

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, July 19, 2001 4:30 p.m.
AGENDA

- I. Call to order - Mark Gibson, President
 - A. Introduction and oath of office for new trustee Carol Craig
- II. Approval of minutes
 - A. Regular meeting of June 21, 2001
- III. Communication from the public
- IV. Division head's report--Katie Gross, Children's Division
- V. City Librarian's report
- 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 2001
 - 2. No meeting
 - C. Rolling Prairie Library System
 - 1. Report on July meeting
 - D. Friends of the Library
 - 1. Meeting of July 12, 2001
 - E. Foundation
 - 1. No meeting
- VII. Serving Our Public: Standards for Illinois Public Libraries
 - A. Chapter I, Core Standards
- VIII. Old business
- IX. New business
 - A. Appointment of Committees
- X. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

June 21, 2001

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Mark Gibson, President. Members present: Mr. Gibson, Ty Cocagne, Mary Gladney, Patricia Greanias, Shirley Moore, Judi Moss, and Phil Wise. Absent: Sherri Arnold. Staff present: Karen Anderson, Grace Veach, and Linda Humphreys. Others present: Lee Ann Fisher.

II. APPROVAL OF MINUTES

The minutes of both the regular and annual meetings of May 24, 2001, were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. DIVISION HEAD'S REPORT

Grace Veach reported on the Technical Division.

V. INTERIM CITY LIBRARIAN'S REPORT

The Interim City Librarian's written report was previously mailed.

VI. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet.

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

The committee reviewed a revised agreement with Richland Community College regarding the computer training room. Mr. Cocagne made a motion to approve the agreement subject to approval by counsel. The motion was seconded by Mrs. Gladney and unanimously approved.

Bids for a fire wall in the lease space were reviewed. Mr. Cocagne made a motion to approve a quotation from ISC for \$2,598.00 as recommended by Mr. Harris. The motion was seconded by Mr. Wise and unanimously approved on roll call vote.

The committee also reviewed quotes to replace the roof on the east canopy. Mr. Cocagne made a motion to authorize the Finance and Properties Committee to approve a bid for this work after

checking with the city engineering staff. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote.

The committee reviewed specifications for a new large bookmobile. Mrs. Moss made a motion to approve the specifications as presented and to advertise for bids. The motion was seconded by Mr. Wise and unanimously approved on roll call vote.

A request from Anthology Booksellers to restructure the rent was also reviewed. The consensus was to approve the plan as presented.

The committee reviewed a proposal to change all fines to ten cents per day with the switch to DRA. It was also proposed that amnesty days be given randomly for children. Mr. Cocagne made a motion to approve the proposal as presented. The motion was seconded by Mrs. Moore and unanimously approved on roll call vote.

Rolling Prairie Library System: Mrs. Moore attended the meeting. She reported that the systems were not successful in their attempt to get increased funding from the state.

Friends of the Library: The Friends met June 14, 2001. Mrs. Moore reported that the Friends approved spending approximately \$2,000 for graphics on the new bookmobile. The Boy Scouts will be working with the Friends again this year on a fund raiser using the library parking lot during the Decatur Celebration.

Foundation: The Foundation Board of Directors did not meet.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Mrs. Gladney questioned hiring procedures and the filling of vacancies. The Personnel, Policy & Public Relations Committee will review the procedure at the next meeting.

A proposal from United Way regarding the lease space was reviewed. No action was taken.

The FY2002 per capita grant application was reviewed. Mr. Wise made a motion to approve the application as presented. The motion was seconded by Mrs. Moore and unanimously approved.

The Ordinance Determining Prevailing Wage Rates was reviewed. Mr. Wise made a motion to approve the Ordinance as presented. The motion was seconded by Mrs. Moore and unanimously approved.

Mr. Gibson presented Mrs. Moore and Mrs. Moss each with a plaque and thanked them for their service on the Library Board of Trustees.

Mr. Cocagne made a motion to adjourn to closed executive session to discuss the compensation of an employee. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote. The Board went into executive session at 6:12 p.m. The meeting was reconvened at 6:20 p.m.

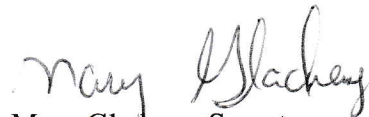
Mr. Cocagne made a motion that Ms. Anderson return to the Head of Extension Division at her previous salary plus 3%. The motion was seconded by Mr. Wise and unanimously approved on roll call vote. Mr. Cocagne made a motion to approve a \$2,500 bonus for Ms. Anderson in recognition of her service during the past year. The motion was seconded by Mrs. Moore and unanimously approved on roll call vote.

Mr. Wise made a motion that the library close at 5:00 p.m. Friday, August 3 and also close all day Saturday, August 4 during the Decatur Celebration. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote.

IX. ADJOURNMENT

Mr. Gibson adjourned the meeting at 6:25 p.m.

Respectfully submitted,



Mary Gladney, Secretary
Decatur Public Library Board of Trustees

CITY LIBRARIAN'S REPORT
JULY 19, 2001
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ADMINISTRATION: This will not be a true monthly report as I have only been on the job a little over two weeks. At this point I am still learning names, where they go and what they do. The Department Heads and I have met twice to establish what our working relationship will be. We have decided to meet on the Wednesday a week preceding the Thursday Board meeting so that any library issues or staff concerns could be addressed at the Board meeting. I have attended a Rotary meeting and have already scheduled several other civic groups during the next month. Patrons and Friends have been dropping by to welcome me to Decatur. We have received several good articles in the paper and have been mentioned in others. I went with the Adult Division to Springfield to look at DRA from a reference standpoint. We sent Katie Gross, J Merrick and Arthur Gross to ALA in San Francisco for professional development. I have started the managerial staff on updating their job descriptions and will be working with the rest of the staff at a later date. Problems with the parking lot seem to arise daily. Last Thursday there was a car show downtown and those attending used our lot, and our patrons could not find a place to park. I told Mr. Beck about this event, but the guards leave at 5:30. This may be something we will need to address, depending upon the number of functions downtown

STAFF: Grace Veach, Head of the Technical Division, has resigned to take a position in Florida. Her last physical day here will be August 9th. The position has been widely posted. Because of her heavy involvement in the DRA conversion project, her new employer has agreed to fly her back the week we go live in September, if we keep on our present timetable. Bev Hackney has volunteered to be the Interim Head of the Technical Division starting July 16th. This will give her about four weeks to learn what Grace knows about DRA and other things. During Bev's time in technical services she will still be doing desk duty in reference, since we are already short one position in that department. Arthur Gross has agreed to be the Interim Head of the Adult Division and he will assume those administrative duties on July 16th also. On July 5th Heather Richardson started as a Library Page and Irene Stuke began as a Telephone Page.

