

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, March 21, 2002 @ 4:30 p.m.
AGENDA

- I. Call to order – Mark Gibson, President
- II. Approval of minutes
 - a. Regular meeting of February 21, 2002
 - b. Special meeting of March 13, 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 February 2002
 - ii. No meeting
 - c. Rolling Prairie Library System
 - i. Report on February meeting
 - d. Friends of the Library
 - i. Meeting of March 14, 2002
 - e. Foundation
 - i. No meeting
- VI. Serving our Public: Standards for Illinois Public Libraries
 - a. Chapter IX, Facilities
- VII. Old business
- VIII. New business
 - a. Appointment of nominating committee
 - b. Lease space—closed executive session
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
February 21, 2002

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Mark Gibson, President. Members present: Mr. Gibson, Sherri Arnold, Ty Cocagne, Carol Craig, Mary Gladney, Patricia Greanias, Linda Rowden, and Phil Wise. Absent: Eugene King. Staff present: Lee Ann Fisher and Linda Humphreys. Others present: Phillip Anello and Christine Price, Macon County Emergency Services & Disaster Agency.

Ms. Humphreys administered the oath of office to new trustee Linda Rowden.

II. APPROVAL OF MINUTES

The minutes of the regular meeting of January 17, 2002, were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

Mr. Anello and Ms. Price presented a proposal for evacuating the court facility at 253 E. Wood to the library in case of emergency. The procedure would involve drills every two to three months. The consensus was to approve the proposal as presented.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher said that a recent letter to the editor of the Decatur Tribune criticized her as insensitive to the needs of the handicapped. She disputed the claim.

The first order of DVDs has arrived. Shelving is needed for them.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met February 7, 2002. Mrs. Arnold reported that the committee reviewed a revised job description for Library Page which covers pages working in three divisions. Mr. Wise made a motion to approve the description as presented and submit it to the Civil Service Commission for approval. The motion was seconded by Mrs. Gladney and unanimously approved.

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

The committee reviewed a request from Larry Harris to replace the air filters on the library's air handling system at a cost of \$2,810.50. These filters are in next year's budget but need to be replaced now. The committee authorized replacement of the filters as requested.

Rolling Prairie Library System: Mrs. Greanias reported that the system board is working on a new Long Range Plan. The system is offering trustee training at DPL on March 4.

Friends of the Library: The Friends met February 14, 2002. Ms. Craig was unable to attend the meeting. The Friends approved a request from Arthur Gross to purchase a machine to repair scratches on compact disks.

Foundation: The Foundation Board of Directors did not meet. A meeting needs to be scheduled.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VIII, Public Relations and Marketing, was reviewed. Ms. Fisher reported that the library needs to improve on its public relations effort as well as orientation for new trustees. The state is in the process of revising the standards.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Ms. Fisher reported that GEAC stopped patrons from checking out when their fines reached one dollar. With the DRA system, not only can patrons not check out materials when their fines reach one dollar, but system access from home computers is denied. She recommended that the limit be increased from one dollar to five dollars. Mr. Cocagne made a motion to approve the recommendation. The motion was seconded by Mrs. Greanias and unanimously approved.

Ms. Fisher presented a recommendation from Mr. Harris to install electrical service in the library's dock area so that the bookmobile generator will not have to run. This should eliminate diesel fumes from the parking lot and the building for a total cost of \$2,150. The consensus was to approve the project.

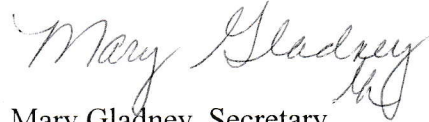
Mr. Gibson reported that Ed Booth was not available to handle a legal matter for the library. Mrs. Arnold made a motion to hire Heavner, Handegan, Scott & Beyers to handle the matter for \$160 per hour. The motion was seconded by Mr. Wise and unanimously approved on roll call vote.

Mrs. Arnold made a motion to adjourn to closed executive session to discuss pending litigation. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote. The Board went into executive session at 5:28 p.m. The meeting was reconvened at 5:37 p.m.

IX. ADJOURNMENT

Mr. Gibson adjourned the meeting at 5:38 p.m.

Respectfully submitted,

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

Mary Gladney, Secretary
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

March 13, 2002

I. CALL TO ORDER

The meeting was called to order at 4:50 p.m. by Mark Gibson, President. Members present: Mr. Gibson, Sherri Arnold, Ty Cocagne, Carol Craig, Eugene King, and Phil Wise. Absent: Mary Gladney, Patricia Greanias, and Linda Rowden. Staff present: Linda Humphreys.

II. OLD BUSINESS

Mrs. Arnold made a motion to adjourn to closed executive session to discuss pending litigation. The motion was seconded by Ms. Craig and unanimously approved on roll call vote. The Board went into executive session at 4:50 p.m. The meeting was reconvened at 4:57 p.m.

III. ADJOURNMENT

Mr. Gibson adjourned the meeting at 4:57 p.m.

Respectfully submitted,



Mary Gladney, Secretary

Decatur Public Library Board of Trustees

CITY LIBRARIAN'S REPORT
March 18, 2002
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ADMINISTRATION: I am attending the Public Library Association Conference in Phoenix, March 12-16 and taking a few extra days. Joined the Monday Rotary Club. Spoke to the American Association of University Women. Started planning a staff development day for sometime in May. Created a committee to study the layout of the first floor in preparation for its reorganization. In addition to my standing meetings, Linda and I met with John Cardwell and Cindy Bachmann on the lease space, Candace Baker with Success in Motion, Lucy Murphy with Leave a Legacy, and assisted RPLS with their all day seminar.

GATES GRANT: Matt, Carol and Arthur attended Seattle-based training classes at the Bill & Melinda Gates Foundation, March 2-9, for those libraries receiving a training lab. Carol and Arthur received "Training Strategies" and Matt received "Information Technology." When they return, we will be forming a committee to work on implementing the lab and the other computers into the library. We will need to establish a lab use policy, look at our current Internet policy, and plan what we want to offer in the way of programming for patrons and training for staff.

