

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, September 18, 1997 4:30 p.m.
AGENDA

- I. Call to order - Shirley Moore, President
- II. Approval of minutes
 - A. Meeting of August 21, 1997
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of September 11, 1997
 - B. Finance and Properties Committee
 - 1. Approval of bills for August 1997
 - 2. No meeting
 - C. Rolling Prairie Library System
 - 1. Report on September 1997 system board meeting
 - D. Friends of the Library
 - 1. Meeting of September 10, 1997
 - E. Foundation
 - 1. Report on fundraising activities
- VI. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter III, Personnel
- VII. Old business
- VIII. New business
 - A. Construction grant application
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 21, 1997

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Mark Gibson, Mary Lee, Judi Moss, Maurese Pittman, David Pritts, Russell Reimer, Ellen Spycher, and John Stengel. Staff present: John Moorman and Linda Humphreys. Others present: Tim Crosby, *Herald & Review*.

II. PRESENTATION OF PROPOSALS FROM ARCHITECTURAL FIRMS

Gene Dillow and Randy West from BLDD, as well as Dave Smith, engineer at KJWW, made a presentation regarding the conversion of the current Sears building to a new library.

Randy Gibson from Phillips Swager Associates and Harry Cook from Blank, Wesselink & Cook also made a presentation.

III. APPROVAL OF MINUTES

The minutes of the meeting of July 17, 1997 were approved as mailed.

IV. COMMUNICATIONS FROM THE PUBLIC

No one from the public addressed the Board.

V. OLD BUSINESS

Mr. Gibson made a motion to adjourn to closed executive session to discuss collective negotiating matters. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote. The Board went into closed session at 5:36 p.m. The meeting was reconvened at 6:08 p.m.

Mr. Reimer made a motion to approve the tentative agreement reached with the union subject to approval by the Decatur City Council. The motion was seconded by Ms. Lee and approved with eight yes votes and one no vote (Mrs. Moss).

The presentations made earlier in the meeting were discussed at length. Mr. Stengel made a motion to authorize negotiations with Phillips Swager Associates to determine a fee for architectural services for converting the Sears building into a new library. The motion was seconded by Mr. Gibson and unanimously approved on roll call vote.

VI. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

VII. REPORTS OF COMMITTEES

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

Finance and Properties Committee: Mr. Stengel requested that the materials budget include a separate line item for electronic/computer resources. Mr. Moorman will check on this. Mr. Stengel made a motion to approve the July bills. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote. The committee will meet in October.

Rolling Prairie: The system board meeting was cancelled.

Friends of the Library: The Friends did not meet this month.

Foundation: The major gifts group of the Foundation will meet tomorrow for training.

VIII. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter II was reviewed.

IX. NEW BUSINESS

There was no new business.

X. ADJOURNMENT

Mrs. Moore adjourned the meeting at 6:55 p.m.

Respectfully submitted,



Judi Moss, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For the September 18, 1997 Meeting

of the
Decatur Public Library Board of Trustees

So far 10 individuals have signed up for the "Poets in Person" series which will begin on September 22. A Decatur Herald and Review reporter may write a feature article on the series. The Century of Change book project is behind schedule but it is hoped to still have it ready for sale by the first of November.

By the time you read this, the Preston Jackson reception scheduled for Saturday, September 13 will be history. I have been working with Barbara Dove of Gallery 510 in preparing for the reception as well as the setting up of the exhibit of his sculpture which will be on display at the Library from September 15 until October 30. This has been an exciting project and the Library is honored with being able to house this exhibit, which will be exhibited internationally after leaving the Library.

Cathy Ritchie has been working on an update of the Library brochure. This should be ready for use by the middle of October.

Jerald Merrick has again been accepted as a Commodore for the Chamber of Commerce for the period September 1997 to August 1998. He also gave an investment talk to 25 people on August 25.

This past month has been a very difficult time for the adult services division. The division has had two library assistant vacancies due to retirement and transfer. In addition, late in the month Arthur Gross fractured his pelvis and is on very limited duty. Coupling this with scheduled vacation times, scheduling staff coverage for the two public service desks has been extremely difficult. Carolyn Jensen has done an excellent job of seeing that coverage is as complete as humanly possible, but this has meant that other divisional responsibilities have had to be put on hold. As the civil service employment procedures are lengthy and cumbersome, it will be some time before the division is at full strength.

New and upcoming booklists include author biographies, Young Adult biographies, Young Adult poetry and humor. The first floor displays this month have spotlighted humor and cop and detective fiction.

Karen Anderson indicates that McKinley Court has requested home service for more of their residents. She will be meeting with the residents this month to find out how many are interested in participating in this program. The activity director of McKinley Court has agreed to distribute the materials to residents if the library selects and brings them to the facility.

City Librarian's Report
September 18, 1997
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Judy Ellison and Karen Anderson did a program for the residents at Imboden Creek Living Center on August 12, 1997. Fair Havens has requested that they visit their facility for a program in the near future.

Mary Lou Dwyer of the children's division designed a book mark with all the Magic School Bus publications listed on it, since the books are scattered through the collection, and are frequently requested.

Final statistics on the summer reading program include 35% of the 1569 main library registrants finishing the 6 steps of the program. This compares to 26% finishing in 1995 and 31% in 1996. Katie Gross indicates that the summer reading program theme, developed by children's division staff, was a popular one and there was enthusiastic participation in the program.

During the month eight day care groups visited the department, bringing in 126 individuals. There were eight Lap-sits attended by 160 people. The children's division recorded 19 Baby TALK contacts, including 5 photos, 3 birthday books, and 2 new baby sign ups.

The Library Child Care Connection project continues to be successful. During August 12 bags of library materials circulated to home day care providers. Katie Gross and her staff are to be commended for this excellent pioneering project.

During October Patty Barr from Baby TALK will begin a monthly program on children's literature for parents in the library's story room. Katie Gross is working on a program for home school parents. This segment of our user community is steadily increasing its use of library services and facilities.

Grace Veach reports that August was the first month that her division has been fully staffed in over a year. As a result project backlogs are being reduced. I continue to work with GEAC to seek a speedy resolution to the authority control problem which came with the last upgrade to our system. During the month the division added 1,513 volumes, made 1,655 changes to the database, mended 1,43 items, replaced 401 book jackets and bound 190 paperbacks. On-going projects of the division include upgrading J records and cataloging previously owned uncataloged plays.

During the month of August the library benefitted from 254 hours of service from 34 volunteers.

As of September 12, 1997 the Library had completed 36% of its fiscal year. Encumbrances and expenditures stood at 32.9% of budget.

During this past month I have spent considerable time working with the Decatur Public

City Librarian's Report
September 18, 1997
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Library Foundation on its capital fund drive for the Sears building project. Besides working with various committees of the fund drive I have participated in six solicitation visits and have four visits scheduled for the coming week. I feel that the fund drive is making progress towards its \$1.6 million goal and I am enjoying working with the excellent volunteers on this important project.

With your meeting packet is a copy of the library construction grant that we will be applying for this fall. As its due date is November 4, I am already working with our building consultant and the architects in readying this application. I hope to have most of the data needed for the application in hand by the Board's October meeting.

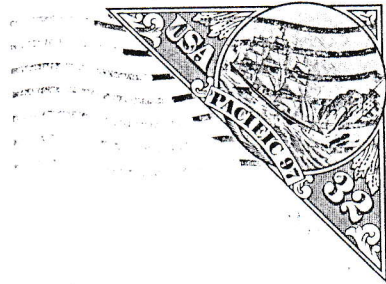
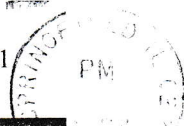
Members of the Board.

I wish to thank
and congratulate you for
helping sponsor Preston
Jackson's exhibit and
providing a wonderful
space for an enchanting
evening of art and music
from one of Decatur's
native sons.

Ron Shafer



Ron Shafer
RR 4 Box 333
Decatur, IL 62521



DEFENDERS OF WILDLIFE

Board of Directors
Decatur Public Library
247 E. North
Decatur,
IL 62523



DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 August 1997

| Location | August 1997 | August 1996 | % Change |
|------------------------|----------------|----------------|----------|
| CENTRAL LIBRARY, PRINT | | | |
| Adult | 22,562 | 23,014 | -2.0 |
| Young Adult | 1,429 | 1,324 | 7.9 |
| Children's | 13,088 | 11,914 | 9.9 |
| TOTAL | 37,079 | 36,252 | 2.3 |
| EXTENSION PRINT | | | |
| Bookmobile 548 | 3,706 | 3,993 | -7.2 |
| Bookmobile 549 | 2,041 | 2,238 | -8.8 |
| Outreach | 627 | 293 | 114.0 |
| TOTAL | 6,374 | 6,524 | -2.3 |
| TOTAL PRINT | 43,453 | 42,776 | 1.6 |
| NON-PRINT | | | |
| Videocassettes | 6,581 | 6,149 | 7.0 |
| Audiocassettes | 2,480 | 2,856 | -13.2 |
| Recordings | 1,830 | 1,941 | -5.7 |
| TOTAL | 10,891 | 10,946 | -0.5 |
| Extension Non-print | 1,021 | 932 | 9.6 |
| TOTAL NON-PRINT | 11,912 | 11,878 | 0.3 |
| Renewals | 412 | 586 | -29.7 |
| TOTAL CIRCULATION | 55,777 | 55,240 | 1.0 |

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

August 1997

| Location | Current Year | Last Year | % Change |
|------------------------|-----------------|--------------|----------|
| CENTRAL LIBRARY, PRINT | | | |
| Adult | 283,316 | 292,240 | -3.1 |
| Young Adult | 14,827 | 16,030 | -7.5 |
| Children's | 158,708 | 160,926 | -1.4 |
| TOTAL | 456,851 | 469,196 | -2.6 |
| EXTENSION PRINT | | | |
| Bookmobile 548 | 78,600 | 89,482 | -12.2 |
| Bookmobile 549 | 36,592 | 34,457 | 6.2 |
| Outreach | 11,557 | 12,148 | -4.9 |
| TOTAL | 126,749 | 136,087 | -6.9 |
| TOTAL PRINT | 583,600 | 605,283 | -3.6 |
| NON-PRINT | | | |
| Videocassettes | 81,098 | 74,240 | 9.2 |
| Audiocassettes | 33,913 | 36,025 | -5.9 |
| Recordings | 24,304 | 24,275 | 0.1 |
| TOTAL | 139,315 | 134,540 | 3.6 |
| Extension Non-print | 10,520 | 10,769 | -2.3 |
| TOTAL NON-PRINT | 149,835 | 145,309 | 3.1 |
| Renewals | 9,641 | 10,499 | -8.2 |
| TOTAL CIRCULATION | 743,076 | 761,091 | -2.4 |

STATISTICAL REPORT
August 1997

TECHNICAL SERVICES

New book volumes added: 1,419
New book titles added: 792
AV titles added: 231
Volumes withdrawn: 1,355
Books mended: 1,043

PERSONNEL ACTIVITY:

CURRENT VACANCIES: Library Assistant (2 positions), Library Driver (1/2 time), Library Page (1/2 time) (2 positions)

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 379 main + 46 extension = 425 total

PROFESSIONAL ASSISTS: this 12 months to date: 76,163
last 12 months to date: 69,413

PATRONS IN THE BUILDING: this 12 months to date: 359,735
last 12 months to date: 364,703

VOLUMES PURCHASED: this 12 months to date: 19,204
last 12 months to date: 22,835

VOLUNTEERS: 34 volunteers worked 254 hours

Personnel, Policy, and Public Relations Committee
September 11, 1997

David Pritts called the meeting to order at 4:30 p.m. Members present: Mr. Pritts, Judi Moss, Maurese Pittman, and Shirley Moore. Absent: Ellen Spycher. Staff present: Linda Humphreys, John Moorman, and Carolyn Jensen.

