

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA

July 18, 1996 4:30 p.m.

- I. Call to Order - John Stengel, President
- II. Oath of office for new officers and trustees
- III. Approval of Minutes
  - A. Regular Meeting of June 20, 1996
- IV. Communication from the Public
- V. City Librarian's Report
  - A. Report from John Moorman
- VI. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    1. No Meeting
  - B. Finance and Properties Committee
    1. Approval of Bills for June 1996
    2. No Meeting
  - C. Rolling Prairie Library System
    1. Report on July RPLS Board Meeting
  - D. Friends of the Library
    1. Meeting of July 11, 1996
  - E. Foundation
    1. No Meeting
- VII. Old Business
  - A. Discussion of the purchase of real property--  
CLOSED EXECUTIVE SESSION
- VIII. New Business
  - A. Appointment of Committees for 1996/97
  - B. Schedule of Committee Meetings for 1996/97
- IX. Adjournment

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**June 20, 1996**

**I. CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by John Stengel, President. Members present: Mr. Stengel, Janice Lambert, Mary Lee, David Pritts, Stanley Sitton, and Ellen Spycher. Absent: Shirley Moore and Judi Moss. Staff present: John Moorman and Linda Humphreys.

Mr. Sitton was presented with a clock plaque in recognition of his dedicated service as a trustee. His term expires June 30, 1996.

**II. APPROVAL OF MINUTES**

The minutes of the annual meeting of May 23, 1996 were approved as mailed. The minutes of the regular meeting of May 23, 1996 were also approved.

**III. COMMUNICATIONS FROM THE PUBLIC**

No one from the public addressed the Board.

**IV. CITY LIBRARIAN'S REPORT**

The City Librarian's report was previously mailed.

Mr. Moorman reported that circulation is declining in part due to changing usage patterns. Automation allows library users to often meet their information needs electronically rather than by checking out library materials. This is a trend that Mr. Moorman said he expected to continue.

The Internet is up and running for the staff to work with. Julie McNamara is preparing the library's home page. Public Internet access is planned for September.

**V. REPORTS OF COMMITTEES**

**Personnel, Policy, and Public Relations Committee:** The committee met June 3. A revised Internet access guidelines and policy was presented. Mr. Sitton made a motion to approve the proposal as presented. The motion was seconded by Mrs. Spycher and unanimously approved.

The committee conducted a performance evaluation of the City Librarian and reported that the review was very positive. The committee also reviewed salaries for city division heads and librarians at comparable Illinois cities. Mr. Pritts made a motion to increase the salary of the City Librarian by 6% to \$64,660

effective July 1, 1996. The motion was seconded by Ms. Lee and unanimously carried on roll call vote.

The need for increased emphasis on library public relations was discussed. Sally Tyler will be attending the next committee meeting.

**Finance and Properties Committee:** Mr. Sitton made a motion to approve the May bills. The motion was seconded by Mr. Pritts and unanimously carried on roll call vote.

The committee did not meet.

**Rolling Prairie:** Nothing to report.

**Friends of the Library:** The Friends did not meet this month. They are busy preparing for the September book sale.

**Foundation:** The Foundation Board of Directors met May 29.

## **VI. AVENUES TO EXCELLENCE II**

Chapters VI through X were reviewed.

## **VII. OLD BUSINESS**

Mrs. Spycher made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Ms. Lee and unanimously carried on roll call vote. The Board went into closed session at 5:35 p.m. The meeting was re-convened at 6:10 p.m.

Mrs. Lee made a motion to authorize the City Librarian to hire PSA (Phillips Swager Associates) as a consultant for possible library expansion. The motion was seconded by Mrs. Spycher and unanimously approved on roll call vote.

## **VIII. NEW BUSINESS**

Mrs. Lambert made a motion to approve and submit the FY97 per capita grant application. The motion was seconded by Mr. Pritts and unanimously approved.

Mrs. Lambert made a motion to approve an ordinance adopting Illinois prevailing wage rates. The motion was seconded by Ms. Lee and unanimously approved.

Mr. Pritts made a motion to approve a resolution authorizing access for the library's safe deposit box. The motion was seconded by Mr. Sitton and unanimously approved.

**IX. ADJOURNMENT**

Mr. Stengel adjourned the meeting at 6:15 p.m.

Respectfully submitted,

*Judi Moss*

Judi Moss, Secretary  
Decatur Public Library Board of Trustees

## **City Librarian's Report**

**For the July 18, 1996 Meeting**

**of the**

### **Decatur Public Library Board of Trustees**

This month's report begins with an expression of appreciation for the hard work and tremendous amount of time given to the Library in the past two years by John Stengel in his position as president of the Board of Library Trustees. He was always there when I needed him, and his wise counsel and knowledge aided me immensely and made my job a great deal easier.

I have just returned from attending the annual conference of the American Library Association, held in New York City. Most of my time was spent in meetings as I finished my appointment as Illinois Chapter Councilor on the Council of the American Library Association. This was an interesting experience in participating in the governance of the Association. There were no major items before Council at this conference, although concern was expressed over actions of the ALA Executive Director which were felt to be contrary to established procedure and policy. A new minority scholarship effort by ALA was approved and there was considerable discussion over the recent court action concerning the Communications Decency Act and ALA's financial and participatory role in the suit to challenge the act on the grounds that it is overly broad and violates First Amendment rights. I am excited about being a member of the 1998 PLA National Conference Program Planning Committee. The committee is responsible for all programs to be held at the conference which will be in May of 1998 in Kansas City, Missouri.

On Sunday, July 7, 1996 Owen Richardson, Head of Building Services suffered a heart attack. He is currently in St. John's Hospital in Springfield recovering from surgery and it is anticipated that he will return home on July 12. We all wish him well as he continues his recovery. During his absence Jim Kupish of the maintenance staff will be assuming responsibility for routine departmental operations.