DRA: Charlotte attended the DRA/SIRSI conference in St. Louis. There is a newer upgrade to the DRA version we are now running that RPLS has not installed that fixes some of the issues we have with the software. Our DRA committee has not yet met to receive a full report from Charlotte and discuss these issues as they relate to DPL.

FRIENDS: There was a nice feature article in the paper on "Books Between Bites." At their next program over 100 attended. After a presentation by Arthur, they agreed to purchase a cd repair machine. Currently we are sending our compact disks out to be repaired.

STAFF: Bev Hackney celebrated 20 years of service on the 22nd. We will start interviewing for the Head of Technical Services the end of March.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian
March 8, 2002

Linda is compiling the rest of this report.

CITY LIBRARIAN'S REPORT

March 18, 2002

Page 2

ADULT DIVISION: Charlotte Davis reported that several staff took advantage of training opportunities in February, including CPR and first aid. Jerald Merrick is weeding old microfilm. Sue Hemp is weeding government documents and preparing many of them for cataloging so they will be accessible via the opac terminals. Carol Brewer has been weeding some computer related materials and medical materials. The job-hunting, resume, testing collection is next for review. Charlotte is also evaluating the rental collection. Arthur Gross has placed orders for books on compact disk and DVDs.

BUILDING DIVISION: The brakes went out on the tractor for bookmobile 548. The repair shop also found a problem with the front steering drag link that rendered it unsafe to drive. This will be fixed and kept off the road until it is sold. The old Blue Bird is back into service in its place until the new bookmobile arrives—hopefully in July. The new electrical hook-up is installed and being used. Hopefully this will solve the diesel fume problem. The city agreed to sweep our parking lot (no charge) one time to remove the sand we had spread during the bad weather.

CHILDREN'S DEPARTMENT: Patti Somers began a preschool story time mid-month, with a Monday morning and Tuesday evening program. The evening program filled up, so another will be offered in the summer. Sixty-five children attended the first four programs, with story times continuing through March. Other programs included Marnie's Miniature class, eight lap-sits attended by 108 mothers and toddlers, and eight Baby TALK Times attended by 152 parents and babies. Eleven groups visited in February, bringing in 158 people. Katie Gross went to the Children's Museum for an evening "Clifford and Valentine's party" and she read Clifford the Big Red Dog books to four groups for a total of 140 people.

CIRCULATION DIVISION: DRA continues to function well. A printing issue has been resolved. The holds notification system is going well. Patrons may soon be notified that their holds are available via email. A procedure is being developed to begin charging a one-dollar fee for videotapes that are returned not rewound. Eleven accounts were sent to the credit bureau in pursuit of \$1,730 in fines and items.

EXTENSION: Karen Anderson reported that 2090 items were requested on the "send item" list in February. The participants in this year's literacy grant met to begin next year's grant application. Plans are not yet finalized for some sort of six-week summer project for this year's grant. Karen gave a program at Manor Care Health Services and also to residents at the Woods apartment complex.

CITY LIBRARIAN'S REPORT

March 18, 2002

Page 3

SYSTEMS ADMINISTRATION: Matt Wilkerson has begun creating an outline for Outlook and Outlook Express training. Furniture is being priced for the new Gates Training Lab. A problem with children's computer connection is being narrowed down. Additional ways to protect the public computers are being evaluated. After this software is loaded, the patron can delete and change anything, and all will return to normal after the pc is rebooted.

TECHNICAL DIVISION: Bar codes are now placed on the backs of books to reduce the amount of handling these materials receive, making check-in and check-out much faster. Bev Hackney attended the DRA user's group meeting in Springfield. She was disappointed in the training programs that are soon to be presented because our staff is already well beyond that level of material.

OTHER: Staff is unanimous in their praise for Baker & Taylor's Title Source II—a new on-line acquisitions system that is being used by the adult division, children's division and extension division for ordering new materials. This product makes ordering much easier by eliminating accidental duplicate orders, eliminating hand-written order cards, and allowing staff to check other reviews quickly and easily. It appears to be a real time-saver for everyone involved.

The library closed Friday, March 15 around 11 a.m. after an unidentified powdery substance was found on three books that were returned from another library. The circulation area was thoroughly cleaned with bleach by Larry Harris and Mark Mangold on instructions from the city police and fire departments. The powder was officially determined to be harmless and the library reopened on Saturday.

