

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA
June 18, 1992 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
 - A. Meeting of May 28, 1992
 - B. Special Meeting of June 3, 1992
- III. Communication from the Public
- IV. Interim City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of June 1, 1992
 - B. Finance & Properties Committee
 - 1. Approval of Bills for May 1992
 - C. Rolling Prairie
 - 1. Report on RPLS June Board Meeting
 - D. Foundation
 - 1. No Meeting
 - E. Friends of the Library
 - 1. No meeting
 - F. Nominating Committee
- VI. Avenues to Excellence II
 - A. Chapter X, System & Illinet Membership Responsibility
- VII. Old Business
 - A. Long Range Plan 1991 Review, Goal III
- VIII. New Business
 - A. Resolution Adopting Prevailing Wage Rates
 - B. Per Capita Grant Application for FY93
 - C. Cooperative Collection Management Plan
 - D. Non-resident Library Card Fee
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
May 28, 1992
ANNUAL MEETING

I. CALL TO ORDER

The annual meeting was called to order at 4:30 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Barbara Ohlsen, Robert Smith, Daniel Gaumer, Jerrodean Martin, Robert Oakes, Stanley Sitton, John Stengel, and Patricia Williams. Staff present: Jerald Merrick, Linda Humphreys, and Margaret Sommerfeldt. Others present: Owen Balding and Jack Taylor.

II. ANNUAL REPORT TO THE ILLINOIS STATE LIBRARY

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

III. ANNUAL REPORT OF THE CITY LIBRARIAN

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

V. ANNUAL REPORT TO ROLLING PRAIRIE LIBRARY SYSTEM

Mr. Oakes made a motion to approve and submit the annual statistical report to Rolling Prairie Library System. The motion was seconded by Mr. Gaumer and unanimously carried.

VI. APPOINTMENT OF NOMINATING COMMITTEE

Mr. Lockmiller appointed Mrs. Martin and Mr. Smith to the Nominating Committee. He asked them to prepare a proposed slate of officers for 1992/93 to be voted on at the June meeting.

VII. ADJOURNMENT

Mr. Smith made a motion to adjourn the annual meeting. The motion was seconded by Mr. Oakes and unanimously carried. The annual meeting was adjourned at 4:43 p.m.

Respectfully submitted,



Robert C. Smith, Secretary

Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
May 28, 1992

I. CALL TO ORDER

The meeting was called to order at 4:45 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Barbara Ohlsen, Robert Smith, Daniel Gaumer, Jerrodean Martin, Robert Oakes, Stanley Sitton, John Stengel, and Patricia Williams. Staff present: Jerald Merrick, Linda Humphreys, and Margaret Sommerfeldt. Others present: Owen Balding and Jack Taylor.

II. APPROVAL OF MINUTES

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

III. COMMUNICATIONS FROM THE PUBLIC

Ms. Williams made a motion to adjourn into closed executive session to discuss labor negotiations. The motion was seconded by Mr. Smith and unanimously carried on roll call vote. The Board went into closed session at 4:50 p.m. The meeting was re-convened at 5:25 p.m.

Owen Balding addressed the Board on a variety of his concerns.

IV. INTERIM CITY LIBRARIAN'S REPORT

The Interim City Librarian's report was previously mailed.

Mr. Merrick thanked the staff for their hard work during the past year.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The Committee will meet June 1.

Finance and Properties Committee: The Committee met in closed session on April 22 and May 22. The materials budget for fiscal year 1991/92 was spent. A \$100,000 transfer from the library general fund to the library capital fund was made on April 30. The carry-over balance into 1992/93 will be approximately \$247,000. The Board hopes to be able to transfer an additional \$52,000 to the capital fund in 1992/93.

Mr. Gaumer made a motion to pay the April bills. The motion was seconded by Mr. Oakes and unanimously carried on roll call vote.

Rolling Prairie: Mr. Oakes reported that the system hopes to be able to give the Library \$5,000 during this fiscal year.

Foundation: Mr. Lockmiller distributed a draft of the Foundation's annual report. The grand opening of the local history room will be scheduled after the arrival of the new director.

Friends of the Library: Mrs. Ohlsen reported that the Friends are planning a fall book sale. They also need more volunteers to work in the store. Friends receive a 10% discount on store purchases.

VI. AVENUES TO EXCELLENCE II

There was no report this month.

VII. OLD BUSINESS

Goal III of the Long Range Plan will be reviewed next month.

VIII. NEW BUSINESS

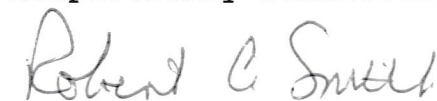
Mr. Merrick asked about closing the Library early on Friday evening during the Decatur Celebration. Mr. Oakes made a motion to close at 5:30 p.m. on July 31, 1992. The motion was seconded by Mrs. Martin and unanimously approved.

There will be a special closed Board meeting on Wednesday, June 3 at 4:30 p.m. to consider information regarding the appointment, employment, or dismissal of an employee.

IX. ADJOURNMENT

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

Respectfully submitted,



Robert C. Smith, Secretary
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
June 3, 1992

The meeting was called to order at 4:30 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Robert Smith, Daniel Gaumer, Jerrodean Martin, Robert Oakes, Stanley Sitton, and John Stengel. Members absent: Barbara Ohlsen and Patricia Williams. Staff present: Jerald Merrick and Linda Humphreys.

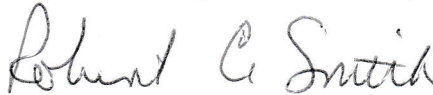
Mr. Sitton made a motion to adjourn into closed executive session to consider information regarding the appointment, employment, or dismissal of an employee. The motion was seconded by Mr. Smith and unanimously carried on roll call vote. The Board went into closed session at 4:31 p.m. The meeting was re-convened at 5:05 p.m.

Mr. Oakes made a motion to hire John A. Moorman as the new City Librarian as detailed in a letter to him dated June 4, 1992. The motion was seconded by Mrs. Martin and unanimously carried.

Mr. Lockmiller thanked the Interview Committee and particularly Mr. Sitton for all their hard work in finding a new City Librarian.

There was no further business. The meeting was adjourned at 5:05 p.m.

Respectfully submitted,



Robert C. Smith, Secretary
Decatur Public Library Board of Trustees

Interim City Librarian's Report
May 1992

I. STATISTICS

Total library circulation for the month is down 6.32% (3,967 items) from May 1991. Twelve month circulation is up 3.78% (30,762 items) over the previous 12 month period.

Circulation for the McNaughton rental collection was 253 in May. Circulation figures for specific departments or media can be found in the circulation statistical report which is attached.

Service statistics are down 7.9% (305 contacts) from May 1991 and up 8.2% (3,604 contacts) for the 12 month period. There were 25 working days in May 1992, compared to 26 in May 1991.

The main library was used by 27,803 people this month, down 5.8% (1,277 people) from May 1991.

II. BUDGET

The 1992/93 budget is 8.3% spent or encumbered. Revenue received is at 11%.

III. PERSONNEL

Kellie Flynn resigned her half-time Acting Audiovisual Librarian position effective May 12. She continues to work as a half-time Library Assistant in the Children's Department. Arthur Gross has assumed the responsibilities of the Audiovisual Librarian until some decision is made.

Katie Gross became full-time once again on May 1. She had been working 3/4 time for nearly four years.

IV. PUBLIC RELATIONS

Low usage of the bookmobile stop at St. Patrick's School is the reason this stop will be discontinued in the fall. The new bi-weekly stop will be at Northwest Christian Church. Thomas Jefferson School is also being evaluated and may be dropped.

Six Baby TALK lap-sit programs were held in May, with attendance at 102 people. Twenty-four groups and tours visited the children's department. Baby TALK received a \$68,640 grant from the James Millikin Trust for five years with a 5%

increase each year. This will enable Baby TALK to place teachers in the well-child clinic at the Macon County Health Department and to conduct a research project on the effect of the Baby TALK program.

Interlibrary loan requests continue a downward trend due to funding cuts to research centers and total or partial restrictions on borrowing from the University of Illinois, Illinois State University, and Southern Illinois University.

Local history room usage is up thanks in part to volunteers.

V. AUTOMATION

Early in the month, one box of non-hit printouts and tapes containing the remaining MARC record files and authority files was received. This completed CLSI's obligation to DPL for the retrospective conversion project.

The circulation department continues to operate without a backup system.

The new Impact 35 collection process seems to be more effective than the regular collection process used in the past. The big plus is that the library is only charged \$3.50 for accounts paid within 30 days.

VI. COLLECTION DEVELOPMENT

The SILO Project was completed in May. Work now begins to enter the information in a computer database.

VII. STAFF DEVELOPMENT

On May 8, Robin Bowman, Glenda Trusner, Marilyn Shroyer, and Karen Anderson participated in the circulation workshop sponsored by the Illinois Library Association at the Bloomington Public Library. The workshop, called "The Front Line", consisted of six concurrent roundtable discussions presented at three different times during the morning. Attendees evaluated the workshop excellent and above average overall. It may be taken to the state meeting next spring.

VIII. MAINTENANCE

Bookmobile 547 was down for repairs on May 28 and 29, and a reduced schedule was run with one bookmobile. Full service was restored on May 30.

DPL CIRCULATION STATISTICS
May 1992

	Adult Materials		Youth Materials		Juvenile Materials		TOTAL	TOTAL
	Month	12 MONTH	Month	12 MONTH	Month	12 MONTH	MONTH	12 MONTH
PRINT 1992	29846	394419	1802	26083	17717	285538	49365	706040
PRINT 1991	30939	368390	1949	27347	18888	276232	51776	671969
A-V 1992	9439	138029					9439	138029
A-V 1991	10995	141338					10995	141338
TOTAL 92	39285	532448	1802	26083	17717	285538	58804	844069
TOTAL 91	41934	509728	1949	27347	18888	276232	62771	813307

	Current	Month	Percentage	Current	Previous	Percentage
	Month	Month		12 Months	12 Months	
Central Library, Print						
Reference	122	218	-44.04	2209	2587	-14.61
Adult Materials	24860	25410	-2.16	329058	302008	8.96
Young Adult Materials	1603	1725	-7.07	23036	23719	-2.88
Childrens's Materials	11482	11860	-3.19	199631	191776	4.10
Total Central Library	38067	39213	-2.92	553934	520090	6.51
Extension Print						
Bookmobile 547	5379	5347	0.60	67070	64851	3.42
Bookmobile 548	* 4468	5525	-19.13	65899	67384	-2.20
Outreach Services	1046	1255	-16.65	13290	14788	-10.13
Total Extension	10893	12127	-10.18	146259	147023	-0.52
Total Print	48960	51340	-4.64	700193	667113	4.96
Non-print Materials						
Films	31	51	-39.22	501	631	-20.60
Videocassettes	6411	7416	-13.55	94836	94775	0.06
Audiocassettes	1757	2148	-18.20	25054	26663	-6.03
Recordings	1150	1290	-10.85	16339	18135	-9.59
Other non-print	46	55	-16.36	700	804	-12.94
Total Central Non-print	9395	10960	-14.28	137490	141809	-2.51
Extension Non-print	44	35	25.71	538	324	63.99
Total Non-print Materials	9439	10965	-14.13	138029	141338	-2.34
Renewals	405	436	-7.11	5847	4856	20.41
Total Circulations	58804	62771	-6.31	844069	813307	3.78

*Fourty-seven more circulations were added to Bookmobile 548 because of the circulation computer not picking up May 27th's count.

**STATISTICAL REPORT
May 1992**

Volumes purchased this 12 months to date: 14,793
 Volumes purchased last 12 months to date: 15,502

TECHNICAL SERVICES

New book volumes added	780
New book titles added	388
AV titles added	89
Books withdrawn	599
Books mended	713
Gift books	819

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1992/93</u>	<u>YTD Expended 1991/92</u>	<u>Unexpended</u>
Personal Services	1,582,370	112,243	124,606	1,470,127
Operating	446,998	20,710	26,877	426,288
Capital & books	282,537	7,470	20,433	267,617

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	7 + 1	0	0	8
Library Assistants	7 + 5	0	0	7 + 5
Clerical	18 + 9	0	0	18 + 9
Pages	4 + 6	0	0	4 + 6
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: 1/2 time T.S. Clerk I; Audiovisual Librarian; Library Director

COMPUTER DOWN-TIME FOR MONTH: 0

PATRONS REGISTERED: 187 adult + 26 youth + 45 juvenile = 258 total

PATRON CONTACTS: this 12 months to date: 47,803
 last 12 months to date: 44,049

VOLUNTEERS: 71 volunteers worked 208 hours

Personnel, Policy, and Public Relations Committee
June 1, 1992

Mr. Sitton called the meeting to order at 5:00 p.m. Members present: Mr. Sitton, Ms. Williams, Mr. Lockmiller, and Mr. Oakes. A draft of a policy from Mr. Booth establishing hiring preferences for current employees was previously mailed. It was noted that a union contract would supersede any agreement of this type. Mr. Oakes made a motion to approve the proposal for submittal to the Board. The motion was seconded by Mr. Lockmiller and unanimously approved.

Mr. Lockmiller made a motion to adjourn into closed executive session to consider information regarding the appointment, employment, or dismissal of an employee. The motion was seconded by Ms. Williams and unanimously carried on roll call vote. The Committee went into closed session at 5:10 p.m. The meeting was re-convened at 5:40 p.m.

There was no further business. The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Jerald A. Merrick
Jerald A. Merrick *lh*
Interim City Librarian

LIBRARY POLICY STATEMENT

In all cases where it is practicable, vacancies in library positions shall be filled by promotion. To further this objective, initially, only library employees may take the examination to fill a vacancy.

If within 20 days of the publication of notice of the examination to fill the position, no library employee submits himself or herself to the examination, the second attempt to fill the vacancy shall be open to non-library employees in addition to library employees and the publication shall so state.

If a library employee is selected to fill a vacancy and accepts the selection the following shall apply:

- a. The library employee shall not be required to resign the position he or she is leaving even if non-library employees have submitted themselves to the examination.
- b. If the library employee fills the vacancy, he or she shall not have bump-back rights in the event the selected library employee leaves the new position, and his former position has been filled.
- c. A library employee who accepts a position to fill a vacancy shall remain on the pay scale applicable to his former position.

