be completed by year's end.

As of Wednesday, June 9, 1993, the library had completed 10.5% of the fiscal year. Expenditures were at 9.61% of the budgeted amount. As mentioned in prior reports, we have encumbered most of our annual anticipated purchases with major materials jobbers. This saves time for both the library and city accounting staff and savings accrue due to fewer purchase orders having to be handled and checks written.

The month of May saw 68 volunteers giving 220 hours of service to the Library.

The 1993 summer reading club began the first week of June. As of June 11, 1993, 980 children had registered for participation in this year's program. The registration figures are similar to this time last year when a record number of individuals participated in the program. In preparation for the Rebecca Caudill Award program this coming year, Children's Department staff ordered 73 books

City Librarian's Report
Board Meeting of June 17, 1993
Page 2

from the Rebecca Caudill Award nominees list. Eighteen groups with 455 people in attendance visited the Children's Department during May. Thirteen programs were given including five family storytimes and eight lap-sits. Family storytimes brought in 73 individuals and there were 24 Baby TALK contacts.

Library use statistics are up over May of 1992. Circulation saw an increase of 4.7% and professional assists continued to rise. The Reference area saw a 40.6% increase in questions asked. The circulation figures, however, do not totally reflect the actual May circulation. Due to the problems faced by the CLSI Altos system at the end of May and the first part of June, some of June's circulation is reported in the figures shown and some of May's circulation will end up being reported as June circulation.

The Adult Services staff spent much of May preparing for the arrival of our public access on-line catalog system. Training was given to department staff and brochures on its use were prepared. Emphasis in materials ordering was placed on updating specific areas of the collection and general history, fiction, health, science and arts, and law books were updated as well as the Barron test books. Also ordered were selections from Library Journal's Best Business Books of the Year and Publishers Weekly's Religion Best Sellers.

A tour was given to the Illiopolis Junior High School library club and Joan Bauer gave a talk to the Over 55 Club at Our Lady Of Lourdes Catholic Church. A reception was held for the Gallery 510 Art Guild to thank them for their donation of \$1,500 which was used to purchase art books.

The Extension Department now has a rotating collection of both videos and books-on-audiocassette available on both bookmobiles. Main Library staff are looking at new video boxes which would allow the display of original packaging information. The possibility of displaying compact disks and audio cassettes on open shelving is also being examined.

On May 19, two Americans With Disabilities Act orientation sessions were conducted for Decatur Public Library staff by Mark Sturgell of the Department of Rehabilitation Services. A third session for staff unable to attend sessions on May 19 is being planned for July. It is anticipated that staff training on our new TTY machine will begin later this summer.

City Librarian's Report
Board Meeting of June 17, 1993
Page 3

The Reference Department reports that the **Herald and Review** news index for 1992 should be finished by the end of summer. Weeding of the vertical file continues and major shifting within the file should be done over the summer. Volunteers are removing newspaper clippings from the negatives in the Shilling Local History Room to prevent further damage. Jerald Merrick reports that the Grant Assistance Center received favorable mention at the May Chamber of Commerce Small Business Breakfast.

During May, 990 items were mended and jackets were replaced on 343 items. Eighty-one videos were repaired. Items handled by the Maintenance Department included sanding and painting bookdrops, repairing water leaks, building cables and working with the wiring for the on-line computer system.



DECATUR
PARK
DISTRICT

RECREATION DEPARTMENT

May 14, 1993

Mary Lou Dwyer
c/o Decatur Public Library
247 E. North
Decatur, IL 62523

Dear Mary Lou and Other Librarians,

Thank you so much for helping me locate poems for the Recreation Department Dance Recital. You are all so generous with your time. Thanks for the idea to use jumprope jingles. The audience loved them. It is nice to know that I can always count on you to make my job easier and so much more enjoyable.

Have a great summer!

Sincerely,

Michele

Michele Collingwood

MC:br



THE DECATUR EDUCATIONAL CONFERENCE



SHARING OUR KNOWLEDGE AND EXPERIENCE TO BENEFIT OUR FUTURE

April 5, 1993

Kellie Flynn
247 East North
Decatur IL 62523

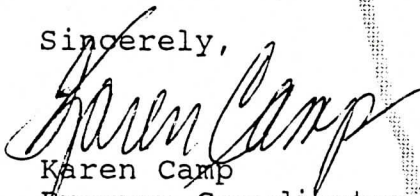
Dear Ms. Flynn:

Thank you for presenting at the Decatur Educational Conference. It was a success! I hope the experience was positive for you.

Enclosed is a check for your participation as per our agreement.

Thank you again for your willingness to share your time, talents, and expertise.

Sincerely,


Karen Camp
Program Coordinator

KC/jkc
Enclosure



Illioopolis Community Unit School District No. 12

P.O. Box 240, ILLIOOPOLIS, ILLINOIS 62539 (217) 486-2241

BOARD OF EDUCATION

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RONALD KITCHEN
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CAROLYN LAMB
UNIT BOOKKEEPER

MAY 18, 1993

Ms. JoAnn Bauer
Adult Services
Decatur Public Library
247 E. North Street
Decatur, IL 62523

Dear JoAnn,

Just a note to say thanks for giving the Illioopolis Jr. High Library Club a tour of the library. The students learned a lot about the services available at DPL. I feel certain they will start using DPL as an alternative source now that they are better acquainted with the facility.

I sincerely appreciated the time you took from your busy schedule and the interest you showed in our students.

Cordially,

Donna Rutledge
Librarian

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 May 1993

Location	1993	1992	% Change
CENTRAL LIBRARY, PRINT			
Reference	188	122	54.1
Adult	25,072	24,860	0.9
Young Adult	1,489	1,603	-7.1
Children's	12,767	11,482	11.2
TOTAL	39,516	38,067	3.8
EXTENSION PRINT			
Bookmobile 547	5,114	5,379	-4.9
Bookmobile 548	4,538	4,468	1.6
Outreach	1,482	1,046	41.7
TOTAL	11,134	10,893	2.2
TOTAL PRINT	50,650	48,960	3.5
NON-PRINT			
Films	0	31	-100.0
Videocassettes	7,029	6,411	9.6
Audiocassettes	2,138	1,757	21.7
Recordings	1,134	1,150	-1.4
Other	101	46	119.6
TOTAL	10,402	9,395	10.7
Extension Non-print	177	44	302.3
TOTAL NON-PRINT	10,579	9,439	12.1
Renewals	339	405	-16.3
TOTAL CIRCULATION	61,568	58,804	4.7

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

May 1993

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Reference	1,979	2,209	-10.4
Adult	316,623	329,058	-3.8
Young Adult	21,024	23,036	-8.7
Children's	199,142	199,631	-0.2
TOTAL	538,768	553,934	-2.7
EXTENSION PRINT			
Bookmobile 547	65,028	67,070	-3.0
Bookmobile 548	61,308	65,899	-7.0
Outreach	16,441	13,290	23.7
TOTAL	142,777	146,259	-2.4
TOTAL PRINT	681,545	700,193	-2.7
NON-PRINT			
Films	77	501	-84.6
Videocassettes	91,082	94,836	-4.0
Audiocassettes	26,201	25,054	4.6
Recordings	15,775	16,399	-3.8
Other	1,140	700	62.9
TOTAL	134,275	137,490	-2.3
Extension Non-print	590	539	9.5
TOTAL NON-PRINT	134,865	138,029	-2.3
Renewals	5,934	5,847	1.5
TOTAL CIRCULATION	822,344	844,069	-2.6

STATISTICAL REPORT
May 1993

TECHNICAL SERVICES

New book volumes added: 989
New book titles added: 605
AV titles added: 136
Volumes withdrawn: 1,161
Books mended: 990

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	1	0	16 + 8
Pages	4 + 6	0	0	4 + 6
Maintenance	2 + 3	0	0	2 + 3

CURRENT VACANCIES: Audiovisual Librarian; Library Clerk Typist (1/2 time) (two positions); Library Clerk I (1/2 time)

COMPUTER DOWN-TIME FOR MONTH: 25 hours

PATRONS REGISTERED: 617 adult + 97 youth + 195 juvenile = 909 total

PROFESSIONAL ASSISTS: this 12 months to date: 57,890
last 12 months to date: 47,653

PATRONS IN THE BUILDING: this 12 months to date: 357,904
last 12 months to date: 373,683

VOLUMES PURCHASED: this 12 months to date: 16,638
last 12 months to date: 15,413

VOLUNTEERS: 68 volunteers worked 220 hours

Personnel, Policy, and Public Relations Committee
June 7, 1993

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

Job descriptions for Library reorganization: Mr. Moorman discussed his plans for reorganization with the committee at length. Mr. Moorman will contact other libraries to determine their organizational structure for comparison purposes. This will be further discussed at the next meeting.

City Librarian performance evaluation: Mr. Lockmiller made a motion to adjourn to closed executive session to consider information regarding the employment of an employee. The motion was seconded by Mr. Sitton and unanimously carried on roll call vote. The Board went into closed session at 5:58 p.m. The meeting was re-convened at 7:58 p.m.

The remaining agenda items were tabled until the next meeting.

There was no further business. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

