

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217) 428-6617

JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

June 15, 1989 4:30 P.M.

- I. Call to Order - Mark Sorensen, President
- II. Approval of Minutes
 - A. Meeting of May 25, 1989
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of May 22, 1989
 - B. Finance & Properties Committee
 1. Approval of bills for May 1989
 2. Meeting of June 6, 1989
 - C. Nominating Committee
 1. Election of Officers
 - D. Rolling Prairie
 1. Report on June RPLS Board meeting
- VI. Avenues to Excellence
 - A. Chapter I, Structure and Governance
- VII. Old Business
- VIII. New Business
 - A. Resolution Determining Prevailing Wage Rates
- IX. Adjournment

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

June 15, 1989

I. Roll Call

The meeting was called to order at 4:35 p.m. by President Sorensen. Members present: Mr. Sorensen, Mrs. Ohlsen, Mrs. Martin, Mr. Gaumer, Mr. Lockmiller, Mrs. Shade, and Mr. Smith. Absent: Mrs. Lutovsky. Staff present: Ms. Humphreys, Mrs. Gibson, Mr. Kupish, and Mrs. Brooks. Others present: Mr. Tortorice (security guard) and Owen Balding.

II. Minutes

There were no corrections or additions to the May minutes; they stood approved as mailed.

III. Communication From The Public

Mr. Owen Balding presented a variety of concerns to the Board.

IV. City Librarian's Report

The City Librarian's written report had been previously mailed. The City Librarian was not present; the Assistant City Librarian was present to answer any questions.

There was some discussion about the weeding project and the number of volumes being purchased.

Mrs. Gibson reported that 935 children signed up for the Summer Reading Program during the first 12 days.

Mrs. Gibson, Mr. Merrick, and Ms. Ritchie will be attending the American Library Association convention in Dallas during the end of June.

V. Reports of Committees

Personnel, Policy, and Public Relations: The minutes of the meeting of May 22, 1989, were presented and accepted.

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

The minutes of the June 6 meeting were reviewed, but no action was taken.

Rolling Prairie: Mrs. Lutovsky was not present to report on the meeting.

VI. Avenues to Excellence

Mrs. Gibson reported on Chapter I, Structure and Governance.

VII. Old Business

The language in the personnel policy manual regarding maternity leave was discussed, but tabled until the next meeting.

VIII. New Business

Mr. Sorensen proposed the following slate of officers for fiscal year 1989/90: Mrs. Ohlsen, President; Mr. Lockmiller, Vice President; Mr. Gaumer, Secretary. There were no other nominations from the floor. Mr. Smith made a motion to cast a unanimous ballot for this slate of officers. Motion was seconded by Mrs. Shade and unanimously approved.

Mr. Smith made a motion to approve the Resolution Determining Prevailing Wage Rates. Motion was seconded by Mrs. Ohlsen and unanimously approved.

Mrs. Martin moved that the Board recess to closed executive session for the purpose of discussing salaries. Motion was seconded by Mr. Gaumer and unanimously approved.

Following the closed session, the meeting was re-opened to the public. Mr. Gaumer made a motion to approve a 20 cent per hour pay increase, retroactive to May 1, 1989, for all staff except the City Librarian and the Assistant City Librarian. The motion was seconded by Mrs. Martin and unanimously approved.

IX. Adjournment

Mr. Sorensen adjourned the meeting at 6:02 p.m.

Respectfully submitted,



Jerrodean Martin, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

May, 1989

I. Statistics

May was certainly not our usual "slow" month. Circulation increased 15.8% (8,360 items) over May 1988. Twelve month circulation is up 3.5% (26,569 items) over the previous twelve month period. All departments showed increases, with reference up 78% due to increased inter-library loans. Extension outreach was up 99% due to circulation of library materials at the new jail, and audiocassettes were up 97% due in part to books-on-tape.

Use of the library by patrons closely paralleled circulation, up 15% (3,635 patrons). Average daily attendance was 1,047. Service statistics remained stable, with a decrease of only .4% from May 1988.

II. Budget

Two unexpected expenses were encountered in May. A fourteen-year-old compressor in the air conditioning system was replaced for \$6,000. The average life expectancy for this type of equipment is 8 to 12 years; the remaining three compressors are fourteen to seventeen years old.

On May 23, vandals broke the large window in the children's story room. Part of the glass was saved by replacing the large window with two smaller windows.

A washer and dryer were purchased to wash rags used by janitors. Last year, the library spent \$365 to have our laundry done outside the building.

Two videocassette players were ordered to replace our six-year-old units which were frequently repaired last year.

III. Collection Development

Over the past 13 years, one library volunteer, Mrs. Betty Turnell, has compiled over 100 oral histories of life in Decatur. These histories represent people from all walks of life and serve as an invaluable account of Decatur's history. Mrs. Turnell is moving to Peoria, and we are looking for a volunteer(s) to replace her and continue this important collection.

IV. Personnel

Sixty-three volunteers worked 182 hours in May.

On May 25, seventy local librarians attended a reference workshop sponsored by Rolling Prairie Library System at Decatur Public Library. Our reference staff attended the workshop and helped to gather the materials used. The speaker (from Illinois Valley Library System) was highly impressed with the cooperation he found between RPLS and DPL.

Cathy Ritchie, young adult librarian, attended a one-day workshop on "Serving Young Adults in the Public Library" held at Chicago Public Library. She noted that the Decatur Public Library easily meets and in some cases exceeds the standards for good YA service as discussed at this workshop.

Jeff Dick, audio-visual librarian, was in Chicago in May to attend the American Film and Video Association. This convention previews new materials and equipment.

Sharon Bakula, Roberta Brooks, and Grace Veach (all from the Catalog Department) attended an ILLINET "Introduction to DOS" workshop at Sangamon State University.

Dayle Merideth, library assistant in the adult services department, attended the "Illinois Author Symposium on Vietnam" held in Springfield. Mrs. Merideth previously compiled a book list on fiction titles owned by Decatur Public Library about Vietnam. With the information from this symposium, she plans to compile another one with non-fiction titles.

The acquisitions department had three visitors from Lincoln Library in Springfield. The purpose of their visit was to see how Decatur Public Library handles its standings orders, memorial gifts, and to look at the types of files this department maintains.

The draft of the long range plan was reviewed by each department. Several departments submitted written comments, and two question/answer sessions were held for library staff. Mrs. Gibson and I will compile the data and prepare a presentation in early July for the Board. This will help to establish the major priorities of the Board. With this information, Mrs. Gibson and I will refine the draft and present it to the Long Range Planning Committee for approval. After committee approval, the plan will be presented to the Board in mid-August.

V. Public Relations

The Decatur Area Arts Council and the Friends of the Library will sponsor Milbre Burch, nationally known storyteller, as the final event of the summer reading program.

The library will have a full page of information in the July/August Chamber of Commerce "Good Times" publication. Articles about the juvenile and young adult summer programs will be featured. The Chamber of Commerce is also updating its magazine which describes Decatur. Nichols Advertising (the company in charge of updating) said that the

library will be given a full page (compared to one paragraph in the earlier edition).

Staff spoke on local radio stations seven times in May, not including the book reviews which are on WXFM. The radio stations frequently call the library requesting that library staff speak. The local newspapers have printed several articles about the library during the past month, including a story about the new computer system purchased, the summer reading program, and Mrs. Gibson's column.

A new "newsletter" format has been developed to replace the calendar. Although this format is an improvement, we plan to further improve the layout and look with the use of a desktop publishing system. I welcome your comments concerning the newsletter.

Mr. Merrick was recently featured in a Herald and Review article entitled "The Answer Man." He received over 100 copies of the article from staff, friends, acquaintances, and patrons. The reference department is frequently forgotten, since it does not generate circulation, but serves the community by providing answers to questions either in person or on the phone. I had an opportunity to work the reference desk the morning that this article appeared in the paper. Needless to say, I was extremely busy that morning, but it was a joy to answer the questions of patrons who had never before thought about calling the library for their answers.