ADULT DIVISION: We have had a rash of CD and video thefts. Arthur is working on the impact of these lost items. Professional assists from the Reference Desk are up 79% for the month and Internet usage was high. All staff are working on weeding their areas. The department is still short one, as the Young Adult position remains vacant.

BUILDING DIVISION: All vehicles are running, with some problems being reported. The firewall has been completed and passed inspection. The sprinkler system has been tested and approved.

CHILDREN'S DEPARTMENT: 1441 children have been signed up for the summer reading program at the end of June. Circulation is down 8.2% and Katie believes that the computer is eating her statistics. Eighteen groups visited the department and thirteen programs were presented. There were eight lap-sits and four Baby TALK Times. The book talks for older

children was canceled after four tries.

CIRCULATION DIVISION: 56,586 items were checked out and 447 new patrons signed up for the month of June. Circulation is still experience computer problems due to the aging GEAC system. The 3M self-checking machine continues to be dysfunctional and has been temporarily removed until those problems can be solved. Audio-visual circulation is up 40% over last year. The book drops continue to jam due to patrons stuffing materials in them. Signage has been ordered to remind them to deposit items one at a time.

EXTENSION: Karen was finally able to return to her department after serving as Interim City Librarian for a year. The Extension Division in partnership with Baby TALK and Project Read submitted and received a Family Literacy Grant for \$35,000 from the state. They also assisted the Macon County Librarians with "Lighting the Fire Grant" and received \$10,000 to promote National Library Card Sign Up Month in September. Extension staff have been assisting the Adult Division by working desk shifts. Construction on the new bookmobile is progressing nicely.

TECHNICAL DIVISION: The department is now short two positions with Grace departure. The transition team was finally able to meet with a DRA consultant and was able to work out a timeline. There is an Acquisitions module, which will be implemented later. Most of the staff went to Terre Haute to look at their acquisitions system and cataloging workflow. 1293 volumes were added for a new total of 302,783 items.

TECHNOLOGY: Received a virus from the DRA list serve. New Norton Anti-Virus protection was ordered. Nicole is working on the conversion tables for DRA she is running all GEAC tables and sending data to DRA to translate and return to us. This process is running a little behind, as most of this has to be done when the library is closed.

Again, I would like to say how helpful everyone has been to me as I start to learn about the library and Decatur. Karen left things in great shape and has helped fill in the blanks on work in process. My Administrative staff has literally pointed me in the right direction in my quest to learn about the library. I look forward to a great working relationship with the Board and hope to improve an already great library.

Respectfully submitted,

Lee Ann Fisher
City Librarian

STATISTICAL REPORT

June 2001

TECHNICAL SERVICES

New book volumes added:	1,390
New book titles added:	678
AV titles added:	111
Volumes withdrawn:	784
Books mended:	404

PERSONNEL ACTIVITY:

6/21/01	Nikkitha Freeman resigned from Telephone Page (½ time)
7/2/01	Lee Ann Fisher hired for City Librarian
7/5/01	Heather Richardson hired for Library Page (½ time)
7/5/01	Irene Stuke hired for Telephone Page (½ time)

CURRENT VACANCIES: Information Specialist--Adult Services, Junior Cataloger, Library Network Manager, Assistant Head of Building Division (½ time)

LIBRARY CARDS: 447 main + 21 extension = 468 NEW
513 main + 3 extension = 516 re-registrations
984 total library cards for month

<u>PROFESSIONAL ASSISTS:</u>	this 12 months to date:	75,794
	last 12 months to date:	76,470

<u>PATRONS IN THE BUILDING:</u>	this 12 months to date:	314,328
	last 12 months to date:	314,920

<u>VOLUMES PURCHASED:</u>	this 12 months to date:	20,803
	last 12 months to date:	19,437

VOLUNTEERS: 27 volunteers worked 213.5 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 233 people, 425 time slots
Word processing usage: 1542 people, 3278 time slots

DECATUR PUBLIC LIBRARY

Monthly Circulation Statistics

June 2001

Location	June 2001	June 2000	% Change
CENTRAL LIBRARY, PRINT			
Adult	21,155	20,984	0.8
Young Adult	1,110	1,401	-20.8
Children's	20,703	22,552	-8.2
TOTAL	42,968	44,937	-4.4
EXTENSION PRINT			
Bookmobile 548	3,419	3,188	7.2
Bookmobile 549	1,342	2,090	-35.8
Outreach	606	476	27.3
TOTAL	5,367	5,754	-6.7
TOTAL PRINT	48,335	50,691	-4.6
NON-PRINT			
Videocassettes	8,736	6,192	41.1
Audiocassettes	1,853	1,837	0.9
Recordings	2,326	1,780	30.7
TOTAL	12,915	9,809	31.7
Extension Non-print	900	926	-2.8
TOTAL NON-PRINT	13,815	10,735	28.7
Renewals	751	695	8.1
TOTAL CIRCULATION	62,901	62,121	1.3

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

June 2001

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	243,211	246,655	-1.4
Young Adult	10,610	11,877	-10.7
Children's	152,301	160,435	-5.1
TOTAL	406,122	418,967	-3.1
EXTENSION PRINT			
Bookmobile 548	66,863	80,527	-17.0
Bookmobile 549	26,839	29,184	-8.0
Outreach	7,303	5,479	33.3
TOTAL	101,005	115,190	-12.3
TOTAL PRINT	507,127	534,157	-5.1
NON-PRINT			
Videocassettes	96,987	75,934	27.7
Audiocassettes	21,926	27,447	-20.1
Recordings	27,177	22,435	21.1
TOTAL	146,090	125,816	16.1
Extension Non-print	11,317	10,376	9.1
TOTAL NON-PRINT	157,407	136,192	15.6
Renewals	10,300	9,532	8.1
TOTAL CIRCULATION	674,834	679,881	-0.7