LINE	DATE	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1	5/04/92	COMMERCIAL MAIL SERVICES	32.01	3	5/04/92	POSTAGE
2	5/06/92	TREAS-MEDICAL INSURANCE	2,877.10	52892	5/06/92	HOSPITAL AND MEDICAL INSURANCE
3	5/06/92	TREAS-NON MEDICAL INS	39.00	52893	5/06/92	GROUP LIFE INSURANCE
4	5/06/92	TREAS-NON MEDICAL INS	657.48	52894	5/06/92	WORKERS COMPENSATION
5	5/06/92	TREAS-TIME	8,202.09	53119	5/15/92	RETIREMENT-IMRF
6	5/06/92	BANK ONE LEASING CORP	2,425.85	53130	5/15/92	RENTAL-D P EQUIPMENT
7	5/06/92	TREAS-PETTY CASH	10.50	53130	5/15/92	CONFERENCES AND OTHER TRAVEL
8	5/06/92	TREAS-PETTY CASH	38.75	53130	5/15/92	POSTAGE
9	5/06/92	TREAS-PETTY CASH	15.38	53130	5/15/92	MATERIAL TO MAINT BLDGS
10	5/06/92	TREAS-PETTY CASH	21.65	53130	5/15/92	MATERIAL TO MAINT AUTO EQUIP
11	5/06/92	TREAS-PETTY CASH	12.33	53130	5/15/92	OFFICE SUPPLIES
12	5/06/92	TREAS-PETTY CASH	299.99	53142	5/18/92	EMPLOYEE RECOGNITION SUPPLIES
13	5/06/92	TREAS-PETTY CASH	23.95	53172	5/19/92	MATERIALS TO MAINT BLDGS
14	5/06/92	TREAS-PETTY CASH	23.27	53177	5/19/92	AV-VIDEOS
15	5/06/92	TREAS-PETTY CASH	20.50	53188	5/19/92	BOOKS-MAIN REFERENCE
16	5/06/92	TREAS-PETTY CASH	2,877.10	53218	5/20/92	HOSPITAL AND MEDICAL INSURANCE
17	5/06/92	TREAS-MEDICAL INSURANCE	39.00	53219	5/20/92	GROUP LIFE INSURANCE
18	5/06/92	TREAS-NON MEDICAL INS	657.48	53220	5/20/92	WORKERS COMPENSATION
19	5/06/92	TREAS-NON MEDICAL INS	16.84	53221	5/20/92	OFFICE SUPPLIES
20	5/06/92	TREAS-GENERAL FUND	8,654.44	53221	5/20/92	RETIREMENT-IMRF
21	5/06/92	TREAS-IMRF	19.95	53239	5/21/92	MAG/PAPERS-MAIN ADULT
22	5/06/92	TREAS-IMRF	9.95	53243	5/21/92	BOOKS-MAIN REFERENCE
23	5/06/92	TREAS-IMRF	78.00	53244	5/21/92	MAG/PAPERS-MAIN ADULT
24	5/06/92	TREAS-IMRF	17.80	53257	5/21/92	AV-CASSETTES
25	5/06/92	TREAS-IMRF	78.50	53259	5/21/92	BOOKS-MAIN REFERENCE
26	5/06/92	TREAS-IMRF	12.00	53277	5/26/92	RENTAL-EQUIPMENT
27	5/06/92	TREAS-IMRF	120.00	53280	5/26/92	OTHER PROFESSIONAL SERVICES
28	5/06/92	TREAS-IMRF	168.00	53281	5/26/92	OTHER PROFESSIONAL SERVICES
29	5/06/92	TREAS-IMRF	10.00	53283	5/26/92	TRAINING SCHOOL
30	5/06/92	TREAS-IMRF	352.30	53290	5/26/92	TUITION REIMBURSEMENT
31	5/06/92	TREAS-IMRF	48.00	53291	5/26/92	OTHER PROFESSIONAL SERVICES
32	5/06/92	TREAS-IMRF	155.00	53292	5/26/92	SERV TO MAINT OFFICE EQUIP
33	5/06/92	TREAS-IMRF	112.00	53294	5/26/92	OFFICE SUPPLIES
34	5/06/92	TREAS-IMRF	228.00	53295	5/26/92	TUITION REIMBURSEMENT
35	5/06/92	TREAS-IMRF	120.00	53296	5/26/92	OTHER PROFESSIONAL SERVICES
36	5/06/92	TREAS-IMRF	108.00	53299	5/26/92	OTHER PROFESSIONAL SERVICES
37	5/06/92	TREAS-IMRF	325.00	53302	5/27/92	ADVERTISING
38	5/06/92	TREAS-IMRF	2,425.85	53309	5/27/92	OTHER PROFESSIONAL SERVICES
39	5/06/92	TREAS-IMRF	4,217.05	53310	5/27/92	RENTAL-D P EQUIPMENT
40	5/06/92	TREAS-IMRF	39.25	53331	5/27/92	TEMP PERSONNEL SERVICES
41	5/06/92	TREAS-IMRF	30.00	53334	5/27/92	OTHER PROFESSIONAL SERVICES
42	5/06/92	TREAS-IMRF	1,437.50	53335	5/27/92	TRAINING SCHOOL
43	5/06/92	TREAS-IMRF	854.35	53338	5/27/92	OTHER PROFESSIONAL SERVICES
44	5/06/92	TREAS-IMRF	281.28	53360	5/28/92	TELEPHONE
45	5/06/92	TREAS-IMRF	44.00	53365	5/28/92	PRINTING AND BINDING
46	5/06/92	TREAS-IMRF	441.30	53365	5/28/92	SERV TO MAINT OFFICE EQUIP
47	5/06/92	TREAS-IMRF	35.35	53365	5/28/92	TELEPHONE
48	5/06/92	TREAS-IMRF	610.80	53365	5/28/92	POSTAGE
49	5/06/92	TREAS-IMRF	144.00	53376	5/28/92	RENTAL-EQUIPMENT
50	5/06/92	TREAS-IMRF	11.47	53381	5/29/92	TELEPHONE
51	5/06/92	TREAS-IMRF	6.00	53384	5/29/92	SERV TO MAINT BUILDINGS
52	5/06/92	TREAS-IMRF	181.71	53384	5/29/92	BOOKS-MAIN YOUTH
53	5/06/92	TREAS-IMRF	176.25	53384	5/29/92	BOOKS-MAIN JUVENILE
54	5/06/92	TREAS-IMRF	1,114.16	53385	5/29/92	BOOKS-MAIN REFERENCE
55	5/06/92	TREAS-IMRF	226.56	53385	5/29/92	BOOKS-MAIN YOUTH
56	5/06/92	TREAS-IMRF	382.96	53385	5/29/92	BOOKS-MAIN REFERENCE
57	5/06/92	TREAS-IMRF	286.73	53385	5/29/92	BOOKS-EXTENSION ADULT
58	5/06/92	TREAS-IMRF	9.71	53385	5/29/92	BOOKS-EXTENSION JUVENILE
59	5/06/92	TREAS-IMRF	69.94	53385	5/29/92	AV-VIDEOS
60	5/06/92	TREAS-IMRF	1,264.91	53386	5/29/92	BOOKS-MAIN ADULT
61	5/06/92	TREAS-IMRF	22.46	53386	5/29/92	BOOKS-MAIN YOUTH

FOR PERIOD ENDING 5/31/92

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/29/92	BAKER & TAYLOR CO	46.12	53386	5/29/92	BOOKS-MAIN JUVENILE
5/29/92	BAKER & TAYLOR CO	759.75	53386	5/29/92	BOOKS-EXTENSION ADULT
5/29/92	BAKER & TAYLOR CO	307.61	53386	5/29/92	AV-PHONODICS
5/29/92	BAKER & TAYLOR CO	243.20	53386	5/29/92	AV-CASSETTES
5/29/92	BAKER & TAYLOR CO	1,177.49	53386	5/29/92	AV-VIDEOS
5/29/92	BAKER & TAYLOR CO	434.98	53387	5/29/92	BOOKS-MAIN ADULT
5/29/92	BAKER & TAYLOR CO	55.99	53387	5/29/92	BOOKS-MAIN YOUTH
5/29/92	BAKER & TAYLOR CO	129.36	53387	5/29/92	BOOKS-EXTENSION ADULT
5/29/92	CURIELY PUBLISHING INC.	30.66	53387	5/29/92	BOOKS-EXTENSION YOUTH
5/29/92	HUGHES, WAYNE	126.04	53403	5/29/92	BOOKS-MAIN ADULT
5/29/92	EL POWER CO	60.00	53421	5/29/92	OTHER PROFESSIONAL SERVICES
5/29/92	JAN VAN SUPPLY CO., INC.	4,264.55	53422	5/29/92	ELECTRICITY SUPPLIES
5/29/92	JOHNSTON SUPPLY	471.68	53432	5/29/92	JANITORIAL SUPPLIES
5/29/92	NEWARK ELECTRONICS	122.49	53433	5/29/92	MATERIAL TO MAINT AUTO EQUIP
5/29/92	NU AIR FILTER COMPANY	57.59	53454	5/29/92	MATERIAL TO MAINT AUTO EQUIP
5/29/92	POPULAR SUBSCRIPTION SERV.	324.00	53456	5/29/92	MATERIALS TO MAINT BLDGS
5/29/92	POPULAR SUBSCRIPTION SERV.	14.97	53461	5/29/92	AV-VIDEOS
5/29/92	TELALCAZAR INC.	6.32	53461	5/29/92	MAG/PAPERS-MAIN ADULT
5/29/92	UNIVERSITY OF ILLINOIS	23.94	53479	5/29/92	AV-CASSETTES
5/29/92	WAGLE TRANSFER INC	60.00	53495	5/29/92	OTHER PROFESSIONAL SERVICES
5/29/92		52.43	53500	5/29/92	AV-VIDEOS
5/29/92		24.32			MATERIALS TO MAINT BLDGS
	TOTAL	52,615.75			

FOR PERIOD ENDING 5/31/92

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
5/29/92	BAKER & TAYLOR CO	164.25	53385	5/29/92	EXPENDITURES
5/29/92	BAKER & TAYLOR CO	8.53	53385	5/29/92	EXPENDITURES
5/29/92	BAKER & TAYLOR CO	17.96	53386	5/29/92	EXPENDITURES
5/29/92	BAKER & TAYLOR CO	82.88	53387	5/29/92	EXPENDITURES
	TOTAL	273.64			

PERIOD ENDING 05/31/92

DECATUR PUBLIC LIBRARY

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	247,392.55	202,570.00	247,392.55	166,232.00	81,160.55-	148
TOTAL		247,392.55	202,570.00	247,392.55	166,232.00	81,160.55-	148
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	162,916.67	.00	1,955,000.00	1,955,000.00	
TOTAL		.00	162,916.67	.00	1,955,000.00	1,955,000.00	
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	10,762.83	9,666.67	10,762.83	116,000.00	105,237.17	9
30200-107	STATE GRANTS OR OTHER	.00	6,360.83	.00	76,330.00	76,330.00	
TOTAL		10,762.83	16,027.50	10,762.83	192,330.00	181,567.17	5
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,881.29	4,583.33	5,881.29	55,000.00	49,118.71	10
30500-510	LIBRARY NON-RESIDENT FEES	210.00	166.67	210.00	2,000.00	1,790.00	10
30500-511	LIBRARY LOST AND DAMAGED BOOKS	274.35	333.33	274.35	4,000.00	3,725.65	6
30500-514	VERTIFAX	114.25	150.00	114.25	1,800.00	1,685.75	6
30500-515	RESERVES	1,083.04	416.67	1,083.04	5,000.00	3,916.96	21
TOTAL		7,562.93	5,650.00	7,562.93	67,800.00	60,237.07	11
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	560.95	1,583.33	560.95	19,000.00	18,439.05	3
TOTAL		560.95	1,583.33	560.95	19,000.00	18,439.05	3
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	97.00	333.33	97.00	4,000.00	3,903.00	2
30800-899	MISCELLANEOUS INCOME	76.00	100.00	76.00	1,200.00	1,124.00	6
TOTAL		173.00	433.33	173.00	5,200.00	5,027.00	3
FUND TOTAL							
		266,452.26	389,180.83	266,452.26	2,405,562.00	2,139,109.74	11

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
090	REGULAR SALARIES	1,211,209	78,495.23	78,495.23	100,934	1,132,713.77	.00	1,132,713.77	6.5
092	HOLIDAY SALARIES	0	1,948.40	1,948.40	0	1,948.40	.00	1,948.40	
094	OTHER LEAVE WITH PAY	0	4.37	4.37	0	4.37	.00	4.37	
096	SICK LEAVE	0	2,241.70	2,241.70	0	2,241.70	.00	2,241.70	
098	VACATION TIME	0	3,839.62	3,839.62	0	3,839.62	.00	3,839.62	
	SALARIES & WAGES	1,211,209	86,529.32	86,529.32	100,934	1,124,679.68	.00	1,124,679.68	7.1
	PERSONAL SERVICES								
102	TEMPORARY SALARIES	18,568	1,054.85	1,054.85	1,547	17,513.15	.00	17,513.15	5.7
104	RETIREMENT - TRIP	242,694	17,256.53	17,256.53	20,224	225,437.47	.00	225,437.47	7.1
111	GROUP LIFE INSURANCE	1,134	78.00	78.00	94	1,056.00	.00	1,056.00	6.9
112	HOSPITAL AND MEDICAL INSURANCE	87,900	5,754.20	5,754.20	7,325	82,145.80	.00	82,145.80	6.5
114	WORKERS COMPENSATION	18,282	1,314.96	1,314.96	1,523	16,967.04	.00	16,967.04	7.2
115	SERVICE RECOGNITION	2,583	255.00	255.00	215	2,328.00	.00	2,328.00	9.9
	CONTRACTUAL SERVICES	371,161	25,713.54	25,713.54	30,928	345,447.46	.00	345,447.46	6.9
201	ADVERTISING	1,000	108.00	108.00	83	892.00	.00	892.00	10.8
210	PRINTING AND BINDING	16,000	281.28	281.28	1,333	15,718.72	1,000.00	14,718.72	8.0
211	SERV TO MAINT BUILDINGS	13,000	144.00	144.00	1,083	12,856.00	2,188.00	10,668.00	17.9
212	SERV TO MAINT AUTO EQUIP	200	.00	.00	16	200.00	.00	200.00	
213	SERV TO MAINT OFFICE EQUIP	5,000	.00	.00	416	5,000.00	.00	4,780.00	4.4
231	GAS	75,000	73.95	73.95	1,041	12,426.05	853.00	11,573.05	7.4
232	ELECTRICITY	12,500	4,264.55	4,264.55	6,250	70,735.45	.00	70,735.45	5.7
233	WATER	21,000	.00	.00	1,041	12,500.00	.00	12,500.00	
234	TELEPHONE	1,000	1,320.42	1,320.42	1,750	16,679.58	383.00	19,296.58	8.1
238	AUDITING SERVICES	1,500	.00	.00	83	1,000.00	.00	1,000.00	
240	TRAINING SCHOOL	3,500	40.00	40.00	125	3,460.00	.00	3,460.00	1.1
241	CONFERENCES AND OTHER TRAVE	1,500	10.60	10.60	125	1,489.40	.00	1,489.40	1.7
245	POSTAGE	16,900	37.85	37.85	1,375	16,462.15	43.00	16,419.15	.5
247	COMPUTER SOFTWARE EXPENSE	33,240	4,217.05	4,217.05	2,770	29,022.95	.00	29,022.95	12.7
271	TRAVEL REIMBURSEMENT	1,500	464.30	464.30	1,25	1,035.70	.00	3,035.70	31.0
272	TRAVEL EXPENSE FOR INTERVIE	3,000	.00	.00	250	3,000.00	.00	3,000.00	
280	OTHER PROFESSIONAL SERVICES	44,500	2,713.75	2,713.75	3,708	41,786.25	.00	41,786.25	6.1
284	PROFESSIONAL MEMBERSHIP FEE	2,300	.00	.00	191	2,300.00	.00	2,300.00	
286	RENTAL - EQUIPMENT	35,000	4,851.70	4,851.70	2,916	30,148.30	.00	30,148.30	13.9
289	RENTAL - EQUIPMENT	23,000	622.80	622.80	1,916	22,377.20	1,063.00	21,314.20	7.3
	COMMODITIES	323,640	19,150.25	19,150.25	26,963	304,489.75	5,750.00	298,739.75	7.7
310	GASOLINE	3,200	.00	.00	266	3,200.00	.00	3,200.00	
312	JANITORIAL SUPPLIES	4,000	471.68	471.68	333	3,528.32	.00	3,528.32	11.8
320	MATERIALS TO MAINT BLDGS	14,000	687.06	687.06	1,166	13,312.94	65.04	13,247.90	5.4
327	MATERIAL TO MAINT AUTO EQUI	5,000	195.46	195.46	416	4,804.54	1,608.32	3,196.22	36.1
345	OFFICE SUPPLIES	32,000	193.49	193.49	2,666	31,806.51	484.63	31,321.88	
357	EMPLOYEE RECOGNITION SUPPLI	3,375	12.33	12.33	31	362.67	.00	362.67	3.3
	OTHER CHARGES	58,575	1,560.02	1,560.02	4,878	57,014.98	2,157.99	54,856.99	6.3
400	CONTINGENCIES	10,000	.00	.00	833	10,000.00	.00	10,000.00	
415	TRANSFER TO GENERAL FUND	30,000	.00	.00	2,500	30,000.00	.00	30,000.00	
418	MOTOR VEHICLE INSURANCE	3,497	.00	.00	291	3,497.00	.00	3,497.00	
420	BOILER INSURANCE	403	.00	.00	33	403.00	.00	403.00	
421	PROPERTY INSURANCE	14,291	.00	.00	1,190	14,291.00	.00	14,291.00	