Respectfully submitted,

Linda Humphreys

Linda Humphreys

Office Manager

March 18, 2002

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
02/13/2002	TREAS-MEDICAL INSURANCE	8,902.21	501426	02/13/2002	MEDICAL INSURANCE
02/13/2002	TREAS-NON MEDICAL INS	22.95	E01427	02/13/2002	LIFE INSURANCE
02/13/2002	TREAS-TMRF	633.32	E01428	02/13/2002	WORKERS COMPENSATION
02/27/2002	TREAS-MEDICAL INSURANCE	5,736.87	E01449	02/27/2002	RETIREMENT-IMRF
02/27/2002	TREAS-NON MEDICAL INS	8,902.21	E01450	02/27/2002	MEDICAL INSURANCE
02/27/2002	TREAS-TMRF	22.95	E01451	02/27/2002	WORKERS COMPENSATION
02/05/2002	COMMERCIAL MAIL SERVICES	5,658.81	E01451	02/05/2002	POSTAGE
02/04/2002	BAKER & TAYLOR CO	131.64	149666	02/04/2002	BOOKS AND PERIODICALS
02/01/2002	BAKER & TAYLOR ENTERTAINMENT	1,794.15	149667	02/01/2002	BOOKS AND PERIODICALS
02/01/2002	TREAS-SELF INSURANCE FUND	1,798.47	149667	02/01/2002	MOTOR VEHICLE-INSURANCE
02/01/2002	TREAS-SELF INSURANCE FUND	274.92	149723	02/01/2002	BOILER INSURANCE
02/01/2002	TREAS-SELF INSURANCE FUND	175.92	149723	02/01/2002	PROPERTY INSURANCE
02/01/2002	TREAS-SELF INSURANCE FUND	1,616.42	149723	02/01/2002	GENERAL LIABILITY INSURANCE
02/08/2002	TREAS-MIS OPERATING	609.58	149724	02/08/2002	MIS SERVICES
02/08/2002	TREAS-PETTY CASH	1,469.50	149758	02/08/2002	PRINTING AND BINDING
02/08/2002	TREAS-PETTY CASH	10.75	149759	02/08/2002	SERV-AUTO EQUIPMENT
02/08/2002	TREAS-PETTY CASH	6.80	149759	02/08/2002	POSTAGE
02/08/2002	TREAS-PETTY CASH	4.50	149759	02/08/2002	OTHER PROFESSIONAL SERVICES
02/08/2002	TREAS-PETTY CASH	25.90	149759	02/08/2002	MATERIAL TO MAINT AUTO EQUIP
02/08/2002	TREAS-PETTY CASH	39.01	149759	02/08/2002	OFFICE SUPPLIES
02/08/2002	TREAS-PETTY CASH	37.25	149759	02/08/2002	BOOKS AND PERIODICALS
02/08/2002	TREAS-PETTY CASH	19.97	149759	02/08/2002	MAG/PAPERS-MAIN ADULT
02/14/2002	TREAS-PETTY CASH	64.21	149833	02/14/2002	OTHER PROFESSIONAL SERVICES
02/14/2002	ADMRRON CORPORATION	190.51	149834	02/14/2002	COMPUTER SOFTWARE EXPENSE
02/14/2002	HOUCHEN BINDERY LTD	145.30	149838	02/14/2002	PRINTING AND BINDING
02/14/2002	MENARDS	145.30	149839	02/14/2002	MATERIAL-BLDGS
02/14/2002	ORKIN EXTERMINATING	66.00	149842	02/14/2002	SERV-BUILDINGS
02/14/2002	SAM'S CLUB	105.02	149843	02/14/2002	JANITORIAL SUPPLIES
02/06/2002	ASSOCIATED OFFICE FURNISHINGS	129.96	149850	02/14/2002	OFFICE SUPPLIES
02/14/2002	ONYX WASTE SERVICES-DECATUR,IL	324.07	149852	02/15/2002	SERV-BUILDINGS
02/14/2002	BAKER & TAYLOR CO	4,468.32	149856	02/15/2002	BOOKS AND PERIODICALS
02/14/2002	BLACK & COMPANY	126.73	149857	02/15/2002	BOOKS AND PERIODICALS
02/14/2002	BABY TALK INC.	127.79	149859	02/15/2002	MATERIAL-BLDGS
02/14/2002	BAKER & TAYLOR ENTERTAINMENT	275.00	149861	02/15/2002	OTHER PROFESSIONAL SERVICES
02/15/2002	HACKNEY, BEVERLY	219.28	149862	02/15/2002	BOOKS AND PERIODICALS
02/15/2002	HOULTON, DANNY R.	200.00	149885	02/15/2002	CONFERENCES AND OTHER TRAVEL
02/14/2002	AMERITECH	180.00	149887	02/15/2002	OTHER PROFESSIONAL SERVICES
02/06/2002	ILLINDIS POWER COMPANY	1,724.08	149892	02/15/2002	TELEPHONE
02/06/2002	ILLINDIS POWER COMPANY	8,653.70	149893	02/15/2002	ELECTRICITY
02/15/2002	MIDWEST COMPUTER SUPPLY	3,404.23	149893	02/15/2002	TELEPHONE
02/15/2002	MORRELL, STERLING	139.10	149906	02/15/2002	GAS
02/15/2002	MCLEOD USA	190.00	149914	02/15/2002	OFFICE SUPPLIES
02/15/2002	NEWMAN ULLMAN	106.07	149916	02/15/2002	OTHER PROFESSIONAL SERVICES
02/15/2002	RIGSBY, PAUL	245.00	149917	02/15/2002	TELEPHONE
02/15/2002	SLEETH, ALAN	180.00	149927	02/15/2002	JANITORIAL SUPPLIES
02/15/2002	TREAS-FLEET MAINTENANCE	270.00	149932	02/15/2002	OTHER PROFESSIONAL SERVICES
02/15/2002	TAYLOR, DELBERT	234.03	149939	02/15/2002	OTHER PROFESSIONAL SERVICES
02/18/2002	JAN SAN SUPPLY INC.	90.00	149941	02/15/2002	GASOLINE
02/21/2002	BOOTH & ANSTOLINE	351.24	149961	02/18/2002	OTHER PROFESSIONAL SERVICES
02/21/2002	C & K CUSTOM SIGNS	50.00	150011	02/21/2002	JANITORIAL SUPPLIES
02/21/2002	GAYLORO BROS. SUPPLY INC.	30.00	150013	02/21/2002	OTHER PROFESSIONAL SERVICES
02/21/2002	JAN SAN SUPPLY INC.	628.95	150018	02/21/2002	PRINTING AND BINDING
02/21/2002	JAN SAN SUPPLY INC.	295.06	150020	02/21/2002	OFFICE SUPPLIES
02/21/2002	MICROTEK	165.70	150026	02/21/2002	GASOLINE
02/21/2002	RADIO SHACK	107.75	150028	02/21/2002	JANITORIAL SUPPLIES
02/21/2002	SECRETARY OF STATE OF IL	256.72	150032	02/21/2002	OFFICE SUPPLIES
02/22/2002	ADM SECURITY SERVICES	10.00	150032	02/21/2002	MATERIAL-BLDGS
02/22/2002	CDW	1,670.69	150036	02/22/2002	OFFICE SUPPLIES
02/22/2002	FISHER, LEE ANN	32.15	150044	02/22/2002	SERV-OFFICE EQUIP
02/22/2002	STRAIGLOS COMPANIES	242.00	150050	02/22/2002	COMPUTER SOFTWARE EXPENSE
02/25/2002	TREAS-GENERAL FUND	37.80	150058	02/22/2002	CONFERENCES AND OTHER TRAVEL
02/25/2002	TREAS-GENERAL FUND	856.91	150072	02/25/2002	EMPLOYEE RECOGNITION SUPPLIES
02/27/2002	AMERITECH	237.98	150072	02/25/2002	POSTAGE SUPPLIES
02/27/2002	CRUCIAL TECHNOLOGY	139.12	150100	02/27/2002	OFFICE SUPPLIES
02/27/2002	COMMUNICATION BRIEFINGS	36.89	150103	02/27/2002	TELEPHONE SUPPLIES
02/27/2002		79.00	150104	02/27/2002	MAG/PAPERS-MAIN PROFESSIONAL