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2001

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/06/2001	TREAS-MEDICAL INSURANCE	7,545.74	E01036	06/06/2001	MEDICAL INSURANCE
06/06/2001	TREAS-NON MEDICAL INS	20.91	E01037	06/06/2001	LIFE INSURANCE
06/06/2001	TREAS-NON MEDICAL INS	597.69	E01038	06/06/2001	WORKERS COMPENSATION
06/06/2001	TREAS-IMRF	7,665.39	E01059	06/06/2001	RETIREMENT-IMRF
06/20/2001	TREAS-MEDICAL INSURANCE	21.42	E01060	06/20/2001	MEDICAL INSURANCE
06/20/2001	TREAS-NON MEDICAL INS	597.64	E01061	06/20/2001	WORKERS COMPENSATION
06/20/2001	TREAS-IMRF	6,114.42	E01061	06/20/2001	RETIREMENT-IMRF
06/06/2001	COMMERCIAL MAIL SERVICES	1,128.95	143161	06/06/2001	POSTAGE
06/06/2001	AMERITECH	36.93	143185	06/06/2001	TELEPHONE
06/05/2001	TREAS-GENERAL FUND	819.12	143544	06/06/2001	POSTAGE
06/05/2001	TREAS-GENERAL FUND	172.44	143544	06/06/2001	POSTAGE SUPPLIES
06/01/2001	TREAS-GENERAL FUND	100.00	143244	06/06/2001	OFFICE SUPPLIES
06/01/2001	TREAS-SELF INSURANCE FUND	274.92	143244	06/06/2001	TRANSFER TO GENERAL FUND
06/01/2001	TREAS-SELF INSURANCE FUND	175.92	143246	06/06/2001	BOILER INSURANCE
06/01/2001	TREAS-SELF INSURANCE FUND	1,016.42	143246	06/06/2001	PROPERTY INSURANCE
06/01/2001	TREAS-SELF INSURANCE FUND	609.58	143246	06/06/2001	GENERAL LIABILITY INSURANCE
06/05/2001	WHERE-ST LOUIS OPERATING	1,469.50	143247	06/06/2001	MIS SERVICES
06/08/2001	AMY CHILIGIRIS COMMUNICATIONS	60.00	143254	06/06/2001	MAG/PAPERS-MAIN ADULT
06/08/2001	SELCCIONES READER'S DIGEST	240.74	143275	06/08/2001	MAG/PAPERS-MAIN ADULT
06/08/2001	TREAS-WATER FUNDS	27.46	143286	06/08/2001	OTHER PROFESSIONAL SERVICES
06/12/2001	BAKER & TAYLOR ENTERTAINMENT	804.53	143288	06/08/2001	MAG/PAPERS-MAIN ADULT
06/14/2001	TREAS-GENERAL FUND	1,056.84	143314	06/12/2001	WATER
06/11/2001	TREAS-GENERAL FUND	17.94	143390	06/14/2001	POSTAGE
06/11/2001	ONYX WASTE SERVICES, INC.	320.00	143390	06/14/2001	BOOKS AND PERIODICALS
06/11/2001	ATLAS TRAVEL	499.50	143401	06/15/2001	OFFICE SUPPLIES
06/11/2001	BAKER & TAYLOR CO	7,225.32	143402	06/15/2001	SERV-BUILDINGS
06/11/2001	BAKER & TAYLOR CO	920.38	143403	06/15/2001	TRAVEL EXPENSE FOR INTERVIEWS
06/11/2001	ILLINOIS POWER COMPANY	7,087.62	143430	06/15/2001	BOOKS AND PERIODICALS
06/15/2001	S & K AIR POWER	45.00	143462	06/15/2001	ELECTRICITY
06/15/2001	S & K AIR POWER	13.23	143462	06/15/2001	SERV-BUILDINGS
06/18/2001	DEMCO INC	1,143.39	143481	06/18/2001	JANITORIAL SUPPLIES
06/18/2001	FISHER, LEE ANN	3,000.00	143486	06/18/2001	OFFICE SUPPLIES
06/18/2001	HOULT, DANNY R.	180.00	143489	06/18/2001	OTHER PROFESSIONAL SERVICES
06/18/2001	MORRELL, STERLING	180.00	143495	06/18/2001	OTHER PROFESSIONAL SERVICES
06/18/2001	RIGSBREY, PAUL	180.00	143500	06/18/2001	OTHER PROFESSIONAL SERVICES
06/18/2001	SLEETH, ALAN	270.00	143500	06/18/2001	OTHER PROFESSIONAL SERVICES
06/18/2001	TAYLOR, DELBERT	270.00	143505	06/18/2001	OTHER PROFESSIONAL SERVICES
06/19/2001	CLARION UNIVERSITY PENNSYLVANIA	290.00	143505	06/18/2001	OTHER PROFESSIONAL SERVICES
06/19/2001	READERS DIGEST ASSN	49.92	143519	06/19/2001	OTHER PROFESSIONAL SERVICES
06/19/2001	TREAS-DIGEST ASSN	49.92	143552	06/19/2001	OTHER PROFESSIONAL SERVICES
06/19/2001	TREAS-FLEET MAINTENANCE	286.05	143552	06/19/2001	CONFERENCES AND OTHER TRAVEL
06/21/2001	UNIFIED PARCEL SERVICE	1,000.00	143559	06/19/2001	MAG/PAPERS-MAIN ADULT
06/21/2001	DECATUR TRIBUNE	50.00	143559	06/19/2001	MAG/PAPERS-EXTEN ADULT
06/21/2001	MCLEOD USA	105.40	143598	06/21/2001	POSTAGE
06/21/2001	NIMS ASSOCIATES INC.	5,717.00	143603	06/21/2001	MAG/PAPERS-MAIN ADULT
06/21/2001	NEW GRANGER, INC.	103.97	143606	06/21/2001	TELEPHONE
06/22/2001	BOUTH & ANTOLINE	240.00	143612	06/21/2001	OTHER PROFESSIONAL SERVICES
06/22/2001	DUNKER ELECTRIC SUPPLY, INC	37.20	143616	06/22/2001	MATERIAL-BLDGS
06/22/2001	ERGOMAT	506.19	143623	06/22/2001	MATERIAL-BLDGS
06/22/2001	NGI BUS SYSTEMS	42.80	143629	06/22/2001	SERV-OFFICE EQUIP
06/22/2001	NORTEL NETWORKS	1,020.00	143630	06/22/2001	SERV-OFFICE EQUIP
06/22/2001	SCHINDLER ELEVATOR CORP	700.00	143634	06/22/2001	SERV-BUILDINGS
06/22/2001	TECHNICAL SOLUTIONS SERVICES	80.95	143640	06/22/2001	SERV-BUILDINGS
06/28/2001	TREAS-PETTY CASH	703.823	143644	06/22/2001	SERV-BUILDINGS
06/28/2001	TREAS-PETTY CASH	2,935	143709	06/28/2001	TRAVEL EXPENSE FOR INTERVIEWS
06/28/2001	TREAS-PETTY CASH	7.00	143709	06/28/2001	MATERIAL-BLDGS
06/28/2001	TREAS-PETTY CASH	147.57	143709	06/28/2001	OFFICE SUPPLIES
06/28/2001	TREAS-PETTY CASH	47.10	143709	06/28/2001	EMPLOYEE RECOGNITION SUPPLIES
06/28/2001	TREAS-PETTY CASH	24.35	143709	06/28/2001	BOOKS AND PERIODICALS
06/28/2001	TREAS-PETTY CASH	44.35	143709	06/28/2001	MAG/PAPERS-MAIN ADULT
06/28/2001	TREAS-PETTY CASH	11.51	143709	06/28/2001	OFFICE SUPPLIES
06/28/2001	ASSOCIATED OFFICE FURNISHINGS	454.04	143709	06/28/2001	BOOKS AND PERIODICALS
06/29/2001	AMERICAN LIBRARY ASSOC	147.80	143716	06/29/2001	MAG/PAPERS-MAIN ADULT
06/29/2001	BAKER & TAYLOR CO	93.65	143723	06/29/2001	OFFICE SUPPLIES
06/29/2001	BAKER & TAYLOR CO	5,683.16	143725	06/29/2001	TELEPHONE
06/27/2001	BAKER & TAYLOR CO	1,565.09	143730	06/29/2001	BOOKS AND PERIODICALS

