



# 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

March 21, 1991 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
- II. Approval of Minutes
  - A. Meeting of February 21, 1991
- III. Communication from the Public
- IV. City Librarian's Report
  - A. Report from Carol Gibson
  - B. Report from City Librarian
- V. Reports of Committees
  - A. Personnel, Policies, and Public Relations Committee
    1. Meeting of March 4, 1991
  - B. Finance & Properties Committee
    1. Approval of bills for February 1991
  - C. Rolling Prairie
    1. Report on March RPLS Board meeting
  - D. Foundation
  - E. Friends of the Library
    1. Meeting of March 14, 1991
- VI. Avenues to Excellence II
  - A. Chapter IX, Physical Facilities
- VII. Old Business
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
February 21, 1991

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Barbara Ohlsen, President. Members present: Mrs. Ohlsen, Daniel Gaumer, Richard Lockmiller, Janna Lutovsky, Robert Oakes, Stan Sitton, Robert Smith, and Mark Sorensen. Members absent: Jerrodean Martin. Staff present: James Seidl, Carol Gibson, Linda Humphreys, and Katie Gross, and Jeff Dick.

II. APPROVAL OF MINUTES

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

III. COMMUNICATION FROM THE PUBLIC

No one asked to speak.

IV. CITY LIBRARIAN'S REPORT

Katie Gross, Children's Librarian, gave a presentation about children's services.

The City Librarian's written report had been previously mailed.

Mrs. Lutovsky questioned whether it is appropriate to compare Chicago area librarians' salaries with downstate salaries. Mr. Seidl responded that many other comparisons are also being made for an accurate overall picture.

The Library closed early due to inclement weather two evenings in January, compared to one evening in January 1990.

The new queuing system has been installed in the circulation area and the staff really likes it. Patron response has also been positive.

Overall staffing levels were discussed briefly. Mr. Seidl reported that the hiring freeze is more or less over, although vacancies are being left open longer than normal to save money. The city division of Budget and Technology will be reviewing staffing levels in their operational analysis of the Library.

At the January Board meeting, a patron spoke about instituting charges for services. The trustees discussed their views on the subject. Opposition was expressed to charging for existing

services. It was also stated that charging for services is not fair to people who can not afford to pay. The tradition of the "free public library" was also mentioned.

## V. REPORTS OF COMMITTEES

**Personnel, Policies, and Public Relations Committee:** Mr. Oakes reported that the committee met on February 4. A new job description for the City Librarian will be developed in March, as well as a new City Librarian performance evaluation form. Nothing from the February 4 meeting requires Board action.

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

The committee met on February 6, 1991. Mr. Seidl's budget proposal was reviewed by the committee and amended to increase the materials budget by \$20,000 to \$249,500. Mr. Gaumer made a motion to approve the budget as amended and mailed to the Board. The motion was seconded by Mr. Oakes and unanimously approved.

Six quotes were received for an uninterruptible power supply to protect the circulation computer. Mr. Gaumer made a motion to purchase the UPS from Computerland for \$4,626. The motion was seconded by Mr. Lockmiller and unanimously approved on roll call vote.

**Rolling Prairie:** Mrs. Lutovsky reported that the February meeting was cancelled because of fog.

**Foundation:** The Foundation Board met February 1; the fund raising committee met February 8. Bill Gerstner and Jack Dolan are working very hard on fund raising.

**Friends of the Library:** Mrs. Rossiter has been re-elected President.

## VI. AVENUES TO EXCELLENCE II

Chapter VIII, Materials, was reviewed.

## VII. OLD BUSINESS

**Business Information Center -** A letter of intent has been filed for a third year BIC grant for a downstate business reference center. This was encouraged by the state as an innovative grant. The letter of intent was for a \$56,000 grant, including retaining

Jan Mandernach as coordinator, new electronic databases, promotion costs, and telephone line charges.

The Long Range Plan Review Committee will set a meeting date soon.

#### VIII. NEW BUSINESS

Robert Oakes agreed to represent Decatur Public Library on the Rolling Prairie Library System Board beginning in July, 1991.

It was noted that the lighting in the stairway gallery needs to be improved.

#### IX. ADJOURNMENT

Mrs. Ohlsen adjourned the meeting at 6:04 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary  
Decatur Public Library Board of Trustees

City Librarian's Report  
February 1991

I. Statistics

Circulation is down 4.8% (3,437 items) from February 1990. Twelve month circulation is also down 0.2% (1,636 items) from the previous twelve months. Children's, young adult, and extension circulation had the largest drops. Audio-visual materials had a small decline.

I believe that part of the decline was due to a computer problem we had in early February. On February 6, in a routine check, we discovered a serious computer error. CLSI was called to locate and repair the problem. While locating the error, we inadvertently destroyed 2 1/2 days of data. As a result, overdue notices were sent to patrons for materials that had been returned. Library staff (especially from technical services) helped locate the materials on the shelves so that the circulation staff could clear our records. Extra staff hours were required to check notices, answer telephone calls, search shelves, and clear patron records.

We thought a second error occurred in late February; however, investigations indicate that records recorded in the backup system were not properly downloaded into the system. New procedures are being instituted to ensure that the records are correctly transferred.

We have just today found an additional 1,100 transactions that took place in February and were not recorded. They will be entered into the March statistics.

The number of patrons using the facility increased 1% (360 people) over February 1990.

Service statistics were up 13% for the twelve month period. The largest increases were in Adult Services. As noted in previous reports, increased visibility of the service desks in the basement area has caused a marked increase in the number of service requests.

II. Budget

Ten months into the 1990/91 budget, we have saved the \$50,000 required because of reduced revenue.

Revenue collected from 1990 property taxes exceeded projections by \$4,000 for a total of \$1,939,183. The City has transferred \$20,000 from the temporary income tax to the Library's account. We are still \$68,973 short of our projected revenue, mostly because of the replacement tax.

I was recently informed that in 1991/92, Rolling Prairie Library System will be unable to fund the \$8,000 we have

received annually from them. Their budget was reduced by almost 10% because of state cutbacks.

In May, the non-resident fee must be raised from \$52 to a minimum of \$62. This number is calculated as follows: the number of city households divided by the property tax collected. I recommend that we raise the fee to \$70 effective May 1, 1991.

### III. Collection Development

A total of \$5,306 was generated from the Tree of Wishes program. The breakdown by department is as follows:

Adult	\$3,100
Young Adult	129
Children's	317
Reference	1,210
Extension	30
Audio-visual	20
BIC	500
	<hr/>
	\$5,306

I want to acknowledge the hard work of the acquisition department in compiling the orders and sending thank you letters to the donors.

Five proposals were received to convert the bibliographic database to MARC format. The Automation Committee is reviewing each proposal and checking references. Two vendors will be chosen for a test run of 1,000 records from our database. Based upon the results of that test, a vendor will be recommended to the Board for approval.

### IV. Personnel

Mrs. Gibson has accepted a position as Director of the Oak Park Public Library. Her last working day will be March 28. I wish her all the best and thank her for her work at Decatur Public Library, especially on the Business Information Center, the Long Range Plan, and the Staff Development Committee.

All staff completed a job task analysis form during February. Data from this analysis will be used to develop training needs for the staff. The data gathered and recommendations developed parallels the Staff Develop Committee's survey and recommendations. A report from the City's Budget and Technology on their findings is due March 15.

Lois Carter, half-time driver, accepted the position of bookmobile clerk/driver. Bobanne Coventry was promoted to junior cataloger. Vacant positions include a full-time Catalog Clerk II and a half-time Library Clerk I in circulation. Positions are being evaluated as they come open to determine if they must be filled.

The first labor negotiation meeting will be April 4.

The annual staff institute was held on Friday, March 1. The Staff Development Committee did an outstanding job and produced a very positive day of learning. Featured speaker Shirley Elkin discussed "Personal Power for the 90's--How to Change Your Life by Changing Your Thinking". Mini-sessions were held on several topics, including: coping with change, recycling, using a microcomputer, and the effects of women's employment.

In February, 71 volunteers worked 198.5 hours. The use of volunteers in circulation stopped when several volunteers left for the winter. Ms. Anderson has been too busy with the computer and staff shortages due to illness and resignations to train new volunteers.

## V. Public Relations

Three National Issues Forums will be held in April. The topics are "Remedies for Racial Inequality", "Regaining the Competitive Edge", and "The Battle Over Abortion". Fliers for the forums are attached.

The library participated in the annual Black History Fair on February 21 at Richland Community College. Materials from many of our collections were displayed to show the scope and content of materials available at the Library.

Katie Gross, Children's Librarian, presented several community programs, including four half-hour storytelling sessions for South Shores Elementary School children, a program on Jewish children's book, and a storytelling workshop for special education teachers. Shirley Apley presented a book talk to two women's groups on the Dutchess of Windsor. Leta Burch gave a "Discover Your Unknown Library" program for DMH Prime Time.

Paddington Bear visited a children's storytime about bears on February 27. He was promoting a program at Kirkland on March 9, and any child who read a Paddington Bear book received a free ticket. The Herald & Review ran a nice photo of the visit.

## VI. Equipment & Building

There is \$3,000 left in the building maintenance fund. I recommend that we proceed with the tuckpointing of the east wall. The project will be broken in half to span both the 1990/91 and 1991/92 budgets. If funds are available in late 1991/92, we will complete the waterproofing part of the project.

