

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA

August 15, 1996 4:30 p.m.

- I. Call to Order - Shirley Moore, President
- II. Approval of Minutes
 - A. Meeting of July 18, 1996
- III. Communication from the Public
- IV. City Librarian's Report
 - A. Report from John Moorman
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of August 5, 1996
 - B. Finance and Properties Committee
 1. Approval of Bills for July 1996
 2. No Meeting
 - C. Rolling Prairie Library System
 1. Report on August RPLS Board Meeting
 - D. Friends of the Library
 1. No Meeting
 - E. Foundation
 1. No Meeting
- VI. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter 1--Core Standards
- VII. Old Business
 - A. Discussion of the purchase of real property--
CLOSED EXECUTIVE SESSION
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
July 18, 1996

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by John Stengel, President. Members present: Mr. Stengel, Mark Gibson, Janice Lambert, Mary Lee, Shirley Moore, Russell Reimer, and Ellen Spycher. Absent: Judi Moss and David Pritts. Staff present: John Moorman and Joann Stanbery. Others present: Ed Booth.

New trustees Russell Reimer and Mark Gibson were introduced. Mr. Moorman administered the oath of office to the new trustees as well as new President Shirley Moore and new Vice President Ellen Spycher.

II. APPROVAL OF MINUTES

The minutes of the meeting of June 20, 1996 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

Mr. Moorman reported that the tentative target date for public internet access is September 16, 1996. Julie McNamara is preparing the library's web page. Regulations and sign-up cards will be printed, and the regulations will be included in our web page.

V. REPORTS OF COMMITTEES

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

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

Rolling Prairie: Mrs. Spycher attended the meeting. She will continue to represent the library board at the system board meetings.

Friends of the Library: The Friends met July 11, 1996. Mrs. Spycher will not be able to continue to represent the library board on this board. The meetings are every other month on the second Wednesday of the month at 4:00 p.m. Someone will need to replace Mrs. Spycher in this capacity.

Foundation: The Foundation Board of Directors did not meet.

VI. OLD BUSINESS

Mrs. Lambert asked about the status of the proposal from Harristown Township. Mr. Moorman was waiting for a proposal to present to the Personnel, Policy and Public Relations Committee. Mrs. Lambert said that the last communication from Harristown was their proposal. This will be reviewed by the Personnel, Policy and Public Relations Committee on August 5. Mr. Moorman will attend a meeting of the Macon County Regional Library Service Planning Panel on August 8, 1996.

Mrs. Spycher made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Ms. Lee and unanimously carried on roll call vote. The Board went into closed session at 5:05 p.m. The meeting was re-convened at 5:52 p.m.

Mr. Gibson made a motion as follows: If the owner of Sears permits a Phase I study, the City Librarian is authorized to contract for that Phase I study and if the study result is satisfactory, the President is authorized to execute a contract with the architectural firm for a feasibility study, subject to approval by appropriate authorities. The motion was seconded by Ms. Lee and unanimously carried on roll call vote.

VII. NEW BUSINESS

Mrs. Moore made the committee appointments for 1996/97. Finance and Properties Committee: John Stengel, Chair; Janice Lambert, Mary Lee, and Russell Reimer. Personnel, Policy, and Public Relations Committee: David Pritts, Chair; Mark Gibson, Judi Moss, and Ellen Spycher.

The meeting schedule for the Personnel, Policy, and Public Relations Committee will be the first Thursday of the month at 4:30 p.m. except the August meeting which will be on August 5 at 4:30 p.m. The meeting schedule for the Finance and Properties Committee will be the first Tuesday of the month at 4:45 p.m. with no meeting in August.

VIII. ADJOURNMENT

Mrs. Moore adjourned the meeting at 6:05 p.m.

Respectfully submitted,



Judi Moss, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

For the August 15, 1996 Meeting

of the

Decatur Public Library Board of Trustees

For the past several months, I have been in contact with Rev. Albert Weidlich who is the chaplain for the local Civil Air Patrol squadron, concerning the possible display of a lunar sample disk (moon rock) at the library. It appears now that we will be able to host this display in early October for a two day period. I appreciate the Civil Air Patrol's work in obtaining this display and in thinking of the library as the appropriate place for it to be viewed by the community.

On July 25th Lois Carter assumed the position of Clerk II within the Order Department with the added responsibility for handling interlibrary loans. This will enable the Library's interlibrary loan process to be consolidated in one area and result in a more efficient way of handling this important library service.

Adult Services indicates that this past month has been a busy one with users requiring assists that kept staff hopping from one floor to the next. The Minolta microfilm reader printers have received heavy use from individuals doing genealogical searches. Reserves for popular books such as John Grisham's latest novel continue at a high level in spite of the purchase of additional copies.

Staff in adult services continue to practice use of the internet and most staff have become comfortable with <http://> addresses. In the coming month emphasis will be given to familiarizing themselves with the many different search engines and particular sites such as GPO ACCESS. Work continues on getting e-mail addresses for staff but that has been slowed down by problems with the Millikin server.

A staff committee has been appointed to prepare for the establishment of a circulating CD-ROM collection. This committee has met and dealt with many of the preliminary questions of collection establishment and is on track for the proposed December 1996 date for introducing this new collection format to the public.

City Librarian's Report

August 15, 1966

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During July, Joan Bauer and Phyllis Johnson attended a federal documents training session on GPO Access, Cathy Ritchie presented a program for a MIRAGE workshop, Gerald Merrick gave a book-between-bites presentation on cowboy poetry, and Joan Bauer continued her reading program to students at Macon Resources.

The Technical Services Division reports the addition of 2,471 volumes consisting of 1,324 individual titles. There were 2,608 changes to the library's database and 82 records were added to the OCLC database by DPL staff. There were 398 paperbacks bound, 784 periodicals processed, 991 books mended and 378 book jackets.

The Circulation Division has been working on preparation for the upgrade to LIBS + 2.5 version. Beth Kent has been working on the training of additional manpower individuals so that the department will have a sufficient reserve of temporary staff to call on when needed. The weeding of the registration files is almost completed.

During July, 45 volunteers gave 399 hours of service to the library.

As of August 8th, 27.39 % of the fiscal year had been completed and 26.4% of the budget had either been expended or encumbered.

During the month, Paul Juhl spent time in the local history room doing research on Charles Wasson for a book to be published by the University of Iowa on 300 stereographic photographers who did work in Iowa at the turn of the century. Mr. Wasson will be in this book. DPL has a plate in our collection of the interior of his studio and a print was made for Mr. Juhl for his book. In return we received a copy of the research that he has done so far for his book.