40000 DECATUR PUBLIC LIBRARY

000 DESCRIPTION

000 OTHER CHARGES

423 GENERAL LIABILITY INSURANCE

499 SMALL CAPITAL ITEMS

CAPITAL OUTLAY

515 OFFICE MACHINERY AND EQUIP

CAPITAL OUTLAY

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT COMM
5,092	.00	.00	424	5,092.00	.00	5,092.00	
1,500	.00	.00	125	1,500.00	.00	1,500.00	
64,783	.00	.00	5,396	64,783.00	.00	64,783.00	
7,450	.00	.00	620	7,450.00	.00	7,450.00	
7,450	.00	.00	620	7,450.00	.00	7,450.00	
94,700	2,951.56	2,951.56	7,891	91,748.44	12,745.19	79,003.25	16.6
6,000	311.01	311.01	200	5,688.99	1,046.40	4,642.59	22.6
30,000	227.83	227.83	2,500	29,772.17	5,652.43	24,119.74	19.6
56,000	671.03	671.03	4,566	55,428.97	13,908.35	41,520.62	26.0
3,000	.00	.00	250	3,000.00	1,580.20	1,419.80	52.7
15,400	1,171.84	1,171.84	1,250	13,228.16	3,849.92	9,378.24	33.5
9,000	30.66	30.66	33	8,969.34	1,190.70	7,778.64	55.9
4,000	9.71	9.71	750	3,259.29	1,419.70	1,839.59	16.8
7,000	307.61	307.61	333	6,692.39	717.87	5,974.52	17.6
16,000	305.44	305.44	583	14,694.56	1,341.89	13,352.67	17.6
18,065	1,378.80	1,378.80	1,333	16,716.70	1,341.89	15,374.81	17.6
843	104.29	104.29	1,505	17,960.71	.00	17,960.71	.6
1,083	.00	.00	36	435.00	.00	435.00	
9,817	.00	.00	90	1,083.00	.00	1,083.00	
936	.00	.00	818	9,817.00	.00	9,817.00	
3,424	.00	.00	78	936.00	.00	936.00	
90	.00	.00	285	3,424.00	.00	3,424.00	
137	.00	.00	11	90.00	.00	90.00	
275,087	7,468.78	7,468.78	22,919	267,617.22	42,819.14	224,798.08	18.3

2,311,905 140,422.91 192,638 2,171,482.09 50,727.13 2,120,754.96 8.3

** DIVISION TOTAL **

LIBRARY CAPITAL PERIOD ENDING 05/31/92

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	173,881.19	14,000.00	173,881.19	168,000.00	5,881.19	103
TOTAL		173,881.19	14,000.00	173,881.19	168,000.00	5,881.19	103
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	615.36	633.33	615.36	7,600.00	6,984.64	8
TOTAL		615.36	633.33	615.36	7,600.00	6,984.64	8
FUND TOTAL		174,496.55	14,633.33	174,496.55	175,600.00	1,103.45	99

LIBRARY CAPITAL EXPENDITURES

CITY OF DECATUR

FY 1991-92

FUND 21

LIBRARY CAPITAL

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	CONTRACTUAL SERVICES								
247	COMPUTER SOFTWARE EXPENSE	20,000	.00	.00	1,666	20,000.00	.00	20,000.00	
280	OTHER PROFESSIONAL SERVICES	35,000	.00	.00	2,916	35,000.00	.00	35,000.00	
		55,000	.00	.00	4,582	55,000.00	.00	55,000.00	
	CAPITAL OUTLAY								
510	AUTOMOTIVE EQUIPMENT	15,000	.00	.00	1,250	15,000.00	.00	15,000.00	
515	OFFICE MACHINERY AND EQUIPM	13,000	.00	.00	1,083	13,000.00	.00	13,000.00	
		28,000	.00	.00	2,333	28,000.00	.00	28,000.00	
**	DIVISION TOTAL **	83,000	.00	.00	6,915	83,000.00	.00	83,000.00	

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1991-92
 FUND 92 PUBLIC LIBRARY-TRUSTS

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT COMM
10,000	265.09	265.09	833	9,734.91	2,673.33	7,061.58	29.4
10,000	265.09	265.09	833	9,734.91	2,673.33	7,061.58	29.4
10,000	265.09	265.09	833	9,734.91	2,673.33	7,061.58	29.4

** DIVISION TOTAL **

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1991-92
 FUND 92 PUBLIC LIBRARY-TRUSTS

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT COMM
10,000	.00	.00	833	10,000.00	.00	10,000.00	
10,000	.00	.00	833	10,000.00	.00	10,000.00	
10,000	.00	.00	833	10,000.00	.00	10,000.00	

** DIVISION TOTAL **

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1991-92
 FUND 92 PUBLIC LIBRARY-TRUSTS

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT COMM
1,500	8.55	8.55	125	1,491.45	.00	1,491.45	.6
1,500	8.55	8.55	125	1,491.45	.00	1,491.45	.6
1,500	8.55	8.55	125	1,491.45	.00	1,491.45	.6

** DIVISION TOTAL **

X. SYSTEM AND ILLINET MEMBERSHIP RESPONSIBILITIES

Systems and Illinet—Description

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

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

Governance

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

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

_____ _____ _____ _____ _____

Resource Sharing

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

2. The library offers interlibrary loan to its patrons.

_____ _____ _____ _____ _____

3. The library follows the Illinois Interlibrary Loan Code.

_____ _____ _____ _____ _____

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

_____ _____ _____ _____ _____

Untaxed Areas

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

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

Use of System Services

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

Other Responsibilities with Regard to Systems

- 6. The library board and administrator shall annually review the system's plan of service and policies; they shall also provide suggestions for improvements in system services.
 _____ _____ _____ _____
- 7. The library board and staff, in conjunction with system staff, shall actively explore cooperative arrangements with other libraries.
 _____ _____ _____ _____

SYSTEM AND ILLINET RESPONSIBILITIES BIBLIOGRAPHY

Illinois Interlibrary Loan Code. Springfield, IL: Illinois State Library, 1988.
 Kepka, Robert and Carol Morrison. Library Cooperation. Trustee Facts File. Chicago, IL: ILA, 1986.
 Murphy, Harriet and Alice B. McKinley. Belonging To A Library System. Trustee Facts File. Chicago, IL: ILA, 1986.

FOR FURTHER READING

Survey of Public Libraries Use of and Experience With Illinois Library System Services. Illinois Library Statistical Report No. 17. Springfield, IL: Illinois State Library, 1985.

DECATUR PUBLIC LIBRARY LONG RANGE PLAN, 1989-1994
Reviewed October 1991

III. GOAL: To improve community awareness of library materials, services, and programs.

- A. Objective: Increase public awareness of library materials, services, and programs to 50% by 1994, based upon the 1987 Citizen Survey.

Action Steps:

1. Assistant City Librarian and various departments will continue to issue media releases, totalling at least four per month.

COMMENTS: Averaged 2-4 releases per month until the departure of the Assistant City Librarian. Two to four releases per month is a more reasonable goal. Need an individual spearheading public relations.

2. Assistant City Librarian and designated staff will continue to promote library events through local radio stations, at least four times per month.

COMMENTS: See number 1 above.

3. All staff will encourage media to give credit to the library when it serves as a resource for news features.

COMMENTS: Ongoing.

4. Beginning in 1989, Assistant City Librarian and other designated staff will develop a newsletter to replace the current Calendar of Events.

COMMENTS: A newsletter was developed and is published on a bi-monthly basis.

5. Beginning in FY 1990, Assistant City Librarian, Staff Artist, and others will develop an "Annual Report to the Community" each year, to publicize library activities.

COMMENTS: Not done. Needs an individual to spearhead.

6. Beginning in FY 1991, Assistant City Librarian will send letters each year to remind area clubs and associations that library staff are available to present programs.

COMMENTS: A number of library staff are included in the City's published speaker's bureau list. It should be included in the annual newsletter.

7. Library staff will continue to present programs for groups and organizations throughout the community, at least once per month.

COMMENTS: Done. There is a demand for more programs, however, staff limitations prevent expanding this service.

8. Assistant City Librarian will expand television coverage of library programs and events, to an average of six times per year by FY 1991.

COMMENTS: Done. Need another individual to spearhead this in the absence of the Assistant City Librarian.

9. In FY 1991, administration, working with the Library Board and the Friends of the Library, will develop community "focus groups" to determine speak needs and interest of the minority communities in Decatur.

COMMENTS: No formal focus groups established at this time. However, the library has been involved in the Black Community Festival and Seniorama during the past two years.

10. In FY 1993, administration and staff will conduct a Citizen Survey.

B. Objective: Increase public awareness of the following special services and materials from their present levels (according to the 1987 Citizen Survey) to a 50% level by 1994 (contingent upon accomplishing Objective A, Goal I, which deals with adequate personnel hours).

- 1) Programs for children
- 2) Programs for adults
- 3) Books for children under two years of age
- 4) Service to the homebound
- 5) Local history collection
- 6) Interlibrary loan service
- 7) Government documents
- 8) Vertical file

Action Steps:

1. Adult Services, Reference, and Audiovisual Departments will each sponsor at least one program for adults per year.

COMMENTS: Adult services and Audiovisual departments have met this requirement. Reference Department has sponsored programs pertaining to educating the public on the use of the Business Information Center. Continuing funding will be required to continue these programs.

2. Reference Department will increase the number of hours the Local History Room is open from 14 to at least 57 hours per week by FY 1992.

COMMENTS: Hours increased to approximately 25 per week; primarily achieved by use of volunteers. Through Schilling grant the local history room is being expanded. Need a plan to increase volunteer usage to 57 hours per week.

3. Extension Department will explore new ways to publicize service to the homebound by FY 1992.

COMMENTS: Needs to be addressed.

4. Beginning FY 1992, the Reference Department will maintain and weed the vertical file collection-- also exploring new ways to publicize this service.

COMMENTS: Currently weeded and maintained by the Adult Services Department. Adult Services and Reference need to work on this in the future and ways to publicize, i.e., brochure for teachers. Have "see" and "see also" references in card catalog.

5. Administration and Reference Department will explore new ways to publicize special services and materials, particularly the Local History Room, government documents, and interlibrary loan, by FY 1993.

COMMENTS: Will need staffing to produce publicity, i.e., Millikin intern being used as a public relations person.

- C. Objective: Provide adequate staffing by FY 1993.

Action Steps:

1. Beginning in FY 1990, City Librarian will provide copies of the "Annual Report to the Community" to city and state officials.

COMMENTS: No annual report to the community was developed (see Goal III, Objective A, Action Step 5).

2. Beginning in FY 1990, Library staff will submit occasional articles to "Pride", the City of Decatur's monthly staff newsletter.

COMMENTS: Has not been done. Needs someone to spearhead.

3. Administration and staff will continue to host tours of the library for city and state officials.

COMMENTS: Ongoing, but need to work to consciously get them here.

4. Beginning in FY 1990, City Librarian will invite the City Council to hold study sessions in the library once or twice each year.

COMMENTS: Not done. Invite Council once the Local History Room is completed. Invite new City Council members to tour the library.

5. Beginning in 1990, administration will encourage all staff and Board members to participate in the Illinois Library Association Legislative Day and/or the ILA Legislative Network.

COMMENTS: Low level sporadic effort.

- D. Objective: Increase the business community's awareness of the library's role, as well as the services and materials available specifically for business users.

Action Steps:

1. Administration, Board, and staff will continue to maintain working relations with the Chamber of Commerce, the Economic Development Foundation, and the Convention and Visitors Bureau.

COMMENTS: Done. But loss of the BIC director and funding will impede further progress. Activities have really helped strengthen ties between library and the business community and have led to the formation of the Economic Development Coordinating Committee.

2. Beginning in 1989, administration will survey the business community regarding its needs for library and information services.

COMMENTS: Done through BIC but loss and director and funding will impede further progress.

3. Beginning in FY 1990, Decatur Area Resources for Economic Development Project Coordinator will develop a quarterly newsletter exclusively for business users.

COMMENTS: Economic Development Coordinating Committee does not yet publish a newsletter. Lack of funding may prevent this from happening in the future.

4. By FY 1991, Project Coordinator will publish a directory of all business information sources throughout the Decatur area.

COMMENTS: Done. Need to update biannually.

5. Beginning in FY 1990, administration will send copies of the library's "Annual Report to the community" to Decatur businesses.

COMMENTS: Not done. (See Objective C, Action Step 1.)

E. Objective: Improve awareness of library services throughout the education community by FY 1990.

Action Steps:

1. Assistant City Librarian will continue to send information to Decatur schools, both public and parochial.

COMMENTS: Done in several formats by several staff members in Children's, Young Adult, and Extension Departments.

2. Library staff will continue to encourage class visits to the library.

COMMENTS: Done.

3. Beginning in fall of 1990, department managers or designated staff (particularly from Reference, Children's, Young Adult, Adult Services, and Extension Departments) will make presentations at Decatur School District teachers' institutes to inform teachers of the services DPL provides.

COMMENTS: We should consider tying into the school's in-service days to better establish communication. This goal has not been pushed hard.

4. Beginning in FY 1990, administration will send a copy of the DPL Newsletter to each public and parochial Decatur school.

COMMENTS: Done.

5. Beginning in FY 1990, Children's, Young Adult, and Extension Department Librarians or designated staff will continue to promote the Summer Reading Program through visits to classrooms, special bookmobile stops, and the help of school librarians.

COMMENTS: Promoted Summer Reading Program to a number of schools through handouts. Increasing promotion activities may cause demand to exceed staff resources. There is a need to expand resources to meet this demand.

6. In FY 1990, administration and staff will form an Education Advisory Council to further coordinate school, college, and library roles in education--as well as to determine the availability of materials and services that students and faculty need. This EAC will be composed of representatives from Decatur Public Library, Decatur School District 61, Decatur parochial schools, Millikin University, and Richland Community College.

COMMENTS: Not done. Recommend a creative active interface with Richland Community College and Millikin University on teachers' reading lists. Teen Advisory Board and study sessions are a step in the right direction.