**City Librarian's Report**  
**July 18, 1996 Board Meeting**  
**Page 2**

In accordance with action taken at the June 1996 Library Board Meeting, PSA of Dallas, Texas and Naperville and Peoria, Illinois have been contacted provide consultation services for possible library expansion. Representatives of the firm will be at the July Board Meeting to meet with board members and discuss the nature and scope of their services.

During the month of June 1996 forty-five volunteers gave 323 hours of service to the library.

As of July 11, 1996 the Library had completed 19.7% of the fiscal year. Expenditures and encumbrances stood at 19.7% of budgeted amount.

The Local History relabeling project was completed this month. While it was started as a project to improve the look of book spines, many books were found that were incorrectly labeled or needed repair. These books were repaired and proper labels placed where required. Kathy Colebar and her staff are to be commended on their efforts in completing this major project.

This month the library has changed the way video statistics are recorded. Previously, video titles with multiple volumes were counted as only one volume. Now video titles are counted the same as books with multiple volumes recorded according to their number. This gives us a more accurate count of actual holdings.

As a result of the April tornadoes the library waived charges on books damaged or lost during the storms. A final accounting shows that 19 items with a replacement value of \$300 were lost as a result of storm damage.

We have reciprocal agreements with Millikin University and Richland Community College whereby students from outside of Decatur can check out items while enrolled in studies. Using new procedures this year only 4 accounts had to be billed to Millikin and one to Richland Community College. This program works well and Decatur residents benefit from their being permitted access to collections at both institutions.

**City Librarian's Report**  
**July 18, 1996 Board Meeting**  
**Page 3**

The extension division reports that their summer reading program is in full swing. Enrollment for both bookmobiles exceed 350 individuals. In addition, day-care centers are also participating in the program. Participating agencies include; Grace United Methodist Church, Decatur Day Care's pre-school, Humpty Dumpty, Longview Day Care, Kinder Care, and the YWCA Day Care.

A special bookmobile stop this month was at Roosevelt Junior High School for the fire cadet program. The small bookmobile also participated in the Juneteenth parade on Saturday, June 15th.

On June 14, 1996 most of the extension division staff attended the bookmobile roundup at the Vernon Hills Public Library in Lincolnshire, Illinois. While there, they heard speakers on aspects of bookmobile service and were able to tour a wide variety of bookmobiles.

Joan Bauer, Head of Adult Division indicates that much time has been spent in the past month acquainting division personnel with the Internet. Training was also given on the voice synthesizer which is a part of the "Introducing the Internet...to Disability Professionals and Their Clients in a Public Library Setting" grant that the library is participating in with ten other Illinois libraries.

DECATUR PUBLIC LIBRARY  
12 Month Circulation Statistics

June 1996

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	293,513	295,848	-0.8
Young Adult	16,700	18,530	-9.9
Children's	166,962	175,548	-4.9
TOTAL	477,175	489,926	-2.6
EXTENSION PRINT			
Bookmobile 547	0	66,160	-100.0
Bookmobile 548	92,237	66,413	38.9
Bookmobile 549	34,348	12,853	167.2
Outreach	11,519	14,951	-23.0
TOTAL	138,104	160,377	-13.9
TOTAL PRINT	615,279	650,303	-5.4
NON-PRINT			
Videocassettes	73,863	75,646	-2.4
Audiocassettes	36,220	32,662	10.9
Recordings	23,724	21,631	9.7
TOTAL	133,807	129,939	3.0
Extension Non-print	11,105	12,543	-11.5
TOTAL NON-PRINT	144,912	142,482	1.7
Renewals	10,833	8,036	34.8
TOTAL CIRCULATION	771,024	800,821	-3.7



DECATUR PUBLIC LIBRARY  
Monthly Circulation Statistics

June 1996

Location	June 1996	June 1995	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Adult	22,718	23,948	-5.1
Young Adult	1,711	2,072	-17.4
Children's	21,301	23,680	-10.1
TOTAL	45,730	49,700	-8.0
<b>EXTENSION PRINT</b>			
Bookmobile 547	0	0	--
Bookmobile 548	4,911	6,643	-26.1
Bookmobile 549	2,360	2,103	12.2
Outreach	396	302	31.1
TOTAL	7,667	9,048	-15.3
TOTAL PRINT	53,397	58,748	-9.1
<b>NON-PRINT</b>			
Videocassettes	5,932	6,371	-6.9
Audiocassettes	2,927	2,787	5.0
Recordings	2,124	1,638	29.7
TOTAL	10,983	10,796	1.7
Extension Non-print	930	1,150	-19.1
TOTAL NON-PRINT	11,913	11,946	-0.3
Renewals	652	580	12.4
TOTAL CIRCULATION	65,962	71,274	-7.5

**STATISTICAL REPORT**  
**June 1996**

TECHNICAL SERVICES

New book volumes added: 1,894  
New book titles added: 984  
AV titles added: 153  
Volumes withdrawn: 1,473  
Books mended: 799

PERSONNEL ACTIVITY:

6/14/96 Charles Brown, Bookmobile Clerk Driver, resigned

CURRENT VACANCIES: Acquisitions Clerk II/Interlibrary Loan Clerk;  
Bookmobile Clerk Driver

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 452 main + 0 extension = 452 total

PROFESSIONAL ASSISTS: this 12 months to date: 70,345  
last 12 months to date: 70,650

PATRONS IN THE BUILDING: this 12 months to date: 364,774  
last 12 months to date: 323,471

VOLUMES PURCHASED: this 12 months to date: 19,320  
last 12 months to date: 16,420

