

# DECATUR PUBLIC LIBRARY

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

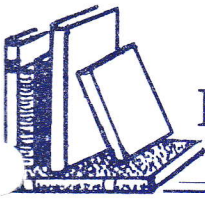
JAMES C. SEIDL, City Librarian



## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA June 20, 1991 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
- II. Approval of Minutes
  - A. Annual Meeting of May 23, 1991
  - B. Regular Meeting of May 23, 1991
- III. Communication from the Public
- IV. City Librarian's Report
  - A. Report from City Librarian
- V. Reports of Committees
  - A. Personnel, Policies, and Public Relations Committee
    1. No meeting
  - B. Finance & Properties Committee
    1. Approval of bills for May 1991
  - C. Rolling Prairie
    1. Report on June RPLS Board meeting
  - D. Foundation
  - E. Friends of the Library
    1. No meeting
  - F. Long Range Plan Committee
    1. Meeting of May 20, 1991
- VI. Avenues to Excellence II
  - A. Chapter II, Finances
- VII. Old Business
  - A. Report on Audio-visual Materials on Bookmobiles
  - B. Report on Charging for McNaughton Materials

(OVER)



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(OVER)

VIII. New Business

- A. Resolution Determining Prevailing Wage Rates
- B. Per Capita Grant Application for FY92
- C. Bid Recommendation for Retrospective Conversion

IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
MAY 23, 1991

ANNUAL MEETING

I. CALL TO ORDER

The annual meeting was called to order at 4:30 p.m. by Barbara Ohlsen, President. Members present: Mrs. Ohlsen, Richard Lockmiller, Robert Oakes, Stan Sitton, Robert Smith, and Mark Sorensen. Members absent: Dan Gaumer, Jerrodean Martin, and Janna Lutovsky. Staff present: James Seidl, Linda Humphreys, and Shirley Apley. Others present: Wayne Hughes, security guard.

II. ANNUAL REPORT TO THE ILLINOIS STATE LIBRARY

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

III. ANNUAL REPORT OF THE CITY LIBRARIAN

The annual report of the City Librarian was reviewed. Mr. Lockmiller noted that the average discount is greater than in past years. The Board commended the staff for working hard to obtain the greatest discounts possible. Mr. Sorensen made a motion to approve and submit the report. The motion was seconded by Mr. Oakes and unanimously carried.

IV. ANNUAL REPORT TO THE CITY COUNCIL

The annual report to the City Council was reviewed. Mr. Sorensen made a motion to approve and submit the report. The motion was seconded by Mr. Oakes and unanimously carried.

V. ADJOURNMENT

Mr. Lockmiller made a motion to adjourn the annual meeting. The motion was seconded by Mr. Oakes and unanimously carried. The annual meeting was adjourned at 4:50 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary  
Decatur Public Library Board of Trustees



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
MAY 23, 1991

REGULAR MEETING

I. CALL TO ORDER

The regular meeting was called to order at 4:51 p.m. by Barbara Ohlsen, President. Members present: Mrs. Ohlsen, Richard Lockmiller, Jerrodean Martin, Robert Oakes, Stan Sitton, Robert Smith, and Mark Sorensen. Members absent: Dan Gaumer and Janna Lutovsky. Staff present: James Seidl, Linda Humphreys, and Shirley Apley. Others present: Wayne Hughes, security guard.

II. APPROVAL OF MINUTES

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

III. COMMUNICATION FROM THE PUBLIC

No one from the public was present.

IV. CITY LIBRARIAN'S REPORT

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

It was suggested that Mr. Seidl investigate (and make a report at the June meeting) the feasibility of charging for best-sellers, with a few copies made available at no cost. It was noted that other libraries including Champaign Public Library have this practice. Park Forest Public Library also rents some of its books, and they are also open on Sunday from 2:00 p.m. until 5:00 p.m.

The Automation Committee has continued meeting and evaluating the proposals for retrospective conversion. On 1,000 sample records, the two companies "hit" on 800 and 801 entries.

The grant application for the third year of the Business Information Center was not funded. Mr. Seidl has approached Sharon Alpi about the possibility of operating BIC with interns from Millikin University's Small Business Institute. Additional help will also be solicited from the Golden K Kiwanis and SCORE. The toll-free telephone will be cancelled July 1, which is when the current grant expires. The Foundation will be notifying prospective donors that the need is even more critical now that state funding has been lost.

The incident with the patron who was hurt by the security gate was discussed. Mr. Seidl checked with area libraries, and found that Champaign also had an accident with their gate. The gate locks with 50 pounds of break-away pressure when someone tries to pass through it with a library item which has not been scanned.

The locking mechanism can be shut off and the gate will only buzz. The gate could also be padded, or a camera security system could be added. The consensus of the Board was that the gate should be padded.

Mr. Lockmiller noted that the new stairway lighting looks much better.

Mr. Lockmiller asked about the possibility of audio-visual materials on the bookmobiles. A report will be made at the next Board meeting.

The Library has received several suggestions in the past that the videos should have some kind of an annotation. Marilyn Shroyer, volunteer coordinator, has found a volunteer who will cut annotations out of a video catalog and insert them in the front of the case.

Mr. Lockmiller questioned having so many separate line items on the materials budget, and Mr. Seidl noted that it is for tracking purposes.

#### V. REPORTS OF COMMITTEES

**Personnel, Policies, and Public Relations Committee:** Mr. Oakes reported that the Committee met on May 5, 1991. The Committee reviewed a plan from the City Librarian to formalize a procedure for "substitute staff" to be called in when staffing is critical because of illness, etc. Mr. Seidl noted that the procedure has been used for several years, and that the money comes from funds saved when the personnel budget line items are underspend because of vacant positions, leaves of absence without pay, etc. The substitute staff could be people from the outside or could simply involve giving extra hours to the part-time staff. Using "temporaries" from the employment agencies has not worked out in most cases. No Board action was required, since a change in policy is not involved.

The Committee also reviewed a form which has been sent to all staff to evaluate the City Librarian. For comparison purposes, the form is the same one that was used last year. The compilation will be reviewed in July.

The Assistant City Librarian's job description was updated. The pay grade was omitted. This will be kept on file until recruitment begins for the position.

There will be no meeting in June.

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

**Rolling Prairie:** Mrs. Lutovsky was not present to report.



**Foundation:** The Foundation has continued to make contacts. The Shilling Foundation is giving \$55,000 to renovate the local history room.

**Friends of the Library:** A new brochure has been printed. In the near future, the Friends hope to open a supply store which will be staffed with volunteers.

**Long Range Plan Committee:** Mr. Sitton reported that the Committee met Monday, May 20. There was some Board opposition to the mention of opening the Library at 10:00 a.m. rather than 9:00 a.m. to allow occasional staff meetings and training. Mr. Smith suggested that meetings be video-taped for staff who could not attend.

**Nominating Committee:** Mrs. Martin proposed the following slate of officers for 1991/92: Dick Lockmiller, President; Barbara Ohlsen, Vice-president; and Bob Smith, Secretary. The slate was unanimously approved.

**VI. AVENUES TO EXCELLENCE II**

There was no report this month.

**VII. OLD BUSINESS**

There was no old business.

**VIII. NEW BUSINESS**

Mr. Sitton attended the ILA Convention in Chicago on May 3 and 4. He brought back several handouts for the trustees and spoke at length about what he learned. He also distributed a flier for a trustee training seminar in September in Decatur.

Mr. Sorensen suggested that the circulation staff should establish eye contact with the patrons.

There will be a special closed meeting on Thursday, June 13 at 4:30 p.m. with Jack Taylor to discuss labor negotiations.

**IX. ADJOURNMENT**

Mrs. Ohlsen adjourned the meeting at 5:59 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary  
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
June 13, 1991

I. CALL TO ORDER

The meeting was called to order at 4:35 p.m. by Barbara Ohlsen, President. Members present: Mrs. Ohlsen, Daniel Gaumer, Richard Lockmiller, Jerrodean Martin, Robert Oakes, Stan Sitton, and Robert Smith. Members absent: Janna Lutovsky and Mark Sorensen. Others present: Jack Taylor, Wendy Morthland, and Chuck Phillips.

II. NEW BUSINESS

Mr. Oakes made a motion to go into closed session for the purpose of discussing collective bargaining with the chief negotiator. The motion was seconded and carried on a roll call vote. The meeting was adjourned into closed session at 4:37 p.m.

III. RECONVENE

The meeting was reconvened in regular session at 5:45 p.m.

IV. ADJOURNMENT

Mr. Oakes made a motion to adjourn. The motion was second and passed. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

*Barbara Ohlsen*

Barbara Ohlsen, President  
Decatur Public Library Board of Trustees

City Librarian's Report  
May 1991

I. Statistics

Circulation for May 1991 decreased 1.76% (1,127 items) from May 1990. Circulation of children's materials was down 25.94% from last year. Adult and audio-visual materials showed increases of 12.86% and 7.71% respectively.

Professional assists were down 1.5% (58 contacts) compared to May 1990, but were up 14.6% (5,602 contacts) for the past 12 month period. Extension Department assists were up 74%.

II. Budget

The 1991/92 budget is 9.8% spent or encumbered. The materials budget is 8.18% spent and 20.32% encumbered (standing orders and magazine orders) for a total of 28.5%.

Budget changes must be submitted to the City by July 2 for the Annual Appropriation Ordinance. I will be working with staff to find a way to budget for Infotrac and the telephone directories. We had planned to pay for Infotrac with Business Information Center grant funds.

One month into the fiscal year, revenue received is at 10%. This figure is high because the carry-over balance from 1990/91 was about \$70,000 more than anticipated in January when the budget was prepared.