Marilyn Shroyer and Mary Lou Penne, former staff members, have volunteered to alphabetize the glass plate negatives in the local history collection. When completed this list will be a valuable addition to the collection and enable easier access to the glass plates by researchers.

City Librarian's Report

August 15, 1996

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During the month donated materials were taken by the Extension Division to Otis and Honey Lee Livingston at the Macon County Jail for their jail ministry. A box was also taken to Bivens/Whitten Juvenile Facility.

The fall bookmobile schedule is in preparation. The library will continue to participate in the Family literacy grant program at Head Start on Monday evenings and is working with Richland Community to participate at the Health Department as a part of the Evenstart Grant.

While children's division circulation was down from a year ago, the summer reading program was enthusiastically received and 1790 individuals were registered for the program at the main library, up 132 from last year. The grand finale program of stories by Harlynn Geiser on July 29, 30, and 31 were attended by 505 individuals. There were twenty-one group visits during the month with 257 children in attendance. Thirty-one Baby TALK contacts included 17 photo, 5 birthday book and signing up 2 babies.

Decatur Public Library
Comments and Suggestions

TO OUR USERS:

Serving you is our most important responsibility.
Please give us your comments on our programs and services.
Please give us your suggestions for improvements in our programs and services.

Date 8/7/96

I just wanted to let you know how much I appreciate the summer reading program. My two boys (6 + 8) have participated for 2 yrs. now + I've seen such an excitement toward reading from both of them - thanks to those six short weeks. I homeschool them so reading is a basic part of our lifestyle. ~~My~~ My 8 yr. old is now looking for his book to read everyday after breakfast rather than having me remind him. I have you to thank for this. Will be looking forward to

Optional:

Name Sandra Pucek
Address 887 W. North, Decatur 62522
Phone 422-4827

many more summer reading programs!

All suggestions and comments with a name, address and/or telephone number will be responded to by the Library.

Called 8/8/96 Jm

STATISTICAL REPORT
July 1996

TECHNICAL SERVICES

New book volumes added: 2,201
New book titles added: 1,196
AV titles added: 161
Volumes withdrawn: 1,324
Books mended: 991

PERSONNEL ACTIVITY:

7/25/96 Lois Carter transferred to Acquisitions/Interlibrary Loan Clerk II

7/31/96 Michael Stine, Senior Building Custodian, resigned

CURRENT VACANCIES: Library Clerk II; Senior Building Custodian.

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 166 main + 10 extension = 176 total

PROFESSIONAL ASSISTS: this 12 months to date: 69,950
last 12 months to date: 71,256

PATRONS IN THE BUILDING: this 12 months to date: 367,567
last 12 months to date: 326,558

VOLUMES PURCHASED: this 12 months to date: 20,345
last 12 months to date: 16,485

VOLUNTEERS: 45 volunteers worked 399 hours

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 July 1996

Location	July 1996	July 1995	% Change
CENTRAL LIBRARY, PRINT			
Adult	25,244	25,461	-0.9
Young Adult	1,874	2,147	-12.7
Children's	19,206	22,044	-12.9
TOTAL	46,324	49,652	-6.7
EXTENSION PRINT			
Bookmobile 547	0	0	--
Bookmobile 548	4,233	5,373	-21.2
Bookmobile 549	2,412	2,508	-3.8
Outreach	854	254	236.2
TOTAL	7,499	8,135	-7.8
TOTAL PRINT	53,823	57,787	-6.9
NON-PRINT			
Videocassettes	6,948	6,547	6.1
Audiocassettes	3,117	3,096	0.7
Recordings	2,175	1,743	24.8
TOTAL	12,240	11,386	7.5
Extension Non-print	1,040	1,132	-8.1
TOTAL NON-PRINT	13,280	12,518	6.1
Renewals	799	1,035	-22.8
TOTAL CIRCULATION	67,902	71,340	-4.8

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

July 1996

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	293,296	295,609	-0.8
Young Adult	16,427	18,203	-9.8
Children's	164,124	174,487	-5.9
TOTAL	473,847	488,299	-3.0
EXTENSION PRINT			
Bookmobile 547	0	60,833	-100.0
Bookmobile 548	91,097	67,610	34.7
Bookmobile 549	34,252	15,361	123.0
Outreach	12,119	13,385	-9.5
TOTAL	137,468	157,189	-12.6
TOTAL PRINT	611,315	645,488	-5.3
NON-PRINT			
Videocassettes	74,264	75,966	-2.2
Audiocassettes	36,241	33,725	7.5
Recordings	24,156	21,791	10.9
TOTAL	134,661	131,482	2.4
Extension Non-print	11,013	12,404	-11.2
TOTAL NON-PRINT	145,674	143,886	1.2
Renewals	10,597	8,764	20.9
TOTAL CIRCULATION	767,586	798,138	-3.8

Personnel, Policy, and Public Relations Committee
August 5, 1996

Ellen Spycher called the meeting to order at 4:30 p.m. in the absence of David Pritts, Chair. Members present: Mrs. Spycher, Mark Gibson, Shirley Moore, Judi Moss. Absent: David Pritts. Staff present: Linda Humphreys and John Moorman. Others present: John Stengel and Sally Tyler.

Improving public relations for the library--Sally Tyler: Mr. Moorman introduced Sally Tyler and said that she is working on a contractual basis to make library public relations more consistent and ongoing. Ms. Tyler passed out a written plan including goals, a timeline, and possible suggestions.

Discussion of proposed service to Harristown Township: This proposal has been discussed for the past several months. Mr. Moorman said that he can not recommend the proposal for several reasons. There is a great difference between what Harristown Township residents would pay for service compared to what city residents currently pay. He did not think a bookmobile stop could be added without additional staff. Mrs. Moss made a motion that Mr. Moorman advise Harristown Township officials that the library is not interested in pursuing the proposal and will contact them if we are in the future. The motion was seconded by Mr. Gibson and unanimously approved.

1997 citizens survey: The draft was reviewed and the only suggestion was that 13b and 13c be combined. Mr. Moorman will be meeting with Dr. Crisler tomorrow to discuss the project.

Scheduled policy review--Bylaws of the Library Board of Trustees: The bylaws were reviewed and no action was taken.

Discussion of the purchase of real property--closed executive session: Mrs. Moore made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote. The Board went into closed session at 5:10 p.m. The meeting was re-convened at 5:30 p.m.