REVISED STATISTICAL REPORT

February 1991

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1991	32,169	2,002	22,570	56,741	669,984
1990	31,946	2,288	25,426	59,660	682,924
AV materials, 1991	12,119			12,119	140,083
1990	12,637			12,637	128,779
Total circulation, 1991	44,288	2,002	22,570	68,860	810,067
1990	44,583	2,288	25,426	72,297	811,703

Volumes purchased this 12 months to date: 15,661

Volumes purchased last 12 months to date: 14,346

TECHNICAL SERVICES

New books added	1,101
New titles added	581
AV titles added	32
Books withdrawn	499
Books mended	821
Gifts	145

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1990/91</u>	<u>YTD Expended 1989/90</u>	<u>Unexpended</u>
Personal Services	1,755,966	1,323,797	1,398,969	432,169
Operating	418,745	237,595	261,575	181,150
Capital & books	322,673	228,854	244,990	103,819

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	11 + 1	0	0	11 + 1
Library Assistants	7 + 5	0	0	7 + 5
Clerical	15 + 8	0	1	15 + 9
Pages	4 + 8	0	0	4 + 8
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: Temporary Page (2); 1/2 time Library Clerk I (2); Library Assistant; 1/2 time Library Driver; Catalog Clerk II; Catalog Clerk I

COMPUTER DOWN-TIME FOR MONTH: 17.5 hours

PATRONS REGISTERED: 56 adult + 53 youth + 3 juvenile = 112 total

PATRON CONTACTS: this 12 months to date: 42,502  
last 12 months to date: 37,522



**Facilitative Problem Solving  
and Decision Making**

**For**

**Public Library Managers**

Sponsored by  
the Illinois Library Association  
Public Library Management Forum\*

Presented by:

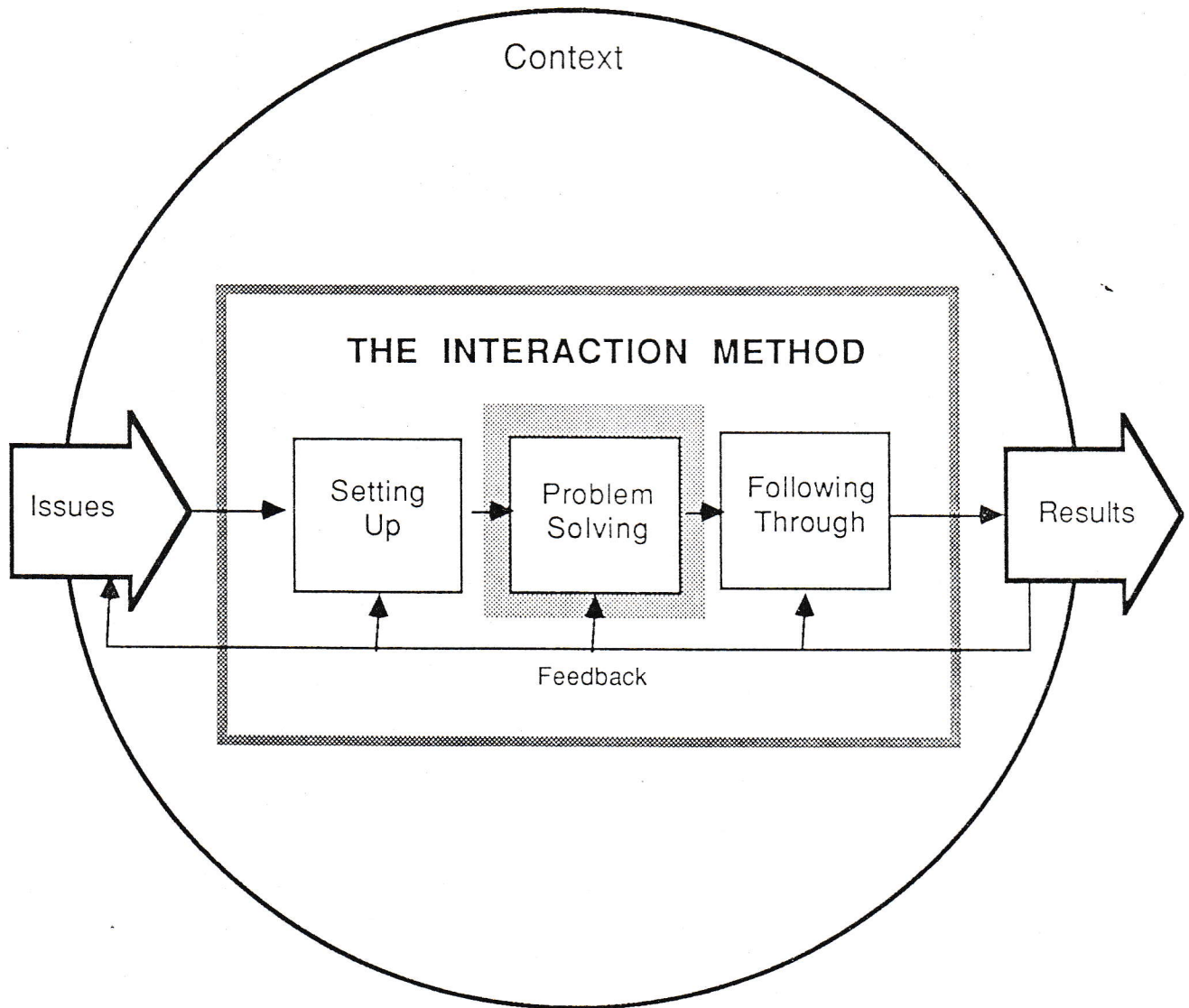
Erin Dayl  
Debra Friedman  
Interaction Associates, Inc.

\*Partially funded by the Illinois State Library,  
a Division of the Office of Secretary of State,  
using Federal Library Services and Construction Act (Title I) funds.

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# Facilitative Problem Solving

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## Tasks and Agreements for Each Phase

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<i>Task</i>	<i>Agreement</i>
<b>Perception:</b>	<ul style="list-style-type: none"><li>• Agree that the problem exists.</li><li>• Agree that the group is willing to work together.</li></ul>
<b>Definition:</b>	<ul style="list-style-type: none"><li>• Agree to what the problem is and where to focus efforts.</li></ul>
<b>Analysis:</b>	<ul style="list-style-type: none"><li>• Agree to why the problem exists and what specific elements need to be addressed.</li></ul>
<b>Alternative Generation:</b>	<ul style="list-style-type: none"><li>• Agree that all possible options have been identified.</li></ul>
<b>Evaluation:</b>	<ul style="list-style-type: none"><li>• Agree on the relative value of each option.</li></ul>
<b>Decision Making:</b>	<ul style="list-style-type: none"><li>• Agree on an option that the group is willing to support.</li></ul>

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# NOBODY KNOWS BETTER THAN YOU!

You're an expert at least on this: your own views, your values, your priorities.

And the rest of us can't make decisions that take these into account unless you speak up. In fact, it might help you to know more about the views, values, and priorities of your neighbors.

The National Issues Forums provide an opportunity for that kind of sharing—this year on the questions of regaining the competitive edge, abortion, remedies for racial inequality, and our youth at risk.

We need your expertise. Let's talk.

## Public Forums at the Decatur Public Library:

Tuesday, April 2, 1991  
7:00 - 9:00 p.m.

"Remedies for Racial Inequality: Why Progress Has Stalled, What Should Be Done

Tuesday, April 9, 1991  
7:00 - 9:00 p.m.

"Regaining The Competitive Edge: Are We Up To The Job?

Tuesday, April 16, 1991  
7:00 - 9:00 p.m.

"The Battle Over Abortion: Seeking Common Ground In A Divided Nation

--Call 428-6617 for more information--

NATIONAL  
ISSUES FORUMS

# REMEDIES FOR RACIAL INEQUALITY: Why Progress Has Stalled, What Should Be Done

When: April 2, 1991  
7:00 p.m.

Where: Decatur Public Library  
247 E. North Street

Panel Members: Ron Butler, Coordinator  
Business Enterprise Division  
City of Decatur

Ingrid Cravens, President  
Decatur NAACP

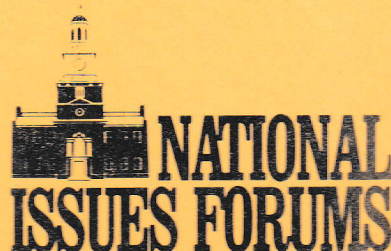
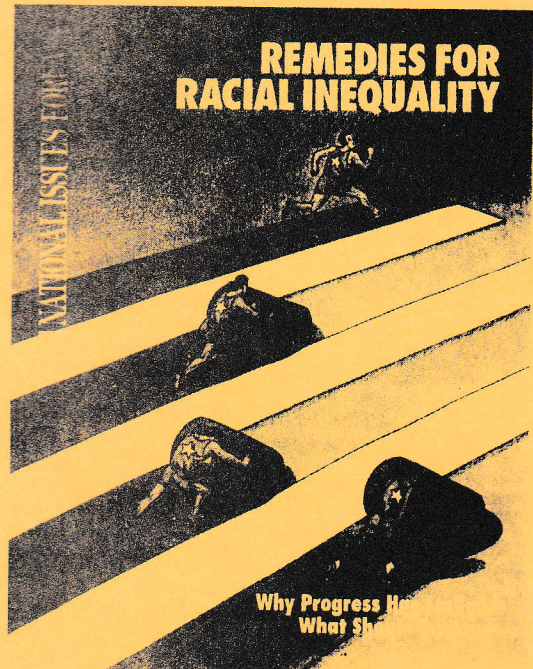
Gail Evans, Director  
DMCOC

Ruth Waller, Attorney

Moderated by: Dr. David O. Coopriider,  
Regional Superintendent of Schools

This forum is sponsored in part by the National Issues Forum, a national organization that promotes the "town meeting" concept as a way for citizens to find common ground in their understanding of issues that affect all of us.

