

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA
May 23, 2002 @ 4:30 p.m.

Regular Meeting

- I. Call to order - Mark Gibson, President
- II. Approval of minutes
 - A. Regular meeting of April 18, 2002
- III. Communication from the public
 - A. Beth Smith, Master Gardeners
- IV. City Librarian's report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. No meeting
 - B. Finance and Properties Committee
 - 1. Approval of bills for April 2002
 - 2. No meeting
 - C. Rolling Prairie Library System
 - 1. Report of May RPLS board meeting
 - D. Foundation Board of Directors
 - 1. No meeting
 - E. Friends of the Library
 - 1. Meeting of May 9, 2002
- VI. Old Business
 - A. Amendment to library bylaws
- VII. New Business
 - A. Non-resident card program
 - B. Internet policy revision
- VIII. Adjournment

Annual Meeting

- I. Call to Order -Mark Gibson, President
- II. Annual Report to the Illinois State Library
- III. Annual Report of the City Librarian
- IV. Annual Report to the City Council
- V. Nomination of Officers for 2001/2002
- VI. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

April 18, 2002

I. CALL TO ORDER

Mark Gibson, President, called the meeting to order at 4:30 p.m. Members present: Mr. Gibson, Sherri Arnold, Ty Cocagne, Carol Craig, Mary Gladney, Patricia Greanias, Linda Rowden, and Phil Wise. Absent: Eugene King. Staff present: Lee Ann Fisher and Linda Humphreys.

II. APPROVAL OF MINUTES

The minutes of March 21, 2002, were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher presented a proposal from Herb Dreier, Illinois Department of Natural Resources, to furnish fishing poles and tackle for the library to check out to patrons. After discussion, it was suggested that Rock Springs Center or some other agency might be more appropriate.

Ms. Fisher reported that Charlotte Davis, Head of the Adult Division, was terminated April 15, 2002. The librarians are sharing various duties of the position until a new person is hired.

The boiler system needs a valve replacement that could cost \$8,000 to \$10,000 with no guarantee that it would operate after it is shut down. Mr. Harris obtained a quote of \$84,900 (plus a 3.5% increase after April 30th) to replace the large boiler with three smaller units.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met April 4, 2002.

Mrs. Arnold reported that the bylaws were reviewed. It was noted that the City Council changed the Library portion of the City Code, but it was not known when or why. The consensus was to table the proposed changes until this was determined.

The meeting room policy was reviewed. Ms. Fisher recommended making the Board Room available for meetings for \$20 per four hours on Monday through Friday from 9 a.m. until 4 p.m. Mrs. Arnold made a motion to approve the recommendation as presented. The motion was seconded by Mrs. Gladney and unanimously approved.

The committee also reviewed a job description for a new Routing Clerk II position in the new fiscal year. Mrs. Arnold made a motion to approve the description as presented and submit it to the Civil Service Commission for their approval. The motion was seconded by Mrs. Greanias and unanimously approved.

The Committee also reviewed the management staff personnel policy. Many of the proposed changes were benefit increases that were approved by the Board in December. Ms. Craig made a motion to approve the changes as presented. The motion was seconded by Mr. Wise and unanimously approved on roll call vote.

A proposal from Ms. Fisher regarding the reorganization of the Technical Division was also reviewed. Ms. Craig made a motion to approve the recommendation of eliminating two Catalog Clerk II positions and adding one Junior Cataloger position and one Catalog Clerk I position (for a net savings of about \$1,500 per year). The motion was seconded by Mr. Wise and unanimously approved on roll call vote.

Mr. Wise made a motion to adjourn to closed executive session to discuss the performance evaluation of the City Librarian. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote. The Board went into executive session at 5:20 p.m. The meeting was reconvened at 5:35 p.m.

Finance and Properties Committee: Mr. Cocagne made a motion to approve the March 2002 bills. The motion was seconded by Mrs. Rowden and unanimously carried on roll call vote.

After discussion about how the library's money is invested, Mr. Gibson agreed to contact the City Treasurer about the library investing its own money.

The committee met April 2, 2002.

The tractor/trailer bookmobile is being advertised and someone has already looked at it.

Rolling Prairie Library System: Mrs. Greanias attended the meeting. She reported that the system has set money aside to purchase new SIRSI software.

Friends of the Library: The Friends met April 11, 2002. A fundraiser was discussed as well as sponsoring the children's summer reading program.

Foundation: The Foundation Board of Directors did not meet.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter X, System and ILLINET Membership Responsibilities, was reviewed.

VII. OLD BUSINESS

Ms. Fisher attended the bankruptcy hearing for Anthology Booksellers, Inc.

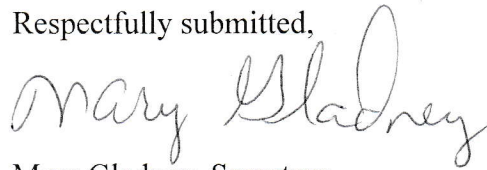
VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

Mr. Gibson adjourned the meeting at 6:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Gladney". The signature is written in black ink and is positioned above the printed name and title.

Mary Gladney, Secretary

Decatur Public Library Board of Trustees

CITY LIBRARIAN'S REPORT
May 17, 2002
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ADMINISTRATION: DPL hosted the Sirsi users group meeting on April 18th, the Governing Board on May 2nd and "Grow With a Pro" for RPLS. Attended the Chamber's Small Business Breakfast for Mayor Howley's state of the City address. In addition to my regular weekly and monthly meetings I met with the Adult division as a whole and the management staff. I started meeting with the adult professional staff on a weekly bases and also the first floor reorganization committee. Attended bankruptcy court twice. Met with Ed concerning lease space. I was away from April 19-28 caring for my mother after her bypass surgery.

GATES GRANT: The wiring is complete and the furniture installed. The computers arrived May 16th and staff training by Gates staff will be on June 3rd and 4th. The Adult staff would like to hold off on having a reception until they are comfortable with the software and showing patrons how to use the equipment. We could do this sometime in June and combine it with DRA also, since we never did a public unveiling.

SIRSI: Matt attended SIRSI training and we are awaiting RPLS installing some updates so that we can personalize the web format. The dedupe program is being run in small batches, so as not to affect response time.

FRIENDS: The Spring fundraiser will be held Sunday May 19th here at the library. They are working with the Master Gardeners to provide planters for the outside of the library.

STAFF: Karen Anderson is the new Head of the Technical Division starting June 6th. Lee Wiley will serve as Interim of Extension. The Head of the Extension position has been posted. Junie Longbons went to full-time status May 1st. The two new half-time page positions have been posted. Marsha Walters and Robert Edwards have been reclassified to Junior Cataloger per the Technical Division reorganization and the Clerk I position is being revised and will be posted when complete. The Routing Clerk is in process.

ADULT DIVISION: Since the termination of Charlotte, I have been meeting with the professional staff, including Bev on a weekly basis. The "gang of five" as they refer to themselves has each taken a part of the department head's duties to be responsible for. Reference is being shifted and four shelves being removed and a kiosk moved from fiction to this area for the twelve computers that will be outside the lab for reference. The Internet policy is being finalized for the department heads to look at.

BUILDING DIVISION: Locks installed on the computer lab door. Bodine Electric should be done wiring the computer lab soon. They are doing it for time and materials, so we can stay within the grant money. The chiller is repaired and running well. Purchased a new upright vacuum as the old one wore out. Repairing cracks in the parking lot near the dock

CHILDREN'S DEPARTMENT: Summer Reading Club starts May 28. Plans are still being finalized, but The Story Wizard will be doing three performances in July. Statistics are up

CITY LIBRARIAN'S REPORT

May 17, 2002

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23% for reference assists. The new Baker & Taylor Title Search is great for ordering and keeping up with orders. Eighteen groups visited the department with 314 people. Baby TALK had 191 attending eight programs and 104 attended eight Lap-Sits. Katie spoke to the Southeast school's family night about the Summer Reading Club reaching about 40 people.

CIRCULATION DIVISION: Robyn only submitted an annual report.

EXTENSION: The tractor/trailer rig has been sold for \$3,725.00, we were asking for a minimum of \$2,500. We have someone from Ohio planning to come look at the Bluebird. Karen and Lee attended Seniorama with 444 people registering.

SYSTEMS ADMINISTRATION: Installed Clean Slate on the reference pc's, but this did not work on the OPAC's. The new version will be out soon and we will look at trying it again. Added memory to several computers. Evaluating several print managers. Purchased two new Gateways to replace old equipment. The Cisco switch from Gates has already arrived and been installed. Replace the hub for Children's with the old switch. Matt created an info Center page. Looking at log files to see if we can count how many patrons are using our OPAC's.

TECHNICAL DIVISION: Bev only submitted an annual report.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

May 17, 2002

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2002

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/10/2002	TREAS--MEDICAL INSURANCE	8,902.21	E01517	04/10/2002	MEDICAL INSURANCE
04/10/2002	TREAS--NON MEDICAL INS	22.95	E01518	04/10/2002	LIFE INSURANCE
04/10/2002	TREAS--NON MEDICAL INS	633.32	E01519	04/10/2002	WORKERS COMP-IMRF
04/24/2002	TREAS--MEDICAL INSURANCE	5,628.59	E01540	04/24/2002	MEDICAL INSURANCE
04/24/2002	TREAS--NON MEDICAL INS	8,902.21	E01541	04/24/2002	LIFE INSURANCE
04/24/2002	TREAS--NON MEDICAL INS	22.95	E01542	04/24/2002	WORKERS COMP-IMRF
04/24/2002	TREAS--NON MEDICAL INS	633.32	E01543	04/24/2002	WORKERS COMP-IMRF
04/02/2002	VERIZON WIRELESS	5,103.89	E01544	04/02/2002	RETIRED MEMB
04/02/2002	COMMERCIAL MAIL SERVICES	99.45	151157	04/05/2002	TELEPHONE
04/04/2002	DIVISION OF MGT SERVICES	35.00	151166	04/05/2002	POSTAGE
04/04/2002	FRED PRYOR SEMINARS	99.00	151173	04/05/2002	OTHER PROFESSIONAL SERVICES
04/04/2002	HOUCHEN BINDERY LTD	621.60	151184	04/05/2002	TRAINING SCHOOL
04/04/2002	MENARDS	33.65	151195	04/05/2002	PRINTING AND BINDING
04/04/2002	ORINKIN EXTERMINATING	66.00	151208	04/05/2002	MATERIAL-BLDGS
04/04/2002	T A BRINKOETTER & SONS, INC.	112.00	151218	04/05/2002	SERV-BUILDINGS
04/02/2002	TREAS--GENERAL FUND	1,000.00	151235	04/05/2002	SERV-BUILDINGS
04/02/2002	TREAS--SELF INSURANCE FUND	274.92	151240	04/05/2002	TRANSFER TO GENERAL FUND
04/02/2002	TREAS--SELF INSURANCE FUND	1,759.42	151243	04/05/2002	MOTOR VEHICLE-INSURANCE
04/02/2002	TREAS--SELF INSURANCE FUND	1,016.42	151243	04/05/2002	BOILER INSURANCE
04/02/2002	TREAS--SELF INSURANCE FUND	609.58	151243	04/05/2002	PROPERTY INSURANCE
04/02/2002	TREAS--MIS OPERATING SERVICES	1,469.50	151245	04/05/2002	GENERAL LIABILITIES INSURANCE
04/02/2002	TECHNICAL SOLUTIONS	850.49	151249	04/05/2002	MIS SERVICES
04/09/2002	TREAS--GENERAL FUND	294.71	151298	04/09/2002	SERV-BUILDINGS
04/11/2002	TREAS--FLEET MAINTENANCE	281.40	151298	04/09/2002	POSTAGE SUPPLIES
04/12/2002	PARK & CHUBB	40.95	151341	04/12/2002	OFFICE SUPPLIES
04/10/2002	ONYX WASTE SERVICES-DECATUR,IL	1,343.00	151341	04/12/2002	GASOLINE SUPPLIES
04/10/2002	BAKER & TAYLOR CO	322.04	151372	04/12/2002	OFFICE PROFESSIONAL SERVICES
04/10/2002	BAKER & TAYLOR CO	3,209.63	151392	04/12/2002	OTHER BUILDINGS
04/10/2002	BAKER & TAYLOR CO	2,231.22	151399	04/12/2002	SERV-BUILDINGS
04/10/2002	BAKER & TAYLOR CO	2,640.50	151401	04/12/2002	BOOKS AND PERIODICALS
04/03/2002	BAKER & TAYLOR CO	358.64	151402	04/12/2002	BOOKS AND PERIODICALS
04/10/2002	THE GALE GROUP ENTERTAINMENT	4,408.82	151407	04/12/2002	BOOKS AND PERIODICALS
04/10/2002	HOURLY DANNY R.	180.00	151438	04/12/2002	BOOKS AND PERIODICALS
04/10/2002	AMERITECH	860.32	151441	04/12/2002	OTHER PROFESSIONAL SERVICES
04/10/2002	ILLINOIS POWER COMPANY	3,219.17	151444	04/12/2002	TELEPHONE
04/10/2002	INTERNATIONAL BUSINESS DIRECTORIES	367.00	151445	04/12/2002	ELECTRICITY
04/03/2002	LIBRARY VIDEO CO	1,295.36	151449	04/12/2002	BOOKS AND PERIODICALS
04/03/2002	MORNINGSTAR, INC.	180.00	151462	04/12/2002	BOOKS AND PERIODICALS
04/12/2002	MORRELL, STERLING	193.13	151469	04/12/2002	MAG/PAPERS-MAIN REFERENCE
04/10/2002	PROQUEST	46.19	151471	04/12/2002	TELEPHONE PROFESSIONAL SERVICES
04/10/2002	QUALITY BOOKS INC.	12.64	151477	04/12/2002	TELEPHONE PERIODICALS
04/10/2002	READERS DIGEST ASSN	49.96	151478	04/12/2002	BOOKS AND PERIODICALS
04/10/2002	READERS DIGEST ASSN	49.96	151486	04/12/2002	BOOKS AND PERIODICALS
04/10/2002	READERS DIGEST ASSN	180.00	151487	04/12/2002	MAG/PAPERS-MAIN ADULT
04/10/2002	READERS DIGEST ASSN	23.95	151488	04/12/2002	MAG/PAPERS-EXTEN ADULT
04/10/2002	READERS DIGEST ASSN	47.95	151489	04/12/2002	MAG/PAPERS-MAIN ADULT
04/10/2002	READERS DIGEST ASSN	180.00	151496	04/12/2002	MAG/PAPERS-EXTEN ADULT
04/10/2002	READERS DIGEST ASSN	317.00	151505	04/12/2002	BOOKS AND PERIODICALS
04/10/2002	READERS DIGEST ASSN	40.00	151510	04/12/2002	OTHER PROFESSIONAL SERVICES
04/10/2002	READERS DIGEST ASSN	316.22	151513	04/12/2002	SERV-OFFICE EQUIP
04/10/2002	READERS DIGEST ASSN	27.60	151516	04/12/2002	TELEPHONE
04/10/2002	READERS DIGEST ASSN	164.81	151519	04/12/2002	TELEPHONE AND OTHER TRAVEL
04/10/2002	READERS DIGEST ASSN	14.95	151524	04/12/2002	CONFERENCES AND OTHER TRAVEL
04/10/2002	READERS DIGEST ASSN	16.17	151525	04/12/2002	CONFERENCES AND OTHER TRAVEL
04/10/2002	READERS DIGEST ASSN	13.32	151525	04/12/2002	SERV-AUTO EQUIPMENT
04/10/2002	READERS DIGEST ASSN	625.25	151525	04/12/2002	MATERIAL-BLDGS
04/10/2002	READERS DIGEST ASSN	804.00	151525	04/12/2002	OFFICE SUPPLIES
04/10/2002	READERS DIGEST ASSN	94.81	151530	04/12/2002	BOOKS AND PERIODICALS
04/10/2002	READERS DIGEST ASSN	254.40	151536	04/12/2002	SERV-BUILDINGS
04/10/2002	READERS DIGEST ASSN	56.08	151543	04/12/2002	COMPUTER SOFTWARE EXPENSE
04/10/2002	READERS DIGEST ASSN	160.00	151550	04/12/2002	OFFICE SUPPLIES
04/10/2002	READERS DIGEST ASSN		151553	04/12/2002	JANITORIAL SUPPLIES

BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2002

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/17/2002	SPRINGSFIELD ELEC BOLDAN DIV.	269.50	151560	04/17/2002	MATERIAL - BLDGS
04/17/2002	STANLEY ACCESS TECHNOLOGIES	157.50	151561	04/17/2002	MATERIA BLDGS
04/17/2002	SAM'S CLUB	55.88	151562	04/17/2002	MATERIA BLDGS
04/17/2002	THOMPSON ELECTRONICS CO	932.00	151578	04/18/2002	OTHER PROF
04/19/2002	HEAVNER, HANDEGAN, SCOTT	503.00	151608	04/19/2002	BOOKS AND PERIODICALS
04/19/2002	SELF COUNSEL PRESS INC.	58.88	151609	04/19/2002	BOOKS AND PERIODICALS
04/23/2002	SOURCEBOOKS, INC.	105.47	151641	04/23/2002	MATERIAL TO MAINT
04/23/2002	TREAS-PETTY CASH	32.00	151641	04/23/2002	OFFICE SUPPLIES
04/23/2002	TREAS-PETTY CASH	2.47	151641	04/23/2002	OFFICE SUPPLIES
04/24/2002	BOOTH AND ANTOLINE	8.95	151644	04/24/2002	OFFICE SUPPLIES
04/24/2002	DEMCO INC	80.00	151649	04/24/2002	OFFICE SUPPLIES
04/24/2002	GAYLORD BROS.	876.12	151651	04/24/2002	OFFICE SUPPLIES
04/24/2002	GATEWAY COMPANY INC.	670.00	151652	04/24/2002	SMALLER CAPITAL ITEMS
04/24/2002	HACKNEY, BEVERLY	232.62	151653	04/24/2002	CONFERENCE AND OTHER TRAVEL
04/24/2002	SAM'S CLUB	97.33	151667	04/24/2002	TRAINING - BLDGS
04/26/2002	WET INC	704.00	151672	04/26/2002	MATERIAL - BLDGS
04/26/2002	C & K CUSTOM SIGNS	29.90	151699	04/26/2002	PRINTING AND BINDING
04/26/2002	DECATUR GENEALOGICAL SOCIETY	45.00	151703	04/26/2002	BOOKS AND PERIODICALS
04/26/2002	HASTINGS, S. ANDREW	90.00	151704	04/26/2002	OTHER PROFESSIONAL SERVICES
04/26/2002	HOULI, DANNY R.	180.00	151707	04/26/2002	OTHER PROFESSIONAL SERVICES
04/26/2002	IRWIN, DAYLE	34.65	151709	04/26/2002	BOOKS AND PERIODICALS
04/26/2002	MILLER PRODUCTS COMPANY	104.44	151712	04/26/2002	BOOKS AND PERIODICALS
04/26/2002	MORRELL, STERLING	90.00	151712	04/26/2002	JANITORIAL SUPPLIES
04/26/2002	NCI BUSINESS SYSTEMS	180.00	151713	04/26/2002	OTHER PROFESSIONAL SERVICES
04/26/2002	RIGSBY, PAUL	46.08	151715	04/26/2002	SERV-OFFICE EQUIP
04/26/2002	SLEETH, ALAN	90.00	151718	04/26/2002	OTHER PROFESSIONAL SERVICES
04/26/2002	TREAS-GENERAL FUND	200.00	151721	04/26/2002	OTHER PROFESSIONAL SERVICES
04/26/2002	TAYLOR, DELBERT	180.00	151721	04/26/2002	TRANS FER TO GENERAL FUND
04/26/2002	ARMARK UNIFORM SERVICES, INC.	107.37	151733	04/26/2002	OTHER PROFESSIONAL SERVICES
04/26/2002	VERIZON WIRELESS	107.37	151733	04/26/2002	TELEPHONE
04/17/2002	BAKER & TAYLOR CO	385.45	151745	04/29/2002	PERIODICALS
04/17/2002	BAKER & TAYLOR CO	1,819.77	151746	04/29/2002	PERIODICALS
04/22/2002	BAKER & TAYLOR CO	718.25	151747	04/29/2002	PERIODICALS
04/24/2002	BAKER & TAYLOR CO	4,828.36	151748	04/29/2002	PERIODICALS
04/24/2002	BAKER & TAYLOR CO	4,206.31	151749	04/29/2002	PERIODICALS
04/24/2002	BAKER & TAYLOR CO	1,055.48	151750	04/29/2002	PERIODICALS
04/25/2002	BAKER & TAYLOR CO	680.22	151751	04/29/2002	PERIODICALS
04/17/2002	BOOKS ON TAPE	168.88	151755	04/29/2002	PERIODICALS
04/17/2002	BOOKS ON TAPE	2,087.76	151757	04/29/2002	PERIODICALS
04/24/2002	BAKER & TAYLOR ENTERTAINMENT	869.69	151758	04/29/2002	PERIODICALS
04/23/2002	BAKER & TAYLOR ENTERTAINMENT	79.55	151767	04/29/2002	PERIODICALS
04/22/2002	THE BOOK SOURCE	279.71	151768	04/29/2002	PERIODICALS
04/22/2002	BOOKS IN MOTION	295.40	151774	04/29/2002	PERIODICALS
04/17/2002	CDW	184.08	151774	04/29/2002	OFFICE SUPPLY
04/17/2002	HERALD & REVIEW	110.73	151795	04/29/2002	ADVERTISING
04/24/2002	HERALD & REVIEW	236.25	151795	04/29/2002	PERIODICALS
04/17/2002	FACTS ON FILE	292.94	151823	04/29/2002	PERIODICALS
04/25/2002	THE GALE GROUP	1,114.00	151830	04/29/2002	PERIODICALS
04/18/2002	H W WILSON CO	106.43	151830	04/29/2002	MAGAZINE
04/18/2002	AMERITECH	119.42	151840	04/29/2002	TELEPHONE
04/26/2002	AMERITECH	832.63	151841	04/29/2002	TELEPHONE
04/03/2002	IL STATE LIBRARY SERVICES	108.68	151841	04/29/2002	RENTAL AND EQUIPMENT
04/18/2002	INGRAM LIBRARY INC	301.23	151849	04/29/2002	BOOKS AND PERIODICALS
04/17/2002	JAN SAN SUPPLY INC.	139.10	151850	04/29/2002	BOOKS AND PERIODICALS
04/17/2002	MIDWEST CONSTRUCTION PRODUCTS	2,707.29	151866	04/29/2002	JANITORIAL SUPPLIES
04/17/2002	NORRELL CONSTRUCTION, INC.	352.28	151881	04/29/2002	TEMP PERSONNEL SERVICES
04/03/2002	OMNIGRAPHICS, INC	23,230.00	151884	04/29/2002	BOOKS AND PERIODICALS
04/26/2002	PROQUEST	23,230.00	151891	04/29/2002	BOOKS AND PERIODICALS
04/26/2002	REXX BATTERY	373.80	151895	04/29/2002	MATERIAL BLDGS
04/22/2002	RECORDED BOOKS, INC.	21.55	151897	04/29/2002	BOOKS AND PERIODICALS
04/18/2002	REGEN BOOK CO	532.64	151901	04/29/2002	BOOKS AND PERIODICALS
04/22/2002	R.ORT BOWKER	687.78	151903	04/29/2002	BOOKS AND PERIODICALS
04/03/2002	SATTLEY'S, INC.	706.00	151904	04/29/2002	OFFICE SUPPLIES
04/17/2002	WEST GROUP	124,120.32	151946	04/29/2002	BOOKS AND PERIODICALS

TOTAL 124,120.32

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2002

FUND DPL-DONATED FUNDS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/12/2002	UNIVERSITY BANDS	38.50	151384	04/12/2002	BOOKS AND PERIODICALS
04/03/2002	BAKER & TAYLOR CO	82.13	151389	04/15/2002	BOOKS AND PERIODICALS
04/10/2002	BAKER & TAYLOR CO	92.90	151400	04/15/2002	BOOKS AND PERIODICALS
04/10/2002	BAKER & TAYLOR CO	59.54	151401	04/15/2002	BOOKS AND PERIODICALS
04/15/2002	MILLIKIN UNIVERSITY	38.50	151468	04/29/2002	BOOKS AND PERIODICALS
04/17/2002	BAKER & TAYLOR CO	43.60	151745	04/29/2002	BOOKS AND PERIODICALS
04/18/2002	BAKER & TAYLOR CO	106.61	151746	04/29/2002	BOOKS AND PERIODICALS
04/22/2002	BAKER & TAYLOR CO	53.57	151747	04/29/2002	BOOKS AND PERIODICALS
04/23/2002	BAKER & TAYLOR CO	368.92	151748	04/29/2002	BOOKS AND PERIODICALS
04/24/2002	BAKER & TAYLOR CO	56.78	151749	04/29/2002	BOOKS AND PERIODICALS
04/24/2002	BAKER & TAYLOR CO	40.27	151750	04/29/2002	BOOKS AND PERIODICALS
04/25/2002	BAKER & TAYLOR CO	38.19	151751	04/29/2002	BOOKS AND PERIODICALS
04/22/2002	THE GALE GROUP	81.26	151830	04/29/2002	BOOKS AND PERIODICALS
04/17/2002	WHEELER PUBLISHING INC.	53.48	151952	04/29/2002	BOOKS AND PERIODICALS
TOTAL					1,124.25

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2002

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/10/2002	BAKER & TAYLOR CO	50.69	151400	04/15/2002	EXPENDITURES
04/18/2002	BAKER & TAYLOR CO	36.68	151746	04/29/2002	EXPENDITURES
04/23/2002	BAKER & TAYLOR CO	585.30	151748	04/29/2002	EXPENDITURES
04/24/2002	BAKER & TAYLOR CO	29.95	151749	04/29/2002	EXPENDITURES
04/24/2002	BAKER & TAYLOR CO	113.50	151750	04/29/2002	EXPENDITURES
04/25/2002	BAKER & TAYLOR CO	31.24	151751	04/29/2002	EXPENDITURES
TOTAL					847.36

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2002

FUND LIBRARY BUILDING LEASES

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/17/2002	DYNEGY ENERGY SERVICES	464.44	151540	04/17/2002	ELECTRICITY
04/24/2002	TREAS-PLANNING FUND	21,875.00	151671	04/24/2002	PRINCIPAL PAYMENTS
04/24/2002	TREAS-PLANNING FUND	8,750.00	151671	04/24/2002	INTEREST EXPENSE
TOTAL					31,089.44

ACCT. NO.	DESCRIPTION	PERIOD ENDING 20020430	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
DPL-DONATED FUNDS								
FUND BALANCE								
30001-000	BEGINNING FUND BALANCE		.00	1,584.00	4,194.41	1,584.00	2,610.41-	264
TOTAL			.00	1,584.00	4,194.41	1,584.00	2,610.41-	264
INVESTMENT INCOME								
30700-101	INVESTMENT INTEREST		36.84	100.00	248.16	100.00	148.16-	248
TOTAL			36.84	100.00	248.16	100.00	148.16-	248
OTHER INCOME								
30800-805	CONTRIBUTIONS AND DONATIONS		352.00	3,499.99	28,835.10	3,500.00	25,335.10-	823
TOTAL			352.00	3,499.99	28,835.10	3,500.00	25,335.10-	823
FUND TOTAL								
			388.84	5,183.99	33,277.67	5,184.00	28,093.67-	641

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
FUND 19 DPL-DONATED FUNDS 04/30/2002									
40000	EXPENSES								
500	BOOKS AND PERIODICALS	5,184	1,085.75	7,811.55	5,184	2,627.55-	.00	2,627.55-	150.7
		5,184	1,085.75	7,811.55	5,184	2,627.55-	.00	2,627.55-	150.7
**	DIVISION TOTAL **	5,184	1,085.75	7,811.55	5,184	2,627.55-	.00	2,627.55-	150.7

DECATUR PUBLIC LIBRARY

ACCT. NO. DESCRIPTION

FUND BALANCE

30001-000 BEGINNING FUND BALANCE

TOTAL

TAXES

30100-107 PROPERTY TAX-LIBRARY

TOTAL

INTER GOVERNMENTAL REVENUE

30200-104 REPLACEMENT TAX

30200-107 STATE GRANTS OR OTHER

TOTAL

FINES AND FEES

30500-509 LIBRARY FINES AND FEES

30500-510 LIBRARY NON-RESIDENT FEES

30500-511 LIBRARY LOST AND DAMAGED BOOKS

30500-514 COPIES & MISC.

