

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, December 21, 2000 4:30 p.m.
AGENDA

- I. Call to order - Mark Gibson, President
- II. Oath of office for new trustee
- III. Approval of minutes
 - A. Meeting of November 16, 2000
- IV. Communication from the public
- V. Interim City Librarian's report
- VI. Reports of committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. No meeting
 - B. Finance and Properties Committee
 - 1. Approval of bills for November 2000
 - 2. Meeting of December 5, 2000
 - C. Rolling Prairie Library System
 - 1. Report on December meeting
 - D. Friends of the Library
 - 1. No meeting
 - E. Foundation
 - 1. No meeting
- VII. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter V, Reference, Reader's Advisory & Bibliographic Instruction
- VIII. Old business
- IX. New business
- X. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
November 16, 2000

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Mark Gibson, President. Members present: Mr. Gibson, Sherri Arnold, Mary Gladney, Patricia Greanias, Joseph McCaskill, Shirley Moore, Judi Miss, John Stengel, and Phil Wise. Staff present: Linda Humphreys. Others present: Ty Counce.

II. APPROVAL OF MINUTES

The minutes of the meeting of October 19, 2000 were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The Interim City Librarian's written report was previously mailed. The Interim City Librarian will be off work at least another 2-3 weeks recuperating from surgery.

Mr. Gibson reported that a group of visitors from Japan who recently visited the library took pictures inside the building (with permission from administration) and inadvertently photographed a library user who complained about the invasion of his privacy. Mr. Booth sent a letter to the person.

On November 20, the City Council is expected to review a request from the library to borrow \$75,000 for build-outs in the lease space.

The events of November 10 which lead to the closing of the library were discussed.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met November 2, 2000. Mrs. Miss reported that all items were tabled pending additional information.

Finance and Properties Committee: Mr. Stengel made a motion to approve the October 2000 bills. The motion was seconded by Mr. Wise and unanimously carried on roll call vote. Mr. Stengel noted that any invoices for capital improvements should be approved prior to payment, by committee if necessary.

Mr. Stengel reported that discrepancies still existed on the final payment to Mid-States General & Mechanical Contracting Corporation. Mrs. Arnold made a motion to authorize the Finance and Properties Committee to approve the final payment if the issues are resolved by the next meeting. The motion was seconded by Mrs. Moss and unanimously approved on roll call vote.

Mr. Stengel reported that he, Mr. Gibson, and Ms. Anderson met with Deputy City Manager Robin Johnson regarding the library's levy request. The City Council is expected to review the request on December 4, 2000. Mr. Stengel reported that the expenditures for the current fiscal year are high and that the Board should look at ways to reduce expenditures.

Health insurance rate increases effective November 1, 2000 were reviewed. Mr. Stengel made a motion that the library continue to pay 70% of the cost of management dependent health insurance rates through April 30, 2000. The motion was seconded by Mr. Wise and unanimously approved on roll call vote.

Rolling Prairie Library System: Mrs. Moore attended the meeting. She reported that it was announced that Decatur Public Library signed a letter of intent to join DRA and become part of the system consortium. She said that the system has earmarked \$55,000 in grant funds for an acquisitions module.

Mrs. Moore presented a resolution supporting a funding increase for Illinois system libraries. She reported that the systems have not received a significant funding increase in ten years. Mrs. Moore made a motion to approve the resolution as presented. The motion was seconded by Mrs. Arnold and unanimously approved.

Friends of the Library: The Friends met November 9, 2000. The Friends agreed to spend \$5,700 to fund the Young Authors program for District 61.

Foundation: The Foundation Board of Directors did not meet. Mr. Gibson reported that the fund drive to replace the library's bookmobiles is within \$50,000 to \$60,000 of reaching its entire goal.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter IV, Collection Management, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Mr. Gibson reported that he received an inquiry involving selling part of the library's parking lot. The consensus was that the Board was not interested in the offer.

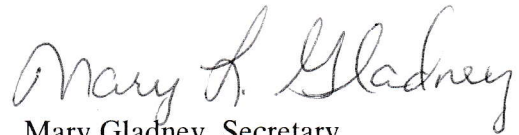
Regarding the renovation of the library's lease space, Mr. Stengel addressed a problem with parking by the subcontractors in the library's lot. He also noted that the glass has been taken out around the bricks on the southwest corner of the building. Mr. Stengel made a motion to authorize Mr. Harris, Ms. Anderson, and Mr. Gibson to approve change orders up to \$5,000 with concurrence of two of the three people. Change orders of more than \$5,000 require Board action.

Mrs. Gladney made a motion to adjourn to closed executive session to discuss the employment of an individual. The motion was seconded by Mr. Wise and unanimously approved on roll call vote. The board went into executive session at 6:00 p.m. The meeting was reconvened at 6:15 p.m.

IX. ADJOURNMENT

Mr. Gibson adjourned the meeting at 6:15 p.m.

Respectfully submitted,



Mary Gladney, Secretary

Decatur Public Library Board of Trustees

INTERIM CITY LIBRARIAN'S REPORT

DECEMBER 21, 2000 MEETING

OF THE

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Dayle Irwin completed work on the Health Information Center in the Adult Services Area. Information available in this area will be pamphlet type materials including some with a non-circulating status.

Richland Community College installed ten new Dell computers in the Computer Training Room on November 17, 2000. This room will be made available to staff members who do not have access to the Internet to use during breaks or lunch hours when the administrative office is open. Nicole Muhs has asked staff members to give her suggestions on training needs. We hope to begin in house training sometime in January 2001. Nicole also reports that receipt printers will not work with our dumb terminals or PC's in circulation. I have given her the name of a contact person who was at the annual user's meeting. He worked with his vendor and was successful in getting the receipt printers to work with the Wyse terminals. Nicole has completed installation of PC's in the Adult Division office which gives each staff member access at their workstation.

Grace Veach and Beverly Hackney attended a SkilPath workshop on Coaching & Teambuilding during the month. J. Merrick and I attended the community Thanksgiving luncheon on November 21st. Shaw's restaurant served over 600 people. Thomas Flynn, President of Millikin University, gave the keynote speech. Lenore Snyder attended an Online Government Information workshop at Rolling Prairie Library System at the end of October. She is currently completing a websites directory for use at the Reference Desk and the Gov Docs computer. Katie Gross, Beverly Hackney, and I attended a teleconference at Rolling Prairie Library System on filtering. Board members Sherri Arnold and Shirley Moore were also in attendance.

Dayle Irwin gave two tours in November and presented her Jane Johns program three times during the month. Noel Clevenger conducted her first public tour of the library in November and coordinated a display on recycling with the Macon County Solid Waste Management Department.

Stan Jolley joined the Processing Department in the Technical Services Division to replace Carol Slater. They are now back at full staff. Patti Somers began work in the Children's Division on November 30th bringing Katie's division back to full staff.

Because of the library's build out project, the sprinkler system had to be drained on the morning of November 10th. One pipe was drained with no problem, but the workers then went on to drain the other two pipes without Larry Harris' knowledge. The fire alarm system went off. Some staff were slow in leaving the building even though they had no idea if it was a drill or a real situation. Staff have been reminded that they should not stop to question the alarm but follow our evacuation procedures outlined in the disaster plan. An odor also permeated the Technical Services Division and the Circulation Division. The library was closed down for the day. T. A. Brinkoetter has a

Interim City Librarian's Report

November 2000

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ventilation system ordered for the sprinkler room and will install it within the next few weeks (this was one of OSHA's recommendations). On November 27th, Larry tried to duplicate the November 10th incident with representatives from OSHA, Superior, and T. A. Brinkmeyer present. OSHA gave the library passing grades on building air quality.

I have been in contact with Carl Pickett at Westminster, Colorado. He continues to work on getting a replacement title for the bookmobile we purchased from that library. He has received the legal document he needs from the bank but needed two pieces of information from the Ohio Bus Company that built the vehicle. I gave him Ohio Bus' address and the name of my contact at that company. The Extension Division would like to put this unit on the road when school goes back in session after January 1st.