Join us! The forum is FREE, and you will have the opportunity to express *your* opinion about this issue to our local, state, and national officials.



# REGAINING THE COMPETITIVE EDGE: Are We Up to the Job?

**When:** April 9, 1991  
7:00 p.m.

**Where:** Decatur Public Library  
247 E. North Street

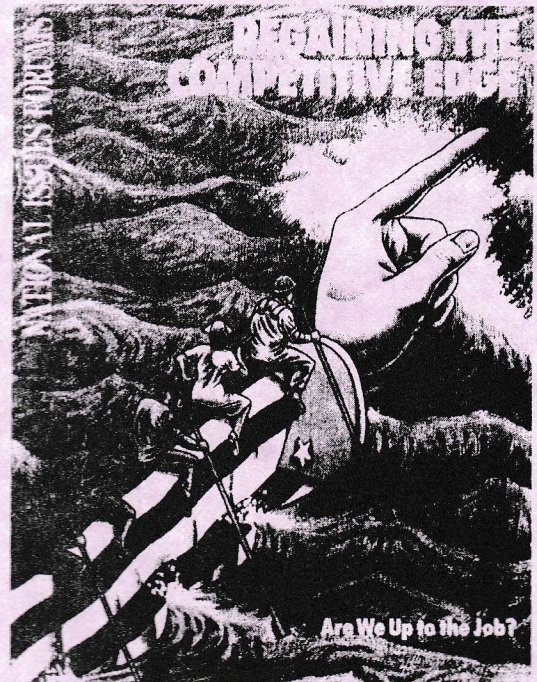
**Panel Members:** Nancy Acks, Principal  
MacArthur High School

Jim Davison  
A.E. Staley Co.

Senator Penny Severns

Dave Watts, President  
AIW Local #734

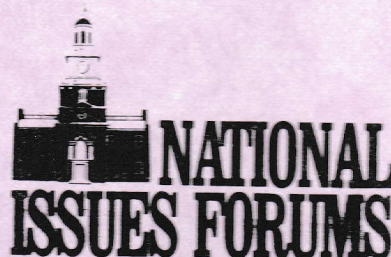
**Moderated by:** Frank Beaman,  
Supervisor of Media Relations  
Illinois Power



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For more information:  
Call 428-6617



Issue books now  
on sale, \$3.00 each

# THE BATTLE OVER ABORTION: Seeking Common Ground in a Divided Nation

**When:** April 16, 1991  
7:00 p.m.

**Where:** Decatur Public Library  
247 E. North Street

**Panel Members:** Dr. Paul Boatman  
Lincoln Christian Seminary

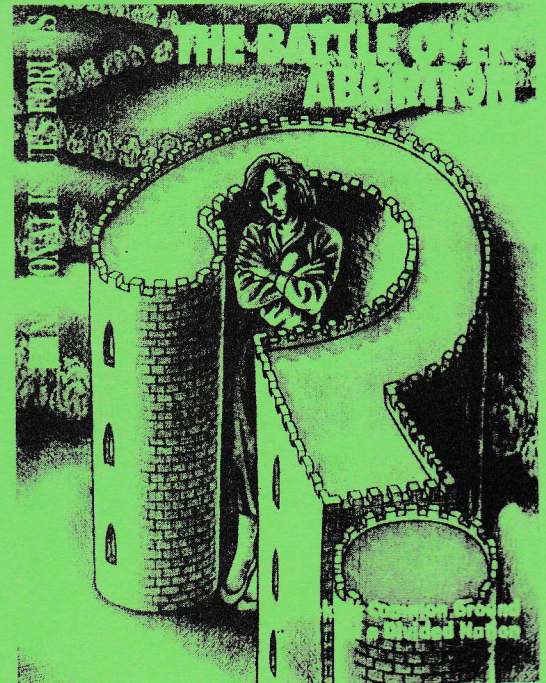
Victoria Burris, Attorney

Rev. Bill Keagle,  
Argenta Presbyterian Church

Pam Sutherland, Executive Director  
Illinois Planned Parenthood Council

Dr. Michael Wall  
Moweaqua, IL

Dr. Lewis Trupin  
Women's Health Practice, Champaign

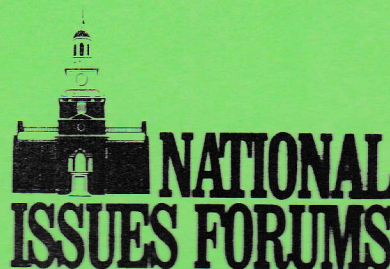


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Issue books now  
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FOR PERIOD ENDING 2/28/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/04/91	CHICAGO MOTOR CLUB	2.00	41532	2/04/91	BOOKS-MAIN ADULT
2/04/91	CREATIVE-PUBLISHER PRESS	42.45	41540	2/04/91	BOOKS-MAIN ADULT
2/07/91	MANPOWER	402.60	41544	2/07/91	TEMP PERSONNEL SERVICES
2/07/91	MUSIC DCLC USERS GROUP	6.50	41595	2/07/91	BOOKS-PROFESSORIAL
2/06/91	EXECUTIVE BOOK SUMMARIES	208.50	41610	2/06/91	BOOKS-MAIN REFERENCE
2/08/91	STRICLDS	258.32	41613	2/08/91	OFFICE SUPPLIES
2/08/91	TREAS-NON MEDICAL INS	250.91	41615	2/08/91	BOOKS-MAIN REFERENCE
2/08/91	TREAS-NON MEDICAL INS	48.59	41615	2/08/91	MOTOR VEHICLE-INSURANCE
2/08/91	TREAS-NON MEDICAL INS	943.17	41615	2/08/91	BOILER INSURANCE
2/08/91	TREAS-NON MEDICAL INS	412.00	41615	2/08/91	PROPERTY INSURANCE
2/08/91	TREAS-NON MEDICAL INS	1,699.87	41618	2/08/91	GENERAL LIABILITY-INSURANCE
2/08/91	TREAS-GENERAL FUND	2,873.83	41620	2/08/91	GAS
2/08/91	TREAS-GENERAL FUND	20.00	41620	2/08/91	TRANSFER TO GENERAL FUND
2/08/91	TREAS-PETTY CASH	8.20	41620	2/08/91	SERV TO MAINT AUTO EQUIP
2/08/91	TREAS-PETTY CASH	8.20	41620	2/08/91	CONFERENCES-AND OTHER TRAVEL
2/08/91	TREAS-PETTY CASH	33.22	41620	2/08/91	POSTAGE
2/08/91	TREAS-PETTY CASH	13.20	41620	2/08/91	MATERIALS TO MAINT BLDGS
2/08/91	TREAS-PETTY CASH	13.21	41620	2/08/91	OFFICE SUPPLIES
2/08/91	TREAS-PETTY CASH	19.00	41620	2/08/91	EMPLOYEE RECOGNITION SUPPLIES
2/08/91	TREAS-PETTY CASH	112.15	41635	2/08/91	BOOKS-MAIN REFERENCE
2/08/91	TREAS-PETTY CASH	158.00	41634	2/08/91	POSTAGE
2/11/91	POSTMASTER, DECATUR, ILL	240.90	41639	2/11/91	JANITORIAL SUPPLIES
2/11/91	TREAS-GENERAL FUND	249.83	41639	2/11/91	OFFICE SUPPLIES
2/13/91	TREAS-MEDICAL INSURANCE	3,043.95	41668	2/13/91	HOSPITAL AND MEDICAL INSURANCE
2/13/91	TREAS-NON MEDICAL INS	41.25	41668	2/13/91	GROUP LIFE INSURANCE
2/13/91	TREAS-NON MEDICAL INS	41.25	41669	2/13/91	WORKERS COMPENSATION
2/13/91	TREAS-IMRF	962.01	41671	2/13/91	RETIREMENT-IMRF
2/13/91	IL BELL	9,331.76	41693	2/13/91	TELEPHONE
2/13/91	MANPOWER	495.00	41700	2/13/91	TEMP PERSONNEL SERVICES
2/14/91	TREAS-PETTY CASH	17.00	41705	2/14/91	SERV TO MAINT OFFICE EQUIP
2/14/91	TREAS-PETTY CASH	7.38	41705	2/14/91	POSTAGE
2/14/91	TREAS-PETTY CASH	40.60	41705	2/14/91	MATERIALS TO MAINT BLDGS
2/14/91	TREAS-PETTY CASH	30.21	41705	2/14/91	OFFICE SUPPLIES
2/14/91	TREAS-PETTY CASH	42.75	41705	2/14/91	EMPLOYEE RECOGNITION SUPPLIES
2/14/91	TREAS-PETTY CASH	35.75	41705	2/14/91	OTHER PROFESSIONAL SERVICES
2/15/91	DAUER, W LEU	99.00	41719	2/15/91	RENTAL-D P EQUIPMENT
2/15/91	FIRST ADRJ DIVISION	2,425.35	41725	2/15/91	OTHER PROFESSIONAL SERVICES
2/15/91	HOOBES, WAYNE	98.00	41732	2/15/91	OTHER PROFESSIONAL SERVICES
2/15/91	RISSELY, PAUL	98.00	41732	2/15/91	OTHER PROFESSIONAL SERVICES
2/15/91	WARDEN-MICHL, LINDA	98.00	41732	2/15/91	OTHER PROFESSIONAL SERVICES
2/18/91	BAKER & TAYLOR CO	244.34	41744	2/18/91	BOOKS-MAIN ADULT
2/18/91	BAKER & TAYLOR CO	24.13	41744	2/18/91	BOOKS-MAIN JUVENILE
2/18/91	BAKER & TAYLOR CO	79.69	41744	2/18/91	BOOKS-MAIN REFERENCE
2/18/91	BAKER & TAYLOR CO	19.68	41744	2/18/91	BOOKS-EXTENSION ADULT
2/18/91	BAKER & TAYLOR CO	66.99	41744	2/18/91	BOOKS-EXTENSION ADULT
2/18/91	BAKER & TAYLOR CO	137.40	41756	2/18/91	JANITORIAL SUPPLIES
2/19/91	JAN MASTER SUPPLY	50.00	41756	2/19/91	POSTAGE
2/19/91	POLARIS FLIGHT SYSTEMS, INC.	25.00	41757	2/19/91	TRAINING SCHOOL
2/19/91	KIRLAND COMMUNITY COLLEGE	80.60	41763	2/19/91	TRAINING SCHOOL
2/25/91	ELKINS, SHIRLEY	250.00	41824	2/25/91	TRAINING SCHOOL
2/25/91	GLISER, HARLAN	50.00	41825	2/25/91	TRAINING SCHOOL
2/25/91	KLAGLE, BILL	75.00	41829	2/25/91	TRAINING SCHOOL
2/25/91	LOVELL - IRVY, LARRY	100.00	41830	2/25/91	TRAINING SCHOOL
2/25/91	LEIDL, JAMES	194.21	41836	2/25/91	TRAINING SCHOOL
2/25/91	SENJUKAWA, T91	20.00	41859	2/25/91	ADVERTISING
2/27/91	TREAS-MEDICAL INSURANCE	3,023.03	41887	2/27/91	HOSPITAL AND MEDICAL INSURANCE
2/27/91	TREAS-NON MEDICAL INS	41.25	41888	2/27/91	WORKERS COMPENSATION
2/27/91	TREAS-IMRF	922.01	41888	2/27/91	RETIREMENT-IMRF
2/27/91	AMER LIBRARY ASSN	336.86	41899	2/27/91	BOOKS-MAIN ADULT
2/27/91	AMER LIBRARY ASSN	33.75	41899	2/27/91	SERV TO MAINT OFFICE EQUIP
2/27/91	AMER LIBRARY ASSN	99.00	41912	2/27/91	BOOKS-MAIN REFERENCE
2/27/91	AMER LIBRARY ASSN	34.95	41914	2/27/91	BOOKS-MAIN REFERENCE
2/27/91	AMER LIBRARY ASSN	12.25	41915	2/27/91	BOOKS-MAIN JUVENILE
2/27/91	AMER LIBRARY ASSN	250.75	41915	2/27/91	BOOKS-MAIN JUVENILE



DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/28/91	ACQUISITIONS '91 CONFERENCE	175.00	41920	2/28/91	TRAINING SCHOOL
2/28/91	BAKER & TAYLOR CO	34.29	41928	2/28/91	BOOKS-MAIN ADULT
2/28/91	BAKER & TAYLOR CO	21.00	41928	2/28/91	BOOKS-MAIN YOUTH
2/28/91	BAKER & TAYLOR CO	453.76	41928	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	31.42	41929	2/28/91	BOOKS-EXTENSION ADULT
2/28/91	BAKER & TAYLOR CO	1,681.17	41929	2/28/91	BOOKS-MAIN ADULT
2/28/91	BAKER & TAYLOR CO	30.45	41929	2/28/91	BOOKS-MAIN YOUTH
2/28/91	BAKER & TAYLOR CO	24.06	41929	2/28/91	BOOKS-MAIN JUVENILE
2/28/91	BAKER & TAYLOR CO	37.81	41929	2/28/91	BOOKS-EXTENSION ADULT
2/28/91	BAKER & TAYLOR CO	37.04	41929	2/28/91	BOOKS-EXTENSION JUVENILE
2/28/91	BAKER & TAYLOR CO	1,037.71	41930	2/28/91	BOOKS-MAIN ADULT
2/28/91	BAKER & TAYLOR CO	71.20	41930	2/28/91	BOOKS-MAIN YOUTH
2/28/91	BAKER & TAYLOR CO	274.58	41930	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	214.75	41930	2/28/91	BOOKS-EXTENSION ADULT
2/28/91	BAKER & TAYLOR CO	99.05	41930	2/28/91	BOOKS-EXTENSION JUVENILE
2/28/91	BAKER & TAYLOR CO	11.19	41930	2/28/91	AV-VIDEOS
2/28/91	BAKER & TAYLOR CO	14.59	41930	2/28/91	AV-CASSETTES
2/28/91	BAKER & TAYLOR CO	58.82	41930	2/28/91	AV-VIDEOS
2/28/91	BAKER & TAYLOR CO	1,559.55	41931	2/28/91	BOOKS-MAIN ADULT
2/28/91	BAKER & TAYLOR CO	23.28	41931	2/28/91	BOOKS-MAIN YOUTH
2/28/91	BAKER & TAYLOR CO	431.55	41931	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	97.66	41931	2/28/91	BOOKS-EXTENSION ADULT
2/28/91	BAKER & TAYLOR CO	537.52	41931	2/28/91	BOOKS-EXTENSION JUVENILE
2/28/91	BAKER & TAYLOR CO	1,336.12	41932	2/28/91	BOOKS-MAIN ADULT
2/28/91	BAKER & TAYLOR CO	125.97	41932	2/28/91	BOOKS-MAIN YOUTH
2/28/91	BAKER & TAYLOR CO	204.63	41932	2/28/91	BOOKS-MAIN JUVENILE
2/28/91	BAKER & TAYLOR CO	508.99	41932	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	219.18	41932	2/28/91	BOOKS-EXTENSION ADULT
2/28/91	BAKER & TAYLOR CO	34.48	41933	2/28/91	BOOKS-EXTENSION JUVENILE
2/28/91	BAKER & TAYLOR CO	929.88	41933	2/28/91	BOOKS-MAIN ADULT
2/28/91	BAKER & TAYLOR CO	27.07	41933	2/28/91	BOOKS-MAIN YOUTH
2/28/91	BAKER & TAYLOR CO	318.94	41933	2/28/91	BOOKS-MAIN JUVENILE
2/28/91	BAKER & TAYLOR CO	36.15	41933	2/28/91	BOOKS-EXTENSION ADULT
2/28/91	BAKER & TAYLOR CO	64.84	41933	2/28/91	BOOKS-EXTENSION JUVENILE
2/28/91	BAKER & TAYLOR CO	38.51	41933	2/28/91	AV-VIDEOS
2/28/91	BAKER & TAYLOR CO	14.45	41933	2/28/91	AV-VIDEOS
2/28/91	BAKER & TAYLOR CO	10.61	41943	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	109.39	41943	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	435.00	41943	2/28/91	OTHER PROFESSIONAL SERVICES
2/28/91	BAKER & TAYLOR CO	65.00	41943	2/28/91	SERV TO MAINT OFFICE EQUIP
2/28/91	BAKER & TAYLOR CO	388.12	41957	2/28/91	OFFICE SUPPLIES
2/28/91	BAKER & TAYLOR CO	13.97	41965	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	1,000.00	41966	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	74.37	41968	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	56.51	41980	2/28/91	OFFICE SUPPLIES
2/28/91	BAKER & TAYLOR CO	55.96	41983	2/28/91	BOOKS-MAIN ADULT
2/28/91	BAKER & TAYLOR CO	62.06	41989	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	432.50	41994	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	58.45	42002	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	241.80	42008	2/28/91	MATERIALS TO MAINT BLDGS
2/28/91	BAKER & TAYLOR CO	2,425.85	42010	2/28/91	RENTAL SUPPLIES
2/28/91	BAKER & TAYLOR CO	168.94	42023	2/28/91	OFFICE SUPPLIES
2/28/91	BAKER & TAYLOR CO	1.75	42026	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	144.52	42029	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	55.45	42036	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	BAKER & TAYLOR CO	70.00	42036	2/28/91	OFFICE SUPPLIES
2/28/91	BAKER & TAYLOR CO	111.00	42037	2/28/91	OFFICE SUPPLIES
2/28/91	BAKER & TAYLOR CO	148.00	42041	2/28/91	OTHER PROFESSIONAL SERVICES
2/28/91	BAKER & TAYLOR CO	48.09	42042	2/28/91	OTHER PROFESSIONAL SERVICES
2/28/91	BAKER & TAYLOR CO	188.45	42050	2/28/91	TELEPHONE
2/28/91	BAKER & TAYLOR CO	3,974.37	42059	2/28/91	ELECTRICITY
2/28/91	BAKER & TAYLOR CO	15.48	42059	2/28/91	AV-CASSETTES
2/28/91	BAKER & TAYLOR CO	793.25	42063	2/28/91	PRINTING AND BINDING