Review of Long Range Plan: Mr. Moorman reported that technology is changing so rapidly now that it is not feasible to plan for five years. After considerable discussion, it was agreed that revising the Long Range Plan is not a top priority. The immediate priority is planning for a new facility. Some of this work has already been completed through the feasibility study.

Software Use Policy: Mr. Moorman presented a draft of a software use policy and explained the need for such a policy. The consensus was to present the policy to the Board as modified for approval.

Other business: Mr. Moorman reported that a technology plan must be developed soon. A draft will be prepared for the October committee meeting.

Mrs. Moss made a motion to adjourn to closed executive session to discuss the performance of an individual. The motion was seconded by Mrs. Pittman and unanimously carried on roll call vote. The committee went into closed session at 5:30. The meeting was reconvened at 6:45.

There was no further business. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

Software Use Policy for the Decatur Public Library

1. **General Statement of Policy. Appointment of a Software Manager.** It is the policy of the Decatur Public Library to respect all computer software copyrights and to adhere to the terms of all software licenses to which the Library is a party. The PC/Local Area Network Technician is the Decatur Public Library's Software Manager, and is charged with the responsibility for enforcing these guidelines.

Employees of the Library may not duplicate any licensed software or related documentation for use either on Library premises or elsewhere unless the Decatur Public Library is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or the Library to both civil and criminal penalties under the United States Copyright Act.

Employees of the Library may not give software to any outsiders including clients, contractors, customers, and others. Employees of the Library may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

2. **Policy Implementation.** Each Library employee must read the Software Use Policy for the Library. Upon completion, employees are required to sign this Software Use Policy. New employees will be provided a copy of the Software Use Policy and must read and sign within 10 days of the commencement of their employment.

3. **Budgeting for Software.** When purchasing software for existing computers, such purchases will be charged to the software budget.

4. **Approval for Purchase of Software.** To purchase software, users must obtain the approval of their Division Head and the City Librarian, and then follow the same procedures the Library has for the acquisition of other Library materials.

5. **Acquisition of Software.** All software acquired by the Library must be purchased through the Library administrative office. Software acquisition channels are restricted to ensure that the Library has a complete record of all software that has been purchased for Library computers and can register, support, and upgrade such software accordingly.

6. **Registration of Software.** When software is delivered, it must first be delivered to the Software Manager so that he/she can complete registration and inventory requirements. The Software Manager is responsible for completing the registration card and returning it to the software publisher. Software must be registered in the name of the Library and job title or division in which it will be used. Due to personnel turnover, software will never be registered in the name of the individual user. The Software Manager maintains a register of all Library software and will keep a file of software licenses. The register must contain: a) the title and publisher of the software; b) the date and source of software acquisition; c) the location of each installation as well as the serial number of the hardware on which each copy of the software is installed; d) the name of the authorized user; e) the existence and location of back-up copies; f) the software product's serial number.

7. **Installation of Software.** After the registration requirements have been met, the software will be installed by the PC/Local Area Network Technician. Manuals, tutorials, and other user materials will be available as required through the Software Manager. Once installed on the hard drive, the original diskettes or CD-ROMs will be kept in a safe storage area maintained by the Software Manager.

8. **Home Computers.** Library computers are organization-owned assets and must be kept both software legal and virus free. Only software purchased through the procedures outlined in this policy may be used on Library machines. Employees are not permitted to bring software from home and load it onto Library computers. Generally, organization-owned software cannot be taken home and loaded on a user's home computer if it also resides on the Library's computers. If an employee is authorized by the City Librarian to use software at home, the Library will purchase a separate package and record it as an organization-owned asset in the software register. However, some software companies provide in their license agreements that home use is permitted under certain circumstances. If an employee is authorized to use software at home, he/she should consult with the Software Manager to determine if appropriate licenses allow for home use.

9. **Shareware.** Shareware software is copyrighted software that is distributed freely through bulletin boards and on-line services. It is the policy of the Library to pay shareware authors the fee they specify for use of their products. Registration of shareware products will be handled the same way as for commercial software products.

10. **Audits.** The Software Manager, under the direction of the Library Office Manager, will conduct appropriate audits of all Library PCs, including portables, to ensure that the Library is in compliance with all software licenses. Random audits may be conducted as well. Audits will be conducted using an auditing software product. Also, during the audits, the Software Manager will search for computer viruses and eliminate any that are found. The full cooperation of all Library employees is required during audits.

11. **Penalties and Reprimands.** According to the U.S. Copyright Act, illegal reproduction of software is subject to civil damages of as much as US\$100,000 per title infringed, and criminal penalties, including fines of as much as US\$250,000 per title infringed and imprisonment of up to five years. The Library will not condone nor tolerate the illegal duplication of software. A Library employee who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate under the circumstance. Such discipline may include suspension or termination of employment.

12. **User Agreement.** If you have any additional questions about the above policies, address them to the Software Manager before signing this agreement.

I have read the Decatur Public Library's Software Use Policy and agree to abide by it as consideration for my continued employment by the Library. I understand that violation of any above policies may result in my termination.