BILLS AND PAYROLLS FOR PERIOD ENDING 02/28/2002

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
02/27/2002	EBSCO SUBSCRIPTION SERVICES	102.49	150106	02/27/2002	MAG/PAPERS--MAIN ADULT
02/27/2002	EBSCO SUBSCRIPTION SERVICES	9.30	150106	02/27/2002	MAG/PAPERS--MAIN JUVENILE
02/27/2002	EBSCO SUBSCRIPTION SERVICES	35.09	150106	02/27/2002	MAG/PAPERS--MAIN REFERENCE
02/27/2002	EBSCO SUBSCRIPTION SERVICES	3.15	150106	02/27/2002	MAG/PAPERS--MAIN PROFESSIONAL
02/26/2002	NCI BUSINESS SYSTEMS	84.13	150114	02/27/2002	SERV-OFFICE EQUIP
02/22/2002	ASSOCIATED OFFICE FURNISHINGS	131.08	150127	02/28/2002	OFFICE SUPPLIES
02/22/2002	ARAMARK WIREFORM SERVICES, INC.	52.22	150127	02/28/2002	SERV-BUILDINGS
02/28/2002	VERITON UNIFORMS	107.14	150134	02/28/2002	TELEPHONE
02/20/2002	ACE MECHANICAL	375.25	150136	02/28/2002	SERV-BUILDINGS
02/19/2002	AUBERT, DON OR MARLENE	108.00	150137	02/28/2002	BOOKS AND PERIODICALS
02/19/2002	BAKER & TAYLOR CO	2,213.37	150139	02/28/2002	BOOKS AND PERIODICALS
02/26/2002	BAKER & TAYLOR CO	2,669.85	150140	02/28/2002	BOOKS AND PERIODICALS
02/26/2002	BAKER & TAYLOR CO	47.91	150141	02/28/2002	BOOKS AND PERIODICALS
02/26/2002	BAKER & TAYLOR ENTERTAINMENT	880.49	150144	02/28/2002	BOOKS AND PERIODICALS
02/28/2002	BATR, JOHN	113.00	150154	02/28/2002	OTHER PROFESSIONAL SERVICES
02/28/2002	THE BOOKSOURCE	611.30	150155	02/28/2002	BOOKS AND PERIODICALS
02/27/2002	CDW	116.52	150161	02/28/2002	OFFICE SUPPLIES
02/20/2002	CAPITAL CITY PAPER CO	103.59	150166	02/28/2002	OFFICE SUPPLIES
02/20/2002	HERALD & REVIEW	141.84	150176	02/28/2002	ADVERTISING
02/20/2002	HERALD & REVIEW	179.30	150176	02/28/2002	PRINTING AND BINDING
02/20/2002	HERALD & REVIEW	125.43	150176	02/28/2002	BOOKS AND PERIODICALS
02/20/2002	HERALD & REVIEW	54.00	150178	02/28/2002	BOOKS AND PERIODICALS
02/22/2002	DUNKER ELECTRIC SUPPLY, INC	83.17	150193	02/28/2002	MATERIAL-BLDGS
02/22/2002	FAST IMPRESSIONS	180.00	150211	02/28/2002	PRINTING AND BINDING
02/22/2002	HUULT, DANNY R.	1,277.84	150214	02/28/2002	OTHER PROFESSIONAL SERVICES
02/22/2002	AMERITECH	272.22	150220	02/28/2002	TELEPHONE
02/22/2002	IL STATE LIBRARY HERITAGE ASSOCIATION	30.00	150221	02/28/2002	RENTAL-EQUIPMENT
02/25/2002	MIDWEST COMPUTER SUPPLY	139.10	150221	02/28/2002	MAG/PAPERS--MAIN REFERENCE
02/28/2002	MORRELL, STERLING	180.00	150243	02/28/2002	OFFICE SUPPLIES
02/20/2002	MORRELL, STERLING, INC.	1,936.44	150250	02/28/2002	OTHER PROFESSIONAL SERVICES
02/26/2002	NORRELL SERVICES, INC.	90.00	150258	02/28/2002	TEMP PERSONNEL SERVICES
02/28/2002	OXFORD UNIVERSITY PRESS	386.81	150258	02/28/2002	BOOKS AND PERIODICALS
02/28/2002	RIGSBY, PAUL	90.00	150276	02/28/2002	OTHER PROFESSIONAL SERVICES
02/20/2002	R.R. BOWKER	228.71	150277	02/28/2002	BOOKS AND PERIODICALS
02/28/2002	READER'S DIGEST LARGE PRINT	27.96	150297	02/28/2002	MAG/PAPERS--MAIN ADULT
02/28/2002	SLEETH, ALAN	60.00	150297	02/28/2002	OTHER PROFESSIONAL SERVICES
02/26/2002	SOLETER CREEK PRESS	50.95	150299	02/28/2002	BOOKS AND PERIODICALS
02/27/2002	T A BRINKDRETT & SONS, INC.	252.00	150307	02/28/2002	SERV-BUILDINGS
02/28/2002	TREAS-PETTY CASH	3.80	150314	02/28/2002	PRINTING AND BINDING
02/28/2002	TREAS-PETTY CASH	3.00	150314	02/28/2002	SERV-AUTO EQUIPMENT
02/28/2002	TREAS-PETTY CASH	9.50	150314	02/28/2002	CONFERENCE AND OTHER TRAVEL
02/28/2002	TREAS-PETTY CASH	49.71	150314	02/28/2002	MATERIAL-BLDGS
02/28/2002	TREAS-PETTY CASH	28.07	150314	02/28/2002	OFFICE SUPPLIES
02/28/2002	TREAS-PETTY CASH	26.00	150314	02/28/2002	BOOKS AND PERIODICALS
02/28/2002	TAYLOR, DELBERT	270.00	150316	02/28/2002	OTHER PROFESSIONAL SERVICES
02/28/2002	WEST GROUP	142.00	150328	02/28/2002	BOOKS AND PERIODICALS
02/14/2002	WATTS COPY SYSTEMS	317.00	150330	02/28/2002	SERV-OFFICE EQUIP
	TOTAL	78,639.60			