VOLUNTEERS: 45 volunteers worked 323 hours

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT	FOR PERIOD ENDING
6/20/96	MANPOWER COMMERCIAL MAIL SERVICES	93722	6/29/96	TEMP PERSONNEL SERVICES	744.75	6/30/96
6/05/96	TREAS-PETTY CASH	93729	6/05/96	POSTAGE	66.54	
6/05/96	TREAS-PETTY CASH	93729	6/05/96	SERV-AUTO EQUIPMENT	15.07	
6/05/96	TREAS-PETTY CASH	93729	6/05/96	SERV-OFFICE EQUIP	17.79	
6/05/96	TREAS-PETTY CASH	93729	6/02/96	POSTAGE	3.90	
6/05/96	TREAS-PETTY CASH	93729	6/05/96	JANITORIAL SUPPLIES	9.90	
6/05/96	TREAS-PETTY CASH	93729	6/05/96	MATERIAL-BLOGS	5.96	
6/05/96	TREAS-PETTY CASH	93729	6/05/96	BOOKS AND PERIODICALS	6.50	
6/05/96	TREAS-PETTY CASH	93729	6/05/96	MAG/PAPERS-MAIN REFERENCE	25.00	
6/05/96	TREAS-PETTY CASH	93729	6/05/96	MAG/PAPERS-MAIN PROFESSIONAL	25.00	
6/11/96	COMMUNITY CHURCH	93781	6/11/96	CONFERENCES AND OTHER TRAVEL	324.75	
6/11/96	HERALD & REVIEW	93782	6/11/96	BOOKS AND PERIODICALS	92.23	
6/11/96	TREAS-CENTRAL GARAGE FD	93790	6/11/96	GASOLINE	117.80	
6/11/96	TREAS-GENERAL FUND	93791	6/11/96	POSTAGE	95.90	
6/11/96	TREAS-GENERAL FUND	93791	6/11/96	OFFICE SUPPLIES	283.46	
6/11/96	TREAS-GENERAL FUND	93798	6/11/96	BOOKS AND PERIODICALS	1,220.00	
6/12/96	WHEELER PUBLISHING INC.	93832	6/12/96	MAG/PAPERS-MAIN REFERENCE	664.00	
6/12/96	H W WILSON CO	93832	6/12/96	MAG/PAPERS-MAIN REFERENCE	664.00	
6/12/96	TREAS-MEDICAL INSURANCE	93872	6/12/96	HOSPITAL AND MEDICAL INSURANCE	4,188.78	
6/12/96	TREAS-NON MEDICAL INS	93873	6/12/96	GROUP LIFE INSURANCE	34.04	
6/12/96	TREAS-NON MEDICAL INS	93873	6/12/96	UNEMPLOYMENT COMPENSATION	315.48	
6/12/96	TREAS-NON MEDICAL INS	93873	6/12/96	WORKERS COMPENSATION	449.46	
6/12/96	TREAS-IMRE	93874	6/12/96	RETIREMENT-IMRE	8,939.36	
6/13/96	HOULEL & TRAVEL INDEX	93897	6/13/96	BOOKS AND PERIODICALS	155.00	
6/13/96	SPORTS MUSIC INC	93901	6/13/96	BOOKS AND PERIODICALS	170.90	
6/13/96	TYLER TYPES	93902	6/13/96	OTHER PROFESSIONAL SERVICES	111.00	
6/12/96	ARAMARK SERVICES, INC.	93904	6/12/96	SERV-BUILDINGS	8.00	
6/12/96	AUTUMN, INC.	93905	6/12/96	SERV-BUILDINGS	155.00	
6/14/96	BOB RIDINGS	93909	6/14/96	OTHER PROFESSIONAL SERVICES	550.00	
6/14/96	BOB RIDINGS	93912	6/14/96	SERV-AUTO EQUIPMENT	71.95	
6/14/96	BOB RIDINGS	93912	6/14/96	MATERIAL TO MAINT-AUTO-EQUIP	11.50	
6/14/96	CONSOLIDATED COMMUNICATIONS	93920	6/14/96	TELEPHONE	91.74	
6/10/96	AMERITECH	93933	6/14/96	TELEPHONE	458.26	
6/13/96	KING LAR	93934	6/14/96	TELEPHONE	720.20	
6/13/96	KING LAR	93934	6/14/96	SERV-BUILDINGS	7.20	
6/17/96	BODINE ELECTRIC	93959	6/17/96	MATERIAL-BLOGS	42.00	
6/17/96	CATHY ROE PRODUCTIONS	93963	6/17/96	BOOKS AND PERIODICALS	127.85	
6/17/96	DELPHI INTERNET SERVICES	93966	6/17/96	TELEPHONE	26.50	
6/17/96	GENTRY, JACK	93969	6/17/96	SERV-BUILDINGS	70.00	
6/17/96	GENTRY, JACK	93969	6/17/96	MATERIAL-BLOGS	7.50	
6/17/96	KUPISH, JAMES	93977	6/17/96	OTHER PROFESSIONAL SERVICES	40.00	
6/17/96	METCALF, MARY	93980	6/17/96	TRAINING SCHOOL	287.00	
6/19/96	AMER INST OF PHILANTHROPY	94030	6/19/96	MAG/PAPERS-MAIN REFERENCE	35.00	
6/19/96	BOOKS ON TAPE	94032	6/19/96	BOOKS AND PERIODICALS	40.00	
6/19/96	MCCALLS	94041	6/19/96	MAG/PAPERS-MAIN ADULT	56.91	
6/19/96	MCCALLS	94041	6/19/96	MAG/PAPERS-EXTEN ADULT	75.88	
6/19/96	MARKET GUIDE INC	94042	6/19/96	BOOKS AND PERIODICALS	310.50	
6/19/96	STRAIGHT TALK ON YOUR MONEY	94044	6/19/96	MAG/PAPERS-MAIN REFERENCE	89.00	
6/19/96	TREAS-WATER FUNDS	94049	6/19/96	WATER	229.28	
6/20/96	BOOTH & LITTLE	94057	6/20/96	OTHER PROFESSIONAL SERVICES	182.50	
6/20/96	DECATUR MEMORIAL HOSPITAL	94063	6/20/96	OTHER PROFESSIONAL SERVICES	37.00	
6/20/96	GEAC COMPUTERS, INC	94070	6/20/96	SERV-OFFICE EQUIP	64.00	
6/20/96	OK'S TRANSMISSION	94078	6/20/96	SERV-AUTO EQUIPMENT	30.50	
6/20/96	OK'S TRANSMISSION	94078	6/20/96	MATERIAL TO MAINT AUTO EQUIP	22.84	
6/20/96	SENTINEL PEST CONTROL CO	94085	6/20/96	SERV-BUILDINGS	100.00	
6/20/96	UNITED AD LABEL CO.	94088	6/20/96	OFFICE SUPPLIES	29.25	
6/21/96	LEAPEROG PRODUCTIONS	94096	6/21/96	BOOKS AND PERIODICALS	27.95	
6/21/96	TURNER PUBLISHING CO	94101	6/21/96	BOOKS AND PERIODICALS	64.95	
6/24/96	TREAS-GENERAL FUND	94119	6/24/96	TRANSFER TO GENERAL FUND	100.00	
6/24/96	TREAS-PETTY CASH	94120	6/24/96	SERV-AUTO EQUIPMENT	26.71	
6/24/96	TREAS-PETTY CASH	94120	6/24/96	CONFERENCES AND OTHER TRAVEL	21.39	
6/24/96	TREAS-PETTY CASH	94120	6/24/96	OTHER PROFESSIONAL SERVICES	2.50	
6/24/96	TREAS-PETTY CASH	94120	6/24/96	PROFESSIONAL MEMBERSHIP FEES	15.00	
6/24/96	TREAS-PETTY CASH	94120	6/24/96	MATERIAL-BLOGS	15.00	
6/24/96	TREAS-PETTY CASH	94120	6/24/96	BOOKS AND PERIODICALS	36.65	
6/24/96	TREAS-SELF INSURANCE FUND	94121	6/24/96	MOTOR VEHICLE-INSURANCE	254.50	