Lee Wiley reports that both bookmobiles were up and running for the entire month with the exception of a nail in one of 549's tires. All scheduled stops were met. The used vehicle purchased from Westminster has been to Bodine for generator work and is currently at Decatur Trailer for a general check up. The carpeting needs to be shampooed and shelving dusted when it's returned to the library. Both drivers need to drive it and learn how to operate the seats, generator, air conditioning and other features.

There was a discrepancy in the computer count and the hand count for the Extension Division. The computer count was approximately 400 less than the hand count. Losing 400 checkouts makes a significant difference in the department's overall monthly statistics. We have also been experiencing problems with patron reserves on new items. The reserve program has always had problems in the GEAC system. This is one aspect of it that staff probably will not miss.

Employee illness caused some absences during the month and staff had to scramble to man both bookmobiles and make all of the stops. With my temporary move from the department, when someone is ill, that means there is no one present in the department to answer the phone and fill requests. I commend and thank Lee Wiley along with other staff members in Extension for picking up and doing the job for the past six months. All staff have been willing to adjust their schedules, work split shifts and do what was necessary to keep the bookmobiles on the road.

November was a busy month for the Children's Division beginning with Family Reading Day sponsored by the *Herald and Review* from 1 to 5p.m. on Saturday, November 11th. Approximately 300 people attended and enjoyed the performance of the Activated Storytellers with their production of "Around the World With Jack." Children's staff cooperated with Head Start and Project Read on Thursday evening November 16th for the regular Family Reading Night. Forty-five people attended and all the children received a gift book. Richland Community College's child care literature class made puppets and presented a puppet show to 30 people on November 29th. Attendance at programs continues to go up.

With the closing of the library on November 10th, there was a loss of circulation in every division. Katie Gross pointed out in her monthly report that last year we saw major increases in circulation because of the new building. When compared to the

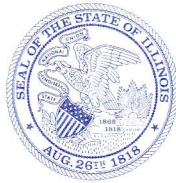
Interim City Librarian's Report

November 2000

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previous year in the old building, her circulation was up 8% in October and down 1.9% in November. Part of that decrease can be attributed to the closing.

I would like to extend my thanks to Beverly Hackney for taking charge of the building during my absence in November, and Linda Humphreys who I am sure acted as a buffer in many instances so that staff would not call me at home.



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

ILLINOIS STATE LIBRARY
300 South Second Street
Springfield, Illinois 62701-1796

November 17, 2000

Ms. Karen Anderson
Interim Library Director
Decatur Public Library
130 North Franklin
Decatur, Illinois 62523-1327

Dear Ms. Anderson:

I am writing to thank you for being our guest and participating in the recent two day "Summit On The Unserved" at the Illinois State Library in Springfield. You gave generously of your time while sharing your talents and insight during our examination of this issue which has challenged the Illinois library community for more than thirty years.

It was exciting to see the energy level of the group grow over the two days as everyone offered their honest opinions and suggestions. The final gathering in which all participants cast votes for their favorite ideas was a crucial step in the process of deciding how the Illinois library community will address this issue. My staff will review the results of that process and prepare a report to Secretary White containing recommendations for addressing the issue of the unserved based on the outcome of the Summit. This vital step would not have been possible without your participation and input.

I was pleased you were able to include attendance at the Summit in your busy schedule. I truly believe the library service we provide to Illinois residents in the future will be enhanced by this Summit. You have every right to feel proud of your contribution toward making that possible. A copy of the document sent forth as a result of the Summit will be shared with you. Thank you again for sharing your time and talents.

Sincerely,

Jean Wilkins, Director
Illinois State Library

JWdggj

Learn - meant to attach to monthly
report.

14-

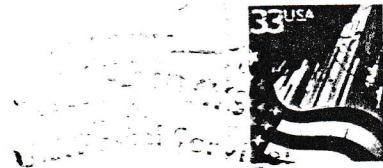
Dear Kelli, Karen, and staff:

- Thank you for the abundance of help
you gave to make Family Reading Day
such a success! Families really
enjoyed themselves in the open-house
activity.

I look forward to next year and
hope to have the Activated Storytellers
back again.

Sincerely,
Meredith Jackson

Eugenia Johns Oldwiler
170 Cobb Avenue
Decatur, Illinois 62522



Mrs. Doyle Irwin
429 N. Summit Ave.
Decatur, Illinois 62522



Dear Great Grandmother Jane - AKA Bayle!

Your portrayal last Sunday of "Jane" was so very well done - I was moved by your perception of her manner and her winning ways - Indeed, I was more proud than ever to be her descendant.

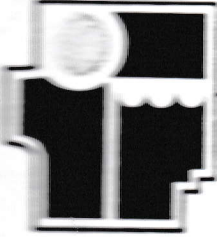
Her book has been a treasure in our family, and served beautifully to give a picture of her ~~to~~ those of us who didn't know her - (I missed her by four years) along with reminiscences of

her from those who did - and shared them with us.

However, you made her come alive for me! I admire your talent greatly - and thank you again for your kind and tasteful interest in her - a most delightful and admirable person - as are you -

Sincerely,
Jean.

I loved your dress and "hair-do" - and like to "picture" her that way -



MACON COUNTY CONSERVATION DISTRICT

3939 NEARING LANE • DECATUR, ILLINOIS 62521
(217) 423-7708 • FAX (217) 423-2837

November 14, 2000

Decatur Public Library
Doyle Irwin
130 N. Franklin St.
Decatur, IL 62523

Dear Ms. Irwin:

I would like to take this opportunity to thank you again for your remarkable program. The district has already gotten compliments from several volunteers and other attendees who expressed how pleased they were with it. Jane Johns was an interesting and brave woman and your presentation really brings out those qualities.

Sincerely,

Brent Wiet
Historic Sites Manager

"Home of the Prairie Isles"



printed on recycled paper

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics

November 2000

Location	November 2000	November 1999	% Change
CENTRAL LIBRARY, PRINT			
Adult	18,847	21,694	-13.1
Young Adult	815	1,032	-21.0
Children's	11,880	14,386	-17.4
TOTAL	31,542	37,112	-15.0
EXTENSION PRINT			
Bookmobile 548	6,164	8,878	-30.6
Bookmobile 549	2,809	2,952	-4.8
Outreach	680	371	83.3
TOTAL	9,653	12,201	-20.9
TOTAL PRINT	41,195	49,313	-16.5
NON-PRINT			
Videocassettes	7,488	6,544	14.4
Audiocassettes	1,805	2,107	-14.3
Recordings	2,373	1,894	25.3
TOTAL	11,666	10,545	10.6
Extension Non-print	819	869	-5.8
TOTAL NON-PRINT	12,485	11,414	9.4
Renewals	1,037	1,239	-16.3
TOTAL CIRCULATION	54,717	61,966	-11.7

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

November 2000

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	248,135	243,003	2.1
Young Adult	11,649	11,741	-0.8
Children's	158,716	148,058	7.2
TOTAL	418,500	402,802	3.9
EXTENSION PRINT			
Bookmobile 548	72,607	82,125	-11.6
Bookmobile 549	29,406	29,631	-0.8
Outreach	6,746	4,549	48.3
TOTAL	108,759	116,305	-6.5
TOTAL PRINT	527,259	519,107	1.6
NON-PRINT			
Videocassettes	80,376	81,605	-1.5
Audiocassettes	22,573	30,680	-26.4
Recordings	22,862	23,967	-4.6
TOTAL	125,811	136,252	-7.7
Extension Non-print	10,421	10,492	-0.7
TOTAL NON-PRINT	136,232	146,744	-7.2
Renewals	10,394	8,743	18.9
TOTAL CIRCULATION	673,885	674,594	-0.1

STATISTICAL REPORT
November 2000

TECHNICAL SERVICES

New book volumes added: 1,513
New book titles added: 1,006
BV titles added: 204
Volumes withdrawn: 927
Books mended: 503

PERSONNEL ACTIVITY:

11/11/00 Linda Rawlings, Building Custodian ($\frac{1}{2}$ time), resigned
11/17/00 Sally Petro hired for Building Custodian ($\frac{1}{2}$ time)
11/30/00 Patricia Somers hired for Library Assistant ($\frac{1}{2}$ time)
12/1/00 Jason Madler, Library Network Support Specialist ($\frac{3}{4}$ time), resigned

