

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA

September 19, 1996 4:30 p.m.

- I. Call to Order - Shirley Moore, President
- II. Approval of Minutes
 - A. Meeting of August 15, 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 September 5, 1996
 - B. Finance and Properties Committee
 1. Approval of Bills for August 1996
 2. Meeting of September 3, 1996
 - C. Rolling Prairie Library System
 1. Report on September RPLS Board Meeting
 - D. Friends of the Library
 1. Meeting of September 11, 1996
 - E. Foundation
 1. Meeting of September 13, 1996
- VI. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter II--Governance and Administration
- VII. Old Business
 - A. Discussion of the purchase of real property
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
August 15, 1996

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Mrs. Spycher made a motion to approve the minutes of the meeting of July 18, 1996 as mailed. The motion was seconded by Mr. Gibson and was unanimously carried.

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.

Circulation trends and other statistics were discussed at length. The library now has a tape of the Ameritech teleconference on the internet. If trustees would like to borrow the tape, please contact the administrative office.

The need for a Board planning and goal setting session was discussed. It was agreed to hold the session following the next regular Board meeting on Thursday, September 19, 1996.

Mr. Moorman reported on 55/45 state grant funds that are available for computer network hardware. The current budget includes \$15,000 in funds 20 and 21 for this; hopefully another \$12,000 will be available from the state. Mr. Pritts made a motion to submit the grant application as discussed. The motion was seconded by Mrs. Spycher and unanimously approved.

Mr. Moorman said that the staff presented him with needs for books and videos on history and travel items for which there are not sufficient funds in the materials budget. The Cantoni fund is specified that the interest from the fund be spent on history and travel materials; the principal is to remain intact. Over the past few years, the interest has been accumulating. Mr. Moorman recommended spending \$9,500 both this fiscal year and next on history and travel materials. Mr. Stengel said that the Cantoni interest could be used to replace general funds in the materials budget. He also said that he would like to see the trust funds become part of the budgeting process. Mr. Reimer made a motion to approve spending \$9,500 in interest in the Cantoni fund both this fiscal

year and next. The motion was seconded by Ms. Lee and approved with seven yes votes and one (Mr. Stengel) no vote on roll call.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met August 5, 1996. Mrs. Spycher reported that the committee reviewed the proposal from Harristown Township and agreed that it was not feasible to pursue their request at this time. Mrs. Spycher made a motion that Harristown Township officials be advised of this position. The motion was seconded by Mrs. Moss and unanimously approved.

The committee received a recommendation from Mr. Moorman that the library adopt a policy of closing on the Sunday between Christmas and New Year's Day each year. Mrs. Spycher made a motion to adopt such a policy. The motion was seconded by Mr. Gibson and unanimously carried.

A concern regarding employees of downtown businesses parking on the street rather than in the parking garages was discussed. No action was taken.

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

Rolling Prairie: Mrs. Spycher was not able to attend the meeting.

Friends of the Library: The Friends did not meet this month.

Foundation: The Foundation Board of Directors did not meet this month.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter I--Core Standards was reviewed.

VII. OLD BUSINESS

Mrs. Spycher made a motion that Mrs. Moore represent the library board on the Friends board. The motion was seconded by Ms. Lee and unanimously approved.

Mrs. Moss 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 5:45 p.m. The meeting was re-convened at 6:03 p.m.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

Mrs. Moore adjourned the meeting at 6:04 p.m.

Respectfully submitted,

Judi Moss

Judi Moss, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

For the September 19, 1996 Meeting

of the

Decatur Public Library Board of Trustees

Once in a while there comes a period that you would like to erase and be able to live over. August 1996 was one of these periods. As a department head indicated to me in her monthly report; "DISASTER is about the only way to describe the month of August." On August 19th Lois Carter, who had just begun her new job in the acquisitions department, and her grandson Dalton Carter were in a tragic house explosion and fire. Dalton Carter subsequently lost his life and Lois remains in very critical condition at the Memorial Hospital Burn Unit in Springfield. In addition in the Extension Division, during a week's time when Karen Anderson was on vacation, George Roberts, Library Assistant and his wife Debbie were in an auto accident, Robert Edwards, bookmobile clerk/driver was hospitalized with heart palpitations and Dixie McGregor, Library Assistant fell down her steps. Thanks to the hard work of Shirley Edwards, Ken Banning and Dixie McGregor the department survived that week. To add to the above, on September 5th, Harriet Berbaum fell on the library's loading dock and broke her kneecap. She will be out from work for at least 6 weeks.

I have accepted the resignation of Joan Bauer, Head of Adult Division effective October 16, 1996. Since coming to the Library from the Bloomington Public Library in January of 1992, Joan has played an important role in the establishment of the on-line catalog and the lower level local area network, the combining of reference and adult services into the Adult Division, the upgrade to the GEAC system, and in training staff to prepare for the library's introduction of public access internet. I wish her well in all future endeavors. I will be discussing with the Board how I would like to see the position of Head of Adult Division changed to enable better library administrative services to be provided to staff and the public.

Frustrations continue with the process of implementing GEAC release 2.5 to the library's circulation and on-line catalog system. As mentioned in previous reports there has been a problem with the system freezing during the process of

City Librarian's Report

September 19, 1996

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tape backup. This problem must be addressed before we can install the upgrade. Finally, we have obtained agreement from Informix, which is responsible for part of the systems operating software, that there is a bug with their software. So now we are awaiting a freeze during Monday - Friday operating hours so that they can correct the situation. Then, we can get on with the installation of release 2.5 and can install the circulation self-check machine as well as the children's catalog.

During the fall, the small bookmobile will be providing service to the family literacy grant project at Head Start and the Evenstart grant site at the Macon County Health Department. In her monthly report, Karen Anderson reported: "During the month one of the bookmobile's younger users at the Baker Woods stop came speeding up to the bookmobile in her battery powered jeep with a big smile on her face. She returned her library books, went back to get her friends, and led the procession back to the bookmobile." This example is indicative of the many heart warming sights and experiences that library staff experience on a daily basis.

After much trials and tribulations, the library's internet project seems to be back on track. The library's public access to the internet should begin on Wednesday, October 16th through four terminals in the lower level local area network. Later this month there will be internet sign-up cards available for the public so that registration can begin prior to start-up day. On Thursday, September 12th library staff should receive e-mail addresses. Also, on this date Decaturnet should be up and running with a page on the world-wide web. By the end of September, the library should have its page up and running on the web as well. Initial information on the page will include library hours and services and library policies.

Interlibrary loan statistics for the month are not available as of report time due to Lois Carter's accident. For the short term, Grace Veach and her staff are working to see that basic ILL work is accomplished by shifting workloads within the department.

Owen Richardson will be returning to work on Monday, September 16th after a period of recuperation from a heart attack. We all look forward to his return. I especially wish to thank Jim Kupish who did an excellent job of filling in for

City Librarian's Report
September 19, 1996
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Owen during his absence. I do not know where the Library would have been without Jim's presence.

I continue to be concerned about the decline in materials circulation, particularly in the children's area. Several factors however, influenced the loss of children's circulation this past month. First, the grand finale of the summer reading program was the end of July rather than towards the middle part of August as it was last year. In conjunction with the grand finale the summer reading program had fewer steps for completion than last year which meant that fewer books could be read to complete the program. Second, school started after Labor Day rather than in late August, which meant that the usual end of August rush of teachers getting materials for school did not occur. A third factor, linked to the previous one which I think will be of more long term importance, is that more teachers are getting funding for in-classroom libraries, thus lessening the need for materials from the public library for classroom use. Katie Gross and I are further studying the recent decline in children's material circulation and will be reporting back to the board at a later date on our conclusions.