Employee's Signature

Date

| DATE OF REQUEST | VENDOR | AMOUNT | CHECK NUMBER | CHECK DATE | DESCRIPTION |
|-----------------|------------------------------|----------|--------------|------------|--------------------------------|
| 8/01/97 | BAKER & TAYLOR ENTERTAINMENT | 823.36 | 105054 | 8/01/97 | BOOKS AND PERIODICALS |
| 8/01/97 | PUBLIC LIBRARY ASSOCIATION | 240.00 | 105058 | 8/01/97 | MAG/PAPERS-MAIN PROFESSIONAL |
| 8/05/97 | COMMERCIAL MAIL SERVICES | 91.87 | 105087 | 8/05/97 | POSTAGE |
| 8/06/97 | TREAS-MEDICAL INSURANCE | 4,043.04 | 105171 | 8/06/97 | HOSPITAL AND MEDICAL INSURANCE |
| 8/06/97 | TREAS-NON MEDICAL INS | 34.05 | 105172 | 8/06/97 | GROUP LIFE INSURANCE |
| 8/06/97 | TREAS-NON MEDICAL INS | 630.72 | 105172 | 8/06/97 | UNEMPLOYMENT COMPENSATION |
| 8/06/97 | TREAS-IMRF | 1,024.00 | 105172 | 8/06/97 | WORKERS-COMPENSATION |
| 8/06/97 | TREAS-PETTY CASH | 8,342.84 | 105173 | 8/06/97 | RETIREMENT-IMRF |
| 8/06/97 | TREAS-PETTY CASH | 26.45 | 105174 | 8/06/97 | SERV-AUTO EQUIPMENT |
| 8/06/97 | TREAS-PETTY CASH | 5.00 | 105174 | 8/06/97 | TRAINING SCHOOL |
| 8/06/97 | TREAS-PETTY CASH | 10.00 | 105174 | 8/06/97 | OTHER PROFESSIONAL SERVICES |
| 8/06/97 | TREAS-PETTY CASH | 45.58 | 105174 | 8/06/97 | MATERIAL-BLDGS |
| 8/06/97 | TREAS-PETTY CASH | 32.84 | 105174 | 8/06/97 | OFFICE SUPPLIES |
| 8/06/97 | TREAS-PETTY CASH | 22.73 | 105174 | 8/06/97 | EMPLOYEE RECOGNITION SUPPLIES |
| 8/07/97 | BLOOMINGTON PUBLIC LIBRARY | 60.00 | 105185 | 8/07/97 | CONFERENCES AND OTHER TRAVEL |
| 8/07/97 | HERALD & REVIEW COMPANY | 37.86 | 105186 | 8/07/97 | BOOKS AND PERIODICALS |
| 8/07/97 | WEST PUBLISHING COMPANY | 478.00 | 105194 | 8/07/97 | BOOKS AND PERIODICALS |
| 8/11/97 | BOOTH SYSTEMS ENGINEERING | 181.50 | 105223 | 8/11/97 | OTHER PROFESSIONAL SERVICES |
| 8/11/97 | CUSTOM COMMUNICATIONS | 685.43 | 105225 | 8/11/97 | TELEPHONE |
| 8/11/97 | GLATZ TRUCK & TRAILER SALES | 175.00 | 105229 | 8/11/97 | SERV-AUTO EQUIPMENT |
| 8/11/97 | GLATZ TRUCK & TRAILER SALES | 92.86 | 105229 | 8/11/97 | MATERIAL TO MAINT AUTO EQUIP |
| 8/11/97 | HOUCHEM BINDERY LTD | 393.75 | 105232 | 8/11/97 | PRINTING AND BINDING |
| 8/11/97 | JOHNSON, PHYLLIS | 46.40 | 105235 | 8/11/97 | CONFERENCES AND OTHER TRAVEL |
| 8/11/97 | LOUIS DEVELOPMENT CORP | 170.00 | 105237 | 8/11/97 | COMPUTER SOFTWARE LICENSE |
| 8/11/97 | METRO DECATUR CHAMBER | 175.00 | 105238 | 8/11/97 | COMPUTER SOFTWARE EXPENSE |
| 8/11/97 | SOFTWARE SPECTRUM | 426.28 | 105242 | 8/11/97 | COMPUTER SOFTWARE EXPENSE |
| 8/11/97 | SOFTKEY TYPES | 282.50 | 105244 | 8/11/97 | OTHER PROFESSIONAL SERVICES |
| 8/13/97 | TREAS-CENTRAL GARAGE FD | 218.34 | 105275 | 8/13/97 | GASOLINE |
| 8/13/97 | TREAS-GENERAL FUND | 74.41 | 105276 | 8/13/97 | POSTAGE |
| 8/13/97 | TREAS-GENERAL FUND | 15.75 | 105277 | 8/13/97 | OFFICE SUPPLIES |
| 8/13/97 | TREAS-PETTY CASH | 12.47 | 105277 | 8/13/97 | PRINTING AND BINDING |
| 8/13/97 | TREAS-PETTY CASH | 20.05 | 105277 | 8/13/97 | CONFERENCES AND OTHER TRAVEL |
| 8/13/97 | TREAS-PETTY CASH | 33.00 | 105277 | 8/13/97 | OTHER PROFESSIONAL SERVICES |
| 8/13/97 | TREAS-PETTY CASH | 18.75 | 105277 | 8/13/97 | MATERIAL-BLDGS |
| 8/13/97 | TREAS-PETTY CASH | 63.85 | 105277 | 8/13/97 | OFFICE SUPPLIES |
| 8/13/97 | TREAS-PETTY CASH | 10.00 | 105277 | 8/13/97 | BOOKS AND PERIODICALS |
| 8/13/97 | TREAS-PETTY CASH | 14.45 | 105278 | 8/13/97 | MAG/PAPERS-MAIN ADULT |
| 8/13/97 | TREAS-PETTY CASH | 16.50 | 105278 | 8/13/97 | TRAINING SCHOOL |
| 8/13/97 | TREAS-PETTY CASH | 35.00 | 105278 | 8/13/97 | OTHER PROFESSIONAL SERVICES |
| 8/13/97 | TREAS-PETTY CASH | 92.72 | 105278 | 8/13/97 | MATERIAL-BLDGS |
| 8/13/97 | TREAS-PETTY CASH | 5.63 | 105278 | 8/13/97 | OFFICE SUPPLIES |
| 8/13/97 | TREAS-PETTY CASH | 28.19 | 105278 | 8/13/97 | BOOKS AND PERIODICALS |
| 8/14/97 | UNIV MICROFILMS INTL | 8,252.47 | 105279 | 8/13/97 | BOOKS AND PERIODICALS |
| 8/14/97 | BAKER & TAYLOR CO | 761.23 | 105285 | 8/14/97 | BOOKS AND PERIODICALS |
| 8/14/97 | BAKER & TAYLOR CO | 453.00 | 105286 | 8/14/97 | BOOKS AND PERIODICALS |
| 8/14/97 | BAKER & TAYLOR ENTERTAINMENT | 18.69 | 105290 | 8/14/97 | BOOKS AND PERIODICALS |
| 8/14/97 | COMPUTER CENTER CO | 2,036.00 | 105291 | 8/14/97 | OFFICE MACHINERY AND EQUIPMENT |
| 8/14/97 | C C FIRE EQUIPMENT | 135.00 | 105293 | 8/14/97 | JANITORIAL SUPPLIES |
| 8/14/97 | CHIVERS NORTH AMERICA, INC | 193.17 | 105295 | 8/14/97 | BOOKS AND PERIODICALS |
| 8/14/97 | CONSOLIDATED COMMUNICATIONS | 59.80 | 105295 | 8/14/97 | TELEPHONE |
| 8/14/97 | CHERSEA HOUSE PUBLISHERS | 101.14 | 105304 | 8/14/97 | BOOKS AND PERIODICALS |
| 8/14/97 | AMERITECH LIBRARY | 123.04 | 105306 | 8/14/97 | TELEPHONE |
| 8/14/97 | IL STATE LIBRARY | 50.00 | 105306 | 8/14/97 | PRINTING AND BINDING |
| 8/14/97 | IL STATE LIBRARY | 16.53 | 105306 | 8/14/97 | POSTAGE |
| 8/14/97 | IL STATE LIBRARY | 2,126.27 | 105306 | 8/14/97 | EQUIPMENT |
| 8/14/97 | IL STATE LIBRARY | 51.95 | 105310 | 8/14/97 | BOOKS AND PERIODICALS |
| 8/14/97 | NATIVE AMER PUBL TELECOM- | 104.45 | 105320 | 8/14/97 | BOOKS AND PERIODICALS |
| 8/14/97 | PERMA-BOUND BOOKS | 24.80 | 105320 | 8/14/97 | BOOKS AND PERIODICALS |
| 8/14/97 | PUBLISHING SALES CONSULTANTS | 432.01 | 105320 | 8/14/97 | BOOKS AND PERIODICALS |
| 8/14/97 | PUBLISHING SALES CONSULTANTS | 29.90 | 105325 | 8/14/97 | BOOKS AND PERIODICALS |
| 8/20/97 | SPED LUBE | 4,043.04 | 105443 | 8/20/97 | SERV-AUTO EQUIPMENT |
| 8/20/97 | TREAS-MEDICAL INSURANCE | 34.05 | 105444 | 8/20/97 | HOSPITAL AND MEDICAL INSURANCE |
| 8/20/97 | TREAS-NON MEDICAL INS | 423.99 | 105444 | 8/20/97 | GROUP LIFE INSURANCE |

FOR PERIOD ENDING 8/31/97

FOR PERIOD ENDING 8/31/97

| DATE OF REQUEST | VENDOR | AMOUNT | CHECK NUMBER | CHECK DATE | DESCRIPTION |
|-----------------|-------------------------------|----------|--------------|------------|----------------------------------|
| 8/20/97 | TREAS-NON MEDICAL INS | 1,008.00 | 105444 | 8/20/97 | WORKERS COMPENSATION |
| 8/20/97 | TREAS-IMRF | 8,315.79 | 105445 | 8/20/97 | RETIREMENT-IMRF |
| 8/21/97 | BLOOMINGTON-PUBLIC LIBRARY | 135.00 | 105456 | 8/21/97 | CONFERENCES AND OTHER TRAVEL |
| 8/22/97 | ARAMARK SERVICES, INC. | 8.00 | 105482 | 8/22/97 | SERV-BUILDINGS |
| 8/22/97 | TREAS-PETTY CASH | 25.00 | 105493 | 8/22/97 | CONFERENCES AND OTHER TRAVEL |
| 8/22/97 | TREAS-PETTY CASH | 16.72 | 105493 | 8/22/97 | OTHER PROFESSIONAL SERVICES |
| 8/22/97 | TREAS-PETTY CASH | 15.70 | 105493 | 8/22/97 | MATERIAL-BLDGS |
| 8/22/97 | TREAS-PETTY CASH | 12.00 | 105493 | 8/22/97 | OFFICE SUPPLIES |
| 8/22/97 | TREAS-PETTY CASH | 70.40 | 105493 | 8/22/97 | BOOKS AND PERIODICALS |
| 8/22/97 | TREAS-PETTY CASH | 127.00 | 105507 | 8/22/97 | MAG/PAPER-SUBS-MAIN PROFESSIONAL |
| 8/25/97 | QUINLAN PUBLISHING CO | 31.90 | 105513 | 8/25/97 | SERV-OFFICE EQUIP |
| 8/26/97 | A-B DICK PRODUCTS | 89.72 | 105516 | 8/26/97 | CONFERENCES AND OTHER TRAVEL |
| 8/26/97 | ANDERSON, KAREN | 1,493.00 | 105518 | 8/26/97 | OTHER PROFESSIONAL SERVICES |
| 8/26/97 | BOOTH & LITTLE | 369.35 | 105528 | 8/26/97 | SERV-OFFICE EQUIP |
| 8/26/97 | IBM | 95.54 | 105530 | 8/26/97 | SERV-OFFICE EQUIP |
| 8/26/97 | IKON-CAPITAL SERVICES | 50.00 | 105532 | 8/26/97 | TRAINING SCHOOL |
| 8/26/97 | ILLNET/OCLC SERVICES | 75.00 | 105539 | 8/26/97 | CONFERENCES AND OTHER TRAVEL |
| 8/26/97 | MIDWEST USERS GROUP | 170.66 | 105544 | 8/26/97 | OFFICE SUPPLIES |
| 8/26/97 | SAM'S CLUB | 500.00 | 105544 | 8/26/97 | OTHER PROFESSIONAL SERVICES |
| 8/26/97 | WRIGHT, DAVID | 70.00 | 105583 | 8/26/97 | TRAINING SCHOOL |
| 8/28/97 | TREAS-PETTY CASH | 6.67 | 105583 | 8/28/97 | CONFERENCES AND OTHER TRAVEL |
| 8/28/97 | TREAS-PETTY CASH | 19.24 | 105583 | 8/28/97 | CONFERENCES AND OTHER TRAVEL |
| 8/28/97 | TREAS-PETTY CASH | 6.77 | 105583 | 8/28/97 | MATERIAL TO MAINT AUTO EQUIP |
| 8/28/97 | TREAS-PETTY CASH | 15.00 | 105583 | 8/28/97 | OFFICE SUPPLIES |
| 8/28/97 | TREAS-PETTY CASH | 52.00 | 105583 | 8/28/97 | BOOKS AND PERIODICALS |
| 8/29/97 | ABBOTT & FORAN | 75.50 | 105587 | 8/29/97 | PRINTING AND BINDING |
| 8/29/97 | AMERICAN LIBRARY ASSOC | 172.29 | 105594 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | AMERITECH | 56.61 | 105596 | 8/29/97 | TELEPHONE |
| 8/29/97 | ARMORON CORPORATION | 724.51 | 105600 | 8/29/97 | OFFICE SUPPLIES |
| 8/29/97 | BAKER & TAYLOR CO | 1,582.64 | 105603 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | BAKER & TAYLOR CO | 1,210.49 | 105604 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | BAKER & TAYLOR CO | 3,821.07 | 105605 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | BAKER & TAYLOR CO | 1,349 | 105606 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | BAKER & TAYLOR CO | 828.87 | 105607 | 8/29/97 | TELEPHONE |
| 8/29/97 | BAKER & TAYLOR CO | 275.00 | 105615 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | BABY TALK INC. | 968.96 | 105617 | 8/29/97 | OTHER PROFESSIONAL SERVICES |
| 8/29/97 | BAKER & TAYLOR ENTERTAINMENT | 820.72 | 105618 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | BAYLOR SIGNS | 54.00 | 105619 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | CLASSIC PRINTING CO | 56.25 | 105623 | 8/29/97 | MATERIAL TO MAINT AUTO EQUIP |
| 8/29/97 | CHIVERS AUDIO BOOKS | 129.77 | 105634 | 8/29/97 | PRINTING AND BINDING |
| 8/29/97 | COMPUTYPE, INC | 500.00 | 105637 | 8/29/97 | PRINTING AND BINDING |
| 8/29/97 | COMPUTYPE, INC | 4.57 | 105637 | 8/29/97 | POSTAGE |
| 8/29/97 | CHIVERS-NORTH AMERICA, INC | 189.87 | 105639 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | CRINSON MULTIMEDIA DIST, INC. | 243.94 | 105640 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | DEMCO EDUCATIONAL CORP | 58.98 | 105644 | 8/29/97 | POSTAGE SUPPLIES |
| 8/29/97 | DEMCO EDUCATIONAL CORP | 182.93 | 105650 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | DAVIDSON TITLES, INC. | 822.44 | 105658 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | DECATUR CONTAINER CORP | 249.48 | 105665 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | FRIENDS OF BASEBALL | 64.95 | 105677 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | GALE RESEARCH CO | 757.19 | 105680 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | SINIFULL PUBLISHING COMPANY | 30.00 | 105689 | 8/29/97 | MATERIAL-BLDGS |
| 8/29/97 | HAMILTON PROT COATINGS, INC | 77.95 | 105689 | 8/29/97 | MATERIAL-BLDGS |
| 8/29/97 | AMERITECH | 85.76 | 105690 | 8/29/97 | TELEPHONE |
| 8/29/97 | AMERITECH | 1,100.69 | 105691 | 8/29/97 | TELEPHONE |
| 8/29/97 | ILLINOIS POWER COMPANY | 4,833.36 | 105691 | 8/29/97 | ELECTRICITY |
| 8/29/97 | ILLINOIS POWER COMPANY | 317.77 | 105697 | 8/29/97 | GAS |
| 8/29/97 | ILLINOIS POWER COMPANY | 55.00 | 105697 | 8/29/97 | TELEPHONE |
| 8/29/97 | IL STATE LIBRARY | 17.40 | 105697 | 8/29/97 | POSTAGE |
| 8/29/97 | IL STATE LIBRARY | 2,322.48 | 105697 | 8/29/97 | RENTAL-EQUIPMENT |
| 8/29/97 | IL STATE LIBRARY | 764.32 | 105701 | 8/29/97 | SERV-OFFICE EQUIP |
| 8/29/97 | IKON CAPITAL | 280.07 | 105702 | 8/29/97 | JANITORIAL SUPPLIES |
| 8/29/97 | JAN SAN SUPPLY CO., INC. | 1,000.00 | 105753 | 8/29/97 | OTHER PROFESSIONAL SERVICES |
| 8/29/97 | NIMS ASSOCIATES INC. | 4,150.00 | 105753 | 8/29/97 | TEMP PERSONNEL SERVICES |
| 8/29/97 | NORRELL SERVICES, INC. | 5,150.76 | 105754 | 8/29/97 | TEMP PERSONNEL SERVICES |
| 8/29/97 | PBS VIDEO | 2,348.44 | 105768 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | PLANNED PARENTHOOD | 2,348.44 | 105768 | 8/29/97 | BOOKS AND PERIODICALS |