CURRENT VACANCIES: City Librarian, Information Specialist--
Adult Services, Library Network Support Specialist ($\frac{3}{4}$ time)

LIBRARY CARDS: 353 main + 15 extension = 368 new registrations
480 main + 15 extension = 495 re-registrations
863 total library cards for month

PROFESSIONAL ASSISTS: this 12 months to date: 76,805
last 12 months to date: 79,754

PATRONS IN THE BUILDING: this 12 months to date: 324,566
last 12 months to date: 317,720

VOLUMES PURCHASED: this 12 months to date: 21,186
last 12 months to date: 20,095

WILSONIERS: 26 volunteers worked 209 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 1210 people, 2212 time slots
Word processing usage: 209 people, 288 time slots

BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/2000

FUND	DECATUR PUBLIC LIBRARY	DATE OF RECEIPT	VENDOR	AMOUNT	NUMBER	DATE	DESCRIPTION
11/01/2000	TREAS-MEDICAL INSURANCE	11/01/2000	TREAS-MEDICAL INSURANCE	8,290.19	137707	11/01/2000	MAG/PAPERS--MAIN PROFESSIONAL
11/02/2000	TREAS-MEDICAL INSURANCE	11/02/2000	TREAS-MEDICAL INSURANCE	3,290.00	137708	11/02/2000	MAG/PAPERS--MAIN PROFESSIONAL
11/06/2000	TREAS-MEDICAL INSURANCE	11/06/2000	TREAS-MEDICAL INSURANCE	181.06	137685	11/06/2000	OFFICE SUPPLIES
11/08/2000	EBSCO SUBSCRIPTION SERVICES	11/08/2000	EBSCO SUBSCRIPTION SERVICES	54.00	137685	11/08/2000	AV-PHONODISCS
11/08/2000	EBSCO SUBSCRIPTION SERVICES	11/08/2000	EBSCO SUBSCRIPTION SERVICES	20,774.63	137685	11/08/2000	MAG/PAPERS--MAIN ADULT
11/08/2000	EBSCO SUBSCRIPTION SERVICES	11/08/2000	EBSCO SUBSCRIPTION SERVICES	568.49	137685	11/08/2000	MAG/PAPERS--MAIN JUVENILE
11/08/2000	EBSCO SUBSCRIPTION SERVICES	11/08/2000	EBSCO SUBSCRIPTION SERVICES	1,428.08	137685	11/08/2000	MAG/PAPERS--MAIN REFERENCE
11/08/2000	EBSCO SUBSCRIPTION SERVICES	11/08/2000	EBSCO SUBSCRIPTION SERVICES	9,389.56	137685	11/08/2000	MAG/PAPERS--MAIN PROFESSIONAL
11/08/2000	EBSCO SUBSCRIPTION SERVICES	11/08/2000	EBSCO SUBSCRIPTION SERVICES	1,102.50	137685	11/08/2000	MAG/PAPER--EXTEN ADULT
11/08/2000	EBSCO SUBSCRIPTION SERVICES	11/08/2000	EBSCO SUBSCRIPTION SERVICES	3,329.56	137685	11/08/2000	MAG/PAPER--GENERAL FUND
11/08/2000	TREAS--GENERAL FUND	11/08/2000	TREAS--GENERAL FUND	100.00	137709	11/08/2000	TRAINING SCHOOL
11/08/2000	TREAS--PETTY CASH	11/08/2000	TREAS--PETTY CASH	42.67	137709	11/08/2000	POSTAGE
11/08/2000	TREAS--PETTY CASH	11/08/2000	TREAS--PETTY CASH	5.94	137709	11/08/2000	OTHER PROFESSIONAL SERVICES
11/08/2000	TREAS--PETTY CASH	11/08/2000	TREAS--PETTY CASH	25.00	137709	11/08/2000	OFFICE SUPPLIES
11/08/2000	TREAS--PETTY CASH	11/08/2000	TREAS--PETTY CASH	18.43	137709	11/08/2000	BOOKS AND PERIODICALS
11/08/2000	TREAS--PETTY CASH	11/08/2000	TREAS--PETTY CASH	37.35	137709	11/08/2000	MOTOR VEHICLE--INSURANCE
11/08/2000	TREAS--SELF INSURANCE FUND	11/08/2000	TREAS--SELF INSURANCE FUND	10.00	137711	11/08/2000	BOILER INSURANCE
11/08/2000	TREAS--SELF INSURANCE FUND	11/08/2000	TREAS--SELF INSURANCE FUND	280.33	137711	11/08/2000	PROPERTY INSURANCE
11/08/2000	TREAS--SELF INSURANCE FUND	11/08/2000	TREAS--SELF INSURANCE FUND	39.50	137711	11/08/2000	GENERAL LIABILITY INSURANCE
11/08/2000	TREAS--SELF INSURANCE FUND	11/08/2000	TREAS--SELF INSURANCE FUND	1,246.42	137711	11/08/2000	MAG/PAPERS--MAIN REFERENCE
11/08/2000	TREAS--MIS OPERATING	11/08/2000	TREAS--MIS OPERATING	462.17	137712	11/08/2000	MAG/PAPERS--MAIN REFERENCE
11/08/2000	WASHINGTON CONSUMERS CHECKBOOK	11/08/2000	WASHINGTON CONSUMERS CHECKBOOK	1,907.00	137712	11/08/2000	MAG/PAPERS--MAIN REFERENCE
11/09/2000	TREAS--FLEET MAINTENANCE	11/09/2000	TREAS--FLEET MAINTENANCE	150.00	137730	11/09/2000	GASOLINE
11/13/2000	A B DICK PRODUCTS	11/13/2000	A B DICK PRODUCTS	47.57	137737	11/13/2000	SERV-OFFICE EQUIP
11/13/2000	BOOTH & ANTOLINE	11/13/2000	BOOTH & ANTOLINE	120.00	137737	11/13/2000	OTHER PROFESSIONAL SERVICES
11/13/2000	BOOTH SYSTEMS ENGINEERING	11/13/2000	BOOTH SYSTEMS ENGINEERING	1,153.00	137739	11/13/2000	OFFICE MAINTENANCE AND EQUIPMENT
11/13/2000	BAYLOR STEGMS	11/13/2000	BAYLOR STEGMS	1,145.00	137740	11/13/2000	OFFICE PROFESSIONAL SERVICES
11/13/2000	DOWNTOWN DECATUR COUNCIL	11/13/2000	DOWNTOWN DECATUR COUNCIL	60.00	137741	11/13/2000	OTHER PROFESSIONAL SERVICES
11/13/2000	DANNY S MUFFLER	11/13/2000	DANNY S MUFFLER	160.00	137742	11/13/2000	ADVERTISING
11/13/2000	DANNY S MUFFLER	11/13/2000	DANNY S MUFFLER	35.97	137744	11/13/2000	MEMBERSHIP FEES
11/13/2000	HOUGHEN BINDERY LTD	11/13/2000	HOUGHEN BINDERY LTD	20.98	137744	11/13/2000	SERV-AUTO EQUIP
11/13/2000	LAW, NANCY	11/13/2000	LAW, NANCY	759.75	137746	11/13/2000	MATERIAL TO MAINT AUTO EQUIP
11/13/2000	METAL EDGE INC	11/13/2000	METAL EDGE INC	30.00	137748	11/13/2000	PRINTING AND BINDING
11/13/2000	MUHS, NICOLE	11/13/2000	MUHS, NICOLE	65.73	137749	11/13/2000	CONFERENCES AND OTHER TRAVEL
11/14/2000	MOHA WASTE SERVICES, INC.	11/14/2000	MOHA WASTE SERVICES, INC.	31.74	137750	11/14/2000	OFFICE SUPPLIES
11/15/2000	BAKER & TAYLOR CO	11/15/2000	BAKER & TAYLOR CO	100.00	137750	11/14/2000	OFFICE SUPPLIES
11/15/2000	BAKER & TAYLOR CO	11/15/2000	BAKER & TAYLOR CO	270.00	137785	11/14/2000	OTHER PROFESSIONAL SERVICES
11/15/2000	BAKER & TAYLOR CO	11/15/2000	BAKER & TAYLOR CO	4,348.92	137795	11/15/2000	SERV-BUILDINGS
11/15/2000	BAKER & TAYLOR CO	11/15/2000	BAKER & TAYLOR CO	1,702.80	137799	11/15/2000	BOOKS AND PERIODICALS
11/15/2000	BAKER & TAYLOR CO	11/15/2000	BAKER & TAYLOR CO	1,983.64	137801	11/15/2000	BOOKS AND PERIODICALS
11/15/2000	BABY TALK INC	11/15/2000	BABY TALK INC	154.43	137802	11/15/2000	BOOKS AND PERIODICALS
11/15/2000	BAKER & TAYLOR ENTERTAINMENT	11/15/2000	BAKER & TAYLOR ENTERTAINMENT	275.00	137806	11/15/2000	OTHER PROFESSIONAL SERVICES
11/15/2000	FAST IMPRESSIONS	11/15/2000	FAST IMPRESSIONS	97.10	137807	11/15/2000	BOOKS AND PERIODICALS
11/15/2000	HOUJI, DANNY R.	11/15/2000	HOUJI, DANNY R.	47.02	137825	11/15/2000	BOOKS AND PERIODICALS
11/15/2000	AMERITECH	11/15/2000	AMERITECH	270.00	137825	11/15/2000	PRINTING AND BINDING
11/15/2000	ILLINOIS POWER COMPANY	11/15/2000	ILLINOIS POWER COMPANY	400.44	137838	11/15/2000	OTHER PROFESSIONAL SERVICES
11/15/2000	ILLINOIS POWER COMPANY	11/15/2000	ILLINOIS POWER COMPANY	18,388.00	137840	11/15/2000	TELEPHONE
11/15/2000	IL STATE LIBRARY	11/15/2000	IL STATE LIBRARY	2,805.43	137841	11/15/2000	ELECTRICITY
11/15/2000	IL STATE LIBRARY	11/15/2000	IL STATE LIBRARY	77	137844	11/15/2000	GAS
11/15/2000	MORRELL, STERLING	11/15/2000	MORRELL, STERLING	1,456.19	137844	11/15/2000	POSTAGE
11/15/2000	MCFLOD, USA	11/15/2000	MCFLOD, USA	90.00	137860	11/15/2000	RENTAL-EQUIPMENT
11/15/2000	RIGSBY, PAUL	11/15/2000	RIGSBY, PAUL	29.88	137862	11/15/2000	OTHER PROFESSIONAL SERVICES
11/15/2000	SLEETH, ALAN	11/15/2000	SLEETH, ALAN	90.00	137897	11/15/2000	TELEPHONE
11/15/2000	TAYLOR, DELBERT	11/15/2000	TAYLOR, DELBERT	180.00	137878	11/15/2000	OTHER PROFESSIONAL SERVICES
11/15/2000	3M GNR0733	11/15/2000	3M GNR0733	180.00	137884	11/15/2000	OTHER PROFESSIONAL SERVICES
11/16/2000	POSTMASTER	11/16/2000	POSTMASTER	3,360.29	137885	11/16/2000	OFFICE MAINTENANCE
11/17/2000	LIBRARY TECHNOLOGY REPORTS	11/17/2000	LIBRARY TECHNOLOGY REPORTS	1,000.00	137920	11/17/2000	POSTAGE
11/17/2000	LIBRARY TECHNOLOGY REPORTS	11/17/2000	LIBRARY TECHNOLOGY REPORTS	1,300.00	137920	11/17/2000	MAG/PAPERS--MAIN PROFESSIONAL

BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/2000

FUND DECATUR PUBLIC LIBRARY

NOVEMBER	VENDOR	AMOUNT	NUMBER	DATE	DESCRIPTION
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	1,499.00	138039	11/27/2000	MAG/PAPERS--MAIN ADULT
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	1,411.50	138040	11/27/2000	SERV-OFFICE EQUIP
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	1,000.00	138052	11/27/2000	SERV-BUILDINGS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	1,000.00	138054	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	494.18	138057	11/27/2000	MATERIAL--BLDGS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	399.24	138078	11/27/2000	SERV-OFFICE EQUIP
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	80.00	138079	11/27/2000	ADVERTISING
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	175.00	138079	11/27/2000	SERV-AUTO EQUIPMENT
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	140.00	138079	11/27/2000	MATERIAL-BLDGS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	41.50	138079	11/27/2000	RENTAL-EQUIPMENT
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	360.00	138079	11/27/2000	MAG/PAPERS--MAIN ADULT
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	80.00	138079	11/27/2000	SERV-IMPROVEMENTS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	395.20	138079	11/27/2000	MATERIAL-BLDGS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	1,095.70	138079	11/27/2000	MAG/PAPERS--MAIN ADULT
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	222.45	138079	11/27/2000	POSTAGE
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	13.20	138079	11/27/2000	OFFICE SUPPLIES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	47.81	138079	11/27/2000	SERV-AUTO EQUIPMENT
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	20.00	138079	11/27/2000	CONFERENCES AND OTHER TRAVEL
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	8.00	138079	11/27/2000	POSTAGE
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	15.99	138079	11/27/2000	OTHER PROFESSIONAL SERVICES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	14.50	138079	11/27/2000	PROFESSIONAL MEMBERSHIP FEES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	52.75	138079	11/27/2000	GASOLINE
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	13.50	138079	11/27/2000	JANITORIAL-BLDGS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	249.50	138079	11/27/2000	MATERIAL TO MAINT AUTO EQUIP
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	142.50	138079	11/27/2000	OFFICE SUPPLIES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	106.25	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	243.18	138079	11/27/2000	PRINTING AND BINDING
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	75.00	138079	11/27/2000	TELEPHONE
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	114.71	138079	11/27/2000	JANITORIAL SUPPLIES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	84.14	138079	11/27/2000	SERV-BUILDINGS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	77.95	138079	11/27/2000	OFFICE SUPPLIES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	2,601.07	138079	11/27/2000	TELEPHONE
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	2,327.08	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	2,125.98	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	317.70	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	76.72	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	15.56	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	180.00	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	96.11	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	1,429.23	138079	11/27/2000	OTHER PROFESSIONAL SERVICES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	15.40	138079	11/27/2000	TELEPHONE
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	208.65	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	298.00	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	79.27	138079	11/27/2000	OFFICE SUPPLIES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	5,115.00	138079	11/27/2000	OTHER PROFESSIONAL SERVICES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	3,711.96	138079	11/27/2000	TELEPHONE
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	10.87	138079	11/27/2000	OTHER PERSONNEL SERVICES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	180.00	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	180.00	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	176.50	138079	11/27/2000	OTHER PROFESSIONAL SERVICES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	75.43	138079	11/27/2000	OTHER PROFESSIONAL SERVICES
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	154.00	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	898.23	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	309.50	138079	11/27/2000	BOOKS AND PERIODICALS
11/27/2000	NOVEMBER LIBRARY ASSOCIATION	317.00	138079	11/27/2000	MATERIAL--OFFICE EQUIP

TOTAL 146,401.94

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/2000

FUND	LIBRARY BUILDING LEASES	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/30/2000	DYNELGY ENERGY SERVICES			464.44	138198	11/30/2000	ELECTRICITY
TOTAL				464.44			

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/2000

FUND	PUBLIC LIBRARY-TRUSTS	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/15/2000	BAKER & TAYLOR CO			53.44	137799	11/15/2000	EXPENDITURES
11/21/2000	BAKER & TAYLOR CO			64.50	138142	11/30/2000	EXPENDITURES
11/29/2000	BAKER & TAYLOR CO			195.63	138143	11/30/2000	EXPENDITURES
TOTAL				313.57			

PERIOD ENDING 20001130

REVENUE	REVENUE	REVENUE	REVENUE
1,000.00	1,000.00	1,000.00	1,000.00
1,000.00	1,000.00	1,000.00	1,000.00
10.30	67.12	67.12	67.12
10.30	67.12	67.12	67.12
10.30	1,067.12	1,067.12	1,067.12