The above points up the need, as indicated at a previous board meeting, for the development of better ways of measuring library effectiveness. I hope in the coming year through consultation with staff, library board and peers in the profession to be able to suggest more effective tools that will help us to better measure the service we are providing to our community.

During the month 35 volunteers provide 340 hours of service to the library.

As of September 12, 1996 the library had completed 37% of the fiscal year. Library encumbrances and expenses stood at 35.6% of fiscal year budget.

On September 1st and 2nd, the Friends of the Decatur Public Library had the most successful book sale ever. The sale, held for the second year at the Civic Center Arena, grossed over \$9,500 in sales. This sale, coupled with the honor book sale held regularly in the library, has brought in over \$13,000 to the Friends since last September. The Friends are to be congratulated for their hard work and planning in making this year's sale such a success.

STATISTICAL REPORT
August 1996

TECHNICAL SERVICES

New book volumes added: 1,594
New book titles added: 930
AV titles added: 85
Volumes withdrawn: 1,733
Books mended: 434

PERSONNEL ACTIVITY:

no activity

CURRENT VACANCIES: Library Clerk II, Bookmobile Clerk-Driver,
Senior Building Custodian

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 375 main + 15 extension = 390 total

PROFESSIONAL ASSISTS: this 12 months to date: 69,443
last 12 months to date: 71,559

PATRONS IN THE BUILDING: this 12 months to date: 364,703
last 12 months to date: 330,683

VOLUMES PURCHASED: this 12 months to date: 20,945
last 12 months to date: 15,715

VOLUNTEERS: 35 volunteers worked 340 hours

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics

August 1996

Location	August 1996	August 1995	% Change
CENTRAL LIBRARY, PRINT			
Adult	23,014	24,070	-4.4
Young Adult	1,324	1,721	-23.1
Children's	11,914	15,112	-21.2
TOTAL	36,252	40,903	-11.4
EXTENSION PRINT			
Bookmobile 547	0	0	??
Bookmobile 548	3,993	5,608	-28.8
Bookmobile 549	2,238	2,033	10.1
Outreach	293	264	11.0
TOTAL	6,524	7,905	-17.5
TOTAL PRINT	42,776	48,808	-12.4
NON-PRINT			
Videocassettes	6,149	6,173	-0.4
Audiocassettes	2,856	3,072	-7.0
Recordings	1,941	1,822	6.5
TOTAL	10,946	11,067	-1.1
Extension Non-print	932	1,176	-20.8
TOTAL NON-PRINT	11,878	12,243	-3.0
Renewals	586	684	-14.3
TOTAL CIRCULATION	55,240	61,735	-10.5

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

August 1996

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	292,240	294,116	-0.6
Young Adult	16,030	17,859	-10.2
Children's	160,926	173,771	-7.4
TOTAL	469,196	485,746	-3.4
EXTENSION PRINT			
Bookmobile 547	0	56,289	-100.0
Bookmobile 548	89,482	69,863	28.1
Bookmobile 549	34,457	17,394	98.1
Outreach	12,148	11,973	1.5
TOTAL	136,087	155,519	-12.5
TOTAL PRINT	605,283	641,265	-5.6
NON-PRINT			
Videocassettes	74,240	75,979	-2.3
Audiocassettes	36,025	34,613	4.1
Recordings	24,275	21,867	11.0
TOTAL	134,540	132,459	1.6
Extension Non-print	10,769	12,431	-13.4
TOTAL NON-PRINT	145,309	144,890	0.3
Renewals	10,499	9,152	14.7
TOTAL CIRCULATION	761,091	795,307	-4.3

Public Library Roles

Nancy Bolt, Colorado State Librarian, has proposed six roles for libraries. She provides one statement on people's expectations of the library in that role and another of the librarian's role using professional knowledge and judgment.

Knowledge Provider: People expect that the library has electronic resources as well as other resources to meet their information needs. Librarians access electronic resources on the electronic highway on behalf of users.

Knowledge Gateway: People expect to be able to access the information highway through the library. Librarians establish policies, allocate resources and make decisions that result in physical access to the information highway through the library..

Knowledge Teacher: People expect to learn how to use the information highway through the library. Librarians teach people how to access, evaluate and use resources on the information highway.

Knowledge Organizer: People expect the library to present an organized approach to resources on the information highway. Librarians select and organize the approach to resources on the information highway expediting access by users.

Knowledge Creator and Publisher: People expect the library to provide information online that would not be available if the library did not create it. Librarians create online catalogs and information resources from raw data and make them accessible on the information highway.

Knowledge Partner and Advocate: Community and institutional stakeholders expect the library to be a partner in planning and implementing the information highway. Librarians act as catalysts to bring together partners in all community and institutional information highway initiatives and advocate for the role of libraries.

Nancy suggests that libraries may or may not assume all these roles and may assume them in any order. The roles selected go back to what is right and works for your community.

THE DEAN'S LIST

BY ANNE WOODSWORTH

Service à la Your Neighborhood Store

IT IS OFTEN SAID that in choosing our mates (at least for those of us who've had more than one) that we often repeat our mistakes. One hopes this is not the case as librarians stumble into and around their new cyberlibraries. There are some mistakes that we simply can't afford to repeat. There are attitudes that we must shed if we're to succeed and be credible as information experts. Admittedly, some librarians are not guilty of all of the following mistakes. Enough research has been done, however, to verify that many continue to blunder blindly around and are providing less than the best of service.

Information misses

We know the credibility and reliability of the books, indexes, and databases that yield information, yet we don't pass that onto our clients. Instead, we dump information on them. We should provide consumer reports about the resources in our libraries, sifting through them and helping users to extract exactly what they need. It's fine that we say, "Here's XYZ CD-ROM, and let me show you how to use it," but why then do we walk away? We sit and wait to be asked for help rather than actively walking the floors of our libraries. We stuff our libraries, employing a "just-in-case-someone-is-going-to-come-along-and-use-it" philosophy.

Forty percent of users of libraries leave without getting what they came for. Less than 15 percent of the people who come into a library end up actually speaking with a staff member and receiving personal help. And when they do ask for help, half of the answers they get are wrong. Ouch! Is that why information brokers have come into existence and continue to thrive? If my local village hardware store functioned like that, it would not have

survived beyond its first year. Well, maybe it would have if, like libraries, it had tax or other institutional backing.

Painting by the numbers

Sea Cliff Paint and Hardware survives in the face of giant competitors for a number of reasons beyond its geographical convenience. A nice tinkling bell rings and alerts Tom, the owner, or his staff to my being there. They unfailingly ask if I need help and do so in a way that is unintrusive and doesn't make me feel like a total dolt. They know me and the crazy projects I'm working on. Tom trusts me and lets me run a tab that I pay once a month. When I come in asking for a widget to tighten up an 1883 door-lock set, he disappears under the counter or into the basement, comes back in a magically short time, charges me 12¢, and says, "If you're fixing old doors, I also have replacements for cast iron hinges. . . ." We chat about the weather, my house, and the project of the month.

I've searched Home Depot for things only to be told by the staff that I need a "real" hardware store. So back I go to see Tom, and, sure enough, he has what I need. At the megastore, the staff are experts and will give me lessons on how to tile a floor, hang dry-wall, and the like. But when I get home and get stymied, I either call Tom or go and visit him for a real-time solution. At the megastore I spend hours traveling the aisles browsing through all sorts of mysterious stuff and, half way through my travels, forget why I went there in the first place. I find help only when I go in search of it.

Hard lessons in hardware

So what are the lessons for libraries here? We can start by putting a bell on the door that wakes up the librarians and reminds them to greet their customers, ensuring an environment where "library patrons" are treated like customers. Find out *exactly* what is wanted and don't let customers leave the library until they have it, or, at least, a commitment to get it. Stop pointing in response to questions, unless it's the FAQ about the washrooms.