Discussion of the performance of an individual--closed executive session: Mr. Gibson made a motion to adjourn to closed executive session to discuss the performance of an individual. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote. The Board went into closed session at 5:30 p.m. The meeting was re-convened at 5:50 p.m.

Other business: Mr. Moorman reported that work has begun on the Sunday schedule, which brought up concerns about staffing the library on the Sunday between Christmas and New Years Day. Many years, that Sunday is part of a long holiday weekend, but it will not be this year. Mr. Moorman recommended that a policy be established that the library always be closed on the Sunday between

Christmas and New Years Day. Mrs. Moore made a motion to recommend to the board that this policy be adopted. The motion was seconded by Mrs. Spycher and unanimously carried.

Mrs. Spycher voiced concern about a lack of enforcement of parking regulations around the library. The committee will recommend to the board that a letter be written to city officials requesting corrective action.

Mrs. Spycher also reported that she used the library during the weekend of the Decatur Celebration and observed that several other people were using the library and that the phones appeared to be busy with reference questions.

There was no further business. The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

FOR PERIOD ENDING 7/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/03/96	TREAS-PETTY CASH	10.27	94559	7/03/96	TRAINING SCHOOL
7/03/96	TREAS-PETTY CASH	10.59	94559	7/03/96	OTHER PROFESSIONAL SERVICES
7/03/96	TREAS-PETTY CASH	20.50	94559	7/03/96	MATERIAL-BLDGS
7/03/96	TREAS-PETTY CASH	11.00	94559	7/03/96	MATERIAL TO MAINT AUTO EQUIP
7/03/96	TREAS-PETTY CASH	57.30	94559	7/03/96	BOOKS AND PERIODICALS
7/05/96	COMMERCIAL MAIL SERVICES	40.44	94566	7/05/96	POSTAGE
7/08/96	BUSINESS & LEGAL REPORTS	159.95	94581	7/08/96	BOOKS AND PERIODICALS
7/08/96	TYLERTYPES	168.75	94592	7/08/96	OTHER PROFESSIONAL SERVICES
7/10/96	OCLC FOREST PRESS	700.00	94713	7/10/96	BOOKS AND PERIODICALS
7/10/96	TREAS-MEDICAL INSURANCE	4,188.78	94729	7/10/96	HOSPITAL AND MEDICAL INSURANCE
7/10/96	TREAS-NON MEDICAL INS	34.04	94730	7/10/96	GROUP LIFE INSURANCE
7/10/96	TREAS-NON MEDICAL INS	315.48	94730	7/10/96	UNEMPLOYMENT COMPENSATION
7/10/96	TREAS-NON MEDICAL INS	449.46	94730	7/10/96	WORKERS COMPENSATION
7/10/96	TREAS-GENERAL FUND	804.26	94731	7/10/96	POSTAGE
7/10/96	TREAS-GENERAL FUND	37.07	94731	7/10/96	OFFICE SUPPLIES
7/10/96	TREAS-IMRF	9,019.64	94732	7/10/96	RETIREMENT-IMRF
7/11/96	HERALD & REVIEW	57.55	94744	7/11/96	BOOKS AND PERIODICALS
7/08/96	ARAMARK SERVICES, INC.	8.00	94767	7/15/96	SERV-BUILDINGS
7/08/96	BAKER & TAYLOR CO	1,302.54	94771	7/15/96	BOOKS AND PERIODICALS
7/10/96	BAKER & TAYLOR CO	1,163.02	94772	7/15/96	BOOKS AND PERIODICALS
7/15/96	BAKER & TAYLOR CO	3,718.33	94773	7/15/96	BOOKS AND PERIODICALS
7/15/96	BAKER & TAYLOR ENTERTAINMENT	619.35	94779	7/15/96	BOOKS AND PERIODICALS
7/08/96	COMPUTER CENTER	79.00	94783	7/15/96	OFFICE SUPPLIES
7/08/96	COMPUTER CENTER	219.00	94783	7/15/96	SMALL CAPITAL ITEMS
7/10/96	CONSOLIDATED COMMUNICATIONS	2.84	94789	7/15/96	TELEPHONE
7/08/96	EMBURY LTD.	17.30	94806	7/15/96	POSTAGE
7/08/96	EMBURY LTD.	370.50	94806	7/15/96	OFFICE SUPPLIES
7/10/96	GALLAUDET UNIV. BOOK STORE	7.95	94810	7/15/96	BOOKS AND PERIODICALS
7/15/96	AMERITECH	349.98	94813	7/15/96	TELEPHONE
7/08/96	NU AIR CORPORATION	19.80	94824	7/15/96	POSTAGE
7/08/96	NU AIR CORPORATION	324.00	94824	7/15/96	MATERIAL-BLDGS
7/15/96	TREAS-GENERAL FUND	100.00	94847	7/15/96	TRANSFER TO GENERAL FUND
7/15/96	TREAS-PETTY CASH	4.25	94848	7/15/96	SERV-AUTO EQUIPMENT
7/15/96	TREAS-PETTY CASH	2.50	94848	7/15/96	TRAINING SCHOOL
7/15/96	TREAS-PETTY CASH	12.72	94848	7/15/96	MATERIAL-BLDGS
7/15/96	TREAS-PETTY CASH	19.64	94848	7/15/96	MATERIAL TO MAINT AUTO EQUIP
7/15/96	TREAS-PETTY CASH	3.48	94848	7/15/96	OFFICE SUPPLIES
7/15/96	TREAS-PETTY CASH	28.93	94848	7/15/96	BOOKS AND PERIODICALS
7/15/96	TREAS-SELF INSURANCE FUND	254.50	94849	7/15/96	MOTOR VEHICLE-INSURANCE
7/15/96	TREAS-SELF INSURANCE FUND	9.08	94849	7/15/96	BOILER INSURANCE
7/15/96	TREAS-SELF INSURANCE FUND	529.67	94849	7/15/96	PROPERTY INSURANCE
7/15/96	TREAS-SELF INSURANCE FUND	500.50	94849	7/15/96	GENERAL LIABILITY INSURANCE
7/15/96	TREAS-MIS OPERATING	2,113.75	94851	7/15/96	MIS SERVICES
7/15/96	THORNDIKE PRESS	281.00	94852	7/15/96	BOOKS AND PERIODICALS
7/10/96	WHEELER PUBLISHING INC.	54.28	94855	7/15/96	BOOKS AND PERIODICALS
7/16/96	POSTMASTER, DECATUR, ILL	1,000.00	94873	7/16/96	POSTAGE
7/17/96	CONSOLIDATED COMMUNICATIONS	101.57	94880	7/17/96	TELEPHONE
7/17/96	CCP INDUSTRIES INC	139.92	94883	7/17/96	JANITORIAL SUPPLIES
7/17/96	G. NEIL COMPANIES	98.05	94890	7/17/96	EMPLOYEE RECOGNITION SUPPLIES
7/17/96	MOORMAN, JOHN	325.37	94893	7/17/96	CONFERENCES AND OTHER TRAVEL
7/17/96	ROTARY CLUB OF DECATUR	156.00	94897	7/17/96	OTHER PROFESSIONAL SERVICES
7/17/96	RECYCLE UMLIMITED INC	111.00	94898	7/17/96	SERV-BUILDINGS
7/17/96	TREAS-CENTRAL GARAGE FD	97.23	94899	7/17/96	GASOLINE
7/19/96	AMERICAN LIBRARY ASSOCIATION	40.00	94914	7/19/96	MAG/PAPERS-MAIN PROFESSIONAL
7/19/96	FFRF INC.	35.00	94918	7/19/96	MAG/PAPERS-MAIN ADULT
7/19/96	POPULAR SUBSCRIPTION SERV.	262.50	94924	7/19/96	MAG/PAPERS-MAIN ADULT
7/24/96	TREAS-MEDICAL INSURANCE	4,188.78	95001	7/24/96	HOSPITAL AND MEDICAL INSURANCE
7/24/96	TREAS-NON MEDICAL INS	34.04	95002	7/24/96	GROUP LIFE INSURANCE
7/24/96	TREAS-NON MEDICAL INS	310.70	95002	7/24/96	UNEMPLOYMENT COMPENSATION
7/24/96	TREAS-NON MEDICAL INS	442.65	95002	7/24/96	WORKERS COMPENSATION
7/24/96	TREAS-IMRF	9,057.07	95003	7/24/96	RETIREMENT-IMRF
7/25/96	ANDERSON, KAREN	30.00	95015	7/25/96	OTHER PROFESSIONAL SERVICES
7/25/96	BOOTH & LITTLE	137.50	95019	7/25/96	OTHER PROFESSIONAL SERVICES
7/25/96	MILLIKIN UNIVERSITY	35.00	95037	7/25/96	OTHER PROFESSIONAL SERVICES
7/25/96	MIDWEST USERS GROUP	125.00	95039	7/25/96	CONFERENCES AND OTHER TRAVEL