Thirty groups visited the children's department during May. This department also held four preschool story times and two lap-sit programs. Fifty children visited the children's department through the Baby TALK program.

The extension department distributed its summer schedule to 15 schools and organizations. Bookmobiles made special visits to Southeast Elementary School and two visits to Northwest Christian Academy.

Ms. Ritchie visited librarians at two schools concerning the YA summer reading program. Their librarians are helping to publicize the YA program.

VI. Other

I want to encourage all Board members to attend the reception with Secretary of State Jim Edgar on Wednesday, June 21. Tentative arrangements are for a 3:00 p.m. visit.

STATISTICAL REPORT

May 1989

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1989	29,036	1,942	20,165	51,143	665,897
1988	25,346	1,617	18,246	45,209	665,561
AV materials, 1989	10,193			10,193	120,330
1988	7,767			7,767	94,097
Total circulation, 1989	39,229	1,942	20,165	61,336	786,227
1988	33,113	1,617	18,246	52,976	759,658

Volumes purchased this 12 months to date: ~~14,149~~ 14,271
 Volumes purchased last 12 months to date: ~~15,311~~ 15,415

TECHNICAL SERVICES

New books added	998
New titles added	437
Books withdrawn	1,414
Books mended	1,101
Gifts	245

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1989/90</u>	<u>YTD Expended 1988/89</u>	<u>Unexpended</u>
Personal Services	1,632,591	124,033	118,106	1,508,558
Operating	386,151	20,215	14,649	365,936
Capital & books	256,500	17,293	19,622	239,207

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	10 + 1	0	0	10 + 1
Library Assistants	8 + 5	0	0	8 + 5
Clerical	18 + 10	0	0	18 + 10
Pages	5 + 12	1	0	5 + 11
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: two circulation clerks (1/2 time), one temporary page

COMPUTER DOWN-TIME FOR MONTH: 1 hour, 24 minutes

PATRONS REGISTERED: 370 adult, 84 youth, 191 juvenile = 645 total

PATRON CONTACTS: this 12 months to date: 93,982
last 12 months to date: 106,387

PERSONNEL, POLICY, AND PUBLIC RELATIONS COMMITTEE

May 22, 1989 4:00 p.m.

Chairperson Jerrodean Martin called the meeting to order at 4:10 p.m. Members present: Mrs. Lutovsky, Mrs. Martin, Mrs. Shade, Mr. Smith, and Mr. Seidl. The purpose of the meeting was to review Mr. Seidl's progress in achieving his goals.

Each of Mr. Seidl's goals and purposes is listed below, followed by an explanation of how Mr. Seidl achieved that goal, and the committee's recommendations and comments concerning that goal.

1. GOAL: To expand public relations efforts and library programs to increase awareness of the Library and its services. Library programs to be investigated for expansion include: young adult programs, preschool programs, books on tape, programs for senior citizens, expanded public service programs in the auditorium, and increased distribution of expanded newsletter.

PURPOSE: Expanded programs equals expanded circulation and positive public relations.

Mr. Seidl's response: The library sponsored 177 programs attended by 7,928 people. Sixty-two news releases were sent to the media and the Herald and Review printed 12 feature stories during the year. Library staff were on local radio stations 128 times and we received television coverage on ten occasions. We distributed 1600 calendars each month. Library attendance increased by 4.9% and circulation increased by 2.34%. We received considerable positive feedback from the public and the media for our public relations efforts.

Committee's response: Committee members noted improvements in the number and variety of library programs and the media coverage of library events. Suggestions for future programs included additional senior-related activities, use of the Golden K Club, and improving the monthly calendar of events.

2. GOAL: To improve the library staff's ability to deal with the public in a more courteous and friendly manner.

PURPOSE: To keep the staff from forgetting what their real goal should be - serving the community in as positive and enthusiastic manner as possible.

Mr. Seidl's response: All public service department staffs reviewed two video programs about the importance of serving the public. Each department then discussed ways in which they could improve their public service.

A staff institute was held February 27 with nationally known consultant Sharon Pierce. She spoke about serving the public and communication among staff.

To alleviate understaffing in circulation, we assigned patron registration to other departments, used pages to unload book trucks, and held quarterly meetings with the circulation staff.

Committee's response: The committee recommended that the library develop a comprehensive customer relations program for the staff. It should stress positive reinforcement of outstanding performance, establishment of a recognition program, and continued education and workshops with emphasis on service to the public.

3. GOAL: To strengthen communication skills and to work more cooperatively with Board members on matters for Board consideration in an impartial and non-judgmental manner.

PURPOSE: This will allow Board members, staff, and public to see both sides of an issue.

Mr. Seidl's response: Information was distributed before board and committee meetings concerning topics to be discussed. Several points of view were presented for each topic in these informational packets so that the board and committee members could be prepared.

Important library communications are now issued as administrative memos and sent to all departments. Quarterly meetings with the staff are being held to discuss important library issues.

Committee's response: Improvement in communications with the Board was noted. When developing a recommendation, the City Librarian should consult with Board members to determine their ideas, opinions, etc. before communicating these recommendations with others.

4. GOAL: To continue working with the educational community by forming an advisory committee composed of Decatur Public Library librarians, school librarians, teachers, and students for the purpose of expanding dialogue through cooperative efforts. This committee should be creative about ways the Library and the educational community can support and promote each other's activities.

Mr. Seidl's response: A committee was formed to write and administer a YA Connection grant which was funded through the Illinois State Library. This committee developed and promoted six programs geared toward teenagers. The committee includes librarians, local educators, and teens.

Committee's response: Expand the YA Connection committee to include a wide variety of people (teachers and librarians) who will represent not only the young adults, but all school age children.

5. GOAL: To visit five exemplary libraries of comparable size to Decatur and consult with the Directors concerning the libraries; report to the Board on ideas that may be appropriate.

PURPOSE: To become more informed as to what is happening in other library situations. By sharing program ideas, we may profit by learning of other's successes and vice versa.

Mr. Seidl's response: Public libraries visited:

#1. Carmel, Indiana. I learned how they converted from the card catalog to the online catalog.

#2. Danville, Illinois. The Extension Department uses service clubs to deliver books to shut-ins.

#3. Arlington Heights, Illinois. They had innovative ways to shelve and display audio-visual materials.

#4. Naperville, Illinois. They constructed unique shelving for brochures that were available to the public.

#5. Schaumburg, Illinois. I toured their business center and audio-visual department.

I have also consulted with Bloomington, Champaign, and Springfield library directors on numerous occasions to discuss issues related to Decatur Public Library. I met with the Bloomington director for an in-depth discussion of Decatur Public Library's services, programs, and policies. I attended bimonthly meetings with Macon County directors to discuss topics of mutual concern.

Committee's response: Continue to meet with library directors to learn administrative management techniques, policies, programs, and services that could be implemented at Decatur Public Library.

6. GOAL: To assist the long range planning committee in writing and implementing a long range plan to be completed by August 1989 with input from board, staff, and citizens. This will consist of a mission statement, goals, objectives, time frames, and cost estimates for implementation of the plan.

Mr. Seidl's response: The long range planning committee and I reviewed data about the community and the library and trends that pertain to future services. We developed a mission statement for the library. Then we selected the roles the library should play in the community. From the mission statement and the roles, we asked the staff for goals and objectives that they believed the library should strive to meet. The committee developed six major goals and objectives for each. Now the staff are reviewing these and recommending action.

Committee's response: The Long Range Plan is 80% complete. During the next four months, the plan will be presented for Board review and discussion, with completion scheduled for October 1989.

7. GOAL: To attend a second phase of the management skills seminar on development and/or leadership skills (preferably leadership).

Mr. Seidl's response: I attended a management skills seminar at the University of Milwaukee, December 12-16, 1988.

Committee's response: Goal completed.