| DATE OF REQUEST | VENDOR | AMOUNT | CHECK NUMBER | CHECK DATE | DESCRIPTION |
|---------------------------|-----------------------------|----------|--------------|------------|-----------------------------|
| FOR PERIOD ENDING 8/31/97 | | | | | |
| 8/28/97 | QUILL CORPORATION | 47.04 | 105770 | 8/29/97 | OFFICE SUPPLIES |
| 8/28/97 | QUALITY BOOKS INC. | 700.87 | 105771 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/27/97 | R-L-POLK & CO. | 543.00 | 105776 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/28/97 | RECORDED BOOKS, INC. | 125.50 | 105779 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/28/97 | REGENT BOOK CO | 75.91 | 105782 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/28/97 | REED REFERENCE PUBL | 437.58 | 105783 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | STRIGLOS/HAINES & ESSIGK | 239.53 | 105799 | 8/29/97 | OFFICE SUPPLIES |
| 8/28/97 | STANDARD & POOR'S CORP | 725.63 | 105812 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/28/97 | SHOE STRING PRESS, INC | 699.00 | 105813 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | TREAS-GENERAL FUND | 43.95 | 105814 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/29/97 | TREAS-SELF INSURANCE FUND | 100.00 | 105831 | 8/29/97 | TRANSFER TO GENERAL FUND |
| 8/29/97 | TREAS-SELF INSURANCE FUND | 186.17 | 105834 | 8/29/97 | MOTOR VEHICLE-INSURANCE |
| 8/29/97 | TREAS-SELF INSURANCE FUND | 9.50 | 105834 | 8/29/97 | PROPERTY INSURANCE |
| 8/29/97 | TREAS-SELF INSURANCE FUND | 638.08 | 105834 | 8/29/97 | PROPERTY INSURANCE |
| 8/29/97 | TREAS-SELF INSURANCE FUND | 506.00 | 105834 | 8/29/97 | GENERAL LIABILITY-INSURANCE |
| 8/29/97 | TREAS-MIS OPERATING | 1,878.67 | 105836 | 8/29/97 | MIS SERVICES |
| 8/28/97 | WEST PUBLISHING COMPANY | 260.00 | 105847 | 8/29/97 | BOOKS AND PERIODICALS |
| 8/27/97 | W W GRAINGER, INC. | 291.80 | 105848 | 8/29/97 | JANITORIAL SUPPLIES |
| 8/29/97 | WHOLESALE BUSINESS MACHINES | 323.00 | 105851 | 8/29/97 | SMALL CAPITAL ITEMS |
| 8/29/97 | WEST CIRCLE BOOKS | 165.67 | 105855 | 8/29/97 | BOOKS AND PERIODICALS |
| TOTAL | | | | | 95,432.61 |

| DATE OF REQUEST | VENDOR | AMOUNT | CHECK NUMBER | CHECK DATE | DESCRIPTION |
|---------------------------|-------------------|--------|--------------|------------|-----------------------|
| FOR PERIOD ENDING 8/31/97 | | | | | |
| 8/28/97 | BAKER & TAYLOR CO | 12.95 | 105607 | 8/29/97 | BOOKS AND PERIODICALS |
| TOTAL | | | | | 12.95 |

| DATE OF REQUEST | VENDOR | AMOUNT | CHECK NUMBER | CHECK DATE | DESCRIPTION |
|---------------------------|--------------------------|--------|--------------|------------|--------------|
| FOR PERIOD ENDING 8/31/97 | | | | | |
| 8/14/97 | CHELSEA HOUSE PUBLISHERS | 12.76 | 105297 | 8/14/97 | EXPENDITURES |
| TOTAL | | | | | 12.76 |

CITY OF DECATUR FY 1997-98
REVENUE REPORT

6LA3030 FUND 19

PERIOD ENDING 08/31/97

DPL-EQUIP REPLACEMENT FUND

| ACCT. NO. | DESCRIPTION | MONTHLY ACTUAL | Y-T-D ESTIMATE | Y-T-D ACTUAL | ANNUAL BUDGET | UNREALIZED BALANCE | % REAL |
|-------------------|-------------------------------|----------------|----------------|--------------|---------------|--------------------|--------|
| FUND BALANCE | | | | | | | |
| 30001-000 | BEGINNING FUND BALANCE | .00 | 42,525.33 | 109,029.60 | 127,576.00 | 18,546.40 | 85 |
| TOTAL | | .00 | 42,525.33 | 109,029.60 | 127,576.00 | 18,546.40 | 85 |
| TRANSFERS FROM | | | | | | | |
| 30600-728 | FROM CAPITAL IMPROVEMENT FUND | .00 | 1,325.33 | 3,581.87 | 3,976.00 | 394.13 | 90 |
| TOTAL | | .00 | 1,325.33 | 3,581.87 | 3,976.00 | 394.13 | 90 |
| INVESTMENT INCOME | | | | | | | |
| 30700-101 | INVESTMENT INTEREST | 524.56 | .00 | 2,022.70 | .00 | 2,022.70- | |
| TOTAL | | 524.56 | .00 | 2,022.70 | .00 | 2,022.70- | |
| OTHER INCOME | | | | | | | |
| 30800-899 | MISCELLANEOUS INCOME | .00 | 784.66 | .00 | 2,354.00 | 2,354.00 | |
| TOTAL | | .00 | 784.66 | .00 | 2,354.00 | 2,354.00 | |
| FUND TOTAL | | 524.56 | 44,635.32 | 114,634.17 | 133,906.00 | 19,271.83 | 85 |

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1996-97

GLA3010

FUND 19 DPL-EQUIP REPLACEMENT FUND

40000 EXPENSES

| CO | DESCRIPTION | ANNUAL BUDGET | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBRANCE | UNENCUMBERED BALANCE | PRCENT COMM |
|-----|---------------------------|---------------|----------------------|---------------------------|--------------|--------------------|-------------|----------------------|-------------|
| | CONTRACTUAL SERVICES | | | | | | | | |
| 247 | COMPUTER SOFTWARE EXPENSE | 20,000 | .00 | .00 | 6,666 | 20,000.00 | .00 | 20,000.00 | |
| | OTHER CHARGES | 20,000 | .00 | .00 | 6,666 | 20,000.00 | .00 | 20,000.00 | |
| | CAPITAL OUTLAY | | | | | | | | |
| | CAPITAL OUTLAY | | | | | | | | |
| 800 | BOOKS AND PERIODICALS | 0 | 12.95 | 642.29 | 0 | 642.29- | .00 | 642.29- | |
| ** | DIVISION TOTAL ** | 20,000 | 12.95 | 642.29 | 6,666 | 19,357.71 | .00 | 19,357.71 | 3.2 |