Take the time to give each customer information about the reliability, credibility, and timeliness of the sources of the information they are getting. And if something needs to be summarized or translated, either in format or language, do it. With all of our sophisticated computing and telecommunications investments, maybe we should work with computer and automation designers and vendors to incorporate customer management software into integrated library systems. This would enable each library to anticipate customer interests and needs in a meaningful way. With time, librarians might even be able to develop collections of which more than 20 percent is used in five years. Libraries could offer the service and ambience of the village hardware store while dealing with the sales volume of the discount outlet.

Back to basics—education

The schools that educate librarians have a special responsibility to begin the change process. We must alter the principles that we instill in students and spew forth a different kind of librarian. We have to inculcate in them a set of values that differs from the traditional, along with an ethos that incorporates a strong customer service orientation. We have to prepare librarians who can position libraries and information centers in a niche that distinguishes them from bookstores and a thriving information industry. We have to ensure that we graduate students who can assess, package, and "sell" the unique and distinguishable "products" that we have at our fingertips. We have to stop teaching jargon. We have to accept as an underlying philosophy that librarians are the only information-literate people in our society, and, as a result, we have a special responsibility to ensure that we deliver precisely what is needed.

Of course this won't be easy to accomplish. Reexamining our core beliefs never is, but it is necessary. Schools, the Association for Library and Information Science Education, and other interested parties must begin to review the fundamental beliefs that underlie the vision, values, mission, and curricula of how and what we teach. Now!



Anne Woodsworth (woodswor@aurora.liunet.edu) is Dean, Palmer School of Library and Information Science, Long Island University, C.W. Post Campus, Brookville, New York

Dear John,

Thanks again for the opportunity
to use your display case each
year. We "not-for-profits" are
always looking for a way to make
ourselves known in the community.
This is a great avenue!

Thanks again!

Donna Eiffert

Dear Library Friends,

Thanks so much for
the lovely azaleas!
They have really cheered
me during my recovery
along with the good
thoughts and well wishes.

The recovery is moving
along slowly but steadily.
I hope to see you all soon
healthy and ready to work.

Thanks again
Doris Lambert



Things are almost
right side up!

Nursing Home Residents

Rank By Number of Persons Served

#	Library Name	Number
1	Chicago P.L.	13,374
2	Schaumburg Twp. D.L.	2,189
3	Rockford P.L.	2,060
4	Niles P.L.D.	1,857
5	Evanston P.L.	1,636
6	Lincoln Lib. (Springfield)	1,444
7	Quincey P.L.	1,377
8	Decatur P.L.	1,361
9	Joliet P.L.	1,337

Rank By Percent of Population Served

#	Library Name	Percent
1	Shelbyville P.L.	15
2	Chrisman P.L.	9
3	Knoxville P.L.	9
4	Franklin Grove P.L.	7
5	Golconda P.L.	7
6	Nauvoo P.L.	7
7	Crestwood P.L.D.	7
8	Nashville P.L.	7
9	Catlin P.L.D.	7

Persons age 16 or older with an 8th grade education or less

Rank By Number of Persons Served

#	Library Name	Number
1	Chicago P.L.	1,014,252
2	Peoria P.L.	9,875
3	Joliet P.L.	8,676
4	Aurora P.L.	8,506
5	Cicero P.L.	8,424
6	Rockford P.L.	8,141
7	Lincoln Lib. (Springfield)	6,958
8	Waukegan P.L.	6,599
9	Decatur P.L.	6,500

Rank By Percent of Population Served

#	Library Name	Percent
1	Patoka P.L.	44
2	Newton P.L.	42
3	Bluffs P.L.	41
4	Creve Coeur P.L.D.	39
5	Chicago P.L.	36
6	Venice P.L.	34
7	Pinckneyville P.L.	31
8	Bryan-Bennett Lib. (Salem)	30
9	Hecker P.L.	25

Persons age 65 or older

Rank By Number of Persons Served

#	Library Name	Number
1	Chicago P.L.	330,182
2	Rockford P.L.	20,947
3	Peoria P.L.	16,325
4	Lincoln Lib. (Springfield)	15,707
5	Decatur P.L.	15,570
6	Skokie P.L.	12,326
7	Joliet P.L.	12,007
8	Oak Lawn P.L.	11,355
9	Gail Borden P.L.D. (Elgin)	11,117

Rank By Percent of Population Served

#	Library Name	Percent
1	Royalton P.L.D	68
2	Hoopeston P.L.D.	64
3	Evansville P.L.	60
4	Newton P.L.	59
5	Madison P.L.	54
6	Warren Twp. P.L.	53
7	Mercer-Camegie L.D. (Aledo)	50
8	Zeigler P.L.	47
9	Rushville P.L.	45

HUMAN SERVICE AGENCY CONSORTIUM

P.O. Box 4513
Decatur, IL 62525-4513



*"Agencies Interlinked and Working Together
in Decatur and Macon County"*

August 29, 1996

John Moorman
Decatur Public Library
247 East North Street
Decatur, Illinois 62523

Dear Mr. Moorman,

I would like to thank the Library on behalf of HSAC for the use of their printing capabilities. The Annual Report is more complicated than most of our simpler coping needs and your facility produced a quality product to complement our Banquet setting. Thank you again for the assistance and please thank the printing staff for their participation.

Sincerely,

Karen Sodowsky

Karen Sodowsky
Recognition Chair

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

David Pritts called the meeting to order at 4:30 p.m. Members present: Mr. Pritts, Mark Gibson, Shirley Moore, and Ellen Spycher. Absent: Judi Moss. Staff present: Joann Stanbery and John Moorman.

Core standards--Blood Borne Pathogen Standard & ALA Code of Ethics: The need for blood borne pathogen training for building staff and the library driver was discussed. There was also discussion about whether the training should be offered to all public service staff. The ALA ethics standards were reviewed and will be recommended for adoption by the Board.

Scheduled policy review--Management staff salary administration: Mr. Moorman said that he would like to keep the present policy in place for at least another year to develop a history. He said that the management salary scale needs to be reviewed and revised. It should be ready for the next committee meeting.

Board retreat--September 19 from 6-9 p.m.: The purpose of the retreat will be to set goals for the Board and the City Librarian. A facilitator will be leading the session.

Discussion of the purchase of real property--closed executive session: Mr. Gibson made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Mrs. Moore and unanimously carried on roll call vote. The committee went into closed session at 4:52 p.m. The meeting was re-convened at 5:06 p.m.

Discussion relating to the hiring for a specific position, namely Head of the Adult Division--closed executive session: Mrs. Spycher made a motion to adjourn to closed executive session to discuss the hiring for a specific position, namely the Head of the Adult Division. The motion was seconded by Mr. Gibson and unanimously carried on roll call vote. The committee went into closed session at 5:06 p.m. The meeting was reconvened at 5:30 p.m.

Other business: The committee expressed concern about Lois Carter's tragedy. Board members who wish to can contribute to the collection the staff has started. A card will be sent from the Board.

There was no further business. The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

American Library Association Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II - We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

*Adopted by the ALA Council
June 28, 1995*



ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July, 1985.

Adopted by the Board of Directors of the Public Library Association, July, 1985.

Amended by the Board of Directors of the American Library Trustee Association, July, 1988.

Approval of the amendment by the Board of Directors of the Public Library Association, January, 1989.

Finance and Properties Committee
September 3, 1996

John Stengel called the meeting to order at 4:45 p.m. Present: Mr. Stengel, Mary Lee, Shirley Moore, and Russell Reimer. Absent: Janice Lambert. Staff present: John Moorman and Linda Humphreys.

Library revenue sources were discussed at length.

