

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, January 16, 2003 @ 4:30 p.m.
AGENDA

- I. Call to order –Sherri Arnold, President
- II. Approval of minutes
 - a. Regular meeting of December 19, 2002
- III. Communication from the public
- IV. City Librarian’s report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. No meeting
 - b. Finance and Properties Committee
 - i. Approval of bills for December 2002
 - ii. Meeting of January 7, 2003
 - c. Rolling Prairie Library System
 - i. Report on January 2003 meeting
 - d. Friends of the Library
 - i. Meeting of January 9, 2003
 - e. Foundation
 - i. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter VI. Programming
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
December 19, 2002

I. CALL TO ORDER

Sherri Arnold, President, called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Ty Cocagne, Carol Craig, Garry Davis, Patricia Greanias, Sally Krigbaum, Linda Rowden, and Phil Wise. Absent: Eugene King. Staff present: Lee Ann Fisher and Linda Humphreys. Others present: Pat McDaniel, Bob Plotzke, Paul Johnson and Linda Shaw.

II. APPROVAL OF MINUTES

Mr. Cocagne made a motion to approve the minutes of November 21, 2002 as mailed. The motion was seconded by Mrs. Krigbaum and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Mr. Plotzke, Mr. Johnson and Ms. Shaw addressed the Board about concerns with the DRA reserve process and about Lincoln Library (Springfield) not paying bills for materials their patrons did not return. Ms. Shaw said that Lincoln Library overlooked the bills from February 2002 and the check was in the mail. (The check arrived during the meeting.) She said further that before the meeting, she showed the circulation staff how to bypass reserves from patrons from other library to fill a DPL patron's hold. Committees are meeting to develop an RFP for a new system that will hopefully work better. In the meantime, other libraries have found ways to manipulate the system to make it work for them. Upon motion of Mr. Cocagne and second by Mrs. Greanias, the following motion was unanimously carried:

Motion to lift immediately the moratorium against Lincoln Library (Springfield) for distribution of Decatur Public Library books and materials pursuant to SIRS and consortium requests pending mediation and communication to Decatur Public Library's City Librarian, Lee Ann Fisher and the Decatur Library Board of Trustees as to issues and concerns expressed by the Decatur Library Board of Trustees. It would be the basis of this motion that the issues be expeditiously resolved.

The Decatur Library Board of Trustees acknowledges and agrees that a consortium of libraries for the benefit of the libraries' respective communities and patrons is a worthy and optimum benefit for all. For the mutual benefit to be achieved for all, each member must act fairly for the shared interest of all. If members act by a manipulation of the shared consortium for their own individual interest, the derivation of that action is a defeat of the shared goals of the consortium. The Decatur Library Board of Trustees condemns the practice and procedure of "batching" requests, special grouping requests, service to special interest fiction requests, fiction club requests, or by whatever name or procedure is used to, through manipulation of computer requests, submit large volume requests for a particular new acquisition to a library, or a "hot list" acquisition. It is the Decatur Library Board of Trustees' position that such manipulation or other computer forms of manipulation for the self-interest of a particular library or group violates the very goal of equitable distribution the consortium strives to achieve.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher reported on serious problems at night with unruly young patrons. Some seating has been temporarily removed at the recommendation of the security guards. Ms. Fisher expressed "zero tolerance" for these problems.

Ms. Fisher said that the union complained about the wording of a memo that went out to library staff with the new Computer Policy and the Software Use Policy. The consensus was to send out another memo extending the deadline to sign off until January 15, 2003.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met December 5, 2002. The meeting room policy was reviewed in regard to Sunday hours. Ms. Craig made a motion to approve renting the meeting rooms on Sundays as presented. The motion was seconded by Mrs. Greanias and unanimously approved.

The 25-cent fee for reserves was also reviewed. Ms. Fisher noted that many library users now make their own reserves using the computer, and notifications will soon be made by e-mail rather than regular mail when possible. Ms. Craig made a motion to drop the fee for reserves effective January 1, 2003. The motion was seconded by Mrs. Rowden and approved.

The next meeting is rescheduled from January 2, 2003 until January 9, 2003.

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

The committee met December 3, 2002. In the second year of a three-year plan to bring library management benefits in line with city management benefits, Mr. Cocagne made a motion to approve increasing the management pay scale and fringe benefits as presented. The motion was seconded by Ms. Craig and unanimously approved on roll call vote.

Rolling Prairie Library System: No report.

Friends of the Library: No report.

Foundation: The Foundation Board of Directors did not meet. Ms. Fisher reported that letters to previous donors have resulted in \$2,965 in donations.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter V, *Reference, Reader's Advisory, and Bibliographic Instruction*, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

Mrs. Arnold adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys, Office Manager

CITY LIBRARIAN'S REPORT
January 10, 2003
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ADMINISTRATION: The problems with disruptive teens seem to have slacked off. We have been working closely with our security staff to implement changes in layout that will assist in keeping the problem under control. We have had a lot of positive press in the last month, including a feature yesterday by WAND on our new automotive subscription "ALLDATA". In addition to my regular meetings, I met with several vendors concerning our maintenance contracts and started meeting with the Administrative Staff monthly. I was on vacation from December 21-January 6. A short but busy month.