John A. Moorman
City Librarian

FOR PERIOD ENDING 5/31/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/05/93	COMMERCIAL MAIL SERVICES	36.43	62822	5/05/93	POSTAGE
5/05/93	TREAS-MEDICAL INSURANCE	3,081.04	62823	5/05/93	HOSPITAL AND MEDICAL INSURANCE
5/05/93	TREAS-NON MEDICAL INS	34.12	62826	5/05/93	GROUP LIFE INSURANCE
5/05/93	TREAS-IMRF	699.19	62850	5/05/93	WORKERS COMPENSATION
5/07/93	TREAS-CENTRAL GARAGE FD	8,186.38	62851	5/07/93	RETIREMENT-IMRF
5/13/93	ARATEX SERVICES, INC.	2.00	62852	5/13/93	GASOLINE
5/13/93	AJTURNAN, INC.	108.00	62853	5/13/93	SERV TO MAINT BUILDINGS
5/13/93	MUDRMAN, JOHN	89.14	62878	5/13/93	SERV TO MAINT BUILDINGS
5/13/93	STRIGLOS/HAINES & ESSICK	75.38	62886	5/13/93	CONFERENCES AND OTHER TRAVEL
5/17/93	CSC CREDIT SERVICES, INC.	180.00	62899	5/17/93	SMALL CAPITAL ITEMS
5/17/93	COMBS, EDGAR	131.80	62901	5/17/93	OTHER PROFESSIONAL SERVICES
5/17/93	FARMLEY, PAUL	120.00	62906	5/17/93	JANITORIAL SUPPLIES
5/17/93	RIGSBY, ALAN	60.00	62918	5/17/93	OTHER PROFESSIONAL SERVICES
5/17/93	SLEETH, ALAN	264.00	62922	5/17/93	OTHER PROFESSIONAL SERVICES
5/17/93	SENTINEL PEST CONTROL CO	180.00	62923	5/17/93	SERV TO MAINT BUILDINGS
5/17/93	TORRICE, DENNIS R	60.00	62924	5/17/93	OTHER PROFESSIONAL SERVICES
5/17/93	TREAS-GENERAL FUND	4,455.34	62926	5/17/93	GAS
5/18/93	DOWNTOWN DECATUR COUNCIL	5,280.00	62930	5/18/93	RENTAL-EQUIPMENT
5/18/93	FIRST NATL BANK OF DECATUR	12.00	62932	5/18/93	RENTAL-EQUIPMENT
5/18/93	FACTS ON FILE	17.02	62933	5/18/93	BOOKS-MAIN ADULT
5/19/93	ILLINOIS POWER COMPANY	3,939.94	62961	5/19/93	ELECTRICITY
5/19/93	POSTMASTER	213.55	62972	5/19/93	POSTAGE
5/19/93	TREAS-MEDICAL INSURANCE	33.12	62985	5/19/93	HOSPITAL AND MEDICAL INSURANCE
5/19/93	TREAS-NON MEDICAL INS	677.86	62986	5/19/93	GROUP LIFE INSURANCE
5/19/93	TREAS-GENERAL FUND	741.06	62987	5/19/93	WORKERS COMPENSATION
5/19/93	TREAS-IMRF	247.83	62988	5/19/93	OFFICE SUPPLIES
5/19/93	TREAS-CAN LIBRARY ASSOCIATION	8,268.11	62996	5/19/93	RETIREMENT-IMRF
5/20/93	AMERPOWER	81.00	62998	5/20/93	CONFERENCES AND SERVICES
5/20/93	MANPOWER	3,000.50	62808	5/20/93	TEMP PERSONNEL
5/20/93	PETTY CASH	12.62	62814	5/20/93	CONFERENCES AND OTHER TRAVEL
5/20/93	TREAS-PETTY CASH	2.50	62814	5/20/93	POSTAGE
5/20/93	TREAS-PETTY CASH	24.09	62814	5/20/93	MATERIAL TO MAINT BLDGS
5/20/93	TREAS-PETTY CASH	4.00	62814	5/20/93	MATERIAL TO MAINT AUTO EQUIP
5/20/93	TREAS-PETTY CASH	18.97	62814	5/20/93	OFFICE SUPPLIES
5/20/93	TREAS-PETTY CASH	10.00	62815	5/20/93	CONFERENCES AND OTHER TRAVEL
5/20/93	TREAS-PETTY CASH	36.56	62815	5/20/93	MATERIALS TO MAINT BLDGS
5/20/93	TREAS-PETTY CASH	11.60	62815	5/20/93	MATERIAL TO MAINT AUTO EQUIP
5/21/93	TREAS-PETTY CASH	24.49	62815	5/21/93	OFFICE SUPPLIES
5/21/93	TREAS-PETTY CASH	8.06	62831	5/21/93	CONFERENCES AND OTHER TRAVEL
5/21/93	TREAS-PETTY CASH	48.00	62832	5/21/93	MATERIAL TO MAINT BLDGS
5/21/93	TREAS-PETTY CASH	9.95	62832	5/21/93	MATERIAL TO MAINT AUTO EQUIP
5/21/93	TREAS-PETTY CASH	5.02	62832	5/21/93	OFFICE SUPPLIES
5/24/93	BAKER & TAYLOR CO	512.59	62834	5/24/93	BOOKS-MAIN ADULT
5/24/93	BAKER & TAYLOR CO	38.06	62834	5/24/93	BOOKS-MAIN YOUTH
5/24/93	BAKER & TAYLOR CO	33.88	62834	5/24/93	BOOKS-MAIN JUVENILE
5/24/93	BAKER & TAYLOR CO	28.95	62834	5/24/93	BOOKS-EXTENSION ADULT
5/24/93	BAKER & TAYLOR CO	21.95	62834	5/24/93	BOOKS-EXTENSION JUVENILE
5/24/93	BAKER & TAYLOR CO	910.19	62834	5/24/93	AV-CASSETTES
5/24/93	BAKER & TAYLOR CO	1,472.29	62835	5/24/93	AV-VIDEOS
5/24/93	BAKER & TAYLOR CO	95.89	62835	5/24/93	BOOKS-MAIN ADULT
5/24/93	BAKER & TAYLOR CO	33.61	62835	5/24/93	BOOKS-MAIN YOUTH
5/24/93	BAKER & TAYLOR CO	11.30	62835	5/24/93	BOOKS-MAIN JUVENILE
5/24/93	BAKER & TAYLOR CO	104.50	62835	5/24/93	BOOKS-EXTENSION ADULT
5/24/93	BAKER & TAYLOR CO	33.03	62835	5/24/93	BOOKS-EXTENSION JUVENILE
5/24/93	BAKER & TAYLOR CO	1,214.74	62836	5/24/93	BOOKS-MAIN ADULT
5/24/93	BAKER & TAYLOR CO	47.18	62836	5/24/93	BOOKS-MAIN YOUTH
5/24/93	BAKER & TAYLOR CO	254.72	62836	5/24/93	BOOKS-MAIN JUVENILE
5/24/93	BAKER & TAYLOR CO	159.07	62836	5/24/93	BOOKS-EXTENSION ADULT
5/24/93	BAKER & TAYLOR CO	16.96	62836	5/24/93	BOOKS-EXTENSION YOUTH
5/26/93	BAKER & TAYLOR INC.	208.33	62886	5/26/93	OTHER PROFESSIONAL SERVICES

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	FOR PERIOD ENDING	CHECK DATE	DESCRIPTION
5/26/93	BOOTH & LITTLE	135.00	62889	5/31/93	5/26/93	OTHER PROFESSIONAL SERVICES
5/26/93	CLARK BOARDMAN CALLAGHAN	69.23	62892	5/31/93	5/26/93	BOOKS-MAIN ADULT
5/26/93	MAIN DELIITY CASH	66.50	62900	5/31/93	5/26/93	CONFERENCES AND OTHER TRAVEL
5/26/93	TREAS-DELITY CASH	4.50	62908	5/31/93	5/26/93	TELEPHONE
5/26/93	TREAS-DELITY CASH	34.52	62908	5/31/93	5/26/93	CONFERENCES AND OTHER TRAVEL
5/26/93	TREAS-DELITY CASH	35.29	62908	5/31/93	5/26/93	POSTAGE
5/26/93	TREAS-GENERAL FUND	37.45	62908	5/31/93	5/26/93	MATERIALS TO MAINT BLDGS
5/27/93	TREAS-SELF INSURANCE FUND	5,580.00	62926	5/31/93	5/27/93	TRANSF TO GENERAL FUND
5/27/93	TREAS-SELF INSURANCE FUND	179.00	62927	5/31/93	5/27/93	MOTOR VEHICLE-INSURANCE
5/27/93	TREAS-SELF INSURANCE FUND	33.58	62927	5/31/93	5/27/93	BOILER INSURANCE
5/27/93	TREAS-SELF INSURANCE FUND	849.25	62927	5/31/93	5/27/93	PROPERTY INSURANCE
5/27/93	TREAS-SELF INSURANCE FUND	408.25	62927	5/31/93	5/27/93	GENERAL LIABILITY INSURANCE
5/26/93	ASSOC-STATE OFFICE FURNISHINGS	46.30	62932	5/31/93	5/26/93	OFFICE SUPPLIES
5/26/93	AAA/PRIORITY VIDEO, INC.	16.74	62938	5/31/93	5/26/93	AV-VIDEOS
5/24/93	BAKER & TAYLOR CO	116.20	62946	5/31/93	5/24/93	BOOKS-MAIN ADULT
5/24/93	BAKER & TAYLOR CO	161.21	62946	5/31/93	5/24/93	BOOKS-MAIN REFERENCE
5/24/93	BAKER & TAYLOR CO	22.42	62946	5/31/93	5/24/93	BOOKS-EXTENSION ADULT
5/24/93	BAKER & TAYLOR CO	2.24	62946	5/31/93	5/24/93	AV-VIDEOS
5/26/93	BAKER & TAYLOR CO	2,155.33	62947	5/31/93	5/26/93	BOOKS-MAIN ADULT
5/26/93	BAKER & TAYLOR CO	218.81	62947	5/31/93	5/26/93	BOOKS-MAIN YOUTH
5/26/93	BAKER & TAYLOR CO	458.64	62947	5/31/93	5/26/93	BOOKS-MAIN JUVENILE
5/26/93	BAKER & TAYLOR CO	295.95	62947	5/31/93	5/26/93	BOOKS-MAIN REFERENCE
5/26/93	BAKER & TAYLOR CO	1,048.84	62947	5/31/93	5/26/93	BOOKS-EXTENSION ADULT
5/26/93	BAKER & TAYLOR CO	55.83	62948	5/31/93	5/26/93	BOOKS-MAIN ADULT
5/26/93	BAKER & TAYLOR CO	20.25	62948	5/31/93	5/26/93	BOOKS-EXTENSION JUVENILE
5/26/93	BRADFIELD'S COMPUTER SUPPLY	287.70	62935	5/31/93	5/26/93	OFFICE SUPPLIES
5/28/93	C L S T, EDGAR, INC.	847.01	62984	5/31/93	5/28/93	RENTAL-D P EQUIPMENT
5/26/93	CUMBS, EDGAR, INC.	60.00	62984	5/31/93	5/26/93	OTHER PROFESSIONAL SERVICES
5/26/93	DEMCO EDUCATIONAL CORP	285.62	62994	5/31/93	5/26/93	OFFICE SUPPLIES
5/26/93	HERALD & REVISION BANK	57.41	62997	5/31/93	5/26/93	OFFICE SUPPLIES
5/26/93	FIRST NATIONAL BANK	1,231.53	63017	5/31/93	5/26/93	RENTAL-D P EQUIPMENT
5/26/93	GAYLORD BROS	334.65	63020	5/31/93	5/26/93	RENTAL-D P EQUIPMENT
5/26/93	GLOBAL STAMP NEWS	10.00	63025	5/31/93	5/26/93	OFFICE SUPPLIES
5/26/93	GENTRY, JACK	35.00	63026	5/31/93	5/26/93	MAG/PAPERS-MAIN ADULT
5/26/93	H W WILSON CO	803.00	63030	5/31/93	5/26/93	SERV TO MAINT BUILDINGS
5/26/93	H W WILSON CO	104.00	63030	5/31/93	5/26/93	MAG/PAPERS-MAIN REFERENCE
5/26/93	HUGHES, WAYNE	60.00	63031	5/31/93	5/26/93	MAG/PAPERS-MAIN PROFESSIONAL
5/26/93	ILLINOIS BELL	910.29	63037	5/31/93	5/26/93	OTHER PROFESSIONAL SERVICES
5/26/93	ILL STATE LIBRARY	646.71	63041	5/31/93	5/26/93	TELEPHONE AND BINDING
5/26/93	ILL STATE LIBRARY	44.00	63041	5/31/93	5/26/93	PRINTING AND BINDING
5/26/93	ILL STATE LIBRARY	436.66	63041	5/31/93	5/26/93	TELEPHONE
5/26/93	ILL STATE LIBRARY	44.18	63041	5/31/93	5/26/93	POSTAGE
5/26/93	ILL STATE LIBRARY	1,284.28	63041	5/31/93	5/26/93	RENTAL-EQUIPMENT
5/26/93	ILL STATE LIBRARY	12.00	63043	5/31/93	5/26/93	BOOKS-PROFESIONAL
5/26/93	INFO RESOURCES PUBLICATIONS	56.00	63045	5/31/93	5/26/93	BOOKS-PROFESIONAL SUPPLIES
5/26/93	JAN SAN SUPPLY CO, INC.	93.00	63061	5/31/93	5/26/93	JANITORIALS TO MAINT BLDGS
5/26/93	LACO ELECTRONICS, INC.	10.00	63080	5/31/93	5/26/93	MATERIALS TO MAINT BLDGS
5/26/93	MUSIC FESTIVAL DIRECTORY	2,424.20	63080	5/31/93	5/26/93	TEMP PERSONNEL SERVICES
5/26/93	MANPOWER & CO.	262.60	63083	5/31/93	5/26/93	BOOKS-MAIN REFERENCE
5/26/93	R L POLK & CO.	131.30	63106	5/31/93	5/26/93	BOOKS-PROFESIONAL
5/26/93	ROCKFORD MAP PUBLISHERS, INC	28.50	63109	5/31/93	5/26/93	BOOKS-MAIN REFERENCE
5/26/93	RECORDED BOOKS, INC.	5.95	63110	5/31/93	5/26/93	AV-PHONODICS
5/26/93	RIGSBY, PAUL	120.00	63116	5/31/93	5/26/93	OTHER PROFESSIONAL SERVICES
5/26/93	SLEEETH, ALAN	120.00	63133	5/31/93	5/26/93	OTHER PROFESSIONAL SERVICES
5/26/93	STEIL PUBLISHING COMPANY	375.25	63135	5/31/93	5/26/93	OTHER PROFESSIONAL SERVICES
	TOTAL	72,352.89				