III. Collection Development

The Automation Committee continued to work on the retrospective conversion project. The sample runs from the two vendors were received and examined. The Committee is recommending approval of CLSI as the vendor for this project. OCLC is recommended for the "non-hits", and the committee is further recommending that the additional computer work be done in-house by workers hired on a contractual basis. A full report will be made at the Board meeting.

Beverly Roelleke, Reference Assistant, has begun a practicum in the Catalog Department. She worked 32 hours in the Catalog Department in May (in addition to her regular work schedule) learning some of the departmental practices and cataloging some materials.

Withdrawal of materials has been stopped until after the database conversion.



#### IV. Personnel

Kay Mruz, full-time clerk in the Circulation Department for seven years, resigned May 1. Susan Whinnery was hired on May 30 to fill that vacancy. Two half-time clerk positions also became vacant and have not been filled; however, both of these clerks had only been with the Library a very short time. The City Personnel Department is attempting to fill these two vacancies from an existing civil service register. Three other vacant positions (half-time Library Driver, half-time T.S. Clerk I, and Assistant Library Director) are on hold until the final report from Budget and Technology is completed.

#### V. Public Relations

"This Is Reading Country", the 1991 Summer Reading Program, started on Saturday, June 1 and will run through the end of July.

Eight Baby TALK lap-sit programs were attended by 115 people.

The bookmobiles are operating on the new summer schedule (attached).

The Adult Services Department has developed a new partnership between the Library and Wdz radio station. Wdz is scheduling interviews with nationally-known authors, the Library is publicizing the interviews on a display in the new material section, and, after the interview, Wdz is donating the review copy of the book to the Library.

Marilyn Shroyer organized a booth for the Seniorama on May 10 at the Civic Center.

#### VI. Other

A contract has been signed with Bradley, Likins, Dillow and Drayton (architects) for plans to remodel the Local History Room. The Shilling Foundation has agreed to pay the \$5,000 architect's fee in addition to \$50,000 for the renovations.

A \$15,130 LSCA grant was approved for Rolling Prairie Library System. The purpose of the grant is to promote the addition of the serial holdings of 119 system member libraries to the Serials of Illinois Libraries Online (SILO) database. Approximately 13,000 local data records will be added to the SILO database through this project, using both LSCA and local funds.

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/08/91	STRINGS	109.38	43844	5/08/91	OFFICE SUPPLIES
5/08/91	TREAS-MEDICAL INSURANCE	3,209.10	43846	5/08/91	HOSPITAL AND MEDICAL INSURANCE
5/08/91	TREAS-NON MEDICAL INS	4,384.7	43847	5/08/91	GROUP LIFE INSURANCE
5/08/91	TREAS-NON MEDICAL INS	977.28	43848	5/08/91	WORKERS COMPENSATION
5/08/91	TREAS-IMRF	9,350.22	43848	5/08/91	RETIREMENT-IMRF
5/05/91	IL BELL TELEPHONE CO	302.69	43858	3/05/91	TELEPHONE
5/05/91	MANPOWER	350.88	43860	5/09/91	TEMP PERSONNEL SERVICES
5/05/91	SEIDL, JAMES	338.85	43865	5/09/91	CONFERENCES AND OTHER TRAVEL
5/10/91	POSTMASTER	98.78	43869	5/10/91	POSTAGE
5/13/91	CREDIT BUREAU OF SPRINGFIELD	43878	43878	5/13/91	OTHER PROFESSIONAL SERVICES
5/13/91	CARTER, LOIS	12.00	43879	5/13/91	OTHER PROFESSIONAL SERVICES
5/10/91	READING RAINBOWS/GPN	5.00	43888	5/13/91	BOOKS-MAIN JUVENILE
5/13/91	RICHARDSON, OWEN	40.00	43889	5/13/91	OTHER PROFESSIONAL SERVICES
5/10/91	TREAS-NON MEDICAL INS	234.08	43893	5/13/91	MOTOR VEHICLE-INSURANCE
5/10/91	TREAS-NON MEDICAL INS	39.58	43893	5/13/91	BULLER INSURANCE
5/10/91	TREAS-NON MEDICAL INS	1,182.08	43893	5/13/91	PROPERTY INSURANCE
5/10/91	TREAS-NON MEDICAL INS	425.00	43893	5/13/91	GENERAL LIABILITY INSURANCE
5/10/91	TREAS-CENTRAL GARAGE FD	265.40	43894	5/13/91	GASOLINE
5/10/91	TREAS-CENTRAL FUND	1,315.56	43895	5/13/91	GAS
5/10/91	TREAS-CENTRAL FUND	1,515.07	43895	5/13/91	POSTAGE-EQUIPMENT
5/10/91	TREAS-CENTRAL FUND	2,407.00	43895	5/13/91	RENTAL-EQUIPMENT
5/10/91	TREAS-CENTRAL FUND	10.50	43897	5/13/91	TRANSFER TO GENERAL FUND
5/13/91	TREAS-CENTRAL FUND	96.00	43908	5/14/91	OFFICE SUPPLIES
5/14/91	UNIV OF ILLINOIS	96.00	43909	5/14/91	OTHER PROFESSIONAL SERVICES
5/14/91	HUGHES, WAYNE	96.00	43909	5/14/91	OTHER PROFESSIONAL SERVICES
5/14/91	PULLY, ROBERT	96.00	43915	5/14/91	OTHER PROFESSIONAL SERVICES
5/14/91	PETAS, CHRIS	96.00	43917	5/14/91	OTHER PROFESSIONAL SERVICES
5/14/91	RISBEY, PAUL	48.00	43921	5/14/91	JANITORIAL SUPPLIES
5/14/91	SLEEBIN, ALAN	281.50	43921	5/14/91	OFFICE SUPPLIES
5/14/91	TREAS-CENTRAL FUND	9.00	43921	5/14/91	OFFICES AND OTHER TRAVEL
5/14/91	TREAS-CENTRAL FUND	2.53	43923	5/14/91	POSTAGE
5/14/91	TREAS-PETTY CASH	3.30	43923	5/14/91	MATERIALS TO MAINT BLDGS
5/14/91	TREAS-PETTY CASH	40.24	43923	5/14/91	MATERIAL TO MAINT AUTO EQUIP
5/14/91	TREAS-PETTY CASH	11.00	43923	5/14/91	MATERIAL SUPPLIES
5/14/91	TREAS-PETTY CASH	4.05	43923	5/14/91	OFFICE SUPPLIES
5/10/91	ARATEX SERVICES, INC. LIBRARY	108.91	43930	5/15/91	JANITORIAL SUPPLIES
5/10/91	GLUE-BOND MEMORIAL LIBRARY	8.12	43930	5/15/91	BOOKS-MAIN REFERENCE
5/13/91	CENTRAL IL CAR WASH, INC.	9.95	43942	5/15/91	MATERIAL TO MAINT AUTO EQUIP
5/14/91	DIRECT MARKETING ASSOC. CO.	2.50	43942	5/15/91	BOOKS-MAIN REFERENCE
5/10/91	FIRST NAIL BANK OF DECATUR	12.00	43954	5/15/91	RENTAL-EQUIPMENT
5/15/91	P. C. COMPUTING	27.00	43973	5/15/91	MAG/PAPERS-MAIN ADULT
5/14/91	THURADIKE PRESS	43.86	43991	5/15/91	BOOKS-MAIN ADULT
5/14/91	IL BELL TELEPHONE CO	365.73	43991	5/16/91	TELEPHONE
5/14/91	MANPOWER	1,269.28	43996	5/16/91	TEMP PERSONNEL SERVICES
5/20/91	TREAS-PETTY CASH	9.00	44045	5/20/91	SEW TO MAINT AUTO EQUIPMENT
5/20/91	TREAS-PETTY CASH	17.83	44045	5/20/91	CONFERENCES AND OTHER TRAVEL
5/20/91	TREAS-PETTY CASH	10.00	44045	5/20/91	POSTAGE
5/20/91	TREAS-PETTY CASH	9.32	44045	5/20/91	COMPUTER SOFTWARE EXPENSE
5/20/91	TREAS-PETTY CASH	24.56	44045	5/20/91	MATERIALS TO MAINT BLDGS
5/20/91	TREAS-PETTY CASH	13.60	44045	5/20/91	MATERIAL TO MAINT AUTO EQUIP
5/22/91	TREAS-MEDICAL INSURANCE	3,043.10	44081	5/22/91	OFFICE SUPPLIES
5/22/91	TREAS-NON MEDICAL INS	41.00	44082	5/22/91	HOSPITAL AND MEDICAL INSURANCE
5/22/91	TREAS-NON MEDICAL INS	949.74	44082	5/22/91	GROUP LIFE INSURANCE
5/22/91	TREAS-IMRF	9,003.54	44082	5/22/91	WORKERS COMPENSATION
5/23/91	BARKER & TAYLOR CU	3,528.86	44092	5/22/91	RETIREMENT-IMRF
5/23/91	BARKER & TAYLOR CU	87.19	44092	5/23/91	BOOKS-MAIN ADULT
5/23/91	BARKER & TAYLOR CU	56.13	44092	5/23/91	BOOKS-MAIN JUVENILE
5/23/91	BARKER & TAYLOR CU	85.17	44092	5/23/91	BOOKS-MAIN REFERENCE
5/23/91	BARKER & TAYLOR CU	823.75	44092	5/23/91	BOOKS-EXTENSION ADULT
5/23/91	BARKER & TAYLOR CU	32.50	44092	5/23/91	BOOKS-EXTENSION YOUTH
5/23/91	FOUNDATION CENTER	24.50	44100	5/23/91	BOOKS-MAIN REFERENCE
5/21/91	IL BELL TELEPHONE CO	183.60	44100	5/23/91	TELEPHONE
5/28/91	MANPOWER, ARTHUR	343.50	44102	5/28/91	CONFERENCES AND OTHER TRAVEL