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VFENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/27/2001	BAKER & TAYLOR CO	1,529.38	143731	06/29/2001	BOOKS AND PERIODICALS
06/20/2001	BOOKS ON TAPE	2,052.76	143734	06/29/2001	BOOKS AND PERIODICALS
06/25/2001	BABY TALK INC.	275.00	143735	06/29/2001	OTHER PROFESSIONAL SERVICES
06/27/2001	BAKER & TAYLOR ENTERTAINMENT	521.33	143736	06/29/2001	BOOKS AND PERIODICALS
06/29/2001	BODINE ELECTRIC OF DECATUR	181.30	143746	06/29/2001	SERV-AUTO EQUIPMENT
06/20/2001	THE BOOKSOURCE	172.40	143747	06/29/2001	BOOKS AND PERIODICALS
06/29/2001	DENCO INC	416.15	143772	06/29/2001	OFFICE SUPPLIES
06/20/2001	HERALD & REVIFW	311.26	143775	06/29/2001	PRINTING AND BINDING
06/20/2001	HERALD & REVIFW	144.31	143775	06/29/2001	BOOKS AND PERIODICALS
06/20/2001	HERALD & REVIFW	115.39	143775	06/29/2001	BOOKS AND PERIODICALS
06/29/2001	DECATUR AWARDS-GREEN PRINTING	190.00	143788	06/29/2001	OFFICE SUPPLIES
06/29/2001	DOO'S KLEEN RITE	150.00	143789	06/29/2001	SERV-BUILDINGS
06/29/2001	E Z LAWN CARE	240.00	143792	06/29/2001	SERV-BUILDINGS
06/29/2001	E Z LAWN CARE	30.00	143795	06/29/2001	MATERIAL-BLDGS
06/29/2001	EAST IMPRESSIONS	30.00	143795	06/29/2001	PRINTING AND BINDING
06/29/2001	GEAC COMPUTERS, INC	12,415.62	143808	06/29/2001	RENTAL EQUIPMENT
06/29/2001	GROSS, ARTHUR	742.07	143809	06/29/2001	CONFERENCES AND OTHER TRAVEL
06/29/2001	HOUPT, DANNY R.	180.00	143819	06/29/2001	OTHER PROFESSIONAL SERVICES
06/20/2001	HERITAGE QUEST	125.84	143820	06/29/2001	BOOKS AND PERIODICALS
06/22/2001	HIDDEN STAIRCASE	25.94	143821	06/29/2001	BOOKS AND PERIODICALS
06/20/2001	AMERITECH	1,468.88	143823	06/29/2001	TELEPHONE
06/22/2001	IBM STATE LIBRARY	419.98	143827	06/29/2001	SERV-OFFICE EQUIP
06/25/2001	INGRAM LIBRARY SERVICES	1,394.03	143830	06/29/2001	RENTAL EQUIPMENT
06/20/2001	JANI SAN SUPPLY INC.	60.64	143832	06/29/2001	BOOKS AND PERIODICALS
06/29/2001	JANWAY COMPANY	300.83	143833	06/29/2001	JANITORIAL SUPPLIES
06/29/2001	JANWAY EDUCATIONAL	500.94	143835	06/29/2001	OFFICE SUPPLIES
06/22/2001	KIMBO	287.75	143840	06/29/2001	BOOKS AND PERIODICALS
06/29/2001	MENARDS	142.94	143856	06/29/2001	MATERIAL-BLDGS
06/29/2001	MERRICK, JERALD	1,079.89	143864	06/29/2001	CONFERENCES AND OTHER TRAVEL
06/29/2001	MORRELL, STERLING	90.00	143865	06/29/2001	OTHER PROFESSIONAL SERVICES
06/29/2001	NCI BUSINESS SYSTEMS	70.18	143872	06/29/2001	SERV-OFFICE EQUIP
06/29/2001	NDRELL SERVICES, INC.	2,942.39	143874	06/29/2001	TEMP PERSONNEL SERVICES
06/22/2001	ORXIN EXTERMINATING	66.00	143877	06/29/2001	SERV-BUILDINGS
06/29/2001	REXX BATTERYS	128.95	143894	06/29/2001	MATERIAL TO MAINT AUTO EQUIP
06/29/2001	RECORD SYSTEMS INC.	326.00	143897	06/29/2001	OFFICE SUPPLIES
06/20/2001	REGENT BOOK CO	119.89	143899	06/29/2001	BOOKS AND PERIODICALS
06/29/2001	RIGSBEEY, PAUL	270.00	143900	06/29/2001	OTHER PROFESSIONAL SERVICES
06/20/2001	R.R. BOWKER	202.28	143901	06/29/2001	BOOKS AND PERIODICALS
06/29/2001	RISK MANAGEMENT ALTERNATIVES	82.85	143902	06/29/2001	OTHER PROFESSIONAL SERVICES
06/29/2001	SLEETH, ALAN	180.00	143921	06/29/2001	OTHER PROFESSIONAL SERVICES
06/29/2001	SAM'S CLUB	25.25	143922	06/29/2001	JANITORIAL SUPPLIES
06/22/2001	STRICLOS COMPANIES	29.40	143923	06/29/2001	EMPLOYEE RECOGNITION SUPPLIES
06/20/2001	SCHIFFER PUBLISHING, LTD	17.94	143924	06/29/2001	BOOKS AND PERIODICALS
06/29/2001	SCHIFFER DELBERT	180.00	143933	06/29/2001	OTHER PROFESSIONAL SERVICES
06/29/2001	TARRANT'S RADIATOR SERVICE	267.50	143934	06/29/2001	SERV-AUTO EQUIPMENT
06/22/2001	WATTS COPY SYSTEMS	317.00	143948	06/29/2001	SERV-OFFICE EQUIP
06/29/2001	WET INC	705.17	143953	06/29/2001	MATERIAL-BLDGS