8. GOAL: To evaluate and recommend a course of action for long term financial problems regarding the cost of library services and the ability of the Library to generate adequate revenue from property taxes. Look for new funding through competing for a minimum of four grants during the year.

Mr. Seidl's response: I proposed a two tier pay scale to reduce the cost of personnel (which is 75% of the total budget).

I recommended the lease/purchase of the library circulation computer.

The following grants were applied for:

#1. \$800 from the Decatur Area Arts Council for a storyteller (summer reading program).

#2. \$9,550 LSCA mini grant from the Illinois State Library for the YA Connection program.

#3. \$9,150 LSCA mini grant from the Illinois State Library for materials for the bookmobiles for the senior citizens and the handicapped.

#4. \$2,500 from the Decatur Chamber of Commerce for the library to start a business collection.

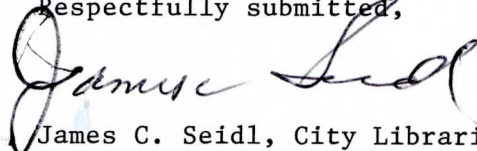
#5. \$29,000 literacy grant for Project READING.

#6. \$78,000 LSCA grant from the Illinois State Library to create an economic development collection.

Committee's response: Four of the grants applied for were funded. The City Librarian should continue to seek grants, develop an active campaign to solicit funds for the foundation, and explore long-term solutions to the financial needs of the library.

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

Respectfully submitted,



James C. Seidl, City Librarian

FOR PERIOD ENDING 5/31/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/08/89	FIRST MAIL BANK OF DECATUR	12.00	24861	5/08/89	RENTAL-EQUIPMENT
5/12/89	ILLINOIS TELEPHONE CO	32.35	24960	5/12/89	TELEPHONE SCHOOL
5/12/89	KIRBY ANN INC	82.50	24970	5/12/89	OFFICE SUPPLIES
5/12/89	SATTLEY'S INC	34.91	25003	5/12/89	OFFICE SUPPLIES
5/12/89	TREAS-GENERAL FUND	37.54	25019	5/12/89	POSTAGE
5/12/89	TREAS-GENERAL FUND	198.15	25019	5/12/89	JANITORIAL SUPPLIES
5/12/89	TREAS-PETTY CASH	28.35	25020	5/12/89	OFFICE SUPPLIES
5/12/89	TREAS-PETTY CASH	14.89	25020	5/12/89	CONFERENCES AND OTHER TRAVEL
5/12/89	TREAS-PETTY CASH	15.98	25020	5/12/89	MATERIALS TO MAINT BLDGS
5/12/89	TREAS-PETTY CASH	32.01	25020	5/12/89	MATERIALS TO MAINT AUTO EQUIP
5/12/89	TREAS-PETTY CASH	221.42	25048	5/12/89	OFFICE SUPPLIES
5/12/89	TREAS-NON MEDICAL INS	48.59	25048	5/12/89	MOTOR VEHICLE-INSURANCE
5/12/89	TREAS-NON MEDICAL INS	937.27	25048	5/12/89	BOILER INSURANCE
5/12/89	TREAS-NON MEDICAL INS	520.00	25048	5/12/89	PROPERTY INSURANCE
5/12/89	TREAS-CURR GARAGE FD	145.89	25050	5/12/89	GENERAL LIABILITY INSURANCE
5/12/89	TREAS-GENERAL FUND	2,823.47	25051	5/12/89	GASOLINE
5/12/89	TREAS-GENERAL FUND	2,880.25	25051	5/12/89	GAS
5/12/89	TREAS-PETTY CASH	4.76	25054	5/12/89	TRANSFER TO GENERAL FUND
5/12/89	TREAS-PETTY CASH	50.86	25054	5/12/89	POSTAGE
5/12/89	TREAS-PETTY CASH	1,070.61	25054	5/12/89	MATERIALS TO MAINT BLDGS
5/12/89	BAKER & TAYLOR CO	795.01	25067	5/12/89	BOOKS-MAIN ADULT
5/12/89	BAKER & TAYLOR CO	35.60	25067	5/12/89	BOOKS-MAIN YOUTH
5/12/89	BAKER & TAYLOR CO	277.86	25067	5/12/89	BOOKS-MAIN JUVENILE
5/12/89	BAKER & TAYLOR CO	9.75	25067	5/12/89	BOOKS-EXTENSION ADULT
5/12/89	BAKER & TAYLOR CO	6.80	25067	5/12/89	BOOKS-EXTENSION ADULT
5/12/89	BAKER & TAYLOR CO	50.49	25067	5/12/89	AV-PHONODICS
5/12/89	BAKER & TAYLOR CO	92.90	25067	5/12/89	AV-VIDEOS
5/12/89	DECATUR HERALD & REVIEW	794.06	25070	5/12/89	BOOKS-MAIN REFERENCE
5/12/89	ILLINOIS TELEPHONE CO	107.84	25070	5/12/89	TELEPHONE REFERENCE
5/12/89	JACK JEFF CHAM COMMERCE	30.00	25089	5/12/89	TELEPHONE AND OTHER TRAVEL
5/12/89	TREAS-WATER FUNDS	165.47	25095	5/12/89	CONFERENCES AND OTHER TRAVEL
5/12/89	ILLINOIS TELEPHONE CO	152.61	25101	5/12/89	TELEPHONE
5/12/89	TREAS-PETTY CASH	13.90	25117	5/12/89	WATER
5/12/89	TREAS-PETTY CASH	9.94	25117	5/12/89	TELEPHONE
5/12/89	TREAS-PETTY CASH	46.60	25143	5/12/89	SEV TO MAINT AUTO EQUIPMENT
5/12/89	TREAS-PETTY CASH	204.60	25143	5/12/89	JANITORIAL SUPPLIES
5/12/89	TREAS-PETTY CASH	204.60	25143	5/12/89	MATERIALS TO MAINT BLDGS
5/12/89	TREAS-PETTY CASH	63.61	25143	5/12/89	MATERIALS TO MAINT AUTO EQUIP
5/12/89	TREAS-PETTY CASH	311.05	25143	5/12/89	OFFICE SUPPLIES
5/12/89	TREAS-PETTY CASH	5,985.08	25143	5/12/89	TUITION REIMBURSEMENT
5/12/89	TREAS-PETTY CASH	101.25	25150	5/12/89	TUITION REIMBURSEMENT
5/12/89	TREAS-PAYROLL CLEARING	48,436.37	25158	5/12/89	TUITION REIMBURSEMENT
5/12/89	TREAS-PAYROLL CLEARING	1,135.20	25158	5/12/89	POSTAGE
5/12/89	TREAS-IMRF	16,267.22	25158	5/12/89	POSTAGE
5/12/89	BAKER & TAYLOR CO	12.40	25161	5/12/89	POSTAGE
5/12/89	BAKER & TAYLOR CO	203.50	25161	5/12/89	TELEPHONE
5/12/89	BAKER & TAYLOR CO	200.00	25219	5/12/89	TELEPHONE AND MEDICAL INSURANCE
5/12/89	BAKER & TAYLOR CO	33.55	25220	5/12/89	HOSPITAL LIFE INSURANCE
5/12/89	BAKER & TAYLOR CO	738.40	25220	5/12/89	GROUP LIFE INSURANCE
5/12/89	BAKER & TAYLOR CO	47.00	25220	5/12/89	WORKERS COMPENSATION
5/12/89	BAKER & TAYLOR CO	20.70	25220	5/12/89	REGULAR SALARIES
5/12/89	BAKER & TAYLOR CO	43.82	25220	5/12/89	TEMPORARY SALARIES
5/12/89	BAKER & TAYLOR CO	202.00	25220	5/12/89	RETIREMENT-IMRF
5/12/89	BAKER & TAYLOR CO	27.06	25226	5/12/89	BOOKS-MAIN ADULT
5/12/89	BAKER & TAYLOR CO	20.70	25226	5/12/89	BOOKS-MAIN YOUTH
5/12/89	BAKER & TAYLOR CO	43.82	25226	5/12/89	BOOKS-MAIN JUVENILE
5/12/89	BAKER & TAYLOR CO	70.00	25226	5/12/89	BOOKS-PROFESSIONAL
5/12/89	BAKER & TAYLOR CO	202.00	25226	5/12/89	BOOKS-EXTENSION ADULT
5/12/89	ANIMATION PACKAGING SYSTEMS	47.00	25226	5/12/89	AV-VIDEOS
5/12/89	ALLIED PACKAGING SYSTEMS	27.06	25271	5/12/89	AV-VIDEOS
5/12/89	BAKER & TAYLOR CO	20.70	25278	5/12/89	OFFICE SUPPLIES
5/12/89	BAKER & TAYLOR CO	43.82	25281	5/12/89	BOOKS-MAIN ADULT
5/12/89	BAKER & TAYLOR CO	70.00	25281	5/12/89	BOOKS-MAIN YOUTH
5/12/89	BAKER & TAYLOR CO	202.00	25281	5/12/89	BOOKS-MAIN JUVENILE
5/12/89	BAKER & TAYLOR CO	202.00	25281	5/12/89	BOOKS-MAIN REFERENCE