40000 EXPENSES	FUND 19 DPL-EQUIP REPLACEMENT FUND				UNENCUMBERED BALANCE	PRCT CUMM
	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET		
DB DESCRIPTION	0	.00	1,006.90	0	1,006.90	1,006.90
800 BOOKS AND PERIODICALS	0	.00	1,006.90	0	1,006.90	1,006.90
** DIVISION TOTAL **	0	.00	1,006.90	0	1,006.90	1,006.90

GREATER PUBLIC LIBRARY

PERIOD ENDING 200113

APPROVAL BY YEARLY ACTION APPROVAL BY BOARD

FUND BALANCE	APPROVAL	YEARLY	ACTION	APPROVAL	BOARD
3001-000	186,898.33		279,656.77	281,160.00	28,316.77= 111
TOTAL	186,898.33		279,656.77	281,160.00	28,316.77= 111

TAXES	APPROVAL	YEARLY	ACTION	APPROVAL	BOARD
30100-107	1,673,667.50		2,336,920.75	2,925,910.00	190,909.25 92
TOTAL	1,673,667.50		2,336,920.75	2,925,910.00	190,909.25 92

ENTER GOVERNMENTAL REVENUE	APPROVAL	YEARLY	ACTION	APPROVAL	BOARD
30200-104	716.75	165,033.33	123,625.67	250,000.00	126,374.23 49
30200-107	.00	60,666.66	105,323.02	104,000.00	1,323.02= 101
TOTAL	716.75	206,499.99	228,948.69	354,000.00	125,051.51 64

FINES AND FEES	APPROVAL	YEARLY	ACTION	APPROVAL	BOARD
30500-509	5,194.67	43,166.66	37,435.26	74,000.00	36,564.74 50
30500-510	.00	291.66	625.00	500.00	125.00= 125
30500-511	332.90	2,333.33	4,005.05	4,000.00	5.05= 100
30500-514	.00	1,020.83	1,933.65	1,750.00	183.65= 110
30500-515	1,155.05	4,958.33	8,660.69	8,500.00	160.69= 101
TOTAL	6,682.62	51,770.81	52,659.65	88,750.00	36,090.35 59

TRANSFERS FROM	APPROVAL	YEARLY	ACTION	APPROVAL	BOARD
30600-752	6,000.00	3,500.00	6,000.00	6,000.00	.00 100
TOTAL	6,000.00	3,500.00	6,000.00	6,000.00	.00 100

INVESTMENT INCOME	APPROVAL	YEARLY	ACTION	APPROVAL	BOARD
30700-101	6,718.20	22,166.66	26,959.04	38,000.00	11,040.96 70
TOTAL	6,718.20	22,166.66	26,959.04	38,000.00	11,040.96 70

OTHER INCOME	APPROVAL	YEARLY	ACTION	APPROVAL	BOARD
30800-895	235.00	2,041.66	1,357.00	3,500.00	2,143.00 38
30800-899	62.00	1,750.00	2,501.84	3,000.00	498.16 83
TOTAL	297.00	3,791.66	3,858.84	6,500.00	2,641.16 59

FUND TOTAL	APPROVAL	YEARLY	ACTION	APPROVAL	BOARD
	20,414.57	1,907,674.95	2,932,801.54	3,270,300.00	337,498.46 89

REPORT OF EXPENDITURES TO BUDGET BY FUND #0 DECAFOR PUBLIC LIBRARY

DESCRIPTION	AMOUNT	ENCUMBRANCE	UNAPPORTIONED BALANCE	PERCENT COMPLETED
SALARIES & WAGES	1,979,679	0.00	697,377.79	55.8
TEMPORARY SALARIES	10,200	0.00	6,316.67	42.0
RETIREMENT-IMRF	41,774	0.00	25,118.51	39.0
LIFE INSURANCE	237,629	0.00	105,822.24	35.5
MEDICAL INSURANCE	954	0.00	426.21	53.1
WORKERS COMPENSATION	189,897	0.00	89,032.02	89.5
SERVICE RECOGNITION	9,794	0.00	1,031.96	78.0
TOTAL PERSONAL SERVICES	2,508,025	0.00	897,737.58	78.0

PERSONAL SERVICES

101 OVERTIME	1,523.98	0.00	6,316.67	42.0
102 TEMPORARY SALARIES	3,064.42	0.00	25,118.51	39.0
103 RETIREMENT-IMRF	17,572.49	0.00	105,822.24	35.5
104 LIFE INSURANCE	41.76	0.00	426.21	53.1
105 MEDICAL INSURANCE	16,385.18	0.00	89,032.02	89.5
106 WORKERS COMPENSATION	1,195.60	0.00	1,031.96	78.0
107 SERVICE RECOGNITION	8,627.93	0.00	1,922.07	78.0
TOTAL PERSONAL SERVICES	49,989.44	0.00	229,669.68	54.0

CONTRACTUAL SERVICES

201 ADVERTISING AND BINDING	140.00	0.00	3,595.60	2.5
202 PRINTING AND BINDING	1,076.27	0.00	3,867.01	35.9
203 SERV-BUILDINGS	848.80	445.30	386.48	45.5
204 SERV-IMPROVEMENTS	360.00	1,638.60	2,293.78	110.4
205 SERV-AUTO EQUIPMENT	358.42	0.00	1,462.92	51.2
206 SERV-OFFICE EQUIP	1,190.00	0.00	8,670.78	189.5
207 MIS SERVICES	23,884	280.85	9,535.00	55.0
208 TELECOMMUNICATIONS	80,000	0.00	14,998.05	18.7
209 GAS	18,388.00	0.00	19,902.72	108.2
210 ELECTRICITY	2,805.38	0.00	12,514.61	228.9
211 WATER	1,250	0.00	866.32	68.5
212 TRAINING SCHOOL	42.67	0.00	155.76	36.5
213 CONFERENCES AND OTHER TRAVEL	37.00	0.00	2,133.46	57.4
214 POSTAGE	2,240.74	110.00	8,794.05	121.6
215 COMPUTER SOFTWARE EXPENSE	10,000	0.00	29,180.12	41.6
216 TUITION REIMBURSEMENT	50,000	0.00	1,865.50	37.8
217 TRAVEL EXPENSE FOR INTERVIEWS	3,711.00	0.00	800.98	21.6
218 OTHER PROFESSIONAL SERVICES	101,250	0.00	39,843.60	39.3
219 RENTAL-EQUIPMENT	2,600	0.00	1,185.00	45.6
220 RENTAL-EQUIPMENT	26,800	0.00	15,769.56	58.8
TOTAL CONTRACTUAL SERVICES	429,734	14,610.75	102,686.27	76.1

COMMODITIES

310 GASOLINE	4,000	0.00	2,268.46	56.7
312 JANITORIAL SUPPLIES	9,000	0.00	430.26	4.8
320 MATERIAL-BLDGS	7,000	0.00	2,613.36	37.3
337 MATERIAL TO MAINT AUTO EQUIP	3,500	0.00	2,617.33	74.8
345 OFFICE SUPPLIES	35,000	321.31	12,740.83	36.4
357 EMPLOYEE RECOGNITION SUPPLIES	200	0.00	137.82	31.1
TOTAL COMMODITIES	55,700	321.31	14,399.51	74.1

OTHER CHARGES

415 TRANSFER TO GENERAL FUND	1,200	0.00	500.00	41.7
418 MOTOR VEHICLE-INSURANCE	3,370	0.00	1,404.19	41.7
420 BOILER INSURANCE	474	0.00	197.50	41.7
421 PROPERTY INSURANCE	14,957	0.00	6,232.06	41.7
423 GENERAL LIABILITY INSURANCE	5,546	0.00	2,310.81	41.7
499 SMALL CAPITAL ITEMS	4,000	0.00	731.41	18.3
TOTAL OTHER CHARGES	29,447	0.00	11,776.06	40.0

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

4000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 11/30/2000

AMOUNT EXPENDITURES AVAILABLE AMOUNT ENCUMBRANCE UNENCUMBERED PRIMA

27,567	21,289	19,633.00	17,733	9,913.19	9,913.19	666.6
46,511	6,513.29	61,046.76	27,131	16,535.74	435.00	132.2