**"TUNE IN TO TRUSTEESHIP!" WORKSHOP
HOLIDAY INN CONFERENCE RESORT - DECATUR, ILLINOIS**

Saturday, September 26, 1992

- 9:00 - 9:45 Registration & Continental Breakfast (included in fee)
- 9:45 - 10:00 Welcome & Introductions - Marie Pikul, Trustee Forum Manager
- 10:00 - Noon Getting "Our Gang" together - **Developing Effective Boards** --Nancy Watkins and Georgine Olson, consultants, Support Center of Chicago--presentation and group discussion of recruiting board members, board responsibilities, planning for the future, marketing, and financial planning.
- Noon - 1:30 Lunch (included in fee)
- 1:30 - 3:00 You don't have to be "Perry Mason" to understand **The Americans with Disabilities Act** -- Cheryl Youngworth, Technical Assistant Specialist, Great Lakes Disability and Business Technical Assistance Center
- 3:00 - 3:15 Afternoon Beverage Break (included in fee)
- 3:15 - 4:45 **"You Asked For It!" --Presentation of Significant Current Issues followed by open discussion and question and answer session.**
 Marlene Deuel, Deputy Director, Illinois State Library
 Sarah Long, Executive Director, North Suburban Library System
 Jane Shaw, President, Warrenville Library District Board of Trustees
 Jimi Ubel, Executive Director, Shawnee Library System
- 4:45 - 5:00 Announcements
- 5:00 - 6:30 Leisure time
- 6:30 - 7:30 Social/Cash bar
- 7:30 - 8:45 Dinner (separate meal fee)
- 8:45 - 9:30 Entertainment

Sunday, September 27, 1992

- 9:00 - 9:30 Breakfast (separate meal fee)
- 9:30 - 10:15 Trustees Forum Meeting
- 10:15 - 10:30 Break
- 10:30 - Noon Even if "The Millionaire" Doesn't Live in Your Neighborhood - **How to Set Up a Foundation** - Dan McCormick, Educational Foundations Consultants- a step by step approach to setting up a foundation, legal ramifications, trustee selection, trustee training, and relationship of foundation to the entity it serves.
- 11:00 Closing/Adjournment

A WORKSHOP PRESENTED BY THE ILA TRUSTEES FORUM

"TUNE IN TO TRUSTEESHIP I"

SATURDAY AND SUNDAY SEPTEMBER 26 - 27, 1992
HOLIDAY INN CONFERENCE RESORT IN DECATUR, ILLINOIS

FOR INFORMATION ABOUT THE WORKSHOP CONTACT:
CAROL HALL, 708-485-2847 OR MARIE PIKUL, 708-656-7566

REGISTRATION INCLUDES: SATURDAY CONTINENTAL BREAKFAST AND SATURDAY LUNCH

Detach and mail to Illinois Library Association

REGISTRATION DEADLINE: FRIDAY, SEPT. 4, 1992

INFORMATION REQUIRED BY ILA EXECUTIVE OFFICE:
"TUNE IN TO TRUSTEESHIP I" WORKSHOP SEPTEMBER 26 - 27, 1992

NAME _____ LIBRARY _____
Last First MI

Daytime Phone () - _____ ADDRESS _____

Membership Number _____ CITY _____ STATE _____

ZIP CODE _____

Library Phone Number () - _____

METHOD OF PAYMENT

_____ Check or Money Order enclosed for \$ _____ made payable to Illinois
Library Association

_____ Charge \$ _____ to my _____ Visa _____ Mastercard
Account # _____ Expiration Date _____
Name of Card Holder _____
Signature _____

"TUNE IN TO TRUSTEESHIP I" WORKSHOP

SEPTEMBER 26 - 27, 1992

HOLIDAY INN CONFERENCE RESORT: DECATUR, ILLINOIS

MAKE CHECKS PAYABLE TO: ILLINOIS LIBRARY ASSOCIATION

MAIL TO: 33 West Grand Avenue -- Suite 301
Chicago, Illinois 60610

WORKSHOP FEES (Includes Saturday Breakfast & Lunch)

ILA Member \$55 _____
Non-personal member \$65 _____
On-site registration—extra \$10 _____
TOTAL WORKSHOP FEES \$ _____
TOTAL MEAL FUNCTIONS \$ _____
AMOUNT ENCLOSED \$ _____

SEPARATE MEAL FUNCTIONS:

Saturday Dinner—Trustee • \$20 _____
Saturday Dinner—Guest • \$20 _____
Sunday Breakfast—Trustee • \$8 _____

*REGISTRATION CONFIRMATION WILL BE SENT.

**CANCELLATION REQUESTS POSTMARKED BEFORE SEPTEMBER 11, 1992 WILL BE HONORED.

GROUP RESERVATION FORM (PLEASE PRINT OR TYPE)

Group Name: Illinois Library Trustee Assn. Sept. 26-27, 1992

Guest Name: _____
 Company Name: _____
 Address: _____
 City: _____ State: _____
 Zip: _____ Phone: _____

# of Rooms	Room Type	Rate	# of Adults	# of Child.
	BP	1 Person \$58	3 Persons \$72	
		2 Persons \$65	4 Persons \$79	
	BT	1 Person \$58	3 Persons \$72	
		2 Persons \$65	4 Persons \$79	
	KL	1 Person \$65	3 Persons \$72	
		2 Persons \$65	4 Persons \$79	
		1 Person _____	3 Persons _____	
		2 Persons _____	4 Persons _____	
		1 Person _____	3 Persons _____	
		2 Persons _____	4 Persons _____	

SP -- 1 Double Bed with Sleeper Sofa
 ST -- 2 Double Beds
 KL -- 1 King Bed with Sleeper Sofa

Special Requests: (non-smoker's rooms may be available) _____

Room type request honored based on availability.
 All room rates are subject to 10% tax.

Arrival Date: _____ Departure Date: _____
 Check-In 2 PM Check-Out 12 Noon
 Reservations made after 9/12/92 will be subject to current non-group rate and space availability.
 Arrival by 6 P.M. _____ or Arrival after 6 P.M. _____

After 6 P.M. reservations must be guaranteed by major credit card or prepayment of first night's room and tax. Check One: _____

First night's deposit, check enclosed \$ _____
 Credit card (American Express, Mastercard, Diners, Carte Blanche, Visa, Discovery)
 Credit Card # _____

Expiration Date: _____
 I understand that I will pay for 1 night's room and tax in the event I do not arrive or cancel by 6 P.M. on the arrival date indicated.

Signature: _____
 Children 18 and under stay free when sharing parents' room. *Please ask for Group
 Depart and return this portion to: Holiday Inn Conference Resort Reservations and
 U.S. 36 West and Wycykles Rd. Identify by Group
 Decatur, IL 62522 name above.
 or call 217/422-8800 for more information.

**Please note that Group Reservations are not available through the 800 number.

YOUR ROOM WILL BE WAITING...

6 P.M. RESERVATIONS: Your room will be held until 6 p.m. destination time on the day of your arrival.

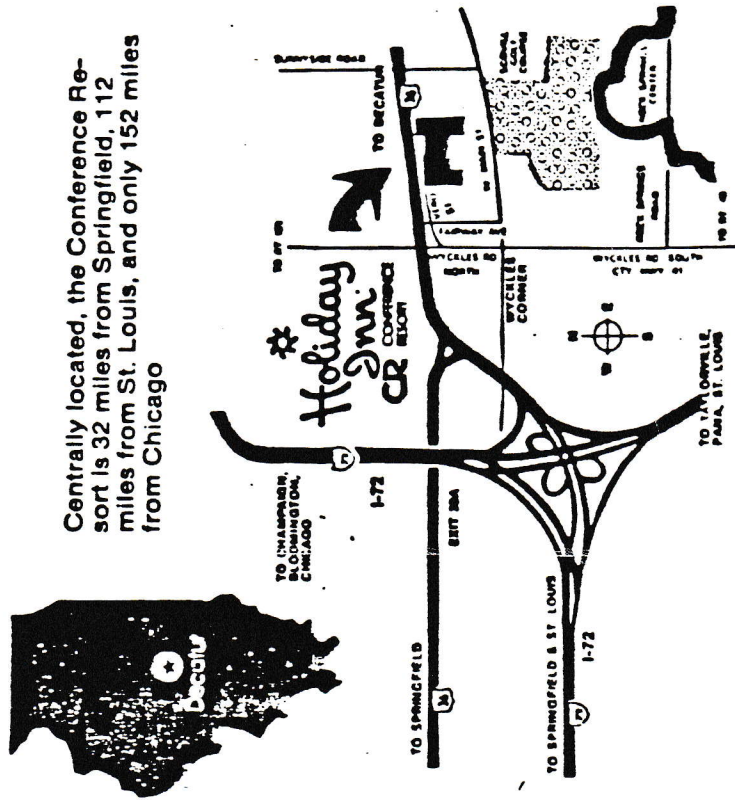
GUARANTEED ALL NIGHT RESERVATIONS: If you will be arriving later than 6 p.m. ask for the guaranteed all night reservation. We guarantee your room will be waiting all night and you guarantee to pay for the room if you fail to arrive without canceling the reservation before 6 p.m. destination time on the day of your arrival. Be sure to request and keep your cancellation number. Reservations may be guaranteed by credit card or one night's room and tax paid in advance. An advance deposit may be made at any Holiday Inn or mailed directly with your reservation.

UNHONORED RESERVATIONS: On a rare occasion it is possible that a room you have reserved may not have been vacated by the previous guest when expected. If this should occur, the Holiday Inn is responsible for finding you a room at another Holiday Inn or alternate hotel. The Holiday Inn will pay any increase in the cost of the first night's lodging when you have a 6 p.m. reservation or the full cost of the first night's lodging when you have a guaranteed all night or advance deposit reservation when a confirmation in writing or an appropriate confirmation number is presented.

ROOM TYPE REQUEST honored based on availability.

**HOLIDAY INN WELCOMES YOU
 TO THE FINEST HOTELS IN THE WORLD.**

Centrally located, the Conference Resort is 32 miles from Springfield, 112 miles from St. Louis, and only 152 miles from Chicago



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, being Section 39s-1-12, Chapter 48, Illinois Revised Statutes 1973, 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 city 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, 1992, a copy of that determination being attached hereto and incorporated herein by reference. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

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

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

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

SECTION 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Ordinance with both the Secretary of State 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 18th day of June, 1992.

APPROVED:


J. Richard Lusk
President of the Board of Trustees

ATTEST:

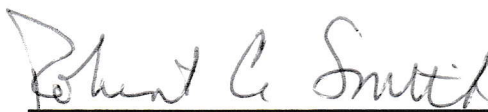

Robert C. Smith
Secretary

CERTIFICATE

STATE OF ILLINOIS)
)
COUNTY OF MACON) SS

I, the undersigned, Secretary of the Board of Trustees of the Decatur Public Library, do hereby certify that the above and foregoing is a true, perfect, and correct copy of the Resolution Determinating Prevailing Wage Rates duly adopted at a meeting of the Board of Trustees of the Decatur Public Library held on June 18, 1992.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Decatur Public Library this 18th day of June, 1992.

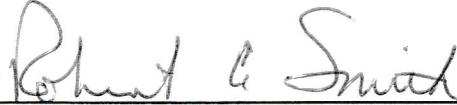


Secretary

NOTICE OF DETERMINATION OF PREVAILING WAGE RATES

TAKE NOTICE that on the 18th day of June, 1992, the Board of Trustees of the Decatur Public Library adopted a Resolution Determining Prevailing Wage Rates for public works in accordance with paragraph 39s-9, Chapter 48, Illinois Revised Statutes; and said determination is available for inspection by any interested party at 247 East North Street, Decatur, Illinois.

DATED the 18th day of June, 1992.



Robert G. Smith
Secretary, Decatur Public Library
Board of Trustees



ILLINOIS DEPARTMENT OF LABOR

Shinae Chun
Director

June 1, 1992

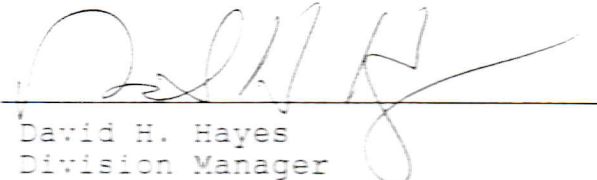
To Whom It May Concern:

Pursuant to your listing on our annual mailing list for prevailing wage rates, the enclosed county(ies) effective June 1, 1992 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

IL. DEPT. OF LABOR PREVAILING WAGES FOR MACON COUNTY EFFECTIVE 06/01/92
 DIVISION of CONCILIATION & MEDIATION PH(217-782-1710)

NAME OF TRADE	RGN	TYP	C L S	HOURLY-RATES		OVERTIME-RATES			HRLY-FRINGE-RATES		
				BASIC	FORMN	M-F>8	SAT	SU&HO	WLFR	PENSN	VACTN
ASBESTOS ABT-GEN		BLD		15.500	16.250	1.5	1.5	2.0	1.700	2.250	0.000
ASBESTOS ABT-MEC		BLD		23.230	24.230	1.5	1.5	2.0	2.650	3.920	0.000
BOILERMAKER		BLD		21.150	22.650	1.5	1.5	2.0	2.150	2.300	0.000
BRICK MASON		BLD		19.430	20.430	1.5	1.5	2.0	1.800	1.000	0.000
CARPENTER		BLD		18.105	19.205	1.5	1.5	2.0	1.800	2.120	0.000
CARPENTER		HWY		18.240	19.490	1.5	1.5	2.0	1.800	2.120	0.000
CEMENT MASON		BLD		18.300	18.800	1.5	1.5	2.0	1.800	1.650	0.000
CEMENT MASON		HWY		17.975	18.275	1.5	1.5	2.0	2.000	2.200	0.000
ELECTRIC PWR EQMT OP		ALL		20.210		1.5	1.5	2.0	1.500	3.030	0.000
ELECTRIC PWR GRNDMAN		ALL		13.740		1.5	1.5	2.0	1.500	2.060	0.000
ELECTRIC PWR LINEMAN		ALL		21.700	23.120	1.5	1.5	2.0	1.500	3.250	0.000
ELECTRIC PWR TRK DRV		ALL		15.330		1.5	1.5	2.0	1.500	2.300	0.000
ELECTRICIAN		BLD		20.000	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		19.200		1.5	2.0	2.0	0.000	1.650	0.000
HT/FROST INSULATOR		BLD		23.230	24.230	1.5	1.5	2.0	2.650	3.920	0.000
IRON WORKER		BLD		17.650	18.450	1.5	1.5	2.0	1.600	3.650	0.000
IRON WORKER		HWY		17.500	18.250	1.5	1.5	2.0	1.600	3.650	0.000
LABORER		BLD		15.500	16.250	1.5	1.5	2.0	1.700	2.250	0.000
LABORER		HWY		16.100	16.850	1.5	1.5	2.0	1.700	2.250	0.000
LATHER		BLD		18.105	19.205	1.5	1.5	2.0	1.800	2.120	0.000
MACHINERY MOVER		BLD		21.800	22.800	2.0	2.0	2.0	2.000	1.000	1.500
MACHINIST		BLD		21.800	22.800	2.0	2.0	2.0	2.000	1.000	1.500
MARBLE MASON		BLD		19.950	20.950	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		19.060	20.310	1.5	1.5	2.0	1.600	2.000	0.000
OPERATING ENGINEER		BLD	1	18.850		1.5	1.5	2.0	2.300	2.500	0.000
OPERATING ENGINEER		BLD	2	17.200		1.5	1.5	2.0	2.300	2.500	0.000
OPERATING ENGINEER		BLD	3	14.850		1.5	1.5	2.0	2.300	2.500	0.000
OPERATING ENGINEER		HWY	1	18.850		1.5	1.5	2.0	2.300	2.500	0.000
OPERATING ENGINEER		HWY	2	17.200		1.5	1.5	2.0	2.300	2.500	0.000
OPERATING ENGINEER		HWY	3	14.850		1.5	1.5	2.0	2.300	2.500	0.000
PAINTER		BLD		17.350	18.350	1.5	2.0	2.0	1.550	1.700	0.000
PAINTER OVER 30FT		BLD		18.350	19.350	1.5	2.0	2.0	1.550	1.700	0.000
PAINTER PWR EQMT		BLD		18.100	19.100	1.5	2.0	2.0	1.550	1.700	0.000
PILEDRIIVER		BLD		18.600	19.700	1.5	1.5	2.0	1.800	2.120	0.000
PILEDRIIVER		HWY		18.740	19.990	1.5	1.5	2.0	1.800	2.120	0.000
PIPEFITTER		BLD		21.450	23.600	1.5	1.5	2.0	1.800	1.550	3.000
PLASTERER		BLD		18.520	19.020	1.5	1.5	2.0	1.800	1.650	0.000
PLUMBER		BLD		21.450	23.600	1.5	1.5	2.0	1.800	1.550	3.000
ROOFER		BLD		16.930	17.930	1.5	1.5	2.0	2.470	1.500	0.000
SHEETMETAL WORKER		BLD		18.170	19.670	1.5	2.0	2.0	2.230	1.690	0.000
SPRINKLER FITTER		BLD		20.090	21.340	1.5	2.0	2.0	3.150	2.500	0.000
STONE MASON		BLD		16.325	16.825	1.5	1.5	2.0	1.100	1.000	0.000
TERRAZZO MASON		BLD		20.100	21.100	2.0	2.0	2.0	0.000	0.000	0.000
TILE LAYER		BLD		18.105	19.205	1.5	1.5	2.0	1.800	2.120	0.000
TILE MASON		BLD		19.950	20.950	2.0	2.0	2.0	0.000	0.000	0.000
TRUCK DRIVER		ALL	1	16.775		1.5	1.5	2.0	2.500	1.820	0.000
TRUCK DRIVER		ALL	2	17.175		1.5	1.5	2.0	2.500	1.820	0.000
TRUCK DRIVER		ALL	3	17.375		1.5	1.5	2.0	2.500	1.820	0.000
TRUCK DRIVER		ALL	4	17.625		1.5	1.5	2.0	2.500	1.820	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:

New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable 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; Test Hole Drilling Machines; Tower Cranes; Tower Machines; Tower Mixers; Track Type End Loaders; Track Type Fork Lifts or High Lifts; Track Jacks and Tampers; Tractors, Sideboom; Trenching or Ditching Machine; Tunnelluggers; Vermeer Type Saws; Wheel Type End Loaders; Winch; 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.