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6/24/96	TREAS-SELF INSURANCE FUND	9.08	94121	6/24/96	BOILER INSURANCE
6/24/96	TREAS-SELF INSURANCE FUND	528.67	94121	6/24/96	PROPERTY INSURANCE
6/24/96	TREAS-SELF INSURANCE FUND	500.50	94121	6/24/96	GENERAL LIABILITY INSURANCE
6/24/96	TREAS-MIS OPERATING	2,113.75	94122	6/24/96	MIS SERVICES
6/25/96	VIDEO LIBRARIANS	47.00	94144	6/25/96	AV-PHONODICS
6/26/96	ANDERSON, KAREN	153.91	94148	6/26/96	TRAINING-SCHOOL
6/26/96	DAUER, LEO	60.00	94153	6/26/96	OTHER PROFESSIONAL SERVICES
6/26/96	FOUNDATION CENTER	39.45	94157	6/26/96	BOOKS AND PERIODICALS
6/26/96	IKON CAPITAL	1,146.48	94165	6/26/96	SERV-OFFICE EQUIP
6/26/96	STELL, RICHARD G	60.00	94179	6/26/96	OTHER PROFESSIONAL SERVICES
6/26/96	TREAS-MEDICAL INSURANCE	4,327.56	94182	6/26/96	HOSPITAL AND MEDICAL INSURANCE
6/26/96	TREAS-NON MEDICAL INS	35.96	94183	6/26/96	GROUP LIFE INSURANCE
6/26/96	TREAS-NON MEDICAL INS	320.26	94183	6/26/96	UNEMPLOYMENT COMPENSATION
6/26/96	TREAS-NON MEDICAL INS	456.27	94183	6/26/96	WORKERS COMPENSATION
6/26/96	TREAS-IMRF	9,143.23	94184	6/26/96	RETIREMENT-IMRF
6/27/96	ACE AWARDS & SCREEN PRINTING	72.00	94195	6/27/96	OTHER PROFESSIONAL SERVICES
6/27/96	ABINGDON PRESS	48.78	94195	6/27/96	BOOKS AND PERIODICALS
6/27/96	CUSTOM COMMUNICATIONS	117.97	94201	6/27/96	TELEPHONE
6/27/96	CHILDREN'S BOOK COUNCIL	96.80	94204	6/27/96	PRINTING AND BINDING
6/27/96	DONTECH DIRECTORY DISTRIBUTION	59.62	94206	6/27/96	BOOKS AND PERIODICALS
6/27/96	GLAY, TRUCK & TRAILER SALES	46.35	94211	6/27/96	SERV-AUTO EQUIPMENT
6/27/96	IBM BOOKSTORE	738.70	94213	6/27/96	SERV-OFFICE EQUIP
6/27/96	STRICLUS/HAINES & ESSICK	94.80	94223	6/27/96	OFFICE SUPPLIES
6/27/96	AMBLESIDE EDUCATIONAL PRESS	108.70	94223	6/27/96	BOOKS AND PERIODICALS
6/27/96	A B DICK PRODUCTS	55.82	94248	6/27/96	BOOKS AND PERIODICALS
6/27/96	A B DICK PRODUCTS	3.50	94248	6/27/96	POSTAGE
6/27/96	AMERITECH	103.68	94248	6/27/96	TELEPHONE SUPPLIES
6/27/96	BAKER & TAYLOR CO	63.37	94249	6/27/96	TELEPHONE
6/27/96	BAKER & TAYLOR CO	32.77	94255	6/27/96	BOOKS AND PERIODICALS
6/27/96	BAKER & TAYLOR CO	1,259.15	94255	6/27/96	BOOKS AND PERIODICALS
6/27/96	BAKER & TAYLOR CO	1,267.06	94257	6/27/96	BOOKS AND PERIODICALS
6/27/96	BAKER & TAYLOR CO	2,311.27	94258	6/27/96	BOOKS AND PERIODICALS
6/27/96	BAKER & TAYLOR CO	1,333.58	94259	6/27/96	BOOKS AND PERIODICALS
6/27/96	BAKER & TAYLOR CO	3,151.30	94260	6/27/96	BOOKS AND PERIODICALS
6/27/96	BAKER & TAYLOR CO	967.49	94261	6/27/96	BOOKS AND PERIODICALS
6/27/96	BOOKS ON TAPE	3,029.33	94262	6/27/96	BOOKS AND PERIODICALS
6/27/96	BAKER & TAYLOR ENTERTAINMENT	48.42	94268	6/27/96	BOOKS AND PERIODICALS
6/27/96	BAKER & TAYLOR ENTERTAINMENT	1,756.21	94271	6/27/96	BOOKS AND PERIODICALS
6/27/96	CADDER TRACK	572.69	94272	6/27/96	BOOKS AND PERIODICALS
6/27/96	CHAMPIONS ON FILM	34.90	94281	6/27/96	BOOKS AND PERIODICALS
6/27/96	FORDHAM EQUIPMENT	200.25	94295	6/27/96	BOOKS AND PERIODICALS
6/27/96	FORDHAM EQUIPMENT	53.73	94323	6/27/96	POSTAGE
6/27/96	FAST IMPRESSIONS	735.00	94323	6/27/96	OFFICE SUPPLIES
6/27/96	FACETS MULTIMEDIA	135.25	94325	6/27/96	PRINTING AND BINDING
6/27/96	FILMS FOR HUMANITIES & SCIENCE	78.88	94326	6/27/96	BOOKS AND PERIODICALS
6/27/96	FOLLETT LIBRARY RESOURCES	35.85	94337	6/27/96	BOOKS AND PERIODICALS
6/27/96	FIRE PROTECTION PUBLICATIONS	213.65	94338	6/27/96	BOOKS AND PERIODICALS
6/27/96	GALLAUDET UNIV. BOOK STORE	875.00	94338	6/27/96	BOOKS AND PERIODICALS
6/27/96	HIGGINSON BOOK COMPANY	228.13	94341	6/27/96	BOOKS AND PERIODICALS
6/27/96	HIGSMITH CO., INC.	160.50	94341	6/27/96	BOOKS AND PERIODICALS
6/27/96	HOUGHEN BINDERY LTD	264.04	94342	6/27/96	SMALL CAPITAL ITEMS
6/27/96	AMERITECH	739.50	94343	6/27/96	PRINTING AND BINDING
6/27/96	ILLINOIS POWER COMPANY	840.16	94345	6/27/96	TELEPHONE
6/27/96	INFORMATION REFERENCE GROUP	82.38	94347	6/27/96	TELEPHONE
6/27/96	IL STATE LIBRARY	3,1840.23	94351	6/27/96	ELECTRICITY
6/27/96	IL STATE LIBRARY	177.17	94351	6/27/96	BOOKS AND PERIODICALS
6/27/96	IL STATE LIBRARY	286.02	94354	6/27/96	PRINTING AND BINDING
6/27/96	IL STATE LIBRARY	100.00	94354	6/27/96	TELEPHONE
6/27/96	IL STATE LIBRARY	44.50	94354	6/27/96	POSTAGE
6/27/96	KALMBACH PUBLISHING CO.	3,351.11	94354	6/27/96	RENTAL-EQUIPMENT
6/27/96	MANPOWER	95.84	94361	6/27/96	BOOKS AND PERIODICALS
6/27/96	NIMS ASSOCIATES INC.	2,632.68	94390	6/27/96	TEMP PERSONNEL SERVICES
6/27/96	PHOENIX LEARNING GROUP, INC	5,000.00	94396	6/27/96	OTHER PROFESSIONAL SERVICES
6/27/96	QUILL CORPORATION	676.00	94396	6/27/96	BOOKS AND PERIODICALS
6/27/96	QUILL CORPORATION	24.84	94412	6/27/96	OFFICE SUPPLIES