CAPITAL OUTLAY

512 AUTOMOTIVE EQUIPMENT	0	0	0	0	0	0	0	0	0
513 OFFICE MACHINERY AND EQUIPMENT	46,511	6,513.29	40,666.76	27,131	16,066.76	435.00	66.6	27,560.00	16,639.26
520 OTHER MACHINERY AND EQUIPMENT	46,511	6,513.29	61,046.76	27,131	16,535.74	435.00	66.6	3,060.00	3,060.00
800 BOOKS AND PERIODICALS	380,000	17,069.20	172,898.01	221,666	207,101.99	0.00	45.5	207,101.99	167,852.58
830 AV-PHONODICS	0	54.00	101.00	0	101.00	0.00	0.00	101.00	101.00
841 MAG/PAPERS-MAIN ADULT	0	21,310.33	22,142.33	0	22,142.33	0.00	0.00	22,142.33	22,142.33
842 MAG/PAPERS-MAIN YOUTH	0	568.49	568.49	0	568.49	0.00	0.00	568.49	568.49
843 MAG/PAPERS-MAIN JUVENILE	0	1,428.08	1,549.13	0	1,549.13	0.00	0.00	1,549.13	1,549.13
844 MAG/PAPERS-MAIN REFERENCE	0	9,549.56	9,735.56	0	9,735.56	0.00	0.00	9,735.56	9,735.56
845 MAG/PAPERS-MAIN PROFESSIONAL	0	1,502.50	1,803.39	0	1,803.39	0.00	0.00	1,803.39	1,803.39
847 MAG/PAPERS-EXTEN ADULT	0	3,329.56	3,349.51	0	3,349.51	0.00	0.00	3,349.51	3,349.51
	380,000	54,811.72	212,147.42	221,666	167,852.58	0.00	0.00	167,852.58	15,367.06

** DIVISION TOTAL ** 3,019,639 267,758.95 1,797,343.70 1,761,439 1,222,295.30 15,367.06 1,206,928.24 60.0

6LA3030 FUND 33

DPL-STATE GRANT FOR BLDG
DESCRIPTION

FUND BALANCE
3001-000 BEGINNING FUND BALANCE
TOTAL
FTEB GOVERNMENTAL REVENUE
30200-107 STATE GRANTS OR OTHER
TOTAL

FUND TOTAL

REVENUE RECAPITULATION FY 2000-2001

PERIOD ENDING 20011130

REPORTY BATTALVE

XETON

ARMWAY

UNRECORDED REAC

000	000	21,983.36	000	21,983.36
000	000	21,983.36	000	21,983.36
000	14,583.33	000	25,000.00	25,000.00
000	14,583.33	000	25,000.00	25,000.00
000	14,583.33	21,983.36	25,000.00	46,983.36

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6LA3010

C I T Y O F D E C A T U R

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REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 DPL-STATE GRANT FOR BUILDING

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
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502 BUILDINGS	25,000	000	400.00	14,583	24,600.00	000	24,600.00	1.6
520 OTHER MACHINERY AND EQUIPMENT	0	000	400.00	0	400.00	000	400.00	
TOTAL	25,000	000	800.00	14,583	24,200.00	000	24,200.00	3.2
** DIVISION TOTAL **	25,000	000	800.00	14,583	24,200.00	000	24,200.00	3.2

CAPITAL OUTLAY

LIBRARY BUILDING LEASES

REVENUE RECAPITULATION

FUND BALANCE
3000-000 BEGINNING FUND BALANCE

17,979.07
17,979.07

INVESTMENT INCOME

36
36

30700-101 INVESTMENT INTEREST

381.79
381.79

OTHER INCOME

61
61

30000-046 LEASE OF LIBRARY PROPERTY

10,056.18
10,056.18

TOTAL

74
74

FUND TOTAL

28,417.79
28,417.79

6LA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 35 LIBRARY BUILDING LEASES		UNENCUMBERED BALANCE	UNENCUMBERED PRCNT COMM
						UNEXPENDED BALANCE	ENCUMBRANCE		
	CONTRACTUAL SERVICES								
	231 ELECTRICITY	5,575	464.44	3,715.52	3,252	1,859.48	.00	1,859.48	66.6
	280 OTHER PROFESSIONAL SERVICES	6,000	.00	18,003.53	3,500	12,003.53	.00	12,003.53	300.1
		11,575	464.44	21,719.05	6,752	10,144.05	.00	10,144.05	187.6
	OTHER CHARGES								
	478 TR TO LIBRARY CAPITAL	45,000	.00	.00	26,250	45,000.00	.00	45,000.00	
		45,000	.00	.00	26,250	45,000.00	.00	45,000.00	
**	DIVISION TOTAL **	56,575	464.44	21,719.05	33,002	34,855.95	.00	34,855.95	38.4

ACCOUNT	AMOUNT	PERCENT
3000-103 DPL INTEREST-CANTONI TRUST	6,200.00	75
3000-104 DPL FUND BALANCE	6,300.00	60
TOTAL	12,500.00	102

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 92 PUBLIC LIBRARY-TRUSTS		UNENCUMBERED BALANCE	PRCT COMM
					UNEXPENDED BALANCE	ENCUMBRANCE		
900 EXPENDITURES	9,500	313.57	3,220.69	5,541	6,279.31	212.00	6,067.31	36.1
** DIVISION TOTAL **	9,500	313.57	3,220.69	5,541	6,279.31	212.00	6,067.31	36.1

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 92 PUBLIC LIBRARY-TRUSTS		UNENCUMBERED BALANCE	PRCT COMM
					UNEXPENDED BALANCE	ENCUMBRANCE		
900 EXPENDITURES	700	.00	107.52	408	592.48	.00	592.48	15.4
** DIVISION TOTAL **	700	.00	107.52	408	592.48	.00	592.48	15.4

Finance and Properties Committee
December 5, 2000

Mr. Stengel called the meeting to order at 4:45 p.m. Members present: Mr. Stengel, Mary Gladney, Mark Gibson, Joe McCaskill, and Phil Wise. Staff present: Karen Anderson, Larry Harris, and Linda Humphreys. Others present: Ty Cocagne.

Contractor's application and certificate for payment: Mr. Harris went over his punch list on the building project. Some of the carpet in the lobby is raveling, one section of stairway railing is not painted, the temperature, humidity, and odor problems in the local history room persist, and the frequency drive on the heat system does not work properly. A discrepancy on the amount of the final payment was also discussed. The consensus was to send a letter to Mid-States General & Mechanical Contracting Corporation regarding the correction of the existing problems or an adjustment to the bill.

Meyer trust: A letter from Ed Booth was reviewed regarding the Meyer trust. The consensus was to recommend that the Board approve a plan to restrict the principal of the trust, spending only the interest each year to expand service to the community, in accordance with the specifications in the trust.

Lease space build-outs: Problems with the electrical service metering as well as a fire wall have become issues. Ms. Anderson said that Mr. Harris has an estimate of \$3,000 to replace a valve which should prevent a recurrence of the odor caused on November 10 when the sprinkler system was drained. Ms. Anderson will check into this further.

Current budget status: In light of the current budget situation, Ms. Anderson developed a plan to use temporary help only in emergency situations beginning January 2, 2001.

Ms. Anderson reported that dues to the Human Services Agency Consortium (HSAC) increased from \$50 to \$300. The membership will be dropped.

Mr. Gibson reported that the City Council approved a loan of \$175,000 at 5 $\frac{1}{2}$ interest to the library for lease build-outs.

There was a question about the amount of the tax levy request recommended for approval for the library. Ms. Anderson will check into this.

There was no further business. The meeting was adjourned at 6:00
p.m.

Respectfully submitted,

Karen Anderson, Interim City Librarian

LAW OFFICES OF
BOOTH AND ANTOLINE
SUITE 330
132 SOUTH WATER STREET
DECATUR, ILLINOIS 62523

TELEPHONE (217) 423-6076
FAX NO. (217) 423-6082

December 4, 2000

Mr. Mark D. Gibson, President
Board of Library Trustees
1111 South Main, Suite 200
P.O. Box 860
Decatur, Illinois 62525-0860

RE: Margaret M. Meyer Trust

Dear Mark:

The trust established by Margaret M. Meyer of Alton, Illinois, on July 13, 1998 provided that at her death, after the payment of expenses and taxes, the trust estate is to be paid to the Decatur Public Library "for the acquisition and maintenance of materials pertaining to the local history of the City of Decatur and the surrounding area."