FOR PERIOD ENDING 5/31/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/06/93	NETWORK SUPPORT SERVICES	16,235.00	62576	5/06/93	EXPENDITURES
5/24/93	BAKER & TAYLOR CO	80.00	62835	5/24/93	EXPENDITURES
5/24/93	BAKER & TAYLOR CO	22.50	62946	5/31/93	EXPENDITURES
5/26/93	BAKER & TAYLOR CO	11.37	62947	5/31/93	EXPENDITURES
5/26/93	NETWORK SUPPORT SERVICES	9,150.00	63094	5/31/93	EXPENDITURES
TOTAL		25,498.87			

FOR PERIOD ENDING 5/31/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/17/93	C L S I, INC.	3,180.42	62700	5/17/93	OTHER PROFESSIONAL SERVICES
5/25/93	C L S I, INC.	847.01	62976	5/31/93	COMPUTER SOFTWARE EXPENSE
TOTAL		4,027.43			

DECATUR PUBLIC LIBRARY

PERIOD ENDING 05/31/93

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	264,864.08	202,570.00	264,864.08	286,517.00	21,652.92	92
	TOTAL	264,864.08	202,570.00	264,864.08	286,517.00	21,652.92	92
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	168,134.75	.00	2,017,617.00	2,017,617.00	
	TOTAL	.00	168,134.75	.00	2,017,617.00	2,017,617.00	
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	18,242.37	10,250.00	18,242.37	123,000.00	104,757.63	14
30200-107	STATE GRANTS OR OTHER	10,111.25	7,325.67	10,111.25	87,908.00	77,796.75	11
	TOTAL	28,353.62	17,575.67	28,353.62	210,908.00	182,554.38	13
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	4,290.48	5,000.00	4,290.48	60,000.00	55,709.52	7
30500-510	LIBRARY NON-RESIDENT FEES	37.50	166.67	37.50	2,000.00	1,962.50	1
30500-511	LIBRARY LOST AND DAMAGED BOOKS	400.68	375.00	400.68	4,500.00	4,099.32	8
30500-514	VERIFAX	164.95	125.00	164.95	1,500.00	1,335.05	11
30500-515	RESERVES	508.14	666.67	508.14	8,000.00	7,491.86	6
	TOTAL	5,401.75	6,333.34	5,401.75	76,000.00	70,598.25	7
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	531.34	1,750.00	531.34	21,000.00	20,468.66	2
	TOTAL	531.34	1,750.00	531.34	21,000.00	20,468.66	2
OTHER INCCME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	375.00	.00	4,500.00	4,500.00	
30800-899	MISCELLANEOUS INCOME	85.50	83.33	85.50	1,000.00	914.50	8
	TOTAL	85.50	458.33	85.50	5,500.00	5,414.50	1
	FUND TOTAL	299,236.29	396,822.09	299,236.29	2,617,542.00	2,318,305.71	11

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40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

5/31/93

UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,307,362	80,431.42	80,431.42	108,946	1,226,930.58	-00	1,226,930.58	6.2
092	HOLIDAYS	0	1,596.89	1,596.89	0	1,596.89-	-00	1,596.89-	
094	OTHER LEAVE WITH PAY	0	608.44	608.44	0	608.44-	-00	608.44-	
096	SICK TIME	0	1,610.80	1,610.80	0	1,610.80-	-00	1,610.80-	
098	VACATION TIME	0	4,844.11	4,844.11	0	4,844.11-	-00	4,844.11-	
		<u>1,307,362</u>	<u>89,091.66</u>	<u>89,091.66</u>	<u>108,946</u>	<u>1,218,270.34</u>	<u>.00</u>	<u>1,218,270.34</u>	<u>6.8</u>
PERSONAL SERVICES									
102	TEMPORARY SALARIES	14,436	3,083.77	3,083.77	1,203	11,352.23	-00	11,352.23	21.4
104	RETIREMENT-IMRF	244,274	16,585.49	16,585.49	20,356	227,688.51	-00	227,688.51	6.8
111	GROUP LIFE INSURANCE	936	67.24	67.24	78	868.76	-00	868.76	7.2
112	HOSPITAL AND MEDICAL INSURA	90,453	6,101.26	6,101.26	7,537	84,351.74	-00	84,351.74	6.7
114	WORKERS COMPENSATION	20,454	1,377.04	1,377.04	1,704	19,076.96	-00	19,076.96	6.7
115	SERVICE RECOGNITION	2,723	275.00	275.00	226	2,448.00	-00	2,448.00	10.1
		<u>373,276</u>	<u>27,489.80</u>	<u>27,489.80</u>	<u>31,104</u>	<u>345,786.20</u>	<u>.00</u>	<u>345,786.20</u>	<u>7.4</u>
CONTRACTUAL SERVICES									
201	ADVERTISING	500	.00	.00	41	500.00	10.00	490.00	2.0
202	PRINTING AND BINDING	16,000	646.71	646.71	1,333	15,353.29	1,200.00	14,153.29	11.5
210	SERV TO MAINT BUILDINGS	10,000	409.00	409.00	833	9,591.00	1,327.56	8,263.44	17.4
211	SERV TO MAINT IMPROVEMENTS	200	.00	.00	16	200.00	.00	200.00	
212	SERV TO MAINT AUTO EQUIPMEN	2,500	.00	.00	208	2,500.00	.00	2,500.00	
213	SERV TO MAINT OFFICE EQUIP	12,500	44.00	44.00	1,041	12,456.00	890.00	11,566.00	7.5
231	ELECTRICITY	74,470	3,939.94	3,939.94	6,205	70,530.06	.00	70,530.06	5.3
232	GAS	12,500	4,455.34	4,455.34	1,041	8,044.66	.00	8,044.66	35.6
233	TELEPHONE	21,000	1,351.45	1,351.45	1,750	19,648.55	766.00	18,882.55	10.1
234	WATER	1,250	.00	.00	104	1,250.00	.00	1,250.00	
238	AUDITING SERVICES	1,500	.00	.00	125	1,500.00	.00	1,500.00	
240	TRAINING SCHOOL	2,500	.00	.00	208	2,500.00	.00	2,500.00	
241	CONFERENCES AND OTHER TRAVE	3,000	297.34	297.34	250	2,702.66	.00	2,702.66	9.9
245	POSTAGE	13,000	1,043.41	1,043.41	1,083	11,956.59	43.00	11,913.59	8.4
247	COMPUTER SOFTWARE EXPENSE	2,000	.00	.00	166	2,000.00	.00	2,000.00	
271	TEMP PERSONNEL SERVICES	0	5,424.70	5,424.70	0	5,424.70-	.00	5,424.70-	
272	TUITION REIMBURSEMENT	2,500	.00	.00	208	2,500.00	.00	2,500.00	
273	TRAVEL EXPENSE FOR INTERVIEW	500	.00	.00	41	500.00	.00	500.00	
280	OTHER PROFESSIONAL SERVICES	29,400	1,495.06	1,495.06	2,450	27,904.94	.00	27,904.94	5.1
284	PROFESSIONAL MEMBERSHIP FEE	2,600	.00	.00	216	2,600.00	.00	2,600.00	
286	RENTAL-D P EQUIPMENT	29,000	2,078.54	2,078.54	2,416	26,921.46	13,546.83	13,374.63	53.9
289	RENTAL-EQUIPMENT	23,000	6,576.28	6,576.28	1,916	16,423.72	1,063.00	15,360.72	33.2
		<u>259,920</u>	<u>27,761.77</u>	<u>27,761.77</u>	<u>21,651</u>	<u>232,158.23</u>	<u>18,846.39</u>	<u>213,311.84</u>	<u>17.9</u>
COMMODITIES									
310	GASOLINE	2,200	186.38	186.38	183	2,013.62	.00	2,013.62	8.5
312	JANITORIAL SUPPLIES	2,000	187.80	187.80	166	1,812.20	.00	1,812.20	9.4
320	MATERIALS TO MAINT BLDGS	9,000	239.10	239.10	750	8,760.90	322.79	8,438.11	6.2
337	MATERIAL TO MAINT AUTO EQUI	4,000	25.55	25.55	333	3,974.45	.00	3,974.45	
345	OFFICE SUPPLIES	28,401	1,250.78	1,250.78	2,366	27,150.22	1,826.43	25,323.79	10.8
357	EMPLOYEE RECOGNITION SUPPLI	400	.00	.00	33	400.00	.00	400.00	
		<u>46,001</u>	<u>1,889.61</u>	<u>1,889.61</u>	<u>3,831</u>	<u>44,111.39</u>	<u>2,149.22</u>	<u>41,962.17</u>	<u>8.8</u>
OTHER CHARGES									
400	CONTINGENCIES	5,000	.00	.00	416	5,000.00	.00	5,000.00	
415	TRANSFER TO GENERAL FUND	33,480	5,580.00	5,580.00	2,790	27,900.00	.00	27,900.00	16.7
418	MOTOR VEHICLE-INSURANCE	2,148	179.00	179.00	179	1,969.00	.00	1,969.00	8.3
420	BUIILER INSURANCE	403	33.58	33.58	33	369.42	.00	369.42	8.3
421	PROPERTY INSURANCE	10,195	849.58	849.58	849	9,345.42	.00	9,345.42	8.3

40000 DECATUR PUBLIC LIBRARY

20 DECATUR PUBLIC LIBRARY

5/31/93

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
OTHER CHARGES									
423	GENERAL LIABILITY INSURANCE	4,899	408.25	408.25	408	4,490.75	.00	4,490.75	8.3
499	SMALL CAPITAL ITEMS	1,500	75.38	75.38	125	1,424.62	.00	1,424.62	5.0
		57,625	7,125.79	7,125.79	4,800	50,499.21	.00	50,499.21	12.4
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	0	.00	.00	0	.00	6,284.08	6,284.08-	
		0	.00	.00	0	.00	6,284.08	6,284.08-	
CAPITAL OUTLAY									
801	BOOKS-MAIN ADULT	96,000	5,613.43	5,613.43	8,000	90,386.57	78,863.50	11,523.07	88.0
802	BOOKS-MAIN YOUTH	6,200	449.47	449.47	516	5,750.53	6,031.90	281.37-	104.5
803	BOOKS-MAIN JUVENILE	32,000	539.43	539.43	2,666	31,460.57	30,203.77	1,256.80	96.1
804	BOOKS-MAIN REFERENCE	70,000	1,445.64	1,445.64	5,833	68,554.36	42,188.33	26,366.03	62.3
805	BOOKS-PROFESSIONAL	5,500	143.30	143.30	458	5,356.70	3,935.20	1,421.50	74.2
821	BOOKS-EXTENSION ADULT	25,000	1,275.58	1,275.58	2,083	23,724.42	22,199.89	1,524.53	93.9
822	BOOKS-EXTENSION YOUTH	0	16.96	16.96	0	16.96-	79.76	96.72-	
823	BOOKS-EXTENSION JUVENILE	0	96.68	96.68	0	96.68-	180.63	277.31-	
830	AV-PHONODICS	30,000	5.95	5.95	2,500	29,994.05	20,866.95	9,127.10	69.6
831	AV-CASSETTES	0	11.08	11.08	0	11.08-	962.32	973.40-	
832	AV-VIDEOS	0	930.17	930.17	0	930.17-	1,160.15	2,090.32-	
841	MAG/PAPERS-MAIN ADULT	18,500	10.00	10.00	1,541	18,490.00	.00	18,490.00	.1
842	MAG/PAPERS-MAIN YOUTH	500	.00	.00	41	500.00	.00	500.00	
843	MAG/PAPERS-MAIN JUVENILE	1,500	.00	.00	125	1,500.00	.00	1,500.00	
844	MAG/PAPERS-MAIN REFERENCE	10,000	803.00	803.00	833	9,197.00	.00	9,197.00	8.0
845	MAG/PAPERS-MAIN PROFESSIONA	800	104.00	104.00	66	696.00	.00	696.00	13.0
847	MAG/PAPERS-EXTEN ADULT	4,000	.00	.00	333	4,000.00	.00	4,000.00	
		300,000	11,444.69	11,444.69	24,995	288,555.31	206,672.40	81,882.91	72.7
**	DIVISION TOTAL **	2,344,184	164,803.32	164,803.32	195,327	2,179,380.68	233,952.09	1,945,428.59	17.0