TOTAL 107,563.08

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2001

FUND DPL-DONATED FUNDS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/12/2001	BAKER & TAYLOR CO	114.64	143402	06/15/2001	BOOKS AND PERIODICALS
06/12/2001	BAKER & TAYLOR CO	19.18	143403	06/15/2001	BOOKS AND PERIODICALS
06/20/2001	BAKER & TAYLOR CO	29.94	143729	06/29/2001	BOOKS AND PERIODICALS
06/27/2001	BAKER & TAYLOR CO	19.70	143730	06/29/2001	BOOKS AND PERIODICALS
06/27/2001	BAKER & TAYLOR CO	22.65	143731	06/29/2001	BOOKS AND PERIODICALS
TOTAL		206.11			

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2001

FUND LIBRARY BUILDING LEASES

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/29/2001	DYNEGY ENERGY SERVICES	464.44	143787	06/29/2001	ELECTRICITY
TOTAL		464.44			

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2001

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/12/2001	BAKER & TAYLOR CO	22.46	143402	06/15/2001	EXPENDITURES
06/27/2001	BAKER & TAYLOR CO	35.10	143729	06/29/2001	EXPENDITURES
06/27/2001	BAKER & TAYLOR CO	101.89	143731	06/29/2001	EXPENDITURES
TOTAL		159.45			

CITY OF DECATUR FY 2001-2002 REVENUE REPORT

PERIOD ENDING 20010630

ACCT. NO.	DESCRIPTION	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	264.00	4,194.41	1,584.00	2,610.41-	264
TOTAL		.00	264.00	4,194.41	1,584.00	2,610.41-	264
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	7.56	16.67	19.00	100.00	81.00	19
TOTAL		7.56	16.67	19.00	100.00	81.00	19
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	188.74	583.33	673.58	3,500.00	2,826.42	19
TOTAL		188.74	583.33	673.58	3,500.00	2,826.42	19
FUND TOTAL		196.30	864.00	4,886.99	5,184.00	297.01	94

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 19 DPL-DONATED FUNDS	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	EXPENSES								06/30/2001
300	BOOKS AND PERIODICALS	5,184	206.11	206.11	864	4,977.89	.00	4,977.89	4.0
**	DIVISION TOTAL **	5,184	206.11	206.11	864	4,977.89	.00	4,977.89	4.0
		5,184	206.11	206.11	864	4,977.89	.00	4,977.89	4.0

DECATUR PUBLIC LIBRARY

PERIOD ENDING 20010630

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	43,161.50	224,944.76	258,969.00	34,024.24	86
TOTAL		.00	43,161.50	224,944.76	258,969.00	34,024.24	86
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	447,851.00	.00	2,687,106.00	2,687,106.00	
TOTAL		.00	447,851.00	.00	2,687,106.00	2,687,106.00	
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	394.61	41,666.67	30,944.26	250,000.00	219,055.74	12
30200-107	STATE GRANTS OR OTHER	.00	17,553.83	.00	105,323.00	105,323.00	
TOTAL		394.61	59,220.50	30,944.26	355,323.00	324,378.74	8
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	6,648.29	11,666.67	9,657.34	70,000.00	60,342.66	13
30500-510	LIBRARY NON-RESIDENT FEES	225.00	83.33	350.00	500.00	150.00	70
30500-511	LIBRARY LOST AND DAMAGED BOOKS	768.44	1,166.67	1,126.12	7,000.00	5,873.88	16
30500-514	COPIES & MISC.	1,738.19	500.00	2,208.77	3,000.00	791.23	73
30500-515	MEETING ROOM FEES	2,195.00	2,166.67	2,570.65	13,000.00	10,429.35	19
TOTAL		11,574.92	15,583.34	15,912.88	93,500.00	77,587.12	17
TRANSFERS FROM							
30600-726	TRANSFER FROM FD 35-INLOG LEASE	.00	2,823.33	.00	16,940.00	16,940.00	
30600-752	TRANS FR WALMART TIF	.00	1,000.00	.00	6,000.00	6,000.00	
TOTAL		.00	3,823.33	.00	22,940.00	22,940.00	
INVESTMENT INCOME							
30700-101	INVESTMENT INTREST	8.04	7,500.00	389.75	45,000.00	44,610.25	
TOTAL		8.04	7,500.00	389.75	45,000.00	44,610.25	
OTHER INCOME							
30800-899	MISCELLANEOUS INCOME	100.00	2,166.67	3,134.28	13,000.00	9,865.72	24
TOTAL		100.00	2,166.67	3,134.28	13,000.00	9,865.72	24
FUND TOTAL							
		12,077.57	579,306.34	275,325.93	3,475,838.00	3,200,512.07	7