| ACCT. NO. | DESCRIPTION | MONTHLY ACTUAL | Y-T-D ESTIMATE | Y-T-D ACTUAL | ANNUAL BUDGET | UNREALIZED BALANCE | % REAL |
|----------------------------|--------------------------------|----------------|----------------|--------------|---------------|--------------------|--------|
| FUND-BALANCE | | | | | | | |
| 30001-000 | BEGINNING FUND BALANCE | .00 | 202,570.00 | 341,645.77 | 338,082.00 | 3,563.77- | 101 |
| TOTAL | | .00 | 202,570.00 | 341,645.77 | 338,082.00 | 3,563.77- | 101 |
| TAXES | | | | | | | |
| 30100-107 | PROPERTY TAX-LIBRARY | .00 | 756,524.66 | 1,187,535.43 | 2,269,574.00 | 1,082,038.57 | 52 |
| TOTAL | | .00 | 756,524.66 | 1,187,535.43 | 2,269,574.00 | 1,082,038.57 | 52 |
| INTER GOVERNMENTAL REVENUE | | | | | | | |
| 30200-104 | REPLACEMENT TAX | 7,338.77 | 55,000.00 | 74,170.78 | 165,000.00 | 90,829.22 | 45 |
| 30250-107 | STATE GRANTS OR OTHER | 1,050.00 | 34,666.66 | 24,908.81 | 104,000.00 | 79,091.19 | 24 |
| TOTAL | | 8,388.77 | 89,666.66 | 99,079.59 | 269,000.00 | 169,920.41 | 36 |
| FINES AND FEES | | | | | | | |
| 33500-509 | LIBRARY FINES AND FEES | 4,320.66 | 24,666.66 | 22,608.75 | 74,000.00 | 51,391.25 | 30 |
| 30500-510 | LIBRARY NON-RESIDENT FEES | 180.00 | 500.00 | 417.50 | 1,500.00 | 1,082.50 | 27 |
| 30500-511 | LIBRARY LOST AND DAMAGED BOOKS | 762.45 | 1,333.33 | 1,622.55 | 4,000.00 | 2,377.45 | 40 |
| 30500-514 | VERIPAX | 561.70 | 583.33 | 589.00 | 1,750.00 | 901.00 | 48 |
| 30500-515 | RESERVES | 816.15 | 2,833.33 | 2,954.08 | 8,500.00 | 5,545.92 | 34 |
| TOTAL | | 6,640.76 | 29,916.65 | 28,451.88 | 89,750.00 | 61,298.12 | 31 |
| TRANSFERS FROM | | | | | | | |
| 30600-752 | TRANS FR WALMART TIF | .00 | 2,000.00 | .00 | 6,000.00 | 6,000.00 | |
| TOTAL | | .00 | 2,000.00 | .00 | 6,000.00 | 6,000.00 | |
| INVESTMENT INCOME | | | | | | | |
| 30700-101 | INVESTMENT INTEREST | 4,510.56 | 11,000.00 | 10,705.03 | 33,000.00 | 22,294.97 | 32 |
| TOTAL | | 4,510.56 | 11,000.00 | 10,705.03 | 33,000.00 | 22,294.97 | 32 |
| OTHER INCOME | | | | | | | |
| 30800-805 | CONTRIBUTIONS AND DONATIONS | 400.00 | 833.33 | 2,069.11 | 2,500.00 | 430.89 | 82 |
| 30800-899 | MISCELLANEOUS INCOME | 259.25 | 2,333.33 | 2,122.50 | 7,000.00 | 4,877.50 | 30 |
| TOTAL | | 659.25 | 3,166.66 | 4,191.61 | 9,500.00 | 5,308.39 | 44 |
| FUND TOTAL | | 20,199.34 | 1,094,844.63 | 1,671,609.31 | 3,014,906.00 | 1,343,296.69 | 55 |

| LINE | DESCRIPTION | ANNUAL BUDGET | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBERANC | UNENCUMBERED BALANCE | PRCNT COMM |
|------|--------------------------------|---------------|----------------------|---------------------------|--------------|--------------------|-------------|----------------------|------------|
| 7 | SALARIES & WAGES | | | | | | | | |
| 8 | REGULAR SALARIES | 1,424,326 | 86,295.18 | 354,959.57 | 474,775 | 1,069,366.43 | 12,418.12 | 1,069,366.43 | 24.9 |
| 9 | HOLIDAYS | 0 | 1,062.45 | 12,418.12 | 0 | 12,418.12 | 0 | 12,418.12 | 0 |
| 10 | OTHER LEAVE WITH PAY | 0 | 0 | 233.68 | 0 | 255.45 | 0 | 255.45 | 0 |
| 11 | SICK TIME | 0 | 9,381.51 | 7,086.88 | 0 | 7,086.88 | 0 | 7,086.88 | 0 |
| 12 | VACATION TIME | 0 | 9,649.90 | 36,191.88 | 0 | 36,191.88 | 0 | 36,191.88 | 0 |
| 13 | | 1,424,326 | 98,389.04 | 410,912.11 | 474,775 | 1,013,413.89 | 12,418.12 | 1,013,413.89 | 28.8 |
| 14 | PERSONAL SERVICES | | | | | | | | |
| 15 | OVERTIME SALARIES | 8,900 | 386.40 | 542.17 | 2,966 | 8,357.83 | 0 | 8,357.83 | 6.1 |
| 16 | TEMPORARY SALARIES | 15,000 | 1,433.04 | 4,899.55 | 8,007 | 10,100.45 | 0 | 10,100.45 | 32.7 |
| 17 | RETIREMENT-IMRF | 242,933 | 16,658.63 | 69,511.49 | 3,977 | 173,421.51 | 0 | 173,421.51 | 28.6 |
| 18 | GROUP LIFE INSURANCE | 919 | 68.10 | 277.92 | 279 | 571.08 | 0 | 571.08 | 33.9 |
| 19 | HOSPITAL AND MEDICAL INSURANCE | 118,193 | 8,086.08 | 32,588.62 | 39,397 | 85,604.40 | 0 | 85,604.40 | 27.6 |
| 20 | UNEMPLOYMENT COMPENSATION | 12,075 | 854.71 | 3,432.30 | 4,025 | 8,644.70 | 0 | 8,644.70 | 28.4 |
| 21 | WORKERS COMPENSATION | 28,704 | 2,032.00 | 8,160.30 | 9,568 | 20,544.00 | 0 | 20,544.00 | 28.4 |
| 22 | SERVICE RECOGNITION | 2,678 | 90.00 | 1,390.00 | 892 | 1,288.00 | 0 | 1,288.00 | 51.9 |
| 23 | | 429,302 | 29,610.96 | 120,802.03 | 143,098 | 308,499.97 | 0 | 308,499.97 | 28.1 |
| 24 | CONTRACTUAL SERVICES | | | | | | | | |
| 25 | ADVERTISING AND BINDING | 250 | 0.00 | 14.95 | 83 | 235.05 | 0 | 235.05 | 6.0 |
| 26 | PRINTING | 14,000 | 1,140.79 | 2,536.51 | 4,666 | 11,463.49 | 2,015.35 | 9,447.94 | 32.5 |
| 27 | REPRODUCTION | 10,000 | 8.00 | 788.22 | 3,333 | 9,211.78 | 839.90 | 8,371.88 | 10.7 |
| 28 | SERV-IMPROVEMENTS | 200 | 0.00 | 203.33 | 66 | 3.33 | 0 | 3.33 | 10.1 |
| 29 | SERV-AUTO EQUIPMENT | 1,500 | 231.35 | 869.25 | 500 | 530.75 | 0 | 530.75 | 58.0 |
| 30 | SERV-OFFICE EQUIP | 10,000 | 1,078.11 | 7,714.60 | 3,333 | 15,687.98 | 0 | 15,687.98 | 84.4 |
| 31 | MIS-SERVICES | 22,544 | 1,878.67 | 4,714.60 | 7,514 | 15,829.32 | 0 | 15,829.32 | 33.3 |
| 32 | ELECTRICITY | 65,000 | 4,837.36 | 16,088.97 | 21,666 | 48,911.43 | 0 | 48,911.43 | 24.8 |
| 33 | GAS | 13,500 | 317.77 | 1,595.51 | 4,500 | 10,904.97 | 0 | 10,904.97 | 27.0 |
| 34 | TELEPHONE | 26,000 | 2,356.97 | 7,025.03 | 8,666 | 18,974.49 | 0 | 18,974.49 | 27.0 |
| 35 | WATER | 1,250 | 0.00 | 215.39 | 415 | 1,974.61 | 0 | 1,974.61 | 17.2 |
| 36 | AUDITING SERVICES | 1,500 | 139.45 | 979.45 | 500 | 1,500.00 | 0 | 1,500.00 | 24.5 |
| 37 | TRAINING SCHOOL | 4,000 | 430.26 | 2,818.57 | 1,333 | 3,020.55 | 0 | 3,020.55 | 47.5 |
| 38 | CONFERENCES AND OTHER TRAVE | 6,000 | 874.26 | 4,834.39 | 2,000 | 3,181.43 | 0 | 3,181.43 | 39.8 |
| 39 | POSTAGE | 12,500 | 596.28 | 7,759.38 | 4,166 | 7,655.61 | 137.38 | 7,518.23 | 47.8 |
| 40 | COMPUTER SOFTWARE EXPENSE | 3,000 | 5.13 | 17,178.50 | 1,000 | 2,559.38 | 235.00 | 2,794.38 | 193.1 |
| 41 | TEMP PER PERSONNEL SERVICE | 25,000 | 0.00 | 17,178.50 | 8,333 | 7,880.99 | 0 | 7,880.99 | 68.5 |
| 42 | TUITION REIMBURSEMENT | 3,000 | 0.00 | 1,190.01 | 1,000 | 2,821.50 | 0 | 2,821.50 | 26.0 |
| 43 | TRAVEL EXPENSE FOR INTERSTATE | 1,000 | 0.00 | 33.33 | 333 | 1,000.00 | 0 | 1,000.00 | 40.8 |
| 44 | OTHER PROFESSIONAL SERVICES | 97,983 | 7,229.77 | 33,320.08 | 32,661 | 64,662.82 | 6,667.00 | 57,995.82 | 40.7 |
| 45 | PROFESSIONAL MEMBERSHIP FEE | 2,600 | 195.00 | 3,250.00 | 866 | 2,275.00 | 500.00 | 1,775.00 | 33.1 |
| 46 | RENTAL-DP EQUIPMENT | 20,000 | 0.00 | 4,523.66 | 6,666 | 15,376.34 | 0 | 15,376.34 | 23.7 |
| 47 | RENTAL-EQUIPMENT | 31,000 | 4,448.75 | 7,874.77 | 10,333 | 23,425.23 | 0 | 23,425.23 | 24.4 |
| 48 | | 371,827 | 31,076.55 | 124,196.37 | 123,934 | 247,630.63 | 10,522.83 | 237,107.80 | 36.2 |
| 49 | COMMODITIES | | | | | | | | |
| 50 | GASOLINE | 2,000 | 212.34 | 799.04 | 666 | 1,200.96 | 0 | 1,200.96 | 40.0 |
| 51 | JANITORIAL SUPPLIES | 3,500 | 506.87 | 1,446.94 | 1,166 | 2,053.06 | 0 | 2,053.06 | 41.3 |
| 52 | MATERIALS | 7,000 | 515.33 | 1,420.70 | 2,333 | 5,579.30 | 0 | 5,579.30 | 20.3 |
| 53 | MATERIAL TO MAINT AUTO EQUI | 3,500 | 166.10 | 392.93 | 1,166 | 3,107.07 | 0 | 3,107.07 | 11.2 |
| 54 | OFFICE SUPPLIES | 31,000 | 868.86 | 6,560.97 | 10,333 | 24,439.03 | 5,602.37 | 18,836.66 | 39.2 |
| 55 | EMPLOYEE RECOGNITION SUPPLI | 200 | 22.73 | 98.59 | 66 | 101.41 | 0 | 101.41 | 49.3 |
| 56 | | 47,200 | 2,292.23 | 13,719.17 | 15,730 | 36,480.83 | 5,602.37 | 30,878.46 | 34.6 |
| 57 | OTHER CHARGES | | | | | | | | |
| 58 | TRANSFER TO GENERAL FUND | 1,200 | 100.00 | 400.00 | 400 | 800.00 | 0 | 800.00 | 33.3 |
| 59 | MOTOR VEHICLE-INSURANCE | 2,234 | 186.17 | 744.68 | 744 | 1,489.32 | 0 | 1,489.32 | 33.3 |