LIBRARY CAPITAL PERIOD ENDING 05/31/93

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	238,171.16	11,625.75	238,171.16	139,509.00	98,662.16-	170
	TOTAL	238,171.16	11,625.75	238,171.16	139,509.00	98,662.16-	170
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	611.76	233.33	611.76	2,800.00	2,188.24	21
	TOTAL	611.76	233.33	611.76	2,800.00	2,188.24	21
	FUND TOTAL	238,782.92	11,859.08	238,782.92	142,309.00	96,473.92-	167

40000 LIBRARY CAPITAL EXPENDITURES

FUND 21 LIBRARY CAPITAL

5/31/93

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	0	847.01	847.01	0	847.01-	.00	847.01-	
280	OTHER PROFESSIONAL SERVICES	0	3,180.42	3,180.42	0	3,180.42-	.00	3,180.42-	
		0	4,027.43	4,027.43	0	4,027.43-	.00	4,027.43-	
CAPITAL OUTLAY									
502	BUILDINGS	27,000	.00	.00	2,250	27,000.00	.00	27,000.00	
515	OFFICE MACHINERY AND EQUIPM	56,510	.00	.00	4,709	56,510.00	20,708.85	35,801.15	36.6
		83,510	.00	.00	6,959	83,510.00	20,708.85	62,801.15	24.8
**	DIVISION TOTAL **	83,510	4,027.43	4,027.43	6,959	79,482.57	20,708.85	58,773.72	29.6

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CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGETFY 1991-92
FUND

92 PUBLIC LIBRARY-TRUSTS

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5/31/93

41000 DPL-CANTONI TRUST

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT CCMM
	EXPENDITURES								
900	EXPENDITURES	3,200	113.87	113.87	266	3,086.13	1,896.45	1,189.68	62.8
		3,200	113.87	113.87	266	3,086.13	1,896.45	1,189.68	62.8
	** DIVISION TOTAL **	3,200	113.87	113.87	266	3,086.13	1,896.45	1,189.68	62.8

GLA3010

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGETFY 1991-92
FUND

92 PUBLIC LIBRARY-TRUSTS

PAGE 137

5/31/93

42000 DPL-BRECKENRIDGE TRUST

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT CCMM
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIPM	20,000	.00	.00	1,666	20,000.00	.00	20,000.00	
		20,000	.00	.00	1,666	20,000.00	.00	20,000.00	
	EXPENDITURES								
900	EXPENDITURES	0	25,385.00	25,385.00	0	25,385.00-	.00	25,385.00-	
		0	25,385.00	25,385.00	0	25,385.00-	.00	25,385.00-	
	** DIVISION TOTAL **	20,000	25,385.00	25,385.00	1,666	5,385.00-	.00	5,385.00-	126.9

GLA3010

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGETFY 1991-92
FUND

92 PUBLIC LIBRARY-TRUSTS

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5/31/93

43000 DPL-BRIDGES TRUST

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT CCMM
	EXPENDITURES								
900	EXPENDITURES	870	.00	.00	72	870.00	.00	870.00	
		870	.00	.00	72	870.00	.00	870.00	
	** DIVISION TOTAL **	870	.00	.00	72	870.00	.00	870.00	

Finance and Properties Committee
June 8, 1993

Mr. Sitton called the meeting to order at 4:30 p.m. Members present: Mr. Sitton, Dick Lockmiller, Barb Ohlsen, and John Stengel. Absent: Ed McClure and Bob Smith. Staff present: John Moorman and Linda Humphreys.

Recycling proposal: Mr. Moorman reported that he received only one proposal for recycling newspapers, magazines, and assorted other paper. The fee will be \$18.50 per month including 20 bins. Another cost will be the staff time in sorting the materials and dumping the bins. The consensus was to recommend approval of the proposal from Waste Recycling, Inc. on a six-month trial basis.

Management pay plan: The proposal was reviewed at length. The committee members expressed different opinions about the options. The issue will be presented at the next Board meeting.

Budget & Technology report, #26-50: This was tabled until the next meeting.

Framed print collection: Mr. Moorman reported that the framed print collection is aging and not in good shape. No new prints have been purchased in years. The consensus was to recommend to the Board that the collection be sold by sealed bids as the sculptures were. Mr. Sitton suggested that the Friends be asked to help with the process.

New business: Mr. Moorman reported that an air conditioning compressor went out and must be replaced. King Lar submitted the low quote of \$5,936 and will begin work soon. This will be paid for out of the contingency fund.

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

John A. Moorman
City Librarian

Decatur Public Library Foundation
June 1, 1993

The Decatur Public Library Foundation Board of Directors met Thursday, June 1 at 4:30 p.m. in the Library Board Room. Members present: Dick Lockmiller, Sharon Alpi, Bill Gerstner, and Martin Seidman. Members absent: Bob Smith and Mark Sorensen. Others present: John Moorman and Joann Stanbery.

Minutes: The minutes of the meeting of April 1 were approved as mailed. The minutes of the meeting of May 15 were reviewed.

Treasurer's report: Mr. Moorman reported (in Mr. Smith's absence) a savings account balance of approximately \$24,400.

Preliminary report of building consultant: The corrected draft should be ready by the end of this week or next week. The preliminary report was discussed at length. It was requested that the current size of all areas be reported along with the recommended size.

Report on fund-raising proposal: The draft proposal was reviewed. It was decided to delete the second paragraph on the second page. Mrs. Alpi made a motion to authorize the development committee to authorize Mr. Moorman to advertise for bids for a Request for Proposal. The motion was seconded by Mr. Gerstner and unanimously carried.

1992 annual report: Mrs. Alpi made a motion to approve and file the annual report as submitted. The motion was seconded by Mr. Seidman and unanimously approved.

Status of Staley and ADM contacts: Mr. Lockmiller reported that Staley will be keeping their furniture and equipment. Mr. Howard Buffett at ADM is checking on the availability of some computer equipment for the library. In addition, Mr. Lockmiller agreed to check with ADM about a third \$3,500 donation to the Foundation.

Report on permanent tax-exempt status: Mr. Moorman reported that Ed Booth still has received no response from the IRS. The original letter granting tax-exempt status remains in effect until the Foundation is notified otherwise.

The next meeting will be Monday, August 2, 1993 at 7:30 p.m.

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

Respectfully submitted,

N. Richard Lockmiller
President

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.

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The following Illinois Laws are also relevant to physical facilities:

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

X. SYSTEM AND ILLINET MEMBERSHIP RESPONSIBILITIES

Systems and Illinet-Description

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

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

Governance

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

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

_____ _____ _____ _____ _____ _____

Resource Sharing

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

2. The library offers interlibrary loan to its patrons.

_____ _____ _____ _____ _____ _____

3. The library follows the Illinois Interlibrary Loan Code.

_____ _____ _____ _____ _____ _____

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

_____ _____ _____ _____ _____ _____

Untaxed Areas

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

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

_____ _____ _____ _____ _____ _____

Use of System Services

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

Other Responsibilities with Regard to Systems

6. The library board and administrator shall annually review the system's plan of service and policies; they shall also provide suggestions for improvements in system services.

_____ _____ _____ _____ _____ _____

7. The library board and staff, in conjunction with system staff, shall actively explore cooperative arrangements with other libraries.

_____ _____ _____ _____ _____ _____

SYSTEM AND ILLINET RESPONSIBILITIES BIBLIOGRAPHY

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ILLINOIS LIBRARY ASSOCIATION



AVENUES TO EXCELLENCE II

STANDARDS FOR PUBLIC LIBRARIES IN ILLINOIS

I. STRUCTURE AND GOVERNANCE

The Library Network and the Role of the Local Public Library

Public library service is provided to the people of Illinois through local tax-supported public libraries, multitype library systems, and the statewide library network, ILLINET.

It is the public library's responsibility to work in constructive ways with other types of libraries and information sources in order to assure its patrons the best possible access to information. The public library should also be ever-mindful of the unique needs and resources of the individuals, organizations, and agencies within its community.

The local public library has a responsibility to select roles as outlined in PLA's Planning and Role Setting in Public Libraries. The shared common goal that is central to the mission of all public libraries is the provision of information in its broadest sense. (See Introduction.) How a local library carries this out will be reflected in the library roles chosen by that local library.

Local Public Library Support

The Library Board has the responsibility to provide sufficient financial support to fulfill the library's chosen roles and to meet or exceed the standards outlined in this document.

Public libraries are supported largely by local property taxes which should be levied at a rate sufficient to provide this support and meet these standards. The Board has the responsibility to conduct referenda for increasing the tax rate when the existing levy proves inadequate and to request additional taxes as permitted by law for special purposes. * If these taxes are not sufficient to provide adequate library service, alternative methods should be considered. These could include combining two or more districts, conversion to a library district and expanding, or contracting for library service with another library.

*Municipal or county libraries in home rule communities should seek advice from system consultants or other sources for the possible impact of home rule on

Governing Authority

The public library is established and maintained according to the provisions of the Illinois statutes. The governing body of the public library is the library board. Board members are appointed or elected (at nonpartisan elections) in accordance with state law. The board shall observe its full legal responsibilities, duties and rights and employ such legal and other services as necessary. Board members shall attend board meetings regularly.

1. Board members and library staff shall be familiar with all Illinois library laws that apply to their library and other Illinois or federal laws which affect library operations, such as minimum wage, unemployment compensation, criminal theft of library materials, Open Meetings Act, Fair Labor Standards Act, Home Rule, Library Records Confidentiality Act, etc.

_____ _____ _____ _____ _____ _____

2. Boards must adopt bylaws, rules, policies, and regulations for their own guidance and for the governance of the library. Such policies should include conflict of interest provisions. (Chapter 81: 4-7(1) and Chapter 81: 1004-11(1).)

_____ _____ _____ _____ _____ _____

3. Boards must assure that adequate records of library operations are kept and that reports are made annually to the community, the corporate authority, the library system, the Illinois State Library, and other appropriate agencies, as required. (Chapter 81: 4-10 and Chapter 81: 1004-12.)

_____ _____ _____ _____ _____ _____

4. Library boards must have complete authority, as defined by Illinois Revised Statutes, over the library's budget. (Chapter 81: 4-7(2) and Chapter 81: 1004-11(2).)

_____ _____ _____ _____ _____ _____

5. Boards must follow statutory requirements as to fiscal year, audit, meetings, reports, and budgeting process. (Various sections in Illinois Revised Statutes depending on the type of library.)