FOR PERIOD ENDING 6/30/96

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

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
FOR PERIOD ENDING 6/30/96					
6/21/96	QUALITY BOOKS INC.	18.89	94413	6/28/96	BOOKS AND PERIODICALS
6/28/96	ROCKFORD MAP PUBLISHERS, INC.	29.00	94417	6/28/96	BOOKS AND PERIODICALS
6/21/96	REED REFERENCE PUBL	426.88	94423	6/28/96	BOOKS AND PERIODICALS
6/21/96	SIMON & SCHUSTER	264.27	94451	6/28/96	BOOKS AND PERIODICALS
6/28/96	TIME LIFE EDUCATION INC.	360.01	94461	6/28/96	BOOKS AND PERIODICALS
6/24/96	TREAS-GENERAL FUND	1,341.16	94464	6/28/96	GAS
6/27/96	TOTAL PLASTICS	80.98	94466	6/28/96	POSTAGE
6/27/96	TOTAL PLASTICS	1,568.00	94466	6/28/96	OFFICE SUPPLIES
6/20/96	UNISOURCE	87.23	94470	6/28/96	OFFICE SUPPLIES
6/20/96	WEST PUBLISHING COMPANY	265.75	94474	6/28/96	BOOKS AND PERIODICALS
6/27/96	W W GRAINGER, INC.	92.74	94476	6/28/96	JANITORIAL SUPPLIES
6/21/96	WORLD BOOK EDUCATION PRODUCTS	650.00	94483	6/28/96	BOOKS AND PERIODICALS
TOTAL					86,921.90

GLA3120 FUND LIBRARY CAPITAL CITY OF DECATUR, ILL. BILLS AND PAYROLLS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
FOR PERIOD ENDING 6/30/96					
6/27/96	COMPUTER CENTER	399.00	94277	6/28/96	COMPUTER SOFTWARE EXPENSE
6/27/96	COMPUTER CENTER	1,077.00	94277	6/28/96	OFFICE MACHINERY AND EQUIPMENT
TOTAL					1,476.00

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

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
FOR PERIOD ENDING 6/30/96					
6/20/96	BAKER & TAYLOR CO	14.24	94255	6/28/96	EXPENDITURES
6/27/96	COMPUTER CENTER	718.00	94277	6/28/96	OFFICE MACHINERY AND EQUIPMENT
TOTAL					732.24