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1996-97
 FUND 20 DECATUR PUBLIC LIBRARY

| ACCOUNT | DESCRIPTION | ANNUAL BUDGET | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBRANC | UNENCUMBERED BALANCE | PRCNI COMM |
|----------------------|------------------------------|---------------|----------------------|---------------------------|--------------|--------------------|------------|----------------------|------------|
| 420 | OTHER CHARGES | 114 | 9.50 | 38.00 | 38 | 76.00 | .00 | 76.00 | 33.3 |
| 421 | BOILER INSURANCE | 7,857 | 638.08 | 2,522.32 | 2,522 | 5,104.68 | .00 | 5,104.68 | 33.3 |
| 423 | PROPERTY INSURANCE | 5,072 | 506.00 | 2,924.00 | 2,024 | 4,048.00 | .00 | 4,048.00 | 33.3 |
| 424 | GENERAL LIABILITY INSURANCE | 4,000 | 325.00 | 701.96 | 1,333 | 3,298.04 | 144.95 | 3,153.09 | 21.2 |
| 499 | SMALL CAPITAL ITEMS | | | | | | | | |
| | | 21,277 | 1,764.75 | 6,460.96 | 7,091 | 14,816.04 | 144.95 | 14,671.09 | 31.0 |
| CAPITAL OUTLAY | | | | | | | | | |
| 515 | OFFICE MACHINERY AND EQUIPM | 10,000 | 707.25 | 3,493.25 | 3,333 | 6,506.75 | 1,235.00 | 5,271.75 | 47.3 |
| | | 10,000 | 707.25 | 3,493.25 | 3,333 | 6,506.75 | 1,235.00 | 5,271.75 | 47.3 |
| CAPITAL OUTLAY | | | | | | | | | |
| 800 | BOOKS AND PERIODICALS | 371,072 | 29,729.16 | 106,554.42 | 123,690 | 264,517.58 | .00 | 264,517.58 | 28.7 |
| 805 | BOOKS-PROFESSIONAL | 0 | .00 | 51.32 | 0 | 51.32 | .00 | 51.32 | |
| 830 | AV-PRODUCTS | 0 | .00 | 47.00 | 0 | 47.00 | .00 | 47.00 | |
| 841 | MAG/PAPERS-MAIN ADULT | 0 | 10.00 | 458.78 | 0 | 458.78 | .00 | 458.78 | |
| 843 | MAG/PAPERS-MAIN JUVENILE | 0 | .00 | 47.95 | 0 | 47.95 | .00 | 47.95 | |
| 844 | MAG/PAPERS-MAIN REFERENCE | 0 | .00 | 316.41 | 0 | 316.41 | .00 | 316.41 | |
| 845 | MAG/PAPERS-MAIN PROFESSIONAL | 0 | .00 | 367.00 | 0 | 367.00 | .00 | 367.00 | |
| | | 371,072 | 30,106.16 | 109,342.88 | 123,690 | 262,729.12 | .00 | 262,729.12 | 29.2 |
| ** DIVISION TOTAL ** | | | | | | | | | |
| | | 2,675,004 | 193,946.94 | 784,226.77 | 891,651 | 1,890,077.23 | 17,505.15 | 1,872,572.08 | 30.0 |

| ACCT. NO. | DESCRIPTION | MONTHLY ACTUAL | Y-T-D ESTIMATE | Y-T-D ACTUAL | ANNUAL BUDGET | UNREALIZED BALANCE | % REAL |
|-------------------|------------------------|----------------|----------------|--------------|---------------|--------------------|--------|
| FUND BALANCE | | | | | | | |
| 30001-000 | BEGINNING FUND BALANCE | .00 | 131,325.33 | 400,000.00 | 393,976.00 | 6,024.00- | 101 |
| TOTAL | | .00 | 131,325.33 | 400,000.00 | 393,976.00 | 6,024.00- | 101 |
| INVESTMENT INCOME | | | | | | | |
| 30700-101 | INVESTMENT INTEREST | 1,857.58 | 3,333.33 | 7,291.62 | 10,000.00 | 2,708.38 | 72 |
| TOTAL | | 1,857.58 | 3,333.33 | 7,291.62 | 10,000.00 | 2,708.38 | 72 |
| FUND TOTAL | | 1,857.58 | 134,658.66 | 407,291.62 | 403,976.00 | 3,315.62- | 100 |

CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1996-97 FUND 21 LIBRARY CAPITAL PAGE 58 8/31/97

| CD | DESCRIPTION | ANNUAL BUDGET | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBRANCE | UNENCUMBERED BALANCE | PRCNT COMM |
|----------------|-----------------------------|---------------|----------------------|---------------------------|--------------|--------------------|-------------|----------------------|------------|
| 08 | CONTRACTUAL SERVICES | | | | | | | | |
| 247 | COMPUTER SOFTWARE EXPENSE | 10,000 | .00 | .00 | 3,333 | 10,000.00 | .00 | 10,000.00 | |
| 280 | OTHER PROFESSIONAL SERVICES | 190,000 | .00 | .00 | 63,333 | 190,000.00 | .00 | 190,000.00 | |
| TOTAL | | 200,000 | .00 | .00 | 66,666 | 200,000.00 | .00 | 200,000.00 | |
| OTHER CHARGES | | | | | | | | | |
| 404 | TR TO EQUIP REPLACEMENT FD | 3,976 | .00 | 3,581.87 | 1,325 | 394.13 | .00 | 394.13 | 90.1 |
| TOTAL | | 3,976 | .00 | 3,581.87 | 1,325 | 394.13 | .00 | 394.13 | 90.1 |
| CAPITAL OUTLAY | | | | | | | | | |
| 502 | BUILDINGS | 200,000 | .00 | .00 | 66,666 | 200,000.00 | .00 | 200,000.00 | |
| TOTAL | | 200,000 | .00 | .00 | 66,666 | 200,000.00 | .00 | 200,000.00 | |
| ** | DIVISION TOTAL ** | 403,976 | .00 | 3,581.87 | 134,657 | 400,394.13 | .00 | 400,394.13 | .9 |

| ACCT. NO. | DESCRIPTION | MONTHLY ACTUAL | Y-T-D ESTIMATE | Y-T-D ACTUAL | ANNUAL BUDGET | UNREALIZED BALANCE | % REAL |
|-------------------|-------------------------------|----------------|----------------|--------------|---------------|--------------------|--------|
| 30001-921 | BEG FUND BAL -CANTONI | .00 | 115,293.00 | 115,247.23 | 114,779.00 | 468.23- | 100 |
| 30001-923 | BEG FUND BAL -BRIDGES | .00 | 2,615.00 | 926.97 | 800.00 | 126.97- | 115 |
| TOTAL | | .00 | 117,908.00 | 116,174.20 | 115,579.00 | 595.20- | 100 |
| INVESTMENT INCOME | | | | | | | |
| 30700-103 | DPPL INTEREST-CANTONI TRUST | 538.88 | 2,333.33 | 2,109.31 | 7,000.00 | 4,890.69 | 30 |
| 30700-105 | DISTRIBUTION FR BRIDGES TRUST | 4.35 | 266.66 | 16.98 | 800.00 | 783.02 | 2 |
| TOTAL | | 543.23 | 2,599.99 | 2,126.29 | 7,800.00 | 5,673.71 | 27 |
| FUND TOTAL | | | | | | | |
| | | 543.23 | 120,507.99 | 118,300.49 | 123,379.00 | 5,078.51 | 95 |

| CITY OF DECATUR | | | | | | | | | | PAGE 153 | |
|---|-----|----|-------------------|---------------|----------------------|---------------------------|--------------|--------------------|-------------|----------------------|------------|
| REPORT OF EXPENDITURES TO BUDGET FY 1996-97 | | | | | | | | | | 8/31/97 | |
| FUND 92 PUBLIC LIBRARY-TRUSTS | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| GLA3010 | OB | CD | DESCRIPTION | ANNUAL BUDGET | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBERANC | UNENCUMBERED BALANCE | PRCNT COMM |
| | | | EXPENDITURES | | | | | | | | |
| | 900 | | EXPENDITURES | 7,000 | 12.76 | 253.98 | 2,333 | 6,746.02 | 212.00 | 6,534.02 | 6.7 |
| | | | | 7,000 | 12.76 | 253.98 | 2,333 | 6,746.02 | 212.00 | 6,534.02 | 6.7 |
| | ** | | DIVISION TOTAL ** | 7,000 | 12.76 | 253.98 | 2,333 | 6,746.02 | 212.00 | 6,534.02 | 6.7 |

| CITY OF DECATUR | | | | | | | | | | PAGE 154 | |
|---|-----|----|-------------------|---------------|----------------------|---------------------------|--------------|--------------------|-------------|----------------------|------------|
| REPORT OF EXPENDITURES TO BUDGET FY 1996-97 | | | | | | | | | | 8/31/97 | |
| FUND 92 PUBLIC LIBRARY-TRUSTS | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| GLA3010 | OB | CD | DESCRIPTION | ANNUAL BUDGET | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBERANC | UNENCUMBERED BALANCE | PRCNT COMM |
| | | | EXPENDITURES | | | | | | | | |
| | 900 | | EXPENDITURES | 0 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| | ** | | DIVISION TOTAL ** | 0 | 0.00 | 0.00 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |

| CITY OF DECATUR | | | | | | | | | | PAGE 155 | |
|---|-----|----|-------------------|---------------|----------------------|---------------------------|--------------|--------------------|-------------|----------------------|------------|
| REPORT OF EXPENDITURES TO BUDGET FY 1996-97 | | | | | | | | | | 8/31/97 | |
| FUND 92 PUBLIC LIBRARY-TRUSTS | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| GLA3010 | OB | CD | DESCRIPTION | ANNUAL BUDGET | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBERANC | UNENCUMBERED BALANCE | PRCNT COMM |
| | | | EXPENDITURES | | | | | | | | |
| | 900 | | EXPENDITURES | 800 | 0.00 | 0.00 | 266 | 800.00 | 0.00 | 800.00 | 0.00 |
| | | | | 800 | 0.00 | 0.00 | 266 | 800.00 | 0.00 | 800.00 | 0.00 |
| | ** | | DIVISION TOTAL ** | 800 | 0.00 | 0.00 | 266 | 800.00 | 0.00 | 800.00 | 0.00 |