GATES COMPUTER LAB: Due to popular demand, we have added another computer class, which Junie from Systems is conducting. A class schedule is set through May.

SIRSI: The finance committee is recommending raising the fee for full user names by \$50 up to \$600 and the maintenance fee by \$50 up to \$450 for each library. The RFP for the new system will be issued February 5th. We are now sending items to Springfield. We will be working with Adult Services, Circulation, Extension and Technical Services on what works best for us to keep new materials in our library. I will have a report from the latest meeting at the board meeting.

FRIENDS: Barbara Redford will be the new president.

FOUNDATION: Currently we have received about \$4,995 in year-end donations. We have paid the boiler bill of \$89,600 out of the Foundation, which leaves us a balance of \$11,529.06

STAFF: Siobhan Buckley started as a part-time page on December 19th. Joan Price has been moved to Circulation.

ADULT DIVISION: Tax forms are here and available to the public; we are still waiting on the IL forms. The rental books are now being cataloged so that they are searchable, but not reserveable. The periodical weeding list is in its last phase, and once it is done, shifting them can begin.

BUILDING DIVISION: The City has inspected the new boilers and we passed, we now await the State inspection. There will be a State "IDOL" inspection this month. The new 4x4 handled the snow removal fine. The building and vehicles are up and running, with no problems expected.

CHILDREN'S DEPARTMENT: Reference statistics were down from last month, but up from 1999 and 2000. Ten groups visited the department, bringing in 259 people and 147 people attended thirteen programs. This department is still one short.

CIRCULATION DIVISION: We were very busy during the holidays with checkouts and were backlogged on returned items. Ken from Extension spent a day helping them catch up. Now that there are two pages to assist circulation, workflow will have to be studied so the manpower can be better utilized to get materials on the shelf quicker. Even without sending things to Springfield most of the month, we sent out 548 items.

EXTENSION: The bookmobile schedules have been revamped with an additional 14 new stops added. We added two new volunteers to help in the Local History Room and one new patron to our Home Service program.

CITY LIBRARIAN'S REPORT

January 10, 2003

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SYSTEMS ADMINISTRATION: The new website is up and running. It still needs some fine-tuning, but it has a more sleek, modern look. Matt is clearing out old broken equipment from the computer room. He is investigating whether the self-check machine will work with SIRSI or will we just have to wait on the new system. Some equipment was repaired and replaced and upgrades to software were made, where necessary.

TECHNICAL DIVISION: Steve sent 53 purchase orders, but we are still backlogged. Karen and Robert attended Firstsearch training at RPLS. The department is working with other departments on clearing up problems that occurred over a year ago and on new projects that will help assist patrons to use the collections. This department is still one short.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

January 10, 2003

Finance and Properties Committee
January 7, 2003

Mr. Cocagne called the meeting to order at 4:30 p.m. Members present: Mr. Cocagne, Pat Greanias, Phil Wise and Sherri Arnold. Absent: Eugene King. Staff present: Linda Humphreys and Lee Ann Fisher. Others present: Amy Hoak from the Decatur Herald & Review.

Bills and payroll: The bills for December 2002 were presented and reviewed. Ms. Fisher noted that Rotary donated \$2,000 to the library to purchase books for the new bookmobile. The library's request to the James Millikin Trust to pay for the rest of the new bookmobile was not approved. Nearly \$5,000 has been received from the letter the Foundation sent out.

Rent due December 1 and January 1 on the Village Mall has not been paid. An invoice was sent out for two month's rent and two late fees (\$6,716.66 total). The library will begin invoicing the tenant monthly.

Budget draft for 2003/04: The draft was reviewed at length. The consensus was to recommend approval of the draft as presented.

Lease space: Mr. Wise made a motion to adjourn to closed executive session to discuss the lease of real property. The motion was seconded by Mrs. Greanias and unanimously carried on roll call vote. The Board went into closed session at 4:55 p.m. The meeting was re-convened at 5:05 p.m.

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

Respectfully submitted,

Linda Humphreys
Linda Humphreys, Office Manager

2003/04 Budget Draft

Includes:

- \$83,533 increase in levy
- 3.3% pay increase for bargaining unit staff
- 3.3% minimum increase for management staff
- increased benefits for management as approved in December 2002
- computer interns for 36 hours/week (50% cut)
- no changes in permanent staffing levels

102 temporary salaries

Adult Division

Kidd	16.146 X 4 X 52 =	3,358	
Hawley	13.083 X 4 X 52 =	2,721	
			6,079

Computer interns

(8.00 X 36 X 52)			14,976
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Children's Division

Penn	16.146 X 20 X 13	4,064 (summer)	
			4,198

Total 102 salaries			25,253
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271 Spherion Temp. Services		23,000	
for children's, adult division, circulation & building as needed			

20-40000-280			
security guards (\$20 X 52 X 25 hours)		26,000	
legal services		5,000	
public relations--newsletter		10,000	
Baby TALK		3,300	
physicals & drug screens for new hires		1,400	
ABWA/Rotary		640	
TOTAL			46,340