DECATUR PUBLIC LIBRARY

PERIOD ENDING 06/30/96

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	REAL
1	FUND BALANCE						
2							
3							
4	30001-000 BEGINNING FUND BALANCE	.00	202,570.00	338,100.32	310,409.00	27,691.32-	108
5							
6	TOTAL	.00	202,570.00	338,100.32	310,409.00	27,691.32-	108
7							
8	TAXES						
9							
10	30100-107 PROPERTY TAX-LIBRARY	.00	378,262.33	.00	2,269,574.00	2,269,574.00	
11							
12	TOTAL	.00	378,262.33	.00	2,269,574.00	2,269,574.00	
13							
14	INTER GOVERNMENTAL REVENUE						
15							
16	30200-104 REPLACEMENT TAX	168.00	27,500.00	19,894.04	165,000.00	145,105.96	12
17	30200-107 STATE GRANTS OR OTHER	.00	17,333.33	.00	104,000.00	104,000.00	
18							
19	TOTAL	168.00	44,833.33	19,894.04	269,000.00	249,105.96	7
20							
21	FINES AND FEES						
22							
23	30500-509 LIBRARY FINES AND FEES	4,510.19	12,333.33	11,512.61	74,000.00	62,487.39	15
24	30500-510 LIBRARY NON-RESIDENT FEES	75.00	250.00	75.00	1,500.00	1,425.00	5
25	30500-511 LIBRARY LOST AND DAMAGED BOOKS	507.03	666.67	822.08	4,000.00	3,177.92	20
26	30500-514 VERIFAX	305.00	291.67	694.45	1,750.00	1,055.55	39
27	30500-515 RESERVES	1,476.04	1,416.67	2,473.31	8,500.00	6,026.69	29
28							
29	TOTAL	6,873.26	14,958.34	15,577.45	89,750.00	74,172.55	17
30							
31	INVESTMENT INCOME						
32							
33	30700-101 INVESTMENT INTEREST	522.04	3,833.33	1,466.92	23,000.00	21,533.08	6
34							
35	TOTAL	522.04	3,833.33	1,466.92	23,000.00	21,533.08	6
36							
37	OTHER INCOME						
38							
39	30800-805 CONTRIBUTIONS AND DONATIONS	101.20	416.67	221.20	2,500.00	2,278.80	8
40	30800-899 MISCELLANEOUS INCOME	2,794.00	1,166.67	2,841.75	7,000.00	4,158.25	40
41							
42	TOTAL	2,895.20	1,583.34	3,062.95	9,500.00	6,437.05	32
43							
44	FUND TOTAL	10,458.50	646,040.67	378,101.68	2,971,233.00	2,593,131.32	12
45							
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OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT COMM
<b>SALARIES &amp; WAGES</b>									
090	REGULAR SALARIES	1,422,875	89,276.73	217,550.54	237,145	1,205,324.46	.00	1,205,324.46	15.3
092	HOLIDAYS	0	354.19	7,106.21	0	7,106.21	.00	7,106.21	-
094	OTHER LEAVE WITH PAY	0	697.50	1,074.99	0	1,074.99	.00	1,074.99	-
096	SICK TIME	0	1,737.30	5,532.91	0	5,532.91	.00	5,532.91	-
098	VACATION TIME	0	9,574.19	17,900.76	0	17,900.76	.00	17,900.76	-
		1,422,875	101,639.91	249,165.41	237,145	1,173,709.59	.00	1,173,709.59	17.5
<b>PERSONAL SERVICES</b>									
101	OVERTIME SALARIES	8,900	29.28	1,013.74	1,483	7,886.26	.00	7,886.26	11.4
102	TEMPORARY SALARIES	15,000	1,509.28	2,943.40	2,500	12,056.60	.00	12,056.60	17.6
104	RETIREMENT-IMRF	255,984	18,082.59	44,522.49	42,664	211,461.51	.00	211,461.51	19.4
111	GROUP LIFE INSURANCE	11,936	639.00	1,711.12	1,566	764.88	.00	764.88	18.3
112	HOSPITAL AND MEDICAL INSURANCE	115,389	8,516.34	21,082.68	19,231	94,306.32	.00	94,306.32	18.3
113	UNEMPLOYMENT COMPENSATION	6,773	635.74	1,572.62	1,128	5,200.38	.00	5,200.38	23.2
114	WORKERS COMPENSATION	12,144	905.73	2,240.49	2,024	9,903.51	.00	9,903.51	18.4
115	SERVICE RECOGNITION	2,598	345.00	875.00	433	1,723.00	.00	1,723.00	33.7
		417,724	30,092.96	74,421.54	69,619	343,302.46	.00	343,302.46	17.8
<b>CONTRACTUAL SERVICES</b>									
201	ADVERTISING AND BINDING	250	.00	1,483.47	41	250.00	15.60	234.49	16.2
202	PRINTING	14,000	1,257.57	1,383.87	2,333	12,516.53	444.00	8,489.25	13.6
210	SERV-BUILDINGS	10,000	1,053.52	.00	1,666	8,616.13	126.88	200.00	15.1
211	SERV-IMPROVEMENTS	200	.00	.00	33	200.00	.00	200.00	30.3
212	SERV-AUTO EQUIPMENT	1,500	190.58	454.33	250	1,045.67	.00	1,045.67	45.8
213	SERV-OFFICE EQUIP	25,365	2,022.79	4,553.61	1,666	5,546.39	128.00	5,418.39	16.7
230	MIS SERVICES	65,000	3,840.23	4,227.50	4,227	21,137.50	.00	21,137.50	12.2
231	ELECTRICITY	13,500	1,341.16	7,919.07	10,833	57,080.93	.00	57,080.93	19.6
232	GAS TELEPHONE	26,000	1,870.64	1,341.16	2,250	12,158.84	.00	12,158.84	10.9
233	WATER	1,250	229.28	2,844.00	4,333	23,156.00	.00	23,156.00	18.3
238	AUDITING SERVICES	1,500	.00	.00	208	1,020.72	.00	1,020.72	14.5
240	TRAINING SCHOOL	4,000	446.91	580.91	250	1,500.00	.00	1,500.00	15.3
241	CONFERENCES AND OTHER TRAVE	6,000	346.14	916.42	666	3,419.09	.00	3,419.09	17.8
245	POSTAGE	12,500	1,189.05	2,191.63	2,083	10,308.37	39.48	10,268.89	4.8
271	COMPUTER SOFTWARE EXPENSE	3,000	.00	143.00	500	2,857.00	.00	2,857.00	31.3
272	TEMP PERSONEL SERVICES	3,000	3,377.43	7,823.57	4,166	17,176.43	.00	17,176.43	43.3
273	TUITION REIMBURSEMENT	1,000	.00	1,300.00	500	1,700.00	.00	1,700.00	12.9
280	OTHER PROFESSIONAL SERVICES	70,000	6,115.00	9,056.42	11,666	60,943.58	.00	60,943.58	21.5
284	PROFESSIONAL MEMBERSHIP FEE	2,600	15.00	30.00	433	2,570.00	.00	2,570.00	30.7
286	RENTAL-D P EQUIPMENT	20,000	.00	4,291.23	3,333	15,708.77	.00	15,708.77	17.6
289	RENTAL-EQUIPMENT	31,000	3,351.11	9,507.11	5,166	21,492.89	.00	21,492.89	17.6
		346,665	28,760.16	60,176.58	57,769	286,488.42	753.96	285,734.46	17.6
<b>COMMODITIES</b>									
310	GASOLINE	2,000	117.80	255.93	333	1,744.07	.00	1,744.07	12.8
312	JANITORIAL SUPPLIES	3,500	154.44	339.91	583	3,160.09	.00	3,160.09	9.7
320	MATERIAL-BLDGS	10,000	77.66	1,030.53	1,666	8,961.47	1,221.27	7,740.20	22.6
337	MATERIAL TO MAINT AUTO EQUI	500	34.34	255.70	83	244.30	.00	244.30	51.1
345	OFFICE SUPPLIES	31,000	2,926.26	4,601.56	5,166	26,398.44	2,103.12	24,295.32	21.6
357	EMPLOYEE RECOGNITION SUPPLI	200	.00	.00	33	200.00	.00	200.00	-
		47,200	3,310.50	6,491.63	7,864	40,708.37	3,324.39	37,383.98	20.8
<b>OTHER CHARGES</b>									
400	CONTINGENCIES	14,635	100.00	200.00	2,439	14,635.00	.00	14,635.00	16.7
415	TRANSFER TO GENERAL FUND	1,200	.00	.00	200	1,000.00	.00	1,000.00	-