_____ _____ _____ _____ _____ _____

6. Board members and library staff, or designated representative(s), shall actively participate in the legislative process to effect change that will benefit libraries by maintaining regular communication with local, state and national legislators.

_____ _____ _____ _____ _____ _____

Board Membership and Development

Current board members should encourage the election or appointment of new board members for their interest in the library, their value in interpreting the needs of all segments of the community, and their interest in establishing and maintaining sound library policy. The board should represent the wide range of population

and community characteristics, and should not be chosen for partisan reasons. There should be continuing programs both for encouraging participation of board members and for identifying new talent for board membership.

All board members have an obligation, with the assistance of the administrative librarian, to keep informed of and involved in library developments, regional system developments, and legislation concerning libraries at the local, system, state and national levels.

7. The board and the librarian shall conduct a meaningful and comprehensive orientation program for each new board member.

_____ _____ _____ _____ _____ _____

8. Board members shall participate in continuing education endeavors such as system and regional trustee workshops, state and national conferences.

_____ _____ _____ _____ _____ _____

9. Financial provision shall be indicated in the bylaws or policies and specified in the annual budget for trustee dues to library associations and expenses for attendance at appropriate meetings, conferences, and workshops (including mileage, etc.).

_____ _____ _____ _____ _____ _____

Board and Administrative Librarian Responsibilities

Board members and the administrative librarian should understand their respective functions, differentiating areas of joint responsibility from those for which the board members or the administrative librarian are solely responsible. When the administrative librarian independently changes or fails to follow established policy, or when the board engages in direct management, both are violating standards of sound administration.

The board carries full responsibility for the library and its policies.

The board selects, appoints, and evaluates the performance of the library administrator who has full professional responsibility for administering library policy, personnel selection and management, development and administration of programs and services and selection of materials.

10. The board and administrative librarian shall jointly study, plan and develop library policies and review them annually.

_____ _____ _____ _____ _____ _____

11. The administrative librarian or designated representative shall be present at all board meetings and board committee meetings; other library staff shall be encouraged to attend.

_____ _____ _____ _____ _____ _____

12. Each year the board shall formally evaluate the performance of the administrative librarian. The librarian's input is an integral part of the process.

_____ _____ _____ _____ _____ _____

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II. FINANCES

Library boards have the responsibility to provide the best possible library service to their communities. This requires taxing at a level sufficient to provide this service. Library boards are mandated to spend tax money and all other income for library service in the best interest of the community it serves.

The annual public library tax is only one of several taxes which may be levied. The following special taxes may be levied when necessary without referendum:

Audit Tax: Chapter 24; 8-8-1 as to municipal libraries and Chapter 85: 701 et seq., as to townships and library districts.

Building and Maintenance Fund: (Subject to back-door referendum.) Chapter 81: 3-1, 3-4, or 1003-1.

Building Commission Rentals: Municipal libraries only. Chapter 85: 1031 et seq.

"Errors and Omissions" Insurance: Chapter 85; 1-101 et seq. Also known as officers and directors insurance.

Restoration Tax: Municipal libraries: Chapter 24: 11-70-1.

Retirement Tax: IMRF: Chapter 108-1/2: 7-101 et seq.

Risk Management Fund: Chapter 85: 9-105, et seq.

Social Security Tax: Employer's share. Chapter 108-1/2 7-10 et seq.

Tort Liability Insurance Premiums: Chapter 85: 9-103.

Unemployment Compensation: Chapter 85: 9-107.

Worker's Compensation: Chapter 85: 9-107.

Working Cash Fund: (Subject to back-door referendum.) Chapter 81: 4-13 or 1003-1.

1. On an annual basis, library boards shall determine if the tax rate is sufficient to meet the standards set forth in this document, and to accomplish the objectives in the library's long-range plan.

_____ _____ _____ _____ _____ _____

2. On an ongoing basis library boards shall monitor their levy process and other funding sources.

_____ _____ _____ _____ _____ _____

If libraries are currently unable to provide an adequate level of support for their locally chosen roles, alternatives such as the following should be explored:

- a. Utilizing the special taxes as outlined above when appropriate.
- b. Initiating a referendum either to raise the tax rate or issue bonds.
- c. Forming a larger unit of service, either by combining with other small community libraries, or contracting for some services with other libraries, or expanding current boundaries to include untaxed areas.
- d. Considering fund raising activities and encouraging gifts and bequests.

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

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES
APPLICATION STATEMENT


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

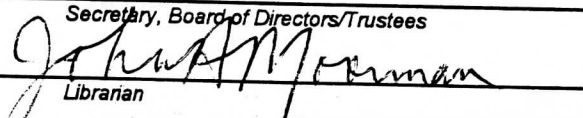
"In making application for the grant or grants, the Board agrees to expend the funds received in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and Rule 3030.105 (d), (e) and (f). The Library Board further affirms that all grant funds received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

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

Date: June 17, 1993

Signature:  N. Richard Lockmiller
President, Board of Directors/Trustees Name (Typed)

Attest:  Patricia Williams
Secretary, Board of Directors/Trustees Name (Typed)

 John A. Moorman
Librarian Name (Typed)

Prepare four (4) copies of application and all supporting documentation. Retain one (1) copy for the library's files, send one (1) copy to the library system of which you are a member, and submit two (2) copies (one with original documentation) postmarked no later than July 15, 1993 to:

Illinois State Library
 Library Development Group
 300 South Second Street
 Springfield, IL 62701-1796
 RE: STATE GRANTS

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

LIBRARY NAME: Decatur Public Library

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

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

1. Legal name of library: Decatur Public Library
2. Address: 247 East North Street Decatur, IL 62523-1128
Street or Box # City County Zip+ Four
3. Name of corporate authority that levies the tax supporting the library: City of Decatur
4. Type of library applying (check one): City County District Park Town
 Township Village Other _____
5. What county(s) does the library's primary service area include: Macon
6. Date library was legally established: 1876
7. Name of library system which the library is a member: Rolling Prairie Library System
8. Federal Tax Identification Number (TIN#): 37-6001308
(Must be the same TIN# as reported in the past, unless there has been a change in legal entity. If so, include a copy of the Internal Revenue Service notification of the new TIN#).
9. Number(s) for Illinois Legislative (Senate) District(s): 51
10. Number(s) for Illinois Representative District(s): 101 & 102
11. Number(s) for U.S. Congressional District(s): 19
12. The library's non-resident fee as calculated using the Illinois State Library formula would be \$ 62.24 for FY94.
13. The library's actual nonresident fee for FY94 is \$ 75.00

NOTE: If #13 is less than #12, please check appropriate explanation: _____ system average;
 _____ tax bill method; _____ other (explain) _____

14. Name and title of the person preparing this application: John A. Moorman, City Librarian

Library telephone number: (217) 428-6617 Library Fax number: (217) 423-5741

Main Library Hours: M 9-9 T 9-9 W 9-9 Th 9-9 F 9-9 Sa 9-5:30 Su Closed

15. Calculation of Equalization Aid Grant

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

a. Value of all taxable property within the library's service area as of Jan. 1, 1992, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau.....	\$ <u>482,737,901</u>
b. Said valuation multiplied by 0.0013 yields.....	\$ <u>627,559.27</u>
c. Levy at 0.13% divided by population served yields per capita of	\$ <u>7.48</u>
d. Population served multiplied by \$4.25 equals	\$ _____
e. Enter valuation multiplied by 0.0013 obtained in step (b).....	\$ _____
f. Subtract (e) from (d) equals amount of equalization aid.....	\$ _____

16. Calculation of Per Capita Grant

Population Served 83,900

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

17. Attachments and Certifications Check-off:

- a) Population verification: If library taxes are collected (not contractual) from more than one taxing jurisdiction (e.g. county, townships, city, district or a part thereof) show population for each and a total. Attach sheet, if necessary, and include documentation for any population changes. Please check box if applicable.
- b) County Clerk Certification(s): Attach the enclosed statement for notarization from your county clerk(s) certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of Jan. 1, 1992, or the most recent year available (the assessed valuation against which tax revenue was most recently levied). Please check box if attached.
- c) In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on this basis, attach appropriate official documentation and check box.
- d) Please check box if the library has filed a current annual report with the Illinois State Library.
- e) In order to receive a Per Capita Grant for FY94, the library must submit its American with Disabilities Act (ADA) self-evaluation. Please check box if the ADA self-evaluation is attached.
- f) The library agrees to provide a drug free work place as provided in the Illinois Compiled Statutes 30 ILCS 580/1-7.

LIBRARY NAME: Decatur Public Library

ILLINOIS STATE LIBRARY

FY94

18. (A) Please certify that the library board has reviewed the Illinois Library Association's standards for public libraries, **AVENUES TO EXCELLENCE II** during July 1992 to June 1993.

Yes

No

Please place an "X" in the box beside each standard listed below that the library either met or made progress towards meeting in 1992. The Illinois State Library recognizes that progress may not be made in every standard.

AVENUES TO EXCELLENCE II Checklist	Made Progress	Met	Date of Review
I. Structure and Governance		x	6/17/93
II. Finances		x	6/17/93
III. Administration		x	7/16/92
IV. Library Image	x		8/20/92
V. Users and Usage	x		9/17/92
VI. Reference Service	x		11/19/92
VII. Personnel		x	1/21/93
VIII. Materials	x		2/18/93
IX. Physical Facilities		x	6/17/93
X. System/ILLINET Membership Responsibilities		x	6/17/93

19 Output Measure: Document Delivery

Definition: Percent of requested materials available within 7, 14, 30 days and longer.

Calculation: Determine the percent of requests being tracked that are being filled within 7, 14, 30 days or longer.

Data Collection: Track one month's worth of requests for up to 30 days after they are placed.

7 Day 39.18

14 Days 27.92

30 Days 21.62

Longer 8.33

20. In order to meet standards in **AVENUES TO EXCELLENCE II**, we plan to use FY94 grant monies in the following way(s) (all grant funds must be obligated by the library board for library expenditures by June 30, 1994.)

1. Continue support of the Business Information Center programs, services, and collections. Purchase materials, equipment, and provide some support staffing.
2. Continue serving newborn infants and their parents through co-sponsorship of Baby TALK by purchasing materials, holding lapsits, and conducting other special programs.
3. Support continued staff training and development. Conduct a staff institute. Support and encourage staff to attend specialized programs which expand their knowledge and abilities.
4. Continue purchasing materials as a part of the Cooperative Collection Management Plan.

21. Using the space provided, describe the library's progress since FY92 in meeting two of the standards selected from **Avenues to Excellence II**. For each of the standards selected, include such factors as: an analysis of the library's performance in making progress towards or meeting the standard; unique factors and conditions affecting the progress; and an identification of goals, objectives and priorities that the library has set in meeting the selected standards.

Standard VIII. Materials

Improving collection quality and access is a top priority of the Library Board of Trustees. Since FY92 the Decatur Public Library has made substantial progress towards meeting Standard VIII. Funding for library materials has increased by \$50,500, or 20.24%. In FY93, the library instituted new material selection and weeding procedures assigning individual staff to both select and weed assigned collection areas. These new procedures will enable the library to more effectively incorporate patron use statistics, public requests, and staff collection expertise into the materials selection and retention process. The library participates in a cooperative collection management plan for health care information with five Decatur libraries.

The library catalogs materials through OCLC and is anticipating the availability of an on-line public access catalog early in FY94. The on-line catalog will make library materials more accessible to library users. Future goals include more reliance on on-line databases for immediate information needs and the funding of material purchases at a level equal to 20% of the library's total budget:

Standard IX. Physical Facilities

Goal four of DPL's Long Range Plan 1989-1994 is: "To improve accessibility and design of facilities for optimal public service." Within this goal are objectives to improve accessibility to the main library building, make its exterior more inviting and attractive, and to renovate the building's interior to make it more functional. In FY93, new interior signage, recommended by library staff, was installed to aid users in locating library materials and services and a TTD machine was installed. An ADA Coordinator was appointed and is actively working to assure building compliance with ADA requirements.