FOR PERIOD ENDING 5/31/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/25/91	POPULAR SUBSCRIPTION SERV.	7.64	44181	5/29/91	AV-PHONODICS
5/25/91	STATTON, SIAN	96.00	44184	5/29/91	CONFERENCES AND OTHER TRAVEL
5/25/91	TREAS-PETTY CASH	5.05	44187	5/29/91	CONFERENCES AND OTHER TRAVEL
5/25/91	TREAS-PETTY CASH	12.35	44187	5/29/91	POSTAGE
5/25/91	TREAS-PETTY CASH	9.47	44187	5/29/91	MATERIALS TO MAINT BLDGS
5/25/91	TREAS-PETTY CASH	17.70	44187	5/29/91	MATERIALS TO MAINT AUTO EQUIP
5/25/91	TREAS-PETTY CASH	8.60	44187	5/29/91	OFFICE SUPPLIES
5/25/91	TREAS-PETTY CASH	10.47	44187	5/29/91	AV-VIDEOS
5/25/91	ADLER LIBRARY ASSN	18.00	44201	5/31/91	BOOKS-MAIN JUVENILE
5/10/91	AUTUMN, INC.	152.00	44212	5/31/91	SERV TO MAINT BUILDINGS
5/14/91	AXIUM INFORMATION RESOURCES	14.90	44215	5/31/91	BOOKS-MAIN REFERENCE
5/25/91	ARCTEK PUBLISHING	9.95	44219	5/31/91	BOOKS-MAIN REFERENCE
5/25/91	ARCTEK PUBLISHING	628.45	44217	5/31/91	PRINTING AND BINDING
5/24/91	ALPHA GRAPHICS	44.40	44220	5/31/91	OFFICE SUPPLIES
5/25/91	BAKER & TAYLOR CO	124.26	44230	5/31/91	BOOKS-MAIN ADULT
5/25/91	BAKER & TAYLOR CO	99.00	44230	5/31/91	BOOKS-MAIN JUVENILE
5/25/91	BAKER & TAYLOR CO	419.87	44230	5/31/91	BOOKS-MAIN REFERENCE
5/14/91	BAKER & TAYLOR CO	745.87	44231	5/31/91	BOOKS-MAIN ADULT
5/14/91	BAKER & TAYLOR CO	14.93	44231	5/31/91	BOOKS-MAIN JUVENILE
5/14/91	BAKER & TAYLOR CO	301.78	44231	5/31/91	BOOKS-MAIN REFERENCE
5/14/91	BAKER & TAYLOR CO	136.50	44231	5/31/91	BOOKS-MAIN REFERENCE
5/14/91	BAKER & TAYLOR CO	173.14	44231	5/31/91	BOOKS-EXTENSION ADULT
5/14/91	BAKER & TAYLOR CO	56.29	44231	5/31/91	BOOKS-EXTENSION JUVENILE
5/14/91	BAKER & TAYLOR CO	1,647.01	44232	5/31/91	BOOKS-MAIN ADULT
5/14/91	BAKER & TAYLOR CO	267.14	44232	5/31/91	BOOKS-MAIN JUVENILE
5/14/91	BAKER & TAYLOR CO	84.87	44232	5/31/91	BOOKS-MAIN REFERENCE
5/14/91	BAKER & TAYLOR CO	42.52	44232	5/31/91	BOOKS-MAIN REFERENCE
5/14/91	BAKER & TAYLOR CO	104.54	44232	5/31/91	BOOKS-EXTENSION ADULT
5/14/91	BAKER & TAYLOR CO	3.00	44232	5/31/91	BOOKS-EXTENSION YOUTH
5/14/91	BAKER & TAYLOR CO	66.91	44232	5/31/91	BOOKS-EXTENSION JUVENILE
5/14/91	BAKER & TAYLOR CO	246.78	44232	5/31/91	BOOKS-EXTENSION JUVENILE
5/14/91	BAKER & TAYLOR CO	265.63	44232	5/31/91	BOOKS-EXTENSION JUVENILE
5/14/91	BAKER & TAYLOR CO	370.83	44232	5/31/91	AV-PHONODICS
5/23/91	BAKER & TAYLOR CO	1,318.48	44233	5/31/91	AV-VIDEOS
5/23/91	BAKER & TAYLOR CO	350.61	44233	5/31/91	BOOKS-MAIN ADULT
5/23/91	BAKER & TAYLOR CO	22.42	44233	5/31/91	BOOKS-MAIN JUVENILE
5/23/91	BAKER & TAYLOR CO	129.90	44233	5/31/91	BOOKS-MAIN REFERENCE
5/23/91	BAKER & TAYLOR CO	104.70	44233	5/31/91	BOOKS-MAIN REFERENCE
5/23/91	BAKER & TAYLOR CO	11.21	44233	5/31/91	BOOKS-EXTENSION ADULT
5/24/91	BAKER & TAYLOR CO	642.14	44234	5/31/91	BOOKS-EXTENSION YOUTH
5/24/91	BAKER & TAYLOR CO	66.81	44234	5/31/91	BOOKS-EXTENSION JUVENILE
5/24/91	BAKER & TAYLOR CO	1,153.65	44234	5/31/91	BOOKS-MAIN ADULT
5/24/91	BAKER & TAYLOR CO	20.66	44234	5/31/91	BOOKS-MAIN JUVENILE
5/24/91	BAKER & TAYLOR CO	439.42	44234	5/31/91	BOOKS-MAIN REFERENCE
5/24/91	BAKER & TAYLOR CO	24.10	44234	5/31/91	BOOKS-EXTENSION ADULT
5/24/91	BAKER & TAYLOR CO	41.47	44234	5/31/91	BOOKS-EXTENSION JUVENILE
5/24/91	BAKER & TAYLOR CO	228.57	44234	5/31/91	AV-PHONODICS
5/24/91	BAKER & TAYLOR CO	639.51	44235	5/31/91	AV-CASSETTES
5/24/91	BAKER & TAYLOR CO	475.09	44235	5/31/91	BOOKS-MAIN ADULT
5/24/91	BAKER & TAYLOR CO	193.97	44235	5/31/91	BOOKS-MAIN JUVENILE
5/24/91	BAKER & TAYLOR CO	218.71	44235	5/31/91	BOOKS-MAIN REFERENCE
5/24/91	BAKER & TAYLOR CO	74.89	44235	5/31/91	BOOKS-EXTENSION ADULT
5/24/91	BAKER & TAYLOR CO	228.58	44235	5/31/91	AV-VIDEOS
5/24/91	BAKER & TAYLOR CO	778.84	44236	5/31/91	BOOKS-MAIN ADULT
5/24/91	BAKER & TAYLOR CO	358.45	44236	5/31/91	BOOKS-MAIN JUVENILE
5/24/91	BAKER & TAYLOR CO	80.00	44236	5/31/91	BOOKS-MAIN REFERENCE
5/24/91	BAKER & TAYLOR CO	46.74	44236	5/31/91	BOOKS-MAIN REFERENCE
5/24/91	BAKER & TAYLOR CO	3.40	44236	5/31/91	BOOKS-EXTENSION ADULT
5/24/91	BAKER & TAYLOR CO	28.84	44236	5/31/91	BOOKS-EXTENSION YOUTH
5/24/91	BAKER & TAYLOR CO	466.54	44241	5/31/91	BOOKS-EXTENSION JUVENILE
5/24/91	BAKER & TAYLOR CO	94.95	44252	5/31/91	BOOKS-EXTENSION JUVENILE
5/24/91	BAKER & TAYLOR CO	2,425.85	44257	5/31/91	BOOKS-EXTENSION JUVENILE

LECTRIC SUPPLY, INC.