30500-515 MEETING ROOM FEES

TOTAL

TRANSFERS FROM

30600-726 TRANSFER FROM FD 35-BLOG LEASE

30600-752 TRANS FR WALMART IIF

TOTAL

INVESTMENT INCOME

30700-101 INVESTMENT INTEREST

TOTAL

OTHER INCOME

30800-899 MISCELLANEOUS INCOME

TOTAL

FUND TOTAL

FUND TOTAL

FUND TOTAL

FUND TOTAL

FUND TOTAL

FUND TOTAL

FUND TOTAL

FUND TOTAL

FUND TOTAL

FUND TOTAL

FUND TOTAL

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

04/30/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
SALARIES & WAGES								
090 REGULAR SALARIES	1,699,163	109,956.86	1,379,134.27	1,699,163	320,028.73	.00	320,028.73	81.2
092 HOLIDAYS	0	10,478.24	80,897.68	0	80,897.68	.00	80,897.68	
094 OTHER LEAVE WITH PAY	0	1,215.36	3,424.17	0	3,424.17	.00	3,424.17	
096 SICK TIME	0	3,806.97	42,813.75	0	42,813.75	.00	42,813.75	
098 VACATION TIME	0	2,182.92	90,360.38	0	90,360.38	.00	90,360.38	
	1,699,163	127,640.35	1,596,630.25	1,699,163	102,532.75	.00	102,532.75	94.0
PERSONAL SERVICES								
101 OVERTIME	10,900	1,329.56	13,256.76	10,900	2,356.76	.00	2,356.76	121.6
102 TEMPORARY SALARIES	31,081	2,221.50	36,732.94	31,081	5,651.94	.00	5,651.94	118.2
104 RETIREMENT-IMRF	176,415	11,367.48	157,090.52	176,415	19,324.48	.00	19,324.48	89.0
111 LIFE INSURANCE	500	45.70	573.48	580	6.52	.00	6.52	98.9
112 MEDICAL INSURANCE	253,545	17,804.42	213,697.08	253,545	39,847.92	.00	39,847.92	84.3
114 WORKERS COMPENSATION	17,864	1,266.84	16,047.08	17,864	1,816.92	.00	1,816.92	89.8
115 SERVICE RECOGNITION	13,065	884.54	12,101.00	13,065	964.00	.00	1,964.00	92.6
	503,450	34,920.04	449,498.86	503,450	53,951.14	.00	53,951.14	89.3
CONTRACTUAL SERVICES								
201 ADVERTISING	250	184.08	1,861.02	250	1,611.02	.00	1,611.02	744.4
202 PRINTING AND BINDING	14,000	651.50	10,581.68	14,000	2,448.32	.00	3,448.32	75.6
210 SERV-BUILDINGS	52,900	3,022.48	53,348.11	52,900	2,448.11	.00	2,448.11	104.6
211 SERV-IMPROVEMENTS	3,000	.00	2,366.09	3,000	390.00	.00	390.00	119.5
212 SERV-AUTO EQUIPMENT	2,000	14.95	4,366.09	2,000	1,366.09	.00	1,366.09	145.5
213 SERV-OFFICE EQUIP	15,000	363.08	21,605.64	15,000	6,605.64	.00	6,605.64	144.0
230 MIS SERVICES	17,634	1,463.50	17,634.00	17,634	17,634.00	.00	17,634.00	100.0
231 ELECTRICITY	116,940	8,216.17	153,996.19	116,940	37,056.19	.00	37,056.19	131.7
232 GAS	118,000	1,430.56	2,929.36	118,000	7,400.54	.00	7,400.54	141.1
233 WATER	28,000	1,430.56	2,929.36	28,000	70.14	.00	70.14	99.7
234 TRAINING SCHOOL	3,000	196.33	2,968.38	3,000	35.62	.00	35.62	98.8
240 CONFERENCES AND OTHER TRAVEL	7,000	741.25	2,338.08	7,000	5,461.92	.00	5,461.92	31.7
241 POSTAGE	15,000	949.94	13,384.04	15,000	431.16	.00	431.16	93.8
245 COMPUTER SOFTWARE EXPENSE	10,000	804.00	2,790.31	10,000	1,615.17	.00	1,615.17	27.9
271 TEMP PERSONEL SERVICES	50,000	2,707.29	31,438.85	50,000	18,561.15	.00	18,561.15	62.9
272 TUITION REIMBURSEMENT	3,000	.00	1,555.78	3,000	1,954.00	.00	1,954.00	34.9
273 TRAVEL EXPENSE FOR INTERVIEWS	1,000	.00	1,555.78	1,000	424.92	.00	444.22	35.6
280 OTHER PROFESSIONAL SERVICES	47,750	59,675.48	141,401.19	47,750	93,651.13	.00	93,651.13	296.1
284 PROFESSIONAL MEMBERSHIP FEES	25,600	.00	12,026.32	25,600	573.68	.00	573.68	77.9
285 RENTAL-DATA EQUIPMENT	26,800	832.63	11,748.74	26,800	12,584.38	.00	12,584.38	49.7
289 RENTAL-EQUIPMENT	466,874	81,262.24	549,991.27	466,874	15,051.26	.00	15,051.26	43.8
	466,874	81,262.24	549,991.27	466,874	83,117.27	.00	83,117.27	117.8
COMMODITIES								
310 GASOLINE	5,000	281.40	3,137.99	5,000	1,872.01	.00	1,872.01	62.6
312 JANITORY SUPPLIES	12,000	605.31	9,389.78	12,000	5,610.22	.00	5,610.22	53.2
320 MATERIAL BLDGS	12,000	1,179.10	17,723.12	12,000	5,723.12	.00	5,723.12	147.7
327 MATERIAL TO MAINT AUTO EQUIP	3,500	2.47	944.88	3,500	2,555.12	.00	2,555.12	27.0
345 OFFICE SUPPLIES	35,200	2,794.96	26,462.35	35,200	8,537.65	.00	8,537.65	75.6
357 EMPLOYEE RECOGNITION SUPPLIES	200	.00	205.00	200	5.00	.00	5.00	102.5
	67,700	4,865.24	54,853.12	67,700	12,846.88	.00	12,846.88	81.0
OTHER CHARGES								
415 TRANSFER TO GENERAL FUND	1,200	300.00	1,200.00	1,200	.00	.00	.00	100.0
420 MOTOR VEHICLE INSURANCE	3,299	274.92	3,299.04	3,299	.04	.00	.04	100.0
421 BOILER INSURANCE	2,111	1,75.92	2,111.04	2,111	.04	.00	.04	100.0
422 PROPERTY INSURANCE	12,197	1,016.42	12,197.04	12,197	.04	.00	.04	100.0
423 GENERAL LIABILITY INSURANCE	17,315	509.58	17,314.96	17,315	.04	.00	.04	100.0
478 TR TO LIBRARY FUND 33	800	.00	800.00	800	800.00	.00	800.00	

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

04/30/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
479 SMALL CAPITAL ITEMS	6,000	690.00	7,002.81	6,000	1,002.81-	.00	1,002.81-116.7	
	32,122	3,066.84	33,924.89	32,122	1,802.89-	.00	1,802.89-105.6	
CAPITAL OUTLAY	62,310	55,880.48-	16,013.11	62,310	46,296.89	.00	46,296.89	25.7
515 OFFICE MACHINERY AND EQUIPMENT	62,310	55,880.48-	16,013.11	62,310	46,296.89	.00	46,296.89	25.7
800 BOOKS AND PERIODICALS	380,000	58,050.39	274,698.63	380,000	105,301.37	.00	105,301.37	72.3
830 AV-PHONODICS	0	.00	694.65	0	694.65-	.00	694.65-	
841 MAG/PAPERS-MAIN ADULT	0	73.91	22,715.31	0	22,715.31-	.00	22,715.31-	
842 MAG/PAPERS-MAIN YOUTH	0	.00	825.14	0	825.14-	.00	825.14-	
843 MAG/PAPERS-MAIN JUVENILE	0	.00	1,607.72	0	1,607.72-	.00	1,607.72-	
844 MAG/PAPERS-MAIN REFERENCE	0	1,909.00	12,348.78	0	12,348.78-	.00	12,348.78-	
845 MAG/PAPERS-MAIN PROFESSIONAL	0	.00	1,519.10	0	1,519.10-	.00	1,519.10-	
847 MAG/PAPERS-EXTEN ADULT	0	73.91	3,539.30	0	3,539.30-	.00	3,539.30-	
** DIVISION TOTAL **	3,211,619	60,107.21	317,948.63	380,000	62,051.37	.00	62,051.37	83.7
	3,211,619	255,981.44	3,018,860.13	3,211,619	192,758.87	.00	192,758.87	94.0

ACCT. NO.	LIBRARY CAPITAL DESCRIPTION	PERIOD ENDING 20020430	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
	FUND BALANCE							
30001-000	BEGINNING FUND BALANCE		.00	91,009.00	86,226.54	91,009.00	4,782.46	94
	TOTAL		.00	91,009.00	86,226.54	91,009.00	4,782.46	94
	INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST		24.66	4,999.99	1,645.86	5,000.00	3,354.14	32
	TOTAL		24.66	4,999.99	1,645.86	5,000.00	3,354.14	32
	OTHER INCOME							
30800-870	OPL FOUNDATION CONTRIBUTION		.00	255,832.99	133,273.17	255,833.00	122,559.83	52
30800-899	MISCELLANEOUS INCOME		.00	.00	12,202.95	.00	12,202.95	
	TOTAL		.00	255,832.99	145,476.12	255,833.00	110,356.88	56
	FUND TOTAL		24.66	351,841.98	233,348.52	351,842.00	118,493.48	66

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
	LIBRARY CAPITAL EXPENDITURES								
	CAPITAL OUTLAY								
502	BUILDINGS	133,333	.00	133,273.17	133,333	59.83	.00	59.83	100.00
510	AUTOMOTIVE EQUIPMENT	214,500	.00	90,000.00	214,500	124,500.00	.00	124,500.00	42.00
		347,833	.00	223,273.17	347,833	124,559.83	.00	124,559.83	64.2
**	DIVISION TOTAL **	347,833	.00	223,273.17	347,833	124,559.83	.00	124,559.83	64.2

DPL-STATE GRANT FOR BLDG

CITY OF DECATUR FY 2001-2002
REVENUE REPORT

PERIOD ENDING 20020430

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	.00	25,800.00-	.00	25,800.00	
TOTAL		.00	.00	25,800.00-	.00	25,800.00	
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	.00	25,800.00	.00	25,800.00-	
TOTAL		.00	.00	25,800.00	.00	25,800.00-	
FUND TOTAL		.00	.00	.00	.00	.00	

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	3,685.99	8,665.63	3,686.00	4,979.63	235
TOTAL		.00	3,685.99	8,665.63	3,686.00	4,979.63	235
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	8.92	2,500.00	211.30	2,500.00	2,288.70	8
TOTAL		8.92	2,500.00	211.30	2,500.00	2,288.70	8
OTHER INCOME							
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	90,439.99	46,783.33	90,440.00	43,656.67	51
TOTAL		3,333.33	90,439.99	46,783.33	90,440.00	43,656.67	51
FUND TOTAL		3,342.25	96,625.98	55,660.26	96,626.00	40,965.74	57

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	LIBRARY LEASES								04/30/2002
CONTRACTUAL SERVICES									
210	SERV-BUILDINGS	0	.00	10,079.81	0	10,079.81	.00	10,079.81	-
231	ELECTRICITY	5,575	464.44	5,108.84	5,575	466.19	.00	466.19	91.6
280	OTHER PROFESSIONAL SERVICES	7,800	.00	25,507.23	7,800	17,707.23	.00	17,707.23	327.0
TOTAL		13,375	464.44	40,695.88	13,375	27,320.88	.00	27,320.88	304.3
COMMODITIES									
320	MATERIAL-BLDGS	0	.00	426.76	0	426.76	.00	426.76	-
TOTAL		0	.00	426.76	0	426.76	.00	426.76	-
OTHER CHARGES									
409	PRINCIPAL PAYMENTS	21,875	21,875.00	21,875.00	21,875	.00	.00	.00	100.0
410	INTEREST EXPENSE	8,750	8,750.00	8,750.00	8,750	.00	.00	.00	100.0
486	TRANSFER TO LIBRARY	16,940	.00	.00	16,940	16,940.00	.00	16,940.00	-
TOTAL		47,565	30,625.00	30,625.00	47,565	16,940.00	.00	16,940.00	64.4
CAPITAL OUTLAY									
502	BUILDINGS	25,686	.00	.00	25,686	25,686.00	.00	25,686.00	-
TOTAL		25,686	.00	.00	25,686	25,686.00	.00	25,686.00	-
**	DIVISION TOTAL **	86,626	31,039.44	71,747.64	36,626	14,878.36	.00	14,878.36	82.8

PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 20020430

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	123,893.99	121,064.85	123,894.00	1,829.15	98
30001-922	BEG FUND BAL-MEYER	.00	127,200.00	129,514.31	127,200.00	2,314.31	101
30001-923	BEG FUND BAL-BRIDGES	.00	1,755.00	4,143.92	1,755.00	2,388.92	236
TOTAL		.00	251,848.99	254,723.08	251,849.00	2,874.08	101
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	169.98	6,499.99	2,696.76	6,500.00	3,803.24	41
30700-104	DPL INTEREST-MEYER	4,637.07	775.00	9,169.97	775.00	8,394.97	183
30700-105	DISTRIBUTION FR BRIDGES TRUST	4,250.67	12,499.99	836.82	12,500.00	11,663.18	6
TOTAL		556.38	19,774.98	12,703.55	19,775.00	7,071.45	64
TRANSFERS IN							
30900-810	TRUST DISTRIBUTION	.00	112,999.99	131,714.77	113,000.00	18,714.77	116
TOTAL		.00	112,999.99	131,714.77	113,000.00	18,714.77	116
FUND TOTAL		556.38	384,623.96	399,141.40	384,624.00	14,517.40	103

GLA3010

CITY OF DECATUR

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REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

41000 DPL-CANTONI TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

04/30/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900 EXPENDITURES	6,000	847.36	4,341.03	6,000	1,658.97	.00	1,658.97	72.4
	6,000	847.36	4,341.03	6,000	1,658.97	.00	1,658.97	72.4
** DIVISION TOTAL **	6,000	847.36	4,341.03	6,000	1,658.97	.00	1,658.97	72.4

GLA3010

CITY OF DECATUR

PAGE 113

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

42000 DPL-MEYER TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

04/30/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900 EXPENDITURES	14,700	.00	64.90	14,700	14,635.10	.00	14,635.10	.4
	14,700	.00	64.90	14,700	14,635.10	.00	14,635.10	.4
** DIVISION TOTAL **	14,700	.00	64.90	14,700	14,635.10	.00	14,635.10	.4

GLA3010

CITY OF DECATUR

PAGE 114

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

43000 DPL-BRIDGES TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

04/30/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900 EXPENDITURES	700	.00	1,662.84	700	962.84-	.00	962.84-237.5	
	700	.00	1,662.84	700	962.84-	.00	962.84-237.5	
** DIVISION TOTAL **	700	.00	1,662.84	700	962.84-	.00	962.84-237.5	

BOARD OF TRUSTEES
DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

BYLAWS

ADOPTED DECEMBER 16, 1966

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Responsibility and Authority

The responsibility and authority of the Library Board of the Decatur Public Library is derived from the Municipal Code of Decatur, Illinois, 1960, Chapter ~~19~~ **21**, Sections 1 to ~~5~~ **8** which reads as follows:

PUBLIC LIBRARY

1. ~~There is hereby created a Board of Trustees for the Public Library and Reading Rooms heretofore established by the City, consisting of nine trustees to be appointed by the Mayor and approved by the Council.~~
2. ~~The members of the Board of Trustees in office at the effective date of this code shall continue pending the expiration of their respective terms. On or before the first day of July in each year, the Mayor shall appoint three trustees to take the place of retiring trustees, who shall hold office for three years and until their successors are appointed. Any director may be removed by the Mayor for misconduct or neglect of duty, only with the approval of the Council. Said trustees shall be chosen from the citizens at large of the City with reference to their fitness for such office and not more than one member of the Council shall, at any time, be a member of said Board of Trustees.~~
3. ~~Vacancies in the Board of Trustees, occasioned by removals, resignation, or otherwise, shall be reported to the Council, and be filled in like manner as original appointments, and no trustee shall receive compensation as such.~~
4. ~~The Board of Trustees shall have such powers and exercise such duties as are provided for by Statute.~~
5. ~~The Board of Trustees shall make such reports to the Council as required by Statute.~~

1. **BOARD ESTABLISHED.** A Board of nine residents of the City, appointed by the Mayor with the approval of the Council, is hereby established for the public library, which board is to be known and is designated the Board of Library Trustees of the City of Decatur, Illinois.
2. **APPOINTMENT OF TRUSTEES.** The term of appointment shall commence July 1 and shall be three years and until a successor is appointed and qualified. The respective terms of each of three trustees shall expire each year. Appointments to fill a vacancy during a term shall be for the unexpired remainder thereof. One or more members of the Council may be appointed to the Board. No trustee shall receive compensation as such. A trustee may be removed by the Mayor for misconduct or neglect of duty, but only with the approval of Council. Those members of the heretofore created Board incumbent on the effective date of this amended Chapter shall be members of the Board established hereby for respective terms to expire as indicated at the time of the respective last appointment of each.
3. **OPERATION OF LIBRARY.** Subject to the direction from time to time of the Council, said Board shall generally supervise and control the public library of the City and the operation and maintenance thereof and shall have and exercise such powers and perform such duties as may be from time to time provided by the Council by ordinance or by resolution, and in addition thereto, except as the Council may otherwise direct, as may be provided by statute for such boards in other cities in the State of Illinois.
4. **BUDGET.** Annually between February 1 and February 15, the board shall submit to the City Manager a proposed budget of the anticipated library costs and expenses for the next ensuing May 1 through April 30 fiscal year, in such form and detail as may be from time to time requested by the City Manager. The City Manager shall submit the recommendations as to such budget to the Council along with the suggested budget for other City functions.
5. **APPROPRIATION.** Annually along with the appropriations of and for other funds of the City, a fund which shall be known as the Library Fund shall be appropriated for said costs and expenses in such amount as the Council deems proper for said object and purpose and the council may cause the same to be funded by the levy of such tax or taxes, or otherwise, and in such amount or amounts as the Council may from time to time provide.
6. **CONTROL OF FUND.** Subject to the direction of the Council, the Board shall supervise and control the library fund and shall do so in such manner as to comply with the fiscal, financial and accounting rules, regulations, practices, procedures and ordinances of the City.
7. **ANNUAL REPORT.** The Board shall annually report to the Council and to the Illinois State Librarian as is prescribed by statute.

8. **APPOINTMENT OF LIBRARIANS.** Provisions of the law or ordinance to the contrary notwithstanding, and until the further order of the Council, said Board is hereby authorized to provide by resolution, either through application of the Civil Service Law for Cities or otherwise, for the appointment, probation, continuance in position, demotion, removal or discipline of professional librarians to or occupying positions as a supervisor of a service or as a head of a department as such services or departments are or have been established by said Board for the organization and operation of said Library.

Article 1. LIBRARY BOARD

The Library Board shall, subject to the provisions of Chapter ~~19~~ 21 of the City Code, have power to make and enforce all rules and regulations necessary for the administration and government of the library, and to exercise and administer any trust declared or created for such library.

Officers

The officers of the Board shall be President, Vice-President, and Secretary.

Duties

The President shall preside at all meetings of the Board and shall appoint all committees, issue calls for special meetings, approve the agenda and perform all other usual duties of a presiding officer.

The Vice-President shall assume the duties of the President in the absence or incapacity of that officer.

The Secretary shall keep a true and accurate account of all proceedings of the board meetings; shall issue notices of all meetings, and shall provide for safekeeping of all minutes and records of the board. **The secretary may delegate the recording of the proceedings of the meetings to the library Office Manager, with alternates being the Administrative Secretary or the City Librarian.**

These officers are empowered to execute contracts relating to library service outside of the City upon such terms and conditions as the Library board shall deem best; provided that the contract is not in conflict with the Statute or ordinances of the City.

Article 2. MEETINGS

The Board shall meet regularly on the third Thursday of each month, except May, at 4:30 p.m. in the Main Library Building. In the month of May the Board shall meet on the fourth

Thursday at 4:30 p.m. In the event that the Thursday falls on a holiday, the regular meeting will be held on the next Thursday. This meeting time may be changed by majority agreement of the Board, provided written notice is given seven days prior to the meeting. The Board, by majority agreement, may waive a monthly meeting, but in no event shall more than two successive months pass without a regular meeting of the Board. Meetings shall be open to the public as provided by Statute.

Annual Meeting

The Annual Meeting shall be held on the same day as the regular May meeting of the Board. Reports of the City Librarian, Secretary, and Board of Trustees shall be presented for approval. Upon approval, these reports will be transmitted to the City Council or other agencies in accordance with law. Election of officers shall be held at the Annual Meeting.

Special Meetings

Special meetings may be called by the President or upon written request of three members of the Board. Calls for special meetings must state the agenda for business to be transacted.

Absences

In the absence of the Vice-President, the meeting shall be presided over by one of the trustees present who shall be chosen by the members for that purpose.

Quorum

Five members of the Board shall constitute a quorum for the transaction of business.

Election of Officers and Term of Office

Officers elected at the annual election shall serve for one year, said term to end on the 30th day of June, or as soon thereafter as their successor may be qualified. The term of qualified successors shall begin on the first day of July.

Article 3. ORDER OF BUSINESS

The order of business at the regular meetings shall be presented in writing to each board member and shall be as follows:

Call to order	Reports of committees
Approval of minutes	Old business
Communications	New business
City Librarian's report	Adjournment
Statistical report	

Vote on all matters involving the expenditure of funds will be by roll call.

Article 4. COMMITTEES

The following standing committees shall be appointed by the President to serve for one year and shall consist of a chairman and three other members:

Committee on Finance and Properties
Committee on Personnel, Policy, and Public Relations

The duties of each of these committees shall be such as are associated with its name and related policies or shall be committed to it by action of the President with the advice and consent of the Board.

The duties of the Personnel, Policy, and Public Relations committee will also include the evaluation of the City Librarian, the formulation of goals, and the recommendation to the Board of such goals and/or evaluation.

Special committees for the study and investigation of special problems may be appointed by the President; such committees to serve until completion of the work for which they were established.

Article 5. RECORDS OF THE BOARD

1. All records of Library Board actions shall be kept in the Main Library and any other locations designated by the Board of Trustees. All such records shall be open to public inspection at all reasonable times.
2. Accounting records shall be kept where feasible and as designated by the Board of Trustees.

Article 6. CITY LIBRARIAN

1. The City Librarian shall serve at the pleasure of the Board of Trustees.
2. The City Librarian shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board.
3. The City Librarian shall attend all Board and committee meetings, except where his salary, performance, or continued employment are under discussion.
4. The City Librarian shall be held responsible for carrying out the policies of the Board, for recommending needed policies for Board action, and acting as technical advisor to the Board.

5. The City Librarian shall appoint members of the staff in accordance with Decatur Civil Service Commission regulations.
6. The City Librarian shall be responsible for the care of library property and the general management of library services, for suggesting plans for extending the library services, and preparing reports showing the library's current progress and future needs.
7. The City Librarian shall prepare an annual budget request for the library in consultation with the Board.
8. The City Librarian shall select and order all books and library materials within the framework of book selection policies approved by the Board.
9. The City Librarian is expected, when practicable, to represent the library in the community and in state, regional, and national professional organizations and meetings.
10. The City Librarian shall make statistical and evaluative reports to the Board and control expenditures of library funds under regulations established by the City of Decatur.
11. The City Librarian shall maintain close liaison with the City of Decatur administrative staff in order that library policies will be in the closest possible accord with those practiced by the City.
12. The City Librarian shall use any services which can be provided by the City, its advisory groups, or other governmental agencies and approved by the Library Board, especially in the areas of procurement, fiscal accounting, maintenance, programming of capital improvements, planning, and special studies.

Article 7. DUTIES AND RESPONSIBILITIES OF TRUSTEES

1. Attend all Board meetings.
2. Hire a competent and qualified City Librarian.
3. Determine and adopt written policies to govern the operation and programs of the library.
4. Determine the needs of the library and secure adequate funds for the library's programs. Review and submit an annual budget request to the City Council.
5. Know the program and needs of the library in relation to the community, know the local and state laws, keep abreast of standards and library trends and support action to improve the library program.
6. Establish, support, and participate in a planned public relations program.

7. Review the program and operation of the library and make policy decisions regarding its management.
8. Attend regional, state, and national trustee meetings and workshops when practicable and affiliate with appropriate professional organizations.
9. Consider gifts, donations, endowment funds, or any other monies for the library and deposit all funds so received with the City Finance Treasurer's Department on the same day in which it is received. Money shall be drawn from such account only for public purposes in relation to the maintenance of the library and its services and only upon approval and order of the Board of Trustees. Such expenditures shall not exceed the amount appropriated by the City Council or for the purpose designated.

Article 8. PUBLIC PARTICIPATION

The Library Board of Trustees acknowledges that public participation at Board meetings provides necessary input on various matters of concern to the public and contributes to the effective operation of the library. Members of the public are encouraged to participate at Board meetings in accordance with this Policy. The Library Board of Trustees hereby states its intention to comply with the laws of Illinois concerning provisions for public comments at open meetings.

1. Public participation shall be permitted at any regular or special meeting of the Library Board of Trustees or any committee thereof which is required to be open to the public under the provisions of the Illinois Open Meetings Act (Illinois Rev. Statutes, ch. 102., par. 41 et seq.). The Board shall not, however, permit public participation during any meetings or portions of meetings that are deemed closed sessions under the Open Meetings Act.
2. A portion of each meeting required to be open to the public shall be reserved and set aside for purposes of public comment and participation. In addition to that portion of the meeting set aside for public participation, the president of this Board, in his discretion, may permit public comment at any other time during the meeting.
3. The Board shall permit any member of the public, including non-residents and employees of the library, to comment to or ask questions of the Board during that portion of the meeting designated for public participation. The Board has no obligation, however, to respond to any comments or answer any questions raised by members of the public.
4. Members of the public shall be permitted to comment on any subjects or issues of public concern, with the exception of matters discussed and acted upon at a prior meeting. If the subject falls within the statutory exceptions to the Open Meetings Act, however, the Board reserves the right to immediately adjourn the meeting to closed session to discuss such matters. If the president of the Board, in his discretion, decides that circumstances merit reconsideration of a matter discussed and acted upon at a prior meeting, the Board may permit public comment on such a matter. The president's allowance of public comment on such matters shall be non-precedential in character.