Mr. Moorman reported that a grant applications was submitted to the state library. It is a 55/45 match grant for computer network needs.

Mr. Moorman presented quotes from Peerless Cleaners Clean Air Systems regarding the library duct work. It was agreed to test air samples both inside and outside the building before any action is taken. Mr. Moorman will arrange to have the sampling conducted. Mr. Moorman noted that the air handlers at the civic center are cleaned annually.

The need for blood borne pathogen standard training for cleaning staff was discussed. It was agreed that the library should pay the cost of the shots. Library staff will be trained with city staff.

The library's recycling program was discussed. No action was taken.

The EPA phase I report on the Sears building should be ready in about two weeks.

There was no other business. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

FOR PERIOD ENDING 8/31/96

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76
DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION																																																																						
8/05/96	TREAS-PETTY CASH	10.00	95381	8/05/96	TRAINING-SCHOOL																																																																						
8/05/96	TREAS-PETTY CASH	5.88	95381	8/05/96	MATERIAL-BLDGS																																																																						
8/05/96	TREAS-PETTY CASH	21.96	95381	8/05/96	OFFICE SUPPLIES																																																																						
8/05/96	TREAS-PETTY CASH	34.00	95381	8/05/96	BOOKS AND PERIODICALS																																																																						
8/05/96	TREAS-PETTY CASH	17.78	95381	8/05/96	MAG/PAPERS-MAIN JUVENILE																																																																						
8/06/96	PARAGON	28.00	95390	8/06/96	OTHER PROFESSIONAL SERVICES																																																																						
8/07/96	BAKER & TAYLOR CO	259.12	95396	8/07/96	BOOKS AND PERIODICALS																																																																						
8/07/96	HOUGHTON MIFFLIN COMPANY	122.85	95417	8/07/96	BOOKS AND PERIODICALS																																																																						
8/07/96	TREAS-MEDICAL INSURANCE	4,188.78	95444	8/07/96	HOSPITAL AND MEDICAL INSURANCE																																																																						
8/07/96	TREAS-NON MEDICAL INS	347.04	95445	8/07/96	GROUP LIFE INSURANCE																																																																						
8/07/96	TREAS-NON MEDICAL INS	310.70	95445	8/07/96	UNEMPLOYMENT COMPENSATION																																																																						
8/07/96	TREAS-NON MEDICAL INS	442.65	95445	8/07/96	WORKERS COMPENSATION																																																																						
8/07/96	TREAS-IMRF	9,193.02	95445	8/07/96	RETIREMENT-IMRF																																																																						
8/08/96	HERALD & REVIEW	16.90	95462	8/08/96	ADVERTISING																																																																						
8/08/96	HERALD & REVIEW	64.29	95462	8/08/96	BOOKS AND PERIODICALS																																																																						
8/08/96	SPEED LUBE	58.35	95475	8/08/96	SERV-AUTO EQUIPMENT																																																																						
8/08/96	TREAS-CENTRAL GARAGE FD	114.66	95479	8/08/96	GASOLINE																																																																						
8/08/96	UNIV MICROFILMS INTL	360.30	95486	8/08/96	BOOKS AND PERIODICALS																																																																						
8/09/96	CUSTOM COMMUNICATIONS	339.59	95491	8/09/96	TELEPHONE																																																																						
8/09/96	GENTRY JACK	260.00	95498	8/09/96	SERV-IMPROVEMENTS																																																																						
8/09/96	R L POLK & CO.	390.00	95498	8/09/96	BOOKS AND PERIODICALS																																																																						
8/09/96	RITCHIE, CATHERINE	932.57	95499	8/09/96	CONFERENCES AND OTHER TRAVEL																																																																						
8/09/96	SENTINEL PEST CONTROL CO	125.00	95500	8/09/96	SERV-BUILDINGS																																																																						
8/09/96	TREAS-GENERAL FUND	100.00	95505	8/09/96	TRANSFER TO GENERAL FUND																																																																						
8/09/96	TREAS-SELF INSURANCE FUND	254.50	95506	8/09/96	MOTOR VEHICLE-INSURANCE																																																																						
8/09/96	TREAS-SELF INSURANCE FUND	9.08	95506	8/09/96	BOILER INSURANCE																																																																						
8/09/96	TREAS-SELF INSURANCE FUND	529.67	95506	8/09/96	PROPERTY INSURANCE																																																																						
8/09/96	TREAS-SELF INSURANCE FUND	500.50	95506	8/09/96	GENERAL LIABILITY INSURANCE																																																																						
8/09/96	TREAS-MS OPERATING	2,113.75	95508	8/09/96	MIS SERVICES																																																																						
8/13/96	TREAS-PETTY CASH	23.02	95539	8/13/96	TRAINING-SCHOOL																																																																						
8/13/96	TREAS-PETTY CASH	11.20	95539	8/13/96	CONFERENCES AND OTHER TRAVEL																																																																						
8/13/96	TREAS-PETTY CASH	5.00	95539	8/13/96	POSTAGE																																																																						
8/13/96	TREAS-PETTY CASH	9.74	95539	8/13/96	OFFICE SUPPLIES																																																																						
8/13/96	TREAS-PETTY CASH	29.16	95539	8/13/96	EMPLOYEE RECOGNITION SUPPLIES																																																																						
8/13/96	TREAS-PETTY CASH	48.90	95539	8/13/96	BOOKS AND PERIODICALS																																																																						
8/14/96	UNIV MICROFILMS INTL	7,277.00	95565	8/14/96	BOOKS AND PERIODICALS																																																																						
8/09/96	ARAMARK SERVICES, INC.	8.00	95569	8/15/96	SERV-BUILDINGS																																																																						
8/15/96	BAKER & TAYLOR CO	552.22	95574	8/15/96	BOOKS AND PERIODICALS																																																																						
8/15/96	BAKER & TAYLOR CO	63.67	95575	8/15/96	BOOKS AND PERIODICALS																																																																						
8/12/96	BAKER & TAYLOR CO	3,316.49	95576	8/15/96	BOOKS AND PERIODICALS																																																																						
8/12/96	BAKER & TAYLOR CO	851.04	95577	8/15/96	BOOKS AND PERIODICALS																																																																						
8/14/96	BABY TALK INC.	275.00	95581	8/15/96	OTHER PROFESSIONAL SERVICES																																																																						
8/15/96	BAKER & TAYLOR ENTERTAINMENT	1,215.35	95583	8/15/96	BOOKS AND PERIODICALS																																																																						
8/14/96	CONSOLIDATED COMMUNICATIONS	78.81	95596	8/15/96	TELEPHONE																																																																						
8/14/96	HOUGHEN BINDERY LTD	226.00	95617	8/15/96	PRINTING AND BINDING																																																																						
8/14/96	STRIKLOSHATNES & ESSICK	659.19	95654	8/15/96	OFFICE SUPPLIES																																																																						
8/15/96	TREAS-GENERAL FUND	769.68	95667	8/15/96	POSTAGE SUPPLIES																																																																						
8/15/96	TREAS-GENERAL FUND	241.15	95667	8/15/96	OFFICE SUPPLIES																																																																						
8/12/96	WOOD PRINTING SERVICE, INC.	444.00	95675	8/15/96	PRINTING AND BINDING																																																																						
8/16/96	CAREER SERVICES LIMITED INC	109.69	95685	8/16/96	TEMP PERSONNEL SERVICES																																																																						
8/16/96	DAY'S PAINT STORE	41.99	95686	8/16/96	MATERIAL-BLDGS																																																																						
8/16/96	IBM BOOKSTORE	369.35	95690	8/16/96	SERV-OFFICE EQUIP																																																																						
8/16/96	LACO ELECTRONICS, INC	102.77	95692	8/16/96	OFFICE SUPPLIES																																																																						
8/16/96	MENARDS	35.33	95693	8/16/96	MATERIAL-BLDGS																																																																						
8/16/96	TYLER TYPES	218.75	95701	8/16/96	OTHER PROFESSIONAL SERVICES																																																																						
8/21/96	TREAS-MEDICAL INSURANCE	3,988.95	95802	8/21/96	HOSPITAL AND MEDICAL INSURANCE																																																																						
8/21/96	TREAS-NON MEDICAL INS	33.12	95803	8/21/96	GROUP LIFE INSURANCE																																																																						
8/21/96	TREAS-NON MEDICAL INS	303.82	95803	8/21/96	UNEMPLOYMENT COMPENSATION																																																																						
8/21/96	TREAS-NON MEDICAL INS	433.84	95803	8/21/96	WORKERS COMPENSATION																																																																						
8/21/96	TREAS-IMRF	6.00	95805	8/21/96	RETIREMENT-IMRF																																																																						
8/21/96	TREAS-PETTY CASH	10.00	95806	8/21/96	SERV-AUTO EQUIPMENT																																																																						
8/21/96	TREAS-PETTY CASH	13.46	95806	8/21/96	CONFERENCES AND OTHER TRAVEL																																																																						
8/21/96	TREAS-PETTY CASH	10.00	95806	8/21/96	OTHER PROFESSIONAL SERVICES																																																																						
8/21/96	TREAS-PETTY CASH	5.97	95806	8/21/96	PROFESSIONAL MEMBERSHIP FEES																																																																						
8/21/96	TREAS-PETTY CASH	10.00	95806	8/21/96	JANITORIAL SUPPLIES																																																																						