FOR PERIOD ENDING 5/31/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/22/89	BAKER	305.97	25281	5/31/89	AV-VIDEOS
5/16/89	BAKER	760.90	25282	5/31/89	BOOKS--MAIN ADULT
5/16/89	BAKER	25.49	25282	5/31/89	BOOKS--MAIN YOUTH
5/16/89	BAKER	117.21	25282	5/31/89	BOOKS--MAIN JUVENILE
5/16/89	BAKER	120.41	25282	5/31/89	BOOKS--MAIN REFERENCE
5/16/89	BAKER	116.76	25282	5/31/89	BOOKS--EXTENSION ADULT
5/16/89	BAKER	130.74	25282	5/31/89	BOOKS--EXTENSION JUVENILE
5/22/89	BAKER	1.186	25283	5/31/89	AV-VIDEOS
5/22/89	BAKER	1.42	25283	5/31/89	BOOKS--MAIN ADULT
5/22/89	BAKER	1.06	25283	5/31/89	BOOKS--MAIN YOUTH
5/16/89	BAKER	371.01	25283	5/31/89	BOOKS--MAIN JUVENILE
5/16/89	BAKER	2	25283	5/31/89	BOOKS--EXTENSION REFERENCE
5/16/89	BAKER	8.25	25283	5/31/89	BOOKS--EXTENSION YOUTH
5/16/89	BAKER	16.70	25283	5/31/89	AV-VIDEOS
5/22/89	BAKER	113.08	25284	5/31/89	AV-VIDEOS
5/22/89	BAKER	1.165	25284	5/31/89	BOOKS--MAIN ADULT
5/22/89	BAKER	488.26	25284	5/31/89	BOOKS--MAIN YOUTH
5/22/89	BAKER	234.78	25284	5/31/89	BOOKS--MAIN JUVENILE
5/22/89	BAKER	123.60	25284	5/31/89	BOOKS--EXTENSION ADULT
5/22/89	BAKER	281.43	25284	5/31/89	BOOKS--EXTENSION JUVENILE
5/22/89	BAKER	98.33	25284	5/31/89	AV-VIDEOS
5/22/89	BAKER	692.53	25285	5/31/89	BOOKS--MAIN ADULT
5/22/89	BAKER	91.46	25285	5/31/89	BOOKS--MAIN YOUTH
5/22/89	BAKER	169.30	25285	5/31/89	BOOKS--MAIN JUVENILE
5/22/89	BAKER	4	25285	5/31/89	BOOKS--EXTENSION ADULT
5/22/89	BAKER	6.87	25285	5/31/89	BOOKS--EXTENSION JUVENILE
5/26/89	BAKER	1.964	25286	5/31/89	BOOKS--MAIN ADULT
5/26/89	BAKER	395.48	25286	5/31/89	BOOKS--MAIN YOUTH
5/26/89	BAKER	483.24	25286	5/31/89	BOOKS--MAIN JUVENILE
5/26/89	BAKER	1.206	25287	5/31/89	BOOKS--EXTENSION ADULT
5/26/89	BAKER	1.25	25287	5/31/89	BOOKS--EXTENSION JUVENILE
5/26/89	BAKER	35.69	25287	5/31/89	BOOKS--MAIN ADULT
5/26/89	BAKER	87.00	25287	5/31/89	BOOKS--MAIN YOUTH
5/26/89	BAKER	237.44	25287	5/31/89	BOOKS--MAIN JUVENILE
5/26/89	BAKER	8.04	25287	5/31/89	BOOKS--EXTENSION ADULT
5/26/89	BAKER	67.09	25287	5/31/89	BOOKS--EXTENSION JUVENILE
5/25/89	BAYLESS	700.00	25288	5/31/89	AV-VIDEOS
5/18/89	BECK'S	38.00	25289	5/31/89	OTHER MACHINERY AND EQUIPMENT
5/16/89	BETTER	44.93	25302	5/31/89	OFFICE SUPPLIES
5/26/89	CAPITAL	74.83	25306	5/31/89	MAG/PAPERS--MAIN ADULT
5/26/89	CENTRAL	41.95	25335	5/31/89	MAG/PAPERS--EXTEN ADULT
5/26/89	CENTRAL	4.95	25336	5/31/89	JANITORIAL SUPPLIES
5/22/89	CHAMPAIGN	121.00	25343	5/31/89	SERV TO MAINT AUTO EQUIPMENT
5/18/89	CHICAGO	350.54	25356	5/31/89	BOOKS--MAIN REFERENCE
5/11/89	DAVIDSON	207.91	25372	5/31/89	MAG/PAPERS--MAIN ADULT
5/11/89	DISCOVER	209.97	25374	5/31/89	OFFICE SUPPLIES
5/11/89	FACTS	88.00	25376	5/31/89	BOOKS--MAIN ADULT
5/22/89	GOVERNMENT	168.95	25404	5/31/89	MAG/PAPERS--MAIN REFERENCE
5/11/89	GOVERNMENT	20.00	25412	5/31/89	BOOKS--MAIN REFERENCE
5/11/89	GOVERNMENT	171.75	25422	5/31/89	BOOKS--MAIN REFERENCE
5/15/89	HARVARD	4.50	25424	5/31/89	MAG/PAPERS--MAIN ADULT
5/12/89	IMPOSSIBLE	10.50	25433	5/31/89	BOOKS--MAIN REFERENCE
5/26/89	IMPOSSIBLE	17.95	25438	5/31/89	MAG/PAPERS--MAIN ADULT