12/30/02

DPL Management Staff
2003/04 budget

	name	grade	cur. salary	IMRF/SS	Insurance	Years	3.3%/min. incentive	life ins
City Librarian	Fisher	7M	68,000	6,069	9,707	2	70,244	10
Head of Technical Division	Anderson	5M	50,259	4,486	5,805	31	51,918	1,550
Processing Supervisor	Colebar	1M	29,040	2,592	5,805	34	29,998	1,700
Acquisitions Supervisor	Craven	1M	28,175	2,515	9,707	10	29,105	100
Librarian	Gross, A	3M	39,855	3,557	9,707	16	41,170	320
Head of Children's Division	Gross, C	5M	49,663	4,432	5,805	18	51,302	360
Librarian	Hackney	3M	40,955	3,655	9,707	22	42,307	660
Head of Building Division	Harris	5M	48,116	4,294	5,805	6	49,704	30
Librarian (1/2 time)	Hemp	3M	17,575	1,569		2	18,155	10
Head of Circulation Division	Hendricks	5M	39,324	3,782	9,707	4	43,772	20
Office Manager	Humphreys	4M	35,922	3,636	5,805	30	42,084	1,500
Librarian	Law	3M	40,050	3,575	5,805	20	41,372	600
Librarian	Merrick	3M	37,657	3,361	5,805	21	38,900	630
Head of Extension Division	Pointon	5M	39,324	3,782	9,707	1	43,772	5
Administrative Secretary	Robinson	1M	23,189	2,145	3,677	6	24,831	30
Administrative Aide	Stanbery	1M	31,281	2,792	5,805	27	32,313	1,350
Asst. Head of the Building Division (1/2 time)	Terrell	2M	13,390	1,287		2	14,899	10
Head of Adult Division	Trezzo	5M	39,324	3,782	9,707	1	43,772	5
Systems Administrator	Wilkerson	5M	41,200	3,782	3,677	2	43,772	10
Librarian	Ziese	3M	30,900	3,030	9,707	2	35,070	10
			743,199	68,123	131,450	257	788,459	8,910
			<u>24,526</u>					
			767,725	68,123	131,450	257		8,910
								2,384

MANAGEMENT SUB-TOTALS

DPL Union Staff
2003/04 BUDGET

	name	grade	salary	IMRF/SS	Insurance	Incentive
Bookmobile Clerk-Driver	Banning	11H*	26,742	2,311	5,805	200
Library Clerk I	Bechtel	9E*	23,407	2,022	3,677	200
Building Custodian **	Brooks	11C*	12,101	1,045		
Library Clerk II	Collett	11H*	26,742	2,311	5,805	300
Library Page **	Collins	3F	10,834	936		350
T.S. Clerk I	Cook	9F	27,374	2,365	5,805	700
Library Page **	Dacar	3F*	9,535	824		100
Library Page **	Davis	3B*	8,800	760		
Building Custodian	Delgado	11H*	26,742	2,311	5,818	200
Library Clerk I **	Denton	9A*	10,892	941		100
Library Clerk I **	Dickey	9E*	11,786	1,018		100
Library Assistant	Dwyer	18F	39,759	3,435	5,805	700
Junior Cataloger	Edwards	15C*	28,879	2,495	5,805	400
Head Library Page	Freitag	5E*	20,219	1,747	5,805	200
Library Page **	Gregory	3D*	9,174	793		12
Catalog Clerk I	Gulick	9H*	24,713	2,135	5,805	700
Library Page **	Hay	3D*	9,194	794		12
Library Assistant	Irwin	18F	39,759	3,435	5,805	700
Library Page	Jolley	3C*	18,075	1,562	3,677	24
Library Assistant **	Kline	18H*	15,836	1,368		350
Sr. Building Custodian	Kupish	12F	30,920	2,671	5,805	600
Systems Admin. Support Specialist	Longbons	15C*	28,302	2,445	3,677	138
Library Assistant	Mallory	18F*	30,576	2,642	5,818	700
Building Custodian	Mangold	11H*	26,742	2,311	5,805	200
Library Assistant **	Martin	18D*	14,600	1,261		58
Library Page **	McArthur	3B*	8,832	763		
Library Clerk I	Mitchell	9C*	22,665	1,958	5,805	200
Library Driver**	Mollohan	9E*	11,758	1,016		100
Catalog Clerk I **	Nims	9F	13,687	1,183		350
Building Custodian **	Petro	11C*	12,177	1,052		12
Library Page **	Price	3G*	9,811	848		100
Library Assistant	Roberts	18F	39,759	3,435	5,805	700
Library Clerk I	Rostek	9E*	23,443	2,026	3,677	200

Library Page **	Rounsavall	3A*	8,769	758			
Telephone Page	Ruskin	5F	23,389	2,021	5,805	300	
Acquisitions/ILL Clerk	Skelley	11F*	26,115	2,256	5,805	200	
Library Page **	Snell	3C*	8,973	775			
Library Assistant	Snyder	18D*	29,444	2,544	5,818	700	
Library Clerk I	Spates	9F*	23,829	2,059	5,805	200	
Bookmobile Clerk-Driver	Stanckiewicz	11D*	25,065	2,166	5,805	600	
Telephone Page **	Stuke	5B*	9,584	828			
Library Clerk I	Tokarz	9F*	24,125	2,084	3,677	200	
Library Clerk I **	Ungerman	9A*	10,834	936			
Library Assistant	Walter	18E*	30,268	2,615	3,677	700	
Library Assistant	Whiteside	18D*	29,395	2,540	3,677	600	
Extension Clerk	Wiley	11H*	26,742	2,311	5,805	300	
Routing Clerk II	Wilhelm	11G*	26,596	2,298	5,805	300	
Library Assistant **	Wollitz	18F	19,880	1,718		350	
Library Page **	Woltz	3A*	8,719	753			
Library Page **	Wood	3H*	9,847	851			150
Junior Cataloger	VACANT	15A*	27,148	2,346	5,805		
Library Assistant **	VACANT	18A*	13,606	1,176			
Library Page	VACANT	3A*	17,266	1,492	5,805		
Library Page **	VACANT	3A*	8,633	746			