FOR PERIOD ENDING 8/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
8/21/96	TREAS-PETTY CASH	35.43	95806	8/21/96	OFFICE SUPPLIES
8/21/96	TREAS-PETTY CASH	19.38	95806	8/21/96	BOOKS AND PERIODICALS
8/21/96	TREAS-PETTY CASH	30.00	95807	8/21/96	TRAINING SCHOOL
8/21/96	TREAS-PETTY CASH	64.88	95807	8/21/96	BOOKS AND PERIODICALS
8/21/96	TREAS-PETTY CASH	25.00	95807	8/21/96	MAGAZINES-MAIN ADULT
8/22/96	AMERICAN LIBRARY ASSOC INC.	55.50	95817	8/22/96	BOOKS AND PERIODICALS
8/22/96	B1-FOLKAL PRODUCTIONS INC.	55.00	95819	8/22/96	BOOKS AND PERIODICALS
8/22/96	CLARK BOARDMAN CALLAGHAN	144.45	95823	8/22/96	BOOKS AND PERIODICALS
8/22/96	COMMERCIAL MAIL SERVICES	70.32	95829	8/22/96	POSTAGE
8/22/96	GEAC COMPUTERS, INC	4,350.44	95835	8/22/96	RENTAL O-P EQUIPMENT
8/22/96	IL STATE HISTORICAL SOCIETY	70.20	95838	8/22/96	BOOKS AND PERIODICALS
8/22/96	ILCROTEK	142.50	95844	8/22/96	PROFESSOR MEMBERSHIP FEES
8/22/96	METRO CHAMBER	125.00	95845	8/22/96	PROFESSOR MEMBERSHIP FEES
8/22/96	OMNIGRAPHICS, INC	67.75	95853	8/22/96	BOOKS AND PERIODICALS
8/22/96	POPULAR SUBSCRIPTION SERV.	122.97	95856	8/22/96	MAG/PAPERS-MAIN ADULT
8/22/96	POLK BANK SERVICES	201.25	95857	8/22/96	BOOKS AND PERIODICALS
8/22/96	UM-MADISON	239.00	95865	8/22/96	TRAINING SCHOOL
8/26/96	BOOTH & LITTLE	229.50	95877	8/26/96	OTHER PROFESSIONAL SERVICES
8/26/96	COMPUTERWORKS	179.95	95878	8/26/96	OFFICE SUPPLIES
8/26/96	GLATZ TRUCK & TRAILER SALES	549.00	95880	8/26/96	SERV-AUTO EQUIPMENT
8/26/96	GLATZ TRUCK & TRAILER SALES	531.92	95880	8/26/96	SERV-AUTO EQUIPMENT
8/27/96	BODINE ELECTRIC	281.80	95893	8/27/96	MATERIAL TO MAINT AUTO EQUIP
8/27/96	DIVISION OF MGT SERVICES	70.00	95897	8/27/96	SERV-AUTO EQUIPMENT
8/29/96	TREAS-PETTY CASH	7.50	95938	8/29/96	SERV-BUILDINGS
8/29/96	TREAS-PETTY CASH	21.09	95938	8/29/96	SERV-BUILDINGS
8/29/96	TREAS-PETTY CASH	6.50	95938	8/29/96	SERV-BUILDINGS
8/29/96	TREAS-PETTY CASH	15.00	95938	8/29/96	SERV-BUILDINGS
8/29/96	TREAS-PETTY CASH	38.43	95938	8/29/96	SERV-BUILDINGS
8/29/96	TREAS-PETTY CASH	2.77	95938	8/29/96	SERV-BUILDINGS
8/29/96	TREAS-PETTY CASH	17.00	95959	8/29/96	BOOKS AND PERIODICALS
8/29/96	BAKER & TAYLOR CO	215.04	95959	8/29/96	BOOKS AND PERIODICALS
8/29/96	BAKER & TAYLOR CO	1,817.93	95960	8/29/96	BOOKS AND PERIODICALS
8/29/96	BAKER & TAYLOR CO	4,057.55	95961	8/29/96	BOOKS AND PERIODICALS
8/29/96	BAKER & TAYLOR CO	887.94	95962	8/29/96	BOOKS AND PERIODICALS
8/29/96	BAKER & TAYLOR CO	1,391.10	95964	8/29/96	BOOKS AND PERIODICALS
8/29/96	BAKER & TAYLOR CO	228.98	95964	8/29/96	BOOKS AND PERIODICALS
8/29/96	BAKER & TAYLOR CO	737.17	95971	8/29/96	BOOKS AND PERIODICALS
8/29/96	BEAR TRIBE PUBLICATIONS	41.14	95974	8/29/96	BOOKS AND PERIODICALS
8/29/96	BRODERBUND SOFTWARE	163.85	95975	8/29/96	BOOKS AND PERIODICALS
8/29/96	BRANDT FAMILY ENTERPRISES	14.54	95978	8/29/96	BOOKS AND PERIODICALS
8/29/96	COMPUTER CENTER	1,497.00	95983	8/29/96	COMPUTER SOFTWARE EXPENSE
8/29/96	CAPITAL CITY PAPER CO	249.20	95986	8/29/96	MATERIAL-BLDGS
8/29/96	CAPITAL CITY PAPER CO	175.85	95986	8/29/96	OFFICE SUPPLIES
8/29/96	COMPACT DISC SOURCE	48.76	95994	8/29/96	BOOKS AND PERIODICALS
8/29/96	COMPUTERLAND	1,560.00	95995	8/29/96	SMALL CAPITAL ITEMS
8/29/96	CHILTON BOOK COMPANY	14.92	95996	8/29/96	BOOKS AND PERIODICALS
8/29/96	CONSUMER EDUC. RESEARCH CENTER	43.94	95997	8/29/96	BOOKS AND PERIODICALS
8/29/96	C C FIRE EQUIP CO	135.00	95999	8/29/96	BOOKS AND PERIODICALS
8/29/96	CDM COMPUTER CENTERS, INC	123.78	96001	8/29/96	JANITORIAL SUPPLIES
8/29/96	DEMCO EDUCATIONAL CORP	1,863	96003	8/29/96	BOOKS AND PERIODICALS
8/29/96	DAVIDSON & ASSOCIATES	883.60	96003	8/29/96	POSTAGE
8/29/96	FORDHAM EQUIPMENT	183.85	96015	8/29/96	OFFICE SUPPLIES
8/29/96	FORDHAM EQUIPMENT	50.12	96020	8/29/96	BOOKS AND PERIODICALS
8/29/96	GAYLOR BROS	673.40	96025	8/29/96	OFFICE SUPPLIES
8/29/96	GAYLOR EDUCATION CORPORATION	357.44	96030	8/29/96	OFFICE SUPPLIES
8/09/96	HOTH & COMPANY	480.90	96033	8/30/96	BOOKS AND PERIODICALS
8/21/96	AMERITECH	52.21	96035	8/30/96	BOOKS AND PERIODICALS
8/20/96	ILLINOIS POWER COMPANY	59.45	96035	8/30/96	TELEPHONE
8/26/96	ILLINOIS POWER COMPANY	4,373.54	96036	8/30/96	BOOKS AND PERIODICALS
8/26/96	ILLINOIS POWER COMPANY	308.08	96036	8/30/96	ELECTRICITY
8/26/96	ILLINOIS POWER COMPANY	2,136.02	96042	8/30/96	GAS
8/26/96	ILLINOIS POWER COMPANY	171.68	96043	8/30/96	BOOKS AND PERIODICALS
8/26/96	ILLINOIS POWER COMPANY	50.00	96043	8/30/96	PRINTING AND BINDING
8/26/96	ILLINOIS POWER COMPANY	22.69	96043	8/30/96	TELEPHONE
8/26/96	ILLINOIS POWER COMPANY	22.69	96043	8/30/96	POSTAGE