5. Members of the public shall be permitted to make comments or ask questions of the board at each meeting, subject to the following time limitations:
 - a. 5 minutes per speaker
 - b. 60 minutes per meeting

The president of the Board, upon the request of any member of the public seeking to make comments to or ask questions, may reasonably extend either or both of the foregoing time limitations. Any such extension of the time limitations shall be discretionary and non-precedential in character.

If a substantial number of members of the public desire to comment at any meeting, the president of the Board, in his discretion, may appoint members of the public to act as representatives or spokespersons for purposes of making public comments.

6. Any person seeking to make comments at a Board meeting shall notify the City Librarian by submitting a written notice immediately prior to the meeting at which they intend to comment. In his discretion, the president may recognize such persons in any sequence or order.

Article 9. AMENDMENTS

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the entire Board, provided the amendment was stated in the call for the meeting.

Article 10. PRIOR BYLAWS

All prior bylaws are hereby repealed.

As adopted December 16, 1966 and subsequently amended November 15, 1974, August 21, 1980, August 15, 1985, January 21, 1988, November 17, 1988, July 24, 1995, May 28, 1998, **and May 23, 2002.**

Non-Resident Card Program Report Form

Name of Library Decatur Public

will participate in the non-resident card program

will NOT participate in the non-resident card program

for the year beginning July 1, 2002 – June 30, 2003.

The fee formula for the non-resident card will be

General Mathematical Formula in the amount of \$77.76
property tax / population X average household size
2,767,725 / 81,860 X 2.30

Tax Bill Method

Property owner tax rate _____ (as reported on Per Capita Grant)

Renter _____ percent of monthly rent.

Average non-resident Fee in the System Area

The amount \$ _____

Application to the State Library for use of System Area Average
was made Yes _____ No _____

Application has been approved Yes _____ No _____

Return to RPLS, ATT: Bev Obert by June 30, 2002

Internet Policy

Philosophy

The Decatur Public Library provides public access to the Internet in keeping with its role in providing equal access to information and resources to meet the informational, educational, and recreational needs of the community.

Nature of the Internet

- The Internet is unregulated and differs from the Library collection in that it is not organized, cataloged, or evaluated by Library staff or any one organization.
- The Library has no control over the Internet and its resources, and assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Patrons should recognize that the Internet may contain material of a controversial nature.
- As is the case with other materials in the Library's collection, any restriction or monitoring of a child's access to information on the Internet is the responsibility of the parent or legal guardian.
- At times, patrons may not be able to access sites on the Internet for a variety of reasons which are beyond the control of the library.

Privacy

- Patrons should have no expectations of privacy, as all Internet workstations are in view of other patrons and staff. Users are not permitted to display material inappropriate for the public environment.

Users

- Patrons aged 18 years or older may use the library's computer workstations upon presentation of a valid Decatur Public Library card (or other library card in the Rolling Prairie System). Non-resident patrons who are ineligible for a library card will be allowed to use the computers upon presentation of some form of identification.
- Patrons aged 13 to 17 are eligible for an adult card and Internet access with a parent's signature.
- Patrons aged 12 and under are eligible for a juvenile library card and may also have internet access with a parent's signature.
- Users 10 years of age or under must be accompanied at all times by a parent/guardian or caregiver at least 18 years of age.
- Only 2 people may use an Internet computer at one time; each person must be a valid, registered user.

Unacceptable Use

- It is not acceptable to use the Decatur Public Library's access to electronic information, services, and/or networks for any purposes which violate federal, state and local laws; to transmit threatening, obscene, or harassing materials; or to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to: libeling or slandering other users; destruction of or damage to equipment, software, or data belonging to the library or other users; disruption or unauthorized monitoring of electronic communications; or unauthorized copying of copyright-protected material. The user will be responsible for knowledge of all applicable federal, state, and local laws for which they may or may not be held in violation.
- Individuals are responsible for any purchases made using the Internet computers.
- Use of the Decatur Public Library Internet connection for commercial gain is prohibited.
- Only computer equipment and software owned and installed by the Decatur Public Library may be used on its computers. Adding, deleting, or modifying the installed hardware and software is not permitted. Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures is prohibited.

Violation and Enforcement

- Use of the Decatur Public Library's Internet access is a privilege, not a right, nor an automatic obligation of the library. Unacceptable or inappropriate use of the Internet or any library owned hardware or software will result in suspension or revocation of Decatur Library Internet privileges and may result in loss of other Library privileges.
- The User and/or Parent/Guardian will be held financially responsible for any damage to equipment, software, or data.
- Illegal acts involving the Library's Internet connection may also be subject to prosecution by local, state, or federal authorities.

Disclaimer

- The Decatur Public Library District disclaims any liability or responsibility arising directly or indirectly from access to or use of the Decatur Public Library Internet connection, or from information obtained through same, or any consequences thereof.
- The Library assumes no responsibility for any activities conducted by users of the library workstations.
- The Library is not liable for costs incurred through patron use of fee-based services.

Security

- In an electronic environment such as the Internet, security cannot be guaranteed; all transactions, files, and communication are vulnerable to unauthorized access.

Policy Modification

The Library reserves the right to modify this policy at any time.

Internet Procedures

Time Limits

- The Internet computers are available from opening until 15 minutes before the closing time.
- Express computers are available for 15-minute blocks of time. Other electronic resource computers are available for 60-minute blocks of time. If no one else needs to use the computer, an individual may continue computer use beyond the initial block of time.
- The Library cannot be held responsible for the loss of user time due to technical or other difficulties.

Staff

- Library staff provides limited assistance for basic start-up procedures only; Internet-trained staff may not always be available to offer additional guidance. The library collections include both circulating and reference materials about the Internet.

Printing

- A black and white printer is available for patron use at a rate of \$.10 per page.

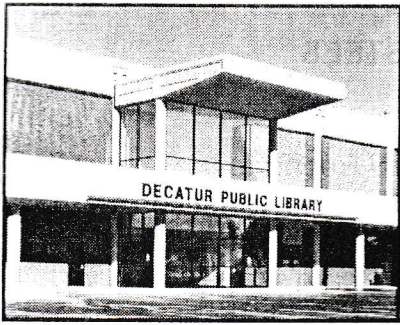
Downloading/Uploading

- Patrons may download onto disks purchased from the library during each session of use for \$1.00 each or a patron may use his/her own disk.
- The Library is not responsible for loss or damage to disks or data when downloading/uploading, or for damage to a user's home computer due to downloading possibly contaminated data.
- Downloading to the library hard disk is expressly prohibited.

Disciplinary Action Steps

- A patron will be asked one time to remove inappropriate material from the computer workstation. A subsequent occurrence will result in asking the patron to leave for the day. A third occurrence will be reported to the City Librarian for disciplinary action and may result in banning from the library for a period of six months or more.

5-17-02 2:00 p.m.



Decatur Public Library

www.decaturlib.il.us

Lee Ann Fisher • City Librarian

May 23, 2002

Honorable Mayor and City Council
City of Decatur
#1 Gary K. Anderson Plaza
Decatur, IL 62523

Dear Mayor and Council:

Attached is the Annual Report of the Library Board of Trustees for fiscal year 2001/2002.

Included with the Annual Report to the Council are the Annual Report to the Illinois State Library, used in the compilation of uniform public library statistics, and the Annual Report of the City Librarian.

The Board wishes to use this occasion to express its appreciation for the opportunity to serve the people of Decatur, and to thank the Council for the consideration and support given during the past year.

Sincerely,

Mark D. Gibson, President
Library Board of Trustees

MDG:lh

cc: City Manager
Finance Director

**ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES
2001/2002**

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending April 30, 2002 and is a report of the condition of the Board's trusts on April 30, 2002.

STATEMENT OF MONEY RECEIVED--LIBRARY OPERATING FUND

Fund balance, May 1, 2001	224,944.76
Property tax	2,681,058.73
Replacement tax	241,283.54
State grants	104,003.90
Fines & fees	54,890.82
Non-resident fees	930.00
Lost & damaged books	5,601.20
Copies and miscellaneous	15,140.35
Meeting room fees	10,247.40
Transfer from fund 35 building lease	0.00
Transfer from Walmart TIF	6,000.00
Investment interest	17,313.50
Miscellaneous income	60,753.51
Total	3,422,167.71

STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND

Regular salaries and wages	1,596,630.25
Overtime	13,256.76
Temporary salaries	36,732.94
Retirement—IMRF	157,090.52
Life insurance	573.48
Medical insurance	213,697.08
Worker's compensation	16,047.08
Service recognition	12,101.00
Advertising	1,861.02
Printing and binding	10,581.68
Services to maintain buildings	55,348.11
Services to maintain improvements	2,390.00
Services to maintain vehicles	4,366.09
Services to maintain office equipment	21,605.64
MIS services (city)	17,634.00
Electricity	153,996.19
Gas	25,400.54
Telephone	27,929.86
Water	2,964.38
Training school	2,538.08

Conferences & travel	6,568.04
Postage	13,384.83
Computer software expense	2,790.31
Temporary personnel services	31,438.85
Tuition reimbursement	1,046.00
Travel expense for interviews	555.78
Other professional services	141,401.19
Professional membership fees	2,026.32
Rental—data equipment	12,415.62
Rental—equipment	11,748.74
Gasoline	3,127.99
Janitorial supplies	6,389.78
Materials to maintain building	17,723.12
Material to maintain vehicles	944.88
Office supplies	26,462.35
Employee recognition supplies	205.00
Transfer to general fund	1,200.00
Motor vehicle insurance	3,299.04
Boiler insurance	2,111.04
Property insurance	12,197.04
General liability insurance	7,314.96
Transfer to library fund 33	800.00
Small capital items	7,002.81
Office machinery and equipment	16,013.11
Books and periodicals	317,948.63
Fund total	3,018,860.13

LIBRARY OPERATING FUND BALANCE 4/30/02

403,307.58

STATEMENT OF MONEY RECEIVED AND EXPENDED--EQUIPMENT REPLACEMENT FUND

Fund balance 5/1/01	4,194.41
Interest	248.16
Contributions & donations	28,835.10
Book purchases	-7,811.55
Fund total	25,466.12

STATEMENT OF MONEY RECEIVED AND EXPENDED--LIBRARY CAPITAL FUND

Fund balance 5/1/01	86,226.54
Interest	1,645.86
DPL Foundation contribution	133,273.17
Miscellaneous income	12,202.95
Building payment	-133,273.17
Bookmobile purchase	-90,000.00
Fund total	10,075.35

STATEMENT OF MONEY RECEIVED AND EXPENDED--DPL STATE GRANT FOR BUILDING

Fund balance 5/1/01	-25,800.00
State grant	25,800.00
Fund total	0.00

STATEMENT OF MONEY RECEIVED AND EXPENDED--LIBRARY BUILDING LEASES

Fund balance 5/1/01	8,665.63
Interest	211.30
Lease income	46,783.33
Lease expense	-41,122.64
Payment on city loan	-30,625.00
Fund total	-16,087.38

STATEMENT OF MONEY RECEIVED AND EXPENDED--BRIDGES FUND

Maude Bridges Fund (est. 1977)	
Fund balance 5/1/01	4,143.92
Interest	376.51
Income from trust fund	460.31
Expenditures	-1,662.84
Fund total	3,317.90

NOTE: Bridges fund restricted to purchase of books and supplies for the children's division.

STATEMENT OF MONEY RECEIVED AND EXPENDED--CANTONI FUND

Ellen and Peter Cantoni Fund (est. 1983)	
Fund balance 5/1/01	121,064.85
Interest	2,696.76
Expenditures	-4,341.03
Fund total	119,420.58

NOTE: Cantoni fund restricted to purchases of books for library from income of fund.

STATEMENT OF MONEY RECEIVED AND EXPENDED--MEYER FUND

Margaret Meyer Fund (est. 2000)***	
Fund balance 5/1/01	129,514.31
Trust distribution	131,714.77
Interest	9,169.97
Expenditures	-64.90
Fund total	270,334.15

NOTE: Meyer fund restricted to acquisition and maintenance of materials pertaining to the local history of the City of Decatur and surrounding area.

STATEMENT OF ITEMS AVAILABLE

Materials available	2000/01	2001/02
Book volumes	259,977	261,898
Phonodiscs, albums	5,510	5,500
Audiocassettes, cassettes	5,655	5,599
Microfilm, reels	8,964	9,036
Videocassettes, tapes	11,187	11,490
Compact discs, discs	5,108	5,125
Books on tape, tapes	1,449	1,595
Books on CD, discs	38	83
Filmstrips, films	88	88
Microfiche, fiches	3,629	3,629
16 mm films, films	3	3
Laser discs, discs	21	21
CD-ROMs	463	489
Government documents	55,035	56,951
Government microfiche & CDs	13,253	13,100
Telephone directories	205	184
College catalogs	317	324
Total number of items in collections	370,902	375,115

STATEMENT OF CIRCULATION

	2000/01	2001/02
Adult books—main library	242,516	245,086
Young adult books—main library	10,948	11,064
Children's books—main library	154,820	156,462
Videocassettes—main library	91,832	92,806
Audiocassettes—main library	21,781	22,012
Recordings and other—main library	26,106	26,382
Print materials—bookmobiles and outreach	101,645	102,722
Audiovisual materials—bookmobiles	11,063	11,180
Renewals	10,330	10,440
TOTAL	671,041	678,154

STATEMENT OF ANY PERSONAL PROPERTY ACQUIRED BY LEGACY, GIFT, PURCHASE OR OTHERWISE

The Library received a number of donations of books and other materials to add to its collection from various people and organizations.

No other personal property was purchased except for items required in the normal operation of the Library.