FOR PERIOD ENDING 5/31/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/23/89	STATE LIBRARY	327.51	25439	5/31/89	PRINTING AND BINDING EQUIP
5/23/89	STATE LIBRARY	369.00	25439	5/31/89	SERV TO MAINT OFFICE EQUIP
5/23/89	STATE LIBRARY	375.60	25439	5/31/89	TELEPHONE
5/23/89	STATE LIBRARY	36.02	25439	5/31/89	POSTAGE
5/23/89	STATE LIBRARY	865.29	25439	5/31/89	BOOKS-EQUIPMENT REFERENCE
5/12/89	ILLINOIS HISTORICAL SOCIETY	13.00	25441	5/31/89	BOOKS-MAIN REFERENCE
5/18/89	ILLINOIS SUPPLY, INC.	108.00	25442	5/31/89	JANITORIAL SUPPLIES
5/19/89	JAN SAN SUPPLY CO., INC.	174.78	25446	5/31/89	JANITORIAL SUPPLIES
5/25/89	K'S MERCHANDISE MART	177.67	25452	5/31/89	OFFICE SUPPLIES
5/13/89	NAIL RIFLE ASSN CONSERVATION ASSN	12.00	25516	5/31/89	MAG/PAPERS-MAIN ADULT
5/25/89	NORMAN'S CLEANERS	33.00	25519	5/31/89	MAG/PAPERS-MAIN ADULT
5/25/89	OK'S TRANSMISSION, INC	38.33	25521	5/31/89	SERV TO MAINT BUILDINGS
5/12/89	DT IS ELEVATOR COMPANY	286.85	25523	5/31/89	SERV TO MAINT BUILDINGS
5/21/89	POSTMASTER	54.22	25532	5/31/89	POSTAGE
5/26/89	PACK O FUN	11.00	25539	5/31/89	MAG/PAPERS-MAIN JUVENILE
5/26/89	PAUL GESSLY	22.00	25539	5/31/89	MAG/PAPERS-EXTEN JUVENILE
5/12/89	PSYCHOLOGY TODAY	281.75	25540	5/31/89	MATERIALS TO MAINT BLDGS
5/26/89	REGAL BUSINESS FORMS	72.00	25544	5/31/89	MAG/PAPERS-MAIN ADULT
5/19/89	ROCHESTER PUBLIC LIB. DIST.	719.80	25563	5/31/89	OFFICE SUPPLIES
5/22/89	SATLLEY, INC. COMMUNICATIONS	23.90	25566	5/31/89	BOOKS-MAIN JUVENILE
5/18/89	SCHUEM-TEL	26.82	25574	5/31/89	TELEPHONE
5/16/89	SMILIN-ATCHA MUSIC	100.00	25587	5/31/89	TELEPHONE
5/12/89	SCHOLASTIC MAGAZINES	38.92	25590	5/31/89	AV-CASSETTES
5/12/89	SENTINEL PEST CONTROL CO	17.85	25592	5/31/89	MAG/PAPERS-MAIN YOUTH
5/12/89	SOLDIER CREEK PRESS	220.00	25597	5/31/89	SERV TO MAINT BUILDINGS
5/22/89	SIMON & SCHUSTER	24.00	25600	5/31/89	BOOKS-MAIN ADULT
5/12/89	TECHNOLOGY REVIEW	6.83	25616	5/31/89	BOOKS-MAIN ADULT
5/31/89	TREAS-PETTY CASH	9.04	25619	5/31/89	CONFERENCES AND OTHER TRAVEL
5/31/89	TREAS-PETTY CASH	85.16	25619	5/31/89	MATERIALS TO MAINT BLDGS
5/31/89	TREAS-PETTY CASH	10.30	25619	5/31/89	OFFICE SUPPLIES
5/22/89	THORNDIKE	215.36	25621	5/31/89	OFFICE SUPPLIES
5/18/89	UNIVERSITY OF MISSOURI	77.71	25625	5/31/89	OFFICE SUPPLIES
5/18/89	UNITED AD LABEL CO., INC	3.75	25625	5/31/89	OFFICE SUPPLIES
5/16/89	UPSTART	45.00	25632	5/31/89	AV-VIDEOS
5/18/89	VIDEO LIBRARIAN	35.00	25632	5/31/89	BOOKS-MAIN REFERENCE
5/20/89	WEST PUBLISHING COMPANY	319.75	25636	5/31/89	MATERIALS TO MAINT BLDGS
5/18/89	W M GRAINGER, INC.	114.55	25638	5/31/89	RENTAL-EQUIPMENT
5/16/89	XEROX	6.51	25647	5/31/89	OFFICE SUPPLIES
5/18/89	ZBM	416.88	25651	5/31/89	REGULAR SALARIES
5/11/89	TREAS-PAYROLL CLEARING	48,726.73	30060	5/11/89	TEMPORARY SALARIES
5/11/89	TREAS-PAYROLL CLEARING	1,228.98	30063	5/11/89	TEMPORARY SALARIES
	TOTAL	161,581.71			

FOR PERIOD ENDING 5/31/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/16/89	BAKER & TAYLOR CO	5.96	25281	5/31/89	EXPENDITURES
5/16/89	BAKER & TAYLOR CO	82.47	25282	5/31/89	EXPENDITURES
5/22/89	BAKER & TAYLOR CO	78.97	25283	5/31/89	EXPENDITURES
5/22/89	BAKER & TAYLOR CO	22.84	25284	5/31/89	EXPENDITURES
5/22/89	BAKER & TAYLOR CO	54.69	25285	5/31/89	EXPENDITURES
5/27/89	BAKER & TAYLOR CO	83.05	25286	5/31/89	EXPENDITURES
5/20/89	BAKER & TAYLOR CO	33.20	25287	5/31/89	EXPENDITURES
5/23/89	TIPP-NOVELTY CO	21.00	25622	5/31/89	EXPENDITURES
	TOTAL	382.23			

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT CUMM
090	REGULAR SALARIES	1,287,953	97,358.10	97,358.10	107,329	1,190,594.90	.00	1,190,594.90	7.6
	PERSONAL SERVICES	1,287,953	97,358.10	97,358.10	107,329	1,190,594.90	.00	1,190,594.90	7.6
102	TEMPORARY SALARIES	31,448	2,364.18	2,364.18	2,620	29,083.82	.00	29,083.82	7.5
104	RETIREMENT-IMRF	224,619	16,944.44	16,944.44	18,718	207,674.56	.00	207,674.56	7.5
111	LIFE INSURANCE	1,215	101.25	101.25	1,011	1,113.75	.00	1,113.75	8.3
112	HOSPITAL AND MEDICAL INSURANCE	71,821	5,985.08	5,985.08	5,985	65,835.92	.00	65,835.92	8.3
114	WORKERS COMPENSATION	13,140	1,095.00	1,095.00	1,095	12,045.00	.00	12,045.00	7.7
115	SERVICE RECOGNITION	2,595	185.00	185.00	225	2,210.00	.00	2,210.00	7.7
	CONTRACTUAL SERVICES	344,638	26,674.95	26,674.95	28,744	317,963.05	.00	317,963.05	7.7
201	ADVERTISING AND BINDING	800	.00	.00	66	800.00	.00	800.00	17.6
202	PRINTING AND BUILDINGS	8,750	327.51	327.51	500	8,422.49	1,212.00	7,210.49	22.1
210	SERV TO MAINT IMPROVEMENTS	13,000	910.39	910.39	1,050	12,089.61	1,966.00	10,123.61	19.9
211	SERV TO MAINT OFFICE EQUIP	340	.00	.00	28	340.00	.00	340.00	7.7
212	SERV TO MAINT OFFICE EQUIP	2,000	48.28	48.28	166	1,951.72	350.00	1,601.72	7.7
213	ELECTRICITY	12,000	86.00	86.00	350	11,914.00	.00	11,914.00	4.6
214	GAS	67,000	3,054.72	3,054.72	2,812	63,945.28	.00	63,945.28	4.6
215	TELEPHONE	15,000	2,923.47	2,923.47	2,500	12,076.53	.00	12,076.53	16.7
216	WATER	16,800	1,489.49	1,489.49	1,000	14,510.51	.00	14,510.51	16.7
217	AUDITING SERVICES	900	165.47	165.47	66	634.53	.00	634.53	20.7
218	TRAINING SCHOOL	5,050	40.00	40.00	420	5,010.00	.00	5,010.00	8.0
219	CONFERENCES AND OTHER TRAVE	3,500	175.23	175.23	0	3,324.77	.00	3,324.77	5.0
220	POSTAGE	9,200	809.14	809.14	766	8,430.86	.00	8,430.86	8.8
221	COMPUTER SOFTWARE EXPENSE	1,000	.00	.00	83	1,000.00	.00	1,000.00	30.7
222	TUTOR REIMBURSEMENT	2,000	613.80	613.80	600	1,386.20	.00	1,386.20	8.3
223	OTHER PROFESSIONAL SERVICES	11,000	.00	.00	916	11,000.00	.00	11,000.00	8.3
224	PROFESSIONAL MEMBERSHIP FEE	2,300	.00	.00	0	2,300.00	.00	2,300.00	6.7
225	RENTAL-EQUIPMENT	32,400	883.80	883.80	2,700	32,400.00	2,700.00	29,700.00	8.3
226	RENTAL-EQUIPMENT	18,000	883.80	883.80	1,298	17,116.20	320.00	16,796.20	6.7
	COMMUNITIES	221,040	11,527.30	11,527.30	15,321	209,512.70	6,548.00	202,964.70	8.2
310	GASOLINE	2,500	145.89	145.89	208	2,354.11	.00	2,354.11	5.8
312	JANITORIAL SUPPLIES	3,500	486.73	486.73	62	3,013.27	231.76	2,781.51	20.5
320	MATERIALS TO MAINT BLDGS	13,000	584.62	584.62	1,050	12,445.38	5,325.05	7,120.33	45.2
327	MATERIAL TO MAINT AUTO EQUI	3,000	244.91	244.91	250	2,755.09	134.95	2,620.14	12.7
345	OFFICE SUPPLIES	30,000	2,648.20	2,648.20	900	27,351.80	330.67	27,021.13	9.9
	OTHER CHARGES	52,000	4,080.35	4,080.35	2,470	47,919.65	6,022.43	41,897.22	19.4
400	TRANSFERR TO GENERAL FUND	55,296	.00	.00	4,608	55,296.00	.00	55,296.00	8.3
418	VEHICLE-INSURANCE	34,593	2,880.25	2,880.25	2,880	31,682.75	.00	31,682.75	8.3
420	BOILER INSURANCE	583	221.42	221.42	0	2,435.58	.00	2,435.58	8.3
421	PROPERTY INSURANCE	11,247	48.59	48.59	0	534.41	.00	534.41	8.3
423	GENERAL LIABILITY INSURANCE	6,240	937.27	937.27	0	10,309.73	.00	10,309.73	8.3
499	SMALL CAPITAL ITEMS	2,525	520.00	520.00	0	5,720.00	.00	5,720.00	8.3
	CAPITAL CUTLAY	113,111	4,607.53	4,607.53	1,500	108,503.47	1,799.70	106,703.77	5.7
515	OFFICE MACHINERY AND EQUIP	10,800	.00	.00	900	10,800.00	780.00	10,020.00	7.2