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 02/28/2002

FUND DPL-DONATED FUNDS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
02/14/2002	BAKER & TAYLOR CO	82.85	149856	02/15/2002	BOOKS AND PERIODICALS
02/15/2002	BAKER & TAYLOR CO	14.72	149857	02/15/2002	BOOKS AND PERIODICALS
02/19/2002	BAKER & TAYLOR CO	58.90	150139	02/28/2002	BOOKS AND PERIODICALS
02/20/2002	THE GALE GROUP	298.06	150264	02/28/2002	BOOKS AND PERIODICALS

TOTAL

454.53

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 02/28/2002

FUND LIBRARY CAPITAL

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
02/27/2002	OBS, INC.	59,194.40	150116	02/27/2002	AUTOMOTIVE EQUIPMENT

TOTAL

59,194.40

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 02/28/2002

FUND LIBRARY BUILDING LEASES

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
02/22/2002	CARDWELL COMPANIES	610.33	150045	02/22/2002	OTHER PROFESSIONAL SERVICES

TOTAL

610.33

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 02/28/2002

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
02/14/2002	BAKER & TAYLOR CO	43.49	149856	02/15/2002	EXPENDITURES
02/19/2002	BAKER & TAYLOR CO	266.32	150139	02/28/2002	EXPENDITURES
02/28/2002	BAKER & TAYLOR CO	216.71	150140	02/28/2002	EXPENDITURES

TOTAL

526.52

PERIOD ENDING 20020228

DPL-DONATED FUNDS

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	1,320.00	4,194.41	1,584.00	2,610.41-	264
TOTAL		.00	1,320.00	4,194.41	1,584.00	2,610.41-	264
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	36.69	83.33	176.76	100.00	76.76-	176
TOTAL		36.69	83.33	176.76	100.00	76.76-	176
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	463.64	2,916.66	28,313.10	3,500.00	24,813.10-	808
TOTAL		463.64	2,916.66	28,313.10	3,500.00	24,813.10-	808
FUND TOTAL		500.33	4,319.99	32,684.27	5,184.00	27,500.27-	630

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 19 DPL-DONATED FUNDS	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMPLETED
40000	EXPENSES								02/28/2002
800	BOOKS AND PERIODICALS	5,184	454.53	2,609.04	4,320	2,574.96	.00	2,574.96	50.3
		5,184	454.53	2,609.04	4,320	2,574.96	.00	2,574.96	50.3
**	DIVISION TOTAL **	5,184	454.53	2,609.04	4,320	2,574.96	.00	2,574.96	50.3

DECATUR PUBLIC LIBRARY
PERIOD ENDING 20020228

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	215,807.50	224,944.76	258,969.00	34,024.24	86
TOTAL		.00	215,807.50	224,944.76	258,969.00	34,024.24	86
30100-107	PROPERTY TAX-LIBRARY	.00	2,239,255.00	2,666,229.30	2,687,106.00	20,876.70	99
TOTAL		.00	2,239,255.00	2,666,229.30	2,687,106.00	20,876.70	99
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	338.60	208,333.33	161,976.96	250,000.00	88,023.04	64
30200-107	STATE GRANTS OR OTHER	.00	87,769.16	99,103.90	105,323.00	6,219.10	94
TOTAL		338.60	296,102.49	261,080.86	355,323.00	94,242.14	73
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	3,611.84	58,333.33	44,760.86	70,000.00	25,239.14	63
30500-510	LIBRARY NON-RESIDENT FEES	.00	416.66	755.00	500.00	255.00	151
30500-511	LIBRARY LOST AND DAMAGED BOOKS	355.75	5,833.33	4,836.68	7,000.00	2,163.32	69
30500-514	COPIES & MISC.	1,286.99	2,500.00	11,688.32	3,000.00	8,688.32	389
30500-515	MEETING ROOM FEES	990.00	10,833.33	9,002.40	13,000.00	3,997.60	69
TOTAL		6,244.58	77,916.65	71,043.26	93,500.00	22,456.74	76
TRANSFERS FROM							
30600-726	TRANSFER FROM FD 35-BLDG LEASE	.00	14,116.66	.00	16,940.00	16,940.00	100
30600-752	TRANS FR WALMART TIF	.00	5,000.00	6,000.00	6,000.00	.00	100
TOTAL		.00	19,116.66	6,000.00	22,940.00	16,940.00	26
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,076.22	37,500.00	15,642.11	45,000.00	29,357.89	34
TOTAL		1,076.22	37,500.00	15,642.11	45,000.00	29,357.89	34
OTHER INCOME							
30800-899	MISCELLANEOUS INCOME	4,277.25	10,833.33	60,222.47	13,000.00	47,222.47	463
TOTAL		4,277.25	10,833.33	60,222.47	13,000.00	47,222.47	463
FUND TOTAL							
		11,936.65	2,896,531.63	3,305,162.76	3,475,838.00	170,675.24	95