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

40000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 06/30/2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,699,163	100,247.40	204,957.32	283,193	1,494,205.68	.00	1,494,205.68	12.1
092	HOLIDAYS	0	5,847.74	9,438.16	0	9,438.16	.00	9,438.16	
096	SICK TIME	0	2,129.75	3,867.60	0	3,867.60	.00	3,867.60	
098	VACATION TIME	0	9,501.96	19,672.23	0	19,672.23	.00	19,672.23	
PERSONAL SERVICES									
101	OVERTIME	10,900	2,821.32	496.30	1,816	10,403.70	.00	10,403.70	4.6
102	TEMPORARY SALARIES	31,081	12,083.81	6,247.60	3,180	24,833.40	.00	24,833.40	20.1
104	RETIREMENT-IMRF	176,415	42,333	24,523.42	29,402	151,891.58	.00	151,891.58	13.9
111	LIFE INSURANCE	580	15,211.48	85.17	96	494.83	.00	494.83	14.7
112	MEDICAL INSURANCE	53,545	1,869.96	30,829.12	42,257	222,715.88	.00	222,715.88	12.2
114	WORKERS COMPENSATION	17,864	1,195.28	2,435.16	2,977	15,428.84	.00	15,428.84	13.6
115	SERVICE RECOGNITION	13,065	815.32	2,005.26	2,177	11,059.74	.00	11,059.74	15.3
CONTRACTUAL SERVICES									
201	ADVERTISING AND BINDING	250	311.26	419.70	41	169.70	.00	169.70	167.9
202	PRINTING AND BINDING	14,000	174.31	599.80	2,333	13,400.20	.00	13,400.20	6.5
210	SERV-BUILDINGS	52,900	2,371.05	3,576.05	8,816	49,323.95	3,264.00	46,059.95	12.0
211	SERV-IMPROVEMENTS	2,000	3,000.00	2,000.00	333	1,760.00	.00	1,760.00	12.0
212	SERV-AUTO EQUIPMENT	3,000	448.80	1,384.53	500	1,615.47	.00	1,615.47	46.2
213	SERV-OFFICE EQUIP	15,000	1,869.96	6,411.55	2,500	8,588.45	.85	8,307.60	44.6
230	MIS SERVICES	17,634	1,469.50	2,939.00	2,839	14,695.00	.00	14,695.00	16.7
231	ELECTRICITY	116,940	7,087.62	16,449.59	19,490	100,446.41	.00	100,446.41	14.1
232	GAS	18,000	1,704.56	4,421.48	3,000	18,000.00	.00	18,000.00	15.8
233	TELEPHONE	28,000	804.53	804.53	4,666	23,195.47	.00	23,195.47	26.8
234	WATER	3,000	804.53	804.53	500	8,000.00	.00	8,000.00	30.2
240	TRAINING SCHOOL AND OTHER TRAVEL	8,000	2,111.96	3,122.02	1,333	4,888.04	.00	4,888.04	22.6
241	POSTAGE	7,000	3,004.33	4,393.04	2,500	11,877.98	264.00	11,613.98	22.6
245	COMPUTER SOFTWARE EXPENSE	10,000	2,942.39	4,393.04	8,233	18,000.00	.00	18,000.00	8.8
247	TEMP PERSONNEL SERVICES	50,000	502.45	196.00	500	2,804.00	.00	2,804.00	69.1
271	TUITION REIMBURSEMENT	3,000	1,000.00	491.47	1,666	508.53	.00	508.53	49.1
272	TRAVEL EXPENSE FOR INTERVIEWS	1,000	11,542.59	19,404.46	7,958	28,345.54	4,566.00	23,779.54	50.2
280	OTHER PROFESSIONAL SERVICES	4,750	2,600.00	4,115.62	4,433	12,584.38	.00	12,584.38	49.7
284	PROFESSIONAL MEMBERSHIP FEES	2,600	1,394.03	4,186.93	4,466	22,613.07	1,575.00	21,038.07	21.5
286	RENTAL-EQUIPMENT	20,800	50,154.96	83,611.73	77,805	383,262.27	10,259.85	373,002.42	20.1
COMMODITIES									
310	GASOLINE	5,000	286.05	561.77	833	4,438.23	.00	4,438.23	11.2
312	JANITORIAL SUPPLIES	12,000	339.31	339.31	2,000	11,660.69	.00	11,660.69	21.5
320	MATERIAL-BLDGS	12,000	1,590.04	2,585.69	2,000	9,414.31	.00	9,414.31	21.5
337	MATERIAL TO MAINT AUTO EQUIP	3,500	1,289.95	1,451.12	583	3,354.88	.00	3,354.88	4.1
345	OFFICE SUPPLIES	35,000	3,317.80	4,074.16	5,833	30,925.84	833.89	30,091.95	14.0
357	EMPLOYEE RECOGNITION SUPPLIES	200	53.74	53.74	33	146.26	.00	146.26	26.9
OTHER CHARGES									
415	TRANSFER TO GENERAL FUND	67,700	5,715.89	7,759.79	11,282	59,940.21	833.89	59,106.32	12.7
418	MOTOR VEHICLES-INSURANCE	1,200	100.00	200.00	200	1,000.00	.00	1,000.00	16.7
420	BOILER INSURANCE	3,299	274.92	549.84	549	2,749.16	.00	2,749.16	16.7
421	PROPERTY INSURANCE	2,117	1,759.92	3,511.84	351	1,759.16	.00	1,759.16	16.7
423	GENERAL LIABILITY INSURANCE	12,197	1,016.42	2,032.84	2,032	10,164.16	.00	10,164.16	16.7
499	SMALL CAPITAL ITEMS	7,315	609.58	1,219.16	1,219	6,095.84	.00	6,095.84	16.7
499	SMALL CAPITAL ITEMS	6,000	.00	4,000.00	1,000	5,600.00	.00	5,600.00	6.7
499	SMALL CAPITAL ITEMS	32,122	2,176.84	4,753.68	5,351	27,368.32	.00	27,368.32	14.8