GLA3010		CITY OF DECATUR				FY 1989-90		PAGE 50	
40000 DECATUR PUBLIC LIBRARY		REPORT OF EXPENDITURES TO BUDGET				FUND 20 DECATUR PUBLIC LIBRARY		5/31/89	
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
CAPITAL OUTLAY									
520	OTHER MACHINERY AND EQUIPME	700	700.00	700.00	58	.00	.00	.00	100.0
		11,500	700.00	700.00	958	10,800.00	780.00	10,020.00	12.9
CAPITAL CUTLAY									
801	BOOKS-MAIN ADULT	80,051	8,155.13	8,155.13	6,670	71,895.87	19,321.14	52,574.73	34.3
802	BOOKS-MAIN YOUTH	4,700	1,638.77	1,638.77	391	3,061.23	1,209.60	2,852.23	64.8
803	BOOKS-MAIN JUVENILE	28,000	881.05	881.05	2,333	2,118.95	1,909.36	2,209.59	10.0
804	BOOKS-MAIN REFERENCE	23,000	1,411.61	1,411.61	1,916	2,158.39	10,710.29	10,878.10	52.7
805	BOOKS-PROFESSIONAL	3,500	224.00	224.00	275	3,076.00	1,714.02	1,361.98	58.7
821	BOOKS-EXTENSION ADULT	15,000	1,735.62	1,735.62	1,250	13,264.38	3,905.40	9,358.98	37.6
822	BOOKS-EXTENSION YOUTH	500	21.66	21.66	41	478.34	50.54	427.80	14.4
823	BOOKS-EXTENSION JUVENILE	9,100	161.41	161.41	758	8,938.59	372.85	8,565.74	5.9
830	AV-PHONOTICS	4,900	28.75	28.75	675	8,071.25	1,292.88	6,778.37	16.3
831	AV-CASSETTES	4,900	562.26	562.26	408	4,337.74	1,833.63	2,504.11	48.9
841	MAG/VIDEOS	31,000	1,172.66	1,172.66	2,583	28,827.34	3,573.05	26,254.29	15.3
842	MAG/PAPERS-MAIN ADULT	20,820	474.38	474.38	1,733	20,745.62	1,110.61	19,635.01	7.6
843	MAG/PAPERS-MAIN YOUTH	812	17.85	17.85	67	794.15	.00	794.15	2.2
844	MAG/PAPERS-MAIN JUVENILE	1,209	11.00	11.00	100	1,198.00	.00	1,198.00	.9
845	MAG/PAPERS-MAIN REFERENCE	8,921	743.00	743.00	743	8,921.00	125.00	8,796.00	1.4
847	MAG/PAPERS-MAIN PROFESSIONAL	1,187	.00	.00	98	1,187.00	63.00	1,124.00	5.3
848	MAG/PAPERS-EXTEN ADULT	3,946	74.83	74.83	328	3,871.17	188.00	3,683.17	6.7
849	MAG/PAPERS-EXTEN YOUTH	201	22.00	22.00	21	3,253.00	.00	253.00	10.9
		245,000	16,592.98	16,592.98	20,408	228,407.02	47,578.77	180,828.25	26.2
** DIVISION TOTAL **		2,275,242	161,541.21	161,541.21	184,218	2,113,700.79	62,728.90	2,050,971.89	9.9

GLA3010		CITY OF DECATUR				FY 1989-90		PAGE 51	
40000 DPL-CAPITAL PROJECTS		REPORT OF EXPENDITURES TO BUDGET				FUND 21 DPL-CAPITAL PROJECTS		5/31/89	
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
** DIVISION TOTAL **									
		0	.00	.00	0	.00	.00	.00	.00

GLA3010		REPORT OF EXPENDITURES TO BUDGET FY 1989-90				PAGE 107	
41000 DPL-CANTONI TRUST		92 PUBLIC LIBRARY-TRUSTS				5/31/89	
OB	CD	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	UNENCUMBERED BALANCE
DESCRIPTION						ENCUMBERANC	CCUM
EXPENDITURES							
900		9,000	355.27	355.27	750	8,644.73	7,124.97
EXPENDITURES							20.8
** DIVISION TOTAL **		9,000	355.27	355.27	750	8,644.73	7,124.97
							20.8
							20.8

GLA3010		REPORT OF EXPENDITURES TO BUDGET FY 1989-90				PAGE 108	
42000 DPL-BRECKENRIDGE TRUST		92 PUBLIC LIBRARY-TRUSTS				5/31/89	
OB	CD	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	UNENCUMBERED BALANCE
DESCRIPTION						ENCUMBERANC	CCUM
EXPENDITURES							
900		10,000	.00	.00	833	10,000.00	10,000.00
EXPENDITURES							
** DIVISION TOTAL **		10,000	.00	.00	833	10,000.00	10,000.00

GLA3010		REPORT OF EXPENDITURES TO BUDGET FY 1989-90				PAGE 109	
43000 EPL-BRIDGES TRUST		92 PUBLIC LIBRARY-TRUSTS				5/31/89	
OB	CD	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	UNENCUMBERED BALANCE
DESCRIPTION						ENCUMBERANC	CCUM
EXPENDITURES							
900		1,500	21.00	21.00	125	1,479.00	1,479.00
EXPENDITURES							
** DIVISION TOTAL **		1,500	21.00	21.00	125	1,479.00	1,479.00

FINANCE AND PROPERTIES COMMITTEE

June 6, 1989 4:00 p.m.

Chairperson Dan Gaumer called the meeting to order at 4:07 p.m. Members present: Mr. Gaumer, Mr. Lockmiller, and Mrs. Ohlsen. Staff present: Mr. Seidl, Mrs. Gibson, Mr. Kupish, and Mr. Serber. The purpose of the meeting was to discuss salaries and benefits for the staff.