GLA3120 FORD DECATUR PUBLIC LIBRARY CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 2/28/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/25/91	IL STATE LIBRARY	140.00	42063	2/28/91	SERV TO MAINT OFFICE EQUIP
2/26/91	IL STATE LIBRARY	623.96	42063	2/28/91	POSTAGE
2/26/91	IL STATE LIBRARY	42063	42063	2/28/91	POSTAGE
2/26/91	IL STATE LIBRARY	1,057.77	42063	2/28/91	POSTAGE
2/18/91	INTERTEC PUBL SUPP	19.72	42097	2/28/91	BOOKS-EQUIPMENT REFERENCE
2/18/91	JAN MASTER SUPPLY	137.60	42073	2/28/91	JANITORIAL SUPPLIES
2/14/91	JAN SAN SUPPLY CO., INC.	100.28	42074	2/28/91	MATERIALS TO MAINT BLOGS
2/18/91	JAN SAN SUPPLY CO., INC.	206.22	42074	2/28/91	MATERIALS TO MAINT BLOGS
2/18/91	JOHN CUKLEY & ASSOCIATES	108.52	42076	2/28/91	BOOKS-MAIN ADULT
2/26/91	JANICE G. MANDERBACH	2,547.00	42076	2/28/91	OTHER PROFESSIONAL SERVICES
2/26/91	KNOW NORTH AMERICA	1,003.01	42085	2/28/91	OFFICE SUPPLIES
2/25/91	MODERN BUSINESS SYSTEMS	623.75	42108	2/28/91	RENTAL-EQUIPMENT AND EQUIPMENT
2/07/91	MICROAGE COMPUTER CENTER	352.90	42117	2/28/91	OFFICE MACHINERY AND EQUIPMENT
2/07/91	MENARDS	283.99	42119	2/28/91	SERV TO MAINT BLOGS
2/25/91	MS. MAGAZINE	60.99	42120	2/28/91	NEWS/PAPERS-MAIN ADULT
2/28/91	MCCORD FIRE & AUTO SERV, INC.	60.72	42123	2/28/91	SERV TO MAINT AUTO EQUIPMENT
2/19/91	MYERS LANDSCAPING SERVICE	45.30	42124	2/28/91	SERV TO MAINT IMPROVEMENTS
2/25/91	MANPOWER	79.20	42125	2/28/91	TEMP PERSONNEL SERVICES
2/14/91	N A E I R	2.00	42132	2/28/91	POSTAGE
2/16/91	HEHER ELECTRIC SUPPLY, INC	323.60	42135	2/28/91	MATERIALS TO MAINT BLOGS
2/19/91	MAIL TECHNICAL INFO SERV	538.50	42134	2/28/91	BOOKS-MAIN REFERENCE
2/07/91	LANIFAX	252.50	42147	2/28/91	SERV TO MAINT OFFICE EQUIP
2/19/91	PRARIE INTERNATIONAL	52.93	42150	2/28/91	MATERIAL TO MAINT AUTO EQUIP
2/18/91	PILUF BOOKS	9.43	42152	2/28/91	BOOKS-MAIN ADULT
2/28/91	PATTEN EDUCATIONAL PUB.	87.00	42156	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	PETERS, CHRIS	96.00	42158	2/28/91	OTHER PROFESSIONAL SERVICES
2/28/91	PUBLISHERS GROUP WEST	21.09	42159	2/28/91	OTHER PROFESSIONAL SERVICES
2/26/91	R R BOWKER	119.85	42170	2/28/91	BOOKS-MAIN REFERENCE
2/28/91	RECORDER BOOKS, INC.	146.59	42171	2/28/91	BOOKS-MAIN ADULT
2/14/91	RESOURCE DIRECTORIES	139.90	42173	2/28/91	AV-CASSETTES
2/18/91	REGENT BOOK CO	49.97	42177	2/28/91	BOOKS-MAIN REFERENCE
2/18/91	REGENT BOOK CO	23.47	42177	2/28/91	BOOKS-MAIN ADULT
2/18/91	REGENT BOOK CO	328.57	42178	2/28/91	BOOKS-EXTENSION ADULT
2/07/91	KOLLING PRAIRIE LIBRARIES	10.00	42178	2/28/91	BOOKS-PROFESSIONAL SERVICES
2/26/91	KOLLING PRAIRIE LIBRARIES	96.00	42179	2/28/91	BOOKS-PROFESSIONAL SERVICES
2/18/91	RIGSBY, PAUL	8.39	42182	2/28/91	BOOKS-MAIN REFERENCE
2/08/91	RANDOM HOUSE, INC.	51.11	42196	2/28/91	EMPLOYEE RECOGNITION SUPPLIES
2/26/91	SLEETH, ALAN	48.00	42207	2/28/91	OTHER PROFESSIONAL SERVICES
2/28/91	STANBURY, DAN K	433.32	42212	2/28/91	OTHER PROFESSIONAL SERVICES
2/18/91	TRUMP PRINTING, INC.	983.90	42215	2/28/91	PRINTING AND BINDING
2/25/91	TOTAL PLASTICS	352.00	42222	2/28/91	OFFICE SUPPLIES
2/28/91	TRUPRIDE PRESS	185.84	42227	2/28/91	BOOKS-MAIN ADULT
2/28/91	WEST PUBLISHING COMPANY	23.50	42237	2/28/91	BOOKS-MAIN REFERENCE
2/14/91	W N BRADBURY, INC.	917.21	42239	2/28/91	OTHER MACHINERY AND EQUIPMENT
2/28/91	WALTERS BLOC, INC	770.43	42244	2/28/91	PRINTING AND BINDING
2/07/91	WILLIAM BLAUGEN FOUNDATION	67.95	42245	2/28/91	BOOKS-MAIN ADULT
2/13/91	XEROX	45.75	42251	2/28/91	OTHER PROFESSIONAL SERVICES
	TOTAL	60,750.06			

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

FOR PERIOD ENDING 2/28/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/28/91	BAKER & TAYLOR CO	389.04	41928	2/28/91	EXPENDITURES
2/28/91	BAKER & TAYLOR CO	43.75	41929	2/28/91	EXPENDITURES
2/28/91	BAKER & TAYLOR CO	8.97	41933	2/28/91	EXPENDITURES
2/07/91	POLITICAL RESEARCH, INC.	600.00	42155	2/28/91	EXPENDITURES
2/25/91	UNTPUB	42.50	42230	2/28/91	EXPENDITURES
	TOTAL	1,084.26			

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-I-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
<b>SALARIES &amp; WAGES</b>									
090	REGULAR SALARIES	1,355,702	86,252.96	965,194.03	1,129,751	390,507.97	.00	390,507.97	71.2
092	HOLIDAYS	0	5,374.06	51,082.20	0	51,082.20	.00	51,082.20	
094	OTHER LEAVE WITH PAY	0	176.16	1,959.61	0	1,959.61	.00	1,959.61	
096	SICK TIME	0	2,580.03	28,090.71	0	28,090.71	.00	28,090.71	
098	VACATION TIME	0	2,473.47	80,560.45	0	80,560.45	.00	80,560.45	
		1,355,702	96,856.70	1,125,887.00	1,129,751	229,815.00	.00	229,815.00	83.0
<b>PERSONAL SERVICES</b>									
101	OVERTIME	0	.00	260.74	0	260.74	.00	260.74	
102	TEMPORARY SALARIES	26,067	1,425.54	15,492.62	21,722	10,574.38	.00	10,574.38	59.4
104	RETIREMENT-IMRF	261,018	18,718.62	216,575.03	218,348	45,442.97	.00	45,442.97	82.7
111	GROUP LIFE INSURANCE	17,388	87.10	1,025.07	66,151	1,62.93	.00	1,62.93	86.3
112	HOSPITAL AND MEDICAL	79,582	6,086.06	66,082.76	24,128	13,296.24	.00	13,296.24	83.3
114	WORKERS COMPENSATION	28,954	1,524.02	21,789.02	2,212	7,169.98	.00	7,169.98	75.0
115	SERVICE RECOGNITION	2,635	1,317.50	2,091.50	333,551	101.74	.00	101.74	87.3
		400,264	28,558.84	323,325.74	333,551	76,938.26	.00	76,938.26	80.8
<b>CONTRACTUAL SERVICES</b>									
201	ADVERTISING	4,225	20.00	2,544.13	3,520	1,680.87	382.50	1,298.37	69.3
202	PRINTING AND BINDING	11,600	2,533.65	7,362.47	9,699	4,137.53	12.55	4,124.98	64.3
210	SERV TO MAINT BUILDINGS	13,000	28.99	5,362.33	10,833	7,851.67	638.75	7,012.92	46.1
211	SERV TO MAINT IMPROVEMENTS	2,000	45.00	1,030.00	166	95.00	.00	95.00	52.2
212	SERV TO MAINT AUTO EQUIPMEN	12,000	510.50	1,692.79	10,000	307.21	598.36	291.15	114.6
213	SERV TO MAINT OFFICE EQUIP	70,000	3,974.37	5,622.26	58,333	6,377.74	.00	6,377.74	46.9
231	ELECTRICITY	14,000	1,699.67	57,187.41	11,666	12,812.59	.00	12,812.59	81.7
232	GAS	17,000	1,699.89	5,757.03	18,033	8,242.97	.00	8,242.97	41.1
233	TELEPHONE	21,800	1,691.89	14,048.13	18,666	7,591.87	50.00	7,541.87	65.1
234	WATER	1,300	.00	698.00	1,083	101.74	.00	101.74	87.3
238	AUDITING SERVICES	3,090	869.21	2,548.48	4,241	300.00	.00	300.00	50.1
240	TRAINING SCHOOL	3,250	6.80	2,283.57	2,708	2,540.52	.00	2,540.52	50.1
241	CONFERENCES AND OTHER TRAVE	10,000	993.62	8,389.46	8,333	1,121.43	.00	1,121.43	65.5
245	POSTAGE	2,750	.00	2,291.00	2,291	1,610.54	.00	1,610.54	83.9
247	COMPUTER SOFTWARE EXPENSE	10,400	976.80	7,276.70	8,666	2,750.00	99.00	2,651.00	3.6
272	TEMP PER PERSONEL SERVICES	2,000	.00	1,990.06	1,666	3,123.30	.00	3,123.30	70.0
273	TUITION REIMBURSEMENT	56,178	5,506.84	41,544.03	46,815	14,633.97	13,992.00	1,009.94	49.5
280	OTHER PROFESSIONAL SERVICES	2,200	4,951.70	2,157.00	1,875	93.00	.00	93.00	95.9
284	PROFESSIONAL MEMBERSHIP FEE	32,400	1,720.52	12,960.08	27,000	19,903.92	.00	19,903.92	36.0
286	RENTAL-D P EQUIPMENT	16,000	25,530.28	12,798.39	13,333	3,201.61	.00	3,201.61	80.0
289	RENTAL-EQUIPMENT	291,083	190,795.58	190,795.58	242,560	100,287.42	15,777.16	84,510.26	71.0
<b>COMMODITIES</b>									
310	GASOLINE	3,000	.00	1,968.61	2,500	1,031.39	.00	1,031.39	65.6
312	JANITORIAL SUPPLIES	3,500	676.18	3,914.33	1,916	414.33	23.80	438.13	112.5
320	MATERIALS TO MAINT BLDGS	18,000	921.71	6,611.63	15,000	11,362.89	864.46	10,518.43	41.8
337	MATERIAL TO MAINT AUTO EQUI	3,000	98.02	1,151.93	2,500	1,848.07	223.56	1,624.51	40.8
345	OFFICE SUPPLIES	31,000	4,628.27	21,385.74	25,500	9,614.26	3,399.00	6,225.26	80.0
357	EMPLOYEE RECOGNITION SUPPLI	200	105.81	122.80	166	77.20	.00	77.20	61.4
		58,700	6,429.99	35,160.52	48,915	23,539.48	4,510.82	19,028.66	67.6
<b>OTHER CHARGES</b>									
400	CONTINGENCIES	10,000	.00	.00	8,333	10,000.00	.00	10,000.00	83.3
415	TRANSFER TO GENERAL FUND	34,486	2,873.83	28,738.30	28,738	5,747.70	.00	5,747.70	83.3
418	MOTOR VEHICLE-INSURANCE	3,011	250.91	2,509.10	2,500	501.90	.00	501.90	83.3
420	BOILER INSURANCE	583	48.59	485.90	485	97.10	.00	97.10	83.3
421	PROPERTY INSURANCE	11,318	943.17	9,431.70	9,431	1,886.30	.00	1,886.30	83.3