FOR PERIOD ENDING 7/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/25/96	SPEED LUBE	26.90	95044	7/25/96	SERV-AUTO EQUIPMENT
7/25/96	SAM'S CLUB	182.96	95047	7/25/96	OTHER PROFESSIONAL SERVICES
7/25/96	VAL COM LEARNING CENTER	160.00	95051	7/25/96	TRAINING SCHOOL
7/26/96	DONTECH DIRECTORY DISTRIBUTION	507.93	95057	7/26/96	BOOKS AND PERIODICALS
7/26/96	OMNIGRAPHICS, INC	67.75	95065	7/26/96	BOOKS AND PERIODICALS
7/30/96	TREAS-PETTY CASH	20.00	95094	7/30/96	TELEPHONE
7/30/96	TREAS-PETTY CASH	10.00	95094	7/30/96	TRAINING SCHOOL
7/30/96	TREAS-PETTY CASH	8.24	95094	7/30/96	CONFERENCES AND OTHER TRAVEL
7/30/96	TREAS-PETTY CASH	33.75	95094	7/30/96	OFFICE SUPPLIES
7/30/96	TREAS-PETTY CASH	59.47	95094	7/30/96	BOOKS AND PERIODICALS
7/30/96	TREAS-PETTY CASH	10.00	95094	7/30/96	MAG/PAPERS-MAIN ADULT
7/31/96	ASSOCIATED OFFICE FURNISHINGS	440.28	95099	7/31/96	OFFICE SUPPLIES
7/31/96	A B DICK PRODUCTS	40.01	95110	7/31/96	SERV-OFFICE EQUIP
7/31/96	AMERITECH	65.55	95111	7/31/96	TELEPHONE
7/15/96	ANNENBERG/CPB PROJECT	43.15	95115	7/31/96	BOOKS AND PERIODICALS
7/22/96	BAKER & TAYLOR CO	1,035.72	95118	7/31/96	BOOKS AND PERIODICALS
7/17/96	BAKER & TAYLOR CO	1,501.44	95119	7/31/96	BOOKS AND PERIODICALS
7/22/96	BAKER & TAYLOR CO	3,357.52	95120	7/31/96	BOOKS AND PERIODICALS
7/24/96	BAKER & TAYLOR CO	672.43	95121	7/31/96	BOOKS AND PERIODICALS
7/29/96	BAKER & TAYLOR CO	1,441.45	95122	7/31/96	BOOKS AND PERIODICALS
7/25/96	BRADFIELD'S COMPUTER SUPPLY	14.00	95126	7/31/96	POSTAGE
7/25/96	BRADFIELD'S COMPUTER SUPPLY	60.00	95126	7/31/96	OFFICE SUPPLIES
7/25/96	BRADFIELD'S COMPUTER SUPPLY	150.00	95126	7/31/96	SMALL CAPITAL ITEMS
7/17/96	BRADFIELD'S COMPUTER SUPPLY	795.00	95126	7/31/96	OFFICE MACHINERY AND EQUIPMENT
7/25/96	BABY TALK INC.	275.00	95128	7/31/96	OTHER PROFESSIONAL SERVICES
7/29/96	BAKER & TAYLOR ENTERTAINMENT	219.83	95131	7/31/96	BOOKS AND PERIODICALS
7/29/96	BLOOMINGTON COMPUTER SERVICE	858.00	95135	7/31/96	OFFICE MACHINERY AND EQUIPMENT
7/15/96	CAPITAL CITY PAPER CO	117.89	95145	7/31/96	OFFICE SUPPLIES
7/31/96	CRM FILMS	400.00	95153	7/31/96	BOOKS-PROFESSIONAL
7/29/96	COMPACT DISC SOURCE	75.94	95154	7/31/96	BOOKS AND PERIODICALS
7/24/96	C.C. WARD & ASSOCIATES	33.00	95155	7/31/96	BOOKS AND PERIODICALS
7/17/96	DEMCO EDUCATIONAL CORP	13.58	95161	7/31/96	POSTAGE
7/17/96	DEMCO EDUCATIONAL CORP	623.72	95161	7/31/96	OFFICE SUPPLIES
7/17/96	HERALD & REVIEW	16.90	95164	7/31/96	ADVERTISING
7/25/96	ECLECON/HUMANCARE, INC.	73.95	95186	7/31/96	BOOKS AND PERIODICALS
7/15/96	FIRE PROTECTION PUBLICATIONS	30.00	95191	7/31/96	BOOKS AND PERIODICALS
7/16/96	GAYLORD BROS	232.16	95195	7/31/96	OFFICE SUPPLIES
7/16/96	GAYLORD BROS	386.18	95195	7/31/96	SMALL CAPITAL ITEMS
7/17/96	HOUCHEM BINDERY LTD	463.50	95205	7/31/96	PRINTING AND BINDING
7/23/96	AMERITECH	78.56	95208	7/31/96	TELEPHONE
7/26/96	AMERITECH	764.60	95209	7/31/96	TELEPHONE
7/24/96	ILLINOIS POWER COMPANY	4,377.40	95210	7/31/96	ELECTRICITY
7/24/96	ILLINOIS POWER COMPANY	1,047.89	95210	7/31/96	GAS
7/31/96	IBM BOOKSTORE	369.35	95214	7/31/96	SERV-OFFICE EQUIP
7/25/96	IL STATE LIBRARY	152.04	95216	7/31/96	PRINTING AND BINDING
7/25/96	IL STATE LIBRARY	50.00	95216	7/31/96	TELEPHONE
7/25/96	IL STATE LIBRARY	23.01	95216	7/31/96	POSTAGE
7/25/96	IL STATE LIBRARY	1,835.57	95216	7/31/96	RENTAL-EQUIPMENT
7/31/96	JANES CLEANERS	371.40	95221	7/31/96	SERV-BUILDINGS
7/31/96	MANPOWER	3,724.52	95256	7/31/96	TEMP PERSONNEL SERVICES
7/15/96	PHOENIX LEARNING GROUP, INC	104.00	95273	7/31/96	BOOKS AND PERIODICALS
7/24/96	PERMA-BOUND BOOKS	60.93	95275	7/31/96	BOOKS AND PERIODICALS
7/31/96	QUALITY BOOKS INC.	2,678.48	95278	7/31/96	BOOKS AND PERIODICALS
7/15/96	RECORDED BOOKS, INC.	192.20	95284	7/31/96	BOOKS AND PERIODICALS
7/22/96	REED REFERENCE PUBL	481.40	95289	7/31/96	BOOKS AND PERIODICALS
7/17/96	SIMON & SCHUSTER	265.00	95303	7/31/96	BOOKS AND PERIODICALS
7/31/96	T A BRINKOETTER & SONS, INC.	146.25	95310	7/31/96	SERV-BUILDINGS
7/31/96	T A BRINKOETTER & SONS, INC.	10.00	95310	7/31/96	MATERIAL-BLDGS
7/29/96	TEACHING COMPANY	1,158.80	95317	7/31/96	BOOKS AND PERIODICALS
7/29/96	TIME LIFE EDUCATION INC.	166.33	95320	7/31/96	BOOKS AND PERIODICALS
7/18/96	UNIVERSITY COMMUNICATIONS INC	3,207.00	95326	7/31/96	OTHER PROFESSIONAL SERVICES
7/23/96	UNISOURCE	318.66	95327	7/31/96	OFFICE SUPPLIES
7/22/96	WEST PUBLISHING COMPANY	326.50	95332	7/31/96	BOOKS AND PERIODICALS
7/18/96	W W GRAINGER, INC.	85.90	95334	7/31/96	JANITORIAL SUPPLIES
	TOTAL	81,447.36			