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 8/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
8/26/96	IL STATE LIBRARY	1,952.78	96043	8/30/96	RENTAL-EQUIPMENT
8/22/96	JAN SAN SUPPLY CO., INC.	113.83	96046	8/30/96	JANITORIAL SUPPLIES
8/20/96	KOBAK/GLOBAL SPORTS PRODUCTION	21.95	96052	8/30/96	BOOKS AND PERIODICALS
8/14/96	MR. VIDEO	46.74	96078	8/30/96	POSTAGE
8/14/96	MR. VIDEO	384.00	96078	8/30/96	OFFICE SUPPLIES
8/29/96	MANPOWER	5,403.27	96086	8/30/96	TEMP PERSONNEL SERVICES
8/14/96	QUALITY BOOKS INC.	3,123.67	96106	8/30/96	BOOKS AND PERIODICALS
8/20/96	QUIXOTE PRESS	14.31	96107	8/30/96	BOOKS AND PERIODICALS
8/21/96	R D McMILLAN	279.00	96110	8/30/96	MATERIAL-BLDGS
8/30/96	REFERENCE SERVICE PRESS	128.50	96117	8/30/96	BOOKS AND PERIODICALS
8/12/96	SUNBURST COMMUNICATIONS	63.55	96135	8/30/96	BOOKS AND PERIODICALS
8/20/96	SIMON & SCHUSTER	170.85	96140	8/30/96	BOOKS AND PERIODICALS
8/26/96	TEPPER ELECTRIC	945.14	96141	8/30/96	MATERIAL-BLDGS
8/20/96	3 POTENTIAL PRODUCTIONS	67.35	96156	8/30/96	BOOKS AND PERIODICALS
8/29/96	WEST PUBLISHING COMPANY	84.25	96164	8/30/96	BOOKS AND PERIODICALS
8/15/96	WORLD BOOK EDUCATION PRODUCTS	234.00	96170	8/30/96	BOOKS AND PERIODICALS
8/14/96	WOODBINE HOUSE	49.00	96172	8/30/96	BOOKS AND PERIODICALS
8/20/96	WHEELER PUBLISHING INC.	54.28	96175	8/30/96	BOOKS AND PERIODICALS
	TOTAL	97,539.74			

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND PUBLIC LIBRARY-TRUSTS

FOR PERIOD ENDING 8/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
8/20/96	BAKER & TAYLOR CO	24.71	95959	8/30/96	EXPENDITURES
8/20/96	BAKER & TAYLOR CO	19.32	95961	8/30/96	EXPENDITURES
	TOTAL	44.03			

DECATUR PUBLIC LIBRARY		PERIOD ENDING 08/31/96		ANNUAL BUDGET	UNREALIZED %		
ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE		Y-T-D ACTUAL	BALANCE	REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	338,100.32	310,409.00	27,691.32-	108
TOTAL							
30001-000	TOTAL	.00	202,570.00	338,100.32	310,409.00	27,691.32-	108
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	756,524.66	1,208,951.97	2,269,574.00	1,060,622.03	53
TOTAL							
30100-107	TOTAL	.00	756,524.66	1,208,951.97	2,269,574.00	1,060,622.03	53
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	7,481.10	55,000.00	63,518.07	165,000.00	101,481.93	38
30200-107	STATE GRANTS OR OTHER	.00	34,666.66	.00	104,000.00	104,000.00	
TOTAL							
30200-104	TOTAL	7,481.10	89,666.66	63,518.07	269,000.00	205,481.93	23
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	7,709.75	24,666.66	25,115.04	74,000.00	48,884.96	33
30500-510	LIBRARY NON-RESIDENT FEES	25.00	500.00	362.50	1,500.00	1,137.50	24
30500-511	LIBRARY LOST AND DAMAGED BOOKS	705.76	1,333.33	2,011.84	4,000.00	1,988.16	50
30500-514	VERIFAX	326.70	583.33	1,390.10	1,750.00	1,359.90	79
30500-515	RESERVES	1,225.19	2,833.33	4,794.12	8,500.00	3,705.88	56
TOTAL							
30500-509	TOTAL	9,992.40	29,916.65	33,673.60	89,750.00	56,076.40	37
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	4,072.28	7,666.66	9,155.75	23,000.00	13,844.25	39
TOTAL							
30700-101	TOTAL	4,072.28	7,666.66	9,155.75	23,000.00	13,844.25	39
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	203.00	833.33	1,105.45	2,500.00	1,394.55	44
30800-899	MISCELLANEOUS INCOME	1,346.59	2,333.33	6,417.34	7,000.00	582.66	91
TOTAL							
30800-805	TOTAL	1,549.59	3,166.66	7,522.79	9,500.00	1,977.21	79
FUND TOTAL							
FUND TOTAL		23,095.37	1,089,511.29	1,660,922.50	2,971,233.00	1,310,310.50	55