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	PRCT COMM
SALARIES & WAGES										
090	REGULAR SALARIES	1,699,163	113,568.81	1,154,105.90	1,415,969		545,057.10	.00	545,057.10	67.9
092	HOLIDAYS	0	4,450.87	66,544.51	0		66,544.51	.00	66,544.51	
094	OTHER LEAVE WITH PAY	0	.00	1,972.12	0		1,972.12	.00	1,972.12	
096	SICK TIME	0	5,999.12	35,480.80	0		35,480.80	.00	35,480.80	
098	VACATION TIME	0	3,893.84	83,954.09	0		83,954.09	.00	83,954.09	
PERSONAL SERVICES										
101	OVERTIME	10,900	1,780.33	10,099.33	9,083		800.67	.00	800.67	92.7
102	TEMPORARY SALARIES	31,081	1,648.84	31,909.66	25,900		828.66	.00	828.66	102.7
104	RETIREMENT-IMRF	176,415	11,395.68	134,344.71	147,012		42,070.29	.00	42,070.29	76.2
111	LIFE INSURANCE	580	45.90	481.68	483		98.32	.00	98.32	83.0
112	MEDICAL INSURANCE	253,545	17,804.42	178,088.24	211,287		75,456.76	.00	75,456.76	70.2
114	WORKERS COMPENSATION	17,864	1,257.72	13,522.72	14,886		4,341.28	.00	4,341.28	75.7
115	SERVICE RECOGNITION	13,065	984.54	10,331.92	10,887		2,733.08	.00	2,733.08	79.1
CONTRACTUAL SERVICES										
201	ADVERTISING	250	141.84	1,676.94	208		1,426.94	.00	1,426.94	670.8
202	PRINTING AND BINDING	14,000	480.77	7,515.67	11,666		6,484.33	.00	6,484.33	53.7
210	SERV-BUILDINGS	52,900	1,069.54	50,308.32	44,083		2,591.68	3,264.00	1,760.00	101.3
211	SERV-IMPROVEMENTS	2,000	.00	240.00	1,666		1,760.00	.00	1,760.00	12.0
212	SERV-AUTO EQUIPMENT	15,000	13.75	6,124.74	2,500		1,124.74	.00	1,124.74	137.5
213	SERV-OFFICE EQUIP	3,000	2,071.82	20,893.14	12,500		5,893.14	2,380.00	8,273.89	155.2
230	MIS SERVICES	17,634	1,469.50	14,695.00	14,695		2,939.00	.00	2,939.00	83.3
231	ELECTRICITY	116,940	8,053.70	134,657.44	97,450		17,717.44	.00	17,717.44	115.2
232	GAS	18,000	3,404.23	29,400.54	15,000		7,400.54	.00	7,400.54	141.1
233	TELEPHONE	28,000	3,354.29	24,230.09	23,333		3,769.91	.00	3,769.91	86.5
234	TELEVISION	3,000	.00	2,729.25	2,500		270.75	.00	270.75	91.0
240	TRAINING SCHOOL	8,000	.00	2,241.75	6,666		5,758.25	.00	5,758.25	28.0
241	CONFERENCES AND OTHER TRAVEL	7,000	451.50	4,292.98	5,833		2,707.02	.00	2,707.02	61.3
245	POSTAGE	15,000	995.05	11,511.58	12,500		3,488.42	440.00	3,048.42	79.7
247	COMPUTER SOFTWARE EXPENSE	10,000	222.66	1,986.31	8,333		8,013.69	.00	8,013.69	19.9
271	TEMP PERSONNEL SERVICES	50,000	1,936.44	26,741.93	41,666		23,258.07	.00	23,258.07	53.5
272	TUITION REBURSEMENT	3,000	.00	992.00	2,500		2,108.00	.00	2,108.00	59.7
273	TRAVEL EXPENSE FOR INTERVIEWS	1,000	.00	555.78	833		444.22	.00	444.22	55.6
280	OTHER PROFESSIONAL SERVICES	47,750	2,620.71	78,329.67	39,791		30,579.67	4,841.00	35,420.67	174.2
284	PROFESSIONAL MEMBERSHIP FEES	2,600	.00	2,026.32	2,166		573.68	.00	573.68	77.9
286	PROFESSIONAL MEMBERSHIP FEES	25,000	.00	12,415.62	20,833		12,584.38	.00	12,584.38	49.7
289	RENTAL-EQUIPMENT	26,800	272.22	10,651.14	22,333		16,148.86	1,575.00	14,573.86	45.6
COMMODITIES										
310	GASOLINE	466,874	26,564.02	438,116.21	389,055		28,757.79	12,500.75	16,257.04	96.5
312	JANITORIAL SUPPLIES	5,000	529.09	2,941.29	4,166		2,058.71	.00	2,058.71	58.8
320	MATERIAL-BLDGS	12,000	739.12	5,328.49	10,000		6,671.51	.00	6,671.51	44.4
337	MATERIAL TO MAINT AUTO EQUIP	3,500	568.47	12,859.74	10,000		859.74	.00	859.74	107.2
345	OFFICE SUPPLIES	35,000	25.90	920.63	2,916		2,579.37	.00	2,579.37	20.3
357	EMPLOYEE RECOGNITION SUPPLIES	200	1,848.00	20,770.48	29,166		14,229.52	439.69	15,789.63	60.6
OTHER CHARGES										
415	TRANSFER TO GENERAL FUND	67,700	3,748.38	43,002.46	56,414		24,697.54	439.69	24,257.85	64.2
418	MOTOR VEHICLE-INSURANCE	1,200	.00	800.00	1,000		400.00	.00	400.00	66.7
420	BOILER INSURANCE	3,299	276.92	2,749.20	2,749		549.80	.00	549.80	83.3
421	PROPERTY INSURANCE	2,111	175.92	1,759.20	1,759		351.80	.00	351.80	83.3
423	GENERAL LIABILITY INSURANCE	12,197	1,016.42	10,164.20	10,164		2,032.80	.00	2,032.80	83.3
478	TR TO LIBRARY FUND 33	7,315	609.58	6,095.80	6,095		1,219.20	.00	1,219.20	83.3
TOTAL										
		4,668,874	265,564.02	4,381,116.21	3,890,055		287,577.79	12,500.75	16,257.04	96.5

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	PCT COMM
40000 DECATUR PUBLIC LIBRARY								02/28/2002	
OTHER CHARGES	6,000	.00	6,312.81	5,000		312.81-	.00	312.81-	105.2
499 SMALL CAPITAL ITEMS	32,122	2,076.84	28,681.21	26,767		3,440.79	.00	3,440.79	89.3
CAPITAL OUTLAY									
515 OFFICE MACHINERY AND EQUIPMENT	62,310	.00	69,993.59	51,925		7,683.59-	435.00	8,118.59-	113.0
	62,310	.00	69,993.59	51,925		7,683.59-	435.00	8,118.59-	113.0