UNION SUB-TOTALS			1,082,060	93,490	159,293	13,306	
MANAGEMENT SUB-TOTALS			788,459	68,123	131,450	8,910	
			1,870,518	161,613	290,743	22,216	
				1,919			IMRF/SS 1,919
LIBRARY TOTALS			1,870,518	163,532	290,743		

48 FT + 26 half-time + 3 temps
77 people

FUND: Decatur Public Library (20)

REVENUE

<u>Object Code</u>	<u>Description</u>	<u>2001-02 Actual</u>	<u>2002-03 Estimate</u>	<u>2002-03 Budget</u>	<u>2003-04 Budget</u>
Fund Balance					
30001-000	Beginning Fund Balance	\$ 298,231	\$ 430,572	\$ 320,231	\$ 419,734
Taxes					
30100-107	Property Tax - Library	2,681,059	2,712,371	2,767,725	2,851,258
Intergovernmental Revenue					
30200-104	Replacement Tax	241,284	235,000	240,000	235,000
30200-107	State Grants or Other	129,804	97,704	95,904	95,904
	Total	371,088	332,704	335,904	330,904
Fines and Fees					
30500-509	Library Fines and Fees	54,891	50,000	50,000	50,000
30500-510	Library Non-Resident Fees	930	500	675	500
30500-511	Library Lost & Damaged Books	5,601	4,500	6,000	4,500
30500-514	Copies and Misc.	15,140	21,000	12,000	20,000
30500-515	Meeting Room Fees	10,247	9,500	12,000	10,000
	Total	86,809	85,500	80,675	85,000
Transfers From					
30600-752	Transfer From Walmart TIF	6,000	6,000	6,000	6,000
	Total	6,000	6,000	6,000	6,000
Investment Income					
30700-101	Investment Interest	19,419	13,000	20,000	12,000
Other Income					
30800-805	Contributions and Donations	28,835	0	13,000	0
30800-846	Lease of Library Property	46,783	40,000	40,000	40,000
30800-870	DPL Foundation Contributions	133,273	0	0	0
30800-899	Miscellaneous Income	72,957	7,250	20,000	8,988
	Total	281,848	47,250	73,000	48,988
	Fund Total	\$ 3,744,454	\$ 3,627,397	\$ 3,603,535	\$ 3,753,884

FUND: Decatur Public Library (20)

DIVISION: Operating (40000)

EXPENDITURES

<u>Object Code</u>	<u>Description</u>	<u>2001-02 Actual</u>	<u>2002-03 Estimate</u>	<u>2002-03 Budget</u>	<u>2003-04 Budget</u>
Personnel Services					
40000-090	Regular Salaries	\$ 1,596,630	\$ 1,730,513	\$ 1,793,310	\$ 1,870,518
40000-101	Overtime	13,257	12,000	15,775	15,000
40000-102	Temporary Salaries	36,733	33,500	46,689	25,000
40000-104	Retirement - IMRF	157,091	153,317	163,602	166,741
40000-111	Group Life Insurance	574	616	634	3,133
40000-112	Hosp. & Medical Insurance	213,697	255,700	271,418	290,743
40000-114	Worker's Compensation	16,048	19,840	21,098	18,249
40000-115	Service Recognition	12,101	19,830	19,830	22,216
	Total	<u>2,046,131</u>	<u>2,225,316</u>	<u>2,332,356</u>	<u>2,411,600</u>
Contractual Services					
40000-201	Advertising	1,861	622	500	250
40000-202	Printing and Binding	10,582	10,000	5,000	6,000
40000-210	Serv. to Maint. Buildings	55,348	32,500	40,500	30,000
40000-211	Serv. to Maint. Improv	2,390	3,500	0	3,500
40000-212	Serv. to Maint. Auto Equip.	4,366	2,500	3,000	2,500
40000-213	Serv. to Maint. Office Equip.	21,606	19,000	19,000	20,000
40000-230	MIS Services	17,634	17,634	17,634	17,634
40000-231	Electricity	153,996	154,000	160,000	150,000
40000-232	Gas	25,401	4,700	32,000	20,000
40000-233	Telephone	27,930	30,000	28,000	30,000
40000-234	Water	2,964	3,100	4,000	3,100
40000-238	Auditing Services	0	0	1,600	0
40000-240	Training School Expense	2,538	2,500	5,000	3,000
40000-241	Conf. & Other Travel Expense	6,568	7,500	7,500	7,000
40000-245	Postage	13,384	17,000	15,200	17,000
40000-247	Computer Software Expense	2,790	0	20,000	20,000
40000-271	Temp. Personnel Services	31,439	41,500	45,000	23,000
40000-272	Tuition Reimbursement	1,046	830	3,000	1,000
40000-273	Travel Expense for Interviews	556	0	400	250
40000-280	Other Professional Services	141,401	46,500	46,500	46,340
40000-284	Professional Membership Fees	2,026	1,800	2,100	1,400
40000-286	Rentals (Data Processing)	12,416	0	0	0
40000-289	Rentals (Equipment)	11,749	5,000	7,500	5,000
	Total	<u>549,991</u>	<u>400,186</u>	<u>463,434</u>	<u>406,974</u>