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNI COMM
40000	DECATUR PUBLIC LIBRARY								06/30/2001	
	OTHER CHARGES									
	CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPMENT	62,310	.00	14,113.11	10,385	48,196.89	435.00	435.00	47,761.89	23.3
		62,310	.00	14,113.11	10,385	48,196.89	435.00	435.00	47,761.89	23.3
800	BOOKS AND PERIODICALS	380,000	20,612.66	37,830.30	63,333	342,169.70	.00	.00	342,169.70	10.0
830	AV-PHONODICS	0	.00	47.00	0	47.00	.00	.00	47.00	-
841	MAG/PAPERS-MAIN ADULT	0	198.89	282.89	0	282.89	.00	.00	282.89	-
847	MAG/PAPERS-EXTEN ADULT	0	49.92	49.92	0	49.92	.00	.00	49.92	-
		380,000	20,861.47	38,210.11	63,333	341,789.89	.00	.00	341,789.89	10.1
**	DIVISION TOTAL **	3,211,619	228,805.55	453,005.76	535,254	2,758,613.24	11,528.74	11,528.74	2,747,084.50	14.5

LIBRARY CAPITAL

ACCT. NO.	DESCRIPTION	PERIOD ENDING 20010630	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL %
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	15,168.17	86,226.54	91,009.00	91,009.00	4,782.46 94
TOTAL		.00	15,168.17	86,226.54	91,009.00	91,009.00	4,782.46 94
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	142.03	833.33	364.29	5,000.00	5,000.00	4,635.71 7
TOTAL		142.03	833.33	364.29	5,000.00	5,000.00	4,635.71 7
OTHER INCOME							
30800-870	DPL FOUNDATION CONTRIBUTION	.00	42,638.83	.00	255,833.00	255,833.00	255,833.00 .
30800-899	MISCELLANEOUS INCOME	4,202.95	.00	4,202.95	.00	.00	4,202.95-
TOTAL		4,202.95	42,638.83	4,202.95	255,833.00	255,833.00	251,630.05 1
FUND TOTAL		4,344.98	58,640.33	90,793.78	351,842.00	351,842.00	261,048.22 25

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

40000 LIBRARY CAPITAL EXPENDITURES

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 21 LIBRARY CAPITAL		UNENCUMBERED BALANCE	PRCNT COMM
					Y-T-D BUDGET	UNEXPENDED BALANCE		
502	BUILDINGS	133,333	.00	.00	22,222	133,333.00	.00	133,333.00
515	OFFICE MACHINERY AND EQUIPMENT	214,500	.00	.00	35,750	214,500.00	.00	214,500.00
		347,833	.00	.00	57,972	347,833.00	.00	347,833.00
**	DIVISION TOTAL **	347,833	.00	.00	57,972	347,833.00	.00	347,833.00

06/30/2001

DPL-STATE GRANT FOR BLDG

PERIOD ENDING 20010630

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	25,000.00	.00	25,000.00	.00	25,000.00-	
TOTAL		25,000.00	.00	25,000.00	.00	25,000.00-	
FUND TOTAL		25,000.00	.00	800.00-	.00	800.00	

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
LIBRARY BUILDING LEASES							
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	614.33	8,665.63	3,686.00	4,979.63	235
TOTAL		.00	614.33	8,665.63	3,686.00	4,979.63	235
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	20.84	416.67	47.29	2,500.00	2,452.71	1
TOTAL		20.84	416.67	47.29	2,500.00	2,452.71	1
OTHER INCOME							
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	15,073.33	6,666.66	90,440.00	83,773.34	7
TOTAL		3,333.33	15,073.33	6,666.66	90,440.00	83,773.34	7
FUND TOTAL		3,354.17	16,104.33	15,379.58	96,626.00	81,246.42	15

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES									
231	ELECTRICITY	5,575	464.44	928.88	929	4,646.12	.00	4,646.12	16.7
280	OTHER PROFESSIONAL SERVICES	7,800	.00	.00	1,300	7,800.00	.00	7,800.00	
		13,375	464.44	928.88	2,229	12,446.12	.00	12,446.12	6.9
COMMODITIES									
320	MATERIAL-BLDGS	0	.00	58.76	0	58.76	.00	58.76	
		0	.00	58.76	0	58.76	.00	58.76	
OTHER CHARGES									
409	PRINCIPAL PAYMENTS	21,875	.00	.00	3,645	21,875.00	.00	21,875.00	
410	INTEREST EXPENSE	8,750	.00	.00	1,458	8,750.00	.00	8,750.00	
486	TRANSFER TO LIBRARY	16,940	.00	.00	2,823	16,940.00	.00	16,940.00	
		47,565	.00	.00	7,926	47,565.00	.00	47,565.00	
CAPITAL OUTLAY									
502	BUILDINGS	25,686	.00	.00	4,281	25,686.00	.00	25,686.00	
		25,686	.00	.00	4,281	25,686.00	.00	25,686.00	
**	DIVISION TOTAL **	86,626	464.44	987.64	14,436	85,638.36	.00	85,638.36	1.1