Mr. Gaumer opened the meeting by explaining that the committee would review the recently approved contract between the City of Decatur and the union representing its general service workers. Mr. Seidl had previously sent a report to the committee explaining the union contract and other options available to the Board.

Mr. Seidl informed the committee that the City's health insurance carrier (Blue Cross/Blue Shield) could provide insurance coverage for part-time library employees with the stipulation that all of the part-time employees would have to be covered.

Mr. Gaumer explained that one option available was to increase the number of hours for a security guard. Discussion concerning the need for additional security guard hours followed.

Mr. Lockmiller asked the committee to consider following the agreement reached by Local 268. He noted that the staff asked that the Board follow this agreement.

The Board received comments from staff members regarding health insurance benefits for part-time employees. The pros and cons and the costs involved were discussed. There are 21 part-time employees not including the 7 temporary pages. The library pays \$1,224 for HMO and \$1,339 for 80/20 health insurance per employee. Insuring all part-time employees would cost between \$25,704 and \$28,119 per year depending on how many staff chose each plan. The Library's cost for this fiscal year would be one-half that amount, since employee's could not sign up for insurance until November 1 (our insurance year).

Mr. Gaumer proposed that the committee consider increasing salaries by 20 cents per hour, increase the amount paid toward dependent insurance to \$120 per month, and save the remaining money to pay for any increase in the health insurance rates for full-time employees. This proposal would save \$10,000 (which would allow the library to pay up to a 24% increase in health insurance rates). There was no second to the motion.

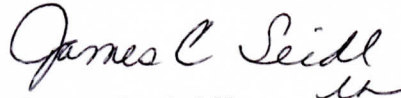
Health insurance for part-time employees was again discussed. Possible methods of funding this insurance include not paying for staff parking (saving \$4,800), dropping dependent insurance coverage and only offering insurance for employees (both full and part time), having all employees pay part of the premium, and not increasing the amount paid on dependent insurance. After discussion, the committee decided to develop a survey to determine what

benefits the staff most wanted. The results could then be used by the committee to make their recommendation.

Mr. Lockmiller made a motion that all staff salaries including the Director's be increased by 20 cents per hour retroactive to May 1, 1989. The motion was seconded by Mrs. Ohlsen and carried.

The meeting was adjourned at 5:36 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "James C. Seidl". The signature is written in dark ink and includes a small flourish at the end.

James C. Seidl
City Librarian

MEMORANDUM

June 9, 1989

MEMO TO: Finance and Properties Committee
FROM: Mr. Seidl
SUBJECT: Salaries and Benefits - Report for June 6 meeting, 4 p.m.

The 1989/90 library budget has \$47,000 in the contingency account for staff salaries and benefits. For the past twenty years, the library has patterned its benefits after AFSCME Local 268 (city general services workers). Their recent contract settlement has the following benefits:

1989/90

1. A 20 cent per hour pay increase for all employees
2. The City will pay the entire cost of health insurance for each employee (single coverage)
3. The City will increase the amount it pays toward employee's dependent insurance coverage from \$80 per month to \$160 per month.
4. If the rates for health insurance increase more than 10%, the City can look for a new carrier, go to a self-insured plan, or accept a 90/10 plan.

1990/91

1. An additional 20 cent per hour pay increase for all employees
2. The City will increase the amount it pays toward employee's dependent insurance coverage from \$160 per month to \$194 per month.

Several available options and the cost involved are listed below.

1. Increase staff salaries by:

	cost
1%	\$15,496
2%	\$30,992
3%	\$46,485

or

20 cents per hour	\$28,092
25 cents per hour	\$34,886
30 cents per hour	\$41,863

2. The Board can decide to spend only part of the \$47,000 on salary increases and use the remaining funds for benefits.

A. Continue the practice of paying the entire cost of health insurance for full-time employees. A 10% increase is already figured in the budget.

% increase	cost to the library
10	\$0
15	\$3,600
20	\$7,200
25	\$10,800
30	\$14,400

B. Provide health insurance for part-time employees. Based upon the assumption that the library would pay 50% for part-time civil service employees, employees could choose one of two plans:

HMO	\$12,852*
80/20	\$14,070*

*If insurance rates increase more than the 10% budgeted, these figures will increase.

C. Increase the amount the library pays toward dependent insurance coverage for full-time employees.

The library presently pays \$960 per employee (\$80 per month) for those who choose this option.

Cost per year to the employee	Cost per year to the library
\$1,308 to \$1,997*	already budgeted

The library could increase its monthly contribution to \$120 per month.

Cost per year to the employee	Cost per year to the library
\$828 to \$1,517*	\$7,680 to \$9,600

The library could pay \$160 per month per employee (as Local 268 agreed to)

Cost per year to the employee	Cost per year to the library
\$348 to \$1,037*	\$15,360 to \$19,200

*These figures include a 10% rate increase. If increase exceeds 10%, these figures will increase.

D. Develop a cafeteria spending program for the staff. I talked with five personnel directors on this idea. None of them currently offer this benefit. The City of Decatur explored this option last year, and decided against it because of the high cost of administering the program.

3. Use part of the \$47,000 to increase funds for hiring temporary staff to fill in during long illnesses and vacant positions.

4. Use part of the \$47,000 to increase the number of hours available for the security guard. \$1,000 = 83 additional hours.

5. Transfer part of the \$47,000 to the materials budget.

The staff has asked that the Board consider following the agreement reached by Local 268.

COMPARATIVE CHART OF FRINGE BENEFITS
June 1989

	<u>ADM</u>	<u>CAT, Inc.</u>	<u>RCC*</u>	<u>District #61</u>	<u>DPL</u>
Work week (hours)	40	40	40	40	40
Free parking (yes/no)	yes	yes	yes	yes	yes
Vacation length	2 weeks/1 yr. 3 weeks/8 yrs. 4 weeks/15 yrs	2 weeks/1 yr.** 3 weeks/5 yrs. 4 weeks/15 yrs.	2 weeks/1 yr. 3 weeks/5 yrs. 4 weeks - admin. part-time - none	(union) 1 week/1 yr. 2 weeks/2 yrs. 3 weeks/8 yrs. 4 weeks/15 yrs.	(management) 10-15 days/1 yr. 15-20 days/6 yrs. 20 days/11 yrs. Management: 4 weeks/1 year
Regular holidays	8	10	8	13.5	10
Personal holidays	1	3 (after 1 yr.)	2	1	2
Total	9	13	10	14.5	12
Sick leave	48 hrs./yr.	Mgt.-1 yr. at 50% pay Union-10 days at 63% pay	10 days/year	15 days/classified staff	1 day/month
Maximum	none		364 days	160 days	240 days
Bereavement leave	3 days/immediate family 1 day/others	no set limit more for out of state	1 week	must use sick leave	4 days max.
Emergency leave	no - lost time	yes	use sick or pers. holiday	use sick or pers. holiday	yes
Leave of absence	6 months	education, government	?; decided by Board	2 years	6 months
Insurance:					
Health - single	Empl. 5%; Co. 95%	100%	100%	100%	100%
Health - dependent	\$5.40/mo. Empl. 5%; Co. 95%	100%	50%	\$43/month	\$109/mo.HMO; \$158/mo. 80/20
Life	\$2,000; additional purchased	200% base salary	200% annual salary	\$10,000 union; \$25,000 management	\$5,000
Dental	yes	yes	yes	no	no
Tuition reimbursement	100%/salaried; passing grade	100%	free at RCC only	no	100% or 50%
Flexitime	no	yes; some departments	yes	yes for some staff	yes
Service recognition	no	no	no	6 cents per year after 8 years service; 90 cents per hour maximum.	\$5/yr. after 5 years

** In addition, there is a paid shut-down between Christmas and New Year's

* 20 hour per week employees at RCC receive no benefits.
25-30 hour per week employees receive pro-rated insurance, sick, and vacation.
30-40 hour per week employees receive full-time benefits.