FUND: Decatur Public Library (20)

DIVISION: Operating (40000)

EXPENDITURES

<u>Object Code</u>	<u>Description</u>	<u>2001-02 Actual</u>	<u>2002-03 Estimate</u>	<u>2003-04 Budget</u>	<u>2003-04 Budget</u>
	Commodities				
40000-310	Gasoline	\$ 3,128	\$ 3,500	\$ 4,000	\$ 3,700
40000-312	Janitorial Supplies	6,390	8,000	12,000	8,000
40000-320	Mat. to Maint. Buildings	17,723	20,000	20,000	18,000
40000-337	Mat. to Maint. Auto Equip.	945	2,000	2,000	1,500
40000-345	Office Supplies	26,462	35,000	35,000	30,000
40000-357	Employee Recognition Supplies	205	210	260	150
	Total	<u>54,853</u>	<u>68,710</u>	<u>73,260</u>	<u>61,350</u>
	Other Charges				
40000-415	Transfer to General Fund	1,200	1,200	1,200	1,200
40000-418	Motor Vehicle Insurance	3,299	4,149	4,149	5,313
40000-420	Boiler Insurance	2,111	2,987	2,987	1,873
40000-421	Property Insurance	12,197	12,670	12,670	14,258
40000-423	General Liability Insurance	7,315	8,239	8,239	7,854
40000-499	Small Capital Items	7,803	70,000	6,000	17,423
	Total	<u>33,925</u>	<u>99,245</u>	<u>35,245</u>	<u>47,921</u>
	Capital Outlay				
40000-502	Buildings	133,273	0	0	0
40000-510	Automotive Equipment	90,000	0	0	0
40000-515	Office Machinery & Equipment	16,013	19,100	0	0
	Total	<u>239,286</u>	<u>19,100</u>	<u>0</u>	<u>0</u>
	Library Inventory				
40000-800	Books and Periodicals	<u>317,948</u>	<u>360,000</u>	<u>380,000</u>	<u>397,500</u>
	Division Total	<u>\$ 3,242,134</u>	<u>\$ 3,172,557</u>	<u>\$ 3,284,295</u>	<u>\$ 3,325,345</u>

FUND: Decatur Public Library (20)

DIVISION: Lease Expenses (41000)

EXPENDITURES

<u>Object Code</u>	<u>Description</u>	<u>2001-02 Actual</u>	<u>2002-03 Estimate</u>	<u>2002-03 Budget</u>	<u>2003-04 Budget</u>
Contractual Services					
41000-210	Service to Maint. Buildings	\$ 10080	\$ 0	\$ 0	\$ 0
41000-231	Electricity	5,109	5,575	5,575	5,575
41000-280	Professional Services	25,507	0	25,000	0
	Total	<u>40,696</u>	<u>5,575</u>	<u>30,575</u>	<u>5,575</u>
Commodities					
41000-320	Material to Maint. Bldgs	<u>427</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Charges					
41000-409	Principal Payments	21,875	21,875	21,875	21,875
41000-410	Interest Payments	8,750	7,656	7,656	6,563
	Total	<u>30,625</u>	<u>29,531</u>	<u>29,531</u>	<u>28,438</u>
	Division Total	<u>71,748</u>	<u>35,106</u>	<u>60,106</u>	<u>34,013</u>
	Fund Total	<u>\$ *****</u>	<u>\$ *****</u>	<u>\$ *****</u>	<u>\$ *****</u>