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
PUBLIC LIBRARY-TRUSTS							
FUND BALANCE							
30001-921	BEG FUND BAL-CANTIONI	.00	20,482.33	121,064.85	122,894.00	1,829.15	98
30001-922	BEG FUND BAL-MEYER	.00	21,200.00	129,514.31	127,200.00	2,314.31	101
30001-923	BEG FUND BAL-BRIDGES	.00	292.50	4,143.92	1,755.00	2,388.92	236
TOTAL		.00	41,974.83	254,723.08	251,849.00	2,874.08	101
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTIONI TRUST	194.86	1,083.33	506.92	6,500.00	5,993.08	7
30700-104	DPL INTEREST-MEYER	209.60	129.17	343.44	775.00	231.56	70
30700-105	DISTRIBUTION FR BRIDGES TRUST	214.17	2,083.33	558.69	12,500.00	11,941.31	4
TOTAL		618.63	3,295.83	1,609.05	19,775.00	18,165.95	8
TRANSFERS IN							
30900-810	TRUST DISTRIBUTION	.00	18,833.33	.00	113,000.00	113,000.00	
TOTAL		.00	18,833.33	.00	113,000.00	113,000.00	
FUND TOTAL							
		618.63	64,103.99	256,332.13	384,624.00	128,291.87	66

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

41000 DPL-CANTONI TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

06/30/2001

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
900 EXPENDITURES	6,000	159.45	826.65	1,000	5,173.35	212.00	4,961.35	17.3
** DIVISION TOTAL **	6,000	159.45	826.65	1,000	5,173.35	212.00	4,961.35	17.3

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

42000 DPL-MEYER TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

06/30/2001

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
900 EXPENDITURES	14,700	.00	.00	2,450	14,700.00	.00	14,700.00	.00
** DIVISION TOTAL **	14,700	.00	.00	2,450	14,700.00	.00	14,700.00	.00

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

43000 DPL-BRIDGES TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

06/30/2001

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
900 EXPENDITURES	700	.00	1,662.84	116	962.84-	.00	962.84-	237.5
** DIVISION TOTAL **	700	.00	1,662.84	116	962.84-	.00	962.84-	237.5

Chapter I Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- Core 2.** The library is established and operated in compliance with Chapter 75 of the *Illinois Compiled Statutes*. In general, libraries established by cities, villages, or incorporated towns or townships are governed by the provisions of 75 ILL. COMP. STAT. ANN. 5, the *Illinois Local Library Act*. Library districts are governed by the provisions of 75 ILL. COMP. STAT. ANN. 16, the *Public Library District Act of 1991*.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- 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 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes* [75 ILL. COMP. STAT. ANN. 5/4-7.1 and 75 ILL. COMP. STAT. ANN. 16/30-55.15].
- Core 6.** The board of trustees adopts written bylaws that outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. (See appendix 2.1 topics for topics recommended for consideration in developing board bylaws.)
- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4-7 or 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
- Core 8.** The board of trustees meets on a monthly basis, no less than ten times per year (libraries that contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large enough to encourage community participation. The location and the room are accessible to persons affected by the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.] and/or the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]. Additional reasonable accommodations that allow persons with disabilities to participate in the meeting are

provided as needed. All board meetings and board committee meetings are in compliance with the *Open Meeting Act* [5 ILL. COMP. STAT. ANN. 120/1]. Written or recorded minutes are taken and kept for all board meetings. Following approval, these minutes are made available to the public and are retained in compliance with the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7].

- Core 9.** The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated, or appropriated for the library fund [75 ILL. COMP. STAT. ANN. 5/4-7 and 75 ILL. COMP. STAT. ANN. 16/30-55.10].
- Core 10.** The library has a board-approved, written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 11.** On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- 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 13.** The library keeps adequate records of library operations. (See appendix 2.3.)
- Core 14.** On a monthly basis, the library administrator presents written reports on library operations to the board of trustees. Such reports include but are not limited to employment decisions, usage, finance, and collection development.
- Core 15.** The board of trustees annually reviews the performance of the library administrator.
- 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.)
- Core 17.** The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. (See appendix 2.7 for *Ethics Statement for Public Library Trustees*.)
- Core 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See Appendix 2.8 for ALA *Code of Ethics*.)

- Core 19. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20. The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21. The library provides access to ILLINET Online.
- Core 22. The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling the member library responsibilities.
- Core 23. The library is located in a facility designed or renovated for that purpose and in compliance with all applicable federal, state, and local codes.
- Core 24. The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public, include a minimum of two evenings (Total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 25. The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.
- Core 26. The library provides or develops a formal agreement with another agency to provide reference service to the community.
- Core 27. The library informs its community about the collections and services available in and through the library.
- Core 28. At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.
- Core 29. At least every ten years, and more frequently if necessary, the library conducts a study to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Bibliography

Ethics Statement for Public Library Trustees. Chicago: ALA, American Library Trustee Assoc., and the Public Library Assoc., 1989.

Library Bill of Rights. Chicago: ALA, 1980.

Standards for the Services of Illinois Multitype Systems. Springfield, Ill.: Secretary of State of Illinois, 1993.

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 2001

NAME	TERM	TELEPHONE	ADDRESS
Mark Gibson President	1996-2002*	422-8507 (h) 428-4689 (w) 422-7950 (fax)	4452 Mt. Vernon Pl. -21 101 S. Main, Suite 200 -23
Sherri Arnold Vice President	1997-2004*	428-6063 (h)	#1 Millikin Place -22
Mary Gladney Secretary	1995-2002*	422-3849 (h) 423-8815 (w)	340 N. Calhoun -21 1149 E. Cantrell -21
Carol Craig	2001-2002**	428-4166 (h) 425-8282 (w)	134 Victoria Ct. -22 130 N. Water -23
Ty Cocagne	2000-2003	875-2655 (w) 875-1660 (fax)	1353 E. Mound Suite 300 -26 316 S. Glencoe -22
Pat Greanias	1998-2003	428-1004 (h) 424-3170 (w)	31 Oakridge Dr. -21
Shirley Moore	1995-2001*	422-2565 (h)	418 Woodhill Dr. -21
Phil Wise	2000-2003	425-8259 (w) 425-8312 (fax)	First National Bank 130 N. Water -23

* - second term

** - unexpired term

LIBRARY

Phone 424-2900

Fax 233-4071

Finance & Properties Committee

Ty Cocagne, Chair
Mary Gladney
Phil Wise

Mark Gibson, ex-officio

Personnel, Policy & Public Relations Committee

Sherri Arnold, Chair
Carol Craig
Patricia Greanias
Shirley Moore
Mark Gibson, ex-officio

Representative to the Friends of the Library: Shirley Moore