The indication is that the amount of this bequest will be approximately \$250,000. The gift is subject to the condition that the funds received be used for the stated purpose. Failure to use the money as directed by the trust could result in the gift being divested.

If there were a contention that trust funds were not being used properly, the people with standing to complain, since there is no gift over upon failure of performance, would be Margaret Meyer's heirs. Bryan Gorman, the Vice President and Trust Officer of The Bank of Edwardsville, Trustee, has advised that Ms. Meyer had no children and her heirs were cousins. There was no probate of the estate so Mr. Gorman did not have specific information as to the cousins.

The Library should be certain that the trust funds are used for the expressed purpose but there is a substantial range of charges that will be incurred by the Library in establishing, maintaining and operating the local history adjunct.

Acquisition of materials clearly would encompass the purchase of books, photographs, pictures, maps, magazines, letters and generally any written material. Also included would be movies, videos and artifacts pertaining to Decatur.

Page Two
December 4, 2000

Wagon County would surely be within the term "surrounding area" and territory beyond the county boundaries might well have a Decatur connection.

The maintenance of historical materials would include all those expenses required to collect, store, catalog and protect the items, with the protection including the cost of insurance.

One or more employees will have to act as curators of the material so it will be appropriately available for research and general public use. The salaries and other expenses of these employees would be appropriate charges to the trust fund.

The cost of furniture, equipment, and supplies for the local history division and the cost of seminars to train and educate employees for local history administration would be other proper charges.

If you can think of any specific questions you have or would just like to discuss this further, I would be glad to do that.

Very truly yours,

BOOTH AND ANTOLINE

By 

BTg

TheBANK OF EDWARDSVILLE
4415 WEST CENTER DRIVE
ALTON, IL 62002

RECEIPT AND REFUNDING AGREEMENT

WHEREAS: Margaret M. Meyer entered into a Revocable Living Trust Agreement on July 13, 1998;

WHEREAS: Margaret M. Meyer died on September 1, 2000, with TheBANK of Edwardsville serving as Trustee;

WHEREAS: The Trustee is willing to make a partial distribution of \$125,000 as provided by Article VIII of the Trust Document. This distribution is subject to the beneficiaries acknowledging the following:

1. Received and reviewed the Receipt and Disbursements covering the period of September 1, 2000 through November 27, 2000.
2. Approval of all Receipt and Disbursements transacted during this period.
3. Acknowledges the decedent's direction and agrees to utilize these funds for the acquisition and maintenance of materials pertaining to the local history of the City of Decatur and the surrounding area.
4. Upon receiving the signed and notarized Receipt and Refunding Agreement, a check in the amount of \$125,000 will be issued being a partial distribution, with the check made payable to The Decatur Public Library as requested.

The undersigned hereby agrees that the undersigned will refund the undersigned's due portion of any federal or state income tax claim, including interest and penalties, and the undersigned's portion of any outstanding debt which is payable from the Trust together with the expense of recovery (including reasonable attorney's fee), if any and the due portion of any additional expense of administration.

Signed this 1st day of December, 2000

The Decatur Public Library
By: [Signature]
President of the Board
of Trustees

STATE OF Illinois)
COUNTY OF Macon)

On this day before me, the undersigned Notary Public, personally appeared Mark A Gibson
to me known to be the individual described in and who executed the Receipt and Refunding
Agreement, and acknowledged that he or she signed the Receipt and Refunding Agreement as his
or her free and voluntary act.

Given under my hand and official seal this 1st day of December, 2000.

By Donna J Whitsett Residing at Alcatraz, IL

Notary Public in and for the State of Illinois

My commission expires 6-4-01



For the Account of: MARGARET M MEYER REVOCABLE LIVING TRUST
 Account Number: 20 00 5699 05 1
 Period: September 01, 2000 To November 27, 2000
 Date Prepared: November 27, 2000

THE BANK OF EDWARDSVILLE

Statement of Transactions

Date	Description	Income Cash	Principal Cash	Investment Cost Basis
CONTRIBUTIONS				
09/01/00	DEPOSIT OF FUNDS FROM JOINT CHECKING ACCOUNT	0.00	6,440.00	0.00
	Total CONTRIBUTIONS	0.00	6,440.00	0.00
MEDICAL REIMBURSEMENTS				
10/17/00	REFUND FROM BLUE CROSS BLUE SHIELD INSURANCE	0.00	126.63	0.00
	Total MEDICAL REIMBURSEMENTS	0.00	126.63	0.00
INTEREST				
09/02/00	INTEREST ON 25000 PAR VALUE LIBERTY BANK 4.470 09/02/00	281.67	0.00	0.00
09/03/00	INTEREST ON 15000 PAR VALUE FIRSTAR BANK N.A. 4.230 09/03/00	159.58	0.00	0.00
09/03/00	INTEREST RECEIVED TRUST PRIME INVESTOR P 6.00	22.67	0.00	0.00
09/10/00	INTEREST ON 25000 PAR VALUE FIRSTAR BANK NA 4.670 12/08/00	293.46	0.00	0.00
09/14/00	INTEREST ON 20000 PAR VALUE THE BANK OF EDWARDSVILLE 4.470 10/09/00	75.93	0.00	0.00
09/25/00	INTEREST ON 25000 PAR VALUE THE BANK OF EDWARDSVILLE 6.900 07/24/01	146.50	0.00	0.00
10/10/00	INTEREST ON 20000 PAR VALUE THE BANK OF EDWARDSVILLE 4.470 10/09/00	2.03	0.00	0.00
10/10/00	INTEREST ON 20000 PAR VALUE THE BANK OF EDWARDSVILLE 4.470 10/09/00	61.23	0.00	0.00
10/10/00	INTEREST RECEIVED TRUST PRIME INVESTOR P 6.00	167.12	0.00	0.00
10/13/00	INTEREST ON 27000 PAR VALUE THE BANK OF EDWARDSVILLE 5.150 11/25/00	350.48	0.00	0.00
10/16/00	INTEREST ON 23000 PAR VALUE THE BANK OF EDWARDSVILLE 5.390 07/18/01	312.47	0.00	0.00
10/25/00	INTEREST ON 25000 PAR VALUE THE BANK OF EDWARDSVILLE 6.900 07/24/01	141.78	0.00	0.00
11/03/00	INTEREST RECEIVED TRUST PRIME INVESTOR P 6.00	326.22	0.00	0.00
11/03/00	INTEREST ON 25000 PAR VALUE CORNERSTONE BANK & TRUST 6.900 08/17/01	434.79	0.00	0.00
11/24/00	INTEREST ON 25000 PAR VALUE THE BANK OF EDWARDSVILLE 6.900 07/24/01	146.51	0.00	0.00
11/24/00	INTEREST ON 20000 PAR VALUE FIRSTAR BANK N.A. 4.670 11/24/00	234.77	0.00	0.00
	Total INTEREST	3,157.21	0.00	0.00
ORDINARY DIVIDENDS				
11/07/00	DIVIDEND RECEIVED GOLDMAN SACHS FINANCIAL SQUARE POP	8.94	0.00	0.00
	Total ORDINARY DIVIDENDS	8.94	0.00	0.00
OTHER INCOME				
10/13/00	INCOME TAX REBATE FROM TOBACCO SETTLEMENT	8.00	0.00	0.00
	Total OTHER INCOME	8.00	0.00	0.00
PROCEEDS FROM THE SALE OF ASSETS				
09/02/00	RPAT 25000 PAR VALUE LIBERTY BANK 4.470 09/02/00	0.00	25,000.00	-25,000.00

For the Account of: MARGARET M MEYER REVOCABLE LIVING TRUST
 Account Number: 20-00 5699 05 1
 Period: September 01, 2000 To November 27, 2000
 Date Prepared: November 27, 2000