DECATUR PUBLIC LIBRARY PERIOD ENDING 07/31/96

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	202,570.00	338,100.32	310,409.00	27,691.32-	108
	TOTAL	.00	202,570.00	338,100.32	310,409.00	27,691.32-	108
TAXES							
30100-107	PROPERTY TAX-LIBRARY	1,208,951.97	567,393.50	1,208,951.97	2,269,574.00	1,060,622.03	53
	TOTAL	1,208,951.97	567,393.50	1,208,951.97	2,269,574.00	1,060,622.03	53
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	36,142.93	41,250.00	56,036.97	165,000.00	108,963.03	34
30200-107	STATE GRANTS OR OTHER	.00	26,000.00	.00	104,000.00	104,000.00	
	TOTAL	36,142.93	67,250.00	56,036.97	269,000.00	212,963.03	20
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,892.68	18,500.00	17,405.29	74,000.00	56,594.71	23
30500-510	LIBRARY NON-RESIDENT FEES	262.50	375.00	337.50	1,500.00	1,162.50	22
30500-511	LIBRARY LOST AND DAMAGED BOOKS	484.00	1,000.00	1,306.08	4,000.00	2,693.92	32
30500-514	VERIFAX	368.95	437.50	1,063.40	1,750.00	686.60	60
30500-515	RESERVES	1,095.62	2,125.00	3,568.93	8,500.00	4,931.07	42
	TOTAL	8,103.75	22,437.50	23,681.20	89,750.00	66,068.80	26
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	3,616.55	5,750.00	5,083.47	23,000.00	17,916.53	22
	TOTAL	3,616.55	5,750.00	5,083.47	23,000.00	17,916.53	22
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	681.25	625.00	902.45	2,500.00	1,597.55	36
30800-899	MISCELLANEOUS INCOME	2,229.00	1,750.00	5,070.75	7,000.00	1,929.25	72
	TOTAL	2,910.25	2,375.00	5,973.20	9,500.00	3,526.80	62
	FUND TOTAL	1,259,725.45	867,776.00	1,637,827.13	2,971,233.00	1,333,405.87	55