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	UNENCUMBERED PRGNT COMM
090	REGULAR SALARIES	1,422,875	87,809.83	390,267.19	474,291	1,032,607.84	.00	1,032,607.84	27.4
092	HOLIDAYS	0	538.60	13,123.37	0	13,123.37	.00	13,123.37	
094	OTHER LEAVE WITH PAY	0	.00	1,475.60	0	1,475.60	.00	1,475.60	
096	SICK TIME	0	4,115.72	13,214.27	0	13,214.27	.00	13,214.27	
098	VACATION TIME	0	10,231.83	35,522.61	0	35,522.61	.00	35,522.61	
		1,422,875	102,695.98	453,603.01	474,291	969,271.99	.00	969,271.99	31.9
PERSONAL SERVICES									
101	OVERTIME	8,900	118.53	1,368.45	2,966	7,531.55	.00	7,531.55	15.4
102	TEMPORARY SALARIES	13,000	929.36	5,118.35	5,000	9,881.65	.00	9,881.65	34.1
104	RETIREMENT-EMRF	255,984	18,213.99	80,813.19	85,328	175,170.81	.00	175,170.81	31.6
111	GROUP LIFE AND MEDICAL INSURANCE	115,389	67.16	306.36	312	629.64	.00	629.64	32.7
112	HOSPITAL AND MEDICAL INSURANCE	6,723	8,177.73	37,637.97	38,463	77,751.03	.00	77,751.03	32.6
113	UNEMPLOYMENT COMPENSATION	12,144	616.62	2,815.42	2,257	3,952.58	.00	3,952.58	41.6
114	WORKERS COMPENSATION	2,598	878.49	4,011.09	4,048	8,132.91	.00	8,132.91	33.0
115	SERVICE RECOGNITION		70.00	1,267.50	866	1,330.50	.00	1,330.50	48.8
		417,724	29,071.88	133,338.33	139,240	284,385.67	.00	284,385.67	31.9
CONTRACTUAL SERVICES									
201	ADVERTISING	250	16.70	33.80	83	216.20	.00	216.20	13.5
202	PRINTING AND BINDING	14,000	841.68	2,940.69	4,666	9,410.31	.00	9,410.31	32.8
210	SERV-BUILDINGS	10,000	210.50	2,231.02	3,333	7,768.98	.00	7,768.98	32.0
211	SERV-IMPROVEMENTS	200	260.00	260.00	66	60.00	.00	60.00	130.0
212	SERV-AUTO-EQUIPMENT	1,500	895.15	1,380.63	500	119.37	.00	119.37	92.0
213	SERV-OFFICE EQUIP	10,000	332.94	5,395.91	3,333	4,604.09	128.00	4,476.09	55.2
230	MIS-SERVICES	25,365	2,113.75	8,455.00	8,455	16,910.00	.00	16,910.00	33.3
231	ELECTRICITY	65,000	4,375.54	16,672.01	21,666	48,327.99	.00	48,327.99	25.6
232	GAS	13,500	308.08	2,697.13	4,500	10,802.87	.00	10,802.87	20.0
233	TELEPHONE	26,000	497.03	4,774.13	8,666	21,225.87	.00	21,225.87	18.3
234	WATER	1,250	.00	229.28	416	1,020.72	.00	1,020.72	18.3
238	AUDITING SERVICES	1,500	.00	.00	500	1,500.00	.00	1,500.00	26.6
240	TRAINING SCHOOL	4,000	302.02	1,065.70	1,333	2,934.30	.00	2,934.30	26.6
241	CONFERENCES AND OTHER TRAVE	6,000	960.07	2,335.10	2,000	3,664.90	.00	3,664.90	38.9
245	POSTAGE	12,500	979.18	2,103.20	4,166	7,376.30	20.50	7,355.80	41.0
247	COMPUTER SOFTWARE EXPENSE	3,000	1,896.00	2,039.00	1,000	961.00	323.00	638.00	78.7
271	TEMP-PERSONNEL SERVICES	25,000	6,513.22	18,061.31	8,333	6,938.69	.00	6,938.69	72.2
272	TUITION REBURSEMENT	3,000	.00	1,300.00	1,000	1,700.00	.00	1,700.00	43.3
273	TRAVEL EXPENSE FOR INTERVIEW	1,000	.00	.00	333	1,000.00	.00	1,000.00	43.3
280	OTHER PROFESSIONAL SERVICES	70,000	661.74	13,920.96	23,333	56,079.04	5,000.00	51,079.04	27.0
284	PROFESSIONAL MEMBERSHIP FEE	2,600	135.00	165.00	866	2,435.00	.00	2,435.00	67.3
286	RENTAL-D P EQUIPMENT	20,000	4,360.44	8,551.67	6,966	11,348.33	.00	11,348.33	43.3
289	RENTAL-EQUIPMENT	31,000	1,952.78	13,295.46	10,333	17,704.54	.00	17,704.54	42.9
		346,665	27,812.02	111,007.00	115,547	235,658.00	7,192.50	228,465.50	34.1
COMMODITIES									
310	GASOLINE	2,000	114.66	467.83	666	1,533.18	.00	1,533.18	23.4
312	JANITORIAL SUPPLIES	3,500	256.80	822.53	1,166	2,675.47	.00	2,675.47	23.5
320	MATERIAL-BLDGS	10,000	1,594.97	3,000.32	3,333	6,999.28	.00	6,999.28	30.0
337	MATERIAL TO MAINT AUTO EQUI	300	531.92	1,815.26	166	318.26	.00	318.26	163.7
345	OFFICE SUPPLIES	31,000	3,271.25	10,645.32	10,333	20,354.68	1,016.08	19,338.60	37.6
357	EMPLOYEE RECOGNITION SUPPLI	200	29.16	127.21	66	72.79	.00	72.79	63.6
		47,200	6,254.76	15,881.86	15,730	31,318.14	1,016.08	30,302.06	35.8
OTHER CHARGES									
400	CONTINGENCIES	14,625	100.00	400.00	4,878	14,635.00	.00	14,635.00	33.3
415	TRANSFER TO GENERAL FUND	1,269		400.00	400	800.00	.00	800.00	

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRENT COMM
418	MOTOR VEHICLE-INSURANCE	3,054	254.50	1,018.00	1,018	2,036.00	.00	2,036.00	33.3
420	BOILER INSURANCE	109	9.08	36.32	36	72.68	.00	72.68	33.3
421	PROPERTY INSURANCE	6,356	529.67	2,118.68	2,118	4,237.32	.00	4,237.32	33.3
423	GENERAL LIABILITY-INSURANCE	6,000	500.50	2,002.00	2,002	4,004.00	.00	4,004.00	33.3
499	SMALL CAPITAL ITEMS	4,000	1,560.00	2,579.22	1,333	1,420.78	825.46	595.32	85.1
		35,360	2,953.75	8,154.22	11,785	27,205.78	825.46	26,380.32	25.4
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	31,000	.00	2,730.00	10,333	28,270.00	2,289.00	25,981.00	16.2
		31,000	.00	2,730.00	10,333	28,270.00	2,289.00	25,981.00	16.2
CAPITAL OUTLAY									
800	BOOKS AND PERIODICALS	40,000	32,640.83	99,085.88	13,333	59,085.88	.00	59,085.88	247.7
801	BOOKS-MAIN ADULT	104,200	.00	.00	34,733	104,200.00	.00	104,200.00	.00
802	BOOKS-MAIN YOUTH	7,000	.00	.00	2,333	7,000.00	.00	7,000.00	.00
803	BOOKS-MAIN JUVENILE	37,000	.00	.00	12,333	37,000.00	.00	37,000.00	.00
804	BOOKS-MAIN REFERENCE	95,000	.00	.00	31,666	95,000.00	.00	95,000.00	.00
805	BOOKS-PROFESSIONAL	5,000	.00	400.00	1,666	4,600.00	.00	4,600.00	8.0
821	BOOKS-EXTENSION ADULT	31,500	.00	.00	10,500	31,500.00	.00	31,500.00	.00
830	AV-PHONODICS	850	.00	47.00	283	803.00	.00	803.00	5.5
841	MAG/PAPERS-MAIN ADULT	20,000	147.97	1,021.38	6,666	18,978.62	.00	18,978.62	5.1
842	MAG/PAPERS-MAIN JUVENILE	1,900	.00	.00	216	650.00	.00	650.00	.00
843	MAG/PAPERS-MAIN REFERENCE	1,700	17.76	17.76	566	1,682.24	.00	1,682.24	1.0
844	MAG/PAPERS-MAIN PROFESSIONAL	13,200	.00	1,167.97	4,400	12,032.03	.00	12,032.03	8.8
845	MAG/PAPERS-EXTEN ADULT	1,500	.00	115.98	500	1,384.04	.00	1,384.04	7.7
847	MAG/PAPERS-EXTEN ADULT	0	.00	75.88	0	75.88	.00	75.88	.00
857	LAGOON E BULKHEAD	2,400	.00	.00	800	2,400.00	.00	2,400.00	.00
		360,000	32,806.56	101,931.83	119,995	258,068.17	.00	258,068.17	28.3
** DIVISION TOTAL **									
		2,660,824	201,594.95	826,646.25	886,921	1,834,177.75	11,323.04	1,822,854.71	31.5