The first step in the development of a comprehensive plan for facility remodeling and/or expansion took place in May 1993 when a building consultant was employed by the Decatur Public Library Foundation to provide a building space needs study. This study will be extensively examined by staff, library board, and boards of the Foundation and Friends of the Library during FY94. The library intends to have developed a building plan for the main library and a facilities plan for its extension services by the end of FY95. Problems to be faced in this process include the depressed state of the Decatur economy which severely limit available funding for any capital development project.

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

1. Purchased materials for the Business Information Center collection.
2. Purchased materials in support of Baby TALK.
3. Purchased materials in health sciences area in support of the Cooperative Collection Management program.
4. Increased staff development and training. Held a day-long staff institute. Sent staff to workshops and paid for course-work relating to job duties.
5. Paid part of the salaries of two graduate librarians. Young Adult Librarian continued to purchase materials to develop collection. Assistant Adult Services Librarian purchased materialsto develop collection. Young Adult Librarian also served as the Library's ADA Coordinator.

23. Expenditure of FY93 Per Capita monies:
 Total FY93 Per Capita Grant received: \$79,690.75

NOTE: Please breakdown expenditures/obligations by general category.

Category	Amount	Date of Obligation (July 1, 1992-June 30, 1993)
Children's Materials	\$ _____	_____
Adult Materials	\$ 40,033.86	7/1/92 - 4/30/93
Programs (Baby TALK)	\$ 2,708.29	7/1/92 - 6/30/93
Personnel (Salaries, fringe benefits) (A. Gross & Ritchie)	\$ 35,244.94	7/1/92 - 1/30/93
Supplies	\$ _____	_____
Equipment	\$ _____	_____
Travel (Staff Institute day)	\$ 1,316.66	4/93
Contractural Services (Specify)	\$ _____	_____
Other (Specify)		
ILA membership for Trustees	\$ 387.00	11/92

* **TOTAL** \$ 79,690.75
 * Total must equal FY93 Per Capita Grant

Decatur

BRARY NAME: Decatur Public Library

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

CITY: _____

23. Expenditure of FY93 Equalization Aid Grant monies:

Total FY93 Equalization Aid Grant received: _____

NOTE: Please breakdown expenditures/obligations by general category.

Category	Amount	Date of Obligation (July 1, 1992-June 30, 1993)
Children's Materials	\$ _____	_____
Adult Materials	\$ _____	_____
Programs	\$ _____	_____
Personnel (Salaries, fringe benefits)	\$ _____	_____
Supplies	\$ _____	_____
Equipment	\$ _____	_____
Travel	\$ _____	_____
Contractual Services (Specify)	\$ _____	_____
_____	\$ _____	_____
Other (Specify)	\$ _____	_____
_____	\$ _____	_____

* TOTAL \$ _____
 * Total must equal FY93 Per Capita Grant

LIBRARY NAME: _____

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

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

I, STEPHEN M. BEAN, Clerk of the County of
MACON in the State of Illinois, and keeper of the records and files of
said county, do hereby certify that the assessed value of all property as equalized by the
Department of Revenue, Property Tax Administration Bureau for the most recent year available in
DECATUR is:
(library corporate entity)

Real Estate	\$	<u>477,059,740</u>
Pollution Control	\$	<u>- 0 -</u>
Railroad Property	\$	<u>5,678,161</u>
TOTAL	\$	<u>482,737,901</u>

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

The DECATUR PUBLIC library tax rate is . 4135.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY
HAND AND FIXED THE SEAL OF THE COUNTY OF
MACON, AT MY OFFICE,
IN THE CITY OF DECATUR,
IN SAID COUNTY, THIS 1st DAY OF
JUNE, A.D. 1993.

Stephen M. Bean
County Clerk

(County Seal)

Subscribed and sworn before me this 1st day of June, 1993.

Cheryl Meyer
Notary Public

My Commission Expires: 10/06/93



*Both seals/stamps and signatures are required by the Auditor General for the State of Illinois.

COUNTY SEAL AND NOTARY SEAL LEGALLY CANNOT BE IDENTICAL.

DECATUR
LIBRARY NAME:
DECATUR PUBLIC LIBRARY

Americans with Disabilities Act Self-Evaluation Form

Name of Library: DECATUR PUBLIC LIBRARY

DIRECTIONS: Title II of the Americans with Disabilities Act (ADA) requires a self-evaluation for all public library facilities, including main buildings and branches. A "No" answer to any of the questions does not necessarily mean non-compliance, since alternative methods may be pursued to provide accessibility to a library's programs and services. Place the original of the self-evaluation on public inspection. Type or print all responses on the self-evaluation large and legible.

PART 1: Interested Persons Consulted

List the names of person(s) with disabilities, and group(s) that work with people with disabilities who were consulted in the self-evaluation process.

Mark Sturgell - Illinois Department of Rehabilitation Services

Jim Bogle - Coalition of Citizens with Disabilities in Illinois

Cathy Meadows - Private citizen

PART 2: Areas Examined and Problems Identified

■ ACCESS INTO THE LIBRARY

Are there the required number of accessible parking spaces? Yes No N/A

- 1- 20 spaces = 1 accessible space;
- 21- 50 spaces = 2 accessible spaces;
- 51- 75 spaces = 3 accessible spaces;
- 76-100 spaces = 4 accessible spaces;
- 101-150 spaces = 5 accessible spaces.

Are accessible spaces at least 16 foot wide with an 8 foot access aisle?

Is the accessible parking sign mounted no more than 5 foot above grade?

Does the reserved parking sign have the International Symbol of Accessibility indicating a \$50 fine for violations?

Are the accessible parking spaces closest to the accessible entrance?

Do the curbs at walkways have curb ramps, including at drives, parking and drop-offs?

Does the walkway into the facility have a clear width of at least 36 inches and in good repair?

Do ramps have a clear width of at least 36 inches, and a slope not exceeding a 1 foot rise in a 12 foot span?

If the main entrance is not accessible, is a sign posted indicating the location of the accessible entrance?

Yes No N/A

Do accessible entrances bear the International Symbol of Accessibility?

Do the entrance doors have at least a 32 inch clear opening?

Do doors open easily with one hand?

Comments:

▪ ACCESS TO PROGRAMS AND SERVICES

Do book security gates have a minimum clear opening of 32 inches?

Yes No N/A

Does at least 5%, or a minimum of one element each of fixed seating, provide knee space at least 27 inches high, 30 inches wide and 19 inches deep; and table tops and work surfaces 28 to 34 inches from the floor?

Where service counters exceed 36 inches in height, is an auxiliary counter provided with a height 28 to 34 inches from the floor?

Are card catalogs, magazine displays and reference materials no more than 48 inches high for frontal approach or 54 inches for parallel approach?

Are all aisles at least 36 inches wide?

Are floor and carpeted surfaces stable, firm and non-slip?

Are ^{Permanent room} ~~directional~~ signs in raised lettering and braille, and well-lit?

If there is more than one level, does an elevator or ramp connect the levels?

Are the controls outside and inside the elevator have raised and braille lettering, and mounted 35 to 54 inches above the floor?

Do stairs and ramps have continuous rails on both sides that are mounted at 30 to 34 inches above the surface?

Does at least one drinking fountain have a spout no higher than 36 inches?

Is the highest operable part of a wall-mounted telephone no more than 48 inches from the floor?

Yes No N/A

Do telephones have push buttons and volume controls?

Do doorways in public spaces have at least a 32 inch clear opening?

Do doors open easily with one hand?

Are meeting rooms accessible to individuals with mobility impairments?

Do emergency alarms have both flashing and audible signals?

Is there an evacuation plan for people with disabilities in the event of an emergency?

Is the library listed on, or qualified for the National Register of Historic Places? (This includes Carnegie buildings and buildings with distinctive architectural features.)

Comments:

■ ACCESS TO RESTROOM

Yes No N/A

Is there a restroom on an accessible route?

Is there one accessible restroom for each sex?

Are there signs at an inaccessible restroom giving directions to an accessible restroom?

Is there raised letter and braille signs identifying restrooms?

Do doorways into the restroom have at least a 32 inch clear opening?

Is there at least 18 inch clear wall space next to the door pull handle?

Is there at least a five foot circle or other open space for turning a wheelchair completely?

Does the stall door have at least a 32 inch clear opening?

Are there grab bars behind and on the side wall nearest to the toilet?

Is the toilet seat 17 to 19 inches from the floor?

Is the space in front of one sink 30 inches wide by 48 inches deep, and is the rim of the sink no higher than 34 inches?

Are pipes under the sink insulated *and*
prevent burns?

Yes No N/A to

Can faucets be operated with one hand
comfortably?

Comments:

▪ EMPLOYMENT & COMMUNICATIONS

Does the library ensure that all
employment decisions are non-discriminatory
in nature?

X

Does the library ensure that reasonable
accommodations are made for employees
with disabilities?

X

Did the library review and revise job descriptions to ensure that they are non-discriminatory and describe essential work functions?

Yes No N/A
X

Are employees familiar with the policies and practices for the full participation of individuals with disabilities?

X

Is a disability awareness and training program provided for library staff?

X

Does the library have a telecommunication device for the deaf (TDD), and if so, what is the number? 217/428-6368

X (to be operational
July 1993)

If the library does not own a TDD, does it plan to purchase one?

X

Is the library aware of, and use the Illinois Telephone Relay System?

X

Are auxiliary aids or formats provided for individuals with speech, vision and hearing impairments, such as qualified interpreters, taped text, large print, braille or closed-caption video?

X

Has the library board reviewed its policies and procedures to ensure that people with disabilities, including individuals with mobility impairments, are provided access to its public meetings, programs and activities?

X

Does the library give notice to the public of the need of reasonable notification of at least 48 hours in advance to ensure qualified interpreters or auxiliary aids are available for public meetings, programs and activities sponsored by the library?

Yes No N/A
X

Does the library inform groups using its facilities that they must comply with ADA, and are responsible for providing qualified interpreters or auxiliary aids available upon request?

X

If the library has more than 50 employees, or is part of a public entity with 50 employees, and structural changes are needed to comply with ADA, has a transition plan been completed?

X

Comments:

Since January 1992, Decatur Public Library has had an official "ADA Coordinator," Ms. Catherine Ritchie, one of the staff librarians. In cooperation with the Illinois Department of Rehabilitation Services, the Library has also established a permanent "ADA Information Center" which features current materials (both free and circulating) on the ADA in particular, and on disability in general. In addition, the Library's new online catalog system will include at least two wheelchair-accessible stations. Looking ahead, Decatur Public Library also hopes eventually to provide sign language interpreting (upon request) of its monthly book talks, Board meetings, and possibly children's story hours.

In short, Decatur Public Library is very conscious of its responsibilities regarding the ADA. Even while the Library is in the midst of technological change, its Administration and staff always strive to be attuned to the needs of the Library's disabled users.

As for our physical plant, we are aware of structural adjustments which need to be made. These will be achieved via the Library's normal procedures.

PART 3: Description of Modifications Made

ADA compliance may be achieved through alternative methods, including, but is not limited to, assignment of staff to assist to the people with disabilities, home visits, delivery of services at alternate accessible sites, and any other method that results in making materials, services and programs accessible. Please list alternative methods the library is utilizing to comply with ADA, as well as any modifications to programs, policies and practices. Attach additional pages if necessary.