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

7/31/96

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,422,875	84,906.79	302,457.33	355,718	1,120,417.67	.00	1,120,417.67	21.3
092	HOLIDAYS	0	5,478.56	12,584.77	0	12,584.77-	.00	12,584.77-	
094	OTHER LEAVE WITH PAY	0	400.61	1,475.60	0	1,475.60-	.00	1,475.60-	
096	SICK TIME	0	3,565.64	9,098.55	0	9,098.55-	.00	9,098.55-	
098	VACATION TIME	0	7,390.02	25,290.78	0	25,290.78-	.00	25,290.78-	
		1,422,875	101,741.62	350,907.03	355,718	1,071,967.97	.00	1,071,967.97	24.7
PERSONAL SERVICES									
101	OVERTIME	8,900	236.18	1,249.92	2,224	7,650.08	.00	7,650.08	14.0
102	TEMPORARY SALARIES	15,000	1,245.59	4,188.99	3,750	10,811.01	.00	10,811.01	27.9
104	RETIREMENT-IMRF	255,984	18,076.71	62,599.20	63,996	193,384.80	.00	193,384.80	24.5
111	GROUP LIFE INSURANCE	936	68.08	239.20	234	696.80	.00	696.80	25.6
112	HOSPITAL AND MEDICAL INSURA	115,389	8,377.56	29,460.24	28,847	85,928.76	.00	85,928.76	25.5
113	UNEMPLOYMENT COMPENSATION	6,773	626.18	2,198.80	1,693	4,574.20	.00	4,574.20	32.5
114	WORKERS COMPENSATION	12,144	892.11	3,132.60	3,036	9,011.40	.00	9,011.40	25.8
115	SERVICE RECOGNITION	2,598	322.50	1,197.50	649	1,400.50	.00	1,400.50	46.1
		417,724	29,844.91	104,266.45	104,429	313,457.55	.00	313,457.55	25.0
CONTRACTUAL SERVICES									
201	ADVERTISING	250	16.90	16.90	62	233.10	.00	233.10	6.8
202	PRINTING AND BINDING	14,000	615.54	2,099.01	3,499	11,900.99	444.00	11,456.99	18.2
210	SERV-BUILDINGS	10,000	636.65	2,020.52	2,499	7,979.48	80.00	7,899.48	21.0
211	SERV-IMPROVEMENTS	200	.00	.00	49	200.00	.00	200.00	
212	SERV-AUTO EQUIPMENT	1,500	31.15	485.48	375	1,014.52	.00	1,014.52	32.4
213	SERV-OFFICE EQUIP	10,000	409.36	4,862.97	2,499	5,137.03	128.00	5,009.03	49.9
230	MIS SERVICES	25,365	2,113.75	6,341.25	6,341	19,023.75	.00	19,023.75	25.0
231	ELECTRICITY	65,000	4,377.40	12,296.47	16,249	52,703.53	.00	52,703.53	18.9
232	GAS	13,500	1,047.89	2,389.05	3,375	11,110.95	.00	11,110.95	17.7
233	TELEPHONE	26,000	1,433.10	4,277.10	6,499	21,722.90	.00	21,722.90	16.5
234	WATER	1,250	.00	229.28	312	1,020.72	.00	1,020.72	18.3
238	AUDITING SERVICES	1,500	.00	.00	375	1,500.00	.00	1,500.00	
240	TRAINING SCHOOL	4,000	182.77	763.68	999	3,236.32	.00	3,236.32	19.1
241	CONFERENCES AND OTHER TRAVE	6,000	458.61	1,375.03	1,500	4,624.97	.00	4,624.97	22.9
245	POSTAGE	12,500	1,932.39	4,124.02	3,124	8,375.98	48.00	8,327.98	33.4
247	COMPUTER SOFTWARE EXPENSE	3,000	.00	143.00	750	2,857.00	.00	2,857.00	4.8
271	TEMP PERSONNEL SERVICES	25,000	3,724.52	11,548.09	6,249	13,451.91	.00	13,451.91	46.2
272	TUITION REIMBURSEMENT	3,000	.00	1,300.00	750	1,700.00	.00	1,700.00	43.3
273	TRAVEL EXPENSE FOR INTERVIEW	1,000	.00	.00	249	1,000.00	.00	1,000.00	
280	OTHER PROFESSIONAL SERVICES	70,000	4,202.80	13,259.22	17,499	56,740.78	.00	56,740.78	18.9
284	PROFESSIONAL MEMBERSHIP FEE	2,600	.00	30.00	649	2,570.00	.00	2,570.00	1.2
286	RENTAL O-P-EQUIPMENT	20,000	.00	4,291.23	4,999	15,708.77	.00	15,708.77	21.5
289	RENTAL-EQUIPMENT	31,000	1,835.57	11,342.68	7,749	19,657.32	.00	19,657.32	36.6
		346,665	23,018.40	83,194.98	86,651	263,470.02	700.00	262,770.02	24.2
COMMODITIES									
310	GASOLINE	2,000	97.23	353.16	499	1,646.84	.00	1,646.84	17.7
312	JANITORIAL SUPPLIES	3,500	225.82	565.73	874	2,934.27	.00	2,934.27	16.2
320	MATERIAL-BLDGS	10,000	367.22	1,405.75	2,499	8,594.25	897.27	7,696.98	23.0
337	MATERIAL TO MAINT AUTO EQUI	500	30.64	286.34	124	213.66	.00	213.66	57.3
345	OFFICE SUPPLIES	31,000	2,316.51	6,918.07	7,749	24,081.93	2,695.64	21,386.29	31.0
357	EMPLOYEE RECOGNITION SUPPLI	200	98.05	98.05	49	101.95	.00	101.95	49.0
		47,200	3,135.47	9,627.10	11,794	37,572.90	3,592.91	33,979.99	28.0
OTHER CHARGES									
400	CONTINGENCIES	14,635	.00	.00	3,658	14,635.00	.00	14,635.00	
415	TRANSFER TO GENERAL FUND	1,200	100.00	300.00	300	900.00	.00	900.00	25.0