WALKER CO

CLASING CORP



DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/14/91	CLASSIC PRINTING CO	419.50	44260	5/31/91	PRINTING AND BINDING
5/23/91	CARLEN TRACK	204.40	44270	5/31/91	AV-VIDEOS
5/14/91	DAY'S PAINT STORE	56.88	44289	5/31/91	MATERIALS TO MAINT BLDGS
5/16/91	DECATUR PAPER HOUSE	221.98	44294	5/31/91	OFFICE SUPPLIES
5/13/91	BARRETT'S OFFICE SUPPLY	27.50	44300	5/31/91	OFFICE SUPPLIES
5/25/91	DECATUR HERALD & REVIEW	37.73	44310	5/31/91	BOOKS-MAIN REFERENCE
5/13/91	DECK BLICK	19.15	44320	5/31/91	OFFICE SUPPLIES
5/22/91	FEDERAL JOBS DIGEST	85.00	44339	5/31/91	MAG/PAPERS-MAIN ADULT
5/21/91	GAYLORD BROS	805.09	44357	5/31/91	OFFICE SUPPLIES
5/20/91	GROECKE & WOOD	104.00	44341	5/31/91	MATERIALS TO MAINT BLDGS
5/14/91	G R HALL	6.00	44343	5/31/91	AV-CASSETTES
5/23/91	HIGHSMITH CO., INC.	42.46	44349	5/31/91	OFFICE SUPPLIES
5/25/91	HUGHES, WAYNE	96.00	44350	5/31/91	OTHER PROFESSIONAL SERVICES
5/24/91	HULL, ROBERT	48.00	44351	5/31/91	OTHER PROFESSIONAL SERVICES
5/16/91	IL POWER CO	5,432.11	44359	5/31/91	ELECTRICITY
5/25/91	INACOMP COMPUTER CENTER	150.00	44360	5/31/91	SERV TO MAINT OFFICE EQUIP
5/23/91	INACOMP COMPUTER CENTER	120.00	44360	5/31/91	COMPUTER SOFTWARE EXPENSE
5/28/91	INGRAM'S LIBRARY SERVICE, INC.	178.89	44365	5/31/91	AV-CASSETTES
5/24/91	IL STATE LIBRARY	413.08	44369	5/31/91	PRINTING AND BINDING
5/24/91	IL STATE LIBRARY	70.00	44369	5/31/91	SERV TO MAINT OFFICE EQUIP
5/24/91	IL STATE LIBRARY	418.20	44369	5/31/91	TELEPHONE
5/25/91	IL STATE LIBRARY	40.44	44369	5/31/91	POSTAGE
5/25/91	IL STATE LIBRARY	305.43	44369	5/31/91	RENTAL-EQUIPMENT
5/31/91	IL STATE LIBRARY	177.92	44377	5/31/91	BOOKS-MAIN ADULT
5/30/91	JOHN GURLEY & ASSOCIATES	2,544.00	44378	5/31/91	OTHER PROFESSIONAL SERVICES
5/16/91	JAN-WAY	968.05	44380	5/31/91	BOOKS-MAIN ADULT
5/23/91	MCFARLAND & COMPANY	22.95	44420	5/31/91	ADVERTISING REFERENCE
5/10/91	RECORD TIRE & AUTO SERV, INC.	37.61	44426	5/31/91	BOOKS-MAIN ADULT
5/25/91	MANPUKER	974.40	44439	5/31/91	SERV TO MAINT AUTO EQUIPMENT
5/22/91	NAIL AD SEARCH	145.00	44439	5/31/91	TEMP PERSONNEL SERVICES
5/25/91	OCCUPATIONAL CENTER	2.00	44444	5/31/91	MAG/PAPERS-MAIN ADULT
5/22/91	POPULAR MECHANICS	2.00	44454	5/31/91	BOOKS-MAIN REFERENCE
5/24/91	PETERS, CHRIS	46.00	44454	5/31/91	OTHER PROFESSIONAL SERVICES
5/15/91	WASKERUK MAP PUBLISHERS, INC	28.50	44450	5/31/91	BOOKS-MAIN REFERENCE
5/25/91	NEPHEIT BOOK CO	37.52	44470	5/31/91	BOOKS-MAIN REFERENCE
5/25/91	NEPHEIT BOOK CO	33.96	44471	5/31/91	BOOKS-MAIN REFERENCE
5/15/91	ROLLING PRINCE LIBRARIES	208.33	44471	5/31/91	BOOKS-EXTENSION ADULT
5/30/91	SCHUERMAN KEY SHOP INC.	189.00	44478	5/31/91	OTHER PROFESSIONAL SERVICES
5/23/91	SPRINGHOUSE	27.95	44498	5/31/91	SERV TO MAINT BUILDINGS
5/22/91	SOURDAB LIBRARY SYSTEM	30.00	44499	5/31/91	BOOKS-MAIN ADULT
5/14/91	TWIT GROUP	235.00	44516	5/31/91	BOOKS-MAIN REFERENCE
5/23/91	TODD PUBLICATIONS	100.00	44528	5/31/91	BOOKS-MAIN REFERENCE
5/31/91	TORNADORE PRESS	228.50	44522	5/31/91	BOOKS-MAIN REFERENCE
5/31/91	TELLECOM U.S.A	51.68	44523	5/31/91	BOOKS-MAIN ADULT
5/25/91	WEST PUBLISHING COMPANY	134.50	44537	5/31/91	TELEPHONE
	TOTAL	74,150.12			

6LA3120 FUND PUBLIC LIBRARY-TRUSTS CITY OF DECATUR, ILL. BILLS AND PAYROLLS 5/31/91 PAGE 43

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/14/91	BARRETT'S OFFICE SUPPLY	11.73	44232	5/31/91	EXPENDITURES
5/23/91	BARRETT'S OFFICE SUPPLY	17.56	44233	5/31/91	EXPENDITURES
5/23/91	BARRETT'S OFFICE SUPPLY	20.68	44234	5/31/91	EXPENDITURES
5/25/91	BARRETT'S OFFICE SUPPLY	13.20	44235	5/31/91	EXPENDITURES
5/14/91	DECATUR HERALD & REVIEW, INC.	23.08	44509	5/31/91	EXPENDITURES
	TOTAL	86.69			







OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCTM CCM
499	SMALL CAPITAL ITEMS	1,050	.00	.00	87	1,050.00	.00	1,050.00	
	OTHER CHARGES	62,743	4,307.74	4,307.74	5,227	58,435.26	.00	58,435.26	6-9
515	CAPITAL OUTLAY	19,200	.00	.00	1,600	19,200.00	741.00	18,459.00	3-9
	OFFICE MACHINERY AND EQUIPM	19,200	.00	.00	1,600	19,200.00	741.00	18,459.00	3-9

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCTM CCM
800	BOOKS AND PERIODICALS	249,500	.00	.00	20,791	249,500.00	.00	249,500.00	
801	BOOKS-MAIN ADULT	0	9,896.86	9,896.86	0	9,896.86	19,794.61	29,914.77	
802	BOOKS-MAIN YOUTH	0	1,653.12	1,653.12	0	1,653.12	776.43	2,429.55	
803	BOOKS-MAIN JUVENILE	0	2,611.18	2,611.18	0	2,611.18	8,638.72	11,249.90	
804	BOOKS-MAIN REFERENCE	0	2,178.93	2,178.93	0	2,178.93	11,122.23	13,301.16	
805	BOOKS-PROFESSIONAL	0	1,382.39	1,382.39	0	1,382.39	193.66	193.66	
821	BOOKS-EXTENSION ADULT	0	28.94	28.94	0	28.94	2,718.52	4,100.90	
822	BOOKS-EXTENSION YOUTH	0	600.67	600.67	0	600.67	65.09	92.03	
823	BOOKS-EXTENSION JUVENILE	0	336.88	336.88	0	336.88	1,595.11	2,195.78	
830	AV-PHONODICS	0	409.99	409.99	0	409.99	361.45	898.33	
831	AV-CASSETTES	0	1,042.85	1,042.85	0	1,042.85	458.42	868.41	
832	AV-VIDEOS	0	322.77	322.77	0	322.77	4,519.56	5,962.41	
841	MAG/PAPERS-MAIN ADULT	0	29.18	29.18	0	29.18	77.95	77.95	
844	MAG/PAPERS-MAIN REFERENCE	0	29.18	29.18	0	29.18	.00	29.18	
847	MAG/PAPERS-EXTEN ADULT	0	29.18	29.18	0	29.18	.00	29.18	
**	DIVISION TOTAL **	249,500	20,433.39	20,433.39	20,791	229,066.61	50,721.75	178,344.86	28-5
**	DIVISION TOTAL **	2,329,582	171,915.92	171,915.92	194,116	2,157,666.08	55,794.20	2,101,871.88	9-8

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCTM CCM
247	COMPUTER SOFTWARE EXPENSE	6,000	.00	.00	500	6,000.00	.00	6,000.00	
280	OTHER PROFESSIONAL SERVICES	65,000	.00	.00	5,416	65,000.00	.00	65,000.00	
	CONTRACTUAL SERVICES	71,000	.00	.00	5,916	71,000.00	.00	71,000.00	
515	CAPITAL OUTLAY	53,000	.00	.00	4,416	53,000.00	.00	53,000.00	
	OFFICE MACHINERY AND EQUIPM	53,000	.00	.00	4,416	53,000.00	.00	53,000.00	
**	DIVISION TOTAL **	124,000	.00	.00	10,332	124,000.00	.00	124,000.00	

CITY OF DECATUR  
REPORT OF EXPENDITURES TO BUDGET FY 1991-92

5/31/91

92 PUBLIC LIBRARY-TRUSTS

UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCMT COMM
900	EXPENDITURES	12,000	86.69	86.69	1,000	11,913.31	1,185.83	10,727.48	10.6
		12,000	86.69	86.69	1,000	11,913.31	1,185.83	10,727.48	10.6
**	DIVISION TOTAL **	12,000	86.69	86.69	1,000	11,913.31	1,185.83	10,727.48	10.6

CITY OF DECATUR  
REPORT OF EXPENDITURES TO BUDGET FY 1991-92

5/31/91

92 PUBLIC LIBRARY-TRUSTS

UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCMT COMM
900	EXPENDITURES	11,450	.00	.00	954	11,450.00	.00	11,450.00	
		11,450	.00	.00	954	11,450.00	.00	11,450.00	
**	DIVISION TOTAL **	11,450	.00	.00	954	11,450.00	.00	11,450.00	

CITY OF DECATUR  
REPORT OF EXPENDITURES TO BUDGET FY 1991-92

5/31/91

92 PUBLIC LIBRARY-TRUSTS

UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCMT COMM
900	EXPENDITURES	2,500	.00	.00	208	2,500.00	.00	2,500.00	
		2,500	.00	.00	208	2,500.00	.00	2,500.00	
**	DIVISION TOTAL **	2,500	.00	.00	208	2,500.00	.00	2,500.00	