| ACCT. NO. | DESCRIPTION | MONTHLY ACTUAL | Y-T-D ESTIMATE | Y-T-D ACTUAL | ANNUAL BUDGET | UNREALIZED BALANCE | % REAL |
|----------------------------|------------------------|----------------|----------------|--------------|---------------|--------------------|--------|
| FUND BALANCE | | | | | | | |
| 30001-000 | BEGINNING FUND BALANCE | .00 | .00 | 8,126.34 | .00 | 8,126.34 | |
| TOTAL | | .00 | .00 | 8,126.34 | .00 | 8,126.34 | |
| INTER GOVERNMENTAL REVENUE | | | | | | | |
| 30200-107 | STATE GRANTS OR OTHER | .00 | 4,451.00 | .00 | 13,353.00 | 13,353.00 | |
| TOTAL | | .00 | 4,451.00 | .00 | 13,353.00 | 13,353.00 | |
| FUND TOTAL | | .00 | 4,451.00 | 8,126.34 | 13,353.00 | 21,479.34 | 60 |

| COB CD | DESCRIPTION | ANNUAL BUDGET | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBERANCE | UNENCUMBERED BALANCE | PRCT COMM |
|--------|-------------------------|---------------|----------------------|---------------------------|--------------|--------------------|--------------|----------------------|-----------|
| 090 | SALARIES & WAGES | | | | | | | | |
| 090 | REGULAR SALARIES | 2,857 | .00 | .00 | 952 | 2,857.00 | .00 | 2,857.00 | |
| | | 2,857 | .00 | .00 | 952 | 2,857.00 | .00 | 2,857.00 | |
| | CONTRACTUAL SERVICES | | | | | | | | |
| 245 | POSTAGE | | .00 | 38.40 | 0 | 38.40 | .00 | 38.40 | |
| 271 | TEMP PERSONNEL SERVICES | 2,857 | .00 | 2,430.00 | 952 | 427.00 | .00 | 427.00 | 85.1 |
| | | 2,857 | .00 | 2,468.40 | 952 | 388.60 | .00 | 388.60 | 86.4 |
| | COMMODITIES | | | | | | | | |
| 345 | OFFICE SUPPLIES | | .00 | .00 | 8 | 24.00 | .00 | 24.00 | |
| | | | .00 | .00 | 8 | 24.00 | .00 | 24.00 | |
| | OTHER CHARGES | | | | | | | | |
| | CAPITAL OUTLAY | | | | | | | | |
| | CAPITAL OUTLAY | | | | | | | | |
| 800 | BOOKS AND PERIODICALS | 7,615 | .00 | 510.66 | 2,538 | 7,004.34 | .00 | 7,004.34 | 8.0 |
| | | 7,615 | .00 | 510.66 | 2,538 | 7,004.34 | .00 | 7,004.34 | 8.0 |
| ** | DIVISION TOTAL ** | 13,353 | .00 | 3,079.06 | 4,450 | 10,273.94 | .00 | 10,273.94 | 23.1 |

Chapter III Personnel

Introduction

A good public library has at its heart a qualified staff who are paid competitive salaries. The staff are well trained through an on-going program of staff development which includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. The staff have a thorough understanding of all library policies and are able to interpret those policies to library patrons.

The public library has access to the services of a qualified librarian. As first noted in Core Standard 7, "for the purposes of this document, a qualified librarian is one who holds an MLS from an ALA accredited program."

For purposes of this document, a full time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

Applicable Core Standards

- Core 1. The library provides uniformly gracious and friendly service to all users.
- Core 3. The library is in compliance with all other state laws that affect library operations including but not limited to, the **Illinois Accessibility Code** [71 Illinois Administrative Code 400 et seq.], the **Open Meetings Act** [5 ILCS 120/1], the **Freedom of Information Act** [5 ILCS 140/1 et seq.], the **State Records Act** [5 ILCS 160/1 et seq.], the **Library Records Confidentiality Act** [75 ILCS 70/1] and the **Drug Free Workplace Act** [30 ILCS 505/3].
- Core 4. The library is in compliance with all federal laws that affect library operations including but not limited to the **Americans with Disabilities Act** [Public Law 101-336], the **Fair Labor Standards Act** [29 USC Ch 8] and the **Bloodborne Pathogen Standard** [29 CFR Part 1910].
- Core 7. The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. [75 ILCS 5/4 -7] or [75 ILCS 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS from an ALA accredited program.

- Core 12. The library has a board-approved mission statement, long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois Statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (this is part of the library's collection management policy), and the use of library materials and facilities. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60]). All library policies are in compliance with state and federal laws.
- Core 16. The library adopts and adheres to the principles set forth in the **American Library Association's Bill of Rights** and other ALA intellectual freedom statements and interpretations. **See Appendices 2.4 - 2.6 for ALA Bill of Rights and other ALA intellectual freedom statements.**
- Core 18. The library adopts and adheres to the **ALA Statement on Professional Ethics**. **See Appendix 2.7 for ALA Statement on Professional Ethics.**
- Core 19. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 24. The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public include a minimum of two evenings (Total of 6 hours after 5:00 PM) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.

Supplemental Standards

1. In order to insure that library staff have a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. **See Appendix 3.1 for topics recommended for consideration in a personnel policy.**
2. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. Staff have access to these documents.
3. Personnel policy, job descriptions, and hiring practices are in compliance with the EEO guidelines and the requirements of the **Americans with Disabilities Act**.

4. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range plan, and provide adequate staff to offer all basic services during all the hours that the library is open. Basic services include circulation and reference. If adult and children's reference and/or reader's advisory services are offered from two service points this practice continues during all library hours.
5. **See Appendix 3.2 for a table of recommended staffing levels.** There are many factors that can affect staffing levels. The layout of the building; the number of staffed public service stations -- Young Adult, AV, Computer Room, Genealogy and Local History; in-house as opposed to municipally- handled payroll and other financial matters; and in-house as opposed to municipally-provided building and/or grounds maintenance are examples of some of these factors.
6. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60% of the total operating budget. Salaries plus fringe benefits (FICA, Pension and Health Insurance) account for up to 70%.

The library compensates entry level qualified librarians with a salary that meets the current recommendation of the Illinois Library Association or at the same rate received by an entry level public school teacher with a masters degree, adjusted to reflect a twelve month work year.

Example: Salary of entry level public school teacher with masters degree is \$28,000. Divide this amount by 10 and multiply the result by 12. $\$28,000 / 10 = 2,800. * 12 = \$33,600.$

The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.

7. The library gives each new employee a thorough orientation which introduces the employee to the mission statement, philosophy, goals, and services of the library as well as the particular responsibilities of the new employee's job.
8. The library has a performance appraisal system in place that provides staff with an evaluation of current performance and guidance in improving or developing new skills.

9. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, state, regional, and national conferences; participation in relevant courses, workshops, seminars, and inservice training; and attendance at local, system, and other library related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
10. The library provides funding to train staff in the use and maintenance of new technology and equipment.
11. The library provides library journals and other professional literature for the staff.
12. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

- Fair Labor Standards Act
- Illinois Human Rights Act
- Americans with Disabilities Act
- EEOC Guidelines on Discrimination
- Illinois Collective Bargaining Bill
- OSHA Regulations
- Family Medical Leave Act

ILLINOIS STATE LIBRARY CONSTRUCTION GRANT APPLICATION

1. Applicant:

Name of Library _____

Contact Person _____ Telephone/Fax _____

Address _____

City, State, Zip Code _____

2. Official authorized to receive and provide proper safeguarding of funds:

Name _____

Address _____

City, State, Zip Code _____

3. Type of Project (Check one): **ONE APPLICATION PER ROUND...INCOMPLETE APPLICATIONS WILL BE REJECTED BY ISL**

- Accessibility for the Disabled: At least 70% of the total construction cost must be accessibility related to qualify for a grant in this priority. An applicant may request 50% of the total project cost up to \$75,000.
- Construction of new building Addition to existing Library building Remodeling of existing Library Building Conversion of existing building not currently a library. These categories may request up to 40% of the total project cost. The minimum grant is \$25,000 and the maximum grant is \$250,000.

4. Available Funding & Project Cost: (LOCAL MATCHING FUNDS MUST BE CERTIFIED AND AVAILABLE TO THE CONSTRUCTION PROJECT FROM DATE OF APPLICATION SUBMISSION TO THE END OF THE PROJECT).

| | | |
|-----------------------------------|----------|---------|
| Total Local Matching Funds | \$ _____ | _____ % |
| Grant Funds Requested | \$ _____ | _____ % |
| Total Funding Available | \$ _____ | _____ % |
| Total Estimated Construction Cost | \$ _____ | _____ % |

Supporting Documentation

Listed here are the items which are required as supporting documentation needed to accompany your application for Library Construction. A certain level of responsiveness is requested to the items listed below. The items which are asterisked (*) do not have to be submitted for accessibility projects if there is no alteration of or addition to perimeter walls of the library building.

- a) Application form with certification of local matching funds attached (15 copies).
- b) Site Plan:
 - 1. clearly delineate existing and new buildings;
 - 2. provide entire site plan with property lines, adjacent buildings and streets;
 - 3. show all parking, sidewalks and landscaping;
 - 4. all entrances should be indicated including public, staff and service;
 - 5. indicate all handicap access requirements including parking, curb cuts and ramp slopes;
 - 6. Indicate areas for future expansion
 - 7. all drawings should have north scale, engineering and graphic scale
(15 copies reduced to 8 1/2" by 11")
- c) Floor Plans and Elevations:
 - 1. clearly delineate areas where work is taking place;
 - 2. indicate materials and finishes;
 - 3. provide furniture and equipment layouts;
 - 4. all drawings should have a north arrow, architectural and graphic scale;
 - 5. accessibility projects must include related information, i.e. new ramps must indicate slope and toilet room modifications must indicate 5 foot turning circle for handicap;
(1 set of full-size architectural drawings, and 15 copies reduced to 11" by 17" with a single fold down the length of the page.)
- d) Outline Specifications should include a brief description of the following materials, assemblies and systems: (15 copies)

| | | | |
|-------------------|----------------|-----------------|-----------------|
| Parking Lot | Roofing | Doors & Windows | Fire Protection |
| Exterior Concrete | Exterior Walls | Floor Covering | Electrical & |
| Foundations | Interior Walls | Elevators | Computer |
| Structure | Ceilings | HVAC | Plumbing |
- e) Vicinity map (1 copy 8-1/2" by 11").
- * f) Library Building Program completed by a Library Building Consultant within the last two years (15 copies). **REQUIRED FOR PROJECTS OVER \$150,000 ONLY.**
- * g) Subsurface soil analysis by soils engineer (1 copy).
- * h) Legal description of site (1 copy).
 - i) Deed of ownership or proof of long term occupancy (1 copy).
- * j) Sign-off letter prepared by Library Building consultant is required for projects over \$150,000 (1 copy)
- k) Sign-off letter from the Illinois Historic Preservation Agency (1 copy). Contact IHPA, Old State Capitol, Springfield, IL 62701 (217-785-3977).
- * l) Special Flood Hazard Area Statement (1 copy). Contact Illinois State Water Survey, 2204 Griffith Drive, Champaign, IL 61820 (217-333-2210). If site is determined to be located in a special flood area, applicant shall submit an assurance letter from the Division of Water Resources of the Department of Transportation that the project meets the requirements of Executive Order 79-4, re: flood damages.