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

CITY

DECATUR

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 18, 1992

Signature *N. Richard Lockmiller*
President, Board of Directors/Trustees

N. Richard Lockmiller
Name Typed

Attest *Robert C. Smith*
Secretary, Board of Directors/Trustees

Robert C. Smith
Name Typed

Jerald A. Merrick
Librarian

Jerald A. Merrick
Name Typed

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, 1992, 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.

LIBRARY NAME

DECATUR PUBLIC LIBRARY

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

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.

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 & 102
11. Number/s for United States Congressional District/s 20 & 18
12. The library's nonresident fee as calculated using the Illinois State Library formula would be \$ 72.59
_____ for FY93.
13. The library's actual nonresident fee for FY93 is \$ 75.00

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

14. Name and title of person preparing this application Jerald A. Merrick, Interim City Librarian
Library telephone number (217) 428-6617 Library Fax Number (217) 423-5741

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, 1991, 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 \$ 468,377,329
- b. Said valuation multiplied by 0.0013 yields \$ 608,890.53
- c. Levy at 0.13% divided by population served yields per capita of \$ 7.25
- d. Population served multiplied by \$4.25 equals \$ _____
- e. Enter valuation multiplied by 0.0013 obtained in step (b) \$ _____
- f. Subtract (e) from (d) equals amount of equalization aid \$ _____

16. Calculation of Per Capita Grant.

Population served 83,885 *
(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, 1991, 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.

(A) Please certify that the library board has reviewed the Illinois Library Association's standards for public libraries. **AVENUES TO EXCELLENCE II**, during July 1991 to June 1992.

Yes No

(B) Please certify that the library has met or made progress in 1992 toward meeting the standards in **AVENUES TO EXCELLENCE II**.

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	Date of Review
I. Structure and Governance		X	3/92
II. Finances		X	4/92
III. Administration		X	7/91
IV. Library Image	X		8/91
V. Users & Usage	X		10/91
VI. Reference Service	X		11/91
VII. Personnel		X	12/91
VII. Materials	X		1/92
IX. Physical Facilities		X	2/92
X. System/ILLINET Membership Responsibilities		X	6/92

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 FY93, the library must report on the following required output measures completed after July 15, 1991.

REQUIRED

MEASURE	RESULT	DATE COMPLETED
1. Circulation Per Capita	10.10	4/30/92
2. Program Attendance Per Capita	.10	4/30/92
3. Reference Transactions Per Capita	.57	4/30/92
4. Registration as a Percentage of the Population	76.8 %	4/30/92
5. Turnover Rate	3.14 %	4/30/92
6. Reference fill rate - librarian's perception	88.8 %	4/92
7. Reference fill rate - user's perception	93.8 %	4/92

OPTIONAL

MEASURE	RESULT	DATE COMPLETED
1. In-Library Materials Use Per Capita		
2. Library visits per capita		
3. Title Fill Rate	%	
4. Subject and Author Fill Rate	%	
5. Browser's Fill Rate	%	
6. Document Delivery		
	7 days	%
	30 days	%

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.

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.

A new City Librarian has been hired effective July 2, 1992. The new City Librarian will be working with the staff and the Board of Trustees to take the output measures and use them as input in the review of the Decatur Public Library Long Range Plan.

22. In order to receive a Per Capita Grant for FY93, the library must submit its entire Cooperative Collection Development Plan.

CCD Plan is attached.

Yes

No

23. In order to receive a Per Capita Grant for FY93, the library must provide a copy of its entire Disaster Plan.

Disaster Plan attached

Yes

No

24. In order to meet standards in **AVENUES TO EXCELLENCE II**, we plan to use FY93 grant monies in the following way(s) (all grant funds must be obligated by the library board for library expenditures by June 30, 1993).

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

REPORT OF THE USE OF LAST YEAR'S PER CAPITA GRANT

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

1. Purchased Illinois Library Association memberships for library trustees to encourage a greater knowledge of libraries and library resources.
2. Increased staff training and development. Held a day long staff institute. Sent staff to courses on OCLC and serving the public.
3. Paid part of the salaries of two professional librarians. Young Adult Librarian continued to purchase materials to expand areas of need. Assistant Adult Services Librarian purchased materials to expand the paperback collection as well as other areas.

26. Expenditure of FY92 Per Capita Grant monies:
 Total FY92 Per Capita Grant received 76,335

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

Category	Amount	Date of Obligation (July 1, 1991 - June 30, 1992)
Children's Materials	\$ _____	_____
Adult Materials	\$ 29,350	10/91-4/92
Programs (Baby TALK)	\$ 2,500	7/91-6/92
Personnel (Salaries, fringe benefits) (A. Gross & Ritchie)	\$ 42,030	7/91-2/92
Supplies	\$ _____	_____
Equipment	\$ _____	_____
Travel	\$ _____	_____
Contractual Services (Specify)	\$ _____	_____
ILA for trustees	387	10/91
Other (Specify) Staff training	\$ 2,068	7/91-2/92
* TOTAL	\$ 76,335	

* Total must equal FY92 Per Capita Grant

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.

28. Expenditure of FY92 Equalization Aid Grant monies:
 Total FY92 Equalization Aid Grant received _____

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

Category	Amount	Date of Obligation (July 1, 1991 - June 30, 1992)
Children's Materials	\$ _____	_____
Adult Materials	\$ _____	_____
Programs	\$ _____	_____
Personnel (Salaries, fringe benefits)	\$ _____	_____
Supplies	\$ _____	_____
Equipment	\$ _____	_____
Travel	\$ _____	_____
Contractual Services (Specify)	\$ _____	_____
Other (Specify)	\$ _____	_____
* TOTAL	\$ _____	_____

* Total must equal FY92 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>462,418,614</u>
Pollution Control	\$	<u>-</u>
Railroad Property	\$	<u>5,958,715</u>
TOTAL	\$	<u>468,377,329</u>

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

The _____ library tax rate is .4174.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY
HAND AND FIXED THE SEAL OF THE COUNTY OF
MACON, AT MY OFFICE,
IN THE CITY OF DECATUR,
IN SAID COUNTY, THIS 1ST DAY OF
JUNE, A.D. 1992

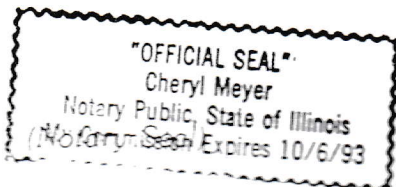
Stephen M. Bean
County Clerk

(County Seal)

Subscribed and sworn before me this 1ST day of JUNE, 1992

Cheryl Meyer
Notary Public

My Commission Expires 10/06/93



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

COUNTY SEAL AND NOTARY SEAL LEGALLY CANNOT BE IDENTICAL.

CITY _____
DECATUR _____
LIBRARY NAME _____
DECATUR PUBLIC LIBRARY _____



OFFICE OF THE SECRETARY OF STATE

SPRINGFIELD, ILLINOIS 62756

FY93

GEORGE H. RYAN
SECRETARY OF STATE

ILLINOIS STATE LIBRARY

Per Capita Grant and Equalization Aid
Application Addendum

Drug Free Workplace Certification

P^ursuant to Public Act 86-1459, the undersigned agrees
to provide a drug free workplace.

Certification

Library Name: Decatur Public Library

Address: 247 East North Street

Decatur, IL 62523-1128

Authorized Signature: _____

Jerald A. Merrick
Jerald A. Merrick, Interim City Librarian

Note: This certification is to be submitted with the application
for Public Library Per Capita Grant and Equalization Aid
Grant funds for Fiscal Year 1993.

CITY
DECATUR, ILLINOIS

LIBRARY NAME
DECATUR PUBLIC LIBRARY

**Decatur
Public
Library's
Cooperative
Collection
Management
Plan**

June 1992

Preface

This report describes a Cooperative Collection Management Plan (CCM) among libraries in Decatur, Illinois, and is submitted in fulfillment of a requirement for the Decatur Public Library's Per Capita Grant.

Accomplishing this project has not been an easy task over the last eight months, but the participating librarians have been guided by their firm belief in CCM's ultimate worth and importance. At this time, I wish to recognize some individuals without whose assistance this report would not exist.

My gratitude goes first of all to the Decatur-area librarians who have been my collaborators in formulating this Plan. They are: Laura Brosamer, St. Mary's Hospital; Nancy Curran, Decatur School District #61; Dr. Charles Hale, Millikin University; Karen Stoner, Decatur Memorial Hospital; and David Zindel, Richland Community College. It has been a privilege to work with them, and I will always appreciate the cooperation and enthusiasm they brought to this project.

Thanks also go to Jean Campbell of the Rolling Prairie Library System for her advice and guidance.

Finally, I wish to thank my supervisor, Adult Services Librarian Joan Bauer, for her unswerving professional and personal support of my efforts on this project, and for generously allocating me the resources and time needed to bring it to fruition.

Catherine Ritchie
Project Director
Decatur Public Library

DECATUR PUBLIC LIBRARY
COOPERATIVE COLLECTION MANAGEMENT PLAN

I. Mission and Purpose

The following Cooperative Collection Management Plan (CCM) stands in partial fulfillment of the Illinois State FY 93 Per Capita Grant requirements. The focus is: health care information in serial and video formats.

Since this past decade has seen the rise of "health awareness" in America, the average citizen has embraced an activist stance towards obtaining the best available information regarding his/her particular medical needs. Americans are now consumers, not just patients. As such, they demand accurate, practical answers to their health concerns--which they may now often seek out for themselves, most often at their local public or hospital library.

Obviously, frequent updating of printed medical information, as in journals, is top priority. Video is also gradually becoming an accepted format for educational material, especially since it can illustrate as well as explain potentially complex concepts. Therefore, serials and videotapes appear to be two important medical information formats for libraries to consider purchasing in terms of currency and high visual impact.

However, the high cost of these specialized resources preclude all libraries from providing all medical journals and audio-visual items. This subject area and these formats are thereby ideal candidates for cooperative collection development.

This, precisely, is what six libraries in Decatur, Illinois, propose to do.

The institutions involved in this project serve populations in colleges, at hospitals, in a public school district, and in the city as a whole. The mission and purpose of this plan are therefore the following: to provide Decatur residents with information in serial and video formats, and to improve reciprocal access to those resources within the city.

II. Participating Libraries

Decatur Public Library serves a city population of 83,885, with a central library and two bookmobiles. Its holdings include 230,000 volumes, 950 periodical titles (with 23 focusing on "health"), and approximately 4000 videos, of which over 100 are health-related. Total 1991-92 circulation was 848,000 items. The Central Library is open six days a week (68.5 hours) and on many holidays. Inter-library loan of items not owned is available through the Rolling Prairie Library System. Selection emphasis for its periodical and audio-visual collections has always been on popular, non-technical titles suitable for a broad spectrum of patrons. Decatur is home to two hospitals, two colleges (as described below) and several health-related committees and organizations.

Staley Library of Millikin University serves a student population of 1,800, plus 109 faculty. Millikin is a four-year institution, offering bachelor's degrees in many liberal arts fields, including nursing. The Staley Library's holdings consist

of 152,000 volumes, 1000 periodical titles (28 "medical"), and approximately 40 videos on health-related topics. The Library is open primarily during the school year, with shortened summer hours. The general public may have access to its collections with some restrictions.

The Learning Resource Center at Richland Community College (RCC) serves a student population of 4200, plus 49 faculty. RCC is a two-year institution offering Associate of Arts and Associate of Sciences degrees in a variety of academic and vocational subjects. Its library contains 27,000 volumes, 280 periodical titles (eight medical-related) and 625 videos, including 85 in the health field. The public may have limited access to the library's materials.

Significantly, RCC is developing a nursing program to begin in 1993, costs of which will be shared by Decatur's two local hospitals. Building a core collection of nursing-related titles--at a projected total cost of \$55,000 over a two-year period--will therefore be vital for the college. In the meantime, reciprocal borrowing of needed materials from other Decatur libraries will continue to be essential.

The Health Science Library at Decatur Memorial Hospital serves that public institution's employees, medical students, and physicians, with access to the public for reference use only. It holds 2500 volumes, 130 periodical titles, and 450 "audio-visual programs", including videos.

The Health Science Library at St. Mary's Hospital serves that Catholic institution's medical personnel, and is open to the public limited hours. Its holdings include 2500 volumes (150 "consumer health" titles), 172 periodicals, and 300 videos. Both hospitals' librarians recognize the constant need for current, cost-efficient material for their clientele.

The Learning Resource Center for Decatur School District #61 serves approximately 900 faculty within the Decatur public school system. Its holdings include over 500 videos on health-related topics.

III. Areas of Cooperation/Commitment

Due to the high expense of serials and videos, and the needs of their very diverse "clientele", the libraries involved in this project are dividing the subject of "health care" and focusing on those specific sub-areas most germane to their patrons.

A. Decatur Public Library (DPL)

Since this library serves the entire city population, it will approach health care from a more "populist", less scholarly perspective.

Magazines such as American Health, Prevention, Health, and Women's Sports and Fitness will continue to be mainstays of the periodical collection. Two or three new titles per year will be added via patron suggestion and after consultation of core bibliographies, and standard sources such as Katz's Magazines for Libraries and Ulrich's Periodical Directory.

In any case, DPL staff will compile bibliographies and "videographies" of the available serials and films, to be distributed within DPL, at the other participating libraries, and in medical/dental offices throughout Decatur. In addition, contact between DPL staff and local health organizations will be strengthened, so as to ascertain if and how DPL's augmented collection is benefitting their clients.

B. Millikin University (MU)/Richland Community College (RCC)

Due to RCC's proposed nursing program beginning in 1993, both of Decatur's colleges will be adding to their medical collections accordingly, since there is much cross-use by their students. That is to say, nursing-oriented serials and videos will be top priority, as MU augments its existing collection and RCC begins to build its own. For selection purposes, the librarians will rely on faculty recommendations, consultation with other Decatur medical librarians, and standard core bibliographies.

Ongoing cooperation between MU and RCC will be vital, especially in the area of loan policy. (For example, at this point, should MU or RCC students have first access to Millikin's nursing resources?) Circulation policies for both the student population and the public will need to be negotiated accordingly.

C. Decatur Memorial Hospital (DMH)/St. Mary's Hospital

While DMH's and St. Mary's collections will undoubtedly be supplementing the MU and RCC nursing programs, these institutions

will also be focusing on special sub-areas of their own within the topic of health.

For the following categories, which the librarians consider to be vital to their clientele, each hospital library will assume collection development responsibility as designated. Selection of relevant serials and videos will be determined by core bibliographies, Video Source Book, publications such as Consumer Health and Nutrition Index, reviews from technical journals, and input from the medical personnel they serve.

- * Women's health issues (St. Mary's)
- * Sports medicine (St. Mary's)
- * Transplantations/organ donations (DMH)
- * Nutrition (St. Mary's)
- * Eating disorders (both)
- * Geriatrics (St. Mary's)
- * Laser technology (DMH)
- * Family practice (DMH)
- * Cancer/oncology (DMH)
- * Sex education (DMH)

There will, of course, be contributions from both hospitals to the union list of Decatur serials to be formulated by DPL, and frequent communication from DPL to the public via brochures and bibliographies, regarding the hospitals' service hours and availability of resources.