DECATUR PUBLIC LIBRARY

PERIOD ENDING 05/31/91

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	% REAL
<b>FUND BALANCE</b>							
30001-000	BEGINNING FUND BALANCE	211,800.31	202,570.00	211,800.31	141,306.00	70,494.31-	149
TOTAL		211,800.31	202,570.00	211,800.31	141,306.00	70,494.31-	149
<b>TAXES</b>							
30100-107	PROPERTY TAX-LIBRARY	.00	161,261.25	.00	1,935,135.00	1,935,135.00	
TOTAL		.00	161,261.25	.00	1,935,135.00	1,935,135.00	
<b>INTER GOVERNMENTAL REVENUE</b>							
30200-104	REPLACEMENT TAX	16,795.34	10,000.00	16,795.34	120,000.00	103,204.66	14
30200-107	STATE GRANTS OR OTHER	19,127.87	8,166.67	19,127.87	98,000.00	78,872.13	19
TOTAL		35,923.21	18,166.67	35,923.21	218,000.00	182,076.79	16
<b>FINES AND FEES</b>							
30500-509	LIBRARY FINES AND FEES	5,649.45	4,166.67	5,645.45	50,000.00	44,250.55	11
30500-510	LIBRARY NON-RESIDENT FEES	439.00	333.33	439.00	4,000.00	3,561.00	11
30500-511	LIBRARY LOST AND DAMAGED BOOKS	241.05	333.33	241.05	4,000.00	3,758.95	6
30500-514	VERIFAX	138.45	58.33	138.45	700.00	561.55	19
30500-515	RESERVES	477.31	458.53	477.31	5,500.00	5,022.69	8
TOTAL		6,945.26	5,349.99	6,945.26	64,200.00	57,254.74	10
<b>TRANSFERS FROM</b>							
30600-702	TRANSFER FROM GENERAL FUND	.00	833.33	.00	10,000.00	10,000.00	
TOTAL		.00	833.33	.00	10,000.00	10,000.00	
<b>INVESTMENT INCOME</b>							
30700-101	INVESTMENT INTEREST	676.75	2,750.00	676.75	33,000.00	32,323.25	2
TOTAL		676.75	2,750.00	676.75	33,000.00	32,323.25	2
<b>OTHER INCOME</b>							
30800-805	CONTRIBUTIONS AND DONATIONS	220.94	83.33	220.94	1,000.00	779.06	22
30800-899	MISCELLANEOUS INCOME	138.75	666.67	138.75	8,000.00	7,861.25	1
TOTAL		359.69	750.00	359.69	9,000.00	8,640.31	4
<b>FUND TOTAL</b>							
		255,705.22	391,681.24	255,705.22	2,410,641.00	2,154,935.78	10



FRIENDS OF THE DECATUR PUBLIC LIBRARY

MAY 1991 MINUTES

The meeting was called to order by President Rossiter at 4:10 p.m. Those present were: Edith Rossiter, Sharon Alpi, Mark Sorensen, Beatrice Bond, Sally Melnik, Frank Verbanac, Martin Seidman, Jim Seidl, Connie Requarth and Shirley Edwards.

President Rossiter asked if there were any corrections or additions to the March minutes, they were approved as presented.

Secretary's report: Currently there is \$2,000.00 in the checking account, noting that two large checks were issued this month—one to the Film Festival for \$730.25 and one to the Author Series for \$1039.00; supplies for the copiers amounted to nearly \$900.00 which will leave the checking account lower than usual when that bill is paid. Funds are needed from the Money Market at A.G.Edwards, Martin said to eliminate transferring of funds contact A.G.Edwards and they will provide checks to be written directly against the account. Received a thank-you note from Carol Gibson; Circulation Department asked if the Friends were going to purchase Summer Reading Program T-Shirts for them like they did last year; new sample tote bag was shown, those present thought the original heavier bag would be preferable and current prices will be presented at next meeting; the lesser expensive bags that are now being sold will be reordered when necessary. Prices for having the new logo printed on bags will be sought.

President Rossiter asked for a budget report from Sharon: Copies of the revised budget were distributed and reviewed. Being aware of the financial needs of Baby Talk, Sharon asked if the \$2,000 check could be sent to them as soon as possible. President Rossiter instructed secretary to do so. Mr. Seidl made the motion that the budget be approved, motion was seconded by Frank, all were in favor.

President Rossiter called on Connie for update: Connie announced the beginning of the Membership Drive by handing out the new pamphlets and membership cards. Bookmarks when printed will be handed out to patrons as they checkout at the Library and the Bookmobiles, Connie will contact Frankye in regard to the latter. Cost will be approximately \$500.00 (logo was \$125-typesetting \$40.-pamphlets \$290. for 2,000 and 1,000 membership cards were printed but do not have price on them at this time).

Pamphlets are to be mailed out to all present members of the Friends. If Board members would like to place pamphlets at various pertinent locations contact Shirley. Mark suggested a bulletin board be set up in the Library to promote the membership drive.

Mr. Seidl reported that over \$11,000. from outside donations have been received for the Foundation and a commitment of \$50,000. for remodeling the Local History Room. Friends were thanked for their support of the Foundation. Mr. Seidl attended a convention in Chicago and talked to some people in regard to gift shops and found out that selling book jackets and other library supplies were definite money makers. Having a video on book repairs was regarded as beneficial. Mrs. Rossiter said a trip to the Springfield Library's Gift Shop is planned in June for ideas. Mr. Seidl reported that the Illinois Friends of the Library is trying to reorganize.

Mr. Seidl noted that the Library staff will be presenting the Books Between Bites this summer. Mark Sorensen will review P.T. Barnum: The Legend and the Man, in September.

Bea offered to share an article on Illinois Libraries with a section on status today of the Friends of the Library.

Tree of Wishes generated \$5,000. since Christmas in donations to the Library.

Frank made a motion to adjourn, motion was seconded by Sharon.

Meeting was adjourned at 4:45 p.m.

Next meeting will be July 11, 1991 at 4:00 p.m. in the Board Room at the Decatur Public Library.

Respectfully submitted,



Shirley Edwards  
Executive Secretary/treasurer



**LONG RANGE PLAN COMMITTEE**  
**May 20, 1991**

The meeting was called to order at 3:40 p.m. by Stan Sitton, Chairman. Members present were Shirley Apley, Mary Lou Dwyer, Robert Plotzke and Grace Veach. Members absent Frankye Morgan and Terry Smith.

The minutes from the previous meeting were approved with corrections made to Goal I. Objective B. Action Step D.: suggestion to review the orientation packet with a new employee after they have worked here three years. Change years to months.

Discussion, evaluation, and revision was done on the following goals, objectives, and action steps:

**Goal I. Objective B.**

**Action Steps:**

**2. Administration will:**

a. **Develop program to promote teamwork throughout the library, beginning with library management team (administration, department heads, supervisors) in 1989.** Workshop held in 1989 for all departmental managers. Continuing need for programs and workshop promoting teamwork throughout the library. Library managers should play a key role in planning and promoting teambuilding opportunities.

b. **Provide ongoing financial and administrative support for staff development.** Financial and Administrative support have been provided for internal and external programs. The needs for expanded staff development programs and substitute coverage make it increasingly difficult to allocate time for staff development programs. Substitute alternative coverage is required to enable completion of staff development goals (training, development, staff exchange, quality circles, etc.)

**Goal I. Objective C: Update library personnel policies by FY 1990, and review annually thereafter.**

**Action Steps:**

1. **By FY 1990, Library Board and Administration will update the current personnel policy, and make copies available to each individual staff member.** Done, however, the job descriptions need to be added to the personnel policy. Revision will be required upon completion of union negotiations.

2. **Library Board and City Librarian will review employee benefit package annually.** Done.

3. **Library Board and City Librarian will review salary plan annually.** Done.

4. Supervisors will review job descriptions with their subordinates annually, as part of the performance review process. Sometimes done. Needs to be fully incorporated by all departments.

Goal I. Objective D: Expand and improve internal communications and cooperation.

Action Steps:

1. Department heads will continue to hold departmental meetings, at least quarterly. Typically done. Frequency of meetings varies by department from 2 to 12 meetings annually. Recommend that departmental meetings should be held monthly to promote teamwork and communication. Substitute coverage should be provided if needed.

2. Beginning in 1989, Administration will issue a monthly newsletter for the staff. Monthly newsletter was not issued because the Assistant City Librarian did not have enough time nor staff assistance to do so.

3. Administration will form a Staff Advisory Committee in 1989. Done. Must reevaluate the need for this committee as well as its mission following the establishment of the union contract.

4. Administration and Staff Advisory Committee will start a staff recognition program in FY 1990. This was not implemented due to resistance from the Staff Advisory Committee. No "fair" program could be agreed upon. Union should advise its recommendations on this matter.

The meeting was adjourned at 5:08 p.m. The next meeting is scheduled for June 17, 1991 at 3:30 p.m. at the Decatur Public Library.



## II. FINANCES

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

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

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

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

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

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

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

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

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

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

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

Unemployment Compensation: Chapter 85: 9-107.

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

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

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

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

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

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

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

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

## FINANCE BIBLIOGRAPHY

- Campbell, William D. A Budgeting Manual for Small Public Libraries. Clarion, PA: Center for the Study of Rural Librarianship and the Small Library Development Center, College of Library Science, 1987.
- Fitzgerald, James P. and Dianne Lueder. Funding Sources for Public Libraries. Trustee Facts File. Chicago: Illinois Library Trustee Association. 1986.
- Lucas, John A. and Michael Madden. Budgeting for Your Library. Trustee Facts File. Chicago: ILA, 1986.
- Trumpeter, Margo C. and Richard S. Rounds. Basic Budgeting Practices for Librarians. Chicago: American Library Association, 1985.