LIBRARY CAPITAL		PERIOD ENDING 08/31/96				UNREALIZED %
ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	BALANCE REAL
30001-000	BEGINNING FUND BALANCE	.00	92,483.33	393,976.42	277,450.00	116,526.42-
	TOTAL	.00	92,483.33	393,976.42	277,450.00	116,526.42-
	INVESTMENT INCOME					
30700-101	INVESTMENT INTEREST	1,781.70	3,333.33	6,845.22	10,000.00	3,154.78
	TOTAL	1,781.70	3,333.33	6,845.22	10,000.00	3,154.78
	OTHER INCOME					
30800-805	CONTRIBUTIONS AND DONATIONS	.00	.00	5,106.62	.00	5,106.62-
	TOTAL	.00	.00	5,106.62	.00	5,106.62-
	FUND TOTAL	1,781.70	95,816.66	405,928.26	287,450.00	118,478.26-

LIBRARY CAPITAL EXPENDITURES		FUND 21 LIBRARY CAPITAL		UNENCUMBERED PRGNT
OB CD	DESCRIPTION	MONTHLY EXPENDITURES	Y-T-D BUDGET	BALANCE COMM
247	COMPUTER SOFTWARE EXPENSE	399.00-	3,333	.00
280	OTHER PROFESSIONAL SERVICES	.00	16,666	.00
	TOTAL	399.00-	19,999	.00
	OTHER CHARGES			
	CAPITAL OUTLAY			
502	BUILDINGS	.00	33,333	.00
515	OFFICE MACHINERY AND EQUIPM	.00	16,666	.00
	TOTAL	.00	49,999	.00
**	DIVISION TOTAL **	399.00-	69,998	.00

ACCT. NO.	DESCRIPTION	PERIOD ENDING 08/31/96	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
PUBLIC LIBRARY-TRUSTS								
FUND BALANCE								
30001-921	BEG FUND BAL-CANIONI	.00	115,293.00	119,778.38	116,598.00	3,180.38-	102	
30001-922	BEG FUND BAL-BRECKENRIDGE	.00	109,646.00	881.24	.00	881.24-		
30001-923	BEG FUND BAL-BRIDGES	.00	2,615.00	819.29	.00	819.29-		
	TOTAL	.00	227,554.00	121,478.91	116,598.00	4,880.91-	104	
INVESTMENT INCOME								
30700-103	DPL INTEREST-CANIONI TRUST	534.68	2,333.33	2,070.03	7,000.00	4,929.97	29	
30700-104	DPL INTEREST-BRECKENRIDGE	.75	.00	8.91	.00	8.91-		
30700-105	DISTRIBUTION FR BRIDGES TRUST	3.66	266.66	14.17	800.00	785.83	1	
	TOTAL	539.09	2,599.99	2,093.11	7,800.00	5,706.89	26	
	FUND TOTAL	539.09	230,153.99	123,572.02	124,398.00	825.98	99	

GLA3010		C I T Y O F D E C A T U R				REPORT OF EXPENDITURES TO BUDGET FY 1996-97		PAGE 150	
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
41000	DPL-CANTONI TRUST					92	PUBLIC LIBRARY-TRUSTS		8/31/96
OB	CD	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES	6,000	54,29	123,91	2,000	5,876.09	212.00	5,664.09	5.6
**	DIVISION TOTAL **	6,000	54,29	123,91	2,000	5,876.09	212.00	5,664.09	5.6

GLA3010		C I T Y O F D E C A T U R				REPORT OF EXPENDITURES TO BUDGET FY 1996-97		PAGE 151	
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
42000	DPL-BRECKENRIDGE TRUST					92	PUBLIC LIBRARY-TRUSTS		8/31/96
OB	CD	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
515	OFFICE MACHINERY AND EQUIPM	0	.00	718.00	0	718.00	.00	718.00	
**	DIVISION TOTAL **	0	.00	718.00	0	718.00	.00	718.00	

GLA3010		C I T Y O F D E C A T U R				REPORT OF EXPENDITURES TO BUDGET FY 1996-97		PAGE 152	
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
43000	DPL-BRIDGES TRUST					92	PUBLIC LIBRARY-TRUSTS		8/31/96
OB	CD	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES	800	.00	.00	266	800.00	.00	800.00	
**	DIVISION TOTAL **	800	.00	.00	266	800.00	.00	800.00	

Chapter II Governance and Administration

Introduction

A well-governed and administered public library places the best interests of its patrons at the heart of every decision, including composition of the board of trustees, selecting and retaining a library administrator, and establishing policy. Public library service is provided to the people of Illinois through local tax-supported public libraries, multitype library systems, the Illinois State Library, and the statewide library network ILLINET Online. Illinois public libraries are governed by a board of trustees elected or appointed according to the provisions of ILCS under which the library is established -- village, city, district, township, commission form, etc.

The board carries the full responsibility for the library and its policies. The responsibility for administering library policy, including management of day to day operations, collection management, and employment decisions, is delegated to the library administrator. In addition, the library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Applicable Core Standards

- Core 1. The library provides uniformly gracious and friendly service to all library 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 103-336], the **Fair Labor Standards Act** [Title 29 USC Ch 8] and the **Bloodborne Pathogen Standard** [Title 29 CFR, part 1910].

- Core 5. The library is governed by a board of trustees elected or appointed and constituted in compliance with 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 which outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. **See Appendix 2.1 for topics recommended for consideration in developing board by-laws.**
- 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 takes 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. **See Appendix 2.2 for topics recommended for consideration in a policy which addresses the public's use of the library. References to other policies are included under appropriate sections.**
- Core 13. The library keeps adequate records of library operations. **See Appendix 2.3 for information on how to contact the Local Records Unit of the Illinois State Archives who will provide detailed information on records to be retained.**
- 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 library 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. **See Appendices 2.4 - 2.6 for ALA Bill of Rights and other ALA intellectual freedom statements.**
- Core 17. The library adopts and adheres to the **ALA Ethics Statement for Library Trustees** **See Appendix 2.7 for ALA Ethics Statement for Library Trustees.**
- Core 18. The library adopts and adheres to the **ALA Statement of Professional Ethics.** **See Appendix 2.8 for 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 member library responsibilities. Full bibliographic record for this title is included in the bibliography at the end of Chapter IX - System and ILLINET membership responsibilities.
- 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 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. Should the facility be found insufficient to meet its needs, 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.

Supplemental Standards

1. The board-approved mission statement, library roles, and long-range plan which includes goals and measurable objectives are developed by board, administrator, and staff. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff who serve the community on a daily basis provide a framework for this understanding. The most difficult task is eliciting input from those who do not use the library.
2. Most library policies are reviewed by the board every three years. The policy governing the selection and use of library materials and facilities must, by law, be reviewed biennially [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].

3. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:

Write, call or visit legislators.

Attend meetings of other units of local government.

Serve on ALA, ILA or system legislative committees.

Participate in other community organizations that have similar legislative interests.

Include the subject of legislation on board meeting agenda.

Provide a forum for local community issues.

4. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a "new trustee orientation" checklist. **See Appendix 2.9 for a sample New Trustee Orientation Checklist.**

5. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.

6. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences.

7. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

Library trustees are selected for their interest in the library, their knowledge of the community and of groups within the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.

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