DECATUR PUBLIC LIBRARY

DATE OF REQUEST

VENDOR

AMOUNT

CHECK NUMBER

CHECK DATE

DESCRIPTION

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/00/00	MEDICAL INSURANCE	10,157.03	1907	04/18/02	MEDICAL INSURANCE
04/00/00	COMMON MEDICAL INS	27.00	1908	04/18/02	COMMON MEDICAL INS
04/00/00	COMMON MEDICAL INS	759.89	1909	04/18/02	COMMON MEDICAL INS
04/00/00	TREASURY IMRF	15,927.00	1930	04/18/02	TREASURY IMRF
04/00/00	TREASURY MEDICAL INS	10,113.77	1931	04/18/02	TREASURY MEDICAL INS
04/00/00	TREASURY MEDICAL INS	779.94	1932	04/18/02	TREASURY MEDICAL INS
04/00/00	TREASURY MEDICAL INS	6,001.49	1933	04/18/02	TREASURY MEDICAL INS
04/00/00	TREASURY MEDICAL INS	10,115.03	1934	04/18/02	TREASURY MEDICAL INS
04/00/00	TREASURY MEDICAL INS	27.00	1935	04/18/02	TREASURY MEDICAL INS
04/00/00	TREASURY MEDICAL INS	759.89	1936	04/18/02	TREASURY MEDICAL INS
04/00/00	TREASURY MEDICAL INS	5,913.51	1937	04/18/02	TREASURY MEDICAL INS
04/00/00	COMMERCIAL MAIL SERVICES	1,399.92	1949	04/18/02	COMMERCIAL MAIL SERVICES
04/00/00	AMERICAN TELEVISION	1,399.70	1950	04/18/02	AMERICAN TELEVISION
04/00/00	TELEVISION MAINTENANCE	13.50	1951	04/18/02	TELEVISION MAINTENANCE
04/00/00	TELEVISION CASH	13.50	1952	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	23.72	1953	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	48.52	1954	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1955	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1956	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1957	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1958	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1959	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1960	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1961	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1962	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1963	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1964	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1965	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1966	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1967	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1968	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1969	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1970	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1971	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1972	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1973	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1974	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1975	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1976	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1977	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1978	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1979	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1980	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1981	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1982	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1983	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1984	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1985	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1986	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1987	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1988	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1989	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1990	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1991	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1992	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1993	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1994	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1995	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1996	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1997	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1998	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	1999	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	2000	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	2001	04/18/02	TELEVISION CASH
04/00/00	TELEVISION CASH	25.00	2002	04/18/02	TELEVISION CASH

REQUEST	VENDOR	FUND	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
0000000000	SELF INSURANCE FUND	1055.93	15883	200002	PROPERTY INSURANCE	
0000000000	SELF INSURANCE FUND	58.50	15883	200002	LIABILITY INSURANCE	
0000000000	OPERATING	146.75	15883	200002	PHONE SUPPLIES	
0000000000	OFFICE FURNISHINGS	10.07	15883	200002	STAPLES	
0000000000	WIRELESS	1.47	15883	200002	CELL PHONE	
0000000000	CARE VIDEOS	24.50	15883	200002	VIDEO TAPES	
0000000000	TAYLOR CO	120.57	15883	200002	PERIODICALS	
0000000000	COMPUTER SUPPLY	154.00	15883	200002	PERIODICALS	
0000000000	ENTERTAINMENT	275.00	15883	200002	PERIODICALS	
0000000000	CITY PAPER CO	195.00	15883	200002	PERIODICALS	
0000000000	REVIEW	950.90	15883	200002	PERIODICALS	
0000000000	ARCHIVAL TELECINE	177.34	15883	200002	PERIODICALS	
0000000000	PUBLISHERS, LTD.	140.00	15883	200002	PERIODICALS	
0000000000	GROUP	2.00	15883	200002	PERIODICALS	
0000000000	DANN R.	500.00	15883	200002	PERIODICALS	
0000000000	TECH	191.99	15883	200002	PERIODICALS	
0000000000	LIBRARY SERVICES	1,158.78	15883	200002	PERIODICALS	
0000000000	LIBRARY	82.25	15883	200002	PERIODICALS	
0000000000	STATE LIBRARY	3096.00	15883	200002	PERIODICALS	
0000000000	SUPPLY INC.	34.17	15883	200002	PERIODICALS	
0000000000	COMPANY	30.00	15883	200002	PERIODICALS	
0000000000	HIGH SCHOOL	26.00	15883	200002	PERIODICALS	
0000000000	SYSTEMS	28.79	15883	200002	PERIODICALS	
0000000000	ILLMAN CORPORATION	140.73	15883	200002	PERIODICALS	
0000000000	ILLMAN CORPORATION	2,375.11	15883	200002	PERIODICALS	
0000000000	BOOKS, CO	40.60	15883	200002	PERIODICALS	
0000000000	PAUL PUBLISHERS, INC.	30.95	15883	200002	PERIODICALS	
0000000000	COMPUTER RIBBON	107.90	15883	200002	PERIODICALS	
0000000000	ESSEX	177.20	15883	200002	PERIODICALS	
0000000000	ALAN PRESS INC.	100.00	15883	200002	PERIODICALS	
0000000000	ALAN PRESS INC.	16.56	15883	200002	PERIODICALS	
0000000000	SONS, INC.	157.50	15883	200002	PERIODICALS	
0000000000	SONS, INC.	148.90	15883	200002	PERIODICALS	
0000000000	COMPANY	200.00	15883	200002	PERIODICALS	
0000000000	DELLER	175.00	15883	200002	PERIODICALS	
0000000000	GROUP	177.00	15883	200002	PERIODICALS	
0000000000	SYSTEMS	3.00	15883	200002	PERIODICALS	
0000000000	WEST INC					
0000000000	WATT INC					
	TOTAL	115,110.29				

PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
12/10/2002	TAYLOR CO	158095	12/13/2002	AND BOOKS	576.31
12/10/2002	TAYLOR CO	158096	12/13/2002	AND BOOKS	376.00
12/10/2002	TAYLOR CO	158097	12/13/2002	AND BOOKS	208.00
12/10/2002	TAYLOR CO	158098	12/13/2002	AND BOOKS	70.82
12/10/2002	TAYLOR CO	158099	12/13/2002	AND BOOKS	527.82
12/10/2002	TAYLOR CO	158100	12/13/2002	AND BOOKS	116.54
12/10/2002	TAYLOR CO	158101	12/13/2002	AND BOOKS	958.00
12/10/2002	TAYLOR CO	158102	12/13/2002	AND BOOKS	111.07
12/10/2002	TAYLOR CO	158103	12/13/2002	AND BOOKS	400.85
12/10/2002	TAYLOR CO	158104	12/13/2002	AND BOOKS	35.71
12/10/2002	TAYLOR CO	158105	12/13/2002	AND BOOKS	75.71
12/10/2002	TAYLOR CO	158106	12/13/2002	AND BOOKS	524.80
12/10/2002	TAYLOR CO	158107	12/13/2002	AND BOOKS	111.47
12/10/2002	TAYLOR CO	158108	12/13/2002	AND BOOKS	165.05
12/10/2002	TAYLOR CO	158109	12/13/2002	AND BOOKS	55.05
12/10/2002	TAYLOR CO	158110	12/13/2002	AND BOOKS	33.00
12/10/2002	TAYLOR CO	158111	12/13/2002	AND BOOKS	221.24
12/10/2002	TAYLOR CO	158112	12/13/2002	AND BOOKS	40.00
	TOTAL				3,793.05

DECATUR PUBLIC LIBRARY

DESCRIPTION

ACT. NO.	MONTHLY ACTUAL	PERIOD ENDING 20021231	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000 BEGINNING FUND BALANCE	.00		213,487.33	403,307.58	320,231.00	83,076.58-	125
TOTAL	.00		213,487.33	403,307.58	320,231.00	83,076.58-	125
TAXES							
30100-107 PROPERTY TAX-LIBRARY	.00		1,845,150.00	2,622,506.74	2,767,725.00	145,218.26	94
TOTAL	.00		1,845,150.00	2,622,506.74	2,767,725.00	145,218.26	94
INTER GOVERNMENTAL REVENUE							
30200-104 REPLACEMENT TAX	13,056.81		160,000.00	98,212.30	240,000.00	141,787.70	40
30200-107 STATE GRANTS OR OTHER	.00		83,936.00	1,800.00	95,904.00	94,104.00	1
TOTAL	13,056.81		223,936.00	100,012.30	335,904.00	235,891.70	29
FINES AND FEES							
30500-509 LIBRARY FINES AND FEES	4,320.69		33,333.33	28,667.27	50,000.00	21,332.73	57
30500-510 LIBRARY NON-RESIDENT FEES	.00		450.00	256.58	875.00	418.62	38
30500-511 LIBRARY LOST AND DAMAGED BOOKS	549.15		4,000.00	3,167.77	6,000.00	2,832.23	52
30500-514 COPIES & MISC.	4,888.56		8,000.00	14,463.42	12,000.00	2,463.42-	120
30500-515 MEETING ROOM FEES	1,005.00		8,000.00	6,585.00	12,000.00	5,415.00	54
TOTAL	10,763.40		53,783.33	53,139.84	80,675.00	27,535.16	65
TRANSFERS FROM							
30600-752 TRANS FR WALMART IIF	.00		4,000.00	19,544.09	6,000.00	6,000.00	
30600-756 TR FROM FUNDS	.00		.00	.00	.00	19,544.09-	
TOTAL	.00		4,000.00	19,544.09	6,000.00	13,544.09-	325
INVESTMENT INCOME							
30700-101 INVESTMENT INTEREST	1,193.64		13,333.33	8,977.27	20,000.00	11,022.73	44
TOTAL	1,193.64		13,333.33	8,977.27	20,000.00	11,022.73	44
OTHER INCOME							
30800-805 CONTRIBUTIONS AND DONATIONS	.00		8,666.66	.00	13,000.00	13,000.00	
30800-846 LEASE OF LIBRARY PROPERTY	.00		25,666.66	26,666.64	40,000.00	13,333.36	66
30800-899 MISCELLANEOUS INCOME	.05		13,333.33	2,949.66	20,000.00	17,050.34	14
TOTAL	.05		48,666.65	29,616.30	73,000.00	43,383.70	40
FUND TOTAL	25,013.90		2,402,356.64	3,237,104.12	3,603,535.00	366,430.88	89