40000 DECATUR PUBLIC LIBRARY		FUND 20 DECATUR PUBLIC LIBRARY							7/31/96
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
OTHER CHARGES									
418	MOTOR VEHICLE-INSURANCE	3,054	254.50	763.50	763	2,290.50	.00	2,290.50	25.0
420	BOILER INSURANCE	109	9.08	27.24	27	81.76	.00	81.76	25.0
421	PROPERTY INSURANCE	6,356	529.67	1,589.01	1,588	4,766.99	.00	4,766.99	25.0
423	GENERAL LIABILITY INSURANCE	6,006	500.50	1,501.50	1,501	4,504.50	.00	4,504.50	25.0
499	SMALL CAPITAL ITEMS	4,000	755.18	1,019.22	999	2,980.78	915.46	2,065.32	48.4
		35,360	2,148.93	5,200.47	8,836	30,159.53	915.46	29,244.07	17.3
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	31,000	2,730.00	2,730.00	7,749	28,270.00	2,189.00	26,081.00	15.9
		31,000	2,730.00	2,730.00	7,749	28,270.00	2,189.00	26,081.00	15.9
CAPITAL OUTLAY									
800	BOOKS AND PERIODICALS	40,000	22,479.55	66,445.05	9,999	26,445.05	.00	26,445.05	166.1
801	BOOKS-MAIN ADULT	104,200	.00	.00	26,049	104,200.00	.00	104,200.00	
802	BOOKS-MAIN YOUTH	7,000	.00	.00	1,749	7,000.00	.00	7,000.00	
803	BOOKS-MAIN JUVENILE	37,000	.00	.00	9,249	37,000.00	.00	37,000.00	
804	BOOKS-MAIN REFERENCE	95,000	.00	.00	23,749	95,000.00	.00	95,000.00	
805	BOOKS-PROFESSIONAL	5,000	400.00	400.00	1,249	4,600.00	.00	4,600.00	8.0
821	BOOKS-EXTENSION ADULT	31,500	.00	.00	7,875	31,500.00	.00	31,500.00	
830	AV-PHONODICS	850	.00	47.00	212	803.00	.00	803.00	5.5
841	MAG/PAPERS-MAIN ADULT	20,000	307.50	873.41	4,999	19,126.59	.00	19,126.59	4.4
842	MAG/PAPERS-MAIN YOUTH	650	.00	.00	162	650.00	.00	650.00	
843	MAG/PAPERS-MAIN JUVENILE	1,700	.00	.00	424	1,700.00	.00	1,700.00	
844	MAG/PAPERS-MAIN REFERENCE	13,200	.00	1,167.97	3,300	12,032.03	.00	12,032.03	8.8
845	MAG/PAPERS-MAIN PROFESSIONA	1,500	40.00	115.96	375	1,384.04	.00	1,384.04	7.7
847	MAG/PAPERS-EXTEN ADULT	0	.00	75.88	0	75.88	.00	75.88	
857	LAGOON E BULKHEAD	2,400	.00	.00	600	2,400.00	.00	2,400.00	
		360,000	23,227.05	69,125.27	89,991	290,874.73	.00	290,874.73	19.2
** DIVISION TOTAL **		2,660,824	185,846.38	625,051.30	665,168	2,035,772.70	7,397.37	2,028,375.33	23.8

GLA3030 FUND 21

CITY OF DECATUR FY 1996-97
REVENUE REPORT

LIBRARY CAPITAL PERIOD ENDING 07/31/96

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	69,362.50	393,976.42	277,450.00	116,526.42-	142
TOTAL		.00	69,362.50	393,976.42	277,450.00	116,526.42-	142
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,748.50	2,500.00	5,063.52	10,000.00	4,936.48	50
TOTAL		1,748.50	2,500.00	5,063.52	10,000.00	4,936.48	50
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	5,106.62	.00	5,106.62	.00	5,106.62-	
TOTAL		5,106.62	.00	5,106.62	.00	5,106.62-	
FUND TOTAL		6,855.12	71,862.50	404,146.56	287,450.00	116,696.56-	140

GLA3010

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1996-97

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
40000 LIBRARY CAPITAL EXPENDITURES FUND 21 LIBRARY CAPITAL 7/31/96									
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	399.00	2,499	9,601.00	.00	9,601.00	4.0
280	OTHER PROFESSIONAL SERVICES	50,000	.00	.00	12,499	50,000.00	.00	50,000.00	
		60,000	.00	399.00	14,998	59,601.00	.00	59,601.00	.7
OTHER CHARGES									
CAPITAL OUTLAY									
502	BUILDINGS	100,000	1,077.00	.00	24,999	100,000.00	.00	100,000.00	
515	OFFICE MACHINERY AND EQUIPM	50,000	1,077.00-	.00	12,499	50,000.00	.00	50,000.00	
		150,000	1,077.00	.00	37,498	150,000.00	.00	150,000.00	
** DIVISION TOTAL **		210,000	1,077.00-	399.00	52,496	209,601.00	.00	209,601.00	.2

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
41000	DPL-CANTONI TRUST								
EXPENDITURES									
900	EXPENDITURES	6,000	.00	69.62	1,500	5,930.38	212.00	5,718.38	4.7
	** DIVISION TOTAL **	6,000	.00	69.62	1,500	5,930.38	212.00	5,718.38	4.7

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
42000	DPL-BRECKENRIDGE TRUST								
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	0	.00	718.00	0	718.00-	.00	718.00-	
	EXPENDITURES	0	.00	718.00	0	718.00-	.00	718.00-	
	** DIVISION TOTAL **	0	.00	718.00	0	718.00-	.00	718.00-	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
43000	DPL-BRIDGES TRUST								
EXPENDITURES									
900	EXPENDITURES	800	.00	.00	199	800.00	.00	800.00	
	** DIVISION TOTAL **	800	.00	.00	199	800.00	.00	800.00	

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, incorporated towns or townships are governed by the provisions of 75 ILCS 5, the **Illinois Local Library Act**. Library districts are governed by the provisions of 75 ILCS 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** [71 Illinois Administrative Code 400 et seq.], the **Open Meetings Act** [5 ILCS 120/1], the **Freedom of Information Act** [5 ILCS 140/1 et seq.], the **State Records Act** [5 ILCS 160/1 et seq.], the **Library Records Confidentiality Act** [75 ILCS 70/1] and the **Drug Free Workplace Act** [30 ILCS 505/3].
- 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** [Public Law 101-336], the **Fair Labor Standards Act** [29 USC Ch 8], and the **Bloodborne Pathogen Standard** [29 CFR Part 1910].
- 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 ILCS 5/4 - 7.1] or [75 ILCS 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.
- 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 ILCS 5/4 -7] or [75 ILCS 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS from an ALA accredited program.

- Core 8. The board of trustees meets on a monthly basis, no less than 10 times per year (libraries who 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** and/or the **Americans with Disabilities Act**. 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 ILCS 120]. 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 ILCS 160/1 et seq.].
- 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 ILCS 5/4 -7] or [75 ILCS 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 revenue.
- 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 (this is part of the library's collection management policy), and the use of library materials and facilities [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60]). All library policies are in compliance with state and federal laws.
- Core 13. The library keeps adequate records of library operations.
- 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 Bill of Rights** and other ALA intellectual freedom statements and interpretations.
- Core 17. The library board of trustees adopts and adheres to the principles set forth in the **ALA Ethics Statement for Library Trustees**.
- Core 18. The library adopts and adheres to principles set forth in the **ALA Statement of Professional 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, telefaxsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY 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 5:00 PM) 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% 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 data base 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.

Trustee Fall Retreat

Oyez ! Oyez !
1996-1997 is now
declared
the Year to
Celebrate The
Library Trustee!

What's Cooking!

Security , Tax Cap,
Censorship & more



October 4 & 5 1996
Hickory Ridge conference center in Lisle, IL.
For more info call Fabian @ 708 - 552 - 7489

The ILA Trustee Forum Presents:

"The Year of the Library Trustee"

"What's Cooking!"