STATEMENT OF MONEY REQUIRED FOR LIBRARY OPERATION IN 2003/04

The Library Board will provide the City Council with an estimate of funds required to operate the Library for fiscal year 2003/04 by November 30, 2002.

STATEMENT OF OUTSTANDING LIABILITIES

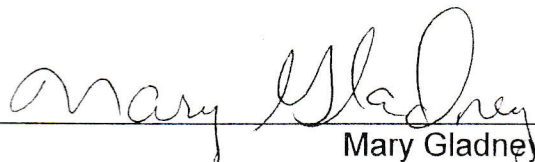
The library owes 30 monthly payments of \$464.44 to Dynegy Energy Services for parking lot lighting improvements. The library also owes \$153,125 to the city of Decatur for lease space improvements.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Attached are the 2001/02 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 2001/02 Annual Report of the City Librarian, which contains a narrative summary of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the regular Board meeting on May 23, 2002.

Dated this 23rd day of May 2002.



Mary Gladney, Secretary
Decatur Public Library Board of Trustees

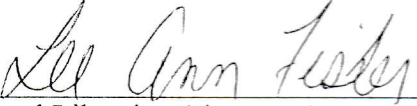
Certification

Illinois Public Library Annual Report FY 2001-2002 Illinois State Library

Instructions: Please enter your libraries name and the start and end date of your library's fiscal year. Then print out the Certification Sheet (from the File Menu, select Print) and collect the necessary signatures. Please return the signed Certification Sheet to your library system.

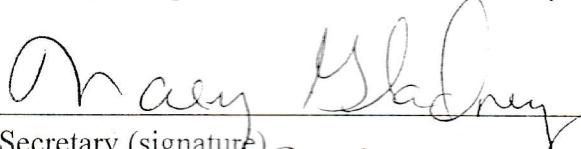
Name of Library

This annual report is filed by the undersigned public library pursuant to Illinois Compiled Statutes (ILCS) for the fiscal year commencing (mm/dd/yy) and ending (mm/dd/yy) .

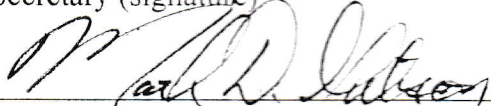


Head Librarian (signature)

The Board of directors herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute. (REQUIRES the signature of the secretary and president of the current library board.)



Secretary (signature) May 23 20 02
Date



President (signature) May 23 20 02
Date

NOTE: Final responses have not yet been submitted.

IDENTIFICATION

1. Location Decatur, Illinois
(Name of the municipality (town, city, etc.) in which the central library is located.)
2. Librarian Lee Ann Fisher
Title City Librarian
3. Legal name of library Decatur Public Library
4. Library telephone number (217) 424-2900 (xxx)xxx-xxxx
5. Library fax number (217) 233-4071 (xxx)xxx-xxxx
6. INTERNET address:
Library Director's e-mail lfisher@decaturnet.org
WWW Home Page decatur.lib.il.us
- 7a. Address:
Number and Street 130 N. Franklin Street
City, Zip+4 Decatur, IL 62523-1327
- 7b. Mailing Address, if different:
Number and Street _____
City, Zip+4 _____
8. Library system: [Rolling Prairie (RPLS)]
9. Type of library: [City]
10. Population residing in tax base (Use the latest **official federal census** figure) 81,860
(If the current population is different from the previous year's population, please send the Illinois State Library verification of that change.)
11. Does your library contract with another library to **receive all** your library services? Yes No
- IF YES**, list the name(s) of the library(s) with whom you contract:
1. _____
2. _____
12. Is your library a combined public and school library? Yes No

SERVICE HOURS

- 13a. Report the time the central library opened and the number of hours open to the public per day in a typical week last October (i.e., a week when the library was open its regularly scheduled hours, with no holidays):

	Opening Time	Hrs Open Per Day
Monday	<u>9 a.m.</u>	<u>12.0</u>
Tuesday	<u>9 a.m.</u>	<u>12.0</u>

Wednesday 9 a.m. 12.0
 Thursday 9 a.m. 12.0
 Friday 9 a.m. 12.0
 Saturday 9 a.m. 8.5
 Sunday 1 p.m. 4.0

- 13b. Number of DAYS per week the central library was open past 6 pm 5
 13c. Number of HOURS per week the central library was open past 6 pm 15.0
 14. Total scheduled public service hours in a typical week last October for all service outlets (i.e., central library, branches, and bookmobiles) 125.0

SERVICE OUTLETS AND ATTENDANCE

- 15a. Total annual attendance in library 313,245
(Report the total number of persons entering the library, including persons attending activities or requiring no staff services. Use an actual annual count, if available; or use an annual estimate calculated from a count taken during a typical week.)
- 15b. Did your library use an automated counter to collect the above attendance figure? Yes No
16. Total number of bookmobiles 2
(A bookmobile is at least all of the following: a truck or van that carries an organized collection of library materials; paid staff; and regularly scheduled hours open to the public.)
- 17a. Total number of branch libraries 0
(A branch library is an auxiliary unit with at least all of the following: separate quarters; organized collection of library materials; paid staff; and regularly scheduled hours open to the public.)

17b. List branch libraries:

Name	Telephone (xxx)xxx-xxxx
<hr/>	
Street Address	
<hr/>	
City	Zip Code Plus Four
<hr/>	

REGISTERED BORROWERS

- 18a. Total number of **resident** borrower's cards in force as of the last day of the fiscal year 52,918
(Include borrower's who reside within your service area. Exclude reciprocal borrowers.)
- 18b. How often are resident borrower's card records purged from your database? (select **one**)
 As Needed
 Never
 Periodically

Length of Period: 1 year19. Non-resident **local** (for use in this library) borrower's cards:

(If tax bill method is used to calculate non-resident fee, please enter -1.00 in the "fee" blank. If cards were purchased for only a portion of a year (such as summer cards), count each purchase as 1 card.)

Family fee (for use in this library)	\$	<u>75.00</u>
Number of family fees paid		<u>12</u>
Student fee (for use in this library)	\$	<u>0.00</u>
Number of student fees paid		<u>0</u>

20. Total number of non-resident borrower's cards purchased during the past fiscal year 12

(If cards were purchased for only a portion of a year (such as summer cards), count each purchase as 1 card.)

21. Total amount of fees collected for non-resident borrower's cards in the past fiscal year \$ 930

CHILDREN

22. Children's Program Attendance 9,050

(Report the annual attendance of both adults and children at programs which have a portion or all of their target market intended for children age 14 and younger.)

23. Children's Holdings 73,009

*(Report the number of cataloged ITEMS (NOT number of titles) intended for patrons age 14 and younger. **Include** children's paperbacks and children's cassettes, even if uncataloged. **Exclude** children's periodicals, whether cataloged or uncataloged.)*

24. Children's Materials Expenditures \$ 66,840

(Report expenditures for materials in all formats which were purchased for use by patrons age 14 and younger.)

REFERENCE QUESTIONS

25. Number of reference questions asked at . . .

(A reference question requires the use of information sources such as print or non-print materials, index tools, the library catalog, on-line databases, or people outside the library. The request may come in person, by phone, fax, mail, or e-mail. If your library has a separate young adult (YA) department, include those reference transactions in the appropriate column.) (Answer line 25a if you have data for the year; if not, use lines 25b and 25c.)

	Adult Dept.	Young Adult Dept.	Children's Dept.	Total
a. For the year	<u>47,412</u>		<u>23,421</u>	<u>70,833</u>
b. For any one week in October				
c. For any				

one
week in
April

RESOURCES OWNED

	Held at End of Last FY	Withdrawn During FY	Added During FY	Held at End of This FY
26. Books	<u>259,977</u>	<u>10,992</u>	<u>12,913</u>	<u>261,898</u>
<i>(Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Report the number of different physical volumes owned (not leased) by your library. Include government documents arranged by Su Docs classification. Exclude periodicals, books on tape, and microforms.)</i>				
27. Serials: Newspapers	<u>600</u>	<u>0</u>	<u>6</u>	<u>606</u>
<i>(Report the number of titles multiplied by the number of years retained minus the current year. Count any title when the library has at least half of the issues published in a calendar year. Include all formats (i.e. on paper, microform, CD-ROM) of newspapers.)</i>				
28. Serials: Periodicals	<u>17,185</u>	<u>0</u>	<u>16</u>	<u>17,201</u>
<i>(Report the number of titles multiplied by the number of years retained minus the current year. Count any title when the library has at least half of the issues published in a calendar year. Include all formats (i.e. on paper, microform, CD-ROM) of periodicals (magazines).)</i>				
29. Videos/Films	<u>11,299</u>	<u>525</u>	<u>828</u>	<u>11,602</u>
<i>(Report the number of physical copies of materials which contain video, with or without sound. Include all formats, i.e. videotapes, CD-ROMs, videocassettes, laser discs, motion picture films, filmstrips, and slides.)</i>				
30. Audio recordings	<u>18,223</u>	<u>381</u>	<u>549</u>	<u>18,391</u>
<i>(Report the number of physical copies of materials on which only sound is stored and can be reproduced mechanically or electronically. Include all formats, i.e. CD-ROMs, talking books, phonorecords, tapes, cassettes, etc.)</i>				
31. Number of print and microfilm subscriptions (magazines and newspapers only) currently received				<u>791</u>
<i>(Report the number of titles, including duplicates, not individual issues. Include periodicals received in print or on microfilm, received by gift subscriptions, or as government documents. Exclude electronic or digital subscriptions.)</i>				
32. Does your library have microforms?			<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(Microforms are materials which have been photographically reduced in size for storage, protection and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: roll microfilm, microcard, microfiche, and ultrafiche. Include government documents.)</i>				
33. Does your library provide access to e-books?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Computer-Readable Materials

Of the above reported resources owned (Q. 26 to 31), report the number of computer-readable materials below.

34. CD-ROM	<u>5,609</u>	<u>157</u>	<u>95</u>	<u>5,547</u>
------------	--------------	------------	-----------	--------------

(Report the number of physical copies of CD-ROMs which produce sound only (e.g. music CD-ROM, books on CD-ROM) or video, with or without sound (e.g. encyclopedia, databases, reference tools, serials on CD-ROM). **Exclude** bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.)

35. Other computer readable materials 600 0 0 600

(Report the number of physical copies of magnetic tapes and magnetic discs (diskettes), that are designed to be processed by a computer. Examples are US Census data tapes, locally-mounted databases, reference tools, or serials on magnetic tape or magnetic discs (diskettes). These are only those items that must have a computer to work, **excluding** CD-ROMs and bibliographic records used to manage the collection (i.e. the catalog), library system software (including the LAN), and microcomputer software (such as word processing) used only by the library staff.)

USE OF RESOURCES (Report for your entire fiscal year)

36. Number of adult materials loaned 491,912

(Report all adult and young adult materials borrowed by patrons from your library (and any branches, bookmobiles or other agencies). **Include** interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.)

37. Number of children's materials loaned 186,242

(Report all children's materials (intended for patrons age 14 and younger) borrowed by patrons from your library (and any branches, bookmobiles or other agencies). **Include** interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.)

38. Total number of materials loaned (sum of lines 36 and 37) 678,154

39. Does your library participate in reciprocal borrowing? Yes No

(Reciprocal borrowing is the loaning of materials directly to card holders from other libraries.)

IF YES, report the number of materials loaned 94,927

40. Number of interlibrary loans lent to other libraries 1,235

(These are library materials, or copies of the materials, **lent** by your library to another upon request during the fiscal year. The libraries involved in interlibrary loans are not under the same library administration.)

41. Number of interlibrary loans borrowed from other libraries 1,430

(These are library materials, or copies of the materials, **borrowed** by your library from another upon request during the fiscal year. The libraries involved in interlibrary loans are not under the same library administration.)

42. Loan Periods (days):

(Report the number of days items in your general collection are loaned to regular patrons, any portion of a day counts as one day. If a collection is non-circulating, report 0 (zero).)

	Adult	Children
a. Fiction Book	<u>28</u> days	<u>28</u> days
b. Nonfiction Book	<u>28</u> days	<u>28</u> days
c. Newspaper	<u>0</u> days	<u>0</u> days
d. Magazine	<u>14</u> days	<u>14</u> days

- e. Fiction video 7 days 7 days
- f. Nonfiction video 7 days 7 days
- g. Fiction audio 14 days 14 days
- h. Nonfiction audio (includes music audios) 14 days 14 days
- i. Software 14 days 14 days
- j. Other (please specify) new fiction 14 days 14 days
- k. Other (please specify) audio 8+ tapes 28 days 28 days
- l. Other (please specify) _____ _____ days _____ days

LIBRARY RECEIPTS BY SOURCE

Exclude funds spent by others 'on behalf of' the library, the balance from the previous year, and income from tax anticipation warrants.

Round to Nearest Whole Dollar

43. Local Government

Exclude income from tax anticipation warrants.

- a. Local government (except capital income bond sales) \$ 2,681,059
- b. Capital income from bond sales \$ 0

44. State government

Exclude federal funds distributed by the state

- a. Per capita grants \$ 95,904
- b. Equalization aid \$ 0
- c. Corporate replacement tax \$ 241,284
- d. Educate and automate grants \$ 0
- e. Other (please specify): \$ 25,000
state construction grant

45. Federal government

Include federal money received through the state (e.g., LSCA grants paid directly to your library)

- a. LSTA funds received \$ 8,100
- b. Other federal funds received \$ 0

46. Bill and Melinda Gates Foundation grant monies received \$ 46,725

47. All other receipts \$ 492,569

Include all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.

48. TOTAL receipts (sum of lines 43 to 47) \$ 3,590,641

LIBRARY EXPENDITURES BY CATEGORY (Regardless of the source of funds)

Include expenditures paid by other taxing agencies 'on behalf of' your library if the information is available to your library and the expenditures are supported by documents (such as invoices, contracts, payroll records, etc.), not estimated, at the point of disbursement.