COMPARATIVE COST OF FRINGE BENEFITS
June 1989

	<u>St. Mary's</u>	<u>Federal Kemper</u>	<u>Citizen's Bank</u>	<u>Sears</u>
Work week (hours)	40	37.5	40	40
Free parking (yes/no)	yes	yes	no	yes; limited
Vacation length	* 24 days/1 yr. 29 days/5 yr. 34 days/15 yr.	2 weeks/1 year 3 weeks/5 yrs. 4 weeks/15 yrs. 5 weeks/25 yrs.	2 weeks/6 mos. 3 weeks/5 yrs. 4 weeks/15 yrs. VP's 4 weeks/1 yr.	2 weeks/1 yr. 3 weeks/8 yrs. 4 weeks/15 yrs. 5 weeks; 25 yrs. (part-time pro-rated)
Regular holidays	see vacation	9	10	3
Personal holidays		3	0	5
Total		12	10	8
Sick leave	see vacation	1-5 wks. 100% paid up to 13 wks., 60% pd.	10 days/1-5 yrs. 20 days/6-10 yrs. 30 days/11-15 yrs. no max.; no carry-over 2 days Decatur 3 days out of state	nothing 1st 5 days; 3 weeks full pay after 1 yr. service nothing 1st 5 days; 8 weeks full pay after 2 yrs. service 2 days after 5 yrs; 10 weeks full pay & 10 weeks partial after 5 yrs. service. 5 days
Maximum	200 hours			
Bereavement leave	3 days	5 days immediate 1 day other		
Emergency leave	see vacation	1 day	no	must complete 1/2 day
Leave of absence	medical, education military; 6 months	30 days	medical, military, personal	At store manager's discretion; no pay.
Insurance:				
Health - single	no info. available	20.54/mo.	\$10/mo.	80%
Health - dependent		47.60/mo.	50%	80%
Life	1/2 annual salary	annual salary	2 times annual salary	1, 2 or 4 times salary; employee pays part
Dental	yes	yes	no	no
Tuition reimbursement	yes	yes	yes	no
Flexitime	no	yes	no	no
Service recognition	no	no	no	no
	same benefits for part-time (over 16 hrs./wk.)	same benefits for part-time except sick leave	part-time get only vacation & holidays	
	* vacation, sick and holiday time combined			

I. STRUCTURE AND GOVERNANCE

The Library Network

Total library service can be provided to all people of Illinois only through a network of libraries. One of the strongest components of the network is the tax-supported public library, but local libraries cannot perform their tasks alone. Reinforcing them are Illinois library systems, with which each library has a dual relationship; using the system to supplement its own services, and assisting the system by sharing its own resources with other libraries in the system and the network. Backing up the systems is the Illinois State Library, which provides financial and technical support, and plans and coordinates statewide library development. In addition, the federal government maintains a national library program which enhances state and local efforts. The focus of these standards, however, is not upon the whole network, but on local tax-supported library service.

Local Library Role

Since no public library can stand alone in view of the public's need for expanded information services, it is essential that the public library adopt as part of its policies the mission statement expressed in the introduction to this document, "To provide access to the universe of information and to make as much of this universe as is of immediate relevance and interest maximally accessible to the community it serves." Inherent in this statement is the public library's responsibility to work in constructive ways with other types of libraries and information sources to assure patrons the best possible access to information. Even though the public library's responsibility is to the entire community, it should not be expected to duplicate services or facilities which are being provided by other agencies.

Local Library Population Base and Support

For every resident of the state there should be legally established public library service readily accessible and capable of connecting the individual with the total information resources of system, state, and nation.

Public libraries are supported by property taxes. Since on a per capita basis it takes more money to run a small library than a large one, many communities of fewer than 5,000 people cannot raise sufficient tax funds to support public libraries that will meet these minimum standards.* Despite maximum local effort, wherever adequate financial support makes it impossible to meet these standards, emphasis should be placed on finding an alternative method of providing library service, either by combining small localities into a larger library unit or by contracting for local service with an existing, strong library unit. In this way, effective library services can be made available to any community, no matter how small.

The board has a responsibility to maintain these standards and to fulfill the objectives of the library. In most cases this means to levy the maximum tax permitted by law. The board has a responsibility to conduct and work for a referendum on an increase in the tax rate, within legal limits, when the existing levy proves inadequate, and when appropriate, to levy additional taxes as permitted by law for special purposes.

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, and the board should observe its full legal responsibilities, duties and rights, employing such legal and other counsel as necessary, and attending board meetings regularly.

- _____ 1. Board members and library staff should be familiar with Illinois library laws and any other Illinois or federal laws which affect library operations, such as minimum wage, unemployment compensation, criminal theft of library materials, open meetings act, etc.
- _____ 2. Board members and library staff should actively participate in the legislative process to effect change that will benefit libraries.
- _____ 3. Board meetings with the administrative librarian in attendance should be held no less than monthly, at a time and place convenient for the board and for the community, in accordance with the state law on public meetings.

*There are a few communities under 5,000 population in Illinois which, because of their high assessed valuation, are able to provide the level of library service recommended in this document.

- _____ 4. Library boards must have complete authority, within legal limits, over the library's budget.
- _____ 5. Boards must follow statutory requirements as to fiscal year, audit, annual and other reports, and budgeting process.
- _____ 6. Boards must assure that adequate records on library operation are kept and that complete reports are made annually to the community, the corporate authority, the library system, the Illinois State Library, and other appropriate agencies.
- _____ 7. Boards must adopt bylaws, rules, policies, and regulations for their own guidance and for the governance of the library. Provisions should be made safeguarding the library against conflict of interest.

Board Membership and Development

A board that merely follows basic legal requirements will not be performing at the level necessary to provide the minimum quality of service; it must assume, for itself, other obligations, such as active system participation and provision for interlibrary access to information, in order to serve its community adequately.

There should be a continuing program for encouraging activity and participation of board members and for identifying new talent for board membership. Board members should be appointed or elected for their interest in the library, their value in interpreting the needs of all segments of the community, and 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. The board itself should accept the responsibility of seeking balanced representation.

All board members have an obligation, with the assistance of the administrative librarian, to keep informed on library developments, system developments, and legislation concerning libraries at the local, system, state, and national levels and to accept those responsibilities for which they have special interest and talents. Every public library in Illinois should support the development of library service in Illinois by joining the Illinois Library Association as an institutional member.

- _____ 8. The board and the librarian should conduct a meaningful and comprehensive orientation program for each new board member, recognizing that few citizens will come to a board fully equipped with the knowledge necessary to perform quality service. This knowledge should be maintained and enhanced by board member participation in continuing education endeavors.
- _____ 9. Financial provision should be indicated in the bylaws and specified in the annual budget for payment of trustee dues to library associations and expenses for attendance at appropriate meetings (including board meetings), conferences, and workshops.

Board and Administrative Librarian Responsibilities

Board members and the administrative librarian must understand their respective functions, differentiating areas of joint responsibility from those in which the board members or the administrative librarian are solely responsible.

The board carries full responsibility for the library and its policy and should initiate policy development where it perceives a need.

The board selects, appoints, and regularly evaluates the performance of the administrative librarian, who serves as chief administrator with full professional responsibility for administering library policy, personnel selection and management, development and administration of programs and services, and selection of materials.

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.

- _____ 10. The administrative librarian and the board should jointly study, plan, and develop library policies and review them at least annually. This shared responsibility should include study of library developments elsewhere and of applicable legislation.
- _____ 11. The administrative librarian should be present at all board meetings, and other library staff should be encouraged to attend.

Structure and Governance: Bibliography

Illinois Libraries (Trustee Issue) ed. by Deborah Miller. May 1982.

Young, Virginia G. *The Library Trustee: A Practical Guidebook*. 3rd ed., New York, Bowker, 1978.