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCTM COMM
		OTHER CHARGES								
423		GENERAL LIABILITY INSURANCE	7,344	612.00	6,120.00	6,120	1,224.00	.00	1,224.00	83.3
488		GRANT EXPENSES	500	.00	358.23	416	141.77	.00	141.77	71.6
499		SMALL CAPITAL ITEMS	1,720	.00	683.40	1,433	1,036.60	358.16	678.44	60.6
			68,962	4,728.50	48,326.63	57,465	20,635.37	358.16	20,277.21	70.6

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCTM COMM
		CAPITAL OUTLAY								
515		OFFICE MACHINERY AND EQUIPM	22,223	354.00	1,777.00	18,519	20,446.00	6,968.00	13,478.00	39.4
520		OTHER MACHINERY AND EQUIPME	2,900	917.21	1,508.53	2,416	1,391.47	.00	1,391.47	52.0
			25,123	1,271.21	3,285.53	20,935	21,837.47	6,968.00	14,869.47	40.8

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCTM COMM
		CAPITAL OUTLAY								
801		BOOKS-MAIN ADULT	88,000	7,572.34	77,415.86	73,333	10,584.14	12,684.12	2,099.98	102.4
802		BOOKS-MAIN YOUTH	66,500	5,233.08	4,868.11	5,416	1,631.89	814.86	817.03	87.4
803		BOOKS-MAIN JUVENILE	38,000	2,801.25	29,360.34	31,666	8,639.66	6,955.99	1,683.67	95.6
804		BOOKS-MAIN REFERENCE	70,500	2,810.44	59,783.08	58,791	10,766.92	10,317.50	449.42	99.4
805		BOOKS-PROFESSIONAL	3,600	18.50	2,643.12	3,000	956.88	444.76	512.12	85.8
821		BOOKS-EXTENSION ADULT	16,000	1,015.41	12,089.70	13,333	3,910.50	1,666.69	2,243.61	86.0
822		BOOKS-EXTENSION YOUTH	10,000	.00	228.11	545	426.89	34.62	392.27	40.1
830		AV-PHONODICS	5,000	752.53	7,362.14	8,333	2,637.86	1,850.08	787.78	92.1
831		AV-CASSETTES	7,000	11.19	2,362.83	4,166	2,637.17	741.72	1,895.45	62.1
832		AV-VIDEOS	27,000	218.17	4,921.15	5,833	2,078.85	1,107.19	971.66	86.1
841		MAG/PAPERS-MAIN ADULT	18,200	60.00	14,124.62	22,500	12,875.38	3,378.45	9,496.93	64.8
842		MAG/PAPERS-MAIN YOUTH	1,490	.00	13,359.03	15,408	4,240.91	5.00	4,240.91	50.8
843		MAG/PAPERS-MAIN JUVENILE	1,050	.00	897.49	875	152.51	.00	152.51	85.5
844		MAG/PAPERS-MAIN REFERENCE	10,980	.00	8,459.58	8,416	1,640.42	77.95	1,562.47	84.5
845		MAG/PAPERS-MAIN PROFESSIONA	4,000	.00	1,118.46	816	138.46	.00	138.46	114.1
847		MAG/PAPERS-EXTEN ADULT	4,210	.00	3,360.21	3,333	639.79	.00	639.79	84.0
848		MAG/PAPERS-EXTEN YOUTH	215	.00	142.04	175	67.96	12.44	55.52	73.6
849		MAG/PAPERS-EXTEN JUVENILE	215	.00	69.06	179	145.94	.00	145.94	32.1
			307,550	15,974.28	242,814.02	256,284	64,735.98	40,091.37	24,644.61	92.0

\*\* DIVISION TOTAL \*\* 2,507,384 179,349.80 1,969,595.02 2,089,461 537,788.98 67,705.51 470,083.47 81.3

GLA3010 C I T Y O F D E C A T U R R  
 41000 DPL-CANTONI TRUST REPORT OF EXPENDITURES TO BUDGET FY 1990-91 FUND 92 PUBLIC LIBRARY-TRUSTS 2/28/91

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CMM
900	EXPENDITURES	16,000	1,084.26	14,980.63	13,333	1,019.37	1,869.60	850.23	105.3
	EXPENDITURES	16,000	1,084.26	14,980.63	13,333	1,019.37	1,869.60	850.23	105.3
**	DIVISION TOTAL **	16,000	1,084.26	14,980.63	13,333	1,019.37	1,869.60	850.23	105.3

GLA3010 C I T Y O F D E C A T U R R  
 42000 DPL-BRECKENRIDGE TRUST REPORT OF EXPENDITURES TO BUDGET FY 1990-91 FUND 92 PUBLIC LIBRARY-TRUSTS 2/28/91

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CMM
515	OFFICE MACHINERY AND EQUIP	0	.00	3,343.42	0	3,343.42	.00	3,343.42	
	EXPENDITURES	0	.00	3,343.42	0	3,343.42	.00	3,343.42	
900	EXPENDITURES	12,000	.00	.00	10,000	12,000.00	4,625.74	7,374.26	38.5
	EXPENDITURES	12,000	.00	.00	10,000	12,000.00	4,625.74	7,374.26	38.5
**	DIVISION TOTAL **	12,000	.00	3,343.42	10,000	8,656.58	4,625.74	4,030.84	66.4

GLA3010 C I T Y O F D E C A T U R R  
 43000 DPL-BRIDGES TRUST REPORT OF EXPENDITURES TO BUDGET FY 1990-91 FUND 92 PUBLIC LIBRARY-TRUSTS 2/28/91

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CMM
900	EXPENDITURES	1,500	.00	1,460.60	1,250	31.32	.00	31.32	97.9
	EXPENDITURES	1,500	.00	1,460.60	1,250	31.32	.00	31.32	97.9
**	DIVISION TOTAL **	1,500	.00	1,460.60	1,250	31.32	.00	31.32	97.9

DECATUR PUBLIC LIBRARY  
PERIOD ENDING 02/28/91

## DECATUR PUBLIC LIBRARY

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
<b>FUND BALANCE</b>							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	172,578.93	172,579.00		-.07
TOTAL		.00	202,570.00	172,578.93	172,579.00		-.07
<b>TAXES</b>							
30100-107	PROPERTY TAX-LIBRARY	97,183.10	1,612,612.50	1,939,183.10	1,935,135.00	4,048.10	-100
TOTAL		97,183.10	1,612,612.50	1,939,183.10	1,935,135.00	4,048.10	-100
<b>INTER GOVERNMENTAL REVENUE</b>							
30200-104	REPLACEMENT TAX	85.84	125,833.33	90,227.79	151,000.00	60,772.21	59
30200-107	STATE GRANTS OR OTHER	35,797.06	169,909.16	179,523.61	203,891.00	24,367.39	88
TOTAL		35,882.90	295,742.49	269,751.40	354,891.00	85,139.60	76
<b>FINES AND FEES</b>							
30500-509	LIBRARY FINES AND FEES	5,041.90	37,500.00	44,143.18	45,000.00	856.82	98
30500-510	LIBRARY NON-RESIDENT FEES	371.00	5,000.00	5,020.50	6,000.00	979.50	83
30500-511	LIBRARY LOST AND DAMAGED BOOKS	176.00	2,500.00	3,022.14	3,000.00	22.14	100
30500-514	VERIFAX	.00	666.66	584.25	800.00	215.75	73
30500-515	RESERVES	235.86	5,000.00	3,769.30	6,000.00	2,230.70	62
TOTAL		5,825.24	50,666.66	56,539.37	60,800.00	4,260.63	93
<b>TRANSFERS FROM</b>							
30600-702	TRANSFER FROM GENERAL FUND	20,000.00	12,500.00	20,000.00	15,000.00	5,000.00	-133
TOTAL		20,000.00	12,500.00	20,000.00	15,000.00	5,000.00	-133
<b>INVESTMENT INCOME</b>							
30700-101	INVESTMENT INTEREST	2,439.73	29,916.66	32,591.33	35,900.00	3,308.67	90
TOTAL		2,439.73	29,916.66	32,591.33	35,900.00	3,308.67	90
<b>OTHER INCOME</b>							
30800-805	CONTRIBUTIONS AND DONATIONS	535.79	416.66	9,356.71	500.00	8,856.71	871
30800-899	MISCELLANEOUS INCOME	225.45	833.33	6,830.74	1,000.00	5,830.74	683
TOTAL		761.24	1,249.99	16,187.45	1,500.00	14,687.45	79
<b>FUND TOTAL</b>							
		162,092.21	2,205,258.30	2,506,831.58	2,575,805.00	68,973.42	97

Personnel, Policy, and Public Relations Committee  
March 4, 1991

The meeting was called to order at 5:00 p.m. by Chairman Robert Oakes. Members attending: Mr. Oakes, Stan Sitton, Mark Sorensen, and Barbara Ohlsen, ex-officio. Staff attending: Jim Seidl, Carol Gibson, Linda Humphreys, Steve Serber, and Chuck Brown.