Security, Tax Cap,
Censorship and More



Dates: October 4 & 5, 1996
Location: Hickory Ridge Conference Center
1195 Summerhill Dr., Lisle IL

Retreat begins Friday evening with dinner and ends on Saturday at 4 p.m.

PLAN A - Private hotel room, all workshops, all meals
Friday Dinner 5:30 - 7:30 p.m.
Saturday Full Breakfast 6:30 - 9:00 a.m.
Lunch 12 noon - 1 p.m.
2 Snack Breaks

ILA Member: \$150
Non Member: \$160

PLAN B - All workshops, all meals
Friday Dinner 5:30 - 7:30 p.m.
Saturday Full Breakfast 6:30 - 9:00 a.m.
Lunch 12 noon - 1 p.m.
2 Snack Breaks

ILA Member: \$80
Non Member: \$90

Come and enjoy the exciting programs, the companionship of your fellow trustees, the wonderful food and explore the full meaning of trusteeship.

Registration Deadline: September 15, 1996

For program information please contact: Fabian Lewandowski at 708-552-7489

Detach and mail or fax with payment to: ILA, 33 West Grand, Suite 301, Chicago IL 60610, fax: 312-644-1899.

Yes! I would like to sign up for **What's Cooking!** on October 4-5, 1996.

- | | |
|---|---|
| <input type="checkbox"/> PLAN A - Hotel room, all meals & workshops | <input type="checkbox"/> PLAN B - All meals & workshops |
| <input type="checkbox"/> Member - \$150 | <input type="checkbox"/> Non member - \$160 |
| <input type="checkbox"/> ILA Member - \$80 | <input type="checkbox"/> Non member - \$90 |

Name _____ Institution _____

Daytime Phone # _____ Fax # _____

Mailing Address _____ City/State/Zip _____

Method of Payment:


Check or money order for \$ _____ made payable to ILA. Charge \$ _____ to my Visa Mastercard

Account # _____ Exp. Date _____

Signature _____

MEMORANDUM

August 13, 1996

MEMO TO: John Moorman
FROM: Linda Humphreys 
SUBJECT: Bloodborne Pathogen Standards

Chapter 1, Core 4 of "Serving our Public: Standards for Illinois Public Libraries" states that libraries should be in compliance with the Bloodborne Pathogen Standard (29 CFR Part 1910.1030). I talked with Jerry Bauer, City Risk Manager, about this Standard concerning our three employees who clean the restrooms. He said that if an employer determines that an employee has potential for an occupational exposure to bloodborne pathogens (blood, urine, vomit, etc.), the employer is required to provide training and personal protective equipment. Reasonable equipment would include rubber gloves and masks. The employer is also required to provide Hepatitis B shots for each employee with potential for exposure at a cost of approximately \$75 per person. It also appears that there is quite a bit of record keeping involved.

Jerry said that the civic center has determined that its employees who clean the public restrooms are considered to have potential exposure and appropriate steps have been taken to assure compliance with the law. Jerry also said if we make such a determination for our people, he could provide training for them along with city employees.

MEMORANDUM

August 14, 1996

MEMO TO: Library Staff
FROM: Linda Humphreys *LH*
SUBJECT: Ameritech Library Satellite Network

We FINALLY have a good quality video of the Internet Overview teleconference that was supposed to be shown at Rolling Prairie on Tuesday, March 26. As stated in Mr. Moorman's March 18 memo, this teleconference was a definition and explanation of the Internet and networking concepts to show viewers what kind of infrastructure their library needs and three ways to connect to the Internet, including the advantages, services, and technical considerations of each.

The tape is approximately two hours long. I have scheduled to show the tape four times in the auditorium. If you would like to attend, please check with your supervisor to make sure there is adequate staffing and then return this form to the administrative office by Monday, August 19. We need to know how many people are coming because there is a 48-page handout that we need to have ready. If you still have the handout from before, please indicate below.

If you cannot attend one of the showings but would like to see the video, please make arrangements with me to watch it here or take it home.

- Tuesday, August 20 at 2:00 p.m.
- Wednesday, August 21 at 9:00 a.m.
- Wednesday, August 21 at 2:00 p.m.
- Thursday, August 22 at 2:00 p.m.

- I already have a copy of the handout.

Name

Storyteller Harlynn Geisler

Research Finding: Telling children stories can motivate them to read. Storytelling also introduces them to cultural values and literary traditions before they can read, write, and talk about stories by themselves.

Comment: Storytelling can ignite the imaginations of children, giving them a taste of where books can take them. The excitement of storytelling can make reading and learning fun and can instill in children a sense of wonder about life and learning. *What Works; Research About Teaching and Learning.* **United States Department of Education**

Talking is a way of life; storyteller captivates children during stop at Decatur Public Library

"The story about the coyote was great because we got to be in it," said Rebecca Frazier, 6.

Five-year-old Kayla Henneberry said, "I liked the stories a lot, but the one about the giant was my favorite."

"Today, television is our storyteller, and that has changed the way that people interact," she said.

"There's an African saying that says, 'When a senior dies, a library is lost,' because of the history that person carried throughout life. Storytelling can change that and allow for the transfer of that history from generation to generation.

"One of the best gifts you can give is the gift of story."

Herald & Review 7/30/96

Dear Mr. Moorman,

As a child in Decatur, my fondest memories are of climbing the steps of the Carnegie building to attend story hours and check out books filled with magic and adventure. The library shaped my life. I went on to get a Master's degree in Library Science from the University of Illinois and after 14 years as a school and public librarian, I became what I consider a traveling librarian: a storyteller who brings literature directly to children and adults, encouraging them to read and explore.

It was a great thrill to me to return to Decatur and play some small role in passing on the magic. I thank you, Katie Gross, the rest of the staff, and the Friends of the Library for asking me back to my true home, the Decatur Public Library. Everyone was so welcoming, the children and parents were so much fun to tell to, but I must especially single Katie out who organized my five shows so that everything ran smoothly and who fulfilled my every desire so that I felt comfortable and able to give my best at each performance. The families of Decatur are truly blessed to have such a dedicated and warm librarian.

You, I'm sure, also consider yourself lucky to have such a supportive Friends group. I certainly appreciate their backing of the children's reading program and my stories! Please thank them again for me.

Sincerely,

Harlynn

Harlynn Geisler

recycled paper

cc: Katie Gross

5361 Javier St San Diego Ca 92117-3215 619-569-9399