- m) Site assessment by licensed environmental/hazardous materials consultant to determine the existence of asbestos and/or lead paint (1 copy). NOT REQUIRED FOR NEW BUILDINGS UNLESS DEMOLITION OF EXISTING BUILDING (OTHER THAN RESIDENCES) IS NECESSARY.
- n) Letter of support from Library System (1 copy)
- o) List of all applicable authorities having jurisdiction over your facility, i.e. building codes, zoning ordinances, life safety codes, handicap accessibility guidelines (1 copy)
- p) ALL projects must attach the American with Disabilities Act (ADA) Self-Evaluation form (15 copies)

Send application for Live and Learn Construction Grant by November 5, 1997 to Bridget L. Lamont, Director, Illinois State Library, 300 S. Second, Springfield, IL 62701-1796.

Accessibility for People with Disabilities: Proceed to Number 5 on Page 4
All other types of construction projects: Proceed to Number 12 on Page 6

5. Estimated Budget for Accessibility Projects:

A. Professional Services Costs

Architect/Engineer \$ _____
Required for projects over \$5,000

Library Building
 Consultant Fee \$ _____
Required for projects over \$150,000

Environmental
 Consultant Fees \$ _____

Legal Fees \$ _____

Audit \$ _____
Required for projects over \$25,000

Site Survey \$ _____

Insurance \$ _____ \$ _____

Other (specify) _____
 _____ \$ _____
 _____ \$ _____

Sub-Total \$ _____

Percentage of (G)
 Total Estimated Cost _____ %

B. Building and Site Related Costs

Permit Costs \$ _____

Bond Costs \$ _____

Asbestos Abatement
 Cost \$ _____

Lead Paint Removal \$ _____

Ramps \$ _____

Site Accessibility \$ _____

Entrances \$ _____

Elevator/Lift \$ _____

Moving of Shelving \$ _____
To provide 36" clear aisle space

Toilet Rooms \$ _____

Other (Specify-Accessibility related only)

_____ \$ _____
 _____ \$ _____

Sub-Total \$ _____

Percentage of (G)
 Total Estimated Cost _____ %

C. Equipment and Furniture

Telephone \$ _____

Water Fountain \$ _____

Signage \$ _____

Accessible Furn. \$ _____

Other (Accessibility related only)

_____ \$ _____
 _____ \$ _____

Sub-Total \$ _____

Percentage of (G)
 Total Estimated Cost _____ %

D. Non-Accessibility Related Alterations

_____ \$ _____

_____ \$ _____

Sub-Total \$ _____

Percentage of (G)
 Total Estimated Costs _____ %

E. Total Above Categories

(A, B, C, D) \$ _____

F. Contingency \$ _____
(5% of E)

G. Total Estimated

Project Cost \$ _____

This total should equal *Total Estimated Construction Cost* on page one.

Proceed to #6 on page 5

6. Non-Grant Construction Funds:

Cash or Appropriation \$ _____

Securities \$ _____

General Revenue
Bonds \$ _____

Special Revenue
Bonds \$ _____

Tax Levy \$ _____

Mortgage \$ _____

Other Funds (Specify)

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Local Matching Funds \$ _____

This total should equal "Total Local Matching Funds" on page one

7. Replacement cost of building is estimated to be:

\$ _____
If unknown, give amount of replacement value shown on fire insurance policy

8. What is the population of the library's service area? _____

9. What is the library's 20 year population projection? _____

10. The existing library facility was constructed in 19____

11. Construction Readiness: (Month/year)

b) Estimated start date of construction:

(Month/year)

c) Estimated construction completion:

(Month/year)

Proceed to Number 22 on Page 8

12. Estimated Budget for New Construction, Additions, Remodeling Projects:

A. Acquisition Costs

Site Cost \$ _____
 Existing Building Acquisition \$ _____
 Other (Specify) _____ \$ _____
 _____ \$ _____
 Sub-Total \$ _____
 Percentage of (G.) _____ %
 Total Estimated Cost _____ %

B. Professional Services Costs

Architect/Engineer \$ _____
Required for projects over \$5,000
 Library Building Consultant Fee \$ _____
Required for projects over \$150,000
 Environmental Consultant Fee \$ _____
 Legal Fees \$ _____
 Audit \$ _____
Required for projects over \$25,000
 Site Survey \$ _____
 Soil Testing \$ _____
 Insurance \$ _____
 Other (Specify) _____ \$ _____
 _____ \$ _____
 Sub-Total \$ _____
 Percentage of (G.) _____ %
 Total Estimated Costs _____ %

C. Building and Site Related Costs

Permit Costs \$ _____
 Bond Costs \$ _____
 Construction \$ _____
 Site Development/
 Parking/Sidewalks \$ _____
 Lead Paint Removal \$ _____
 Landscaping \$ _____
 Demolition \$ _____
 Other (Specify) _____ \$ _____
 _____ \$ _____
 Sub-Total \$ _____

Percentage of (G.) _____ %
 Total Estimated Cost _____ %

D. Equipment and Furnishings

Furniture/Signage \$ _____
 Computers \$ _____
 Telecommunications \$ _____
 Sub-Total \$ _____
 Percentage of (G.) _____ %
 Total Estimated Cost _____ %

E. Total Above Categories (A,B,C,D)

\$ _____

F. Contingency (5% of E)

\$ _____

G Total Estimated Construction Cost

\$ _____
This total should equal "Total Estimated Construction Cost" on page one.

13. Choose the appropriate Category and List Square Footage

- New Construction
 New building will have _____ sq. ft.
- Remodeling
 Existing building currently has _____ sq. ft., of which _____ sq. ft. will be remodeled
- Addition
 The existing building currently has _____ sq. ft., of which _____ sq. ft. will be remodeled. The addition will add an additional _____ sq. ft.
- Conversion
 The existing building has _____ sq. ft. and was previously used as _____

14. Cost per sq ft for new construction projects only (Use AIA Document D101, Architectural Area and Volume for Buildings to compute cost.)

\$ _____

15. Non-Grant Construction Funds:

Cash or Appropriation \$ _____

Securities \$ _____

General Revenue
Bonds \$ _____

Special Revenue
Bonds \$ _____

Tax Levy \$ _____

Mortgage \$ _____

Other (Specify)
_____ \$ _____

Total Local Matching
Funds \$ _____
This total should equal "Total Local Matching
Funds" on page one

16. What is the population of the library's service area? _____

17. What is the size of the library's service area? _____

18. What is the library's 20 year population projection? _____

19. The existing library facility was constructed in 19 _____

20. Construction Readiness: (Month/year)

a) Site acquisition will be completed: _____
(Date)

b) Estimated start date of construction: _____
(Month/year)

c) Estimated construction completion: _____
(Month/year)

21. Address of new library building: _____

Proceed to Number 22 on page 8

22. In the space provided, explain the scope and necessity of the accessibility or construction project. In the case of an accessibility project, indicate if the accessibility project results in an increase in the library's budget. If so, indicate the annual costs to the library's budget. In the case of new construction, addition and remodeling projects, explain how much planning has gone into the project to date, and the space needs of the library based on a 20 year population projection; and a brief explanation of how technology will be integrated in the services of your library:

Proceed to Number 23 on Page 9

22. In the space provided, explain the scope and necessity of the accessibility or construction project. In the case of an accessibility project, indicate if the accessibility project results in an increase in the library's budget. If so, indicate the annual costs to the library's budget. In the case of new construction, addition and remodeling projects, explain how much planning has gone into the project to date, and the space needs of the library based on a 20 year population projection; and a brief explanation of how technology will be integrated in the services of your library:

Proceed to Number 23 on Page 9

23. In the space provided, explain the potential contribution to the public library's service area and ILLINET (Illinois Library and Information Network); and how the project addresses "Serving Our Public: Standards for Illinois Public Libraries" - Chicago, IL, Illinois Library Association, 1996.

Supplemental Information

- 24. Tax Identification Number: _____
- 25. Library Director: _____
- 26. Board President: _____
- 27. County: _____
- 28. Library System: _____
- 29. U.S. Representative District(s) _____
Illinois State Senate District(s) _____
Illinois State House District(s) _____

- 30. Building Consultant: _____
Address _____

Phone _____

- 31. Architect: _____
Address _____

Phone _____
Illinois Registration Number _____

- 32. Previous Illinois State Library construction building grants.
 - a) Date of previous grant _____
 - b) Amount of previous grant _____
 - c) Type of previous grant _____

CONSTRUCTION GRANT PRESS PAGE

PLEASE LET US KNOW THE SPECIFIC WAYS YOUR LIBRARY WILL CHANGE THROUGH THIS CONSTRUCTION PROJECT. YOU DO NOT NEED TO FILL IN EACH LINE. ONLY GIVE DATA THAT IS APPROPRIATE TO YOUR SITUATION.

The project will increase shelf area approximately ____%

The project will increase seating area approximately ____%

The project will increase our collection approximately ____%

The project will increase parking approximately ____%

INDICATE WHAT CHANGES, IF ANY, ARE PLANNED IN THE FOLLOWING AREAS, I.E. CARPETED, PAINTED, ADDED, EXPANDED, ETC.:

Children's area will be:

Story Room will be:

Reference area will be:

Community Room/Conference Room will be:

Meeting Room(s) (How many? ____) will be:

A Study Room will be :

Staff Room will be:

A/V area will be:

Do you plan to create a more efficient circulation desk? ____ yes ____ no

Do you plan to install your first elevator(s): ____ yes ____ no
If so, how many? ____

In what ways will you enhance technological capabilities? Will you...
increase computer space? ____ yes ____ no
purchase additional computer equipment? ____ yes ____ no
add computer workstations? ____ yes ____ no
install wiring and outlets for future computer expansion? ____ yes ____ no

Other important changes:

Is the construction/remodeling taking place at your present site or a new site?

Will you be vacating your present site?

An indication that more space is needed: (please give concrete examples such as curtailed book purchases, storing part of the collection, seeing people sitting on the floor, having to take down and set up tables and chairs for library programs, there are waiting lines at computer stations, story time is held someplace else, etc.)

Very briefly describe changes you are making to meet ADA guidelines:

Provide a brief history of your library and the buildings that it has inhabited

Proceed to ADA Self-Evaluation form

Sign final page of assurances