D. Public School District #61

The Learning Resource Center will concentrate on obtaining video materials as determined by Video Source Book and other standard sources, to supplement the Licensed Practical Nursing program administered by the Decatur Area Vocational School. MU and RCC are the most likely area libraries to benefit from this commitment, in light of their respective nursing programs. Questions of availability and access will be determined as the District's collection develops.

IV. Plans for Continuation

The libraries involved in this project--aside from DPL--will fulfill their designated collection responsibilities as their respective budgets allow. DPL's funds will derive from its regular periodical/audio-visual budgets and the Per Capita Grant, with possible outside funding sought from local health associations.

As for public awareness of these new materials, DPL's ongoing activities will include:

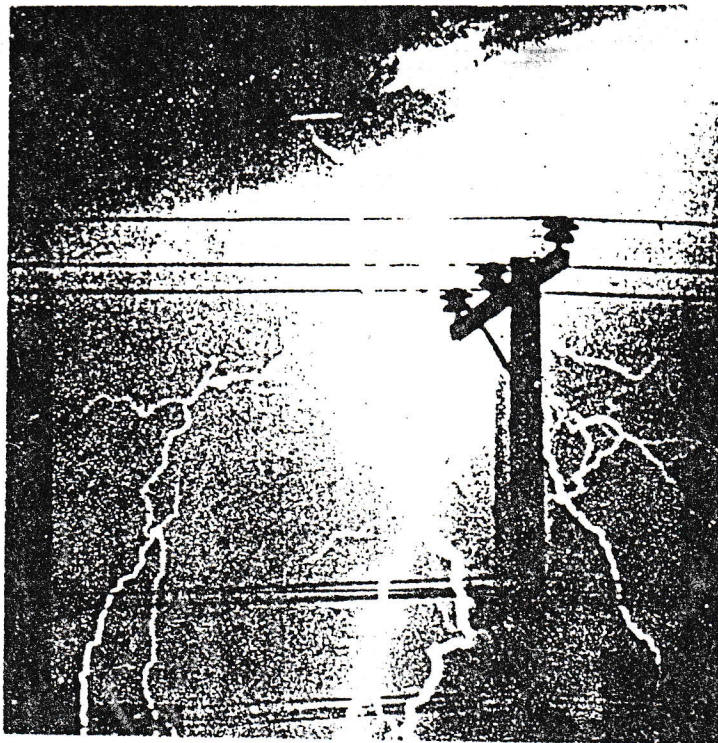
- * Brochures/bibliographies for the public, made available to the other library participants, plus doctor/dentist offices.
- * Union list of health serials available exclusively in Decatur, designated by title and subject heading.
- * Coordination of periodic librarians' meetings to discuss concerns and policy changes affecting service to the community.
- * Possible public "health-related" programming in cooperation with project libraries.

- * Interaction with local health organizations to assess the effectiveness of the CCM Project as per their clients.

As for periodic review, DPL's collection will be assessed each year via circulation figure checks in the relevant Dewey areas for videos and per title for serials. Also a "patron survey week" may be designated during which the public will be asked when and if they have recently sought medical information, and if their needs have been satisfied via DPL health material.

As technology advances, populations increase (or decrease), and demands for information shift, the libraries involved in this project will always keep in mind their ultimate goal--provision of health-related serials and videos to help empower a community that knows what good health should be and how to achieve it.

Decatur Public Library's



Disaster Preparedness Plan

PREFACE

The writing of this Disaster Preparedness Plan fulfills Decatur Public Library's need to be eligible for the State of Illinois Per Capita Grant. More importantly, it presents to the Library Trustees, staff, and our patrons the guidelines to prevent and to recover from a possible disaster.

By having the necessary information on paper and reviewing and updating it when necessary, the patrons of the Decatur Public Library can be confident that should a disaster occur, their Library staff will be mentally and physically prepared to handle the challenge.

Though I authored this plan, no person can achieve such a project by himself. I must thank Mrs. Margaret Sommerfeldt, Administrative Clerk, for her brainstorming assistance, organizational, and inputting skills; Ms. Karen Muskopf, a Youth Consultant at the Illinois Valley Library System, whose input was invaluable; Mr. Charles Brown, Clerk-Driver at Decatur Public Library, whose assistance and support was appreciated; the Department Heads at Decatur Public Library; project planners from the Bloomington Illinois Public Library; the Illinois State Library, and the Illinois Valley Library System.

Steve Serber
Extension Librarian
Decatur Public Library

TABLE OF CONTENTS

PREVENTION

Disaster Prevention	1-2
-------------------------------	-----

PREPAREDNESS

Procedures for Protecting People	3
Evacuation of Building & Fire Procedures	4
Earthquake	5-6
Accident Reporting/First Aid	7
Preparing for Twisters	8
Flooding and Other Leaks	9
Shut-Off Valves & Switches	10
Sprinkler Bells.	11
Vehicles	12
In-House Emergency Supply List	13
Emergency Services/Supplies Resource Kit	14-15
Repair Service Telephone Numbers	16
Materials Priority Salvage Lists	17
Sources of Preservation/Conservation Information and Supplies.	18
Personnel To Be Notified Immediately	19

RECOVERY

Disaster Recovery	20-21
Salvage Procedures.	22-30
Post-Disaster Process	31
Risk Management Division Memorandum (APPENDIX-A).	A-32
Decatur Public Library Floor Plan (APPENDIX-B)	B-33-35
Bibliography.	36

DISASTER PREVENTION

I GENERAL

Man-made disasters can often be prevented by routine inspections of a facility. Temperature and humidity, ideally, should be maintained at a constant 68 degrees and 50% relative humidity. Cleaning and spraying for insects and rodents should be performed on a regular basis. Materials should be properly stored and protected from dirt, dust, and light. Ultraviolet filters should be placed over fluorescent lights, and on windows. Leaky pipes, frayed electrical wires, untended machinery, open windows, and structural damage can result in unnecessary destruction of materials and possible loss of life. Aisles and work areas should be kept free of unprocessed materials and trash.

Machinery should be unplugged when not in use. Rules regarding food, beverages, smoking, and unauthorized access should be established and enforced. Security checks should be made at closing time to ensure that all exits and windows are locked, all equipment has been turned off, no cigarettes are smoldering in ashtrays or wastebaskets, and no unauthorized persons are in the building.

Disasters do not appear out of nowhere. Be aware of all hazards (situations that have the potential for causing damage) and correct them before they develop into disasters. Staff members should all be familiar with the layout of the building and of possible danger areas. They should know the location of all fire extinguishers and alarms and how to operate them. Fire exits and alternate escape routes should be clearly marked. Evacuation procedures should be established and practiced regularly.

Suppliers should be contacted on a regular basis to determine whether those supplies and services are still available. Keep in mind that in a wide-scale, major disaster, your sources may not be available because they have their own damages with which to deal or because they are assisting someone else. In addition, outside help probably will not be available for several days. It is recommended that you keep as many recovery materials as possible on-site.

II SIGNS

In a prominent place, display procedures patrons should follow should an emergency arise. Prepare signs that are simple and quick to read yet convey vital information including directions/maps for evacuation of the building from each department or area.

III IDENTIFY HAZARDS

While the prudent library manager will attempt to undertake the most comprehensive prevention effort possible, this should be balanced by the need to be realistic. Prepare the library for

those disasters that have a reasonable degree of happening - rather than attempting to deal with all disasters known to mankind.

Conduct a hazard survey, whose purpose is to identify potential problems that could cause a disaster or worsen such a situation. A reasonably comprehensive list of preventative measures should include the following checklist on an annual basis:

- Air conditioning
- Alarm system
- Batteries for alarm system (clean corrosion, etc.)
- Elevator alarm and light battery
- Emergency lighting
- Fire extinguisher
- Flashlights and batteries
- Heating system
- Pipes for leaks
- Plumbing
- Smoke alarm system
- Transistor radios and batteries
- Water detectors

Check and evaluate insurance coverage on an annual basis.

Make a location map of where all in-house emergency equipment is kept, and post these in each department.

Make sure that each department has a fire extinguisher close by as well as a transistor radio and flashlight.

Make sure that computer disks are updated regularly and kept in a safe place.

Have regular fire, tornado, and disaster drills.

Taken collectively, the activities mentioned above should constitute an effective approach to disaster prevention. However, as essential as knowing the hazards are, they do not constitute the sole element in the prevention phase. Coupled with them is the human element of involving and educating staff. This becomes essential for not only preventing disasters but also for taking the most appropriate and effective response to a disaster when it actually occurs.

PROCEDURES FOR PROTECTING PEOPLE

It is obviously better to prevent an accident or an emergency than to have to deal with one. But should an emergency arise, policies and/or procedures need to be in place to handle the situation.

Consider the following situations:

1. Earthquake
2. Evacuation of the building, and fire procedures
3. Fire
4. First Aid
5. Tornado

During any emergency the overriding concern must be for the safety of as many individuals as possible. A sense of order, although difficult to maintain is needed throughout the event. The following section addresses the above emergencies.

EVACUATION OF BUILDING & FIRE PROCEDURE

1. After determining that a fire exists, sound the fire alarm which is located at the circulation desk.
2. Call the fire department ##00 or 911. Give location of fire, type of fire, and your name. DO NOT ATTEMPT TO FIGHT THE FIRE!!!
3. Evacuate building per established evacuation routes. DO NOT USE THE ELEVATOR.
4. Floor wardens will be as follows:

 Basement - senior reference staff member

 Main floor - adult services desk staff member

 Second floor - senior administrative office person or extension staff
5. Each floor warden will ensure their floor has been safely evacuated.
6. Remove individuals in immediate danger. Handicapped people will be moved to the East and West staircases.
7. Isolate fire if possible by closing doors.
8. Ensure all offices, rest rooms, meeting rooms and the staff lounge have been evacuated.
9. All library employees will proceed to the library loading dock. The Librarian-In-Charge will account for all staff.
10. Person sounding alarm will report to the Librarian-In-Charge to provide additional information to the Fire Department.
11. The Librarian-In-Charge will determine if any staff or patrons require medical attention.
12. The Librarian-In-Charge will inform the City Librarian as soon as possible of the damages and steps taken.

EARTHQUAKE

During an earthquake, the "solid" earth moves or sways. The shaking is seldom the actual cause of injury or death. Most casualties result from falling objects and debris because the shocks can damage or destroy buildings. Landslides and fires can also be triggered by earthquakes.

Many hazards exist in the library, some include:

Glass - such as windows and display cases, which can shatter and be thrown at patrons.

Anything stored above the head level which can fall or be thrown.

Objects which may impede the orderly movement of people to exits.

Cabinets without strong latches or open face shelving from which objects may fall.

Water or gas pipes that may fracture.

Suspended ceiling that can fall.

Desks or tables that are not securely fastened to a floor or wall.

The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of hanging plants or light fixtures or hear objects wobbling on shelves. The first indication of a strong earthquake may be a violent jolt (such as a sonic boom). You may hear a low rumbling noise such as thunder. After these preliminary indicators, the shaking is greatly amplified, and it may be difficult to stand up or move from one place to another.

During an earthquake the following events may happen:

Objects may slide and crash together.

Free standing cabinets and bookshelves may fall over.

Wall mounted objects may shake loose and fly across the room.

Suspended ceiling components may pop out bringing light fixtures, ventilators, and many other ceiling fixtures down with them.

Door frames may be bent and may jam doors shut. Window frames may bend and break causing windows to shatter sending dangerous shreds of glass into rooms.

The noise level may be extremely high and many unfamiliar sounds will be heard. This will cause great emotional stress on all involved, especially on children in the library.

In case of earthquake, the librarian could say: "Drop to the floor and cover your head. Face away from windows. Stay under shelter until the shaking stops."

Patrons and staff who are able should crawl beneath desks or tables, place their heads between their knees and cover their heads with their arms. Individuals who are in hallways or large open areas should move to an interior wall, crouch down and cover their heads with their arms.

After a strong earthquake has passed, the following things need to be considered:

Structural damage to the building needs to be assessed. Evacuation may be necessary and may need to be accomplished promptly.

First aid may need to be rendered.

Fires of small origin need to be extinguished.

Gas mains, water mains, and electrical service may need to be shut off by someone knowledgeable.

Be sure all staff is accounted for.

The library may be isolated from its surroundings because of damage to highways or telephone lines. It may be necessary for the library to be self-sufficient for hours or perhaps a few days.

Aftershocks may also occur after the initial tremor. It may be necessary to take cover again while implementing recovery procedures.

Monitor Radio Station WSOY 1350 AM for important information.

Calm, diligent actions will be the best way to assure safety and efficiency during and after an earthquake.

ACCIDENT REPORTING/FIRST AID

NOTE: All accidents and injuries are to be reported without delay.

I PATRON ACCIDENTS

A. Serious injuries/illness/emergencies

1. Call 911. Given the following information, the dispatcher will then determine who to send:
 - a. The problem
 - b. Exact location (Library address and location in building).
 - c. Your name.
2. Have someone meet fireman at door.
3. Notify the administrative office and fill out Accident Report Form (form 33) immediately.

B. Minor injuries

1. Obtain first aid supplies from the circulation desk or the administrative office, but do not administer aid yourself--let patron do it if at all possible.
2. Fill out the Accident Report Form immediately and submit to the administrative office.

II ON-THE JOB INJURIES

A. Follow the procedures for patron accidents (above) except:

1. Report to the administrative office immediately. Obtain all necessary forms, complete them, and return them to the office within two working days.
2. If the administrative office is closed, report the injury the next day the office is open.

B. If a staff person needs medical attention at the hospital but does not require an ambulance, he/she should be driven to the hospital by another staff member.

PREPARING FOR TWISTERS

A WATCH simply means that conditions are favorable for tornadoes to develop. This is an early warning given by the Weather Bureau and means you should prepare to go to a place of safety.

If a tornado watch occurs, you should:

1. Monitor radio or television weather advisories. Warning sirens usually do not sound. At DPL, monitor Radio station WSOY 1340 AM and TV station WAND-TV.
2. Prepare to move to safety.

A WARNING means that a tornado has actually been sighted. If one is issued for our area, you should:

1. Seek shelter immediately.
2. Stay away from large open rooms like auditoriums and gymnasiums, and rooms with windows.
3. The safest place to be is in the basement under something sturdy, like a table. Library staff should help escort patrons to the basement. If you cannot get to the basement, seek shelter in a small interior room in the middle of the building like a closet or bathroom.
4. Get under a heavy table or bench.
5. Stay away from outside walls and windows.
6. The southwest corner is no safer than any other part of the building.
7. Don't worry about opening windows; worry about protecting yourself. Flying glass is a real hazard. Opening windows to equalize pressure during a tornado is ineffective in reducing damage.
8. Lie low with hands covering the back of your head to reduce neck injury.
9. Stay alert for flash floods.

FLOODING AND OTHER LEAKS

I IF THERE IS FLOODING, STAY OUT OF THE BUILDING

- A. Do not enter the flooded area until electricians have disconnected the electricity--there is extreme danger of shock.
- B. Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.
 - 1. Call Illinois Power Co. Emergency Service 424-7130
 - 2. Call the Fire Department - ##00 or 424-2811
- C. Salvage
 - 1. Find a location to which water-soaked books and other materials can be transferred.
 - 2. Area should be adequately ventilated.

II WATER LEAKS

- A. Move materials out of the area affected.
- B. Cover affected area with plastic and/or wastebaskets. A roll of plastic is kept in the maintenance office.
- C. Contact the maintenance person or the administrative office.

SHUT-OFF VALVES & SWITCHES

Boiler Shut-Off

Enter boiler room through basement purple door. Switch is at top of door in boiler room. Switch is marked "Emergency Shut Off." Turn to off position. This will shut off both boilers.

Gas Shut-Off Valve

Located outside at south edge of loading dock. This valve requires a wrench to operate. To close, turn 1/4 down until lock rings align. This valve shuts off all gas in building.

Electric Main

Enter boiler room through basement purple door. Go down steps, turn left past boiler and sump pumps. Panel is 10 ft. wide 8 ft. high with 8 switches with General Electric in large letters at top of panel. At bottom center look for label "Main Switch." As you face panel, push top of handle to your right. This requires considerable force to trip the switch so it may be necessary to move into position to use both hands and body to gain more force. This switch turns off all power in building.