THE BANK OF EDWARDSVILLE

Statement of Transactions

Date	Description	Income Cash	Principal Cash	Investment Cost Basis
09/03/00	WMT 15000 PAR VALUE FIRSTSTAR BANK N.A. 4.230 09/03/00	0.00	15,000.00	-15,000.00
10/09/00	WMT 20000 PAR VALUE THE BANK OF EDWARDSVILLE 4.470 10/09/00	0.00	20,000.00	-20,000.00
11/02/00	RECEIVED GOLDMAN SACHS FINANCIAL SQUARE POP	0.00	7.00	-7.00
	Total PROCEEDS FROM THE SALE OF ASSETS	0.00	60,007.00	-60,007.00
PROCEEDS FROM THE WITHDRAWAL OF ASSETS				
10/01/00	RECEIVED TRUST PRIME INVESTOR P 6.00	0.00	50,000.00	-50,000.00
	Total PROCEEDS FROM THE WITHDRAWAL OF ASSETS	0.00	50,000.00	-50,000.00
ADJUSTMENTS				
09/05/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-281.67	281.67	0.00
09/07/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-159.58	159.58	0.00
09/12/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-316.13	316.13	0.00
09/15/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-75.93	75.93	0.00
09/20/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-146.50	146.50	0.00
10/11/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-230.38	230.38	0.00
10/12/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-358.48	358.48	0.00
10/17/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-185.84	185.84	0.00
10/18/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-126.63	126.63	0.00
10/25/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-141.78	141.78	0.00
11/06/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-326.22	326.22	0.00
11/08/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-8.94	8.94	0.00
11/21/00	AUTO TRANSFER INCOME TO PRINCIPAL CASH	-434.79	434.79	0.00
	Total ADJUSTMENTS	-2,792.87	2,792.87	0.00
FIDUCIARY FEES				
10/11/00	TRUST DEPARTMENT FEE FOR QUARTER ENDED 09/30/00	0.00	-296.47	0.00
	Total FIDUCIARY FEES	0.00	-296.47	0.00
OTHER EXPENSES				
11/15/00	CITY OF ALTON CERTIFIED DEATH CERTIFICATE FOR FELICITAS MEYER	0.00	-7.00	0.00
	Total OTHER EXPENSES	0.00	-7.00	0.00
PURCHASES OF ASSETS				
09/05/00	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-281.67	281.67
09/07/00	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-159.58	159.58
09/08/00	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-22.67	22.67
09/11/00	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-25,000.00	25,000.00
09/12/00	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-15,293.46	15,293.46
09/15/00	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-75.93	75.93
09/16/00	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-6,440.00	6,440.00
09/20/00	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-146.50	146.50

For the Account of: MARGARET M MEYER REVOCABLE LIVING TRUST
 Account Number: 20 00 5699 05 1
 Period: September 01, 2000 To November 27, 2000
 Date Prepared: November 27, 2000

Statement of Transactions

Date	Description	Income Cash	Principal Cash	Investment Cost Basis
10/11/2000	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-19,933.91	19,933.91
10/16/2000	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-358.48	358.48
10/17/2000	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-312.47	312.47
10/19/2000	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-126.63	126.63
10/20/2000	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-141.78	141.78
10/23/2000	PURCHASE GOLDMAN SACHS FINANCIAL SQUARE POP	0.00	-50,000.00	50,000.00
11/06/2000	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-326.22	326.22
11/08/2000	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-8.94	8.94
11/20/2000	PURCHASE TRUST PRIME INVESTOR P 6.00	0.00	-434.79	434.79
	Total PURCHASES OF ASSETS	0.00	-119,063.03	119,063.03

AGREEMENT

THIS AGREEMENT made by and between the City of Decatur, Illinois ("City"), a municipal corporation, and The Board of Library Trustees of the City of Decatur ("Board"), a body politic.

WHEREAS, the Board has purchased the building at 130 North Franklin Street, Decatur, Illinois, for use as a public library; and,

WHEREAS, the Board wishes to improve a portion of said building so as to lease it to tenants whose use of the building would be compatible with its primary use as a library; and,

WHEREAS, the Board wishes to borrow funds to enable it to accomplish the aforesaid improvement, and the City is willing to lend the Board said funds, on the conditions set out herein.

NOW, THEREFORE, for and in consideration of the provisions hereof, the City and the Board agree as follows:

1. The City will lend the Board the sum of One Hundred Seventy Five Thousand Dollars (\$175,000) ("principal"), on December 7, 2000, or on some other date agreeable to both the City and the Board.

2. On December 1, 2001, and every December 1 thereafter through 2008, the Board shall pay the City the sum of Twenty-One Thousand Eight Hundred Seventy Five Dollars (\$21,875.00), plus five per cent (5%) interest on the outstanding balance of the principal.

DATED this 4th day of December, 2000.

CITY OF DECATUR, ILLINOIS, a municipal Corporation,

By [Signature]
Mayor

ATTEST:

[Signature: Clinton J. Farris]
City Clerk

THE BOARD OF LIBRARY TRUSTEES OF THE CITY OF DECATUR, a body politic,

By [Signature: William D. Sullivan]
Its President

ATTEST:

[Signature: Mrs. D. Gladney]

Chapter V Reference, Reader's Advisory, and Bibliographic Instruction

Quality reference service is the provision of information or material within a time frame, at a level, and in a format that is satisfactory for the patron.

Reference service is the provision of information in response to a patron's question.

Reader's advisory service is guidance in selecting material appropriate to a specific patron's desires and needs.

Bibliographic instruction is service provided in response to a request by a patron either for the individual or for a group to learn how to use one or more of the library's resources.

All Illinois public libraries should provide or contract to provide professional reference service for their patrons. For purposes of this document *professional reference service* refers to reference service provided by a person holding an MLS degree from an ALA-accredited program.

Because so many Illinois public libraries serve sparsely populated communities and as a result, often lack the funding to hire a full-time qualified librarian, other approaches, such as the following, may be required.

- mergers of several small libraries or library services
- consortiums of several small libraries with one central reference library
- system reference service with an 800 number
- Illinois State Library reference service with an 800 number
- contracts between small libraries and larger libraries for reference service
- shared qualified librarians, with several small libraries pooling funds to employ and share a qualified librarian who would handle collection management, train staff, and provide back-up reference service and perhaps function as a circuit librarian by working suitable hours at each site
- cooperative collection development in which the purchase of specific reference works is assigned to each library in the group
- cooperative hours of service, with a group of libraries coordinating their hours of reference service to provide their combined patrons with access to reference service for a greater number of hours (A number of Illinois public libraries already provide late-night reference service using this approach.)

Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all library users.
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities, including use of the library for

exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16 30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2)

Case 16. The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)

Case 18. The library adopts and adheres to the ALA *Code of Ethics*. (See appendix 2.7 for *Code of Ethics*.)

Case 19. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.

Case 20. The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.

Case 21. The library provides access to ILLINET Online.

Case 26. The library provides or develops a formal agreement with another agency to provide reference service to the community.

Supplemental Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation and reference and reader's advisory. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has a board-approved reference service policy developed by reference staff and administration. (See appendix 5.1 for a model reference service policy.)
3. The reference service policy is reviewed every three years.
4. The library participates in system-provided backup reference, interlibrary loan, and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library provides easy access to an accurate and up-to-date community information resource file.

7. The library provides current issues of at least one community or local newspaper and retains backfiles for a minimum of six months.
8. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
9. The library provides access to local and state maps.
10. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
11. The library provides voter information, including precinct boundaries and location of polling places.
12. The library provides information about local history and events.
13. The library has telephone books for the local calling area and any other frequently requested areas.
14. The library has all materials included in the list of basic reference materials. (See appendix 5.2.)
15. Staff have access to a telephone to receive and respond to requests for information and materials and to contact other agencies for information.

Evaluating Reference Service

Although reference service is one of the most difficult areas of library service to measure, the exercise of examining and attempting to evaluate reference service heightens the librarian's awareness of what comprises quality reference service, increases the librarian's sensitivity to patron needs, and stimulates efforts to improve. (See appendix 5.3 for evaluation methods.)

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