Round to Nearest Whole Dollar

49. Salaries and wages for all library staff \$ 1,690,160
Include salaries and wages before deductions for all library staff including building maintenance. Exclude fringe benefits.
50. Fringe benefits paid by the library for all library staff \$ 387,408
Include fringe benefits (such as insurance, IMRF, social security, etc.) for all library staff including building maintenance.
51. Printed materials \$ 233,926
Include expenditures for print materials purchased or leased for use by the public, such as books, periodicals, microforms, pamphlets, government documents, etc.
52. Nonprint materials \$ 84,178
Include expenditures for nonprint materials purchased or leased for use by the public, which are computer-readable (i.e. CD-ROM, magnetic tapes, magnetic diskettes) or used by video projection and/or sound reproduction (e.g., films, records, tape cassettes, filmstrips, slides, etc.), and for framed pictures, sculpture, etc.
53. All other operating expenditures not entered above \$ 692,743
Include expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, rent, utilities, repairs, etc. Report purchase of fixed assets on line 53.
54. Capital outlay for building construction \$ 133,333
Include expenditures this year for the construction of a new building, or for an addition to or remodeling of an existing building which cost at least \$1,000.
55. Capital outlay for all other fixed assets \$ 106,013
Include expenditures for land and improvements to land, for the purchase of an existing building, for long-term debt retirement (e.g., mortgage payments), for equipment costing over \$1,000, etc. Fixed assets are those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1,000.
56. TOTAL expenditures (sum of lines 49 to 55) \$ 3,327,761
Lines 48 and 56 need not agree.

PERSONNEL (Include all positions funded in the library's budget whether those positions are filled or not)

57. Staff data (Report status as of the last day of the fiscal year)

Group A: Professional librarians, media and audiovisual specialists, etc.

List each Group A employee separately. Business managers or other persons not a librarian should be counted under Group B below.

If any librarian position is **vacant**, enter only "**IV. Total Hrs/Wk**" and the "**V. Hourly Rate**" for the previous librarian.

(I) Position Title

Head Librarian / Library Director

(II) Education

[MLS degree from ALA accredited program]

(III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 30.77

Other Professional Librarians, media and audiovisual specialists, etc.

[1 of 10]

(I) Position Title Head of Extension Division
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 23.46
 (VI) Primary Work Code: [Bookmobile]

[2 of 10]

(I) Position Title Info. Specialist-Adult Service
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 14.42
 (VI) Primary Work Code: [Reference]

[3 of 10]

(I) Position Title Info. Specialist-Audiovisual
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 18.60
 (VI) Primary Work Code: [Reference]

[4 of 10]

(I) Position Title Head of Children's Division
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 23.18
 (VI) Primary Work Code: [Children's/Youth Services]

[5 of 10]

(I) Position Title Head of Technical Services
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0

- (V) Hourly Rate \$ 20.71
 (VI) Primary Work Code: [Cataloging]

[6 of 10]

- (I) Position Title Info. Specialist-Periodicals
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 20.0
 (V) Hourly Rate \$ 16.41
 (VI) Primary Work Code: [Reference]

[7 of 10]

- (I) Position Title Head of Circulation Division
 (II) Education [Bachelor's degree]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 18.32
 (VI) Primary Work Code: [Circulation]

[8 of 10]

- (I) Position Title Info. Specialist-Children's Se
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 18.69
 (VI) Primary Work Code: [Children's/Youth Services]

[9 of 10]

- (I) Position Title Info. Specialist-Business Serv
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 17.58
 (VI) Primary Work Code: [Reference]

[10 of 10]

- (I) Position Title vacant
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male Female
 (IV) Total Hours/Week 40
 (V) Hourly Rate \$ 18.99
 (VI) Primary Work Code: [Reference]

57. Staff Data (Report status as of the last day of the fiscal year)

Group B: Full-time/part-time technical and clerical employees

Total hours worked in a typical week by all Group B employees	<u>1,290</u>
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>10.29</u>
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>19.23</u>

Group C: Full-time/part-time pages or shelvers

Total hours worked in a typical week by all Group C employees	<u>380</u>
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>7.79</u>
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>10.56</u>

Group D: Full-time/part-time building maintenance, security or plant operation employees

Total hours worked in a typical week by all Group D employees	<u>220</u>
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>10.68</u>
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ <u>22.46</u>

58a. Librarian Vacancies

(Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant)

(I) Position Title	<u>Head of Adult Division</u>
(II) Hours/Week	<u>40.0</u>
(III) Work Area	[<u>Reference</u>]
(IV) Education Required	[<u>MLS degree from ALA accredited program</u>]
(V) Number of Weeks Vacant during FY 2001-02	<u>14</u>
(VI) Annual Salary Range:	Minimum \$ <u>39,324</u> Maximum \$ <u>58,691</u>

58b. Newly Created Librarian Positions

(Include any newly created librarian positions which were created in FY 2001-02)

(I) Position Title	_____
(II) Hours/Week	_____
(III) Work Area	[<u>Select Area</u>]
(IV) Education Required	[<u>Select Degree</u>]
(V) Current Status	<input type="checkbox"/> Filled <input type="checkbox"/> Unfilled
(VI) Date Filled	_____ (mm/dd/yy)

58c. Eliminated Librarian Positions

(An eliminated librarian is that one that was budgeted for FY 2001-02 but is not in the budget for FY 2002-03.)

- (I) Position Title _____
- (II) Hours/Week _____
- (III) Work Area [**Select Area**]
- (IV) Education Required [**Less than a bachelor's degree**]
- (V) Date Eliminated _____ (mm/yy)
- (VI) Last Annual Salary Paid \$ _____
- (VII) Reason Eliminated _____
(i.e. lack of funds or need, etc.)

AUTOMATION

59. How many of the following does your library have?

	Total Number in Library	Number Available for Public Use
IBM Compatible Microcomputers:		
386 or less	<u> 0</u>	<u> 0</u>
486	<u> 0</u>	<u> 0</u>
Pentium	<u> 89</u>	<u> 23</u>
Macintosh Microcomputers	<u> 0</u>	<u> 0</u>
Printers	<u> 19</u>	<u> 1</u>

60. Does your library have microcomputers containing general software applications (i.e., wordprocessors, spreadsheets, databases, etc.) available to patrons? Yes No

61. Are your catalog records part of an online (automated or web-based) public access catalog (OPAC)? Yes No
(*Include the system-wide catalog in which your library is a part.*)

(IF YES) a. Report the Internet address of the OPAC: http://www.rpls.ws/html/welcome.html

b. Can patrons access this OPAC from within the library? Yes No

62. Does your library provide patron access to electronic services? Yes No

(*Patron access may be either direct or through a staff intermediary. Electronic services (such as bibliographic and full-text databases, multi-media products, etc.) include 1) resources owned/leased by the library or 2) access to remote databases and commercial services.*)

63. Number of in-house users of electronic resources in a typical week 2,774

(*Report the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to, Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, software, and the online catalog. Do not include staff use of these resources. For further instructions regarding data collection, see the letter dated*

11/08/01 from Tina Hubert at the Illinois State Library.)

64. Does your library have telephone devices for the deaf (TDD)? Yes No

(IF YES) a. Report the number of TDDs in your library 1

b. Are any TDDs available for public use? Yes No

65. Operating Expenditures for library materials in electronic format \$
40,989

(Report operating expenditures for materials considered to be part of the collection, whether purchased or leased, that are designed to be processed by a computer. Include CD-ROMs, magnetic tapes, and magnetic discs. Exclude library operating system and networking software and computer software used only by the staff. Note: This entire amount must also be reported as a part of nonprint materials expenditures, question 52.)

66. Operating Expenditures for electronic access \$
94,167

(Report operating expenditures associated with access to electronic materials and services. Include computer hardware and software, whether purchased or leased; maintenance; services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services; and fees and usage costs for such services as OCLC FirstSearch or electronic document delivery.)

67. Telecommunications Expenditures \$
4,560

(Report all expenditures associated with telecommunications. EXCLUDE voice communications. If the actual figure is not available, estimate expenditures.)

INTERNET

68. Does your library have access to the Internet? Yes No

(Internet access is defined as having one or more of the following services accessible from the library: telnet, gopher, file transfer protocol, or the World Wide Web. Access to electronic mail only is not Internet access.) If NO, go to line 75.

IF YES, who can use the Internet? [Patrons and staff directly]

69. Maximum Speed of your Internet connection: [11]

70. How many workstations/terminals are available for accessing the Internet?

Include both dedicated and not dedicated workstations terminals.

For Staff Use Only 66

For Public Use 23

71. Does your library allow patrons to make printouts of materials obtained from the Internet? Yes No

IF YES, are there any charges for printouts? Yes No

72. What Internet connection provider(s) does your library use? (Check all that apply)

- a. Local/state government organization (e.g., ICN, county/state information services department)
- b. Local educational organization (e.g., community college or university)
- c. Community Information Network (e.g., Heartland Regional Network, Prairienet, etc.)
- d. Your library system network
- e. Commercial provider (e.g., PSI, Delphi, America Online, CompuServe, etc.)
- f. Other (please specify)

73. Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? Yes No
74. Has your library board adopted an Internet policy for public access? Yes No

REFERENDA

75. Was your library involved in a referendum in FY 2001-02? Yes No

IF NO, go directly to question 77. **IF YES**, please send the Illinois State Library a copy of the ballot or a statement of the proposition as presented to the voters. If more than one referendum occurred, report each separately.

76. Include each type of referendum presented to the voters below

	Date of Referendum (mm/dd/yy)	Passed or Failed	Effective Date (mm/dd/yy)
Annexation	_____	[Select Outcome]	_____
Bond Issue	_____	[Select Outcome]	_____
Conversion	_____	[Select Outcome]	_____
District Establishment	_____	[Select Outcome]	_____
Maintenance Tax	_____	[Select Outcome]	_____
Public Library Establishment	_____	[Select Outcome]	_____
Tax Increase	_____	[Select Outcome]	_____
Restoration Fund Tax	_____	[Select Outcome]	_____
Mortgage Tax	_____	[Select Outcome]	_____
Working Cash	_____	[Select Outcome]	_____
Other (please specify): _____	_____	[Select Outcome]	_____

77. If in the last year, or in the period before filing this report, you took action to convert to public library district status by approval of your corporate authority (under P.A. 86-346 and P.A. 86-713); your *district library* annexed additional territory in an unincorporated area by backdoor referendum (under 75 Illinois Compiled Statutes (ILCS) 15/2-8); or your *district library* took any other action by backdoor referendum, indicate the effective date of the action.

Effective Date
(mm/dd/yy)

Conversion _____
 Annexation _____
 Other (please specify): _____

LIBRARY BOARD TRUSTEES

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of library districts. REPORT THE MOST RECENT INFORMATION AVAILABLE.

78. President

Name Mark Gibson Present Term Ends
 (mm/yy) 07/02
 Telephone (217) 422-8507 (xxx)xxx-xxxx
 Home Address 4452 Mt. Vernon Pl.
 City, State, Decatur IL 62521-8790
 Zip+4

79. Vice-President

Name Sherri Arnold Present Term Ends
 (mm/yy) 07/04
 Telephone (217) 428-6063
 Home Address #1 Millikin Place
 City, State, Decatur IL 62522-2324
 Zip+4

80. Treasurer

Name _____ Present Term Ends
 (mm/yy) _____
 Telephone _____
 Home Address _____
 City, State, _____
 Zip+4

81. Secretary

Name Mary Gladney Present Term Ends
 (mm/yy) 07/02
 Telephone (217) 422-3849
 Home Address 340 N. Calhoun
 City, State, Decatur IL 62521-1904
 Zip+4

82. Other Members:

[1 of 6]

Name Ty Cocagne Present Term Ends
 (mm/yy) 07/03
 Telephone (217) 875-2655
 Home Address 316 S. Glencoe
 City, State, Decatur IL 62522-2518
 Zip+4

[2 of 6]

Name Carol Craig Present Term Ends
 (mm/yy) 07/02
 Telephone (217) 428-4166
 Home Address 134 N. Victoria Ave.
 City, State, Decatur IL 62522-1833
 Zip+4

[3 of 6]

Name Patricia Greanias Present Term Ends
 (mm/yy) 07/03
 Telephone (217) 428-1004
 Home Address 31 Oak Ridge Dr.
 City, State, Decatur IL 62521-4662
 Zip+4

[4 of 6]

Name Eugene King Present Term Ends
 (mm/yy) 07/04
 Telephone (217) 423-3044
 Home Address 471 S. Boyd
 City, State, Decatur IL 62522-3239
 Zip+4

[5 of 6]

Name Linda Rowden Present Term Ends
 (mm/yy) 07/04
 Telephone (217) 423-2442
 Home Address 404 Timber Dr.
 City, State, Decatur IL 62521-5517
 Zip+4

[6 of 6]

Name Phil Wise Present Term Ends
 (mm/yy) 07/03
 Telephone (217) 422-7181
 Home Address 130 Southmoreland Pl
 City, State, Decatur IL 62521-3738
 Zip+4

83. Amount of surety bond \$ 2,000,000

NOTE: 75 Illinois Compiled Statutes (ILCS) 5/4-9, requires that the bond be 'not less than 50% of the total funds received by the library in the last fiscal year' for municipalities of less than 500,000 population (Paragraph 4-9), and for public library districts (75 Illinois Compiled Statutes (ILCS) 16/30-35(e)).

84. Amount of construction surety bond, if applicable \$ _____

85a. Space (square footage) of the main library building square feet 104,000

(Report the total square footage of the main library building. Exclude the square footage of any branch library buildings.)

85b. Total square footage of the branch library building(s), if applicable square feet _____

(Report the total square footage of the branch library building(s). Note: If there is more than one branch library building, report the combined total square feet. Exclude the square footage of the main library building.)