Water Shut-Off

Enter movable shelf storage area. Go down center aisle to south wall, turn left. Valve tagged P. 1 Turn clockwise until firmly seated. With this turned off there will be no water to the building.

Sprinkler System

Located on east basement wall by the 600's-700's section. You will need a 15 key to open door.

1. The Water valve is the large one marked main control. Turn clockwise until firmly seated.
2. After water valve has been turned off, open drain valve by turning counter clockwise until it stops. Drain valve has warning tag. Ignore instructions, alarm has already been activated and fire department should be responding.
3. Shut off pump, switch located next to electric motor and is marked "Pump." Turn switch to off position.

Electric Computer Room

Enter computer room. Turn right. Panel located on south wall. Turn off disconnect switch at bottom of panel. This turns off all computer equipment in computer room.

SPRINKLER BELLS

1. When the sprinkler bells are activated, evacuate the building immediately.
2. The fire department will be signaled by the sprinkler system.
3. A fire department representative will determine when the building is safe to re-enter.
4. Inform City Librarian, or in his/her absence, the Librarian-in-Charge.

VEHICLES

In the event of severe weather conditions (severe storms or tornadoes), library staff should seek protective shelter. If evacuation of the vehicle is possible, staff should move as quickly as possible to protective shelter.

Each bookmobile will contain an emergency storm kit which will include: candles, matches, radio, flashlight, batteries, and a first-aid kit. Each year during the month of October, a drill will be conducted to practice evacuating the unit by staff and to check the emergency kit.

During severe weather conditions, the bookmobile staff should:

1. Shut off the main circuit breaker in the bookmobile.
2. Disconnect the telephones during lightning storms.

IN-HOUSE EMERGENCY SUPPLY LIST

Bags (plastic ziplock and large trash)
Batteries (for flashlights and radios)
Boxes (for unsalvageable materials)
Brooms
Cloths (soft, nonabrasive)
Extension cords (heavy duty)
Fans (portable)
Fire extinguishers
First aid kit
Fishing line (nylon)
Flashlights and batteries
Foil (aluminum)
Freezer (or waxed) paper
Garbage cans (plastic)
Gloves (plastic, disposable)
Hats (safety)
Labels (permanent)
Mops
Pails
Pens/pencils (permanent marker)
Radios (transistor)
Scissors
Sheeting (plastic)
Sponges
Styrofoam squares
Tags (I.D.)
Tape (transparent)
Tarps (waterproof)
Toothpicks
Towels (paper)
Twine
Water (distilled)
Weights (i.e. bricks)
Wet vacuum

EMERGENCY SERVICES/SUPPLIES RESOURCE LIST
 (Decatur phone numbers unless noted)

Cartons	Ryder Truck Rental	
	1800 N. 22nd St.	428-2161
	2850 N. Jasper	875-6645
	U-Hall Company	
	134 N. Broadway	422-5977
	Rt. 36 East Baltimore	428-0871
Cleaning Supplies	K-Mart Discount	
	1155 E. Pershing Rd.	877-0111
	Wal-Mart	
	4224 Prospect Dr.	875-0016
Cold Storage, Freeze Drying	MacDonnell-Douglas Corp.	314/232-0232
	Airport Rd. & McDonnell Blvd. St. Louis, MO	
	Prairie Farms Dairy	
	757 N. Morgan	423-3459
	(Limited space available, contact person; Gary Plassmeyer)	
Conservator	William & Kathryn Henderson	
	University of Illinois Graduate School of Library & Information Science Champaign, IL	217/333-4636
Dehumidifiers, Generators, Pumps, Fans, Handtools, Wet-Dry Vacuums, etc.	K&M Rentals	
	2800 N. Oakland	875-2240
	Aggregate Construction	
	2425 Hubbard	875-2020
Lumber Products	Furrow Building	
	5225 E. Maryland	428-4582
	Gates & Johnson Lumber	
	1550 E. Eldorado	423-7726
Medical Supplies, First Aid Kits	Osco Drug	
	1595 E. Cantrell	429-4249
	85 Northgate Mall	877-1702
	Walgreen Drug	
	1645 W. King	429-1511
	695 W. Pershing	875-2980

Newsprint & Other Paper Products	Decatur Paper Co. 815 E. Kenwood	877-9330
	Herald & Review 601 E. William St.	429-5151
Pallets	Pallet Central Inc. 800 E. Garfield	424-2602
Plastic Milk Crates	Prairie Farms 725 E. Prairie (contact person; Larry Taylor)	429-5436
Refrigerated Trucks	Ryder Truck Rental 1800 N. 22nd 2850 N. Jasper	428-2161 875-6645
Safety Supplies	AEC Fire Equipment 511 N. 4th St. Springfield, IL	800/422-2144
	Midwest Fire Equipment 601 S. Gravel Pit Rd.	963-2306
Storage Facilities	Arts Mini Warehouse 2800 N. Oakland Ave.	875-2243
	Space Place Interstate 72 & Rt. 48	877-7100
	Woodford Mini Warehouses 2727 N. Woodford	875-6901

REPAIR SERVICE TELEPHONE NUMBERS

AIR-CONDITIONING

Decatur Refrigeration (central unit) 423-9727
TICA (small units) 429-5741

BOILER/HEATING

Dean Severe Plumbing & Heating 428-0695

CLSI CONSOLE AND TERMINALS

CL System, Inc. 800/225-3216

ELEVATOR

Otis Elevator 422-3252

FIRE ALARM

George Alarm 429-6663

GLASS/WINDOW REPAIR

Poland Glass 423-2259

HEATING/FURNACE

TICA 429-5741

LOCKS

Schuerman Lock & Key 423-2311

OCLC TERMINAL

OCLC 800/848-5800

PLUMBING/HEATING

Dean Severe Plumbing & Heating 428-0695

TELEPHONES

Schuer-Tel Communications 423-3936
After hours emergency 423-0057

MATERIALS PRIORITY SALVAGE LIST

This list has been compiled according to floors of the Library. Many of the Department Heads listed equipment to be saved. I have not included most of these materials, as smoke, water, fire, etc. damage usually causes unsalvageable damage.

Bottom Floor:

Reference Services

Local History Materials
Microfilm, Newspapers (ruined if unrolled, must be kept wet)
Reference books

First Floor:

Children's Room

Paintings on south and north walls
Office, files and office desk files
File cabinet by department door
Story hour collection
Reference books used for collection development

Circulation Department

Computer room equipment & tapes
Computer manuals
Patron registration file
Credit Bureau files
Paintings within the department

Adult Services

Reference sources
Art work - valuable

Top Floor:

Extension Department

Technical Services

Older volumes near elevator door
Shelf list files and other authority files within department
Department Head's file cabinet
Serial cards (above Mrs. Walter's desk)
Library of Congress subject headings (copies held by Mrs. Gentry and Mrs. Coventry)

Administrative Office

Historical and rare materials on history of the Library
Library Board meeting minutes (located in the Director's office)
Locked cabinets in rear of office which contain art work, furniture, etc...inventories

One point to consider: Any paper work worth salvaging should be photocopied and kept off-site.

SOURCES OF PRESERVATION/CONSERVATION INFORMATION AND SUPPLIES

Illinois State Library
Preservation Office
Illinois State Library
300 S. Second
Springfield, IL 62701
(217) 732-7848

Illinois Valley Library System
845 Brenkman Drive Office
Pekin, IL 61554
(309) 353-4110 or FAX (309)
353-8281

Library of Congress
National Preservation Program
Office
LM-G07
Washington, D.C. 20540

Mitchell Instruments
1570 Cherokee Street
San Marcos, CA 92079-2433
(619) 744-2690 or FAX (619)
744-0083

Rolling Prairie Library System
345 West Eldorado
Decatur, IL 62522
(217) 429-2586

University of Illinois Graduate
School of Library and
Information Science
(217) 333-4636

PERSONNEL TO BE NOTIFIED IMMEDIATELY

Decatur Fire Department
##00, 911, or 424-2811

John A. Moorman, Library Director

DISASTER TEAM MEMBERS:

Library Director

John A. Moorman
423-4803

Administrative Secretary

Linda Humphreys
668-7691

Adult Services Librarian

Joan Bauer
877-0901

Extension Librarian

Steve Serber
422-1155

Reference Librarian

Jerald Merrick
428-8087

Maintenance Supervisor

Owen Richardson
864-2706

Department Heads:

Circulation

Karen Anderson

Adult Services

Joan Bauer

Children's

Catherine Gross

Extension Services

Steve Serber

Technical Services

Grace Veach

Reference

Jerald Merrick

Maintenance

Owen Richardson

Conservators

William & Kathryn Henderson
(217) 333-4636

Risk Management:

Gerard Bauer, Risk Manager
Debbie Young, Assistant
424-2803

DISASTER RECOVERY

The following steps are recommended for an effective recovery operation:

I DETERMINE THE SAFETY OF THE AREA

Do not allow anyone to enter the building or area until it has been determined to be safe.

Talk with the Library Director and Gerard Bauer, Risk Manager for the City and the Library, before anyone enters the area. Mr. Bauer's phone number is 424-2803.

II ASSESS THE DAMAGE

1. How much damage has occurred?
2. What kind of damage is it? (fire, smoke, soot, clean water, dirty water, etc.)
3. Is it confined to one area or is the entire building damaged?
4. How much of the collection has been affected?
5. What types of materials have been damaged?
6. Are the damaged items easily replaced or are they irreplaceable?
7. Can they be salvaged by the in-house recovery team, or will outside help be required?

Walk through the entire area and take extensive notes (use a pencil, as ink will run). Photographs should be taken to document the damage. Contact Risk Management, sources of supplies and services, the Conservator, the Rolling Prairie Library System, and the Illinois State Library Preservation Officer.

III STABILIZE THE ENVIRONMENT

The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are at 67 degrees Fahrenheit and 50% relative humidity.

The following equipment should be readily accessible to help stabilize the environment:

- A. Portable generators, in case a power failure occurs.
- B. Pumps, to remove large quantities of standing water.
- C. Fans, to circulate the air.

- D. Thermometers, hygrometers, hygrothermographs and/or sling psychrometers, to measure the temperature and humidity (Radio Shack has temperature/humidity thermometers available in stock).

Dehumidifiers can help to lower the humidity, but they usually are only effective in small, enclosed areas, and tend to increase the temperature in a room. They can also freeze up in the lower temperatures required for salvage and recovery operations. Raising the temperature will not lower the humidity - it will only accelerate mold growth. Temperature and humidity should be monitored constantly.

Air should be circulated in the damaged area. This may be accomplished by running fans constantly. If possible, they should expel the humid air from the area. Any standing water should be pumped from the area. Extreme caution must be taken, as standing water can conceal hazards.

IV ACTIVATE THE IN-HOUSE DISASTER RECOVERY TEAM

Organize work crews and be sure their responsibilities are clearly defined. No salvage activity should begin until a plan of action has been determined by the team leader. Disaster and recovery areas should be inaccessible to the public. Frequent rest breaks should be provided for workers. Food and/or beverages should be available.

V RESTORE THE AREA

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings, and all furniture, and equipment must be scrubbed with soap and water and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.

In the case of fire, the major problems will be water and smoke damage. For water damage, the following procedures apply:

SALVAGE PROCEDURES FOR WATER-DAMAGE MATERIALS

A number of options are available for treating water-damaged materials. The choice of treatment will depend on the extent and type of damage incurred, and the manpower, expertise, and facilities available.

I FREEZING

Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Books have been left in freezers for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help to eliminate smoke odor from materials.

Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be). Temperatures below 15 degrees Fahrenheit will freeze and dry out wet materials. If freezer space is not immediately available, and the outside temperature is below 15 degrees Fahrenheit, place materials in a secure area outside. Cover them with plastic if rain or snow is expected.

Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze drier or air-dried.

II VACUUM FREEZE DRYING

Vacuum freeze drying is the safest and most successful method, although it is also the most expensive. Materials must be already frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and high heat, and turns the ice crystals in on the frozen materials into water vapor. The vapor is then collected on a cold panel that has been chilled to at least --200 degrees F, so it cannot go back onto the materials. If they are not frozen when they are put in the chamber, the materials will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to "explode."

When materials are removed from the vacuum freeze chamber, they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine and/or binding (this is especially true for leather bindings). They may be placed in a high humidity room to accelerate the acclimation process, but must be monitored closely for signs of mold. Materials so treated will not look like new, but will show signs of swelling and distortion. Stanford University Library staff members reported that they needed an additional 12% shelf space for materials that had been treated in this manner. Photographs will not be damaged by this treatment, but rubber cement will dissolve and stain the pages to which it has been applied.

III AIR-DRYING

Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50-60 degrees F and 25-30% relative humidity. Instructions are outlined below. This process is not recommended for coated stock materials such as art books.

IV VACUUM DRYING

Vacuum drying involves the placement of wet materials in a chamber that pulls the moisture by means of a vacuum. This method is not recommended as the heat involved is damaging to paper (especially bound paper) and photographic materials. Microwave ovens should not be used for the same reason.

The following salvage procedures are recommended:

I VOLUMES TO BE FROZEN

A. Removal

1. Clear the floor and aisles first.
2. Begin with the wettest materials. These will usually be on the lowest shelves, unless water has come in through the ceiling.
3. Dirt and mold should be removed and treated before freezing (see IV below). If time does not permit these activities, dirty and/or moldy books may be frozen (mud will easily brush off when it is dry). Silt should be washed out immediately, as it is almost impossible to remove when it is dry.
4. Pack materials on-site, if possible. If not possible, remove by human chain.
5. Keep accurate records of the locations from which materials are removed.

B. Packing

1. Remove volumes from shelves in order.
2. Wrap freezer paper around each volume (waxed side next to the volume) and place in plastic crates, spine down.
3. Pack crates one layer only, snugly enough that volumes will not slide or lean.
4. Wrap open books as found and place on top of a packed container. Do not place more than one open

volume in a container. Be sure there is a freezer paper barrier between the packed volumes and the open volume to prevent staining from binding.

5. If books are stuck together, do not attempt to separate them, but pack them as one volume.
6. Pack items in the condition in which they were found. Do not attempt to close open volumes or open closed volumes that are wet.

C. Record-keeping

1. Label each container with your library's name and assign it a number.
2. On a separate sheet of paper, record the box number, call numbers of the first and last volumes packed, and total number of books in each container. If they are not in call number order, note the location where found.
3. If the containers are sent to more than one freezer, note which container numbers are sent where.
4. Keep records of discarded items.

D. Transporting

1. Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that containers do not fall over during transport, as further damage may result.
2. Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours.

II VOLUMES TO BE AIR-DRIED

A. Washing procedure (to be performed off-site only)

1. Keep the book tightly closed and hold it under cold, clean, running water.
2. Remove as much mud as possible from the binding by dabbing gently with a sponge. Do not rub or use brushes and do not sponge the pages or edges, as these actions can force the mud into the spine or the wet pages, causing further damage to the volume. Let the motion of the running water clean off the dirt.

Wet coated stock paper should be handled with care, as the print will slide off the wet page if it is rubbed. Do not allow wet books with coated stock paper to dry in a closed state as the pages will permanently bond together. Almost all attempts to separate stuck pages by rewetting them have failed. McDonnell Douglas's Document Reclamation Service reports that vacuum freeze drying of coated stock volumes is rarely successful. Keep volumes submerged until the pages can be separated (See IV B below). The only chance of saving such materials is to interleave every page and air-dry.

III VOLUMES WITH COATED STOCK PAPER

b. Do not line-dry a saturated volume as the monofilament will cut through the wet paper.

a. Use monofilament nylon lines, not more than 1/32" diameter, not more than five or six feet long, spaced approximately one-half inch apart.

3. Lightweight volumes (less than six pounds) may be hung on lines to dry.

2. When almost dry, lay the volumes flat and place weight (not other drying books) on them to minimize distortion. Do not stack wet volumes.