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
OTHER CHARGES									
418	MOTOR VEHICLE-INSURANCE	3,054	254.50	509.00	509	2,545.00	.00	2,545.00	16.7
420	BOILER INSURANCE	1,109	9.08	18.16	18	90.84	.00	90.84	16.7
421	PROPERTY INSURANCE	6,356	529.67	1,059.34	1,059	5,296.66	.00	5,296.66	16.7
423	GENERAL LIABILITY INSURANCE	6,006	500.50	1,001.00	1,001	5,005.00	.00	5,005.00	16.7
499	SMALL CAPITAL ITEMS	4,000	264.04	264.04	666	3,735.96	889.00	2,846.96	28.8
		39,360	1,657.79	3,051.54	5,892	32,308.46	889.00	31,419.46	11.1
CAPITAL OUTLAY									
515	OFFICE-MACHINERY AND EQUIPM	31,000	.00	.00	5,166	31,000.00	2,545.00	28,455.00	8.2
		31,000	.00	.00	5,166	31,000.00	2,545.00	28,455.00	8.2
CAPITAL OUTLAY									
800	BOOKS AND PERIODICALS	40,000	23,859.10	43,965.50	17,566	3,965.50	109.61	4,075.11	110.2
801	BOOKS-MAIN ADULT	104,200	.00	.00	17,566	104,200.00	1,841.17	102,358.83	1.6
802	BOOKS-MAIN YOUTH	7,000	.00	.00	1,166	7,000.00	.00	7,000.00	.00
803	BOOKS-MAIN JUVENILE	37,000	33.58	.00	6,166	37,000.00	459.90	36,540.10	1.2
804	BOOKS-MAIN REFERENCE	95,000	.00	.00	15,833	95,000.00	694.25	94,305.75	.7
805	BOOKS-PROFESSIONAL	5,000	.00	.00	833	5,000.00	400.00	4,600.00	8.0
821	BOOKS-EXTENSION ADULT	31,500	.00	.00	5,250	31,500.00	8.44	31,491.56	.00
830	AV-PHONODICS	850	47.00	47.00	141	803.00	.00	803.00	5.5
841	MAG/PAPERS-MAIN ADULT	20,000	56.91	565.91	3,333	19,434.09	.00	19,434.09	2.8
842	MAG/PAPERS-MAIN YOUTH	650	.00	.00	108	650.00	.00	650.00	.00
843	MAG/PAPERS-MAIN JUVENILE	1,700	.00	.00	283	1,700.00	.00	1,700.00	.00
844	MAG/PAPERS-MAIN REFERENCE	13,200	813.00	1,167.97	2,500	12,032.03	.00	12,032.03	8.8
845	MAG/PAPERS-MAIN PROFESSIONAL	1,500	25.00	75.96	250	1,424.04	.00	1,424.04	5.1
847	MAG/PAPERS-EXIEN ADULT	0	75.88	75.88	0	75.88	.00	75.88	.00
857	LAGOON E BULKHEAD	2,400	.00	.00	400	2,400.00	.00	2,400.00	.00
		360,000	24,843.31	45,898.22	59,995	314,101.78	3,313.37	310,788.41	13.7
** DIVISION TOTAL **									
		2,660,824	190,304.63	439,204.92	443,650	2,221,619.08	10,825.72	2,210,793.36	16.9