The first agenda item was to review Mr. Seidl's proposal for improving staff morale. The proposal was previously mailed. The Committee reviewed each item of the proposal.

- 1A. The Board could allocate funding for "substitute" pay for extra hours to cover specific vacancies; however, there is no funding in the 1991/92 budget for this. Mr. Oakes asked for a three-year history on the library's expenditures for this item. It was also noted that this item would probably have to be negotiated.
- 1B. The Board is on record as being opposed to any reduction of services.
- 2A. This item is negotiable. It was also noted that this suggestion came from the department heads; however, the staff has in the past expressed opposition to recognition plans.
- 2B. This has been done previously and could be continued by the City Librarian.
- 2C. This could be done administratively.
- 2D. The six year maximum on terms of office makes this difficult. Mr. Sitton expressed a willingness to attend a training seminar in the future. Mr. Sorensen supported the concept, but his term expires this July. Many seminars are held when the Board members are working at their regular jobs.
- 2E. This could be done rather easily.
- 2F. This could be done and should be looked at by administration.
- 2G. The meetings should be scheduled.
- 2H. This is being done.
- 3A. This is very costly. The major complaints about the system should be noted and looked into.

The committee determined that Mr. Seidl should proceed with the suggestions as possible. Suggestions 2B-G could be implemented administratively.

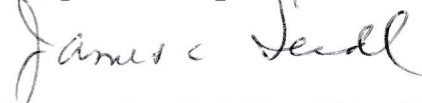
The next agenda item was to review the City Librarian's job description. The committee reviewed the draft prepared by Mr. Seidl and found it acceptable. Mr. Sitton made a motion to recommend adoption of the revised job description as presented. The motion was seconded by Mr. Sorensen and unanimously approved.

The next agenda item was the revised performance evaluation form for the City Librarian. The committee reviewed the draft prepared by Mr. Seidl and found it acceptable. Mr. Sitton made a motion to recommend adoption of the revised form as presented. The motion was seconded by Mr. Sorensen and unanimously approved.

Under other business, Mrs. Gibson "unofficially" announced that she has accepted a position as Director of the Oak Park Public Library effective the first part of April. The committee congratulated Mrs. Gibson and asked that she revise her job description before she leaves.

There was no further business. The meeting was adjourned at 6:10 p.m.

Respectfully submitted



James C. Seidl, City Librarian



MEMORANDUM

February 28, 1991

MEMO TO: Personnel, Policy, and Public Relations Committee  
FROM: Jim Seidl, City Librarian  
SUBJECT: Morale Recommendations

In December, the Personnel, Policy, and Public Relations Committee asked me to develop recommendations to improve staff morale. Morale is defined as the employees' collective attitude toward work, the company, management, their equipment, and their work place.

A review of the literature indicated that there are more articles written on the subject of morale than any other business topic. What morale is, how to measure it, and ways to improve it are discussed endlessly. I have chosen one article for a starting point.

Joseph A. Petrick's article "How to Manage Morale" in Personnel Journal, October 1990, lists four key factors effecting morale.

1. The job: It must be meaningful, challenging, and foster a sense of accomplishment.
2. Work group: Encourage teamwork and foster communication between managers and employees.
3. Management practices: Ensure fairness in all management practices.
4. Economic rewards: Base wages on job classification and rank to reward advancement.

Under state collective bargaining laws, the library must negotiate wages, hours, and conditions and terms of employment. For this reason, I have noted that several of the following recommendations are affected by labor negotiations.

Based upon meetings with the Staff Advisory Committee and the department heads, I have formulated numerous recommendations for consideration. These recommendations are in no priority order. I have not gone into great detail listing step-by-step action or costs. Rather, I have chosen to provide numerous options for the committee to consider. Based upon your recommendations, I will work with the staff to develop the recommendations chosen into a detailed plan for implementation.

## 1. Staffing

- A. Designate specific funds to cover staffing shortages due to illness, increased work loads (computer downtimes), etc. Now that staffing has been reduced, the need for temporary fill-in staff has grown. In the past, funds saved through resignations or retirements were used for this purpose. If funds are designated, procedures regarding when, how, and which positions would be covered, would need to be developed. This change might have to be negotiated. [Staff Advisory Committee]
- B. Close the library on the four holidays that it is currently open (Martin Luther King Day, Lincoln's Birthday, Good Friday, and Columbus Day). This would reduce staffing problems and improve the morale of staff having to work on the holiday or cover the service desks for other staff who are taking their holiday. Again, this recommendation is also subject to negotiation. [Department heads]

## 2. Recognition and Training

- A. Recognition of staff is one of the most successful morale building programs discussed in the literature. While this idea was rejected by the staff last year, I feel we should reconsider it. Recognition and appreciation should include staff's commitment to customer service, achievement awards for staff whose performance exceeds standards, and for innovative introduction of new methods and practices that result in more effective means of operation. Money, gifts, or even administrative leave could be awarded. This program must be developed by the staff with clear guidelines. Staff would form a committee and would be responsible for the selection of winners. Administration and the Board would ensure the funding and support the program. [Department heads]
- B. Recognition can also be given through verbal and written notices. Supervisors could attend a program designed to show them how to recognize employees for their services. A certificate of appreciation could be designed and awarded to staff who are recognized. A semi-annual or annual program could be established where all of the staff recognized would be invited. [Staff Advisory Committee and Department heads]
- C. To reduce perceived unfairness regarding personnel policies, written procedures should be developed whenever possible for clarification. Before these procedures are implemented, they would have to be reviewed by the departments and the union. When

adopted, these procedures would be sent to each department for inclusion in departmental manuals. [Department heads and Staff Advisory Committee]

- D. To develop greater understanding of libraries and library issues, the Board of Trustees should attend local, state, or national meetings and conferences whenever possible. [Department heads]
- E. The Morale Task Force should be re-convened to look at progress made regarding its recommendations. Since many of the recommendations were worked on during the past two years, staff are unaware of progress made. This should be conveyed to the staff, along with areas not addressed or still in progress. [Department heads and Staff Advisory Committee]
- F. To improve and build teamwork, the Staff Advisory Committee felt that the quality circle program should be reinstated. This program was stopped when funds were no longer available to pay for the extra hours worked and the cost of implementation. The quality circles were responsible for the queuing system at circulation and the new patron registration form. Quality circles were successful in building teamwork. Adequate resources are required to ensure the completion of the project. Funds for staffing and implementation must be allotted. [Staff Advisory Committee]
- G. Communication could be improved by holding regularly scheduled staff meetings with administration. Meetings could be held every two months with the agenda open for staff to ask questions. Minutes of the meetings could be posted for staff who are unable to attend. [Staff Advisory Committee]
- H. Increased Training for Staff

The Staff Development Committee has developed training needs for staff annually. A comprehensive training assessment is presently underway by the City's Budget and Technology Division. I recommend that we use this study when it is completed. [Department heads and Staff Advisory Committee]

### 3. Building

A new telephone system to replace the existing system. Staff frustration with the present system's limitations should be determined through a survey to determine what does not work and what is needed. Based upon funding, a plan could be developed to implement the most appropriate course of action. [Department heads]

## LIBRARY DIRECTOR

NATURE OF WORK

This is administrative and professional work in directing all activities of the municipal library.

Work involves broad responsibility for planning, directing, coordinating, and controlling all activities and personnel of a medium-sized municipal public library. Duties include the administration of all phases of library management work including relations with the public, staff hiring, training and development, evaluation, labor negotiations, budgeting for services and operations, and long and short term planning. Requires broad professional knowledge and work experience in most or all phases of library services. Work is carried out in accordance with policies established by a municipal library Board of Trustees.

EXAMPLES OF WORK

Plans, organizes, coordinates, and directs a balanced program of library services for the residents of the city.

Evaluates the effectiveness of library services in relation to the changing needs of the city.

Formulates and recommends policies to the library board; implements library policies and procedures.

Submits an annual budget to the library Board of Trustees; directs and supervises the expenditure of library funds.

Directs the maintenance of the library building and vehicles.

Provides programs for employee training and development.

Recommends and administers policies on the acquisition and processing of library materials.

Recommends and administers public relations programs.

Establishes and maintains effective working relationships with governmental agencies, civic and community groups, and the general public.