## FOR FURTHER READING

- Alley, Brian, and Jennifer Cargill. Keeping Track of What You Spend: The Librarian's Guide to Simple Bookkeeping. Phoenix, AZ: Oryx Press, 1982.
- Boss, Richard W. Grant Money and How to Get It. New York: R. R. Bowker Company, 1980.
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MEMORANDUM

June 19, 1991

MEMO TO: Mr. Richard Lockmiller, Board President and Library Board of Trustees

FROM: Mr. Steven Serber, Extension Librarian

SUBJECT: Feasibility of Audio-visual Materials Onboard Bookmobiles

Due to Bookmobile staffing needs, I have decided to communicate with you on this idea via a memo.

My staff and I are in favor of any additional service we can offer our patrons, especially so when it increases the variety of resources available to them. As with any good idea, certain problems and factors need to be considered and resolved to ensure the service becomes a positive addition.

Mr. Dick, the Audio-Visual Librarian, and myself have discussed this situation and we believe that offering a smattering of videos and Books-on-Tape initially would be the ideal way to begin this service on the Bookmobiles. These initial selections would be the multiple-copies of either resource now held in the Main Library. This would give me the opportunity to gauge the actual usage of these resources and no cost would be incurred. Circulation will be totaled and I can then see if there is a need to be filled. After a trial period of three months, I would then survey our patrons in a very selectively devised questionnaire to realize their usage patterns and needs to be met.

As I mentioned above, certain problems need to be considered and resolved. They include:

1. Security - The Bookmobiles do not have a security alarm system. The feasibility of adding one per Bookmobile is questionable, but hopefully we can position the Audio-Visual materials so that Bookmobile staffers can keep an eye on these resources.

2. Damage to materials - Mr. Dick and I are uncertain if the daily moving of the Bookmobiles will do damage to the audio and visual tapes. But, I am planning to contact other libraries with tapes onboard Bookmobiles to see if they have experienced this or any other problems.



3. Cost - Mr. Dick has offered us access to some of his funds to use in our purchases of A-V materials. Mr. Seidl has suggested utilizing some of our Juvenile funds for video purchases, but that is something that needs further study. Also, one reason Mr. Dick favors Books-on-Tape over videos is the cheaper cost of Books-on-Tape.

In conjunction with the security factor, these new resources should be near the check-out area. This entails utilizing shelving now used for Children's material. Children's materials are the most used and perhaps the most vital of all resources we carry. Eliminating more of them may or may not equal the trade-off of circulation garnered by these additions. This is also the place for me to discuss the circulation decline which led to the idea of A-V on the Bookmobiles. My staff and I do not consider the circulation declines a sign of any "problem". Rather, it is an inevitable situation forewarned by shrinking population and family demographics, so documented by government agencies. Also, we note former patrons who return videos and other materials to us, so these people are not being lost to our library system. Rather, they are utilizing our services elsewhere. The cautionary note I am raising here is do not conclude A-V to be a panacea (if one is even needed) to declining circulation. Granted circulation may rise with the addition of A-V materials, but let us proceed slowly in making this determination.

Respectfully submitted,

Steven Serber  
Extension Librarian

MEMORANDUM

June 20, 1991

MEMO TO: Board of Trustees  
FROM: Jim Seidl  
SUBJECT: Materials

The Library is experimenting with the McNaughton Plan in order to determine the feasibility of using leased materials for high-demand, popular titles. During the next year, we will receive 200 volumes (20 per month). We can also choose an additional 400 items free for a grand total of 600 items. The cost of the plan is \$3,300 per year.

If we were to institute a charge for these items, I estimate an annual income of \$2,000 to \$8,700 per year. (600 items X 20 circulations per year X \$1.00 per circulation = \$12,000 - \$3,300 plan cost = \$8,700 maximum income.) Part of the income will be lost in circulation staff time used in collecting and recording fees paid.

Additionally, there are several procedural changes required if we institute a charge. The McNaughton books would have to be housed separately to avoid patron confusion between the free materials and the charge materials. Two separate cataloging entries would be required in the computer to allow patrons to reserve either the free copies or the charge copies.

Staff expressed the opinion that patrons would not be willing to pay a one dollar charge if the Library owned free copies. Many patrons now refuse to reserve titles because of the \$.25 fee for reserves. Patrons would have to look in two separate areas to determine if a copy of a title was available. Patrons could be confused as to why some items they selected were free and some were not. Finally, since the McNaughton plan is only an experiment, the staff would like an opportunity to evaluate the success of the program before charging for the materials is considered.

lh



## RESOLUTION DETERMINING PREVAILING WAGE RATES

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

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

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

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city, or any public body, or any political subdivision, or by anyone under contract for public works", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of the Decatur Public Library is hereby ascertained to be the same as the prevailing wages for construction work in Macon County area as determined by the Department of Labor of the State of Illinois as of June, 1991, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Decatur Public Library. The definition of any term appearing in this Ordinance which is also used in the aforesaid Act shall be the same as in said Act.

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

SECTION 3: The Secretary of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of the Decatur Public Library this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

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

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

PASSED THIS 20th day of June, 1991.

APPROVED:

Barbara A. Ohlsen  
President of the Board of Trustees

ATTEST:

David L. Lamm  
Secretary




CERTIFICATE

STATE OF ILLINOIS     )  
                                  )     SS  
COUNTY OF MACON     )

I, the undersigned, Secretary of the Board of Trustees of the Decatur Public Library, do hereby certify that the above and foregoing is a true, perfect, and correct copy of the Resolution Determinating Prevailing Wage Rates duly adopted at a meeting of the Board of Trustees of the Decatur Public Library held on June 20, 1991.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Decatur Public Library this 20th day of June, 1991.

  
Secretary

IL. DEPT. OF LABOR PREVAILING WAGES FOR MACON COUNTY EFFECTIVE 06/01/91  
 DIVISION of CONCILIATION & MEDIATION PH(217-782-1710)

NAME OF TRADE	RGN	TYP	C	HOURLY-RATES		OVERTIME-RATES			HRLY-FRINGE-RATES		
				BASIC	FORMN	M-F>8	SAT	SU&HO	WLFR	PENSN	VACTN
ASBESTOS ABT-GEN		BLD		15.150	15.900	1.5	1.5	2.0	1.550	2.250	0.000
ASBESTOS ABT-MEC		BLD		23.010	24.010	1.5	1.5	2.0	2.500	3.640	0.000
BOILERMAKER		BLD		21.150	22.650	1.5	1.5	2.0	2.150	2.300	0.000
BRICK MASON		BLD		16.325	16.825	1.5	1.5	2.0	1.100	1.000	0.000
CARPENTER		BLD		18.910	20.010	1.5	1.5	2.0	2.050	1.320	0.000
CARPENTER		HWY		19.040	20.290	1.5	1.5	2.0	1.800	1.320	0.000
CEMENT MASON		BLD		17.800	18.300	1.5	1.5	2.0	1.300	1.025	0.000
CEMENT MASON		HWY		18.275	18.675	1.5	1.5	2.0	1.300	1.250	0.000
ELECTRICIAN		BLD		20.000	22.000	1.5	1.5	2.0	1.450	1.800	0.000
FENCE ERECTOR	E	ALL		12.000	16.000	1.5	1.5	2.0	1.700	1.500	0.000
GLAZIER		BLD		18.600		1.5	2.0	2.0	0.000	1.500	0.000
HT/FROST INSULATOR		BLD		23.010	24.010	1.5	1.5	2.0	2.500	3.640	0.000
IRON WORKER	E	ALL		17.200	18.200	1.5	1.5	2.0	1.900	3.000	0.000
IRON WORKER	W	BLD		17.400	18.150	1.5	1.5	2.0	1.600	3.300	0.000
IRON WORKER	W	HWY		17.200	17.950	1.5	1.5	2.0	1.600	3.300	0.000
LABORER		BLD		15.150	15.900	1.5	1.5	2.0	1.550	2.250	0.000
LABORER		HWY		15.750	16.500	1.5	1.5	2.0	1.550	2.250	0.000
LATHER		BLD		18.910	20.010	1.5	1.5	2.0	1.800	1.320	0.000
MARBLE MASON		BLD		19.300		2.0	2.0	2.0	0.000	0.000	0.000
MILLWRIGHT		BLD		18.930	20.030	1.5	1.5	2.0	1.600	2.000	0.000
MILLWRIGHT		HWY		18.840	20.090	1.5	1.5	2.0	2.050	2.000	0.000
OPERATING ENGINEER		ALL	1	18.500		1.5	1.5	2.0	1.900	2.500	0.000
OPERATING ENGINEER		ALL	2	16.850		1.5	1.5	2.0	1.900	2.500	0.000
OPERATING ENGINEER		ALL	3	14.500		1.5	1.5	2.0	1.900	2.500	0.000
PAINTER		BLD		17.350	18.350	1.5	2.0	2.0	1.200	1.700	0.000
PAINTER OVER 30FT		BLD		18.350	19.350	1.5	2.0	2.0	1.200	1.700	0.000
PAINTER PWR EQMT		BLD		18.100	19.100	1.5	2.0	2.0	1.200	1.700	0.000
PILEDRIIVER		BLD		19.400	20.510	1.5	1.5	2.0	2.050	1.320	0.000
PILEDRIIVER		HWY		19.540	20.790	1.5	1.5	2.0	1.800	1.320	0.000
PIPEFITTER		BLD		21.050	23.160	1.5	1.5	2.0	1.400	1.550	0.000
PLASTERER		BLD		18.020	18.520	1.5	1.5	2.0	1.300	1.025	0.000
ROOFER		BLD		16.930	17.930	1.5	1.5	2.0	1.970	1.400	0.000
SHEETMETAL WORKER		BLD		17.580	18.830	1.5	1.5	2.0	2.030	1.560	0.000
SPRINKLER FITTER		BLD		19.460	20.710	1.5	2.0	2.0	2.400	2.500	0.000
STONE MASON		BLD		16.325	16.825	1.5	1.5	2.0	1.100	1.000	0.000
TERRAZZO MASON		BLD		19.450		2.0	2.0	2.0	0.000	0.000	0.000
TILE LAYER		BLD		19.300		2.0	2.0	2.0	0.000	0.000	0.000
TRUCK DRIVER		ALL	1	16.475		1.5	1.5	2.0	2.300	1.725	0.000
TRUCK DRIVER		ALL	2	16.875		1.5	1.5	2.0	2.300	1.725	0.000
TRUCK DRIVER		ALL	3	17.075		1.5	1.5	2.0	2.300	1.725	0.000
TRUCK DRIVER		ALL	4	17.325		1.5	1.5	2.0	2.300	1.725	0.000

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



MACON COUNTY

IRONWORKERS E That part of the county East of a diagonal line from a point on the North county line West of Maroa to the South-East corner of the county.