GLA3030 FUND 21		CITY OF DECA		FY 1996-97		PAGE 15	
LIBRARY CAPITAL		REVENUE REPORT		PERIOD ENDING 06/30/96			
ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	REAL BALANCE
3	FUND BALANCE						
5	30001-000 BEGINNING FUND BALANCE	.00	46,241.67	393,976.42	277,450.00	116,526.42-	142
7	TOTAL	.00	46,241.67	393,976.42	277,450.00	116,526.42-	142
8	INVESTMENT INCOME						
9	30700-101 INVESTMENT INTEREST	1,565.98	1,666.67	3,315.02	10,000.00	6,684.98	33
11	TOTAL	1,565.98	1,666.67	3,315.02	10,000.00	6,684.98	33
13	FUND TOTAL	1,565.98	47,908.34	397,291.44	287,450.00	109,841.44-	138

GLA3010		CITY OF DECA		FY 1996-97		PAGE 65			
40000 LIBRARY CAPITAL EXPENDITURES		REPORT OF EXPENDITURES TO BUDGET		FUND 21 LIBRARY CAPITAL		6/30/96			
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANC	UNENCUMBERED BALANCE	PRCNT COMM
4	CONTRACTUAL SERVICES								
5	247 COMPUTER SOFTWARE EXPENSE	10,000	399.00	399.00	1,666	9,601.00	.00	9,601.00	4.0
6	280 OTHER PROFESSIONAL SERVICES	50,000	.00	.00	8,333	50,000.00	.00	50,000.00	
7	TOTAL	60,000	399.00	399.00	9,999	59,601.00	.00	59,601.00	.7
10	CAPITAL OUTLAY								
11	502 BUILDINGS	100,000	1,077.00	1,077.00	16,666	100,000.00	.00	100,000.00	
12	515 OFFICE MACHINERY AND EQUIPM	50,000	1,077.00	1,077.00	8,333	48,923.00	.00	48,923.00	2.2
13	TOTAL	150,000	1,077.00	1,077.00	24,999	148,923.00	.00	148,923.00	.7
14	** DIVISION TOTAL **	210,000	1,476.00	1,476.00	34,998	208,524.00	.00	208,524.00	.7

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	EXPENDITURES								
900	EXPENDITURES	6,000	14.24	69.62	1,000	5,930.38	212.00	5,718.38	4.7
		6,000	14.24	69.62	1,000	5,930.38	212.00	5,718.38	4.7
**	DIVISION TOTAL **	6,000	14.24	69.62	1,000	5,930.38	212.00	5,718.38	4.7

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	EXPENDITURES								
515	OFFICE MACHINERY AND EQUIPM	0	718.00	718.00	0	718.00-	.00	718.00-	
	EXPENDITURES	0	718.00	718.00	0	718.00-	.00	718.00-	
**	DIVISION TOTAL **	0	718.00	718.00	0	718.00-	.00	718.00-	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	EXPENDITURES								
900	EXPENDITURES	800	.00	.00	133	800.00	.00	800.00	
		800	.00	.00	133	800.00	.00	800.00	
**	DIVISION TOTAL **	800	.00	.00	133	800.00	.00	800.00	

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 1996

NAME	TERM	TELEPHONE	ADDRESS
Shirley Moore President	1995-1998	422-2565 (h)	418 Woodhill Dr. -21
Ellen Spycher Vice President	1994-1997	429-3042 (h) 875-3576 (w)	255 Cobb Ave. -22
Judi Moss Secretary	1994-1998	428-3981 (h) 424-3236 (w)	1550 Lynnwood Dr. -21
Mark Gibson	1996-1999	422-8507 (h) 428-4689 (w)	473 Timber Dr. -21
Janice Lambert	1992-1998*	767-2713 (h) 421-3141 (w)	3206 Pinehurst -21
Mary Lee	1995-1999	422-3849 (h) 423-8815 (w)	340 N. Calhoun -21
David Pritts	1993-1999*	422-2016 (h)	30 South Shores Dr. -21
Russell Reimer	1996-1997**	423-6506 (h)	225 Point Bluff Dr. -21
John Stengel	1992-1997*	429-6357 (h)	431 Shoreline Dr. -21

- second term

\*\* unexpired term

LIBRARY

Phone 424-2900  
Fax 423-5741

John A. Moorman, City Librarian  
423-4613 (h)  
315 Hackberry Pl. -21

Finance & Properties Committee

John Stengel, Chair  
Janice Lambert  
Mary Lee  
Russell Reimer  
Shirley Moore, ex-officio

Personnel, Policy & Public Relations Committee

David Pritts, Chair  
Mark Gibson  
Judi Moss  
Ellen Spycher  
Shirley Moore, ex-officio

Representative to the Friends of the Library: Ellen Spycher

GRACIAS

Thank You

Merci.

N-721



*Kristin Elliott*

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July 11, 1996

Mr. Mosman-

Thank you for a most interesting  
and informational program which you  
presented to the noon Lions July 1<sup>st</sup>

Linn Reber in Longhorn m) r-

# CRAIG-MOFFAT COUNTY LIBRARY

570 GREEN

CRAIG, COLORADO 81625

July 8, 1996

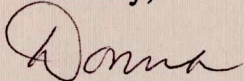
John Moorman  
City Librarian  
Decatur Public Library  
247 East North Street  
Decatur, Illinois 62523-1128

Dear John:

Thanks for sending your policies dealing with patron behavior in the library. They look very thorough, and I'm sure they will prove beneficial as we write our policies.

I appreciate your time and help in this endeavor. It was kind of you to share this information with us.

Sincerely,



Donna Miller, Director  
Craig-Moffat County Library