As stated earlier in the "Comments" on page 9, Decatur Public Library has been apprised of the structural changes needed in its building, and these will be rectified through its normal administrative procedures. At the present time, Decatur Public Library has no immediate plans to use "alternative methods" for ADA compliance, though program/service accessibility is a prime concern in all its considerations.

DEPARTMENT OF MANAGEMENT SERVICES

HUMAN RESOURCES DIVISION

MEMORANDUM NO. 92 - 43

November 18, 1992

MEMO TO: John Moorman, Library Director
FROM: Charles L. Phillips, Human Resources Manager
SUBJECT: AMERICANS WITH DISABILITIES ACT PRELIMINARY REPORT

Attached please find a copy of my Americans With Disabilities Act (ADA) preliminary report.

As you will see, I have specified some problem areas in the Decatur Public Library.

Attachment.

CLP/klc

DEPARTMENT OF MANAGEMENT SERVICES

HUMAN RESOURCES DIVISION

MEMORANDUM NO. 92-23

June 12, 1992

MEMO TO: Daniel R. Sommerfeldt, Assistant City Manager
FROM: Charles L. Phillips, Human Resources Manager
SUBJECT: ADA PRELIMINARY REPORT

The Human Resources Division has conducted a six month study and self-evaluation for City compliance with the Americans with Disabilities Act (hereafter ADA).

An ADA Advisory Committee was assembled consisting of representation from the Disabled community and the Illinois Department of Rehabilitation Service (hereafter DORS).

The Committee developed a self-evaluation tool to be used by the City in determining handicapped accessibility to all City services.

City documents pertaining to non-discrimination such as the Affirmative Action Program was reviewed by the Committee for recommended changes.

All City job descriptions were distributed to the proper departments for review. Each department was assigned to evaluate their respective job descriptions to determine essential job requirement. Non-essential job duties were then removed from all job descriptions.

The City produced a booklet entitled "The Americans with Disabilities Act Questions & Answers," which is available on a City wide basis.

The ADA Committee also took a walking tour through the Civic Center and the Decatur Public Library to visually inspect access areas for handicapped persons. Things inspected were the availability of ramps, elevators, the ease in which doors could be opened, stall space in restroom facilities and the width of hallways.

The only item of major concern to the Committee was the difficulty of entering the front doors of the Civic Center. It was suggested that a sliding or electronic door, not unlike the handicapped door at the Decatur Public Library be placed in the Civic Center. This was discussed with the Civic Center Manager for further consideration. Several problems were highlighted in the Decatur Public Library, they are:

- (1) Restroom stalls are not large enough for wheelchairs to turn around in.
- (2) Soap dispensers in bathrooms are too high.
- (3) Water fountains are too high.
- (4) A ramp for Emergency Exit should be placed at the exit of the Childrens room.
- (5) Library Counter is too high.
- (6) A curb cut in front of the Library would add greatly to the ease of access.

The above six (6) items will be discussed further with the Decatur Public Library.

As a side note the Committee pointed out problems associated with curb cuts on the downtown mall as they relate to wheelchair access. The Public Works Department was notified for further study.

The Human Resources Division contacted the Decatur Chamber of Commerce in reference to notifying their members of the current law relating to handicapped parking. The Chamber of Commerce agreed to place a article in their newsletter alerting their members of handicapped parking laws and encouraged them to conform with industry standards.

Attachments.

CLP/klc

STATE OF ILLINOIS)
)
COUNTY OF MACON) ss.
)
CITY OF DECATUR)

I, PHYLLIS E. SANDS, City Clerk of the City of Decatur, Illinois, duly authorized keeper of the official records of said City, do hereby certify that the attached 1990 Revised Census Population Certificate for the City of Decatur, Illinois, dated April 19, 1993, is a true photo copy of the official document represented thereby.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said corporation this 9th day of June, 1993.



City Clerk of Decatur, Illinois



R E V I S E D

CENSUS POPULATION

To All To Whom These Presents Shall Come, Greeting:

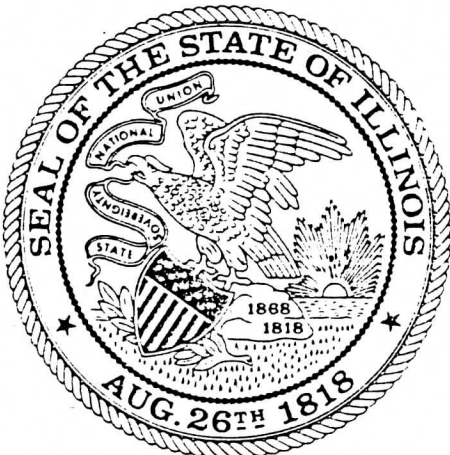
WHEREAS, Section 1-7-2 of the "Illinois Municipal Code", provides that the Secretary of State shall certify to each municipality the number of its inhabitants as shown by the latest census taken by authority of the United States or this State; and

THEREFORE, according to the official count of the returns of the Twenty-First Decennial Census of the United States, on file in the Bureau of the Census and certified to this office, the population of the City of Decatur, Macon County, Illinois, including corrections through March 16, 1993, was 83,900 as of April 1, 1990.

IN TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois. Done at the City of Springfield, April 19, 1993.

George W. Ryan

Secretary of State





OFFICE OF THE SECRETARY OF STATE

INDEX DEPARTMENT
ADMINISTRATIVE SERVICES DIVISION

SPRINGFIELD, ILLINOIS 62756

GEORGE H. RYAN
SECRETARY OF STATE

April 19, 1993

U. S. Department of Commerce
Bureau of the Census
Washington, D.C. 20233

Attention: William P. Butz,
Associate Acting Director

Dear Sir:

Receipt is acknowledged of your correspondence, filed in this office on April 15, 1993, regarding the City of Decatur, Macon County, Illinois.

Record of this Revised Census Count, including corrections through March 16, 1993, has been placed on file in this office and a Certificate issued to the above named municipality.

Sincerely,

TONY LEONE
Director

Index Department
111 East Monroe Street
Springfield, Illinois 62756

(217) 782-7017

cc: City Official ✓
Illinois Departments





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

OFFICE OF THE DIRECTOR

FILED
INDEX DIVISION

APR 15 1993

IN THE OFFICE OF
SECRETARY OF STATE

April 8, 1993

From the Acting Director
Bureau of the Census

This is an official statement of the revised 1990 census population and housing unit counts for Decatur city, Illinois, including corrections made through March 16, 1993.

According to the official returns of the TWENTY-FIRST DECENNIAL CENSUS OF THE UNITED STATES, on file in the Bureau of the Census, the counts as of April 1, 1990 for Decatur city, Illinois are:

Population	83,900
Housing Units ...	37,475

Harry A. Scarr

This statement is being sent to the highest elected official of this governmental unit, the Secretary of State, and other state officials.

Census counts used for Congressional apportionment and legislative redistricting and 1990 census data products will remain unchanged. The Census Bureau will show the corrections in a supplemental user note.

If you require additional information, please call the Census Bureau on (301) 763-4894. Please refer to document number 09500073-17-000-000-1410-0000-01.

RESOLUTION DETERMINING PREVAILING WAGE RATES

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the state, county, city, or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, (Illinois Revised Statutes 1987, Chapter 48, para. 39s-1 et seq. as amended by Public Acts 86-799 and 86-693) and

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

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

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city, or any public body, or any political subdivision, or by anyone under contract for public works", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of the Decatur Public Library is hereby ascertained to be the same as the prevailing wages for construction work in Macon County area as determined by the Department of Labor of the State of Illinois as of June, 1993, a copy of that determination being attached hereto and incorporated herein by reference. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

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

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

SECTION 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting

copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

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

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

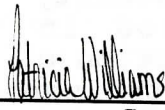
PASSED THIS 17th day of June, 1993.

APPROVED:



President of the Board of Trustees

ATTEST:



Secretary

CERTIFICATE

STATE OF ILLINOIS)
)
COUNTY OF MACON) SS

I, the undersigned, Secretary of the Board of Trustees of the Decatur Public Library, do hereby certify that the above and foregoing is a true, perfect, and correct copy of the Resolution Determinating Prevailing Wage Rates duly adopted at a meeting of the Board of Trustees of the Decatur Public Library held on June 17, 1993.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Decatur Public Library this 17th day of June, 1993.

Patricia Williams

Secretary

COPY

6423

NOTICE OF
DETERMINATION
OF PREVAILING WAGE
RATES

Take Notice that on the 17th day of June, 1993, the Board of Trustees of the Decatur Public Library adopted a Resolution Determining Prevailing Wage Rates for Public Works in accordance with paragraph 39s-9, Chapter 48, Illinois Revised Statutes; and said determination is available for inspection by any interested party at 247 East North Street, Decatur, Illinois.
DATED the 17th Day of June, 1993

Patricia Williams
Secretary,
Decatur Public Library
Board of Trustees

#06423

Certificate of Publication

STATE OF ILLINOIS }
Macon County } SS

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

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

was in the final edition of said newspaper on Monday, the 28th

day of June, A.D. 1993, and that Mary Crisler

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

IN TESTIMONY WHEREOF, the said Mary Crisler has hereunto

affixed the name of said Company, this 28th day of June,

A.D., 1993

Fee \$ 11.70

Received \$ 11.70

HERALD & REVIEW a division of
LEE ENTERPRISES INCORPORATED

9-2 19 93

By M. Crisler By Mary Crisler

CERTIFICATE OF PUBLICATION
in

Herald and Review

DECATUR, ILLINOIS

In the Matter of

Prevailing Wages

Solicitors or
Attorneys

Decatur Public Library
247 E. North St.
Decatur, IL 62523

NOTICE OF DETERMINATION OF PREVAILING WAGE RATES

TAKE NOTICE that on the 17th day of June, 1993, the Board of Trustees of the Decatur Public Library adopted a Resolution Determining Prevailing Wage Rates for public works in accordance with paragraph 39s-9, Chapter 48, Illinois Revised Statutes; and said determination is available for inspection by any interested party at 247 East North Street, Decatur, Illinois.

DATED the 17th day of June, 1993.

Alicia Williams

Secretary, Decatur Public Library
Board of Trustees



ILLINOIS DEPARTMENT OF LABOR

Jim Edgar
Governor

Shinae Chun
Director

June 1, 1993

To Whom It May Concern:

Pursuant to your listing on our annual mailing list for prevailing wage rates, the enclosed county(ies) effective June 1, 1993 are being forwarded for your convenience.

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

CERTIFICATE

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

David H. Hayes
Division Manager

SEAL

MACON COUNTY

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

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

EXPLANATION OF CLASSES

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

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

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

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

Class 4. Low Boy and Oil Distributors.

OPERATING ENGINEERS - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

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

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

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

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If there is no such definition on file, the Bureau of Labor Statistics SIC list will be used. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. Further, if no such neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under the determination. If a project requires these, or any classification not listed, please contact IDOL at 217/782/1710 for wage rate clarifications.

MACON COUNTY

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

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

EXPLANATION OF CLASSES

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

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

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

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

Class 4. Low Boy and Oil Distributors.