800 BOOKS AND PERIODICALS	380,000	11,563.25	197,642.43	316,666		182,357.57	.00	182,357.57	52.0
830 AV-PHONODICS	0	.00	118.65	0		118.65-	.00	118.65-	
841 MAG/PAPERS-MAIN ADULT	0	150.42	22,641.40	0		22,641.40-	.00	22,641.40-	
842 MAG/PAPERS-MAIN YOUTH	0	.00	825.14	0		825.14-	.00	825.14-	
843 MAG/PAPERS-MAIN JUVENILE	0	6.30	1,548.97	0		1,548.97-	.00	1,548.97-	
844 MAG/PAPERS-MAIN REFERENCE	0	5.09-	10,439.78	0		10,439.78-	.00	10,439.78-	
845 MAG/PAPERS-MAIN PROFESSIONAL	0	82.15	1,489.10	0		1,489.10-	.00	1,489.10-	
847 MAG/PAPERS-EXTEN ADULT	0	.00	3,465.39	0		3,465.39-	.00	3,465.39-	
	380,000	11,797.03	238,170.86	316,666		141,829.14	.00	141,829.14	62.7

** DIVISION TOTAL ** 3,211,619 207,016.34 2,530,800.01 2,676,334 672,818.99 13,375.44 659,443.55 79.5

LIBRARY CAPITAL
PERIOD ENDING 20020228

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	% REAL
LIBRARY CAPITAL							
30001-000	BEGINNING FUND BALANCE	.00	75,840.83	86,226.54	91,009.00	4,782.46	94
	TOTAL	.00	75,840.83	86,226.54	91,009.00	4,782.46	94
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	76.33	4,166.66	1,609.31	5,000.00	3,390.69	32
	TOTAL	76.33	4,166.66	1,609.31	5,000.00	3,390.69	32
OTHER INCOME							
30800-870	DPL FOUNDATION CONTRIBUTION	.00	213,194.16	133,273.17	255,833.00	122,559.83	52
30800-899	MISCELLANEOUS INCOME	.00	.00	12,202.95	.00	12,202.95	-
	TOTAL	.00	213,194.16	145,476.12	255,833.00	110,356.88	56
	FUND TOTAL	76.33	293,201.65	233,311.97	351,842.00	118,530.03	66

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 21 LIBRARY CAPITAL Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
40000 LIBRARY CAPITAL EXPENDITURES									
CAPITAL OUTLAY									
502	BUILDINGS	133,333	.00	133,273.17	111,110	59.83	.00	59.83	100.0
510	AUTOMOTIVE EQUIPMENT	214,500	59,194.40	93,000.00	178,750	124,500.00	.00	124,500.00	42.0
	TOTAL	347,833	59,194.40	223,273.17	289,860	124,559.83	.00	124,559.83	64.2
**	DIVISION TOTAL **	347,833	59,194.40	223,273.17	289,860	124,559.83	.00	124,559.83	64.2

DPL-STATE GRANT FOR BLDG

PERIOD ENDING 20020228

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

PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 20020228

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	102,411.66	121,064.85	122,894.00	1,829.15	98
30001-922	BEG FUND BAL-MEYER	.00	106,000.00	129,514.31	127,200.00	2,314.31	101
30001-923	BEG FUND BAL-BRIDGES	.00	1,462.50	4,143.92	1,755.00	2,388.92	236
TOTAL		.00	209,874.16	254,723.08	251,849.00	2,874.08	101
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	146.04	5,416.66	2,383.70	6,500.00	4,116.30	36
30700-104	DPL INTEREST-MEYER	321.52	645.83	4,216.53	775.00	3,441.53	544
30700-105	DISTRIBUTION FR BRIDGES TRUST	329.90	10,416.66	4,762.47	12,500.00	7,737.53	38
TOTAL		797.46	16,479.15	11,362.70	19,775.00	8,412.30	57
TRANSFERS IN							
30900-810	TRUST DISTRIBUTION	.00	94,166.66	131,714.77	113,000.00	18,714.77	116
TOTAL		.00	94,166.66	131,714.77	113,000.00	18,714.77	116
FUND TOTAL							
		797.46	320,519.97	397,800.55	384,624.00	13,176.55	103

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
41000	DPL-CANTONI TRUST								02/28/2002
900	EXPENDITURES	6,000	526.52	3,432.97	5,000	2,567.03	212.00	2,355.03	60.7
		6,000	526.52	3,432.97	5,000	2,567.03	212.00	2,355.03	60.7
**	DIVISION TOTAL **	6,000	526.52	3,432.97	5,000	2,567.03	212.00	2,355.03	60.7

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
42000	DPL-MEYER TRUST								02/28/2002
900	EXPENDITURES	14,700	.00	64.90	12,250	14,635.10	.00	14,635.10	.4
		14,700	.00	64.90	12,250	14,635.10	.00	14,635.10	.4
**	DIVISION TOTAL **	14,700	.00	64.90	12,250	14,635.10	.00	14,635.10	.4

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
43000	DPL-BRIDGES TRUST								02/28/2002
900	EXPENDITURES	700	.00	1,662.84	583	962.84-	.00	962.84-237.5	
		700	.00	1,662.84	583	962.84-	.00	962.84-237.5	
**	DIVISION TOTAL **	700	.00	1,662.84	583	962.84-	.00	962.84-237.5	

The physical library remains central to library service. While no one model could meet every unique local need, some requirements are common to all public libraries. These include adequate and accessible space to house and circulate the collections; comfortable and attractive public spaces for readers; space for other public amenities including restrooms and water fountains; efficient and comfortable work and lounge areas for staff; and space for board meetings, story times, and other library programs. The supplemental standards for this section are divided into two sections—those for existing facilities and for new or expanded facilities.

Applicable Core Standards

- 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 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 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 23.** The library is located in a facility designed or renovated for that purpose and in compliance with applicable federal, state, and local codes.

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- 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.