Represents the library and speaks before the community, civic organizations, and other groups regarding the library.

Attends professional and other meetings.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Comprehensive knowledge of the principles, methods, and practices of library science and administration.

Comprehensive knowledge of public management principles as they relate to library operations and administration.

Demonstrated administrative ability to plan, organize, and direct a large staff of professional, paraprofessional and support staff.

Knowledgeable of budgeting and automation principles and practices.

Ability to speak and write effectively.

DESIRABLE TRAINING AND EXPERIENCE

Successful completion of graduate level course work in library science to the level of a master's degree from an accredited school, and extensive, progressively responsible experience in professional library management; or any equivalent combination of training and experience.

# Evaluating the Library Director

The criteria for evaluation are grouped under general headings and pertain to the duties most library boards require of their library director. A rating range is provided for each criterion. In those areas where you feel that you do not have sufficient knowledge of the area to render a judgment, mark the item "Don't Know."

(Circle one number or the X)

Poor      Good      Excellent      Don't Know

1. As technical advisor to the board:
  - a. use of innovative methods of service delivery which have been studied and implemented only after they fit the needs of the institution and are proven to be cost effective      1    2    3    4    5    X
  - b. maintenance of an adequate knowledge of the current state-of-the-art      1    2    3    4    5    X
  - c. encouragement of staff in maintaining an awareness of technological advances in the profession      1    2    3    4    5    X

(Circle one number or the X)

Poor      Good      Excellent      Don't Know

2. Policy recommendation to the board:
  - a. completes adequate staff work prior to presentation to the board      1    2    3    4    5    X
  - b. recommends reasonable alternatives      1    2    3    4    5    X
  - c. makes policy recommendations in advance rather than as a reaction to a problem      1    2    3    4    5    X
  - d. makes policy recommendations only when necessary and appropriate to the efficient operation of the library      1    2    3    4    5    X
3. Execution of board policies and decisions:
  - a. implements board decisions on a timely basis      1    2    3    4    5    X
  - b. backs board policies and decisions rather than presenting them to staff in an apologetic or deprecatory manner      1    2    3    4    5    X
4. Employment and supervision of staff:
  - a. emphasizes Equal Opportunity Employer and Affirmative Action hiring practices      1    2    3    4    5    X
  - b. maintains positive relations with management and staff      1    2    3    4    5    X

(Circle one number or the X)

	Poor	1	2	3	4	5	Excellent	Don't Know
c. justifies the need for staff development funds, actively campaigns for them, and accounts for their use								X

d. analyzes functions periodically with the objectives of combining, eliminating, and/or creating new positions.	1	2	3	4	5			X
--	---	---	---	---	---	--	--	---

e. Are positive management/staff relations maintained?	1	2	3	4	5			X
--	---	---	---	---	---	--	--	---

f. Are fair and equitable policies prepared for adoption and then fairly administered?	1	2	3	4	5			X
--	---	---	---	---	---	--	--	---

g. Are grievances filed?	1	2	3	4	5			X
--------------------------	---	---	---	---	---	--	--	---

5. Extending library services:

a. recommends priorities that implement the library's mission as defined by board policy	1	2	3	4	5			X
--	---	---	---	---	---	--	--	---

b. priorities reflect community needs	1	2	3	4	5			X
---------------------------------------	---	---	---	---	---	--	--	---

c. establishes priorities in advance rather than in response to a problem	1	2	3	4	5			X
---	---	---	---	---	---	--	--	---

6. Short- and long-range planning:

a. planning reflects board priorities	1	2	3	4	5			X
---------------------------------------	---	---	---	---	---	--	--	---

b. updates plans on a continuous basis reflecting changing circumstances	1	2	3	4	5			X
--	---	---	---	---	---	--	--	---

c. accomplishments reflect and relate to both short- and long-range plans	1	2	3	4	5			X
---	---	---	---	---	---	--	--	---

(Circle one number or the X)

	Poor	1	2	3	4	5	Excellent	Don't Know
d. plans flexible enough to allow for unforeseen circumstances								X

e. provides adequate information to the board on the implementation, revision, etc., of short- and long-range planning	1	2	3	4	5			X
--	---	---	---	---	---	--	--	---

7. Public relations

a. effectively communicates services of the library to the public	1	2	3	4	5			X
---	---	---	---	---	---	--	--	---

b. establishes a proper and realistic balance between promotion of services and budget constraints	1	2	3	4	5			X
--	---	---	---	---	---	--	--	---

c. analyzes circulation trends and in-house use and reacts appropriately to the results of such analysis	1	2	3	4	5			X
--	---	---	---	---	---	--	--	---

8. Community involvement

a. director is active in community	1	2	3	4	5			X
------------------------------------	---	---	---	---	---	--	--	---

b. director is visible to large segments of the population	1	2	3	4	5			X
--	---	---	---	---	---	--	--	---

c. director is available for speaking engagements in the community	1	2	3	4	5			X
--	---	---	---	---	---	--	--	---

9. Budgets and reports

a. prepares regular reports embodying library's current progress and future needs	1	2	3	4	5			X
---	---	---	---	---	---	--	--	---

(Circle one number or the X)

Poor 1 2 3 4 5 Excellent Don't Know X

b. prepares an annual budget in consultation with the board and gives a current report of expenditures against the budget at each meeting

c. completes all staff work in a timely manner prior to budget presentation

d. budget covers all necessary expenses

e. allocations are made or reserved for unanticipated contingencies

f. funds are effectively allocated

g. mid-course corrections are minimized

10. Collection development

a. selects and orders (or effectively delegates these processes) all books and other library materials

b. maintains an effective program for determining user needs and wants and translating these needs and wants into acquisitions and services

c. has evolved a plan enabling library to respond to materials' budget cuts

(Circle one num. or the X)

Poor 1 2 3 4 5 Excellent Don't Know X

11. National and state organization meetings

a. library represented and director actively participates in the American Library Association, state and regional library associations

b. director holds or has held offices in professional organizations

c. staff and director have had articles published in professional journals

12. General

a. knows local and state laws and actively supports legislation in the state and nation

b. utilizes services and consultants of the state library

c. cooperates with the board to plan and carry out the library program

d. reports regularly to library board, to local government officials, and the public

13. Maintenance and construction of facilities

a. buildings and grounds are adequately maintained



(Circle one number or the X)

Poor	Good	Excellent	Don't Know		
1	2	3	4	5	X

b. maintains an ongoing program that provides adequate information on the need for new or remodeled facilities

14. Miscellaneous rating factors

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| a. difficult decisions are made and implemented rather than being deferred or ignored                        | 1 | 2 | 3 | 4 | 5 | X |
| b. displays initiative rather than reacting to problems as they arise  | 1 | 2 | 3 | 4 | 5 | X |
| c. is objective in making necessary decisions and does not permit personal prejudices to intrude too often   | 1 | 2 | 3 | 4 | 5 | X |
| d. maintains consistency in decisions affecting public/staff   | 1 | 2 | 3 | 4 | 5 | X |
| e. is open with the board and does not let a hidden agenda intrude   | 1 | 2 | 3 | 4 | 5 | X |
| f. sets an example for the staff through professional conduct, high principles, and a business-like approach | 1 | 2 | 3 | 4 | 5 | X |

(Circle one number, or the X)

Poor	Good	Excellent	Don't Know		
1	2	3	4	5	X

g. attends all board meetings other than those at which his or her salary or tenure is discussed

15. Personality and behavior traits

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| a. has cooperative attitude                  | 1 | 2 | 3 | 4 | 5 | X |
| b. organizes work well                       | 1 | 2 | 3 | 4 | 5 | X |
| c. takes initiative                          | 1 | 2 | 3 | 4 | 5 | X |
| d. demonstrates creativity                   | 1 | 2 | 3 | 4 | 5 | X |
| e. meets deadlines                           | 1 | 2 | 3 | 4 | 5 | X |
| f. shows tact                                | 1 | 2 | 3 | 4 | 5 | X |
| g. communicates well                         | 1 | 2 | 3 | 4 | 5 | X |
| h. shows enthusiasm for work                 | 1 | 2 | 3 | 4 | 5 | X |
| i. sets a professional example               | 1 | 2 | 3 | 4 | 5 | X |
| j. motivates staff                           | 1 | 2 | 3 | 4 | 5 | X |
| k. is receptive to new ideas and suggestions | 1 | 2 | 3 | 4 | 5 | X |
| l. makes good decisions                      | 1 | 2 | 3 | 4 | 5 | X |

16. Comments:

A careful analysis of the results should be presented to the board and the director. Such results can be very useful in showing strengths, as well as highlighting areas that can be improved. Most often results are favorable, and it would be valuable for the director's files to contain a letter reflecting the board's evaluation.

ILLINOIS LIBRARY ASSOCIATION



## AVENUES TO EXCELLENCE II

STANDARDS FOR PUBLIC LIBRARIES IN ILLINOIS

### IX. PHYSICAL FACILITIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. Facilities shall be provided for the return of library materials when the library is closed.

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

10 Building features which conserve energy shall be utilized whenever possible, especially when planning renovation or new construction. Adequate temperature control, humidity, and lighting influence the overall utilization and efficiency of the building and are essential for patron comfort, preservation of materials, and operation of equipment.

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

11 Adequate and convenient parking shall be available to the library's patrons and staff at or near the library site. A question about parking shall be included in both the user and the citizen survey.

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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.

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### 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.

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### 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.\*

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\*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.\*

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16 Drinking fountain and public telephone which are wheelchair accessible.

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

17 Toilet facility which is wheelchair accessible.

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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.\*

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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.\*

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

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### 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.)

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(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

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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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### FOR FURTHER READING

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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)