OPERATING ENGINEERS - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

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

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

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IL. DEPT. OF LABOR PREVAILING WAGES FOR MACON COUNTY EFFECTIVE 06/01/93
 DIVISION of CONCILIATION & MEDIATION PH(217-782-1710)

NAME OF TRADE	RGN	TYP	C L S	HOURLY-RATES		OVERTIME-RATES			HRLY-FRINGE-RATE		
				BASIC	FORMN	M-F>8	SAT	SU&HO	WLFR	PENSN	VACTN
ASBESTOS ABT-GEN		BLD		15.700	16.450	1.5	1.5	2.0	2.000	2.500	0.000
ASBESTOS ABT-MEC		BLD		23.560	24.560	1.5	1.5	2.0	2.770	4.120	0.000
BOILERMAKER		BLD		21.650	23.150	1.5	1.5	2.0	2.500	2.570	0.000
BRICK MASON		BLD		19.430	20.430	1.5	1.5	2.0	1.800	1.000	0.000
CARPENTER		BLD		18.100	19.200	1.5	1.5	2.0	2.400	3.220	0.000
CARPENTER		HWY		18.240	19.490	1.5	1.5	2.0	2.400	3.220	0.000
CEMENT MASON		BLD		18.400	18.900	1.5	1.5	2.0	2.000	2.200	0.000
CEMENT MASON		HWY		17.975	18.275	1.5	1.5	2.0	2.000	2.200	0.000
ELECTRIC PWR EQMT OP		ALL		20.210		1.5	1.5	2.0	1.500	3.030	0.000
ELECTRIC PWR GRNDMAN		ALL		13.740		1.5	1.5	2.0	1.500	2.060	0.000
ELECTRIC PWR LINEMAN		ALL		21.700	23.120	1.5	1.5	2.0	1.500	3.250	0.000
ELECTRIC PWR TRK DRV		ALL		15.330		1.5	1.5	2.0	1.500	2.300	0.000
ELECTRICIAN		BLD		20.500	22.550	1.5	1.5	2.0	2.500	2.365	0.000
FENCE ERECTOR	E	ALL		12.000	16.000	1.5	1.5	2.0	1.700	1.500	0.000
GLAZIER		BLD		19.800		1.5	2.0	2.0	0.000	1.800	0.000
HT/FROST INSULATOR		BLD		23.560	24.560	1.5	1.5	2.0	2.770	4.120	0.000
IRON WORKER		ALL		18.050	19.050	1.5	1.5	2.0	2.200	3.250	0.000
IRON WORKER		BLD		17.650	18.450	1.5	1.5	2.0	1.600	3.650	0.000
IRON WORKER		HWY		17.500	18.250	1.5	1.5	2.0	1.600	3.650	0.000
LABORER		BLD		15.700	16.450	1.5	1.5	2.0	2.000	2.500	0.000
LABORER		HWY		16.400	17.150	1.5	1.5	2.0	2.000	2.500	0.000
LATHER		BLD		18.105	19.205	1.5	1.5	2.0	1.800	2.120	0.000
MACHINERY MOVER		BLD		21.800	22.800	2.0	2.0	2.0	2.000	1.000	1.500
MACHINIST		BLD		22.500	23.500	2.0	2.0	2.0	2.200	1.000	1.550
MARBLE MASON		BLD		19.950	20.950	2.0	2.0	2.0	0.000	0.000	0.000
MILLWRIGHT		BLD		19.780	21.280	1.5	1.5	2.0	2.400	2.000	0.000
MILLWRIGHT		HWY		19.060	20.310	1.5	1.5	2.0	1.600	2.000	0.000
OPERATING ENGINEER		BLD	1	19.250		1.5	1.5	2.0	2.700	2.500	0.000
OPERATING ENGINEER		BLD	2	17.600		1.5	1.5	2.0	2.700	2.500	0.000
OPERATING ENGINEER		BLD	3	15.250		1.5	1.5	2.0	2.700	2.500	0.000
OPERATING ENGINEER		HWY	1	19.250		1.5	1.5	2.0	2.700	2.500	0.000
OPERATING ENGINEER		HWY	2	17.600		1.5	1.5	2.0	2.700	2.500	0.000
OPERATING ENGINEER		HWY	3	15.250		1.5	1.5	2.0	2.700	2.500	0.000
PAINTER		BLD		17.350	18.350	1.5	2.0	2.0	1.550	1.700	0.000
PAINTER OVER 30FT		BLD		18.350	19.350	1.5	2.0	2.0	1.550	1.700	0.000
PAINTER PWR EQMT		BLD		18.100	19.100	1.5	2.0	2.0	1.550	1.700	0.000
PILEDRIIVER		BLD		18.600	19.700	1.5	1.5	2.0	2.400	3.220	0.000
PILEDRIIVER		HWY		18.740	19.990	1.5	1.5	2.0	2.400	3.220	0.000
PIPEFITTER		BLD		21.800	23.980	1.5	1.5	2.0	1.800	1.800	3.200
PLASTERER		BLD		18.620	19.120	1.5	1.5	2.0	2.000	2.200	0.000
PLUMBER		BLD		21.800	23.980	1.5	1.5	2.0	1.800	1.800	3.200
ROOFER		BLD		17.510	18.510	1.5	1.5	2.0	2.720	1.500	0.000
SHEETMETAL WORKER		BLD		18.350	19.850	1.5	2.0	2.0	2.330	1.950	0.000
SPRINKLER FITTER		BLD		20.760	22.260	1.5	2.0	2.0	3.150	2.500	0.000
STONE MASON		BLD		16.325	16.825	1.5	1.5	2.0	1.100	1.000	0.000
TERRAZZO MASON		BLD		20.100	21.100	2.0	2.0	2.0	0.000	0.000	0.000
TILE LAYER		BLD		18.105	19.205	1.5	1.5	2.0	1.800	2.120	0.000
TILE MASON		BLD		19.950	20.950	2.0	2.0	2.0	0.000	0.000	0.000
TRUCK DRIVER		ALL	1	16.975		1.5	1.5	2.0	3.800	2.075	0.000
TRUCK DRIVER		ALL	2	17.375		1.5	1.5	2.0	3.800	2.075	0.000
TRUCK DRIVER		ALL	3	17.575		1.5	1.5	2.0	3.800	2.075	0.000
TRUCK DRIVER		ALL	4	17.825		1.5	1.5	2.0	3.800	2.075	0.000

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

IL. DEPT. OF LABOR PREVAILING WAGES FOR MACON COUNTY EFFECTIVE 06/01/93
 DIVISION of CONCILIATION & MEDIATION PH(217-782-1710)

NAME OF TRADE	RGN	TYP	C L S	HOURLY-RATES		OVERTIME-RATES			HRLY-FRINGE-RATE		
				BASIC	FORMN	M-F>8	SAT	SU&HO	WLFR	PENSN	VACTN
ASBESTOS ABT-GEN		BLD		15.700	16.450	1.5	1.5	2.0	2.000	2.500	0.000
ASBESTOS ABT-MEC		BLD		23.560	24.560	1.5	1.5	2.0	2.770	4.120	0.000
BOILERMAKER		BLD		21.650	23.150	1.5	1.5	2.0	2.500	2.570	0.000
BRICK MASON		BLD		19.430	20.430	1.5	1.5	2.0	1.800	1.000	0.000
CARPENTER		BLD		18.100	19.200	1.5	1.5	2.0	2.400	3.220	0.000
CARPENTER		HWY		18.240	19.490	1.5	1.5	2.0	2.400	3.220	0.000
CEMENT MASON		BLD		18.400	18.900	1.5	1.5	2.0	2.000	2.200	0.000
CEMENT MASON		HWY		17.975	18.275	1.5	1.5	2.0	2.000	2.200	0.000
ELECTRIC PWR EQMT OP		ALL		20.210		1.5	1.5	2.0	1.500	3.030	0.000
ELECTRIC PWR GRNDMAN		ALL		13.740		1.5	1.5	2.0	1.500	2.060	0.000
ELECTRIC PWR LINEMAN		ALL		21.700	23.120	1.5	1.5	2.0	1.500	3.250	0.000
ELECTRIC PWR TRK DRV		ALL		15.330		1.5	1.5	2.0	1.500	2.300	0.000
ELECTRICIAN		BLD		20.500	22.550	1.5	1.5	2.0	2.500	2.365	0.000
FENCE ERECTOR	E	ALL		12.000	16.000	1.5	1.5	2.0	1.700	1.500	0.000
GLAZIER		BLD		19.800		1.5	2.0	2.0	0.000	1.800	0.000
HT/FROST INSULATOR		BLD		23.560	24.560	1.5	1.5	2.0	2.770	4.120	0.000
IRON WORKER		ALL		18.050	19.050	1.5	1.5	2.0	2.200	3.250	0.000
IRON WORKER		BLD		17.650	18.450	1.5	1.5	2.0	1.600	3.650	0.000
IRON WORKER		HWY		17.500	18.250	1.5	1.5	2.0	1.600	3.650	0.000
LABORER		BLD		15.700	16.450	1.5	1.5	2.0	2.000	2.500	0.000
LABORER		HWY		16.400	17.150	1.5	1.5	2.0	2.000	2.500	0.000
LATHER		BLD		18.105	19.205	1.5	1.5	2.0	1.800	2.120	0.000
MACHINERY MOVER		BLD		21.800	22.800	2.0	2.0	2.0	2.000	1.000	1.500
MACHINIST		BLD		22.500	23.500	2.0	2.0	2.0	2.200	1.000	1.550
MARBLE MASON		BLD		19.950	20.950	2.0	2.0	2.0	0.000	0.000	0.000
MILLWRIGHT		BLD		19.780	21.280	1.5	1.5	2.0	2.400	2.000	0.000
MILLWRIGHT		HWY		19.060	20.310	1.5	1.5	2.0	1.600	2.000	0.000
OPERATING ENGINEER		BLD	1	19.250		1.5	1.5	2.0	2.700	2.500	0.000
OPERATING ENGINEER		BLD	2	17.600		1.5	1.5	2.0	2.700	2.500	0.000
OPERATING ENGINEER		BLD	3	15.250		1.5	1.5	2.0	2.700	2.500	0.000
OPERATING ENGINEER		HWY	1	19.250		1.5	1.5	2.0	2.700	2.500	0.000
OPERATING ENGINEER		HWY	2	17.600		1.5	1.5	2.0	2.700	2.500	0.000
OPERATING ENGINEER		HWY	3	15.250		1.5	1.5	2.0	2.700	2.500	0.000
PAINTER		BLD		17.350	18.350	1.5	2.0	2.0	1.550	1.700	0.000
PAINTER OVER 30FT		BLD		18.350	19.350	1.5	2.0	2.0	1.550	1.700	0.000
PAINTER PWR EQMT		BLD		18.100	19.100	1.5	2.0	2.0	1.550	1.700	0.000
PILEDRIIVER		BLD		18.600	19.700	1.5	1.5	2.0	2.400	3.220	0.000
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PLASTERER		BLD		18.620	19.120	1.5	1.5	2.0	2.000	2.200	0.000
PLUMBER		BLD		21.800	23.980	1.5	1.5	2.0	1.800	1.800	3.200
ROOFER		BLD		17.510	18.510	1.5	1.5	2.0	2.720	1.500	0.000
SHEETMETAL WORKER		BLD		18.350	19.850	1.5	2.0	2.0	2.330	1.950	0.000
SPRINKLER FITTER		BLD		20.760	22.260	1.5	2.0	2.0	3.150	2.500	0.000
STONE MASON		BLD		16.325	16.825	1.5	1.5	2.0	1.100	1.000	0.000
TERRAZZO MASON		BLD		20.100	21.100	2.0	2.0	2.0	0.000	0.000	0.000
TILE LAYER		BLD		18.105	19.205	1.5	1.5	2.0	1.800	2.120	0.000
TILE MASON		BLD		19.950	20.950	2.0	2.0	2.0	0.000	0.000	0.000
TRUCK DRIVER		ALL	1	16.975		1.5	1.5	2.0	3.800	2.075	0.000
TRUCK DRIVER		ALL	2	17.375		1.5	1.5	2.0	3.800	2.075	0.000
TRUCK DRIVER		ALL	3	17.575		1.5	1.5	2.0	3.800	2.075	0.000
TRUCK DRIVER		ALL	4	17.825		1.5	1.5	2.0	3.800	2.075	0.000

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