Supplemental Standards for Existing Facilities

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range plans.
2. At least once every five years, the board directs a review of the library's long-term space needs.
3. The library develops a plan and annual budget for maintenance of building and grounds and fixed asset replacements.
4. The library building supports the implementation of current and future telecommunications and electronic information technologies.
5. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community. Travel time to the library under normal conditions does not exceed 30 minutes.
6. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces may be governed by local ordinance. Libraries reached primarily by car should provide 1.3 spaces per 500 population. If based on building size, the parking space provision should be one space per 500 square feet.
7. The library's entrance is easily identified, clearly visible, and well lighted. The entrance faces the direction used by the majority of the patrons.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate signage. All signage is in compliance with applicable federal, state, and local regulations. Interior signs should be limited in number and not serve as a substitute for logical building arrangement or for staff responses to routine user questions.
10. The library has a designated tornado shelter. Emergency exits and evacuation routes out of the building and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked. Emergency first-aid supplies are readily available.
11. The library provides emergency training for staff, including annual fire and tornado drills, use of fire extinguishers, and location of the first-aid kit.
12. The library has an emergency manual and a disaster plan that are reviewed biennially.

13. The library has telephones and associated communications devices sufficient to meet user and staff needs:
 - . telephones in all offices and at all service desks
 - . telephone number listed in both white and yellow pages
 - . automatic equipment to inform callers of library hours when the library is closed
14. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs. Space is allocated for child and family use with furniture and equipment designed for use by children. All furniture is in compliance with applicable codes.
15. The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials. All shelving and other display or storage space is designed for library purposes. Shelving in the area serving young children is scaled to their needs.
16. The library's lighting levels comply with the standards issued by the Illuminating Engineering Society of North America. The lighting is evenly distributed, low glare, does not cast shadows, and provides floor-to-ceiling illumination of all vertical surfaces. (For more information on lighting, see #8 under supplemental standards for new or expanded facilities.)
17. The library has fireproof facilities for the return of library materials when the library is closed.
18. The library has heating, ventilating, and air conditioning (HVAC) systems capable of filtering outside air and of maintaining comfortable temperatures throughout the year.
19. The library provides adequate security for staff, users, and collections.

Supplemental Standards for New or Expanded Facilities

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, a library building consultant, and a registered professional architect.
2. The library, unless it is part of a home rule unit of government, selects an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILL. COMP. STAT. ANN. 510/0.01 et seq.]. There is no legal requirement to contract with the architect offering the lowest fee.
3. The library's attorney reviews all contracts related to the construction project. The American Institute of Architects provides standard legal forms that are used in many situations, but the library can negotiate different terms if it so chooses.
4. Space planning is based on a twenty-year population projection (including probable annexation) and desired improvements in collections and services. Each project takes into account both the correction of current overcrowding and the creation of space for expanded collections and services. Major building projects include specific plans for how and where future expansion will take place.

5. The facilities provide flexibility of design and furnishings.

Buildings are designed with extensive data and electrical conduit or with alternative methods of providing service to all locations in the library.

Lighting is designed to allow extensive rearrangement of library furnishings.

All areas of the library are designed to meet the floor-loading standard of 150 pounds per square foot. Heavier loads, such as microform storage cabinets and compact shelving, require 300 pounds per square foot.

Service counters, service desks, and office work areas are freestanding modular units.

6. The library selects shelving that is designed for library purposes. Heavy-duty steel, bracket-type shelving that can be easily reassembled is the best choice. The depth of the shelving should be appropriate for the material being stored.

7. All construction complies with federal, state, and local codes and regulations including, but not limited to:

national codes, including the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]

Illinois codes, including the *Illinois Environmental Barriers Act* of 1985 (410 ILL. COMP. STAT. ANN. 25/1 et seq.), the *Illinois Plumbing Code* [225 ILL. ADMIN. CODE 890.110-890.1950], and the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], published by the Capital Development Board to implement the *Illinois Environmental Barriers Act*

local codes. Many Illinois municipalities have adopted nationally-formulated codes as their local codes. Most municipalities adopt either the *Building Officials and Construction Administrators (BOCA) Code* or the *Uniform Building Codes* established by the International Conference of Building Officials (ICBO)

8. High-quality lighting is critically important to libraries.

Indirect lighting provides uniform, nonglare illumination. It provides the most flexibility because the light is reflected from a continuous surface (the ceiling) rather than emanating from individual points. In general, extreme down lighting is a very poor idea in libraries because it causes glare, creates troublesome shadows, and does not light vertical surfaces. Glare is a particular nuisance in areas where computer monitors and microform readers with vertical glass screens are in use. Proximity to windows and skylights can also create glare. To test for glare, place a mirror over the screen of a computer monitor and look for reflections of concentrated light sources.

Modern fluorescent lighting technology offers important advantages. Lamps with a CRI (color rendition index) of 75 or better provide much more attractive light than traditional lamps. Electronic ballasts are more efficient than traditional magnetic ballasts, and they eliminate hum and flicker.

High-pressure sodium lighting is the ideal choice for parking lots.

The most recent edition of the *IES Lighting Handbook*, edited by John E. Kaufman, provides recommendations for lighting intensities, but some are too low for library purposes. (For example, the Illuminating Engineering Society [IES] recommendation of 5 to 10 footcandles for halls, elevators, and stairways can create problems for persons with low vision.) IES standards are also included in *ALA's Administrator's Guide to Library Building Maintenance*, by Dianne Lueder and Sally Webb. (See the bibliography following this section.)

9. Provide enough storage space. (This is one of the most frequently overlooked needs in the design of new or expanded facilities.)
10. Especially consider safety and low maintenance when designing landscaping and walkways.
11. Although each library's ultimate space needs will be determined by its unique needs including its programs, services, and collections, some standard guidelines exist for determining the space needed for specific components. These guidelines are based on information from building program consultants, standards from other states, and some measuring tape. (See appendix 7 for more-detailed information.)

Examples of unique needs include extensive local-history or genealogy collections, large meeting rooms, frequent programming, and extensive art- and graphics-related activities. Additional staff office space will be needed for libraries that are responsible for all work and files related to finances and benefits. This is true of all district and many village libraries.

12. Provide space for deliveries and trash removal.

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