1. Stand volume on its head and fan open slightly. Paperback books may support each other with a barrier between them or they may be wedged with styrofoam pieces. Position volumes in the path of circulating air.

D. Slightly damp volumes or volumes with only wet edges

5. Continue to change the paper underneath and remove from the area.

4. Change interleaving frequently. Do not reuse unless the sheets are being impregnated with fungicide. Ortho-phenylphenol (O-PP) has been found to be less toxic than thymol and is recommended. Mix one pound of O-PP to one gallon of acetone or ethanol (do not use methanol, as it will cause inks to bleed). Safety equipment (mask, eye goggles, and rubber gloves) should be worn when preparing and using this solution.

3. Place interleaving sheets at intervals of 25 leaves (50 pages), unless they will distort the volume.

2. Begin interleaving from the back and keep the volume in an upright position.

1. Very carefully open the book (not more than a 30 degree angle).

C. Damp volumes

5. When most of the water has drained, proceed as for "Damp Volumes."

4. Aluminum foil may be placed between the cover and the endleaf to prevent staining from the binding dyes.

3. Covers may be opened to support the volume.

2. Set volumes on their heads on absorbent paper. Pages tend to droop within the binding when a volume is shelved upright, so setting it on its head will counteract this tendency. Plastic sheeting should be placed under the paper to prevent or unprinted newsprint to protect table tops. Turn the volumes right side up when changing the paper beneath them. Their position should be reversed each time the paper is changed and the wet paper removed from the area.

1. Do not open! Wet paper tears easily!

B. Saturated volumes

h. non-paper materials.

g. manuscripts.

f. water-soluble components (inks, tempers, water-colors, dyes, charcoal, etc.).

e. works of art on paper.

d. fragile or brittle materials.

c. full or partial leather bindings.

b. vellum or parchment bindings or pages.

a. open or swollen volumes.

4. Do not wash:

3. Squeeze the book gently and with even pressure to remove excess water and to reshape the binding.

IV DOCUMENTS/UNBOUND MATERIALS

A. Freeze as found

1. Do not remove from file cabinet drawers, document cases, or folders.
2. Do not turn containers up\side down to empty or drain.

B. Separation of wet sheets

1. Place a stack of polyester film on top of a stack of wet, unbound papers (or the first page of a bound volume).
2. Run gently with a bone folder - surface friction will cause the wet paper to adhere to the film.
3. Peel back the top sheet and place it on top of a piece of polyester web.
4. Remove the polyester film.
5. Place another sheet of polyester web on top of the wet sheet.
6. Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. (Materials may be frozen at this stage.)
7. Air-dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. Air in the room should be kept circulating, but fans should not blow directly on the materials.
8. The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights.

V NON-BOOK MATERIALS

The Disaster Team or department head should decide if the intrinsic worth of the item is justified by the procedures involved in salvage.

The salvage process for special materials is much the same as for books and other paper based materials, however, the unique characteristics of these materials does warrant some special handling:

A. Films (microfilm, 16mm, etc.)

1. Keep films wet until you are ready to treat them. Mold will form on film as it does on books.
2. Remove films from containers making sure to identify each.
3. Send all damaged films to a restoration lab for treatment.

B. Slides

1. Handle in the same manner as films except that a restoration lab is usually not necessary.
2. Carefully remove slide from mount and allow to dry.
3. Remount in new slide mount.

C. Photographs

1. Carefully remove photographs from frames.
2. Allow to dry then press flat.

D. Magnetic Tapes (audio)

Water is especially damaging to magnetic materials. The longer they have been wet, the greater the damage will be. Do not attempt to play any damaged tapes or disks, as they can damage the equipment on which they are being played. The following procedures are recommended if you wish to attempt to salvage tapes.

1. Open the cassettes.
2. Wash in clean or distilled water.
3. Air-dry or dry with cheesecloth.

E. Phonograph Records

Clean water probably will not damage sound recordings, but flood water carries silt, which will scratch a disk.

1. Wash and dry with cheesecloth or a soft, lint-free cloth.
2. Record jackets or paper protective sleeves should be discarded as they can trap moisture and may develop mold.

F. Videos

Do not attempt to play damaged videos.

A. Water damage

1. Open the video cassette.
2. Dry the cassette with a blow dryer.
3. Put the video back together and run it through a video cleaning machine.

B. Dust/smoke damage

1. Inspect the video for obvious dirt.
2. If the video looks relatively clean, run it through a video cleaning machine.

C. Compact discs

1. Wipe the disc with a soft cloth dampened with distilled water.
2. Polish the disc with a lint-free cloth and a small amount of CD polish or car wax.

VI MOLD

Mold and mildew are interchangeable names for fungi. They can never be killed and can remain dormant for many years. Spores are always present in the air and will grow when the environment is warm and humid. Freezing will inhibit the growth of mold and is recommended if time does not permit immediate treatment.

Staff working with mold should wear protective clothes and masks.

- A. Mold can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees F and the relative humidity is over 60%.
- B. Separate the affected materials to prevent spreading.
- C. If the materials are wet and mold is beginning to develop, interleave the volumes with papers impregnated with fungicide (See II.C.4).
- D. Keep the air circulating in the room.
- E. Mold is easier to remove when it is dry. Vacuum or brush it off and remove the spores from the area.

- F. Materials that will be fumigated should be removed from plastic crates as plastic will absorb the fumigants. Fungicidal fogging should be done only by a professional chemist or conservator.

VII DO NOT UNDER ANY CIRCUMSTANCES:

1. Enter an area until it has been declared safe.
2. Attempt to open a wet book (one tear costs at least \$1.00 to mend).
3. Attempt to close an open book that is swollen.
4. Use mechanical presses on wet materials.
5. Attempt to separate books that are stuck together.
7. Use bleaches, detergents, water-soluble fungicides, adhesive tapes (or adhesives of any kind), paper clips, or staples on wet materials.
8. Use colored paper of any kind during salvage and recovery operations.
9. Pack newly-dried materials in boxes or leave them unattended for more than two days.

POST DISASTER OPERATIONS

1. Repair and restoration of building and stack area.
2. Clean damaged areas.
3. Sterilize stack areas.
4. Set temperature between 68 - 72 degrees and relative humidity between 40% to 50%.
5. Return books and materials to stacks.

POST DISASTER PROCESS

After the salvage effort has been completed, attention must be turned toward the restoration of services. It is advisable at this point to establish a series of flexible short-term and long-range goals.

I RESTORATION OF SERVICE

A. Short term goals:

1. Restore phone and electrical services.
2. Library Director should inform patrons of disaster and anticipated impact on library services;
 - a. by recorded phone message.
 - b. by newspaper and radio messages.
3. Clean affected areas; walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold will develop rapidly. Removal of smoke odor and fogging with fungicides or insecticides should be performed only by professionals.
4. Restore library services in unaffected areas.

B. Long term goals:

1. Plans to restore collections.
2. Facility repair and reconstruction.
3. Establishment of normal service.

II DISASTER TEAM REVIEW MEETING

- A. Cause of disaster and revision of prevention measures.
- B. Review of recovery process;
 1. What went right; what went wrong.
 2. Changes in disaster plan.
 3. Changes in personnel involved.
- C. Issue proper letters of gratitude to persons involved in recovery.

DEPARTMENT OF FINANCIAL MANAGEMENT
RISK MANAGEMENT DIVISION
MEMORANDUM NO. 92-022

February 3, 1992

MEMO TO: Steve Serber, Extension Librarian

FROM: GP Gerard J. Bauer, Risk Manager

SUBJECT: INSURANCE COVERAGE

The City's self-insured property/casualty program includes the exposures of the Decatur Public Library.

There is a \$100,000 self-insured retention, per occurrence, for property losses under the program. Excess of the self-insured layer of coverage, there is conventional insurance for property losses from the peril of flooding in an amount of \$10 million in the aggregate each year. All other perils about which you inquired in the attached memo are covered by excess insurance in an amount of \$68 million.

Excess coverage for debris removal (clean up) is also included in the city's current policy.

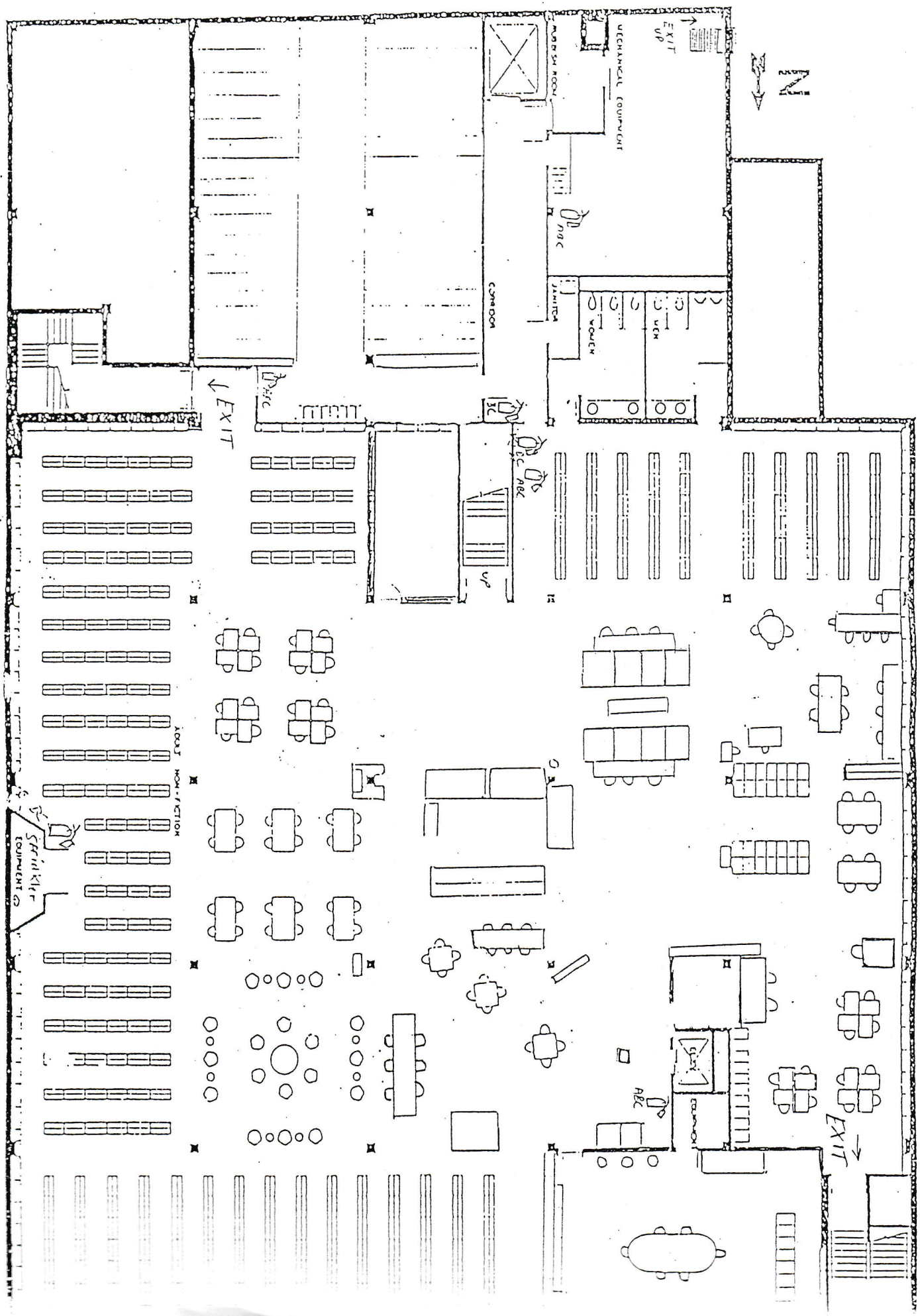
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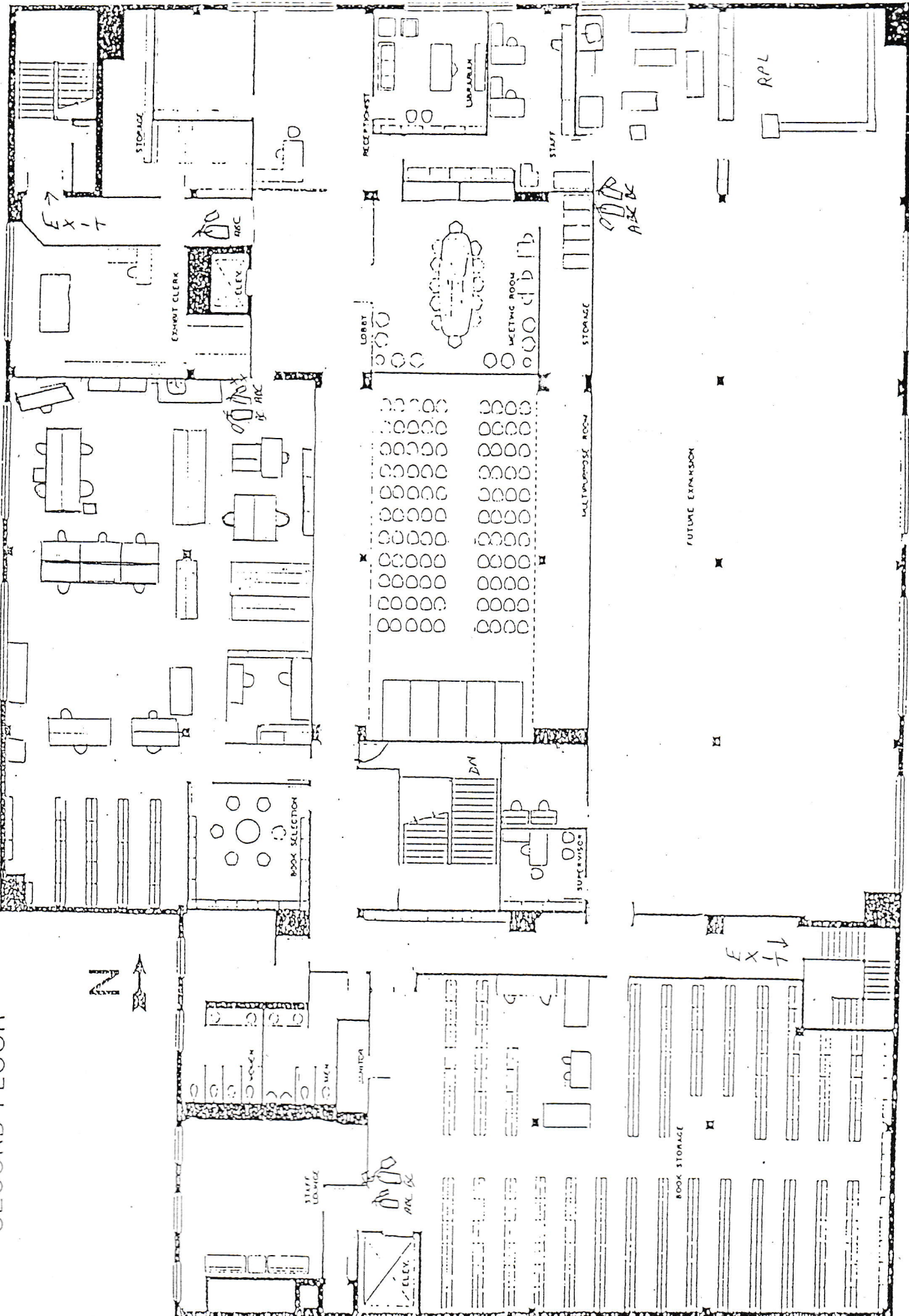
cc: Jerald Merrick, Acting City Librarian

BASEMENT

B-33



SECOND FLOOR



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Chicago Area Disaster Response Resource File. Chicago, Newberry Library, 1988.

Disaster Preparedness Plan. Bloomington Public Library, Bloomington, IL, February 1991.

IVLS Disaster Plan. Illinois Valley Library System, Peoria, IL.

Procedures for Salvage of Water-Damaged Library Materials, by Peter Waters, 2nd ed., Library of Congress, 1979.