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

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

EXPLANATION OF CLASSES

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

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

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

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

Class 4. Low Boy and Oil Distributors.

OPERATING ENGINEERS - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

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

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

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

Other Classifications of Work:

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

**NOTICE OF DETERMINATION OF PREVAILING WAGE RATES**

TAKE NOTICE that on the 20th day of June, 1991, the Board of Trustees of the Decatur Public Library adopted a Resolution Determining Prevailing Wage Rates for public works in accordance with Illinois Revised Statutes 1987, Chapter 48, paragraphs 39s-1 et seq. as amended by Public Acts 86-799 and 86-693; and said determination is available for inspection by any interested party at 247 East North Street, Decatur, Illinois.

DATED the 20th day of June, 1991.



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Secretary, Decatur Public Library  
Board of Trustees



ILLINOIS DEPARTMENT OF LABOR

~~OWEN H. MARTIN~~ Shinae Chun  
Director

April 15, 1991

To Whom It May Concern:

Pursuant to your listing on our annual mailing list for prevailing wage rates, the enclosed county(ies) effective June 1, 1991, are being forwarded for your convenience.

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

CERTIFICATE

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

David H. Hayes  
Division Manager

SEAL





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

CITY DECATUR LIBRARY NAME DECATUR PUBLIC LIBRARY

**APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES  
APPLICANT STATEMENT**

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

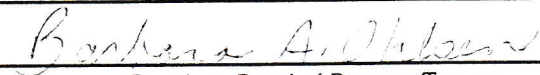
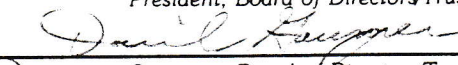
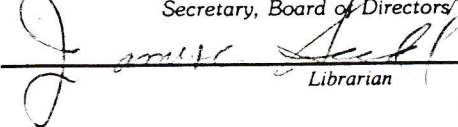
"In making application for a grant or grants, the Library Board agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and Rule 3030.105 (d), (e) and (f). The Library Board further affirms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

"The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. The Board further affirms that it has reviewed **AVENUES TO EXCELLENCE II** during the previous twelve months and that it has completed all requirements of this application."

"The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records which directly relate to this grant."

"The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct."

Date June 20, 1991

Signature	<u></u> <i>President, Board of Directors/Trustees</i>	<u>Barbara A. Ohlsen</u> <i>Name Typed</i>
Attest	<u></u> <i>Secretary, Board of Directors/Trustees</i>	<u>Daniel Gaumer</u> <i>Name Typed</i>
	<u></u> <i>Librarian</i>	<u>James C. Seidl</u> <i>Name Typed</i>

Prepare four (4) copies of application and all supporting documents. Retain one (1) copy for the library's files, send one (1) copy to the library system of which you are a member, and submit two (2) copies (one with original documentation) postmarked no later than July 15, 1991, to:

Illinois State Library  
Library Development Group  
300 South 2nd Street  
Springfield, Illinois 62701-1796  
RE: STATE GRANTS

The Illinois State Library is not responsible for nor obligated to pay grant applications received after the deadline date. Proof of receipt is the responsibility of the applicant.

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

CITY DECATUR

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

Pursuant to the provisions of the **Illinois Revised Statutes**, chapter 81, paragraphs 118 and 118.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for an Equalization Aid Grant and/or a Per Capita Grant to be used for library purposes.

LIBRARY NAME DECATUR PUBLIC LIBRARY

1. Legal name of library Decatur Public Library

2. Address 247 East North Street Decatur Macon 62523-1128  
Street or Box # City County Zip

3. Name of corporate authority that levies the tax supporting the library City of Decatur

4. Type of library applying (check one):  City  County  District  Park  Town  
 Township  Village  Other \_\_\_\_\_

5. Date library was legally established 1876

6. Population served based on latest U.S. Census.\* 83,885

7. Name of library system of which library is a member Rolling Prairie Library System

8. Federal Taxpayer Identification Number (TIN #) 37-6001308  
(Must be the same # as reported in the past, unless there has been a change in legal entity. If so, include a copy of the IRS notification of the new #.)

9. Number/s for Illinois Legislative (Senate) District/s 51

10. Number/s for Illinois Representative District/s 101 and 102

11. Number/s for United States Congressional District/s 20 and 18

12. The library's nonresident fee as calculated using the Illinois State Library formula would be \$ 57.69  
\_\_\_\_\_ for FY92.

13. The library's actual nonresident fee for FY92 is \$ 70.00

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

14. Name and title of person preparing this application James C. Seidl

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

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

**\*NOTE:** ONLY THE OFFICIAL 1990 CENSUS (INCLUDING CORRECTED OR REVISED) OR A SPECIAL FEDERAL CENSUS FOR THE AREA SERVED WILL BE ACCEPTED.



15. Calculation of Equalization Aid Grant.

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

a. Value of all taxable property within the library's service area as of Jan. 1, 1990, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized and assessed by the Department of Revenue, Property Tax Administration Bureau .....	\$ <u>457,226,986</u>
b. Said valuation multiplied by 0.0013 yields .....	\$ <u>594,395</u>
c. Levy at 0.13% divided by population served yields per capita of .....	\$ <u>7.09</u>
d. Population served multiplied by \$4.25 equals .....	\$ <u>356,384</u>
e. Enter valuation multiplied by 0.0013 obtained in step (b) .....	\$ <u>594,395</u>
f. Subtract (e) from (d) equals amount of equalization aid	\$ <u>0</u>

16. Calculation of Per Capita Grant. 83,885 \*

Population served  
(Based on latest U.S. Census figure.)

Attach the enclosed statement for notarization from your county clerk certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of Jan. 1, 1990, or the most recent year available (the assessed valuation against which tax revenue was most recently levied).

17. In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy.

If your library is applying for a grant on this basis, attach appropriate official documentation and check this box.

\* NOTE: ONLY THE OFFICIAL 1990 CENSUS (INCLUDED CORRECTED OR REVISED) OR A SPECIAL FEDERAL CENSUS FOR THE AREA SERVED WILL BE ACCEPTED.



18. (A) Please certify that the library has met or made progress in 1991 toward meeting the Illinois Library Association's standards for public libraries, **AVENUES TO EXCELLENCE II**.

Yes

No

(B) The board has reviewed **AVENUES TO EXCELLENCE II** during July 1990 - June 1991.

Yes

No

(Please place an "X" in the box beside each standard listed below that the library either met or made progress toward meeting in 1991.)

**AVENUES TO EXCELLENCE II**

Checklist	Made progress	Met
I. Structure and Governance		X
II. Finances		X
III. Administration		X
IV. Library Image	X	
V. Users & Usage	X	

Checklist	Made progress	Met
VI. Reference Service	X	
VII. Personnel		X
VIII. Materials	X	
IX. Physical Facilities		X
X. System/ILLINET Membership Responsibilities		X

19. Please certify that the library has filed a current annual report with the Illinois State Library.

Yes

No

20. In order to receive a Per Capita Grant for FY92, the library must report on the following required output measures completed after July 15, 1990.

**REQUIRED**

MEASURE	RESULT	DATE COMPLETED
1. Circulation Per Capita	9.7	4/30/91
2. Program Attendance Per Capita	.09	4/30/91
3. Reference Transactions Per Capita	.53	4/30/91
4. Registration as a Percentage of the Population	75.5 %	4/30/91
5. Turnover Rate	3.28	4/30/91
6. Library Visits Per Capita	5.19	4/30/91
7. Document Delivery		
7 days	38 %	5/15/91
30 days	75 %	5/15/91

**OPTIONAL**

MEASURE	RESULT	DATE COMPLETED
1. In-Library Materials Use Per Capita		
2. Reference Fill Rate	%	
3. Title Fill Rate	%	
4. Subject and Author Fill Rate	%	
5. Browser's Fill Rate	%	

**NOTE:** The results of completing the output measures are compiled by the Library Research Center of the University of Illinois each year. If you wish to list your library's results from the OPTIONAL output measures, you may do so.

21. Using the space provided, describe in a narrative statement how the results of the required output measures will be used to revise and/or update the library's long-range plan.

Our long range plan is currently being updated to reflect recent economic changes. The output measures indicate that we circulate materials above the national average per capita. Patrons registered represent over 75% of the population. We expect increased usage of the library and its collections and resources. At the same time, patrons expect fast and efficient service to be maintained, even with a possible decline in resources.