86. This annual report is filed for the fiscal year commencing (mm/dd/yy) 05/01/01 and ending (mm/dd/yy) 04/30/02

87. Number of months in this fiscal year 12

(End of the Illinois Public Library Annual Report)



IPLAR Fiscal Year 2001-02

[Home](#)[Previous Section](#)[Next Section](#)[Print](#)[Notes](#)**IPLAR FY 2001/02 Supplement (To be completed by all)****TRAINING**

This section is concerned with Continuing Education (CE), Continuing Professional Development (CPD), and other workshop type learning opportunities. Training may be in-person and via technology. Include workshops brought into the library, workshops at a library system, workshops at another institution, teleconferences, paid web courses, professional conferences, and in-staff training. Include the development and delivery of formal education events on site (e.g. speaker fees, materials). If tracked include travel costs (e.g. per diem, hotel, transportation) and registration fees for conferences, institutes, seminars, workshops, classes held off site, distance education, job related tuition reimbursement, purchase or rental of training materials. Include paid self-instructional courses and academic courses. Exclude staff salaries, monthly staff meetings, and other such meetings.

- 1a. How much money did you spend on staff development and training this fiscal year? \$
- 1b. Does this include travel expenses? Yes No
2. How many **hours** of training did employees receive this year?

INTERNET FILTERS

3. Does your library utilize Internet filters in your library? Yes No
(*IF NO, please proceed to line 7.*)
4. When did you start using filters (mm/yy)?
5. Which product/company do you use to provide the filtering?
6. Which Internet stations have filters? (check all that apply)
- a. All staff stations
- b. All public stations
- c. Public children's stations only
- d. Public adult stations only
- f. Other (please specify)

E-RATE

7. Did your library receive e-rate money? Yes No

(IF NO, please proceed to line 10.)

8. How much did you receive in FY 2001/02?

\$

9. Did you receive the e-rate benefits. . .

Directly? Yes No

Indirectly through circuits paid by consortia? Yes No

As a discount on bills? Yes No

As a credit on bills? Yes No

***** **SKIP TO LINE 11*******

10. Why did your library **not** participate in the e-rate program? (select **one**)

Didn't know about it

Negligible benefit

Complicated process

Other

If other, please explain:

REPLACEMENT COSTS

Replacement costs are what you would have to pay to establish the current library if you were to do so today. Do not include collection(s) replacement costs.

11. What is the current fair market value for the library's real estate (land and buildings, including garages, sheds, etc)?

\$

12. What is the replacement cost for the library's furniture, equipment, and vehicles?

\$

13. Adult Program Attendance

(For fiscal year 2001/02, report an estimate of the annual attendance at programs with an adult (older than 14) target audience, if the library did not keep actual counts. For ensuing years report the actual annual attendance.)

14. Does your library receive electronic or digital subscriptions?

Yes No

15. Circulation by type of material

(Report all materials borrowed by patrons from your library (and any branches, bookmobiles or other agencies). Include interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints. Children's materials are those materials intended for patrons age 14 or younger.)

Adult Children

a. Fiction Books		
b. Nonfiction Books		
e. Fiction videos		
f. Nonfiction videos		
g. Fiction audios		
h. Nonfiction audios		
i. Other Formats		

16. What information is not currently collected on the Illinois Public Library Annual Report that you would be interested in if it were collected?

Rather than asking for even more information to collect, I think that the state should give serious consideration to DRAMATICALLY reducing these 20 plus pages of statistics to something concise and meaningful. It would also help to have the questions at the beginning of each fiscal year, rather than finding out in February what should have been collected the previous 10 months.

(End of the Illinois Public Library Annual Report Supplement)

IPLAR Fiscal Year 2001-02

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Comments

If you have any additional comments or clarification to specific questions on the IPLAR, please explain below.

We were not able to answer question #15 in the supplement because we changed automation vendors mid-year from GEAC to DRA. The reports from each were not compatible.

State of the Library
ANNUAL REPORT
May 2001 – April 2002
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ADMINISTRATION: Instead of an annual report, this should be a ten-month report, as I have only been here since July, and what a busy ten months it has been. I have been learning the library, Decatur and the state. There have been many meetings, committees and groups that I have attended or spoken to. In addition to my professional organizations (ILA, PLA & ALA), I have joined Rotary and the American Business Women's Association. I serve on the RPLS Librarians Advisory Committee, SIRSI governing board and the policy committee. We are members of the Chamber of Commerce and the Community Foundation. We have survived the Celebration, Matt Hale, one snow day and an anthrax scare. In between there has been some time to run the library, develop a budget, collect statistics and do all the reports that seem to be due every time you turn around. For every project that was completed a new one took its place. There are several big projects already in the works for the next year; the reorganizing of the first floor, the long-range plan, studying spine labels and developing new ways to make our collection more patron friendly. Looks like 2002-2003 is shaping up to be as busy as this past year has been.

GATES GRANT: The library was the lucky recipient of a Bill & Melinda Gates Foundation grant which will soon be implemented. In addition to the regular grant for four computers, the Secretary of State and the State Library Director selected DPL to receive a computer lab with eleven computers. We will be one of only six labs in the state. The grant included \$46,725 for equipment alone, this does not include the staff training, free software updates and technical assistance for the life of the grant. The state provided a grant of \$4,900 for furnishing the lab. We were able to send Matt, Carol and Arthur to Seattle for a week of training. With this grant we will more than double our Internet access for patrons in one day.

DRA: DRA, DRA, DRA, SIRSI has been the underling theme this year. It has left no department untouched. Preparing to move to DRA, moving to DRA, dealing with the fallout of DRA after the transition and cleaning up afterwards. It was traumatic, overwhelming, draining, time consuming and disheartening, especially since SIRSI bought out DRA right in the middle of our conversion. There is a good chance we will have to undergo this process again in less than two years if RPLS makes the decision to leave SIRSI and go with another vendor. We may have the problems from this conversion cleaned up by then. The staff responded well and preformed their jobs as well as they could given the limitations of DRA. The "send list" (items that other libraries want to borrow) was nearly 400 items the first day we were up! We are just now getting a handle on this and had to create a new position to deal with the "send list" and the "holds", which are increasing as well, now that some of our patrons are learning how to use it. At this point the technology is finally stable and we are learning our way around the software. Its searching capabilities are sadly lacking, which is frustrating to the patron. Now we show the holdings for more than 140 libraries and not just our own and it is hard to distinguish what are our holdings as apposed to another library. We are waiting on RPLS to download some upgrades and patches that may fix some of the areas we are having problems in. The "dedupe" program is being run and this should eliminate some of the duplicated records that occurred when we merged. Matt will soon be working on the web interface so that DRAGON becomes DOC (Decatur Online Catalog) and more DPL appropriate. Nearly every department head serves on a DRA committee in order to have our voice heard, especially as RPLS considers other options.

WHINNERY TRUST: We received \$33,000.00 from the Edward G. Whinnery Trust. \$8,000 of that will go for a wheelchair lift for the new bookmobile due in August. The remaining \$25,000 was split between large print and AV materials for seniors.

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LEASE SPACE: Anthology opened in May 2001 and closed in March 2002. A lot of Larry's and my time were taken up with lease space issues, not to mention the Board time discussing the lease space.

FRIENDS: Had the best book sale ever in September bringing in over \$13,400. They are having a Spring Fundraiser for the first time in May, which they hope to donate for the new bookmobile. They paid for a paging system for the library, which we did not have and the graphics for the new bookmobile. Interest in "Books Between Bites" has soared and attendance has reached over 100 at some programs.

STAFF: Has been rather fluid this past year. In some cases we have been robbing Peter to pay Paul and it has not always worked. Karen served as interim director until I arrived in July. Lee served as interim in extension, making that department short. There were already vacancies in reference and technical services when I arrive. Grace resigned on my second day and Bev was transferred to technical services. Arthur served as interim in AS and reference became even more short staffed. Robert and Marsha were made temporary junior catalogers to fill the vacancy in TS while the conversion was going on. Matt was hired in the fall to head the new systems administration department as the system administrator. Charlotte was hired to replace Bev in adult services. Bev requested a transfer back to adult services and Sue requested to go half time, the Board complied with both request. Carol was hired as the YA librarian, which had been vacant a long time and reference was finally fully staffed. Charlotte was terminated and adult services is currently being run by a gang of five (the professional staff) until the position is filled. Karen has been transferred to TS and the position in extension has been posted with Lee again serving as interim. There have been several pages that have come and gone, but most of the clerical positions have been stable.

ADULT DIVISION: J. Merrick submitted the annual report since there is not currently a head of the adult division. Due to the turnover in this position and the DRA conversion there have been no major changes made in this department. With the addition of the lab and the new computers and the proposed new first floor layout, there will be substantial ones next year. Some time has been spent evaluating our electronic resources and Learnatest has been added. We have switched from Infotrac to Pro Quest as our major electronic reference source. Other databases are also being studied. We have worked on weeding the Government Documents and plan to catalog them into our database so that patrons will know what we have available. We are working on weeding the periodicals to cull any duplication that we might have either on microfilm or electronically. The book budget was underspent due to the DRA conversion and acquisition backlog. Several staff members have had an opportunity to have outside professional development and of course DRA training.

BUILDING DIVISION: Even though this department wasn't directly affected by the DRA conversion, it has been busy none-the-less. Keeping all the vehicles up and running has been a major undertaking. The old bluebird has received seven major repairs, the new one four, the tractor trailer seven, the van five, the aerostar two, the pick-up three and the old bookmobile was loaded on a flat bed to be shipped across country to California. Twenty-one major repairs were made to the building. Some had to do with code violations that needed to be corrected. Some were design flaws that while not overt safety issues needed to be addressed before they became one. Repaired 287 videos and 136 work orders that took an hour or more, this is in addition to the daily cleaning and maintenance of the building, minor repairs, the set up and tear down of the public meeting rooms and assisting with the Friends book sale. The list for next year seems just as long with new boilers topping that list, the entire sprinkler system has been recalled and the parking lot has issues.

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CHILDREN'S DEPARTMENT: Reference statistics were up 1%. Staff was stable and they were able to attend 99.5 hours of professional development. Spent nearly the entire materials budget, which was hard to do since acquisitions was down for nearly three months. With a family literacy grant began boosting our Spanish language collection. Weeded and cleaned grungy books and ordered additional copies where needed. Provided 226 programs with 3730 attending, 158 groups visited the department bringing in 2736 people, the summer reading club had 1540 children sign up, in addition to outreach opportunities at the schools, museum and other places. The department put up several very attractive and appealing displays through out the year.

CIRCULATION DIVISION: This department was dominated by the conversion. Robyn spent a considerable amount of time pre-conversion preparing her staff, so that on the first day we went "live" there were very few problems in circulation. This paid off in patron satisfaction with the circulation component of DRA. The same does not hold true for the public service aspect of the system. During the time we stopped using GEAC and went live on DRA, the OBC failed for the first three days we were using it. We do not know what went out and we do not know what came back in and we may never know. We were very generous about forgiving fines and taking the patrons word about materials they returned. It would be hard to put a dollar figure on how much this cost the library in fines and fees. Reorganized the workspace to adjust to the changes in procedure due to the DRA implementation. There was some duplication of patron records that had to be cleaned up. The 3M Self-check machine was removed and a handicapped station added to the circulation desk. New receipt printers were added to all stations. A new station is in the process of being added for the routing clerk. We are looking at the possibility of notifying patrons of holds and over dues by e-mail. This is being tested in-house on staff at the present moment. Created several handouts to assist patrons in how to best access DRA and what they could do online.

EXTENSION: The department was the direct recipient or beneficiary of \$210,400 in grant money during the past year. There were 2,645 hours of service was provided by 35 dedicated volunteers. We received the new bookmobile, paid for by the Millikin Trust and sold the old tractor-trailer unit. We are awaiting the new 35' bookmobile that will be handicapped accessible, a first for bookmobile service, later this summer. All staff received DRA training and some had outside staff development. DRA was not compatible with the way we transmit data from the bookmobiles. It took some time for Matt to figure out a solution that works for us and Karen still has to do printouts and enter the transaction by hand. We are still looking at options to eliminate this need. In addition to their regular stops, the staff also did out reach at schools and nursing homes.

SYSTEMS ADMINISTRATION: This department was created this summer and moved into an unused office in administration; previously the consultant and the part-time assistant were located in the middle of the administration work area. Now the department has a full-time department head and assistant. The rationale behind this move was in part the ongoing complications with DRA, the additional strain of the fifteen new Gates computer and the wish to have our web page in house. It has been a very successful move. Nicole spent a lot of time on the conversion from GEAC to DRA, exporting data and then fixing files for transfer. Matt has spent a lot of his time getting DRA to be stable enough to operate for more than five minutes at a time. He has also been hard at work on the Gates grant. In addition he has created e-mail addresses for all staff members and has already brought our web page in-house. We have been evaluating all computers and upgrading everything we can to be compatible with the Gates computers. There have been many other changes both major and minor to bring our technology to an optimal operating level and many more changes in the future to improve our technological resources.

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TECHNICAL DIVISION: This department bore the brunt of the DRA conversion. Preparing the data for transfer was no small task that kept them working with samples and how best to preserve our cataloging. Even with all this preparation there were still a tremendous amount of mistakes and errors that had to be cleaned up in a timely fashion. There still continue to be cataloging errors daily that require their attention. The acquisitions module did not work and RPLS was not very helpful, Steve has had to learn nearly everything on his own. This put us way back on ordering and we were unable to expend all of our book money for the year. The acquisitions module is now working and we have purchase Title Source from B & T to assist our book selectors in placing orders.

CLOSING: All in all, it has been an eventful ten months. I am sure in some ways I have told you more than you want to know about some things and less about others. As with the staff and public, I have an open door policy that includes Board Members. If there is ever anything you want to know I will answer it to the best of my ability. I have enjoyed working here at the library and getting to know the staff and the community. I think we have a wonderful facility and a dedicated staff. I look forward to seeing what the next year holds.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

May17, 2002