REPORT OF EXPENDITURES TO FUND FY 2002-2003

OH CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 20 DECATUR PUBLIC LIBRARY Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
	OTHER CHARGES	35,245	4,281.80	86,130.85	23,495	50,885.85	.00	50,885.85	244.4
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIPMENT	0	.00	19,100.00	0	19,100.00	435.00	19,535.00	
		0	.00	19,100.00	0	19,100.00	435.00	19,535.00	
800	BOOKS AND PERIODICALS	380,000	12,305.36	178,862.14	253,333	201,137.86	.00	201,137.86	47.1
804	BOOKS-MAIN REFERENCE	0	.00	444.87	0	444.87	.00	444.87	
830	AV-PHONODICS	0	.00	86.01	0	86.01	.00	86.01	
841	MAG/PAPERS-MAIN ADULT	0	227.25	24,551.32	0	24,551.32	.00	24,551.32	
842	MAG/PAPERS-MAIN YOUTH	0	.00	1,037.35	0	1,037.35	.00	1,037.35	
843	MAG/PAPERS-MAIN JUVENILE	0	.00	1,807.69	0	1,807.69	.00	1,807.69	
844	MAG/PAPERS-MAIN REFERENCE	0	.00	8,553.95	0	8,553.95	.00	8,553.95	
845	MAG/PAPERS-MAIN PROFESSIONAL	0	.00	1,674.86	0	1,674.86	.00	1,674.86	
847	MAG/PAPERS-EXTEN ADULT	0	.00	4,246.97	0	4,246.97	.00	4,246.97	
	EXPENDITURES	380,000	12,532.61	221,244.96	253,333	158,755.04	.00	158,755.04	58.2
960	GRANT & INTEREST REPAYMENT	0	3,200.00	6,793.39	0	6,793.39	.00	6,793.39	
		0	3,200.00	6,793.39	0	6,793.39	.00	6,793.39	
**	DIVISION TOTAL **	3,284,295	323,274.34	2,187,784.34	2,189,518	1,096,510.66	13,404.48	1,083,106.18	67.0

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

OH CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 20 DECATUR PUBLIC LIBRARY Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
41000	LEASE EXPENSES	5,575	464.44	2,286.64	3,716	2,788.36	.00	2,788.36	50.0
		25,000	.00	261.66	16,666	24,738.34	.00	24,738.34	1.0
		30,575	464.44	3,048.30	20,382	27,526.70	.00	27,526.70	10.0
	CONTRACTUAL SERVICES								
231	ELECTRICITY	21,875	14,218.75	21,875.00	14,583	.00	.00	.00	100.0
280	OTHER PROFESSIONAL SERVICES	7,656	14,218.75	7,656.25	5,104	.25	.00	.25	100.0
	OTHER CHARGES	29,531	.00	29,531.25	19,687	.25	.00	.25	100.0
		60,106	464.44	32,579.55	40,069	27,526.45	.00	27,526.45	54.2
**	DIVISION TOTAL **	3,344,401	323,738.78	2,220,363.89	2,229,587	1,124,037.11	13,404.48	1,110,632.63	66.8

REPORT OF EXPENDITURES TO SET FY 2002-2003

41000 DPL-CANTONI TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS 12/31/2002

CB DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
800 BOOKS AND PERIODICALS	3,000	989.15	2,850.79	2,000	149.21	.00	149.21	95.0
EXPENDITURES	3,000	989.15	2,850.79	2,000	149.21	.00	149.21	95.0
900 EXPENDITURES	0	.00	42.75	0	42.75	212.00	254.75	
** DIVISION TOTAL **	3,000	989.15	2,893.54	2,000	106.46	212.00	105.54	103.5

6LA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

42000 DPL-MEYER TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS 12/31/2002

CB DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
499 SMALL CAPITAL ITEMS	0	.00	1,775.97	0	1,775.97	.00	1,775.97	
OTHER CHARGES	0	.00	1,775.97	0	1,775.97	.00	1,775.97	
800 BOOKS AND PERIODICALS	6,500	133.05	549.38	4,333	5,950.62	.00	5,950.62	8.5
EXPENDITURES	6,500	133.05	549.38	4,333	5,950.62	.00	5,950.62	8.5
** DIVISION TOTAL **	6,500	133.05	2,325.35	4,333	4,174.65	.00	4,174.65	35.8

6LA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

43000 DPL-BRIDGES TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS 12/31/2002

CB DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
800 BOOKS AND PERIODICALS	5,000	.00	1,778.78	3,333	3,221.22	.00	3,221.22	35.6
EXPENDITURES	5,000	.00	1,778.78	3,333	3,221.22	.00	3,221.22	35.6
** DIVISION TOTAL **	5,000	.00	1,778.78	3,333	3,221.22	.00	3,221.22	35.6

DESCRIPTION 12/31/2002
 CAPITAL OUTLAY UNENCUMBERED BALANCE
 FUND 92 PUBLIC LIBRARY-TRUSTS ENCUMBRANCE

515 OFFICE MACHINERY AND EQUIPMENT	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	YTD BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
	0	.00	7,700.00	0	7,700.00	.00	7,700.00	
	0	.00	7,700.00	0	7,700.00	.00	7,700.00	
600 BOOKS AND PERIODICALS	1,000	2,670.85	15,664.03	666	14,664.03	.00	14,664.03	566.4
	1,000	2,670.85	15,664.03	666	14,664.03	.00	14,664.03	566.4
** DIVISION TOTAL **	1,000	2,670.85	23,364.03	666	22,364.03	.00	22,364.03	336.4

Chapter VI Programming

A library can reach out to its entire community through programming. Programs publicize the library, introduce special groups to library materials and services, and provide information and recreation. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their parents to use the library and its resources. Programs for young adults identify resources that help them understand some of the intellectual, emotional, and social changes they are experiencing. Programs can reintroduce the newly retired to a library that has grown during the years that they did not have time to use it.

If the library opens its meeting rooms, display cases, and other exhibit areas to nonlibrary-sponsored programs and nonlibrary-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. This policy as well as other library policies should be reviewed by the library's attorney.

Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.] and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)

Supplemental Standards

1. Library programs are provided free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

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