22. In order to receive a Per Capita Grant for FY92, the library must carry out an activity that leads to a Cooperative Collection Development Plan. Please give a brief narrative report which outlines and describes this activity.

The Decatur Public Library participated in the 1990 CCM coordinating committee FY 90 acquisition group on gerontology. We researched the need and availability of large print books.

DPL staff attended Rolling Prairie Library System's seminar on 2/26/91 concerning collection development. Discussion was held on what a cooperative collection management plan is and how to write one. Handouts about CCD provided information about who and what you should cooperate on.

Directors from Millikin University, Richland Community College, St. Mary's Hospital, Decatur Memorial Hospital, District 61 schools, and Decatur Public Library meet quarterly to discuss collection development. Each Director is determining their institutional needs regarding CD ROM products. This information will be reviewed to discuss who has what products and where additional needs exist.



23. In order to receive a Per Capita Grant for FY92, please provide the following information regarding interlibrary loan activity at your library for the given time period. **NOTE:** Please attach the ILLINET/ILL Statistical Report Form to the application.

(A) Interlibrary loans provided to other libraries during March, April, and May 1991: 1099

(B) Interlibrary loans received from other libraries during March, April and May 1991: 500

24. In order to meet standards in **AVENUES TO EXCELLENCE II**, we plan to use FY92 grant monies in the following way(s) (all grant funds must be obligated by the library board for library expenditures by June 30, 1992).

To meet Avenues to Excellence II standards, Decatur Public Library plans to use its FY92 grant monies to:

1. Continue support of the Business Information Center programs, services and collections. Purchase materials, equipment, and to provide some support staffing.
2. Continue serving newborn infants and their parents through co-sponsorship of Baby TALK by purchasing materials, holding lapsits, and conducting special programs.
3. Increase staff training and development. Conduct a half-day staff institute. Support and encourage staff to attend specialized programs which expand their knowledge and abilities.
4. Purchase materials that expand the library collections. Collection assessment techniques will be used to determine areas that are outdated or inadequate.



REPORT OF THE USE OF LAST YEAR'S EQUALIZATION AID

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

NOT APPLICABLE

28. Expenditure of FY91 Equalization Aid Grant monies:  
 Total FY91 Equalization Aid Grant received \_\_\_\_\_

**NOTE:** Please provide a breakdown of expenditures/obligations by general category.

Category	Amount	Date of Obligation (July 1, 1990 - June 30, 1991)
Children's Materials	\$ _____	_____
Adult Materials	\$ _____	_____
Programs	\$ _____	_____
Personnel (Salaries, fringe benefits)	\$ _____	_____
Supplies	\$ _____	_____
Equipment	\$ _____	_____
Travel	\$ _____	_____
Contractual Services (Specify)	\$ _____	_____
Other (Specify)	\$ _____	_____
<b>* TOTAL</b>	<b>\$ _____</b>	

\* Total must equal FY91 Equalization Aid Grant.

CITY DECATUR LIBRARY NAME DECATUR PUBLIC LIBRARY



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

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

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

Real Estate	\$	<u>451,633,087</u>
Pollution Control	\$	<u>- 0 -</u>
Railroad Property	\$	<u>5,593,899</u>
<b>TOTAL</b>	\$	<u>457,226,986</u>

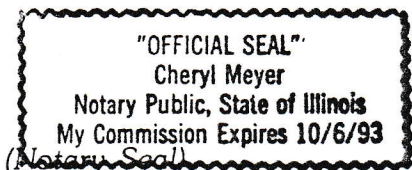
All of which appears from the records and files in my office.\*  
The Decatur Public library tax rate is .4233

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY  
HAND AND FIXED THE SEAL OF THE COUNTY OF Macon, AT MY OFFICE,  
IN THE CITY OF Decatur,  
IN SAID COUNTY, THIS 3rd DAY OF June, A.D. 1991

Stephen M. Bean  
County Clerk

(County Seal)

Subscribed and sworn before me this 3rd day of June, 1991



Cheryl Meyer  
Notary Public

My Commission Expires 10/6/93

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

COUNTY SEAL AND NOTARY SEAL LEGALLY CANNOT BE IDENTICAL.

CITY DECATUR  
LIBRARY NAME DECATUR PUBLIC LIBRARY

# ILLINET Interlibrary Loan Report

March - May 1991  
Public Library Per Capita Grant Application

TALLY TOTALS -- BORROWED						
	Requests Sent			Materials Borrowed		
	A/T	Info	Focus	A/T	Info	Focus
In Our System	688 *			171		
In Illinois, Not In Our System				109		
R & R Center				74		
Outside Illinois				141		

TALLY TOTALS -- LOANED						
	Requests Received			Materials Loaned		
	A/T	Info	Focus	A/T	Info	Focus
In Our System	2,255			902		
In Illinois, Not In Our System	286			125		
R & R Center	27			14		
Outside Illinois	161			58		

\* our system handles our ILL requests

Library Decatur Public Library System Rolling Prairie

Reporting Period March through May 1991

Return to: Illinois State Library  
Room 410  
300 South 2nd Street  
Springfield, Illinois 62701

MEMORANDUM

June 20, 1991

**MEMO TO:** Board of Trustees  
**FROM:** Jim Seidl  
**SUBJECT:** Retrospective Conversion

In January 1991, the Library sent out a Request for Proposal for upgrading our database to MARC format and for authority control. Six proposals were received in March 1991. The staff Automation Committee reviewed the proposals and selected two finalists. We used the following criteria used to determine the finalists:

	Points
A. Compliance with specifications	35
B. Size and scope of database used	20
C. Past experience and performance	10
D. Projected hit rate	10
E. Delivery date	5
F. Cost	<u>20</u>
TOTAL	100

The two finalist chosen were CLSI and LSSI. Each company ran a sample test of 1,000 selected records. Results of that test are:

	CLSI	LSSI
LC MARC	682	645
Non-LC MARC	19	132
Multiple hits	<u>100</u>	<u>23</u>
TOTAL	801	800
Non-hits	<u>199</u>	<u>200</u>
	1,000	1,000

Projected cost for conversion and authority control:

	CLSI	LSSI
Profiling	\$1,000	\$500
Downloading ETR	2,520	0
Conversion to MARC	0 *	5,210
Multiple hits	2,605	2,300
Non-matches	41,280	41,280
(27,520 X \$1.50)		
Authority control	<u>1,100</u> *	<u>13,344</u>
TOTAL	\$48,505	\$62,634 **

\* The CLSI bid contained errors which they are willing to honor

\*\* LSSI cannot load our database without having CLSI convert the data. Add \$1,200 to \$2,000 to the bid total.



The major cost in the retrospective conversion is the cost of producing non-matched MARC records. Each company wants \$1.50 per record for this service. The Automation Committee recommended that the library enter the non-matched records. Projected costs for 30,000 records are:

OCLC costs:

Non-prime time (after 4:00 p.m.) \$.35	\$10,500	\$10,500
Prime time (8 a.m. - 4:00 p.m.) \$.86	25,800	

Staff costs:

(at 2.5 minutes per record)		
1250 hours X \$11.70 per hour	14,625	14,625

Overlay current records

(at 5 minutes each)		
12,000 records X \$11.70 per hour		<u>11,700</u>
		\$36,825

The library can enter the non-matched records for \$36,825, which is nearly \$5,000 less than the vendor's bid of \$41,280.

I recommend that we use CLSI as our vendor for retrospective conversion and authority control. Non-matched records should be inputted by DPL to save money.

lh

## RESOLUTION

WHEREAS Mark Sorensen has served faithfully and well the people of Decatur as a Trustee of the Decatur Public Library since 1985; and

WHEREAS he has, during his term as Trustee participated fully and productively in the work of the Board of Trustees and its committees; and

INASMUCH as he is now retiring from the Library Board of Trustees,

NOW THEREFORE BE IT RESOLVED that the Library Board of Trustees of the City of Decatur, Illinois, extends its thanks to Mark Sorensen for his many and diverse contributions to its work and wishes him godspeed and joy in his future endeavors; and

BE IT FURTHER RESOLVED that this Resolution be spread on the minutes of this meeting and that a copy hereof be presented to Mark Sorensen.

DATED this 20th day of June, 1991.



\_\_\_\_\_  
Barbara Ohlsen, President  
Decatur Public Library Board of Trustees



\_\_\_\_\_  
Daniel Gaumer, Secretary

## RESOLUTION

WHEREAS Janna Lutovsky has served faithfully and well the people of Decatur as a Trustee of the Decatur Public Library since 1985; and

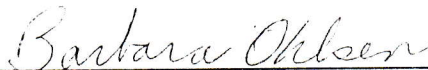
WHEREAS she has, during her term as Trustee participated fully and productively in the work of the Board of Trustees and its committees; and

INASMUCH as she is now retiring from the Library Board of Trustees,

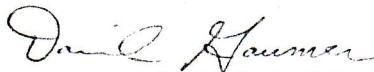
NOW THEREFORE BE IT RESOLVED that the Library Board of Trustees of the City of Decatur, Illinois, extends its thanks to Janna Lutovsky for her many and diverse contributions to its work and wishes her godspeed and joy in her future endeavors; and

BE IT FURTHER RESOLVED that this Resolution be spread on the minutes of this meeting and that a copy hereof be presented to Janna Lutovsky.

DATED this 20th day of June, 1991.



\_\_\_\_\_  
Barbara Ohlsen, President  
Decatur Public Library Board of Trustees



\_\_\_\_\_  
Daniel Gaumer, Secretary